



CITY OF ANAMOSA

CITY COUNCIL AGENDA – REGULAR SESSION

MONDAY, OCTOBER 27, 2025 – 6:00 P.M.
ANAMOSA LIBRARY & LEARNING CENTER
600 E. 1ST STREET, ANAMOSA, IA 52205

Zoom Meeting Link (Viewing Only)
<https://us02web.zoom.us/j/86089851793>
Meeting ID: 860 8985 1793
Passcode: Anamosa

Join by Telephone
+1 312 626 6799 US
Meeting ID: 860 8985 1793
Passcode: 7681616

*To address the City Council, please wait for the Mayor to open the floor for public comment on an agenda item.
Before speaking, approach the podium, provide your name and address, and limit comments to five (5) minutes per agenda item.
Profane, obscene, or slanderous language will not be permitted.*

- 1.0) **Roll Call**
- 2.0) **Pledge Of Allegiance**
- 3.0) **Consent Agenda (Review & Approve):**
 - a) Minutes from October 13, 2025 – Regular Session.
 - b) Current bills.
 - c) Liquor license.
- 4.0) **Public Hearings:**
 - 4.1) **Public Hearing** – Public Hearing rezoning the property entitled Parcel 2008-53, in NE NW excluding parcel 2004-66, also known as 1818 13th Street.
 - a) *Mayor opens the public hearing – Proceedings for discussion.*
 - b) *Mayor closes the public hearing.*
 - 4.2) **Ordinance 967** – An Ordinance rezoning the property entitled Parcel 2008-53, in NE NW excluding parcel 2004-66, also known as 1818 13th Street, from A-1 Agricultural to 4R-2 Multi-Family Residential, in the City of Anamosa, Jones County, Iowa. **Roll Call.**
 - a) **Motion** – Possible waiver of subsequent readings of this Ordinance. **Roll Call.**
 - 4.3) **Public Hearing** – Public Hearing on proposal to enter into a General Obligation Loan Agreement.
 - a) *Mayor opens the public hearing – Proceedings for discussion.*
 - b) *Mayor closes the public hearing.*
 - 4.4) **Resolution 2025-71** – Resolution taking additional action on proposal to enter into a General Obligation Loan Agreement. **Roll Call.**
 - 4.5) **Public Hearing** – Public Hearing on the proposed expansion of the Anamosa Highway 151 Urban Renewal Area.
 - a) *Mayor opens the public hearing – Proceedings for discussion.*
 - b) *Mayor closes the public hearing.*
 - 4.6) **Resolution 2025-72** – Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Anamosa Highway 151 Urban Renewal Area. **Roll Call.**
 - 4.7) **Ordinance 968** – An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa. **Roll Call.**
 - a) **Motion** – Recommended waiver of subsequent readings of this Ordinance to now be put upon its final passage and adoption (recommended by Dorsey & Whitney). **Roll Call.**
 - 4.8) **Resolution 2025-73** – Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Shao Properties, LLC, Including Annual Appropriation Tax Increment Payments. **Roll Call.**
 - 4.9) **Resolution 2025-74** – Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Rummel Properties, LLC, Including Annual Appropriation Tax Increment Payments. **Roll Call.**
- 5.0) **Postponed Items/Unfinished Business:**
 - 5.1) **Resolution 2025-75** – Setting the date for a Public Hearing to approve plans & specifications, and award the contract, for the Elm & Hickory Sanitary Sewer Rehabilitation Project. **Roll Call.**
 - 5.2) **Resolution 2025-76** – Approving the appointment, contract, and salary for Chief of Police, for Fiscal Year ending June 30, 2026. **Roll Call.**
- 6.0) **Council Action Items:**
 - 6.1) **Project Status Update** – HR Green

CITY OF ANAMOSA - CITY COUNCIL AGENDA – REGULAR SESSION

- 6.2) **Resolution 2025-77** – To set the wage for the position of Full-Time Deputy City Clerk for Fiscal Year ending June 30, 2026. **Roll Call.**
- 6.3) **Resolution 2025-78** – To set the wage for the position of Full-Time Streets Laborer for Fiscal Year ending June 30, 2026. **Roll Call.**
- 6.4) **Resolution 2025-79** – Amending the City of Anamosa Personnel Policy Manual. **Roll Call.**
- 6.5) **Resolution 2025-80** – Approving the addition of four (4) streetlights at 1205 Walworth Avenue. **Roll Call.**
- 6.6) **Discussion & Possible Action** – Possible dates/times for upcoming Strategic Planning/Capital Improvement Planning Work Sessions.
- 6.7) **Review & Approve (Consent Agenda):** Pay requests totaling \$437,161.70.
 - a) From ECICOG, in the amount of \$8,000.00, for the Comprehensive Plan-Phase 2.
 - b) From ECICOG, in the amount of \$450.00, for the Downtown Façade Revitalization Project.
 - c) From HR Green, in the amount of \$10,560.65, for the Ford & Huber Sanitary Sewer Replacement Project.
 - d) From HR Green, in the amount of \$4,870.00, for the Elm & Hickory Sanitary Sewer Rehab Project.
 - e) From Martin Gardner, in the amount of \$32,250.00, for the Downtown Façade Revitalization Project.
 - f) From Snyder & Associates, in the amount of \$12,554.40, for WWTP Flow EQ Basin Project.
 - g) From Tschiggfrie Excavating, in the amount of \$310,366.85, for the Ford & Huber Sanitary Sewer Project.
 - h) From Tschiggfrie Excavating (Change Order), in the amount of \$58,109.80, for the Ford & Huber Sanitary Sewer Project.
- 7.0) **City Administrator's Report**
- 8.0) **Mayor & Council Reports**
 - 8.1) Mayor's report
 - 8.2) Council reports
- 9.0) **Public Comment For Items Not On The Agenda**
- 10.0) **Adjournment**

STATEMENT OF COUNCIL PROCEEDINGS

October 13, 2025

The City Council of the City of Anamosa met in Regular Session on October 13, 2025, at the Anamosa Library and Learning Center at 6:00 P.M. with Mayor Rod Smith presiding. The following council members were present: Rich Crump, Kay Smith, Todd Weimer, Dan Smith, and Brooke Gombert. Absent: Teresa Tuetken. Also present were Jeremiah Hoyt, City Administrator and Kaylee Palmer, City Clerk.

Mayor Rod Smith called the meeting to order at 5:59 P.M. Roll call was taken with a quorum present.

Motion by Crump, seconded by K. Smith approving the consent agenda items: Minutes of the Regular Session 9/22/25, current bills, and Noise/street closure permit application. Roll vote: Ayes- K. Smith, Weimer, D. Smith, Gombert, Crump. Nays- none. Motion carried.

Motion by Crump, seconded by D. Smith approving Resolution 2025-69 to set October 27, 2025, for the Public Hearing to approve the proposed rezoning request for the property to be annexed into the City, as 1818 130th Street, also known as parcel 2008-53, in the NE NW excluding parcel 2004-66, from A-1 Agricultural to 4R-2 Multi-Family Residential in the City of Anamosa, Jones County, Iowa. Roll vote: Ayes- Weimer, D. Smith, Gombert, Crump, K. Smith. Nays- none. Motion carried.

Motion by Crump, seconded by Weimer approving Ordinance No. 966, an Ordinance deleting property from the Tax Increment Financing District for the Anamosa Highway 151 Urban Renewal Area of the City of Anamosa, Iowa, pursuant to section 403.19 of the Code of Iowa. Roll vote: Ayes- D. Smith, Gombert, Crump, K. Smith, Weimer. Nays- none. Motion carried.

Motion by K. Smith, seconded by Crump approving the waiver of the third and final reading of Ordinance 966 to now be put upon its final passage and adoption. Roll vote: Ayes- Gombert, Crump, K. Smith, Weimer, D. Smith. Nays- none. Motion carried.

Motion by Crump, seconded by D. Smith approving Resolution 2025-70, approving the appointment to the Parks and Recreation Board to fill the term ending October 15, 2029. Roll vote: Ayes- D. Smith, Weimer, K. Smith, Crump, Gombert. Nays- none. Motion carried.

Motion by Crump, seconded by Weimer denying the Facility Use Agreement between the Anamosa Community School District and the City of Anamosa. Roll vote: Ayes- Weimer, K. Smith, Crump, Gombert, D. Smith. Nays- none. Motion carried.

Motion by Crump, seconded by K. Smith approving the Consent Agenda pay requests totaling \$130,703.60. Roll vote: Ayes- K. Smith, Crump, Gombert, Weimer. Nays- D. Smith. Motion carried.

City Administrator's report: Hoyt wanted to notify the Council that the City will be working on Strategic Planning over the next few weeks to help develop a Capital Improvement Plan that aligns with the City's Comprehensive Plan.

Council's Report: K. Smith wanted to remind everyone of the Member Appreciation Tea Tasting and Theatrical Program that is being held by the Anamosa Library and Learning Center on October 19th for the Friends of the Library.

Mayor Smith opened the floor to public comment for items not on the agenda. Tom Durgin a downtown property owner wanted to give kudos to the Parks & Rec Department and their Board for getting new playground equipment for the Wapsi-Ana Park.

Motion by Crump, seconded by D. Smith to enter into a closed session, per Iowa Code Section 21.5(1)(i), to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Roll vote: Ayes- Crump, K. Smith, Weimer, D. Smith, Gombert. Nays- none. Motion carried.

Council entered into closed session at 6:25 P.M.

Council entered into open session at 8:19 P.M.

Meeting adjourned at 8:20 P.M.

Rod Smith, Mayor

ATTEST:

Kaylee Palmer, City Clerk



City of Anamosa, IA

Expense Approval Report By Fund

Post Dates 10/14/2025 - 10/27/2025

Vendor Name	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND				
Department: 000 - 000				
COLLECTION SERVICES CENTER	10/24/2025	COLLECTION SERVICES	001-000-2204	257.55
CITY OF ANAMOSA	10/24/2025	FLEXIBLE - CHILDCARE	001-000-2204	134.62
CITY OF ANAMOSA	10/24/2025	FLEX - MEDICAL	001-000-2204	175.38
IPERS COLLECTIONS	10/24/2025	IPERS	001-000-2203	6,885.26
IPERS COLLECTIONS	10/24/2025	IPERS	001-000-2203	3,902.23
941 TAX EFT PAYMENT	10/24/2025	MEDICARE TAX	001-000-2206	2,008.34
941 TAX EFT PAYMENT	10/24/2025	SOCIAL SECURITY TAX	001-000-2202	8,587.44
941 TAX EFT PAYMENT	10/24/2025	FEDERAL TAX	001-000-2200	4,866.23
TREASURER STATE OF IOWA	10/24/2025	STATE TAX	001-000-2201	2,044.92
Department 000 - 000 Total:				28,861.97
Department: 110 - POLICE				
MINGER MOWING & LANDSC...	10/27/2025	MOWING/TRIMMING	001-110-6461	121.00
VISA	10/15/2025	M-LOK RAIL 5 SLOT	001-110-6504	6.99
VISA	10/15/2025	HANDCUFF HOLSTER	001-110-6504	8.29
VISA	10/15/2025	SLING SWIVEL	001-110-6504	10.76
VISA	10/15/2025	RAIL MOUNT	001-110-6504	119.68
VISA	10/15/2025	SHIPPING	001-110-6504	12.99
VISA	10/15/2025	TWO POINT SLING	001-110-6504	26.36
VISA	10/15/2025	VORTEX OPTICS	001-110-6504	99.99
VISA	10/15/2025	TACTICAL BOOTS	001-110-6504	109.95
VISA	10/15/2025	MAGPUL M-LOK	001-110-6504	23.70
VISA	10/15/2025	SIGHT SET UP	001-110-6504	65.93
VISA	10/15/2025	CERTIFIED MAIL	001-110-6508	10.48
VISA	10/15/2025	CLEANING/OFFICE SUPPLIES	001-110-6535	45.95
KIECK'S	10/27/2025	UNIFORM SHIRTS	001-110-6181	437.70
KIECK'S	10/27/2025	UNIFORM SHIRTS/EMBROIDE...	001-110-6181	457.60
U.S. CELLULAR	10/27/2025	CELL PHONE HOTSPOTS	001-110-6480	89.37
U.S. CELLULAR	10/27/2025	PD CAR ROUTERS	001-110-6480	217.65
JOHN DEERE FINANCIAL	10/27/2025	PAINTERS TAPE/ANCHORS	001-110-6540	34.70
AUXIANT	10/27/2025	SELF FUNDED INS	001-110-6155	55.12
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	001-110-6370	45.68
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	001-110-6373	164.80
AUXIANT	10/27/2025	SELF FUNDED INS	001-110-6155	76.00
Department 110 - POLICE Total:				2,240.69
Department: 210 - ROADS, BRIDGES, SIDEWALKS				
C.J. COOPER & ASSOCIATES, I...	10/27/2025	ANNUAL ADMIN FEES	001-210-6490	145.00
AUXIANT	10/27/2025	SELF FUNDED INS	001-210-6155	1.62
AUXIANT	10/27/2025	SELF FUNDED INS	001-210-6155	47.50
Department 210 - ROADS, BRIDGES, SIDEWALKS Total:				194.12
Department: 290 - SOLID WASTE				
T & D TREE SERVICE	10/27/2025	TREE REMOVAL	001-290-6428	1,200.00
Department 290 - SOLID WASTE Total:				1,200.00
Department: 612 - CITY ADMINISTRATOR				
REVIZE LLC	10/27/2025	WEBSITE HOSTING	001-612-6490	2,400.00
VISA	10/15/2025	ILC PRE-CONFERENCE 2025	001-612-6445	200.00
VISA	10/15/2025	ILC ANNUAL CONFERENCE	001-612-6445	375.00
VISA	10/15/2025	ILC ANNUAL CONFERENCE LO...	001-612-6446	70.77
AUXIANT	10/27/2025	SELF FUNDED INS	001-612-6155	9.50
Department 612 - CITY ADMINISTRATOR Total:				3,055.27
Department: 622 - SUPPORT ADMINISTRATION				
VISA	10/15/2025	IMFOA MEMBERSHIP	001-622-6430	50.00

Expense Approval Report

Post Dates: 10/14/2025 - 10/27/2025

Vendor Name	Post Date	Description (Item)	Account Number	Amount
VISA	10/15/2025	ILOC CONFERENCE LODGING	001-622-6448	383.32
ANAMOS A JOURNAL-EUREKA	10/27/2025	LEGALS	001-622-6414	150.38
ANAMOS A JOURNAL-EUREKA	10/27/2025	LEGALS	001-622-6414	86.78
AMAZON CAPITAL SERVICES	10/27/2025	OFFICE SUPPLIES	001-622-6535	36.99
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	001-622-6373	224.60
AUXIANT	10/27/2025	SELF FUNDED INS	001-622-6155	19.00

Department 622 - SUPPORT ADMINISTRATION Total: 951.07

Fund 001 - GENERAL FUND Total: 36,503.12

Fund: 015 - FIRE SERVICE

Department: 150 - FIRE DEPARTMENT

BANOWETZ LUMBER COMPA...	10/27/2025	SPRING LOADED HINGES	015-150-6475	166.18
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	015-150-6370	95.66
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	015-150-6373	139.85

Department 150 - FIRE DEPARTMENT Total: 401.69

Fund 015 - FIRE SERVICE Total: 401.69

Fund: 041 - LIBRARY FUND

Department: 410 - LIBRARY

BAKER & TAYLOR	10/20/2025	BOOKS	041-410-6501	51.30
BAKER & TAYLOR	10/20/2025	BOOKS	041-410-6501	108.26
BLADE PEST MANAGEMENT L...	10/20/2025	PEST CONTROL	041-410-6475	70.00
AEDSUPERSTORE	10/20/2025	YOUTH AED PADS	041-410-6540	127.00
VISA	10/20/2025	DVDS	041-410-6501	91.82
VISA	10/20/2025	SWITCH GAME	041-410-6501	40.99
VISA	10/20/2025	BOOKS	041-410-6501	28.94
VISA	10/20/2025	BOOK	041-410-6501	15.40
VISA	10/20/2025	DVDS	041-410-6501	113.91
VISA	10/20/2025	BLUETOOTH MICROPHONE	041-410-6502	20.88
VISA	10/20/2025	MOD PODGE/SPRAY	041-410-6502	37.87
VISA	10/20/2025	TEA LIGHTS	041-410-6502	5.39
VISA	10/20/2025	VEGETABLES	041-410-6537	46.87
VISA	10/20/2025	PUMPKINFEST SUPPLIES	041-410-6537	67.69
VISA	10/20/2025	PUMPKINFEST SUPPLIES	041-410-6537	20.78
VISA	10/20/2025	ZEP CLEANER	041-410-6540	46.05
VISA	10/20/2025	TRASH BAGS	041-410-6540	17.98
VISA	10/20/2025	TRASH BAGS	041-410-6540	41.95
OFFICE EXPRESS	10/20/2025	TOLIET PAPER	041-410-6535	143.36
AMAZON CAPITAL SERVICES	10/20/2025	BOOK	041-410-6501	16.00
AUXIANT	10/27/2025	SELF FUNDED INS	041-410-6155	52.36
AUXIANT	10/27/2025	SELF FUNDED INS	041-410-6155	28.50

Department 410 - LIBRARY Total: 1,193.30

Fund 041 - LIBRARY FUND Total: 1,193.30

Fund: 043 - PARKS & RECREATION

Department: 430 - RECREATION

FAREWAY STORES, INC.	10/27/2025	WATER	043-430-6531	4.98
GLOBAL PAYMENTS INTEGRA...	10/27/2025	PROCESSING FEES	043-430-6471	108.28
VISA	10/15/2025	WRIST BANDS	043-430-6490	8.88
VISA	10/15/2025	COPY PAPER	043-430-6535	40.96
VISA	10/15/2025	AA BATTERIES	043-430-6535	21.96
VISA	10/15/2025	PARKS & REC JOB POSTING	043-430-6402	245.00
COMNEY, BRODIE	10/27/2025	FLAG FOOTBALL COACH	043-430-6310	140.00
TRACE FAILLE	10/27/2025	FLAG FOOTBALL COACH	043-430-6310	270.00
KASIN PAULSON	10/27/2025	FLAG FOOTBALL COACH	043-430-6310	270.00
AUXIANT	10/27/2025	SELF FUNDED INS	043-430-6155	9.50

Department 430 - RECREATION Total: 1,119.56

Fund 043 - PARKS & RECREATION Total: 1,119.56

Fund: 044 - AQUA COURT

Department: 440 - AQUA COURT

CARRICO AQUATIC RESOURCE...	10/27/2025	CHEMICALS/DRAIN COVERS	044-440-6533	3,139.17
-----------------------------	------------	------------------------	--------------	----------

Expense Approval Report

Post Dates: 10/14/2025 - 10/27/2025

Vendor Name	Post Date	Description (Item)	Account Number	Amount
WAPSIE PINES LAWN CARE & ...	10/27/2025	POOL WINTERIZING	044-440-6475	984.10
STATE HYGIENIC LABORATORY...	10/27/2025	WATER TESTING	044-440-6470	15.50
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	044-440-6370	729.82
Department 440 - AQUA COURT Total:				4,868.59
Fund 044 - AQUA COURT Total:				4,868.59

Fund: 046 - LAWRENCE COMMUNITY CENTER FUND

Department: 460 - LAWRENCE COMMUNITY CENTER

VISA	10/15/2025	CREDIT	046-460-6475	-11.35
VISA	10/15/2025	WIRELESS MICROPHONE	046-460-6475	109.95
VISA	10/15/2025	JANITORIAL SUPPLIES	046-460-6541	39.06
VISA	10/15/2025	JANITORIAL SUPPLIES	046-460-6541	12.98
VISA	10/15/2025	JANITORIAL SUPPLIES	046-460-6541	16.02
VISA	10/15/2025	AMP CORD	046-460-6541	21.97
VISA	10/15/2025	JANITORIAL SUPPLIES	046-460-6541	54.99
CEDAR RAPIDS LOCKSMITHING..	10/27/2025	REKEYING DOORS LCC	046-460-6475	295.00
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	046-460-6370	84.88
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	046-460-6373	184.90
Department 460 - LAWRENCE COMMUNITY CENTER Total:				808.40
Fund 046 - LAWRENCE COMMUNITY CENTER FUND Total:				808.40

Fund: 110 - ROAD USE TAX

Department: 211 - Public Services - community betterment

VISA	10/15/2025	MOWER PARTS	110-211-6470	60.00
VISA	10/15/2025	CREDIT	110-211-6470	-29.62
VISA	10/15/2025	MAX BATTERIES	110-211-6553	45.41
FAIRVIEW CONCRETE	10/27/2025	CURB/GUTTER REPAIR	110-211-6543	2,300.00
HOTSY CLEANING SYSTEMS	10/27/2025	MAINTENANCE	110-211-6530	160.00
SCHMITZ JANITORIAL SUPPLY	10/27/2025	RAKES/TOWELS	110-211-6530	150.00
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	CORE EXCHANGE	110-211-6470	-24.00
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	CORE	110-211-6470	24.00
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	BATTERY	110-211-6470	149.95
CARQUEST OF MONTICELLO	10/27/2025	OXYGEN	110-211-6530	388.65
CARQUEST OF MONTICELLO	10/27/2025	CORE CREDIT	110-211-6530	-341.00
CARQUEST OF MONTICELLO	10/27/2025	CORE CREDIT	110-211-6530	-341.00
CARQUEST OF MONTICELLO	10/27/2025	ARGON CO2	110-211-6530	404.84
ZACH'S TOOLS LLC	10/27/2025	BRUSH WIRE	110-211-6553	9.90
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	OIL/GREASE	110-211-6470	74.88
ARMOR EQUIPMENT	10/27/2025	SWEEPER BROOM	110-211-6470	715.44
MORTON SALT, INC	10/27/2025	SALT	110-211-6544	4,824.41
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	FILTERS/OIL/GASKET	110-211-6474	214.75
JOHN DEERE FINANCIAL	10/27/2025	DRAIN HOSE	110-211-6530	328.43
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	FLARE NUT WRENCH SET	110-211-6530	14.59
LINN CO-OP OIL CO.	10/27/2025	DIESEL FUEL	110-211-6551	657.41
BANOWETZ LUMBER COMPA...	10/27/2025	SHOP SHELVES	110-211-6475	22.24
JOHN DEERE FINANCIAL	10/27/2025	ADAPTER SET	110-211-6530	10.99
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	FRONT AXEL COVER GASKET	110-211-6474	28.72
CROWLEY REPAIR	10/27/2025	RIMS/TIRES	110-211-6474	1,680.00
JOHN DEERE FINANCIAL	10/27/2025	TOOLS/TRIMMER HEAD	110-211-6530	187.92
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	LUBE FILTERS	110-211-6474	631.67
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	FUEL FILTER	110-211-6474	15.67
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	WATER FILTER	110-211-6474	136.74
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	AIR FILTER	110-211-6474	274.99
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	AXLE GASKET	110-211-6474	28.72
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	110-211-6370	45.68
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	110-211-6373	104.90
Department 211 - Public Services - community betterment Total:				12,955.28
Fund 110 - ROAD USE TAX Total:				12,955.28

Expense Approval Report

Post Dates: 10/14/2025 - 10/27/2025

Vendor Name	Post Date	Description (Item)	Account Number	Amount
Fund: 121 - LOCAL OPTION TAX 35%				
Department: 210 - ROADS, BRIDGES, SIDEWALKS				
ONCORE SIGNAL & LIGHT	10/27/2025	ROUNDAABOUT LIGHT REPAIR	121-210-6371	1,345.55
Department 210 - ROADS, BRIDGES, SIDEWALKS Total:				1,345.55
Fund 121 - LOCAL OPTION TAX 35% Total:				1,345.55
Fund: 122 - LOCAL OPTION TAX 65%				
Department: 210 - ROADS, BRIDGES, SIDEWALKS				
MAQUOKETA VALLEY ELECTRI...	10/27/2025	ROUNDAABOUT LIGHTS	122-210-6372	55.19
MAQUOKETA VALLEY ELECTRI...	10/27/2025	INDUSTRIAL PARK LIGHTS	122-210-6372	67.68
Department 210 - ROADS, BRIDGES, SIDEWALKS Total:				122.87
Department: 410 - LIBRARY				
MIDWEST TAPE LLC	10/20/2025	HOOPLA	122-410-6725	205.02
KONICA PREMIER FINANCE	10/20/2025	COPIER/LEASE	122-410-6727	239.73
Department 410 - LIBRARY Total:				444.75
Fund 122 - LOCAL OPTION TAX 65% Total:				567.62
Fund: 600 - WATER FUND				
Department: 810 - 810				
VISA	10/15/2025	CURTIS CLASS	600-810-6445	225.00
VISA	10/15/2025	TRAILER HITCH	600-810-6504	72.97
VISA	10/15/2025	WATER USE PERMIT DNR	600-810-6553	119.41
J&R SUPPLY	10/27/2025	WATER MAIN REPAIR SUPPLIES	600-810-6782	3,925.00
C.J. COOPER & ASSOCIATES, I...	10/27/2025	ANNUAL ADMIN FEES	600-810-6489	145.00
HACH COMPANY	10/27/2025	TESTING SUPPLIES	600-810-6501	116.25
AUXIANT	10/27/2025	SELF FUNDED INS	600-810-6155	40.00
CHEM RIGHT LABORATORIES ...	10/27/2025	BAC TEST	600-810-6470	22.00
CHEM RIGHT LABORATORIES ...	10/27/2025	MONTHLY BAC TEST	600-810-6470	110.00
US POSTMASTER	10/27/2025	OCT UB POSTAGE	600-810-6508	432.95
LINN CO-OP OIL CO.	10/27/2025	DIESEL	600-810-6551	663.24
AUXIANT	10/27/2025	SELF FUNDED INS	600-810-6155	40.00
HACH COMPANY	10/27/2025	TESTING SUPPLIES	600-810-6501	433.40
FAIRVIEW CONCRETE	10/27/2025	CURB REPAIR	600-810-6782	1,800.00
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	600-810-6370	93.30
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	600-810-6373	134.90
AUXIANT	10/27/2025	SELF FUNDED INS	600-810-6155	28.50
Department 810 - 810 Total:				8,401.92
Fund 600 - WATER FUND Total:				8,401.92
Fund: 610 - WASTEWATER FUND				
Department: 815 - 815				
VISA	10/15/2025	ROBERT GRADE 3 WW	610-815-6445	32.29
VISA	10/15/2025	RACHEL WW3 LICENSE	610-815-6445	83.54
VISA	10/15/2025	CLASS REFUND	610-815-6445	-160.00
VISA	10/15/2025	RACHEL CLASS	610-815-6445	160.00
VISA	10/15/2025	IRWA FALL CONFERENCE	610-815-6445	290.00
MIDWEST INJECTION, INC	10/27/2025	SLUDGE HAULING	610-815-6722	29,618.28
HACH COMPANY	10/27/2025	TESTING SUPPLIES	610-815-6501	2,825.67
C.J. COOPER & ASSOCIATES, I...	10/27/2025	ANNUAL ADMIN FEES	610-815-6489	145.00
MISSISSIPPI VALLEY PUMP, IN...	10/27/2025	EBARRA PUMP	610-815-6785	16,830.20
FAREWAY STORES, INC.	10/27/2025	DISTILLED WATER	610-815-6553	36.88
US POSTMASTER	10/27/2025	OCT UB POSTAGE	610-815-6508	432.95
ASCENDANCE TRUCK CENTERS	10/27/2025	BRAKE LINE	610-815-6474	143.68
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	BRAKE FLUID	610-815-6470	60.00
ARNOLD MOTOR SUPPLY, LLP	10/27/2025	BRAKE LINE/TUBING BENDER	610-815-6470	16.15
LINN CO-OP OIL CO.	10/27/2025	DIESEL	610-815-6551	2,368.73
BLACK HILLS ENERGY	10/27/2025	GAS UTILITY	610-815-6370	242.48
MAQUOKETA VALLEY ELECTRI...	10/27/2025	PHONE/INTERNET	610-815-6373	149.85

Expense Approval Report**Post Dates: 10/14/2025 - 10/27/2025**

Vendor Name	Post Date	Description (Item)	Account Number	Amount
AUXIANT	10/27/2025	SELF FUNDED INS	610-815-6155	9.50
Department 815 - 815 Total:				53,285.20
Fund 610 - WASTEWATER FUND Total:				53,285.20
Grand Total:				121,450.23

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	36,503.12	30,690.87
015 - FIRE SERVICE	401.69	0.00
041 - LIBRARY FUND	1,193.30	1,193.30
043 - PARKS & RECREATION	1,119.56	434.58
044 - AQUA COURT	4,868.59	0.00
046 - LAWRENCE COMMUNITY CENTER FUND	808.40	243.62
110 - ROAD USE TAX	12,955.28	75.79
121 - LOCAL OPTION TAX 35%	1,345.55	0.00
122 - LOCAL OPTION TAX 65%	567.62	444.75
600 - WATER FUND	8,401.92	958.83
610 - WASTEWATER FUND	53,285.20	848.28
Grand Total:	121,450.23	34,890.02

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-000-2200	FIT HOLDING	4,866.23	4,866.23
001-000-2201	SIT HOLDING	2,044.92	2,044.92
001-000-2202	FICA HOLDING	8,587.44	8,587.44
001-000-2203	IPERS HOLDING	10,787.49	10,787.49
001-000-2204	PEDC HOLDING	567.55	567.55
001-000-2206	MEDICARE HOLDING	2,008.34	2,008.34
001-110-6155	SELF FUNDED HEALTH INS	131.12	131.12
001-110-6181	ALLOWANCE, UNIFORM	895.30	0.00
001-110-6370	UTILITIES, GAS	45.68	0.00
001-110-6373	UTILITIES, TELEPHONE	164.80	0.00
001-110-6461	NUISANCE ABATEMENT...	121.00	0.00
001-110-6480	COMPUTER INTERNET S...	307.02	0.00
001-110-6504	EQUIPMENT, SMALL	484.64	484.64
001-110-6508	SUPPLIES, POSTAGE	10.48	10.48
001-110-6535	SUPPLIES, OFFICE	45.95	45.95
001-110-6540	BLDG & GROUNDS MAI...	34.70	0.00
001-210-6155	SELF FUNDED HEALTH INS	49.12	49.12
001-210-6490	PROFESSIONAL SERVICES	145.00	0.00
001-290-6428	TREE TRIMMING/STUMP...	1,200.00	0.00
001-612-6155	SELF FUNDED HEALTH INS	9.50	9.50
001-612-6445	TRAINING, REGISTRATION	575.00	575.00
001-612-6446	TRAVEL EXPENSES	70.77	70.77
001-612-6490	MAINT. CONTRACT SOF...	2,400.00	0.00
001-622-6155	SELF FUNDED HEALTH INS	19.00	19.00
001-622-6373	UTILITIES, TELEPHONE	224.60	0.00
001-622-6414	PUBLIC NOTICES	237.16	0.00
001-622-6430	MEMBERSHIP DUES & S...	50.00	50.00
001-622-6448	LODGING	383.32	383.32
001-622-6535	SUPPLIES/NONCAP EQUI...	36.99	0.00
015-150-6370	UTILITIES, GAS	95.66	0.00
015-150-6373	UTILITIES, TELEPHONE	139.85	0.00
015-150-6475	MAINTENANCE, GROUN...	166.18	0.00
041-410-6155	SELF FUNDED HEALTH INS	80.86	80.86
041-410-6475	MAINTENANCE, BLDGS &..	70.00	70.00
041-410-6501	BOOKS AND PERIODOCA...	466.62	466.62
041-410-6502	ADULT PROGRAM SUPPL...	64.14	64.14
041-410-6535	SUPPLIES, OFFICE	143.36	143.36
041-410-6537	SUPPLIES,CHILDRENS PR...	135.34	135.34
041-410-6540	SUPPLIES, BLDGS. & GR...	232.98	232.98
043-430-6155	SELF FUNDED HEALTH INS	9.50	9.50
043-430-6310	CONTRACT SERVICES	680.00	0.00
043-430-6402	ADVERTISING, GENERAL	245.00	245.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
043-430-6471	RECREATION SOFTWARE	108.28	108.28
043-430-6490	EVENT EXPENSES	8.88	8.88
043-430-6531	SUPPLIES, REC. PROGR...	4.98	0.00
043-430-6535	SUPPLIES, OFFICE	62.92	62.92
044-440-6370	UTILITIES, GAS	729.82	0.00
044-440-6470	PROF SERV-TESTING & I...	15.50	0.00
044-440-6475	MAINTENANCE, BLDGS &...	984.10	0.00
044-440-6533	EQUIP., AQUA CRT. CHE...	3,139.17	0.00
046-460-6370	UTILITIES, GAS	84.88	0.00
046-460-6373	UTILITIES, TELEPHONE	184.90	0.00
046-460-6475	MAINTENANCE, BLDGS &...	393.60	98.60
046-460-6541	SUPPLIES, JANITORIAL ...	145.02	145.02
110-211-6370	UTILITIES, GAS	45.68	0.00
110-211-6373	UTILITIES, TELEPHONE	104.90	0.00
110-211-6470	MAINTENANCE, EQUIP...	970.65	30.38
110-211-6474	MAINTENANCE, VEHICLE	3,011.26	0.00
110-211-6475	MAINTENANCE, BLDGS &...	22.24	0.00
110-211-6530	SUPPLIES, OPERATIONS	963.42	0.00
110-211-6543	SUPPLIES, STREET MAIN...	2,300.00	0.00
110-211-6544	SUPPLIES, SNOW & ICE R...	4,824.41	0.00
110-211-6551	VEHICLE FUEL EXPENSES	657.41	0.00
110-211-6553	MISCELLANEOUS SUPPLI...	55.31	45.41
121-210-6371	STREET/TRAFFIC LIGHTS	1,345.55	0.00
122-210-6372	ELECTRIC UTILITIES, ST L...	122.87	0.00
122-410-6725	EQUIPMENT	205.02	205.02
122-410-6727	MAINTENANCE EQUIPM...	239.73	239.73
600-810-6155	SELF FUNDED HEALTH INS	108.50	108.50
600-810-6370	UTILITIES, GAS	93.30	0.00
600-810-6373	UTILITIES, TELEPHONE	134.90	0.00
600-810-6445	TRAINING, REGISTRATION	225.00	225.00
600-810-6470	PROF. SERVICES - TESTI...	132.00	0.00
600-810-6489	PROFESSIONAL SERVICES	145.00	0.00
600-810-6501	CHEMICALS	549.65	0.00
600-810-6504	EQUIPMENT, SMALL	72.97	72.97
600-810-6508	SUPPLIES, POSTAGE	432.95	432.95
600-810-6551	FUEL EXPENSE	663.24	0.00
600-810-6553	MISCELLANEOUS EXPEN...	119.41	119.41
600-810-6782	WATER SYSTEM IMPRO...	5,725.00	0.00
610-815-6155	SELF FUNDED HEALTH INS	9.50	9.50
610-815-6370	UTILITIES, GAS	242.48	0.00
610-815-6373	UTILITIES, TELEPHONE	149.85	0.00
610-815-6445	TRAINING, REGISTRATION	405.83	405.83
610-815-6470	MAINTENANCE, EQUIP...	76.15	0.00
610-815-6474	MAINTENANCE, VEHICLE	143.68	0.00
610-815-6489	PROFESSIONAL SERVICES	145.00	0.00
610-815-6501	CHEMICALS	2,825.67	0.00
610-815-6508	SUPPLIES, POSTAGE	432.95	432.95
610-815-6551	FUEL EXPENSE	2,368.73	0.00
610-815-6553	MISCELLANEOUS EXPEN...	36.88	0.00
610-815-6722	EQUIPMENT, OPERATIO...	29,618.28	0.00
610-815-6785	WASTEWTR SYSTEM IM...	16,830.20	0.00
Grand Total:		121,450.23	34,890.02

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	121,450.23	34,890.02
Grand Total:	121,450.23	34,890.02

CITY OF ANAMOSA
APPROVAL FORM FOR LIQUOR AND BEER LICENSE APPLICATIONS

Class Beer/Liquor
Sunday: Yes No
New/Renewal/Amended
Circle Appropriate Info.

NAME OF APPLICANT: Teress Tuetken Lil Mac, Inc

TRADE NAME (DBA): Tucker's Tavern

STREET ADDRESS: 201 E. Main St., Anamosa

PHONE (BUSINESS): 319 462 9909 **HOME (OR CELL):** 319 821 0909

The undersigned have by the signatures of the officials noted below, certify that the above mentioned structure conforms to all laws within the jurisdictional limits of enforcement of said officials and may receive approval of this application.

ANAMOSA POLICE DEPARTMENT

The above named applicant(s) is approved by this department to have a beer and/or liquor license at the above location.

[Signature] 10/21/25
Police Chief Date
Leave form at City Hall after Fire and Health signatures are complete

ANAMOSA FIRE DEPARTMENT: Fire Inspection Fee -- \$35.00 (Make check out to: City of Anamosa)

[Signature] 10/16/25
Fire Chief (or designee) Date
Phone: 319-462-4434 for appointment

JONES COUNTY ENVIRONMENTAL HEALTH DEPARTMENT: (If applicable)

The above mentioned structure and business is in compliance with the Jones County Board of Health Regulations.

[Signature] 10/17/25
Jones County Environmental Health Official Date
Phone: 319-462-4715 for appointment

PLEASE RETURN FORM TO KAYLEE AT CITY HALL WHEN COMPLETED

Received at City Hall 10/21/25 for the 10/27/25 Council Meeting

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING ON APPLICATION FOR REZONING

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Anamosa City Council at the Anamosa Library and Learning Center located at 600 East 1st Street in Anamosa, Iowa on the 27th day of October 2025 at 6:00 P.M. regarding a rezoning request by Dave and Erin Jenkins to rezone the following property in Anamosa, Iowa as follows:

Parcel 2008-53, in NE NW EXC Parcel 2004-66
A-1 Agricultural to 4-R-2 Multi-Family Residential

LEGAL DESCRIPTION – PARCEL 2008-53, IN NE NW EXC PARCEL 2004-66

LEGAL DESCRIPTION - ZONE (A-1) AGRICULTURAL:

PARCEL 2008-53 LOCATED IN THE NE 1/4 NW 1/4 OF SECTION 1, TOWNSHIP 84, NORTH, RANGE 4, WEST OF THE 5TH P.M., AS SHOWN IN THE PLAT OF SURVEY RECORDED IN PLAT BOOK R, PAGE 10 AND AS DOCUMENT NO. 2008 0899 OF THE JONES COUNTY, IOWA RECORDS, CONTAINING 3.87 ACRES WHICH INCLUDES THE CITY ROW DESCRIBED AS PARCEL 2004-66 AS SHOWN IN THE PLAT OF SURVEY RECORDED IN PLAT BOOK P, PAGE 231 AND AS DOCUMENT NO. 2004 4179 OF THE JONES COUNTY, IOWA RECORDS CONTAINING .02 ACRE OWNED BY THE CITY OF ANAMOSA. ALSO IDENTIFIED AS AUDITOR'S PARCEL NO. 0901100028.

DESCRIBED PARCEL CONTAINS 3.87 ACRES.

Legal - Please publish one time on October 16th, 2025.

ORDINANCE NO. 967

**ORDINANCE RE-ZONING THE PROPERTY, ENTITLED PARCEL 2008-53, IN THE NE NW,
EXCLUDING PARCEL 2004-66, ALSO KNOWN AS 1818 130TH STREET, IN ANAMOSA, IOWA,
FROM A-1 AGRICULTURAL TO 4R-2 MULTI-FAMILY RESIDENTIAL.**

WHEREAS, Dave and Erin Jenkins have submitted a request to re-zone the property entitled Parcel 2008-53, in NE NW, excluding Parcel 2004-66, also known as 1818 130th Street, from A-1 Agricultural to 4R-2 Multi-family Residential; and,

WHEREAS, the Planning and Zoning Commission reviewed this request and have forwarded their recommendation to rezone this subdivision to the Anamosa City Council; and,

WHEREAS, advanced notice of the public hearing was published, as required by law; and,

WHEREAS, no objections were voiced to date regarding the re-zoning request.

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF ANAMOSA, IOWA that the property, entitled Parcel 2008-53, in NE NW, excluding Parcel 2004-66, also known as 1818 130th Street, be rezoned from A-1 Agricultural to 4R-2 Multi-family Residential.

FUTHERMORE, the City of Anamosa Zoning Map and Land Use Plan shall be amended to reflect the same.

SECTION 1. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Councilmember _____ introduced this Ordinance and moved for its first reading.

Councilmember _____ seconded the motion.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this _____ day of _____ , _____

ORDINANCE NO. 967

**ORDINANCE RE-ZONING THE PROPERTY, ENTITLED PARCEL 2008-53, IN THE NE NW,
EXLCUDING PARCEL 2004-66, ALSO KNOWN AS 1818 130TH STREET, IN ANAMOSA, IOWA,
FROM A-1 AGRICULTURAL TO 4R-2 MULTI-FAMILY RESIDENTIAL.**

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

First Reading: _____
Second Reading: _____
Third Reading: _____

Possible Waiver of 2nd and 3rd Readings

Councilmember _____ moved for the waiving of subsequent readings.

Councilmember _____ seconded the motion.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this _____ day of _____ , _____

I certify that the foregoing was published as Ordinance No. _____ , on the _____ day of _____ , _____

City Clerk

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

October 22, 2025

Via Email

Jeremiah Hoyt
City Administrator/City Hall
Anamosa, Iowa

Re: General Obligation Loan Agreement
Our File No. 419786-71

Dear Jeremiah:

We have prepared and attached proceedings related to the action to be taken on the City's General Purpose Loan Agreement at the October 27, 2025, City Council meeting.

The proceedings attached include the following items:

1. Minutes of the meeting covering the public hearing, followed by the resolution taking additional action in connection with the General Purpose Loan Agreement (the "Loan Agreement"). This resolution sets forth the City Council's determination to enter into the Loan Agreement in the future, and its adoption constitutes the "additional action" required by the Iowa Code.
2. Attestation Certificate with respect to the validity of the transcript.

On October 27th, the City Council should meet as scheduled, hold the hearing on its intention to enter into the Loan Agreement and adopt the attached resolution. The minutes as drafted assume that no petition will be filed asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City. If such a petition is filed, please contact us right away.

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John Danos

Attachments

cc: Kaylee Palmer
Speer Financial, Inc.
Diana VanVleet

MINUTES FOR HEARING AND
ADDITIONAL ACTION ON ENTERING
INTO A LOAN AGREEMENT AND
COMBINING LOAN AGREEMENTS

419786-71

Anamosa, Iowa

October 27, 2025

The City Council of the City of Anamosa, Iowa, met on October 27, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, Anamosa, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action on the proposal to enter into a General Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$90,000, the City Clerk announced that no petition had been filed asking that the question of entering into the loan agreement be submitted to the registered voters of the City, and that the City Council may proceed with the authorization of the loan agreement. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 2025-71

RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A GENERAL PURPOSE LOAN AGREEMENT AND COMBINING LOAN AGREEMENTS.

WHEREAS, the City of Anamosa (the “City”), in Jones County, State of Iowa, proposed to enter into a general purpose loan agreement (the “General Purpose Loan Agreement”), and to borrow money thereunder in a principal amount not to exceed \$90,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the costs, to that extent, of acquiring and installing geothermal improvements at the municipal library, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of October 27, 2025, no petition had been filed with the City asking that the question of entering into the General Purpose Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement” and together with the General Purpose Loan Agreement, the “Loan Agreements”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$820,000 for the purpose of paying the costs, to that extent, of acquiring vehicles and equipment for the municipal police, fire, parks & recreation and public works/street departments, and has published notice of the proposed action and has held a hearing thereon on September 22, 2025; and

WHEREAS, it is now necessary to take additional action with respect to the proposal to enter into the General Purpose Loan Agreement;

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City Council intends to combine the Loan Agreements into a single loan agreement (the “Loan Agreement”);

NOW, THEREFORE, Be It Resolved by the City Council of the City of Anamosa, Iowa, as follows:

Section 1. The Loan Agreements are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation bonds or notes be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved October 27, 2025.

Mayor

Attest:

City Clerk

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
JONES COUNTY SS:
CITY OF ANAMOSA

I, the undersigned, City Clerk of the City of Anamosa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the public hearing and additional action on the City Council's intention of entering into a certain loan agreement in the future.

WITNESS MY HAND this _____ day of _____, 2025.

City Clerk

October 23, 2025

VIA EMAIL

Jeremiah Hoyt
City Administrator/City Hall
Anamosa, IA

Re: Anamosa Highway 151 Urban Renewal Area (October, 2025 Addition)
Our File No. 419786-72

Dear Jeremiah:

Attached please find two sets of proceedings for use by the City Council at their October 27, 2025 meeting.

The first set of proceedings covers the City Council's action in holding a public hearing on the designation of the expanded urban renewal area and adopting a resolution to approve the amended urban renewal plan for that area.

The second set of proceedings covers the adoption of the tax increment ordinance for the expanded urban renewal area. **We have prepared the proceedings on the presumption that the City Council will waive the statutory requirement that an ordinance be considered at two meeting prior to the meeting at which it is finally adopted. This waiver required the affirmative vote of not less than four of the five City Council members.** If the Council does not choose to follow this procedure, we will provide substitute proceedings covering the separate considerations of the ordinance.

Once the ordinance has been finally adopted, it must be published, and a copy must be filed with the County Auditor of Jones County. Please print extra copies of the ordinance for publishing and filing. Certificates are included in the proceedings to attest to each of those acts. **Please note that the ordinance must be adopted, published and filed with the County Auditor prior to December 1, 2025. We recommend contacting your County Auditor to let her know that the City is establishing a new TIF District prior to December 1, 2025.**

We will appreciate receiving executed copies of these proceedings as soon as they are available. Please contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

PUBLIC HEARING ON AND APPROVAL
OF THE OCTOBER, 2025 ADDITION TO
THE ANAMOSA HIGHWAY 151 URBAN
RENEWAL AREA AND URBAN
RENEWAL PLAN AMENDMENT

419786-72

Anamosa, Iowa

October 27, 2025

The City Council of the City of Anamosa, Iowa, met on October 27, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, in the City for the purpose of conducting a public hearing on the designation of the expanded Anamosa Highway 151 Urban Renewal Area and on urban renewal plan amendment. The Mayor presided and the roll being called the following members of the Council were present and absent:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on the designation of an expanded urban renewal area and on a proposed urban renewal plan amendment had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the City Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections, comments, or evidence offered, the Mayor announced the hearing closed.

Council Member _____ moved the adoption of a resolution entitled “Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Anamosa Highway 151 Urban Renewal Area,” seconded by Council Member _____. After due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. 2025-72

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Anamosa Highway 151 Urban Renewal Area.

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, the City Council of the City of Anamosa, Iowa (the “City”) has previously created the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development area; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to Shao Properties, LLC (“Shao”) in connection with the construction by Shao of a new dentist office building; and (b) providing tax increment financing support to Rummel Properties, LLC (“Rummel”) in connection with the construction by Rummel of a new fitness facility; and

WHEREAS, notice of a public hearing by the City Council on the question of establishing the Property as an urban renewal area and on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on October 27, 2025; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Jones County and the Anamosa Community School District; the consultation meeting was held on October 7, 2025; and responses to any comments or recommendations received following the consultation meeting were made as required by law; and

NOW, THEREFORE, It Is Resolved by the City Council of the City of Anamosa, Iowa, as follows:

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa, is found to exist on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The proposed Amendment and the projects and initiatives described therein conform to the general plan of the municipality as a whole;

B. The proposed economic development projects described in the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives; and

C. It is not intended that families will be displaced as a result of the City's undertaking under the Amendment. Should such issues arise, then the City will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 5. The Amendment attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved October 27, 2025.

Mayor

Attest:

City Clerk

(Attach copy of the urban renewal plan amendment to this resolution.)

EXHIBIT A
Legal Description
October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area

Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa; and

THAT PORTION OF PLAT OF SURVEY PARCEL 2010-100, AS RECORDED IN BOOK "T" AT PAGE 196 IN THE OFFICE OF THE JONES COUNTY, IOWA RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION THIRTY-FIVE (35), TOWNSHIP EIGHTY-FIVE (85) NORTH, RANGE FOUR (4) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE NORTH 89°55'49" WEST ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, A DISTANCE OF 344.44 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 38°48'10" EAST, 408.80 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE LAND DESCRIBED IN RIGHT OF WAY ACQUISITION PLAT INSTRUMENT NUMBER 2022-1037 AND THE BEGINNING OF A 543.00-FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY AND HAVING A LONG CHORD OF 47.11 FEET BEARING SOUTH 48°29'08" WEST;

(THE FOLLOWING SIX COURSES ARE ON SAID NORTHWESTERLY RIGHT OF WAY LINE)

THENCE SOUTHWESTERLY ON THE ARC OF SAID CURVE, 47.13 FEET;

THENCE SOUTH 45°53'46" WEST, 27.78 FEET;

THENCE SOUTH 36°21'37" WEST, 55.55 FEET;

THENCE SOUTH 26°49'27" WEST, 92.56 FEET;

THENCE SOUTH 53°22'52" WEST, 41.49 FEET;

THENCE SOUTH 87°25'50" WEST, 93.03 FEET;

THENCE NORTH 0°00'00" WEST, 525.39 FEET TO THE POINT OF BEGINNING; DESCRIBED PARCEL CONTAINS 1.74 ACRES.

NOW KNOWN AS:

LOT 1 OF THE NORTHLANDS FIRST ADDITION, ACCORDING TO THE PLAT THEREOF FILED AUGUST 14, 2023 IN PLAT BOOK "R", PAGE 86 AS DOCUMENT NO. 2023-1880, IN THE CITY OF ANAMOSA, JONES COUNTY, IOWA.

• • • •

Upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
JONES COUNTY SS:
CITY OF ANAMOSA

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting City Clerk of the City of Anamosa, Iowa and that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with designating an urban renewal area and approving the urban renewal plan amendment for the Anamosa Highway 151 Urban Renewal Area in the City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

MINUTES PROVIDING FOR PASSAGE
OF AN ORDINANCE ESTABLISHING A
TAX INCREMENT FINANCING
DISTRICT FOR THE OCTOBER, 2025
ADDITION TO THE ANAMOSA
HIGHWAY 151 URBAN RENEWAL
AREA

419786-72

Anamosa, Iowa

October 27, 2025

The City Council of the City of Anamosa, Iowa, met on October 27, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, in the City.

The Mayor presided and the roll was called showing members present and absent, as follows:

Present: _____

Absent: _____.

Council Member _____ introduced an ordinance entitled “Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa.”

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance be adopted. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and declared that said ordinance had been given its initial consideration.

It was moved by Council Member _____ and seconded by Council Member _____ that the statutory rule requiring an ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried.

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa," now be put upon its final consideration and adoption. The Mayor put the question on the final consideration and adoption of the ordinance and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and the ordinance duly adopted, as follows:

ORDINANCE NO. 968

An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa.

WHEREAS, the City Council of the City of Anamosa, Iowa (the “City”) previously enacted certain ordinances providing for the division of taxes levied on certain taxable property in the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”), pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, pursuant to said ordinances, certain taxable property within the Anamosa Highway 151 Urban Renewal Area in the City was designated a “tax increment district”; and

WHEREAS, the City Council now desires to increase the size of the “tax increment district” by adding additional property;

BE IT ENACTED by the Council of the City of Anamosa, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area of the City of Anamosa, Iowa, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by the City of Anamosa to finance projects in such area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

“City” shall mean the City of Anamosa, Iowa.

“County” shall mean Jones County, Iowa.

“Urban Renewal Area Addition” shall mean the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area of the City, the legal description of which is set out below, approved by the City Council by resolution adopted on October 27, 2025:

Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa; and

THAT PORTION OF PLAT OF SURVEY PARCEL 2010-100, AS RECORDED IN BOOK "T" AT PAGE 196 IN THE OFFICE OF THE JONES COUNTY, IOWA RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION THIRTY-FIVE (35), TOWNSHIP EIGHTY-FIVE (85) NORTH, RANGE FOUR (4) WEST OF THE FIFTH PRINCIPAL MERIDIAN;
THENCE NORTH 89°55'49" WEST ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, A DISTANCE OF 344.44 FEET TO THE POINT OF BEGINNING;
THENCE SOUTH 38°48'10" EAST, 408.80 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE LAND DESCRIBED IN RIGHT OF WAY ACQUISITION PLAT INSTRUMENT NUMBER 2022-1037 AND THE BEGINNING OF A 543.00-FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY AND HAVING A LONG CHORD OF 47.11 FEET BEARING SOUTH 48°29'08" WEST;
(THE FOLLOWING SIX COURSES ARE ON SAID NORTHWESTERLY RIGHT OF WAY LINE)
THENCE SOUTHWESTERLY ON THE ARC OF SAID CURVE, 47.13 FEET;
THENCE SOUTH 45°53'46" WEST, 27.78 FEET;
THENCE SOUTH 36°21'37" WEST, 55.55 FEET;
THENCE SOUTH 26°49'27" WEST, 92.56 FEET;
THENCE SOUTH 53°22'52" WEST, 41.49 FEET;
THENCE SOUTH 87°25'50" WEST, 93.03 FEET;
THENCE NORTH 0°00'00" WEST, 525.39 FEET TO THE POINT OF BEGINNING;
DESCRIBED PARCEL CONTAINS 1.74 ACRES.

NOW KNOWN AS:

LOT 1 OF THE NORTHLANDS FIRST ADDITION, ACCORDING TO THE PLAT THEREOF FILED AUGUST 14, 2023 IN PLAT BOOK "R", PAGE 86 AS DOCUMENT NO. 2023-1880, IN THE CITY OF ANAMOSA, JONES COUNTY, IOWA.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the Urban Renewal Area Addition. After the effective date of this ordinance, the taxes levied on the taxable property in the Urban Renewal Area Addition each year by and for the benefit of the State of Iowa, the City, the County and any school district or other taxing district in which the Urban Renewal Area Addition is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area Addition, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the Urban Renewal Area Addition on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the Urban Renewal Area Addition to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the City to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the City to finance or refinance, in whole or in part, projects in the Urban Renewal Area, and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support program levy of a school district imposed pursuant to Section 257.19 of the Code of Iowa and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the Urban Renewal Area Addition exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the City for the payment of the principal and interest on loans, advances, bonds issued under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the City to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word “taxes” includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Anamosa, Iowa, on October 27, 2025.

Mayor

Attest:

City Clerk

• • • • •

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA

SS:

JONES COUNTY

I, the undersigned, County Auditor of Jones County, in the State of Iowa, do hereby certify that on the ____ day of _____, 2025, the City Clerk of the City of Anamosa, Iowa, filed in my office a copy of an ordinance of such City shown to have been adopted by the Council and approved by the Mayor thereof on October 27, 2025, entitled: "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa," and that I have duly placed a copy of the ordinance on file in my records.

WITNESS MY HAND this ____ day of _____, 2025.

County Auditor

STATE OF IOWA
COUNTY OF JONES SS:
CITY OF ANAMOSA

I, the undersigned, City Clerk of the City of Anamosa, State of Iowa, do hereby certify that I caused to be published “Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa,” of which the printed slip attached to the publisher’s original affidavit hereto attached is a true and complete copy, on the date and in the newspaper specified in such affidavit, and that such newspaper has a general circulation in said City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

(Attach hereto publisher’s affidavit of publication with clipping of ordinance as published.)

STATE OF IOWA
JONES COUNTY SS:
CITY OF ANAMOSA

I, the undersigned, City Clerk of the City of Anamosa, State of Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the Council of such City relating to the adoption of an ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa."

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

CITY OF ANAMOSA, IOWA

URBAN RENEWAL PLAN AMENDMENT
HIGHWAY 151 URBAN RENEWAL AREA

October, 2025

The Urban Renewal Plan (the “Plan”) for the Highway 151 Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of adding certain property to the Urban Renewal Area and identifying new urban renewal projects to be undertaken therein.

1) Addition of Property. The real property (the "Property") described on Exhibit A hereto is, by virtue of this Amendment, being added as the October, 2025 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the Property as an economic development area. The Property will become subject to the provisions of the Plan for the Urban Renewal Area. It is anticipated that the City will adopt an ordinance providing for the division of property tax revenues, as set forth in Section 403.19 of the Code of Iowa, with respect to a portion of the Property.

2) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Shao Properties LLC Development Project

Date of Council Approval of Project: October 27, 2025

Description of the Project and Project Site: Shao Properties LLC (“Shao”) has proposed to undertake the construction of a new dentist office building (the “Project”) on certain real property legally described as Lot 1, Northlands First Addition to the City of Anamosa, Jones County, Iowa (the “Shao Property”) in the Urban Renewal Area. It has been requested that the City provide tax increment financing assistance to Shao in support of the efforts to complete, operate and maintain the Project.

The costs of the Project will include legal and administrative fees associated with the initiation, authorization and carrying out of the City’s participation therein in an amount not to exceed \$6,000 (the “Admin Fees”).

Description of Use of TIF: The City intends to enter into a Development Agreement with Shao with respect to the Project and to provide annual appropriation economic development payments (the “Payments”) to Shao thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Shao Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project will not exceed \$96,000, plus the Admin Fees.

B.

Name of Project: Rummel Properties, L.L.C. Development Project

Date of Council Approval of Project: October 27, 2025

Description of the Project and Project Site: Rummel Properties, L.L.C. (“Rummel”) has proposed to undertake the construction of a new fitness facility (the “Rummel Project”) on certain real property legally described as Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa (the “Rummel Property”). It has been requested that the City provide tax increment financing assistance to Rummel in support of its efforts to complete the Rummel Project.

The costs of the Rummel Project will include legal and administrative fees associated with the initiation, authorization and carrying out of the City’s participation therein in an amount not to exceed \$3,000 (the “Admin Fees”).

Description of Use of TIF: The City intends to enter into a Development Agreement with Rummel with respect to the Rummel Project and to provide annual appropriation economic development payments (the “Payments”) to Rummel thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Rummel Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Rummel Project will not exceed \$10,000, plus the Admin Fees.

3) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$17,607,046</u>
Outstanding general obligation debt of the City:	<u>\$</u>
Proposed debt to be incurred in connection with this October, 2025 Amendment*:	<u>\$ 115,000</u>

*It is anticipated that some or all of the debt incurred hereunder will be subject to annual appropriation by the City Council.

EXHIBIT A
Legal Description
Expanded Highway 151 Urban Renewal Area
(October, 2025 Addition)

Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa; and

THAT PORTION OF PLAT OF SURVEY PARCEL 2010-100, AS RECORDED IN BOOK "T" AT PAGE 196 IN THE OFFICE OF THE JONES COUNTY, IOWA RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION THIRTY-FIVE (35), TOWNSHIP EIGHTY-FIVE (85) NORTH, RANGE FOUR (4) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE NORTH 89°55'49" WEST ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, A DISTANCE OF 344.44 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 38°48'10" EAST, 408.80 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE LAND DESCRIBED IN RIGHT OF WAY ACQUISITION PLAT INSTRUMENT NUMBER 2022-1037 AND THE BEGINNING OF A 543.00-FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY AND HAVING A LONG CHORD OF 47.11 FEET BEARING SOUTH 48°29'08" WEST;

(THE FOLLOWING SIX COURSES ARE ON SAID NORTHWESTERLY RIGHT OF WAY LINE)

THENCE SOUTHWESTERLY ON THE ARC OF SAID CURVE, 47.13 FEET;

THENCE SOUTH 45°53'46" WEST, 27.78 FEET;

THENCE SOUTH 36°21'37" WEST, 55.55 FEET;

THENCE SOUTH 26°49'27" WEST, 92.56 FEET;

THENCE SOUTH 53°22'52" WEST, 41.49 FEET;

THENCE SOUTH 87°25'50" WEST, 93.03 FEET;

THENCE NORTH 0°00'00" WEST, 525.39 FEET TO THE POINT OF BEGINNING;
DESCRIBED PARCEL CONTAINS 1.74 ACRES.

NOW KNOWN AS:

LOT 1 OF THE NORTHLANDS FIRST ADDITION, ACCORDING TO THE PLAT THEREOF FILED AUGUST 14, 2023 IN PLAT BOOK "R", PAGE 86 AS DOCUMENT NO. 2023-1880, IN THE CITY OF ANAMOSA, JONES COUNTY, IOWA.

October 23, 2025

VIA EMAIL

Jeremiah Hoyt
City Administrator/City Hall
Anamosa, IA

Re: Anamosa Highway 151 Urban Renewal Area (October, 2025 Addition)
Our File No. 419786-72

Dear Jeremiah:

Attached please find two sets of proceedings for use by the City Council at their October 27, 2025 meeting.

The first set of proceedings covers the City Council's action in holding a public hearing on the designation of the expanded urban renewal area and adopting a resolution to approve the amended urban renewal plan for that area.

The second set of proceedings covers the adoption of the tax increment ordinance for the expanded urban renewal area. **We have prepared the proceedings on the presumption that the City Council will waive the statutory requirement that an ordinance be considered at two meeting prior to the meeting at which it is finally adopted. This waiver required the affirmative vote of not less than four of the five City Council members.** If the Council does not choose to follow this procedure, we will provide substitute proceedings covering the separate considerations of the ordinance.

Once the ordinance has been finally adopted, it must be published, and a copy must be filed with the County Auditor of Jones County. Please print extra copies of the ordinance for publishing and filing. Certificates are included in the proceedings to attest to each of those acts. **Please note that the ordinance must be adopted, published and filed with the County Auditor prior to December 1, 2025. We recommend contacting your County Auditor to let her know that the City is establishing a new TIF District prior to December 1, 2025.**

We will appreciate receiving executed copies of these proceedings as soon as they are available. Please contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

PUBLIC HEARING ON AND APPROVAL
OF THE OCTOBER, 2025 ADDITION TO
THE ANAMOSA HIGHWAY 151 URBAN
RENEWAL AREA AND URBAN
RENEWAL PLAN AMENDMENT

419786-72

Anamosa, Iowa

October 27, 2025

The City Council of the City of Anamosa, Iowa, met on October 27, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, in the City for the purpose of conducting a public hearing on the designation of the expanded Anamosa Highway 151 Urban Renewal Area and on urban renewal plan amendment. The Mayor presided and the roll being called the following members of the Council were present and absent:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on the designation of an expanded urban renewal area and on a proposed urban renewal plan amendment had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the City Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections, comments, or evidence offered, the Mayor announced the hearing closed.

Council Member _____ moved the adoption of a resolution entitled “Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Anamosa Highway 151 Urban Renewal Area,” seconded by Council Member _____. After due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. 2025-72

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Anamosa Highway 151 Urban Renewal Area.

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, the City Council of the City of Anamosa, Iowa (the “City”) has previously created the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development area; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to Shao Properties, LLC (“Shao”) in connection with the construction by Shao of a new dentist office building; and (b) providing tax increment financing support to Rummel Properties, LLC (“Rummel”) in connection with the construction by Rummel of a new fitness facility; and

WHEREAS, notice of a public hearing by the City Council on the question of establishing the Property as an urban renewal area and on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on October 27, 2025; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Jones County and the Anamosa Community School District; the consultation meeting was held on October 7, 2025; and responses to any comments or recommendations received following the consultation meeting were made as required by law; and

NOW, THEREFORE, It Is Resolved by the City Council of the City of Anamosa, Iowa, as follows:

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa, is found to exist on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The proposed Amendment and the projects and initiatives described therein conform to the general plan of the municipality as a whole;

B. The proposed economic development projects described in the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives; and

C. It is not intended that families will be displaced as a result of the City's undertaking under the Amendment. Should such issues arise, then the City will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 5. The Amendment attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved October 27, 2025.

Mayor

Attest:

City Clerk

(Attach copy of the urban renewal plan amendment to this resolution.)

EXHIBIT A
Legal Description
October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area

Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa; and

THAT PORTION OF PLAT OF SURVEY PARCEL 2010-100, AS RECORDED IN BOOK "T" AT PAGE 196 IN THE OFFICE OF THE JONES COUNTY, IOWA RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION THIRTY-FIVE (35), TOWNSHIP EIGHTY-FIVE (85) NORTH, RANGE FOUR (4) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE NORTH 89°55'49" WEST ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, A DISTANCE OF 344.44 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 38°48'10" EAST, 408.80 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE LAND DESCRIBED IN RIGHT OF WAY ACQUISITION PLAT INSTRUMENT NUMBER 2022-1037 AND THE BEGINNING OF A 543.00-FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY AND HAVING A LONG CHORD OF 47.11 FEET BEARING SOUTH 48°29'08" WEST;

(THE FOLLOWING SIX COURSES ARE ON SAID NORTHWESTERLY RIGHT OF WAY LINE)

THENCE SOUTHWESTERLY ON THE ARC OF SAID CURVE, 47.13 FEET;

THENCE SOUTH 45°53'46" WEST, 27.78 FEET;

THENCE SOUTH 36°21'37" WEST, 55.55 FEET;

THENCE SOUTH 26°49'27" WEST, 92.56 FEET;

THENCE SOUTH 53°22'52" WEST, 41.49 FEET;

THENCE SOUTH 87°25'50" WEST, 93.03 FEET;

THENCE NORTH 0°00'00" WEST, 525.39 FEET TO THE POINT OF BEGINNING; DESCRIBED PARCEL CONTAINS 1.74 ACRES.

NOW KNOWN AS:

LOT 1 OF THE NORTHLANDS FIRST ADDITION, ACCORDING TO THE PLAT THEREOF FILED AUGUST 14, 2023 IN PLAT BOOK "R", PAGE 86 AS DOCUMENT NO. 2023-1880, IN THE CITY OF ANAMOSA, JONES COUNTY, IOWA.

• • • •

Upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
JONES COUNTY SS:
CITY OF ANAMOSA

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting City Clerk of the City of Anamosa, Iowa and that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with designating an urban renewal area and approving the urban renewal plan amendment for the Anamosa Highway 151 Urban Renewal Area in the City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

MINUTES PROVIDING FOR PASSAGE
OF AN ORDINANCE ESTABLISHING A
TAX INCREMENT FINANCING
DISTRICT FOR THE OCTOBER, 2025
ADDITION TO THE ANAMOSA
HIGHWAY 151 URBAN RENEWAL
AREA

419786-72

Anamosa, Iowa

October 27, 2025

The City Council of the City of Anamosa, Iowa, met on October 27, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, in the City.

The Mayor presided and the roll was called showing members present and absent, as follows:

Present: _____

Absent: _____.

Council Member _____ introduced an ordinance entitled “Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa.”

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance be adopted. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and declared that said ordinance had been given its initial consideration.

It was moved by Council Member _____ and seconded by Council Member _____ that the statutory rule requiring an ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried.

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa," now be put upon its final consideration and adoption. The Mayor put the question on the final consideration and adoption of the ordinance and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and the ordinance duly adopted, as follows:

ORDINANCE NO. 968

An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa.

WHEREAS, the City Council of the City of Anamosa, Iowa (the “City”) previously enacted certain ordinances providing for the division of taxes levied on certain taxable property in the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”), pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, pursuant to said ordinances, certain taxable property within the Anamosa Highway 151 Urban Renewal Area in the City was designated a “tax increment district”; and

WHEREAS, the City Council now desires to increase the size of the “tax increment district” by adding additional property;

BE IT ENACTED by the Council of the City of Anamosa, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area of the City of Anamosa, Iowa, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by the City of Anamosa to finance projects in such area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

“City” shall mean the City of Anamosa, Iowa.

“County” shall mean Jones County, Iowa.

“Urban Renewal Area Addition” shall mean the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area of the City, the legal description of which is set out below, approved by the City Council by resolution adopted on October 27, 2025:

Lot 23, Anamosa Commercial Park Second Addition to the City of Anamosa, Jones County, Iowa; and

THAT PORTION OF PLAT OF SURVEY PARCEL 2010-100, AS RECORDED IN BOOK "T" AT PAGE 196 IN THE OFFICE OF THE JONES COUNTY, IOWA RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION THIRTY-FIVE (35), TOWNSHIP EIGHTY-FIVE (85) NORTH, RANGE FOUR (4) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE NORTH 89°55'49" WEST ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, A DISTANCE OF 344.44 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 38°48'10" EAST, 408.80 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE LAND DESCRIBED IN RIGHT OF WAY ACQUISITION PLAT INSTRUMENT NUMBER 2022-1037 AND THE BEGINNING OF A 543.00-FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY AND HAVING A LONG CHORD OF 47.11 FEET BEARING SOUTH 48°29'08" WEST;

(THE FOLLOWING SIX COURSES ARE ON SAID NORTHWESTERLY RIGHT OF WAY LINE)

THENCE SOUTHWESTERLY ON THE ARC OF SAID CURVE, 47.13 FEET;

THENCE SOUTH 45°53'46" WEST, 27.78 FEET;

THENCE SOUTH 36°21'37" WEST, 55.55 FEET;

THENCE SOUTH 26°49'27" WEST, 92.56 FEET;

THENCE SOUTH 53°22'52" WEST, 41.49 FEET;

THENCE SOUTH 87°25'50" WEST, 93.03 FEET;

THENCE NORTH 0°00'00" WEST, 525.39 FEET TO THE POINT OF BEGINNING;
DESCRIBED PARCEL CONTAINS 1.74 ACRES.

NOW KNOWN AS:

LOT 1 OF THE NORTHLANDS FIRST ADDITION, ACCORDING TO THE PLAT THEREOF FILED AUGUST 14, 2023 IN PLAT BOOK "R", PAGE 86 AS DOCUMENT NO. 2023-1880, IN THE CITY OF ANAMOSA, JONES COUNTY, IOWA.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the Urban Renewal Area Addition. After the effective date of this ordinance, the taxes levied on the taxable property in the Urban Renewal Area Addition each year by and for the benefit of the State of Iowa, the City, the County and any school district or other taxing district in which the Urban Renewal Area Addition is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area Addition, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the Urban Renewal Area Addition on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the Urban Renewal Area Addition to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the City to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the City to finance or refinance, in whole or in part, projects in the Urban Renewal Area, and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support program levy of a school district imposed pursuant to Section 257.19 of the Code of Iowa and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the Urban Renewal Area Addition exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the City for the payment of the principal and interest on loans, advances, bonds issued under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the City to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word “taxes” includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Anamosa, Iowa, on October 27, 2025.

Mayor

Attest:

City Clerk

• • • • •

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA

SS:

JONES COUNTY

I, the undersigned, County Auditor of Jones County, in the State of Iowa, do hereby certify that on the ____ day of _____, 2025, the City Clerk of the City of Anamosa, Iowa, filed in my office a copy of an ordinance of such City shown to have been adopted by the Council and approved by the Mayor thereof on October 27, 2025, entitled: "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa," and that I have duly placed a copy of the ordinance on file in my records.

WITNESS MY HAND this ____ day of _____, 2025.

County Auditor

STATE OF IOWA
COUNTY OF JONES SS:
CITY OF ANAMOSA

I, the undersigned, City Clerk of the City of Anamosa, State of Iowa, do hereby certify that I caused to be published “Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa,” of which the printed slip attached to the publisher’s original affidavit hereto attached is a true and complete copy, on the date and in the newspaper specified in such affidavit, and that such newspaper has a general circulation in said City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

(Attach hereto publisher’s affidavit of publication with clipping of ordinance as published.)

STATE OF IOWA
JONES COUNTY SS:
CITY OF ANAMOSA

I, the undersigned, City Clerk of the City of Anamosa, State of Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the Council of such City relating to the adoption of an ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the October, 2025 Addition to the Anamosa Highway 151 Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa."

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

October 23, 2025

VIA EMAIL

Jeremiah Hoyt
City Administrator/City Hall
Anamosa, IA

Re: Shao Properties, LLC Development Agreement
File No. 419786-72

Dear Jeremiah:

Attached please find proceedings to enable the City Council to act on October 27, 2025 to set November 10, 2025 as the date for a public hearing on the proposed Development Agreement with Shao Properties, LLC, including the proposal for tax increment payments.

The notice of public hearing on the Agreement must be published once, not less than four (4) and not more than twenty (20) days prior to the City Council meeting at which the hearing will be held. **The last date on which the notice can effectively be published is November 6, 2025.** Please print an extra copy of the notice for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice and email a copy of the published notice to wingfield.nathaniel@dorsey.com.

We will prepare and forward to you in time for the November 10, 2025 meeting the necessary proceedings to approve the Agreement. We would appreciate receiving one fully executed copy of these proceedings as soon as they are available. Please contact John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Kaylee Palmer

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(SHAO PROPERTIES, LLC)

419786-72

Anamosa, Iowa

October 27, 2025

A meeting of the City Council of the City of Anamosa, Iowa, was held at 6:00 p.m., on October 27, 2025, at the Anamosa Library & Learning Center, Anamosa, Iowa, pursuant to the rules of the Council. The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 2025-73

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Shao Properties, LLC, Including Annual Appropriation Tax Increment Payments.

WHEREAS, the City of Anamosa, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted certain ordinances providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into an agreement (the “Development Agreement”) with Shao Properties, LLC (the “Company”) in connection with the construction by the Company of a new dentist office building in the Urban Renewal Area for use in the Company’s business operations; and

WHEREAS, under the Development Agreement the City would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments (the “Payments”) in an amount not to exceed \$96,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Anamosa, Iowa, as follows:

Section 1. This Council shall meet on November 10, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center, in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the Payments.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT
WITH SHAO PROPERTIES, LLC AND AUTHORIZATION OF ANNUAL
APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Anamosa, Iowa, will meet at the Anamosa Library & Learning Center on November 10, 2025, at 6:00 p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and Shao Properties, LLC (the “Company”) in connection with the construction by the Company of a new dentist office building for use in its business operations in the Anamosa Highway 151 Urban Renewal Area, which Agreement provides for certain financial incentives in the form of annual appropriation incremental property tax payments in an amount not to exceed \$96,000 under the authority of Section 403.9(1) of the Code of Iowa.

The commitment of the City to make annual appropriation incremental property tax payments to the Company under the Development Agreement will not be a general obligation of the City, but such payments will be payable solely and only from incremental property tax revenues generated within the Anamosa Urban Renewal Area. Payments under the Development Agreement will be subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the City Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Anamosa, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Kaylee Palmer
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved October 27, 2025.

Mayor

Attest:

City Clerk

• • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
JONES COUNTY
CITY OF ANAMOSA

SS:

I, the undersigned, City Clerk of the City of Anamosa, hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to the adoption of a resolution to fix a date of meeting at which it is proposed to take action to approve a Development Agreement.

I do further certify that the notice of hearing, to which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

(Attach here the publisher's original affidavit with clipping of the notice as published.)

(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)

October 23, 2025

VIA EMAIL

Jeremiah Hoyt
City Administrator/City Hall
Anamosa, IA

Re: Rummel Properties, LLC Development Agreement
File No. 419786-72

Dear Jeremiah:

Attached please find proceedings to enable the City Council to act on October 27, 2025 to set November 10, 2025 as the date for a public hearing on the proposed Development Agreement with Rummel Properties, LLC, including the proposal for tax increment payments.

The notice of public hearing on the Agreement must be published once, not less than four (4) and not more than twenty (20) days prior to the City Council meeting at which the hearing will be held. **The last date on which the notice can effectively be published is November 6, 2025.** Please print an extra copy of the notice for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice and email a copy of the published notice to wingfield.nathaniel@dorsey.com.

We will prepare and forward to you in time for the November 10, 2025 meeting the necessary proceedings to approve the Agreement. We would appreciate receiving one fully executed copy of these proceedings as soon as they are available. Please contact John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Kaylee Palmer

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(RUMMEL PROPERTIES, LLC)

419786-72

Anamosa, Iowa

October 27, 2025

A meeting of the City Council of the City of Anamosa, Iowa, was held at 6:00 p.m., on October 27, 2025, at the Anamosa Library & Learning Center, Anamosa, Iowa, pursuant to the rules of the Council. The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 2025-74

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Rummel Properties, LLC, Including Annual Appropriation Tax Increment Payments.

WHEREAS, the City of Anamosa, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Anamosa Highway 151 Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted certain ordinances providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into an agreement (the “Development Agreement”) with Rummel Properties, LLC (the “Company”) in connection with the construction by the Company of a new fitness facility in the Urban Renewal Area; and

WHEREAS, under the Development Agreement the City would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments (the “Payments”) in an amount not to exceed \$10,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Anamosa, Iowa, as follows:

Section 1. This Council shall meet on November 10, 2025, at 6:00 p.m., at the Anamosa Library & Learning Center in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the Payments.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT
WITH RUMMEL PROPERTIES, LLC AND AUTHORIZATION OF ANNUAL
APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Anamosa, Iowa, will meet at the Anamosa Library & Learning Center on November 10, 2025, at 6:00 p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and Rummel Properties, LLC (the “Company”) in connection with the construction by the Company of a new fitness facility in the Anamosa Highway 151 Urban Renewal Area, which Agreement provides for certain financial incentives in the form of annual appropriation incremental property tax payments in an amount not to exceed \$10,000 under the authority of Section 403.9(1) of the Code of Iowa.

The commitment of the City to make annual appropriation incremental property tax payments to the Company under the Development Agreement will not be a general obligation of the City, but such payments will be payable solely and only from incremental property tax revenues generated within the Anamosa Urban Renewal Area. Payments under the Development Agreement will be subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the City Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Anamosa, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Kaylee Palmer
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved October 27, 2025.

Mayor

Attest:

City Clerk

• • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
JONES COUNTY
CITY OF ANAMOSA

SS:

I, the undersigned, City Clerk of the City of Anamosa, hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to the adoption of a resolution to fix a date of meeting at which it is proposed to take action to approve a Development Agreement.

I do further certify that the notice of hearing, to which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

(Attach here the publisher's original affidavit with clipping of the notice as published.)

(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)

HR Green, Inc.
Project No. 2403955

Sanitary Sewer Rehabilitation Near Elm St. & Hickory St.
City of Anamosa, IA

**NOTICE OF PUBLIC HEARING ON PROPOSED
PLANS AND SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE
SANITARY SEWER REHABILITATION NEAR ELM ST. & HICKORY ST.
CITY OF ANAMOSA, IA
ANAMOSA, IA**

Notice is Hereby Given: That at 6:00 P.M. , at the Anamosa City Hall, 107 South Ford Street, Anamosa, IA 52205 on November 10, 2025, the City Council of the City of Anamosa (The "City") will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the "Contract Documents") for the proposed Sanitary Sewer Rehabilitation Near Elm St. & Hickory St. (the "Project").

The Project shall consist of:

Work includes approximately 350 linear feet of 12-inch to 15-inch cured-in place pipe (CIPP) main lining, 146 linear feet of 12-inch to 18-inch trenched sewer installation, one sanitary sewer in-situ spot repair, manhole and intake replacement, and corresponding pavement and site restoration.

A copy of the proposed Contract Documents is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Kaylee Palmer
City Clerk

NOTICE TO BIDDERS
SANITARY SEWER REHABILITATION NEAR ELM ST. & HICKORY ST.
CITY OF ANAMOSA, IA
ANAMOSA, IA

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before 2:00 PM on November 4, 2025 in the office of the City Clerk, City Hall, 107 South Ford Street, Anamosa, IA 52205.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 2:00 PM on November 4, 2025 in the office of City Clerk, City Hall, 107 South Ford Street, Anamosa, IA 52205 for consideration by the City Council of City of Anamosa at its meeting on November 10, 2025 at Anamosa City Hall. The City of Anamosa reserves the right to reject any and all bids.

The City of Anamosa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Time for Commencement and Completion of Work. Work on the improvement shall commence within 10 days of the date specified on the Notice to Proceed. Notice to Proceed shall be no later than December 8, 2025, work shall be substantially complete on or before May 1, 2026, and shall be fully completed on or before May 31, 2026. Damages in the amount of Five Hundred Dollars (\$500) per day will be assessed for each day the work remains incomplete.

Bid Security. Each bidder shall accompany its bid with bid security, as defined in Section 26.8 of the Iowa Code in an amount equal to 5% percent of the total amount of the bid.

Contract Documents. Copies of the Plans and Specifications for this project may be obtained from HR Green, Inc., 8710 Earhart Lane SW, Cedar Rapids, IA 52404, Ph: 319-841-4150 or e-mail request to kellijo.ernst@hrgreen.com. Plans and Specifications are at no cost.

Pre-Bid Conference. N/A

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement. A public hearing will be held by the City Council of the City of Anamosa on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on November 10, 2025, in the Anamosa City Hall, 107 South Ford Street, Anamosa, IA 52205.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, men, and suppliers in performance of the contract and, further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

HR Green, Inc.
Project No. 2403955

Sanitary Sewer Rehabilitation Near Elm St. & Hickory St.
City of Anamosa, IA

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the bid. The City of Anamosa will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

General Nature of Public Improvement. Work includes approximately 350 linear feet of 12-inch to 15-inch cured-in place pipe (CIPP) main lining, 146 linear feet of 12-inch to 18-inch trenched sewer installation, one sanitary sewer in-situ spot repair, manhole and intake replacement, and corresponding pavement and site restoration.

This Notice is given by authority of the City of Anamosa

Kaylee Palmer, City Clerk
City of Anamosa



Anamosa Sanitary Sewer Rehabilitation Near Elm St. and Hickory St.
Opinion of Probable Construction Cost
Bid Set OPC
9/22/2025

Summary

Total Opinion of Probable Construction Cost

\$210,000

RESOLUTION NO. 2025-75

RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO APPROVE PLANS & SPECIFICATIONS, AND AWARD THE CONTRACT FOR THE ELM & HICKORY SANITARY SEWER REHABILITATION PROJECT.

WHEREAS, the City of Anamosa contracted with HR Green to proceed with the Elm & Hickory Sanitary Sewer Replacement Project; and,

WHEREAS, HR Green has prepared and submitted a tentative timeline, plans & specifications, contract, and bid documents for this project; and,

WHEREAS, the recommended bid letting will be scheduled for November 4, 2025, at 2:00 p.m.; and,

WHEREAS, the recommended date/time for the required Public Hearing is November 10, 2025, at 6:00 p.m., during the regular City Council meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the City of Anamosa does hereby set the date and time for the Public Hearing, to approve the plans and specifications, and award the contract; for the Elm & Hickory Sanitary Sewer Rehabilitation Project, for November 10, 2025, at 6:00 p.m., to be held in the Anamosa Library and Learning Center in Anamosa, Iowa.

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this 27th day of October, 2025.

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

Wednesday, October 22, 2025

Nicole Minnihan
[REDACTED]
[REDACTED]

Dear Nicole Minnihan,

On behalf of the City of Anamosa/Anamosa Police Department, I would like to thank you for applying for the position of Chief of Police. I am pleased to extend to you a conditional offer of employment, contingent upon approval by the Anamosa City Council.

The Chief of Police position is subject to the general terms and conditions of employment outlined in the Personnel Policy Manual for the City of Anamosa, Employment Agreement, and the applicable Standard Operating Procedures of the Anamosa Police Department. This position is an "at-will" position and the City of Anamosa/Anamosa Police Department retains the right to terminate your employment at any time. All employees are subject to a 180-day probationary period.

The Chief of Police is a full-time, salaried, FLSA Exempt position. The starting salary for this full-time, sworn, position, will be \$92,214.60/year. Upon completing the required probationary period and receiving a satisfactory performance evaluation, the wage for this position will be increased to \$93,136.75/year. In addition, the terms and conditions of the employment agreement and general benefits offered to full-time employees by the City of Anamosa will apply to this position. Tentatively, you are scheduled to be appointed to your new role on Tuesday, October 28, 2025.

Sincerely,



Jeremiah Hoyt
City Administrator, City of Anamosa

CONFIDENTIAL:

This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law.

**MEMORANDUM OF AGREEMENT BETWEEN CITY OF ANAMOSA
AND NICOLE MINNIHAN**

THIS AGREEMENT is made this 27th day of October 2025, by and between Nicole Minnihan (“Minnihan”) and the City of Anamosa, Iowa (“City”).

RECITALS:

WHEREAS, the City Administrator, with the approval of the City Council, has appointed Minnihan as Chief of Police;

WHEREAS, Minnihan has accepted the position of Chief of Police; and

WHEREAS, the City and Minnihan have reached a mutual understanding of the terms of Minnihan’s employment,

NOW, THEREFORE, the City and Minnihan agree:

1. Agreement and Term

1.1 AGREEMENT. The City agrees to hire Minnihan as Chief of the Anamosa Police Department (“the Department”), and Minnihan agrees to carry out all tactical and administrative duties customarily required of a chief of police.

1.2 TERM. The term will commence on the date of final Council appointment, once the resolution is signed by the Mayor. Minnihan is employed at will and the duration of this agreement is unspecified and may continue as long as the parties mutual agree to continue the relationship.

2. Pay and Benefits

2.1 PAY. Minnihan’s annual salary is initially set at \$92,214.60 and will be paid in the same biweekly manner as all other City employees.

2.2 BENEFITS.

- a. Minnihan will be provided group health insurance in the same manner, and under the same terms as all other non-union City employees.
- b. Minnihan will be provided a vehicle appropriate for her use as Chief, which may be used for all official duties. Minnihan will be permitted to drive the vehicle to and from work, but not for matters unrelated to City business. Fuel for City business will be reimbursed by the City.
- c. Minnihan will receive thirty (30) days of paid vacation per calendar year.

- d. All other leaves will be as provided as in the City's Non-bargaining Personnel Policy Manual.
- e. The City will provide a mobile phone for Minnihan's use.
- f. Minnihan will receive a one-time \$5,000 cash stipend, minus required taxes, to assist with moving expenses, into the corporate City limits of Anamosa.
- g. Minnihan will be eligible for all other benefits available to non-bargaining City employees.

3. Responsibilities of Minnihan

Minnihan will perform such duties as are necessary and proper to manage the Police Department, included but not limited to:

- a. Tactical control of police units and/or appropriate delegation and supervision of the same;
- b. Ensuring promulgation of appropriate department policies relative to conduct, operations, staffing, expenditures, budget, weapons, equipment, vehicles, purchasing and any other issue appropriate and necessary to the operation of the Department.
- c. Supervision, promotion, and discipline of subordinate staff and appropriate performance review of command staff.
- d. Attendance at Council meetings, staff meetings as directed, and other meetings when business involving the Department is on the Agenda, or as requested by the City Administrator.
- e. Making or approving all hiring decisions within the Police Department, consistent with the City Code of Ordinances, the Iowa Code, and all other applicable standards.
- f. Attending functions of the City or City-sponsored events where appropriate or when requested by the City Administrator.
- g. All other duties necessary and proper to carrying out the management of the police department.
- h. Other duties as assigned by the City Administrator.
- i. Maintain a high degree of personal integrity and follow all laws and rules of the City, the State of Iowa and the United States, and

generally set an appropriate example for the Department and for the citizens of Anamosa; and

- j. Minnihan shall continue to reside permanently within a twenty mile radius of Anamosa, Iowa, unless specifically changed by the City Council within future employment agreements.

4. Duties of the City

- 4.1 PAYMENT. The City will pay Minnihan a biweekly salary in accordance with paragraph 2.1 above.
- 4.2 ADMINISTRATION. The City will manage all of Minnihan's pay, insurance, leaves and other benefits as allowed to non-bargaining employees.
- 4.3 REVIEW. Minnihan's salary shall be reviewed at least annually by the City Administrator. The City Administrator will provide annual recommendations as to Minnihan's appropriate pay in the same manner as other department heads and non-union staff.

5. At Will

- 5.1 AT WILL EMPLOYMENT. Minnihan is employed at will. Either party may terminate the employment relationship at any time, with or without cause.
- 5.2 NOTICE IN THE EVENT OF CITY TERMINATION WITHOUT CAUSE. Notwithstanding paragraph 5.1, if the City determines for reasons other than demonstrated incompetence or serious misconduct to terminate the employment of Minnihan, it shall provide at least thirty (30) days' notice of said termination.
- 5.3. NOTICE BY MINNIHAN. Minnihan shall provide forty-five (45) days' notice of any voluntary resignation (i.e. not due to bona fide inability to perform the job due to health) by her.

City of Anamosa, Iowa

Rod Smith, Mayor

Nicole Minnihan, Employee

ATTEST:

Kaylee Palmer, City Clerk

RESOLUTION NO. 2025-76

**RESOLUTION APPROVING THE APPOINTMENT, CONTRACT, AND SETTING THE SALARY FOR
CHIEF OF POLICE FOR FISCAL YEAR ENDING JUNE 30, 2026.**

WHEREAS, the Chief of Police position with the City of Anamosa was vacated in August 2025; and,

WHEREAS, the Anamosa City Council interviewed an internal candidate qualified to fill this vacancy; and,

WHEREAS, a Conditional Offer of Employment and Employment Agreement was extended to the candidate, for appointment to the vacant Chief of Police position; and,

WHEREAS, the Conditional Offer of Employment and Employment Agreement is now forwarded onto the City Council for their review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the City of Anamosa hereby appoint the following applicant to the position of Chief of Police, approve the Employment Agreement, and set the following salary, effective October 28, 2025:

Position	Employee Name	Annual Starting Salary
Chief of Police	Nicole Minnihan	\$92,214.60

MAY IT BE FURTHER RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the above-named employee receive a wage increase, to \$93,136.75/year, upon completing the required 180-day probationary period and receiving a satisfactory performance evaluation.

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this 27th day of October, 2025.


ROD SMITH, MAYOR

ATTEST:


KAYLEE PALMER, CITY CLERK



▶ 8710 Earhart Lane SW
Cedar Rapids, IA 52404
Main 319.841.4000 + **Fax** 713.965.0044
▶ HRGREEN.COM

To: Jeremiah Hoyt, City of Anamosa

From: HR Green

Subject: Anamosa Project Status

Date: October 23, 2025

1. 3rd Street Sidewalk Extension

- NEPA (National Environmental Policy Act) and SHPO (State Historic Preservation Office) clearances have not yet been completed by the Iowa DOT..
- Check Plans will be submitted upon clearance of NEPA and SHPO.

2. Sidewalk Program

- Dashboard has been created by HR Green and data from Tiger Eye is currently under review.

3. Water Treatment Plant Aerator Replacement

- Project has been awarded to Woodruff Construction.
- Contract is pending final authorization by City.

4. Sewer in Alley between Ford and N Huber

- Construction is nearly complete and ahead of schedule. Substantial completion is December 31, 2025, per the Contract.

5. City GIS

- GIS Services
 - Continued maintenance of GIS Database.
 - HR Green provided Kaylee Palmer with GIS training on the cemetery application as well as showed her how to view other GIS data and make updates within ArcGIS Online.

6. Dillon Military Bridge

- No work by HR Green this month.

7. Sanitary Sewer Rehab Near Elm St. & Hickory St.

- Currently out to bid. Letting date is 11/4/25 with a spring 2026 construction start.

8. City of Anamosa Master Services Agreement

- Kwik Star Traffic Study Review & Coordination with Kwik Trip and Shive-Hattery

Tuesday, October 14, 2025

Molly Hefflefinger

[REDACTED]
Anamosa, IA 52205

Dear Molly,

On behalf of the City of Anamosa, I am pleased to extend you a conditional offer of employment for the position of Deputy City Clerk. This conditional offer is contingent upon a satisfactory criminal history check and approval of the Anamosa City Council. This offer will be included on October 27th Council agenda.

The Deputy City Clerk position is subject to the general terms and conditions of employment as determined by the Personnel Policy Manual for the City of Anamosa. All employees are subject to a 90-day probationary period. This position is an "at-will" position, and the City of Anamosa retains the right to terminate your employment at any time.

The Deputy City Clerk is a full-time, hourly position, with a starting wage of \$23.00/hour (approximately \$47,840.00/year). Upon completing the required probationary period and receiving a satisfactory performance evaluation, the wage for this position will be increased to \$23.69/hour (approximately \$49,275.20/year). In addition, the general benefits offered to full-time employees of the City of Anamosa will apply to this position. Tentatively, you may begin employment anytime between Tuesday, October 28, 2025 and Tuesday, November 18, 2025.

Sincerely,



Jeremiah Hoyt
City Administrator, City of Anamosa

CONFIDENTIAL:

This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law.

RESOLUTION NO. 2025-77

**RESOLUTION TO SET THE WAGE FOR THE POSITION OF FULL TIME DEPUTY CITY CLERK FOR
FISCAL YEAR ENDING JUNE 30, 2026.**

WHEREAS, the Deputy City Clerk position is currently vacant and an advertisement to fill this vacancy was posted for a period of 10 days or longer; and,

WHEREAS, City Hall personnel reviewed applications and conducted interviews with six (6) candidates; and,

WHEREAS, a Conditional Offer of Employment was extended to following candidate for the Deputy City Clerk position; and,

WHEREAS, the City Council regularly approves the wages of City personnel; and,

WHEREAS, the following wage recommendation is now forwarded to the City Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the following wage be approved, effective October 28, 2025.

Position	Employee Name	Hourly Wage
Full-Time Deputy City Clerk	Molly Hefflefinger	\$23.00/hour (approximately \$47,840.00/year)

MAY IT BE FURTHER RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the above-named employee receive a wage increase, to \$23.69/hour (approximately \$49,275.20/year), upon completing the required 90-day probationary period and receiving a satisfactory performance evaluation.

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this 27th day of October, 2025.


ROD SMITH, MAYOR

ATTEST:


KAYLEE PALMER, CITY CLERK

Tuesday, October 21, 2025

Rod Wehling

[REDACTED]
Anamosa, IA, 52205

Dear Rod,

On behalf of the City of Anamosa, I am pleased to extend you a conditional offer of employment for the position of Streets Department Laborer. This conditional offer is contingent upon a background investigation, pre-employment physical, drug screen, and approval of the Anamosa City Council.

The Streets Department Laborer position is subject to the general terms and conditions of employment as determined by the Personnel Policy Manual for the City of Anamosa. This position is an "at-will" position, and the City of Anamosa retains the right to terminate your employment at any time. All employees are subject to a 90-day probationary period.

The Streets Department Laborer is a full-time, hourly position, with a probationary wage of \$24.55/hour. Upon completing the required probationary period and receiving a satisfactory performance evaluation, the wage for this position will be increased to \$25.55/hour. In addition, the general benefits offered to full-time employees of the City of Anamosa will apply to this position. Tentatively, you may begin employment anytime between Monday, November 3, 2025 and Monday, November 17, 2025.

Sincerely,



Jeremiah Hoyt, City Administrator
City of Anamosa

RESOLUTION NO. 2025-78

RESOLUTION TO SET THE WAGE FOR THE POSITION OF FULL TIME STREETS DEPARTMENT LABORER FOR FISCAL YEAR ENDING JUNE 30, 2026.

WHEREAS, the current Streets Department seeks to fill a Full-Time Streets Department Laborer position, due to an employee retirement; and,

WHEREAS, the following candidate has been reviewed and is recommended, by the Streets Department Superintendent and City Administrator to fill this vacant position; and,

WHEREAS, the City Council regularly approves the wages of City personnel; and,

WHEREAS, such a recommendation is now forwarded to the City Council for final approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the following wage be approved, effective November 3, 2025.

Position	Employee Name	Hourly Wage
Full-Time Streets Department Laborer	Rod Wehling	\$24.55/hour (probationary)

MAY IT BE FURTHER RESOLVED BY THE CITY COUNCIL OF ANAMOSA, IOWA, that the above-named employee receive a wage increase, to \$25.55/HOUR, upon completing the required 90-day probationary period and receiving a satisfactory performance evaluation.

Councilmember _____ introduced this Resolution and moved for its adoption.

Councilmember _____ seconded the motion to adopt.

The roll was called and the following indicates the result of the vote.

COUNCIL MEMBER	AYES	NAYS	ABSENT	ABSTAIN
CRUMP				
K. SMITH				
TUETKEN				
D. SMITH				
WEIMER				
GOMBERT				

PASSED AND APPROVED this 27th day of October, 2025.

ROD SMITH, MAYOR

ATTEST:

KAYLEE PALMER, CITY CLERK

City of Anamosa

Personnel Policy Manual



10/20/25

Table of Contents

1) INTRODUCTION	6
1.01 INTRODUCTION AND AT-WILL DISCLAIMER	6
2) ABOUT ANAMOSA	7
2.01 GENERAL INFORMATION	7
2.02 HISTORY	8
2.03 CITY GOVERNMENT	8
2.04 CITY OF ANAMOSA ORGANIZATIONAL CHART	9
2.05 ORGANIZATIONAL VALUES	10
3) GENERAL EMPLOYMENT	11
3.01 JOB POSTING AND APPLICATIONS	11
3.02 POWER OF APPOINTMENT AND REMOVAL	12
3.03 EMPLOYEE RELATIONS	12
3.04 CHAIN OF COMMAND	12
3.05 EQUAL OPPORTUNITY EMPLOYMENT	13
3.06 DISCRIMINATION, HARRASMENT, AND RETALIATION	14
Anti-Retaliation	15
Complaints, Investigations, and Remedying Discrimination, Harassment, or Retaliation in the Workplace	15
3.07 JOB DESCRIPTIONS	16
3.08 EMPLOYEE CLASSIFICATIONS	17
3.09 EMPLOYEE MEDICAL EXAMINATIONS	17
3.10 CONFLICT OF INTEREST	17
3.11 PROFESSIONAL CONDUCT	18
3.12 POLITICAL ACTIVITY	18
3.13 SECONDARY EMPLOYMENT	18
3.14 ACCOMMODATING AN EMPLOYEE’S MENTAL HEALTH OR PHYSICAL DISABILITY	19
3.15 PREGNANT WORKERS FAIRNESS ACT	19
3.16 EXTRAORDINARY OCCURANCES	19
4) EMPLOYEE DEVELOPMENT	20
4.01 EMPLOYEE ORIENTATION	20
4.02 PROBATIONARY PERIOD	20

4.03 TRAINING	20
4.04 PARTIAL TUITION REIMBURSEMENT.....	20
4.05 WAGES.....	21
4.06 PROMOTIONS.....	21
4.07 PERFORMANCE EVALUATIONS.....	22
Probationary Evaluations.....	22
Evaluations for Temporary Employees.....	23
Evaluations for Part-Time Employees.....	23
Evaluations for Full-Time Employees.....	23
5) EMPLOYEE BENEFITS.....	23
5.01 SICK LEAVE.....	23
5.02 BIRTH AND ADOPTION LEAVE	24
5.03 VACATION	24
5.04 PERSONAL DAYS.....	26
5.05 HOLIDAYS	26
5.06 HEALTH INSURANCE.....	27
5.07 DENTAL AND VISION INSURANCE	27
5.08 COMMUNITY CENTER AND SWIMMING POOL PASS DISCOUNT	27
5.09 LIFE INSURANCE/DEATH BENEFIT	27
5.10 EMPLOYEE ASSISTANCE PROGRAM	28
5.11 FLEXIBLE BENEFIT PLAN (I.R.S. SECTION 125)	28
5.12 RETIREMENT PENSION (IPERS)	29
5.13 UNEMPLOYMENT INSURANCE	29
6) LEAVES OF ABSENCE	29
6.01 JURY DUTY.....	29
6.02 MILITARY LEAVE.....	29
6.03 BEREAVEMENT LEAVE.....	30
6.04 PERSONAL LEAVE WITHOUT PAY	30
6.05 FAMILY AND MEDICAL LEAVE ACT	31
7) TIMEKEEPING AND PAYROLL.....	35
7.01 WORK WEEK.....	35
7.02 TIMESHEETS	36
7.03 PAY DAY.....	36
7.04 PAYROLL DEDUCTIONS	36

7.05 DIRECT DEPOSIT	36
7.06 OVERTIME	36
7.07 COMPENSATORY TIME ACCRUAL	37
7.08 CALL OUT PAY	37
7.09 SEPERATIONS FROM EMPLOYMENT	37
8) WORK CONDITIONS AND EXPECTATIONS.....	38
8.01 TELEPHONE USE & STIPENDS.....	38
8.02 USE OF CITY COMPUTERS AND EMAIL	38
8.03 SOCIAL MEDIA.....	40
Purpose.....	40
General Policy.....	40
Acceptable Terms of Use and Disclaimer	42
8.04 UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT	43
8.05 DRESS CODE	43
8.06 SMOKE FREE AIR POLICY.....	44
8.07 SEVERE WEATHER AND OTHER EMERGENCIES	44
8.08 USE OF CITY VEHICLES, EQUIPMENT, & FACILITIES.....	45
8.09 TRAVEL EXPENSES	45
8.10 DEPARTMENTAL BULLETIN BOARDS AND E-MAIL MONITORING BY EMPLOYEES	47
8.11 REST PERIODS.....	47
8.12 STANDBY	48
8.13 UTILITY ROUNDS AND STANDBY	48
9) EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURE	49
9.01 GENERAL DEMEANOR AND ATTITUDE	49
9.02 WORKPLACE PRIVACY.....	49
9.03 GIFT POLICY	49
9.04 WORKPLACE VIOLENCE.....	49
9.05 WEAPONS POLICY	50
9.06 DRUGS AND ALCOHOL POLICY	50
Definitions.....	50
Prohibited Behaviors	51
Substance Abuse Education	52
Drug and Alcohol Testing.....	52
Requirement of Iowa Driver’s License/Commercial Driver’s License (CDL)	53

9.07 SOLICITATIONS	54
9.08 POLITICAL ACTIVITIES POLICY	55
9.09 NEPOTISM	56
9.10 TRAFFIC VIOLATIONS WHILE ON DUTY	56
9.11 WORK RULES, CORRECTIVE COUNSELING, AND DISCIPLINE POLICY	56
10) MISCELLANEOUS	59
10.01 REHIRE	59
10.02 RESIDENCY REQUIREMENT POLICY	60
10.03 MAINTENANCE OF PERSONNEL RECORDS	60
10.04 DAMAGE TO PERSONAL PROPERTY	60
10.05 RECOVERY OF LOST PROPERTY	61
10.06 DONATED LEAVE TIME	61
10.07 REDUCTION IN FORCE	61
11) SAFETY	61
11.01 INTRODUCTION TO SAFETY	61
11.02 SUPERVISOR'S SAFETY RESPONSIBILITY	62
11.03 EMPLOYEE SAFETY RESPONSIBILITIES	63
11.04 SAFETY ORIENTATION	63
11.05 SAFETY TRAINING	63
11.06 HIRING PRACTICES	64
11.07 USE OF MEDICATIONS	64
11.08 DESIGNATED PHYSICIAN POLICY	64
11.09 ON-THE-JOB INJURY OR ILLNESS	65
11.10 RETURN TO WORK POLICY	66
11.11 RETURN TO WORK PROGRAM	66
CITY OF ANAMOSA	69
ACKNOWLEDGMENT	69

WELCOME TO ANAMOSA!

Dear Employee:

We welcome you as an employee of the City of Anamosa ("City"). There are many things about this organization and your job that will be new to you and may be unclear until you become settled into your new surroundings. This is understandable and we will work together to resolve any questions and navigate the challenges you may encounter as you learn about your job and City operations.

Please become familiar with this handbook, which is made available to all City employees. We hope you will find it a useful guide, a ready reference, and a source of information to help you learn about the City and benefits of working here. Of course, no handbook can contain everything you need to know about your job and how an organization operates. This handbook outlines some of the rules, regulations, and policies of the City, but other sources of information are available. With the help of your supervisor, you'll need to familiarize yourself with all the policies and practices of the City.

Again, welcome to the City of Anamosa!

We hope that your experience here will be challenging, enjoyable, and rewarding.

1) INTRODUCTION

1.01 INTRODUCTION AND AT-WILL DISCLAIMER

This is your Employee Handbook. It provides you with a brief summary of the personnel policies of the City.

DISCLAIMER

You are an “at-will” employee. You may resign your employment at any time and for any reason, and the City reserves the same right to discontinue your employment at any time and for any lawful reason or for no reason at all. Nothing in this Handbook changes the at-will nature of your employment with the City. This Employee Handbook is not intended to create any contractual rights in favor of you or the City. This Handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time.

At-will employees are not subject to the just cause standard for discharge. Further, the terms of this Handbook do not supersede the terms of any collective bargaining agreement negotiated with the City’s unions. When in conflict, the terms of the collective bargaining agreements will control, except to the extent this manual is determined to reflect the requirements of federal or state law which supersede the collective bargaining agreements. In case of a conflict with any federal, state, or local law, the governing law shall supersede this personnel handbook.

This Handbook is provided for informational purposes only. The policies, procedures, benefits and plans described in the Handbook may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate or modify any of the policies in the Handbook at any time at its discretion, with or without notice.

Any promises, representations or actions by a City official or employee which are contrary to this Handbook are not the official policy of the City and are of no force or effect. This Handbook supersedes and cancels the effect of any previous versions of this Employee Handbook as well as any prior personnel policies in conflict.

You are responsible for reading this Handbook and any documents referred to herein. Furthermore, you are responsible for reading work emails and other internal communication which may be provided from time to time concerning City policy, or changes in City policy. Each City department has been provided a copy of these policies and may also have additional departmental policies. **These policies are generally applicable to all employees, volunteers, and appointed board/committee/commission. Please check with your supervisor or Department Director to obtain policies specific to your department. Certain departmental procedures may take precedence over the general procedures in this Handbook.**

This document is often subject to amendments and updates, as laws and policies change, to reflect evolving circumstances. Every attempt will be made to provide timely updates to this document. If you have any questions or need clarification on any policy, please contact your supervisor.

2) ABOUT ANAMOSA

2.01 GENERAL INFORMATION

The City of Anamosa is a community of 5,450 people located in a beautiful and scenic part of east central Iowa. The City is located at the junction of U.S. Highway 151 (four - lane) and Iowa Highway 64 just 22 miles from the Cedar Rapids Metro Area. The City of Dubuque is 50 miles to the northeast. The Wapsipinicon River flows along the southwest edge of the City. Directly across the river to the South is the Wapsipinicon State Park, which offers camping, fishing, golf, and hiking.

As reflected in our logo, Anamosa was declared the Pumpkin Capital of Iowa, in 1993, by the Iowa State Legislature. Every year, in October, we host Pumpkinfest, a pumpkin festival and weigh-off.

Grant Wood

The area's natural beauty has been immortalized by the work of one of Anamosa's favorite sons, Grant Wood, who was born on a farm just east of Anamosa on February 13, 1891. By painting simple scenes of the land and people he knew best, Wood helped create an important, all-American style of art called Regionalism. Wood's best-known work is "American Gothic" portraying a farmer holding a pitchfork with his daughter primly at his side. American Gothic is one of the few images to reach the status as a universally recognized cultural icon.

Still standing just east of Anamosa on Iowa Highway 64 is the one-room Antioch schoolhouse that Grant Wood attended between 1897 and 1901. The building was last used as a school in 1959, and the land around it is now called Grant Wood Memorial Park. The restored schoolhouse is on the National Register of Historic Places. Grant Wood died of cancer on February 12, 1942. He lies at rest in Anamosa's Riverside Cemetery, just east of a large recumbent lion that bears the Wood name.

Anamosa State Penitentiary

Anamosa is home to the Anamosa State Penitentiary, formerly known as the Iowa Men's Reformatory, a medium/maximum security prison that is the largest in Iowa, currently housing approximately 1,000 male inmates. Anamosa State Penitentiary has housed many infamous criminals including John Wayne Gacy. It was established in 1872 and constructed from locally quarried Anamosa Limestone in the style of a castle, inspiring its nickname as "The White Palace of the West". The prison grounds also house the Anamosa State Penitentiary Museum, which contains artifacts and exhibits on prison life from throughout its history.

Other

Anamosa has a rich history of arts and culture, but offers modern conveniences such as Jones Regional Medical Center, Walmart, Casey's, Theisen's, Boomerang Corporation, the Anamosa Community School District, several local restaurants, Wapsipinicon State Park (adjacent), expanding trails, and community members committed to public/private collaboration.

2.02 HISTORY

Anamosa is a picturesque community, situated along the Grant Wood Scenic Byway, in the heart of Jones County, Iowa. The town of Anamosa was founded as the settlement of Buffalo Forks in 1838. Although platted as Dartmouth in 1840 by Col. Thomas Cox, it was never officially recorded. This did not prevent the name from showing up on early maps of the area. In December 1846, the defunct Dartmouth was re-platted as Lexington.

In 1842, a Native American family was passing through town and visited the Ford Inn. Their little girl, named Anamosa, endeared herself to those who met her. Following the family's departure from town, Edmund Booth suggested the town's name be changed to Anamosa instead of Lexington to avoid problems with the mail. So, in 1851, the name was changed to Anamosa. In 1853, William Haddock started a newspaper, the Anamosa News and Journal.

The town of Lexington (Anamosa) was selected as the county seat in the spring of 1847, after much political posturing. County business was conducted in private homes until a courthouse was constructed in 1848. It was a simple two-story frame structure, costing \$800 to complete. This building was used until 1864, when all the county records were moved uptown to a new brick building. In 1935, the county approved the construction of a real courthouse. This building was dedicated in 1938 and still serves Jones County.

The landscape surrounding Anamosa is rich with rolling green hills, farms, and scenic views along the Wapsipinicon River. The "Wapsi," as it is known to locals, flows along the south edge of Anamosa and is home to Wapsipinicon State Park, one of Iowa's oldest parks, dedicated in 1921. The river is crossed by the Hale Bridge, whose three spans were flown here by Iowa National Guard helicopters in 2005 from their original location on the Wapsipinicon 25 miles south of Anamosa, near the village of Hale.

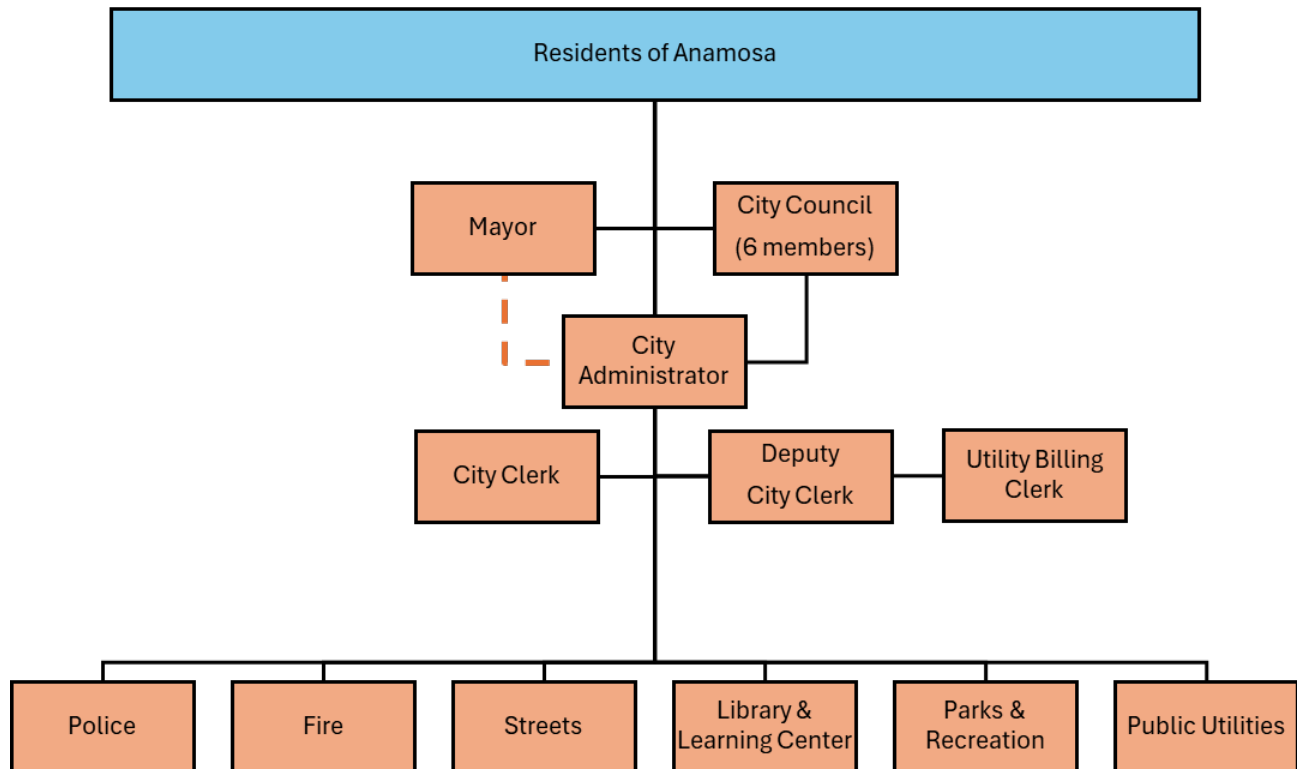
2.03 CITY GOVERNMENT

The City of Anamosa has a Mayor-Council form of local government, with a Council-appointed City Administrator. The Mayor is the presiding officer of the Council and serves a two-year term. The Mayor is not a member of the Council and shall not vote as a member of the Council, except that, the Mayor may vote to break a tie on motions not involving ordinances or resolutions (due to the even number of permanent Council seats established by the Anamosa Code of Ordinances). The Mayor may also veto an ordinance, amendment, or resolution (within 14 days after passage), unless the Mayor was entitled to vote on such measure at the time of passage.

The Anamosa City Council is comprised of six members, all elected at-large. City Council members serve four year overlapping terms, so that three seats are open every two years. The powers and duties of the Council include, but are not limited to: general administration, establishing or eliminating voting precincts or wards, fiscal authority, ordering public improvements, making or authorizing contracts, authorizing the number/duties/compensation of employees, and setting the compensation for elected officers.

The City Council typically conducts City business on the 2nd and 4th Monday of each month.

2.04 CITY OF ANAMOSA ORGANIZATIONAL CHART



2.05 ORGANIZATIONAL VALUES

City of Anamosa Organizational Values

Integrity

- Be honest and transparent
- Avoid backbiting and gossiping
- Quickly and openly admit your mistakes...then fix them
- Report actions that are inconsistent with organizational values

Communication

- Listen to understand, not to respond
- Be concise and articulate in speech and writing
- Treat everyone with respect, regardless of the situation
- Remain calm and composed in stressful situations

Judgement

- Make tough decisions wisely and without agony
- Identify the root cause of problems, and fix them, rather than treating symptoms
- Analyze and be able to articulate what, when, where, why, and how in all decisions and actions
- Focus on the long-term, rather than the short-term, when making decisions

Devotion

- Strive to accomplish impressive amounts of high-quality work
- Perform duties and provide assistance to coworkers in a consistent and reliable manner
- Prioritize what is best for the City of Anamosa, not yourself or your department
- Inspire others by eliminating waste and being committed to continuous improvement

Innovation

- Seek to learn new skills and knowledge and strive to apply them quickly
- Maintain a broad knowledge of local government and your career field
- Offer new and useful ideas for improvement
- Find a way to solve hard problems

3) GENERAL EMPLOYMENT

3.01 JOB POSTING AND APPLICATIONS

It is the policy of the City to recruit and select the most qualified individuals for positions in the City's service. All positions shall be posted for at least ten days in order to meet the requirements and goals of Iowa law providing a preference in hiring for veterans. Before posting, Department Directors shall review the job description at issue for accuracy and make any necessary changes. Department Directors shall post all job openings on the City's website and may post at various other locations, keeping in mind the goal to obtain a diverse applicant pool.

Applications shall be made on forms requiring information concerning the applicant, such as experience, training, and military service and other pertinent information. Any misrepresentation, falsification or material omission may result in exclusion of the applicant from further consideration of employment or, if hired, may result in disciplinary action, up to and including discharge.

The City may reject any application that indicates the applicant:

- Does not meet the minimum qualifications established for the position for which they are applying.
- Is physically, mentally or otherwise unable to perform the essential duties of the position with or without reasonable accommodation.
- Has been convicted of a crime which renders them unsuitable for the position for which they have applied.
- Is not at least eighteen (18) years old.
- Has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which they have applied.
- Is found by the City to be unsuitable for the position for which they have applied, based on other job-related factors.

Whenever a vacancy occurs in a position for which there are believed to be qualified potential applicants within the City's workforce, an announcement may be posted in prominent places in the various work sites. Consideration will be given to qualified, regular employees; however, the City will adhere to all statutory requirements regarding posting employment opportunities and outside applicants will also be considered. Selection will be based upon demonstrated skills and abilities, quality and length of service, and statutory requirements.

To ensure that individuals who are employed are well qualified and have a strong potential to be productive and successful, the City will check employment references of all applicants. References will be placed in the employee's personnel file, if hired. The employee will not have access to references written for the employee, pursuant to Iowa Code Section 91B.1.

In order to promote a safe working environment for employees and members of the public, the City will perform criminal background checks on all applicants. The City does not have a policy of excluding all prospective employees with prior criminal histories, convictions or incarcerations.

Decisions regarding each prospective employee will be made on an individual basis. Upon receiving confirmation that a prospective employee has been convicted of a crime or incarcerated, the City will consider several factors in determining whether the history precludes the prospective employee's employment by the City. These factors include:

- The length of time since the crime/conviction or sentence was completed: generally, a time period of less than seven years will preclude a prospective employee's employment.
- The nature of the crime/conviction.
- The prospective employee's age at the time of the crime/conviction.
- The number of crimes/convictions (e.g., habitual offenders).
- How closely the crime/conviction relates to the prospective employee's anticipated job duties.
- The prospective employee's rehabilitative efforts since the crime/conviction.
- The prospective employee's record of performance since the crime/conviction.
- Any other mitigating factors identified or explained by the prospective employee.

Each employment decision will be made on an individualized basis. The City will keep all information obtained about a prospective employee's criminal history, including convictions and incarcerations, confidential and will only use the information in the hiring process. These materials shall be kept separately from an employee's personnel file.

3.02 POWER OF APPOINTMENT AND REMOVAL

Except as otherwise provided by law, the City Administrator shall recommend to the City Council appointments and removals of City Officials (i.e. City Administrator, City Clerk, and Department Directors). The City Administrator shall also make recommendations to the City Council, regarding the powers, duties, compensation, and other terms of employment for all employees.

3.03 EMPLOYEE RELATIONS

It is the responsibility of each employee to treat all co-workers fairly and respectfully. Communication is the primary path to understanding between individuals, and is essential to accomplishment, progress, and personal satisfaction. Subordinate employees should accept the guidance and recommendations of their immediate supervisor. Likewise, subordinate employees are encouraged to share ideas and/or information, for improving the City, with their immediate supervisor. When subordinate employees have a question and/or grievance, their immediate supervisor is responsible for providing a satisfactory response, as soon as practicable. Subordinate employees shall immediately follow all directives that are issued by a supervisory employee, so long as they are lawful and ethical.

3.04 CHAIN OF COMMAND

For people to work together effectively there must be a friendly, congenial atmosphere based on mutual trust and respect. Yet, in all human relationships, there are bound to be occasional misunderstandings and disagreements. It is important that these issues are resolved without delay.

In most cases, misunderstandings and disagreements may be easily handled by the immediate supervisor. However, supervisors cannot always be expected to provide satisfactory information in all cases. Every effort should be made to find an acceptable solution at the lowest possible level of supervision. However, the established chain of command provides recourse to higher authority, when it becomes necessary.

In general, this policy is simply an attitude of consideration for each employee's viewpoint. More specifically, it allows employees to communicate freely with your immediate supervisor about their job or the City's policies. Employees are required to speak with their immediate supervisor, if a misunderstanding or disagreement arises. If the immediate supervisor is unable to resolve the issue, in a satisfactory manner, employees may speak with their Department Director. If the Department Director is unable to resolve the issue, in a satisfactory manner, employees may speak to the City Administrator. If the City Administrator is unable to resolve the issue, in a satisfactory manner, employees may submit a formal written request for review in a meeting with the City Administrator and Mayor - the Mayor will preside over the meeting, as the Chief Executive Officer of the City. Once the meeting has concluded, the Mayor will advise the City Administrator of the resolution of the matter. The City Administrator will issue a written decision, as advised by the Mayor, to the employee within 10 business days of the review meeting - the City Administrator's written decision will be final and the matter will be considered resolved, in a satisfactory manner.

If a misunderstanding or disagreement arises, which directly involves a supervisory employee, the employee may bypass that supervisory employee and speak to the next person in authority without fear of reprisal.

3.05 EQUAL OPPORTUNITY EMPLOYMENT

The City depends on the talents of all its employees. The City's future depends on how we recognize, value and appreciate our differences. Because we appreciate the value of our differences, we dedicate ourselves to achieving a work environment that encourages and values the contributions of every employee. It shall be the policy of the City to act affirmatively and without discrimination with regard to the terms, conditions and privileges of employment in accordance with all applicable laws. Decisions regarding all employment terms, conditions and privileges, including, but not limited to, recruitment, hiring, placement, training, promotion and layoffs, shall be made without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local law ("protected class status or characteristics"). Personnel procedures shall also be administered without regard to an individual's race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local law.

Employment decisions are based on merit and business needs, not based on status as a protected class. The City complies with laws regarding reasonable accommodations for disabled employees. The City will not discriminate against qualified employees or job applicants because of physical or

mental disabilities as set forth in the Americans with Disabilities Act (ADA) and Iowa Civil Rights Act (ICRA). Equal Employment Opportunity notices are posted. These notices summarize the rights of employees and list the names and addresses of different government organizations that may be contacted in the event a person believes they have been discriminated against.

Any honorably discharged veteran, as defined in the Iowa Code, shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications, consistent with the required definition in the Iowa Code.

Our City is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, we require all newly hired or rehired employees to complete a US Department of Homeland Security Employment Eligibility Verification Form I-9. Additionally, the City complies with federal immigration laws and cooperates with enforcement of the same, pursuant to Iowa Chapter 825, passed April 10, 2018.

3.06 DISCRIMINATION, HARRASMENT, AND RETALIATION

Illegal discrimination is defined as treating employees less favorably because of a protected class status or characteristic.

Illegal harassment is defined as offensive verbal or physical conduct based on protected class status or characteristic which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. It can also include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to, the following examples:

- Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions or threats;
- Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings or gestures;
- Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
- Threats or demands to submit to sexual requests in order to keep an employee's job or receive some job-related benefit.

The City will not tolerate harassment. Harassment is prohibited under local, state and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to resolve all complaints about discrimination and harassment. See Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace section below for the complaint procedure.

Anti-Retaliation

Employees who report or file good faith claims of harassment or discrimination with the City or any local, state or federal agency, or employees who in good faith file workers' compensation claims, request Family Medical Leave Act "(FMLA)" leave or military leave, report occupational safety violations, report wage violations, or report a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority or a substantial and specific danger to public health or safety (pursuant to Iowa Code Section 70A.29(1)), shall not be subjected to retaliation. This protection extends to employees who participate in investigations, hearings, or legal proceedings related to such reports. Witnesses, who in good faith, participate in any investigation, shall not be subjected to retaliation. Retaliation is penalizing an employee by demoting them, terminating the employee or changing the employee's work conditions in a material way for making a complaint in good faith or for the employee's participation in an investigation conducted by the City.

The City will not tolerate retaliation. Immediate action will be taken to resolve all complaints about retaliation.

Complaints, Investigations, and Remedying Discrimination, Harassment, or Retaliation in the Workplace

A continuous two-way flow of information between supervisors and employees is essential to the achievement of organizational goals. Whenever possible, issues should be resolved through an informal communication process between employee and supervisor. When a problem arises, it is important to communicate in an open, calm and honest manner and begin communicating when an issue first arises.

If an issue cannot be resolved through communication, employees covered by a bargaining unit agreement may utilize a formal grievance process and non-union employees may appeal a disciplinary action to the City Administrator. If the complaint involves the City Administrator, the issue should be brought to the Mayor.

In the case of sexual or other harassment, illegal discrimination, or similar concerns, the following steps should be followed by employees:

- 1) If comfortable, employees are encouraged to express their objection to behaviors that could constitute discrimination, harassment or retaliation to the person engaged in the behavior.
- 2) Any employee who has a complaint of or observes conduct or overhears individuals discussing matters that constitutes discrimination, harassment or retaliation at work, by anyone (including supervisors, Department Directors, co-workers, clients, customers, contractors, members of the general public or visitors to the workplace), should immediately

bring the problem to the attention of a Department Director, the City Administrator, or the City Attorney.

- 3) The person receiving a complaint about discrimination, harassment or retaliation shall immediately notify the City Administrator or City Attorney, who may, as the situation requires, name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible, but in no event shall the report be released to third parties outside of the City, unless ordered by an Arbitrator or Judge with competent jurisdiction over the matter.
- 4) Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. Employees are required to fully cooperate with any member of management or the City Attorney who is conducting a work-related investigation. Retaliation against parties or witnesses shall not be tolerated.
- 5) Any employee determined, after investigation, to have discriminated against, harassed or retaliated against another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The City will take prompt action it deems appropriate to remedy the situation and to prevent further discrimination, harassment or retaliation.
- 6) In the event a non-employee subjects an employee to discrimination, harassment or retaliation in the workplace, the employee's immediate supervisor, the City Administrator or City Attorney will inform the non-employee and (if appropriate) their employer of the City's policy against discrimination, harassment and retaliation. The City will require the person (or, if appropriate, their employer) to take prompt and necessary actions to remedy the situation and to prevent further discrimination, harassment or retaliation.

Finally, where an employee believes they have a complaint under Iowa Code Section 70A.29(1), they may report it to the Mayor, a City Council Member, the City Administrator, the City Attorney, or any other Public Official. An employee may also contact the State Office of the Ombudsman, at 515-242-6007, which has the authority to investigate such complaints.

3.07 JOB DESCRIPTIONS

The City has prepared job descriptions which list the essential functions and other responsibilities of each permanent City position and each employee is required to review their job description. If an employee has not reviewed their job description, the employee should contact their supervisor immediately. A job description is not intended to be an exhaustive list of all duties which could possibly be assigned to a position, nor does it limit the authority of the City to request an employee perform different or additional functions. As a provider of public services, the City requires employees to be flexible enough to fill in where necessary to ensure City services are provided at the level Anamosa residents have come to expect.

While the City strives to ensure City job descriptions are regularly reviewed and revised as necessary, if an employee notices their job description does not accurately or adequately reflect their job, the employee should advise their supervisor so necessary revisions can be completed.

3.08 EMPLOYEE CLASSIFICATIONS

There are three classifications of employment: full-time, part-time and temporary. The type of appointment determines the benefit levels allowed for a particular job. For more information, please see sections on employee benefits.

Full-time employees generally work at least 40 hours per week, whereas part-time employees work 39 hours or less per week. Temporary employees may work any number of hours, but the position will terminate on a certain date, which is communicated upon hire. An employee's supervisor will explain the work schedule required for the employee's position.

A full-time exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash. A full-time non-exempt employee is one who is covered by the overtime provisions of the FLSA and is eligible to receive overtime compensation. Employees who are subject to being called into work when not scheduled to work are paid in accordance with the FLSA, when so required.

3.09 EMPLOYEE MEDICAL EXAMINATIONS

All new employees are given a conditional offer of employment before they are appointed to full-time positions. A conditional offer of employment may, depending upon the essential functions of the job and especially the safety sensitive aspects of the job, be subject to passing a physical examination. Further, all offers are contingent upon a background investigation and drug screening. Part-time and temporary employees may or may not be subject to a physical examination, and this may depend upon several factors, including, but not limited to, the level of physical activity required, the responsibilities required and whether they are transferring into a full-time position. Please see the City's Safety Policy in Chapter 11.

3.10 CONFLICT OF INTEREST

The City requires all employees to comply 68B of Iowa Code and to conduct business in a manner that does not present an actual or potential conflict of interest or the appearance of impropriety.

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities are not to result in unusual gains from those firms, the employee, or both. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to benefit the employee, the outside entity, or both. Promotional plans that could be interpreted to involve unusual or liberal incentives to potential customers in order to gain business require specific approval by the City Administrator.

An actual or potential conflict of interest occurs when an employee is in the position to influence a decision that may result in a personal gain for that employee or for a relative or friend, as a result of the City's business dealings.

No "presumption of guilt" will be made by the mere existence of a relationship with outside entities. However, if an employee has any influence over transactions involving purchases, contracts, or leases, it is imperative that they immediately disclose to their supervisor the existence of any actual

or potential conflict of interest. The City shall attempt to establish safeguards, within reason, to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving the City of Anamosa.

3.11 PROFESSIONAL CONDUCT

All city employees shall conduct themselves, both personally and professionally, in a manner that will reflect a positive image upon themselves, their respective departments, and the City of Anamosa. Employees shall be professional to the public and to one another. They shall be attentive and respectful, and shall exercise patience and discretion, in the performance of their work.

- Employees shall obey the direction and lawful orders of their supervisors.
- Employees shall report to work on time, at the place designated by their supervisor, prepared for work in the appropriate attire, and with the necessary equipment to perform their work assignment as determined by their supervisor.
- Employees shall devote their energies to fulfilling the responsibilities of their assigned position, during their entire scheduled work time.
- Employees shall maintain regular communication with their supervisors during their workday and be available by normal communications when on-call.
- No employee under the influence of an alcoholic beverage, a non-prescription controlled substance, a prescription, or an over the counter substance which can cause drowsiness and impairs their ability to perform their job duties shall report to work, and shall notify their supervisor of their unfitness to report for work prior to their scheduled shift.

3.12 POLITICAL ACTIVITY

City employees shall not engage in the following political activities:

- Solicit any contribution or support of any type for any party or candidate while performing City duties, during work hours, while using City equipment, or while on City property.
- Use their position with the City to influence City elections in any way. No employee organizations may contribute to a candidate or party involved in a City election.
- Take part in any other political activities prohibited by Iowa Code.

These standards do not preclude City staff from seeking an elected office as allowed by Iowa Code. Employees must receive permission from the City Administrator prior to filing papers.

3.13 SECONDARY EMPLOYMENT

Employees of the City may engage in secondary employment (i.e., other jobs in addition to their full- or part-time employment with the City) so long as such secondary employment: 1) does not interfere with their employment with the City, including their availability for mandatory overtime work; 2) does not create a conflict of interest with their employment for the City; and 3) does not bring discredit upon the City.

Employees who engage in regular or routine secondary employment that require the use of a license or certification that the City has paid to have obtained or renewed must notify the City Administrator and disclose the type, nature, place and schedule of their secondary work in writing. This

employment must be approved in writing and placed in the employee's personnel file. If the City employee has a license or certification suspended or revoked during the course of the secondary employment, this may result in suspension or termination of their employment with the City as well.

3.14 ACCOMMODATING AN EMPLOYEE'S MENTAL HEALTH OR PHYSICAL DISABILITY

Any qualified employee with a physical or mental impairment (including an employee who has suffered a work-related injury) which substantially limits one or more major life activities or who has a record of a substantially limiting physical or mental impairment and who cannot perform an essential job function, is entitled to a reasonable accommodation. A reasonable accommodation is an adjustment or modification provided by the City to enable an employee to continue to perform their essential job functions. What constitutes a reasonable accommodation varies depending upon the needs of the employee and the essential job function at issue.

Any employee who believes they require a reasonable accommodation shall make their request to their Department Director or the City Administrator. Any supervisor or Department Director who believes they have an employee who requires a reasonable accommodation or who has an employee make a request for a reasonable accommodation shall contact the City Administrator.

Employees who believe they require a reasonable accommodation need not use the words "ADA" or "reasonable accommodation" in their request and said accommodation requests may be made verbally.

3.15 PREGNANT WORKERS FAIRNESS ACT

The Pregnant Workers Fairness Act (PWFA) protects employees and applicants who have known limitations related to pregnancy, childbirth, or related medical conditions. Covered employers, like the City, are required to provide reasonable accommodations to such employees and applicants.

The City will not require an employee to accept an accommodation without a discussion between the employee and the employer. The City will not deny a job or employment opportunity to a qualified employee or applicant based on the person's need for a reasonable accommodation under the PWFA. The City will not require an employee to take leave if a reasonable accommodation can be provided that would allow the employee to continue working.

3.16 EXTRAORDINARY OCCURANCES

All City employees shall notify Department Directors, as soon as practicable and through their established chain-of-command, of all extraordinary occurrences that occur within or impact the City. Department Directors shall notify the City Administrator of all extraordinary occurrences, as soon as practicable, by e-mail, text, phone call, or in person briefing. Extraordinary occurrences include but are not limited to structural fires, shootings, deadly or severe automobile crashes, and water main breaks.

4) EMPLOYEE DEVELOPMENT

4.01 EMPLOYEE ORIENTATION

The City recognizes the importance of developing successful working relationships from the first day of employment. As such, the City has designed an orientation program for new employees during which the employee will:

- Be provided a copy of this Employee Handbook;
- Be provided a copy of the applicable job description;
- Attend initial safety training; and
- Meet with Department Director or designee to receive a tour of relevant department facilities, introduced to all department co-workers, and orientation instructions relative to the department in which the employee has been assigned.

4.02 PROBATIONARY PERIOD

All new full-time and part-time employees are subject to a probationary period of 90-180 days. Temporary employees are not generally subject to probationary periods. The probationary period is designed to allow the City to evaluate the employee's job performance and for both parties to evaluate the fitness of the employee for the job. The City, in its complete discretion, may extend the probationary period where the employee has demonstrated problems adjusting to the job and/or work rules. During this period, employment remains "at-will", meaning either the City or the employee may terminate the employment relationship with or without cause, and without any appeal. Full-time probationary employees will begin accruing vacation upon their start date, but will not be able to use it until 90 days after the start date. Full-time employees will be enrolled in health, vision, and dental insurances as soon as possible under the policies of the insurance provider. Any applicable collective bargaining agreement should be consulted regarding eligibility for other types of leave.

4.03 TRAINING

Training beyond that which is covered in the orientation will be determined by each department, however, the City values the education and knowledge of its employees and believes that good training benefits both the employer and the employee. Therefore, the City encourages Department Directors to provide employees with training resources such as conferences, seminars, classes, books, and videos, as well as, other materials and opportunities that directly relate to their duties and responsibilities, and/or will prepare them for advancement within the organization. Employees who are interested in specific training resources that are not already being provided, should bring their request to their Department Director. No employee shall register for training without specific permission of their Department Director.

4.04 PARTIAL TUITION REIMBURSEMENT

The City recognizes the importance and benefit of formal education in the workplace and believes that the skills and knowledge it provides is beneficial to the success of the organization. The tuition reimbursement program provides partial reimbursement for the completion of college level courses

that contribute towards an associate, bachelors, or masters degree program from an accredited institution and is related to their work with the City of Anamosa.

Only full-time employees who have completed their probationary period are eligible for tuition reimbursement. Additionally, employees who are interested in the tuition reimbursement program must have their courses and degree programs approved by the City Administrator prior to the start of the course to be eligible for reimbursement.

Following approval, completion of the course, and receipt of an official transcript, employees will be reimbursed for tuition costs at the following rates:

- 50% for a grade of an A- or better
- 40% for a grade of B- to B+
- 25% for a grade of C- to C+ or for courses that receive a passing grade on a pass/fail basis.
- No reimbursement for a course grade below a C-

In no case will the City reimburse the employee for books or other course supplies. Additionally, it is expected that all coursework be done on the employee's own time and not during work hours. Furthermore, the City will not reimburse more than \$500 per course or \$5,000 per employee.

While the completion of a formal degree program is expected to enhance an employee's knowledge, skill, and performance, the City does not in any way guarantee that the completion of such program will result in a promotion, different job assignment, or increase in pay.

Employees who voluntarily leave employment with the City after receiving tuition assistance under this policy will have the applicable amount deducted from their final paycheck, according to the following table.

Time since receiving reimbursement	Repayment Percentage
Less than 1 year	100%
Less than 2 years	75%
Less than 3 years	50%
Less than 4 years	25%

4.05 WAGES

Wages are set by Resolution annually for the Fiscal Year beginning July 1.

4.06 PROMOTIONS

The City considers internal candidates along with external candidates for open positions. A formal, fair, and consistent recruiting/selecting/hiring process has been established and will be followed when filling all vacant positions.

Employee progress toward promotions is based on job performance, management evaluation of ability to accept more responsibility and the availability of promotional openings. As each new position becomes available, the appropriate supervisor will consider those individuals within the

City who may have interest in the position and have prepared and developed themselves so that they fulfill the necessary qualifications. To this end, each employee is responsible for keeping the City Administrator or their immediate supervisor informed of their career interest and pursuits in continuing education.

Any employee who is currently under formal administrative investigation shall not be eligible for promotion until the investigation has been completed and no basis for disciplinary action was determined. The recruitment process for vacant positions will not be expedited, delayed, extended, or otherwise modified to accommodate any employee who is under investigation, but may otherwise qualify for the promotion.

Any employee who has received any disciplinary actions shall not be eligible for promotional opportunities for a period of 6 months after the date that disciplinary action was issued or after the date that disciplinary action concluded (i.e. final day of 30-day suspension).

4.07 PERFORMANCE EVALUATIONS

The City believes that the best performance outcome is achieved by regular communication between an employee and their supervisor. Therefore, supervisors are expected to regularly provide encouragement and constructive criticism when necessary. Additionally, employees are expected to consult their supervisor when they encounter issues they cannot reasonably solve on their own.

In addition to regular communication about performance, formal evaluations will be conducted to identify and communicate the employee's strengths and weaknesses and serve as a forum for discussing other employment related issues. Supervisors are encouraged to discuss career planning and goal-setting with employees. In addition, formal evaluations may be used to document ongoing performance deficiencies, which may support non-disciplinary corrective counseling or disciplinary action, but their primary purpose is not to provide discipline (See Section 9.11). Department Directors are responsible for ensuring that all employee evaluations are completed in accordance with these policies. More information on the specific types of evaluations are below:

Probationary Evaluations

Probationary employees typically require more oversight and feedback from their supervisor than other employees. Therefore, supervisors should be extra diligent in instructing the new employee, explaining expectations, providing constructive criticism, encouraging them to keep improving, and recognizing them when they do things well. Additionally, a formal evaluation should be conducted every three months during the probationary period.

During the probationary period, the employment relationship may be terminated with or without cause, and without any appeal. Upon the fourth and final probationary evaluation, one of three decisions will be made:

- 1) The employee is not fit for the position and the employment relationship is terminated.
- 2) The employee has demonstrated difficulty in meeting the expectations of their position and the probationary period will be extended to allow for further instruction and evaluation.

- 3) The employee has demonstrated their ability to meet the expectations of their position and are approved to advance past the probationary stage of their employment.

In no situation should a probationary period have a total duration exceeding nine (9) months. Furthermore, if the probationary period is extended additional evaluations will be required every three months.

Evaluations for Temporary Employees

Temporary employees shall be evaluated at the end of their employment period. Evaluations for temporary employees should focus primarily on their ability to accomplish their assigned tasks. A satisfactory review is required for future employment with the City.

Evaluations for Part-Time Employees

Part-time employees shall be evaluated on an annual basis. Evaluations for part-time employees should focus primarily on their ability to accomplish their assigned tasks. Evaluations for part-time employees will not be used for merit-based raises.

Evaluations for Full-Time Employees

Full-time employees shall be evaluated on an annual basis. Full-time evaluations will focus on the employee's strengths and weaknesses in relation to their required duties, and any relevant ordinances, laws, established policies, and standard procedures. Evaluations for full-time employees may be used in determining merit-based raises.

5) EMPLOYEE BENEFITS

5.01 SICK LEAVE

Sick leave will be granted to full-time employees unable to render service because of sickness, temporary or other disability, or medical appointments for themselves, a spouse, significant romantic other, or child, including step relationships. An employee shall accrue 12 hours of sick leave for each month of employment with a maximum accumulation of 1440 hours. Sick leave will also be granted, on a pro-rated basis (based on average hours worked), to part-time employees working 30-39 hours per week.

Up to ten (10) days of sick leave per year may be used, as Dependent Sick Leave, to care for a non-ill child or elderly dependents when childcare/eldercare arrangements are unavailable (for the purpose of this policy a "day" is defined as the employee's regular workday).

Full-time employees may use up to forty (40) hours of sick leave per year, as Birth and Adoption Leave, to care for and bond with an employee's newborn or adopted child or children to be used within one month of the triggering event.

In the event an employee must use sick leave, that employee must notify their supervisor prior to the beginning of their shift and explain the reason for the absence. If an employee becomes ill and needs to leave during their shift, approval must be obtained from their supervisor before leaving work. If an employee has a scheduled medical appointment, it is best to notify the supervisor as soon as possible, but at least the day before the appointment.

Employees are expected to keep their supervisor informed of their condition and when they expect to return to work. Upon returning to work, employees must notify their supervisor of any medical restrictions ordered by a licensed medical professional. If sick leave appears to be abused, or if sick leave is taken for more than three consecutive days, the employer may require the employee to submit conclusive proof of the necessity for absence in the form of a doctor's note, prescriptions, etc. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

The U.S Department of Health & Human Services Privacy rule does not prevent your supervisor from asking you for a doctor's note or other information about your health if your employer needs the information to administer sick leave, workers' compensation, wellness programs, or health insurance.

5.02 BIRTH AND ADOPTION LEAVE

As described in Section 5.01 on sick leave, full-time employees who are giving birth, are expecting someone to give birth to their child, or are adopting a child, will be permitted to use up to forty (40) hours of Sick Leave within one month of the triggering event to care for and/or bond with an employee's newborn or adopted child or children. (This is separate from the use of Sick Leave for a child or family member who is ill, as set forth above in Section 5.01.)

As described in Section 6.05 on FMLA, eligible full-time employees may take up to twelve (12) weeks of unpaid leave, which shall run concurrently with all paid leave the employee uses. If applicable, an employee may use sick time beyond the forty (40) hours of leave permitted for bonding.

Employees who are not eligible for leave under the City's sick leave policies or FMLA may apply for unpaid leave for purposes of pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). If other paid or unpaid leave (such as FMLA leave) is not available, and if the absence is for the period that the employee is disabled because of the employee's pregnancy, childbirth, or related medical conditions, employees make take unpaid leave for that period or for eight (8) weeks, whichever is less. Employees must provide a medical certification stating that they are not able to perform the essential job functions of their position.

5.03 VACATION

Vacation leave is provided to full-time employees for the purpose of rest, relaxation, and a break from daily routine. All requests for vacation time must be in writing and approved in advance by the employee's Department Director or designated supervisor, who shall turn the request form into the Deputy City Clerk for payroll processing.

For leave durations of three (3) consecutive days/shifts or less, an employee must submit their written request for vacation leave at least one day before the requested for leave.

For leave durations exceeding three (3) consecutive days/shifts, an employee must submit their written request for vacation leave at least seven (7) days before the period of requested leave.

Scheduling of vacation time shall be the responsibility of Department Directors or designated supervisor and will be subject to staffing needs. If two or more employees within a department submit incompatible vacation requests, the Department Director or designated supervisor will attempt to mediate a resolution between the employees. If the employees cannot mutually agree to a solution, the employee that submitted their request first shall be granted priority in the situation with the exception of vacation requests around holidays. Priority does not necessarily mean that the employee's vacation request will be approved as submitted.

When a holiday occurs during an approved vacation leave, the holiday will be paid and no vacation leave will be charged for the day of the holiday. Employees scheduling vacations to coincide with holidays will be limited in those requests. Requests for vacation days coinciding with holidays will not be granted on a first come basis. No employee will be granted all requests around holidays during a calendar year.

An employee shall be entitled to vacation leave with pay at the employee's basic rate of compensation. Vacation will be earned for any partial pay period of employment on a pro rata basis. Full-time employees shall accrue and be entitled to vacation according to the following table:

Years of Employment	Annual Vacation Accrual	Vacation Accrued per Pay Period
0 – 4 years	80 hours	3.08 hours
5 – 9 years	120 hours	4.62 hours
10 – 17 years	160 hours	6.15 hours
18 + years	200 hours	7.69 hours

Employees working 30-39 hours per week will earn a pro-rated amount of vacation leave based on their average number of hours worked per week.

Employees' vacation accrual will change upon their employment anniversary. If the anniversary occurs in the middle of a pay period, the rate may not move until the next full pay period.

An employee may bank up to 150% of the vacation that they accrue on an annual basis. An example would be if an employee is eligible to earn 80 hours of vacation each year, that employee can bank up to 120 hours of earned vacation before forfeiting any newly accrued leave.

Vacation time used does not count towards "hours worked" for the purposed of calculating overtime.

Cancellation of Vacation

Planned use of vacation time may be substituted for sick or bereavement leave in situations where an employee becomes ill or a death in the family occurs during the prior to or during the scheduled leave period. Cancellation of vacation for these and other reasons are subject to supervisor approval.

Transfer of Vacation Hours

Upon approval of the City Administrator, an employee with accrued vacation hours may voluntarily transfer a specified number of accrued vacation hours to another employee who has experienced a catastrophic event, such as the destruction of a home, and the receiving employee has exhausted all applicable paid leave. Approval will be determined on a case-by-case basis and no case will establish precedent.

5.04 PERSONAL DAYS

Full-time employees will receive one (1) personal day annually on the first payroll of the calendar year (for the purpose of this policy a “day” is defined as the employee’s regular workday). Personal days must be used within the calendar year it was credited or it will be forfeited. Employees will not be compensated for unused personal days upon separation from City employment. The scheduling of personal days shall be at the discretion of the employee’s supervisor, similar to vacation leave.

5.05 HOLIDAYS

The City of Anamosa observes the following holidays:

- New Year’s Day
- Spring Holiday (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

Full-time employees will receive eight (8) hours of pay at their basic compensation rate for each holiday listed above, with the exception of Spring Holiday and Christmas Eve when four (4) hours of pay will be provided. Employees working less than 40 hours per week will earn a pro-rated amount of holiday pay based their average number of hours worked per week.

The Police Department will recognize holidays on the day they actually occur. The Parks and Recreation and Library Departments will recognize holidays on the day they occur except for days on which the respective facilities are officially closed, in which it will follow the same procedure as all other departments. For all other departments, when a holiday occurs on a Saturday, the preceding Friday shall be declared the holiday. When a holiday occurs on a Sunday, the following Monday shall be declared the holiday. If Christmas Eve falls on either Saturday or Sunday, the preceding Friday shall be declared the holiday.

Working on a Holiday

If an employee is required to work on a holiday, they will receive 1.5 times their straight time pay for all hours worked in addition to their holiday pay.

5.06 HEALTH INSURANCE

The City participates in a health insurance plan that is available to all full-time employees, and pro-rated for permanent part-time employees working 30-39 hours per week.

All new full-time employees must attend an insurance orientation and enrollment meeting at the time of hire, which is arranged by the City Administrator. The City will pay 90% of the premium and the remaining 10% will be deducted from the employee's paycheck, regardless of plan type.

In addition, full-time employees enrolled in the City's health insurance plan are specifically required to report life status changes (for example, birth or adoption of a child or marriage) within thirty (30) days of the event, to the City's insurance administrator/agent. If the notification of the change is not made within this timeframe, no changes of benefits or allocation will be permitted until the next open enrollment period. Questions may be directed to the Deputy City Clerk.

Upon separation from employment, health care benefits continue through the last day of the month of the employee's date of separation. Employees may be permitted to continue their participation in the plan at their own costs through COBRA continuation coverage and should contact the Deputy City Clerk for directions on making this arrangement.

5.07 DENTAL AND VISION INSURANCE

The City provides optional dental and vision insurance to full-time employees. For both plan types, the City will pay 90% of the premium and the remaining 10% will be deducted from the employee's paycheck, regardless of plan type. Pro-rated insurance is available to part time employees working 30-39 hours per week.

5.08 COMMUNITY CENTER AND SWIMMING POOL PASS DISCOUNT

All full-time employees of the City shall receive a free membership, and their spouse, significant romantic other, or child, including step relationships, are eligible for a 50% discount on community center memberships or swimming pool season passes.

5.09 LIFE INSURANCE/DEATH BENEFIT

The City provides each full-time employee with a \$50,000 benefit life insurance policy. The cost of the premium is paid by the City. *(This benefit is not available to part-time employees. Part-time employees previously enrolled in this coverage, prior to the adoption date of this handbook, may elect to maintain enrollment).*

Employees who participate in IPERS may be eligible for death benefits and should review www.ipers.org for more information.

5.10 EMPLOYEE ASSISTANCE PROGRAM

The City offers an employee assistance program (EAP) through the Hartford. It is offered to all full-time employees and their immediate families, in order to help them cope with personal problems which may or may not interfere with work performance. This voluntary program operates under confidential self-referral as well as supervisor referral. Professional counselors help employees find ways to deal with problems related to physical, mental and/or emotional illness or stress. This help includes concerns related to chemical dependency, marital, personal, financial and/or family situations and also provides limited legal assistance. Employees in need of these services are strongly encouraged to seek help through this program. EAP counselors provide short-term counseling and referral services without charge.

The EAP service includes up to three face-to-face emotional or work-life counseling sessions per occurrence per year. This means you and your family members do not have to share visits. You can each get counseling help for your own unique needs. Counseling for your legal, financial, medical, and benefit-related concerns is also available by phone.

To speak with someone for immediate support and/or referral to a behavioral health provider in your area covered by your EAP, you can call the following toll-free number 24/7: **1-800-964-3577**

You can also visit www.guidanceresources.com to access hundreds of personal health topics and resources for child care, elder care, attorneys, or financial planners. When you use the website for the first time, you will need to click on the “Register” tab, then follow the instructions below.

- 1) In the “Organization Web ID” field, enter: **HLF902**
- 2) In the “Company Name” field at the bottom of the personalization page enter: **ABILI**
- 3) After selecting “Ability Assist program”, create your own confidential user name and password.

Whenever an employee voluntarily uses the EAP program, employee concerns are kept in the strictest confidence by EAP counselors. This confidentiality means no City official or employee will be informed that the employee has used this program. The only exception to this confidentiality requirement is when an employee is required to seek counseling by the City due to documented disciplinary issues and accordingly signs a release as part of an employment agreement. In such cases, the employee’s supervisor and the Human Resources Department must be kept apprised of compliance with the counselor’s recommended treatment plan.

Employees as well as their spouse, significant romantic other, or child, including step relationships are eligible to seek help from this program and may do so without the employee’s knowledge. An office site outside the community is available for confidential meetings.

5.11 FLEXIBLE BENEFIT PLAN (I.R.S. SECTION 125)

The City offers a Flexible Benefit Plan (125 Plan) in which all full-time employees may participate on a voluntary basis. More information is available at the Deputy City Clerk’s office.

5.12 RETIREMENT PENSION (IPERS)

Full-time, part-time, and to the extent required by criteria set by the State of Iowa, temporary employees, are required to participate in the Iowa Public Employees Retirement System (IPERS). Employee and employer contributions are set by the State of Iowa. Employees are required to contribute the percentage set by the State and cannot contribute any more or any less amounts. New employees must enroll and designate a beneficiary. The enrollment form is included in the new employee packet. For more information, see Payroll Deductions in this Handbook or go to www.ipers.org.

5.13 UNEMPLOYMENT INSURANCE

The City provides unemployment insurance for employees in the manner prescribed by law.

6) LEAVES OF ABSENCE

6.01 JURY DUTY

Employees compelled during work hours to appear before a court or other public body or who are required to perform jury duty shall be paid their regular wages for each day of court or jury duty. Employees will endorse any check received for such service over to the City. Employees appearing on matters in which they are personally involved (i.e., plaintiff or defendant) must take an appropriate paid leave or take unpaid leave for the period away from work due to their court appearance.

6.02 MILITARY LEAVE

Per Iowa Code Section 29A.28, the City grants a leave of absence to employees for state or federal military service without loss of pay for thirty days of leave in a calendar year. Unused military hours during a calendar year are not allowed to be carried over to the next year. However, the annual hours shall be available at the first of the year. When a military member is called to active duty, the “first thirty days of leave” is paid during each of the first 30 work days of active duty as if the military member was working.

Military-related service leave includes, but is not limited to:

- Active duty;
- Active duty for training;
- Inactive duty training (such as drills);
- Initial active duty training;
- Funeral honors duty performed by National Guard and reserve members;
- An examination to determine fitness to perform any such duty;
- The time period for which the military member is absent from City employment for the purpose of receiving treatment for military-related injury; or
- The time period during which the military member is absent from City employment and receiving military compensation, including NCAP pay.

After the thirty days of paid military leave are exhausted within a calendar year, the military member may request paid vacation leave, applicable personal leave or paid compensatory time. Military-related illnesses or injuries, which require medical treatment after a military member is released from active duty and result in leave, are considered military-related service leave and upon the exhaustion of an employee's thirty paid military leave days in a calendar year, the employee may be eligible for sick leave.

The military member is required to provide written verification authorizing all military-related leave. In the event written verification is not immediately available, the City allows the military member up to thirty (30) calendar days to present said documentation. An extension may be granted for good cause. However, if the military member does not provide acceptable verification within a reasonable time period, the leave may be considered unexcused, at the sole discretion of the City, and the military member may be subject to discipline, up to and including discharge.

Military members are required to report back to work as follows:

- 1) Military service of 1 to 30 days: At the beginning of the next regularly scheduled workday that falls at least twelve (12) hours after the military member returns home.
- 2) Military service of 31 to 180 days: Application for reemployment must be submitted to the employee's supervisor no later than 14 days after completion date of the military member's service.
- 3) Military service of 181 or more days: Application for reemployment must be submitted to the employee's supervisor no later than 90 days after completion of the military member's service.

6.03 BEREAVEMENT LEAVE

City employees may receive up to ten (10) days of paid bereavement leave in the event of the death of the employee's spouse, significant romantic other, or child, including step and foster relationships. City employees may receive up to five (5) days of paid bereavement leave in the event of a death of the employee's parent, sibling, grandparent, or grandchild, including in-laws, half, step, or foster relationships.

City employees may receive up to three (3) days of paid bereavement leave in the event of a death of the employee's uncle, aunt, niece, nephew, cousin, or another person with a close relationship to the employee.

Employees must advise their supervisor in advance of their bereavement leave. With the approval of their Department Director, employees may use vacation, compensatory time, or unpaid leave for funerals not covered under this policy or to extend the above described bereavement periods. (For the purpose of this policy a "day" is defined as the employee's regular workday)

6.04 PERSONAL LEAVE WITHOUT PAY

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all applicable sick leave, vacation, compensatory time, and other leave, you may request an unpaid leave of absence. Applications for unpaid leave must be made in writing and shall state the reasons

for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the City. If the unpaid leave is associated with the employee's medical condition, medical certification stating that the employee is not able to perform the essential functions of their position shall be required by the City.

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service, vacation, or sick leave, and are not eligible for paid holidays. The City does not make contributions to retirement programs for the duration of the leave. You may continue in the group health insurance program during an unpaid leave under this section by paying the full cost of the premium by the 1st of the month for every month beginning within the duration of the unpaid leave. Failure to pay the premium on time will result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify your Department Director before the end of your leave. The City will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

After an employee has been on unpaid leave for thirty (30) calendar days, the City Administrator shall review the circumstances and either extend the unpaid leave or terminate the employee.

6.05 FAMILY AND MEDICAL LEAVE ACT

It is the City's policy to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA). Whether a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

Leaves Available

An eligible employee will be granted up to twelve work weeks of unpaid, job-protected leave in a rolling twelve-month period for any of the following qualifying reasons:

- The birth of and/or need to care for a newborn child;
- The placement of a child with the employee for adoption or foster care;
- The need to care for a spouse, child or parent with a serious health condition;
- A serious health condition that makes the employee unable to perform the functions of his/her job; or
- A "qualifying exigency" due to the employee's spouse, parent or child being called to or service in active duty United States Armed Forces. This means leave to deal with child care, financial or legal arrangements due to deployment, leave to address issues arising from the death of his/her covered service member, or leave to spend time with a covered service member who is on short-term temporary rest and recuperation leave during deployment, among other things.

Additionally, an eligible employee will be granted up to twenty-six work weeks of unpaid, job-protected leave in rolling twelve-month period if they are caring for a service member who incurred a serious injury or illness while on active duty in the United States Armed Forces.

Finally, an eligible employee may be granted up to twelve work weeks of intermittent (non-continuous leave) or a reduced work schedule for any qualifying reasons identified in the above paragraphs 1-5.

Eligibility Requirements

To be eligible for FMLA leave, an employee must have worked for the City for at least twelve months, and for at least 1,250 hours during the twelve months immediately preceding the start of the leave.

General Provisions

For purposes of this policy:

“Child” means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

“Parent” does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves:

- An overnight stay in a hospital, hospice, or residential medical care facility;
- A period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a healthcare provider, or at least one treatment by a healthcare provider plus a regimen of continuing treatment;
- Any period of incapacity due to pregnancy or for prenatal care;
- A chronic serious health condition that results in periods of incapacity and sometimes requires treatment;
- Permanent or long-term conditions which require medical supervision; or multiple treatments and recovery therefrom. **“Spouse”** does not include an unmarried domestic partner.

The **“12-month period”** during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of the leave.

Married employees: If the employee and the employee’s spouse are both employed by the City, and are both eligible for family and medical leave, the employee and the employee’s spouse will be limited to a combined total of twelve weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee’s parent with a serious health condition. This limitation does not apply in cases of

leave to care for the serious health condition of the employee's spouse or child, or because of the employee's own serious health condition.

How and When Leave May Be Taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days the employee works per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for an employee's spouse, child or parent with a serious health condition, or because of the employee's own serious health condition. The employee must provide the City with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule his/her intermittent or reduced schedule leave so as not to disrupt City operations. The employee may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care placement may be taken intermittently or on a reduced leave schedule only if the employee's Department Director agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve months of the birth, adoption or placement.

Notice Requirements

If an employee knows in advance that they will be taking leave because of birth, adoption or placement of a foster child in the employee's home, or because of planned medical treatment for the employee or a covered family member, the employee must notify their manager or immediate supervisor in writing at least thirty days in advance.

If circumstances require that the leave begins in less than thirty days, the employee must notify their manager or immediate supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for an employee or an employee's covered family member, the City expects the employee to consult with their manager or immediate supervisor or Department Director and to make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

Medical Certification

The City reserves the right to require written medical certification from the appropriate healthcare provider when leave is requested to care for a child, spouse, parent or covered service member with a serious health condition, or because of the employee's own serious health condition. Medical certification forms will be provided to the employee by the Human Resources Department.

Employees should complete and return to the City the certification form within fifteen days of the City's request. Certification will include the date of onset, the probable duration, type of treatment and other appropriate medical facts concerning the condition. If an employee is seeking leave for their own health condition, the certification must also state that the employee is unable to perform the essential functions of their position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of leave time the employee will need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The City also may require periodic reports from an employee during FMLA leave regarding their status and the employee's intent to return to work.

The City reserves the right to require an employee to provide recertification for the need for leave depending on the amount of leave required.

Fitness for duty medical certification may also be required when an employee is returning to work after leave for their own serious health condition.

Exigent Circumstances Certification

The City reserves the right to require a copy of the covered service member's active duty orders or other documentation issued by the military which indicates the service member is on active duty or called to active duty status and the dates of the covered service member's active duty service. This information need only be provided to the City once.

Use of Paid Leave

The City will require an employee to use paid leave as part of their FMLA leave as follows:

- The employee must use any accrued, but unused, sick leave, vacation, and personal days for any portion of the twelve-week leave for birth, adoption, foster placement or to care for a child, spouse or parent with a serious health condition. However, this section shall not allow any person to take paid sick leave if that person is not otherwise qualified for sick leave under the City's sick leave policy.
- The employee must use any accrued, but unused, sick leave, vacation, and personal days for any portion of the twelve-week leave to care for his/her own serious health condition.

When an employee has used all required paid leave for any portion of an FMLA leave, the balance of the leave will be without pay.

Rights and Benefits During Leave

Seniority, sick leave and vacation will accrue only during periods of paid leave, in accordance with policies on accrual of paid leave.

Under FMLA regulations, when a holiday falls during a week when an employee is taking a continuous week of FMLA leave, the entire week is counted as FMLA leave. When a holiday falls during a week when an employee is taking intermittent or reduced schedule FMLA leave, the holiday is not counted as FMLA leave unless the employee was scheduled to and expected to work that day and used FMLA leave, instead. When the City closes operations for a week or more, this time cannot be included in the employee's FMLA leave.

All benefits which an employee has accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While an employee is on FMLA leave, whether paid or unpaid, the City will continue the employee's group health insurance coverage at the same level and under the same conditions that coverage would have been provided had the employee continued working. The employee will be required to pay the same cost of coverage as if they were actively at work. The employee will be informed in writing of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than thirty days late. If the employee misses a premium payment and the City pays the employee's contribution, the employee will be required to reimburse the City for delinquent payment upon return from leave.

Under certain circumstances, if an employee fails to return to work after an approved FMLA leave, the City may require the employee to reimburse it for the amount the City paid for the employee's health insurance coverage during the leave, except in certain circumstances prescribed by law.

Returning to Work

At the conclusion of an employee's FMLA leave, if the employee took the leave for their own serious health condition, the employee may be required to provide certification from their healthcare provider that the employee is able to resume work and is fit for duty. If the employee can perform the essential functions of their job, the employee will be restored to their former position, if that position is vacant, or one with equivalent pay, benefits and conditions of employment, provided the employee has complied with the requirements of this policy.

If the employee's healthcare provider states that they may return to work, but that the employee has have certain restrictions which limit their ability to perform certain essential job functions, then such work restrictions shall be analyzed in accordance with the Accommodating An Employee's Mental Health or Physical Disability section, above.

7) TIMEKEEPING AND PAYROLL

7.01 WORK WEEK

For the purposes of time keeping and calculating overtime, the City work week shall start on Saturday and conclude on Friday.

7.02 TIMESHEETS

All non-exempt employees are required to properly complete, sign, and submit their timesheets in a timely fashion and according to departmental policy. Any deliberate falsification of timesheets will result in immediate termination.

Salaried employees will also keep track of their time for audit purposes.

7.03 PAY DAY

City employees are paid bi-weekly, on every other Friday. Pay will include wages for work performed up to and including the Friday preceding the payday.

7.04 PAYROLL DEDUCTIONS

Certain payroll deductions are mandated by law. Iowa law requires most full-time, part-time, and some temporary employees to participate in the Iowa Public Employees Retirement System (IPERS), which requires that employees and the City contribute a set percentage of gross pay. The increases/decreases to the contribution percentages are set annually and changes are effective July 1st. Current and, if available, future contribution rates are posted on www.ipers.org.

When an IPERS employee leaves employment prior to being eligible for retirement, the employee has the option of receiving a full refund of the employee's contribution plus interest and, if vested, a portion of the City's contribution, or the employee may leave contributions in the IPERS fund and receive guaranteed retirement benefits. Other mandated deductions include tax withholdings, Social Security and Medicare deductions, and wage garnishments when authorized by a court of law.

Part-time employees may purchase health insurance with pre-tax wages after their probationary period is successfully completed. Employees should contact the Deputy City Clerk with any questions.

7.05 DIRECT DEPOSIT

Employees are required to use direct deposit to electronically transfer their paycheck to the bank or credit union of the employee's choice, provided it is EFT equipped. To arrange for payroll direct deposit, employees must complete the form provided in the new employee packet. Paystubs are distributed to employees by the Department Director or their designee each pay day.

7.06 OVERTIME

Every effort should be made to minimize overtime hours worked by and/or assigned to hourly employees. When operating requirements or other needs cannot be met during regular working hours, employees may be assigned to work overtime hours. When possible, advance notification of their mandatory assignments will be provided. The Department Director must authorize all overtime work in advance. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

All non-exempt employees will be eligible for overtime paid at one and a half (1.5) times their pay rate for all hours worked in excess of forty (40) hours per work week. Under Section 7(k) if the FLSA

law enforcement employees will be eligible for overtime paid at one and half (1.5) times their pay rate for all hours worked in excess of eighty-six (86) hours per fourteen (14) day work period.

Overtime pay is based on actual hours worked. Time off due to sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purposes of calculating overtime. If work is conducted for more than one department in a work week, the department that the employee is working for during the overtime hours, shall be charged for the overtime expense.

7.07 COMPENSATORY TIME ACCRUAL

Compensatory time for non-exempt employees may be accrued in lieu of overtime wages, subject to Department Director approval. An employee's balance of compensatory time hours accrued may not exceed forty (40) hours. All accrued compensatory time shall be paid out in the first paycheck of the calendar year. However, an employee may roll over up to forty (40) hours of accrued time into the next calendar year, with Department Director approval.

Salary/Exempt employees shall not accrue compensatory time, however, they are encouraged to flex their schedule where the operational needs of the department allows.

Bargaining unit employees should consult their respective collective bargaining agreements.

7.08 CALL OUT PAY

When a non-exempt employee is asked to return to work outside their scheduled work hours (i.e. at night, weekends, and holidays), they shall be paid at the rate of one and one-half (1.5) times the employee's regular rate of pay. Call out pay will be for a minimum of one hour. Call out pay will not be provided when work time begins within one (1) hour of a scheduled shift or for any extension of a scheduled shift. In addition, Call out pay shall not apply to any work hours, which are scheduled in advance, including routine utility rounds.

Bargaining unit employees should consult their respective collective bargaining agreements.

7.09 SEPERATIONS FROM EMPLOYMENT

When an employee wishes to separate from City employment, a minimum of two weeks' notice is required. Separating full-time employees shall receive compensation for accrued vacation. Other benefits such as sick days, personal days, and other leaves are **NOT** paid out, unless otherwise stated in an employment contract (salary/exempt employees) or for employees with at least fifteen (15) years of full-time employment with the City of Anamosa, who will be paid out a portion of accrued sick leave, based on the following table.

Years Employed with the City of Anamosa	Percentage of Accrued Sick Leave Paid Out Upon Retirement	Maximum Payout (\$)
15-19 years	15%	\$5,000
20+ years	25%	\$8,500

Part-time and temporary employees will receive a paycheck for pay through their last day of work.

8) WORK CONDITIONS AND EXPECTATIONS

8.01 TELEPHONE USE & STIPENDS

Personal phone calls, text messages, or other mobile communication during work hours is discouraged, and employees shall limit the duration of such communication so as not to interfere with work responsibilities. Use of City landline telephones for personal long-distance calls is prohibited.

Certain employees may be required to carry a mobile phone in order to be contacted at work or after-hours. In such situations, the City will provide a mobile phone to the employee for such use. In addition to work purposes, employees who are provided a mobile phone may use their work phone for personal purposes.

Alternatively, non-police department employees may be authorized, by their respective Department Director, to use their personal mobile phone for work purposes, so long as their personal phone is capable of carrying out all necessary work-related functions and the employee understands that the phone may be subject to subpoena. Employees who are authorized to use their personal mobile phone, for work purposes, are eligible to receive a \$20 monthly stipend.

When the City determines that a City-issued phone requires replacement with a new device, the old phone may be kept by the employee if the City Administrator determines there is no significant market value.

8.02 USE OF CITY COMPUTERS AND EMAIL

- A. The City owns and maintains several computer networks, internet and electronic mail systems, hereafter referred to as "system." This system is provided to the employees for the purpose of conducting City business.
- B. The system hardware and software are owned by the City and as such are City property. Additionally, all documents and messages composed, sent, received or stored on the system are and remain the property of the City. They are not the private property of any employee, and employees should not consider any communication via the system confidential, personal and/or private.
- C. The use of the system is for the conduct of City business. Personal business or other non-job-related activities should be minimized. Supervisors may further limit or restrict personal use.
- D. No City business shall be conducted on personal email accounts. Additionally, the use of personal devices to conduct City business should only be done with the approval of the Department Director.
- E. The system shall not be used for commercial ventures, religious or political causes, outside organizations or other non-job-related activities.
- F. The system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without specific prior authorization.

- G. The system shall not be used to create or retrieve any offensive or disruptive messages or files. Among those which are considered offensive are any messages or files that contain any comment that offensively addresses someone's sex, sexual orientation, race, color, religion, national origin, age, disability, gender identity or marital status. Downloading of pornography or similar materials is strictly prohibited.
- H. The confidentiality of any activity or message should not be assumed or expected. The contents of all electronic mail sent or received through the City's system are subject to Open Records Law unless otherwise protected by law and may be disclosed without the permission of the End User. Deleting a message may not fully eliminate the message from the system. Further, the use of passwords for security does not guarantee confidentiality. The system automatically records information such as origin, destination, content and time spent online. The City Administrator or designee may monitor sites accessed. The City Administrator or designee also reserves the right to access, review and audit all messages and files created, received, stored on or sent over the system for any purpose, even after said message or file is deleted. The contents of any electronic mail or file may be disclosed without the permission or prior notification of the employee who sent or received the message or created the file. The City is not responsible if "hackers" retrieve, and make public, employee system activity. Thus, privileged or confidential material shall not be communicated via the system due to potential monitoring.
- I. Employees shall not use a code, access another employee's messages or files, or retrieve or modify any stored information, unless authorized to do so by a supervisor. All computer pass codes must be provided to supervisors upon request.
- J. Computers shall not be loaded with any programs or files that have not been purchased for that specific computer by the City. No files shall be downloaded from the Internet or any files accepted from an E-mail message. The exception to this would be files downloaded from other City computers or files from business associates of the City. Employees are expected to exercise good judgement and reasonable caution anytime they download or open a file or program.
- K. In order to resolve problems and to reduce conflicts with hardware and software on PCs, all software and hardware needs to be approved prior to the purchase and installation of the product. Software and hardware that is not approved and/or not used to conduct business for the City will be removed. This includes backdrops, screen savers, and unapproved personal software.
- L. If a computer is not operating properly, employees should contact the City Administrator or designee. That office will check the computer to determine if there is a software or hardware problem. If the computer needs service, that office will coordinate the unit's repair and return of the computer to the employee.
- M. Use of the system is a privilege, not a right, and any violation of this policy or use of the system for improper purposes could subject the employee to discipline, up to and including discharge.

8.03 SOCIAL MEDIA

Purpose

This policy sets forth guidelines for the establishment and use of the City's social media sites as a means of conveying City information to the public. The intended purpose behind the use of City's social media sites is to disseminate information from the City to the public in a civil and unbiased manner, to respond to questions related to such information, to enhance communication with the public about City programs and events, and to timely communicate City news.

The City's social media sites are not an editorial page or blog for visitors to express personal opinions regarding such information. The City does not intend to create a public forum for the public to post comments of any kind.

The City's website at <https://www.anamosa-iowa.org/> is the City's primary Internet presence.

The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City, on City-maintained social media sites. For the purposes of this policy, social media means any facility for online publication and commentary, including but not limited to City's website, blogs, wikis, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn, and X (formerly Twitter). This policy is in addition to and complements any existing or future City policies regarding the use of technology, computers, smart phones, e-mail and the internet.

General Policy

- A. The establishment and use of City social media sites, by any City Department, are subject to approval by the City Administrator or designee. All City of Anamosa social media sites shall be administered by the City Administrator, Department Director, or their designees. With authorization from the City Administrator, Department Directors may elect to designate their respective Department's social media sites as either a "*Government Communication Platform*" or "*Designated Public Forum*".
- B. To facilitate optimal time and resource management, maintain efficient communication channels, and avoid potential legal violations, Department Directors are highly encouraged to designate their respective social media sites as a "*Government Communication Platform*" (like a website). Under this designation, social media sites will not require and/or allow routine monitoring, two-way communication, any public posts/comments, or use of any direct messaging functions. These social media sites will clearly and expressly indicate that the site is a "*Government Communication Platform*", which is intended to "*provide non-discriminatory, one-way, government communication*". Personnel will not respond to any public comments/posts, which are intentionally or unintentionally posted to the site, and these comments/posts will be immediately deleted. In addition, if the social media site has any direct messaging (DM) or other messaging capabilities, personnel will not respond to messages that are received and will immediately delete any messages. City personnel will utilize the social media site to disseminate public information to a large audience. Any public comments, questions, complaints, suggestions, or clarifications regarding that department

must be submitted through designated communication channels-in person, by phone, or via email.

- C. If Department Directors designate their respective social media sites as a “*Designated Public Forum*”, Directors shall be responsible for routinely monitoring the site, ensuring that content meets required laws/policies, reviewing and responding to any comments/posts/messages, and advising the City Administrator of any complaints and/or requests for information (FOIA requests) to ensure that responses are conducted in a legal and proper manner. Under this designation, Department Directors shall be required to maintain social media sites in accordance with applicable Federal/State/Local laws and ordinances, and City policy.
- D. City social media sites shall make clear that they are maintained by the City. The City logo or branding shall be used on all social media accounts to confirm authenticity of the site. City social media accounts will only join a group or become a fan of a page or share posts if it is related to official City business, services, and events.
- E. Wherever possible, City social media sites should link back to the official City Website for forms, documents, online services and other information necessary to conduct business with the City.
- F. The City Administrator, Department Director, or their designees will monitor content on City social media sites to ensure adherence to both the social media policy and the interest and goals of the City.
- G. Users of all City social media shall adhere to applicable federal, state and local laws, regulations and policies.
- H. The City reserves the right to restrict or remove any content that is deemed in violation of the City’s social media policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Director or their designees for a reasonable period, including the time, date and identity of the poster, when available.
- I. The City’s Website will remain the City’s primary and predominate online presence.
- J. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
- K. City social media sites are subject to State of Iowa Public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format pursuant to City policy and practice so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- L. Employees representing the City via social media accounts must always conduct themselves as a representative of the City. Employees that fail to conduct themselves in an appropriate manner shall be subject to the Disciplinary Action Procedures outlined herein.

Acceptable Terms of Use and Disclaimer

If permitted on the City or Department social media sites, all comments containing any of the following inappropriate forms of content will not be allowed on the City's social media sites and are subject to removal by the City, and if the poster is a City employee, may also lead to disciplinary action, up to and including discharge:

- Comments do not relate to the original topic;
- Profane, obscene, violent, or pornographic content and/or language;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability, or any other protected classification;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Comments by employees in support of, or in opposition to, any political campaigns or ballot measures (this section does not preclude employees engaging in protected speech under the 1st Amendment on their own time and not in their official capacities);
- Solicitation of commerce, including but not limited to advertising of any business or product for sale, except for City services (e.g. gym memberships);
- Conduct in violation of any federal, state or local law;
- Encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest, such as a copyright, of any party.

Comments that are threatening in nature will be forwarded as appropriate to law enforcement.

Comments posted by the public on the City's social media sites express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.

The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.

The City reserves the right to deny access to its social media site for any individual who violates the City's policy, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.

The following verbiage can be used to warn individuals about their content: "Your recent post is in violation of the City of Anamosa Social Media Policy. Future violations will result in being blocked from this platform. Thank you for understanding."

- Departments shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.

- Department Director or their designees shall determine how employees must identify themselves when participating in the social media forum.

These guidelines must be displayed to users or made available by hyperlink.

Records Management and Preservation

The City's social media presence, including comments made by the public, is subject to Iowa's examination of public records law (Iowa Code Chapter 22). Therefore, content on the City's social media site is a public record and is subject to public disclosure. Such content will be maintained pursuant to City policy, so it may be produced in response to a record request under the applicable public records laws.

Copyright Policy

All information and materials generated by the City and provided on City social media sites are the property of the City. The City retains copyright on all text, graphic images and other content produced by the City. Employees may print copies of information and material for their own non-commercial use, provided they retain the copyright symbol or other such proprietary notice intact on any copyrighted materials they copy. Posters must include a credit line reading: "credit: Anamosa, Iowa" or "Courtesy of Anamosa, Iowa."

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City. Use of the City logo is prohibited for any non-governmental purpose.

8.04 UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT

When required, uniforms or personal protective equipment (PPE) will either be provided by the City or the employee will be reimbursed for the purchase of the item(s). Employees required to have the following equipment will have a corresponding annual allowance for the purchase of such items.

Equipment	Annual Allowance
Steel Toe / Tactical Boot	\$175
Rubber Boot	\$100
Uniform Pants	\$80

With the approval of the Department Director, employees may be reimbursed for twice the amount in the above table, with the expectation that the equipment last for two years, rather than one.

8.05 DRESS CODE

The City provides uniforms for many of its employees. In such situations, the uniform must be laundered regularly and be worn appropriately. Damaged, heavily stained or torn/unserviceable uniforms should be promptly repaired or brought to the attention of a supervisor.

Employees who are not required to wear uniforms must dress neatly and appropriately, so as to properly represent their position and authority within the City organization. In addition, employees

are required to have good personal hygiene. As representatives of the City who serve many types of citizens, it is important to dress in a reserved manner which projects a professional appearance.

Employees will not wear any clothing with obscene or offensive words, terms, logos, pictures, cartoons, curses, racial slurs, or similar slogans. Except for logos of the clothing manufacturer, employees should not wear clothing that promotes or advertises any organization or cause that is not sanctioned by the City.

At the discretion of Department Director, denim jeans or shorts may be deemed acceptable attire, provided they are clean and not torn or frayed. City Hall personnel will not wear jeans or shorts, except on casual Fridays or other days when approved by the City Administrator.

8.06 SMOKE FREE AIR POLICY

The Iowa Smoke Free Air Act greatly restricts smoking in the State of Iowa. Consistent with the Act, City policy prohibits smoking within the confines of any buildings or grounds owned, leased, or operated by or under the control of the City. Furthermore, smoking is prohibited in all city-provided vehicles and road-related equipment. Additionally, all forms of tobacco use are prohibited in City Parks, which have been designated “Tobacco Free” zones.

There shall be no cigarette disposal facilities in any buildings or grounds owned, leased, or operated by or under the control of the City. Employees violating this policy will be subject to disciplinary action up to and including termination.

If an employee sees a non-employee violating this law or is told that a non-employee is violating the law, the employee must investigate and inform the person of the law. If a smoker fails to comply with the law after being so informed, employees must call the police.

Employees who use tobacco products pose a serious health risk to themselves, and secondhand smoke poses a serious health risk to others. City employees who use tobacco products are strongly encouraged to quit by enrolling in smoking cessation classes and/or taking over the counter or prescribed smoking cessation medication.

8.07 SEVERE WEATHER AND OTHER EMERGENCIES

Most City employees provide vital services during severe weather and other emergencies and are required to work during these conditions.

When severe weather or other emergencies prevent employees from performing their usual duties, employees will be assigned other work either in their normally assigned departments or in other departments where help is needed. If it is determined no work is available for employees during severe weather or other emergency, supervisors may, upon the City Administrator’s approval, direct employees do not report to work. When full-time or part-time employees have already reported to work, employees may be sent home. Under such circumstances, employees will be paid their regular rate of pay for the number of hours previously scheduled. Under such circumstances, temporary employees will be paid only for hours actually worked.

8.08 USE OF CITY VEHICLES, EQUIPMENT, & FACILITIES

On Duty - All vehicles, equipment and facilities shall be utilized safely and in a manner that will not damage any item. Any vehicle operations, which result in damage to any property, may be cause for corrective action. Any willful negligence, which results in property damage or injury, may result in disciplinary action, up to and including termination. Vehicles, equipment and facilities shall only be used for City business and activities. These shall not be used for personal errands, personal work activities or other reasons. Only City employees or others authorized by the City Administrator shall ride as passengers in City vehicles or use City equipment or facilities as may be necessary in the carrying out of City business. This restriction shall not apply to sworn personnel of the Anamosa Police Department, when conducting “ride alongs”, in accordance with the formal Ride Along Program, as authorized by the Chief of Police. Except for law enforcement personnel, lawfully engaged in emergency vehicle operations, all City employees shall adhere to the applicable laws/ordinances pertaining to vehicle operations. City employees shall not operate any City vehicle, while under the influence of alcohol or a controlled substance. Mobile phones are not to be used while operating City vehicles or equipment. The vehicle or equipment must be stopped outside the flow of traffic in a safe location before any call is placed or answered. All employees operating City vehicles or equipment and all other occupants shall use seatbelts and shoulder restraints.

Off Duty - City vehicles, equipment and facilities shall not be used during off duty hours, except for travel/training, as authorized by the City Administrator. When a vehicle is in the possession of an employee during off-duty hours, it shall only be used for City business when the need arises. It shall not be used for personal errands or other activities.

Accidents - Any accident, involving City vehicles, equipment and/or facilities, shall be immediately reported to the Police Department and to the appropriate supervisor, who shall submit a written report to the City Administrator. When deemed appropriate by the City Administrator, the accident will be investigated, and subsequent action taken.

8.09 TRAVEL EXPENSES

On specific occasions, certain employees may need to travel as part of their job. All travel expenses must be authorized by the City Administrator. Employees are responsible for verifying that travel expenses are eligible for reimbursement, by submitting the proper documentation through the established chain of command. Any unauthorized travel expenses will be denied.

Employees traveling from their residence to any primary or secondary worksites or functions, within a 60-minute drive time (one way), do not require authorization. This is considered a standard commute and is not eligible for travel expenses (travel pay or mileage reimbursement). This applies to conferences, meetings, special functions, court, CPC interviews, etc.

Travel Pay:

Travel pay will be provided in accordance with FLSA requirements (applies to authorized travel beyond a 60-minute drive time).

Mileage & Meal Reimbursements:

All mileage reimbursements, meal reimbursements, or advance payments for authorized travel expenses must be submitted to the City Administrator for approval.

- Employees must utilize city vehicles for travel when they are available. In the event a city vehicle is not available, employees may receive mileage reimbursement for use of their personal vehicles. The reimbursement will be subject to the federal statutory allotment per mile as determined by the Internal Revenue Service. Employees must furnish documentation of mileage such as a MapQuest or Google Maps printout showing their beginning point, destination and total mileage.
- For meal expenses the employee shall receive reimbursement at a per diem rate as shown below. The City Administrator will approve appropriate exceptions, such as meal expenses incurred at Camp Dodge for police training. The IRS per diem rate will be used to advance/reimburse for meals. See www.gsa.gov for the current per diem rates. Please subtract \$5 from the M&IE (meals and incidental expenses) rate listed on the GSA website to remove incidental and get to the meal expense.
 - When claiming per diem rates for meals, receipts are not necessary for advancements.
 - Per diem payments shall not be claimed if meals are provided at no cost to the employee or are included in the registration fees of the conference or other event, or if they are part of the hotel room rental.
 - For the day of return from overnight travel, per diem may be reimbursed for dinner if the return is after 7:00 p.m.
 - Lunch per diem will be paid when an employee is out of the area (over 50 miles from city limits) during the lunch period and the event is in excess of 6 hours away from the City. Exceptions may be approved by the City Administrator in appropriate circumstances.
- Advanced requests must be received by the City Administrator at least one week prior to the travel date.
- Within 30 days upon returning from the trip, employees must submit application for any desired reimbursement. Itemized receipts for expenses must be attached to the travel form. Without a proper receipt, reimbursement will not be approved absent other reasonable proof of the amount due.
- Advances made for any expense other than meals must be supported by attached receipts.
- Abuse of travel advances or misuse of advanced funds will result in disciplinary action up to and including termination.
- In order to minimize the expense to the City when two employees are attending a training seminar or a conference at the same location and on the same dates, employees should use reasonable best efforts coordinate transportation and lodging.
- Government discounts and conference discounts should be utilized whenever possible. Whenever possible, employees must utilize direct billing for the hotel/motel. City credit cards may also be used to secure the room. Employees may also secure rooms with a

personal credit card and request reimbursement when the travel is completed or an advance check prior to departing. Regardless of how the lodging is secured and paid for, the employee must submit a hotel/motel bill upon completion of the trip.

- When an employee is required to travel overnight, lodging expenses should be appropriate for the purposes of the trip. The City will not be responsible for penalty charges due to failure to cancel hotel registration, unless determined by the Department Head to be a justifiable emergency.
- Lodging for business travel within Iowa shall follow Iowa Code § 80.45A (Human Trafficking Prevention Training – Lodging Providers).
- Before a City employee reserves a room with a lodging provider, the employee shall verify the provider has been certified under Iowa Code § 80.45A by searching the provider at this website: www.stopthiowa.org. The employee shall provide proof of verification of the lodging provider with the documentation for payment or reimbursement of the stay.
- If a City employee utilizes an uncertified lodging provider, the employee will not be reimbursed for the lodging costs. If a City credit card was used for payment, the employee will be required to reimburse the City for the charges.
- Iowa Code § 80.45A rules do not apply to lodging outside the state of Iowa.
- Expenses for entertainment, alcohol, or for lodging or other expenses of non-City employees, including spouses, and for any expense deemed wasteful or extravagant, will not be reimbursed

Variations in the above policy must be approved by the City Administrator. Consideration may be given for certain destinations where travel expenses are expected to be higher, (i.e. large cities). Employees are expected to be reasonable with their spending. The City Administrator will review itemized receipts for excessive spending, and employees will be held responsible for all expenses in excess of the above guidelines.

8.10 DEPARTMENTAL BULLETIN BOARDS AND E-MAIL MONITORING BY EMPLOYEES

All City employees are responsible for reviewing information posted on bulletin boards in their work areas each workday, and for reviewing their email messages each workday. The City periodically posts information of interest to City employees, including safety-related and other critical information, on departmental bulletin boards and in email. Failure to monitor these notices may lead to disciplinary action, up to and including termination.

8.11 REST PERIODS

Routine Breaks

All employees will be provided one fifteen (15) minute rest period during each four hour block of work. To the extent possible, rest periods should be taken roughly half way through each four hour block. While rest periods may be taken later in the day when work events do not allow for them to be evenly spaced, rest periods may not be used in a way that would allow an employee to leave work early. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period.

Lactation Breaks

An employee nursing a child up to one (1) year old may take breaks for reasonable periods of time for expressing breast milk.

Supervisors are encouraged to be flexible to accommodate the employee's needs. This can be accomplished with shorter meal breaks, using routine break times, or adjusting start and end times of the workday. Alterations to existing work hours must be approved in advance by the Department Director.

A clean, private space that is not a restroom facility will be provided to employees for pumping or nursing. A water source for washing hands and rinsing breast pump equipment will be available close to the private space. Employees may use refrigerator space in break room refrigerators for storage of milk. Employee-owners storing milk in a shared refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Employees should work with their immediate supervisor regarding accommodations for nursing.

8.12 STANDBY

Certain City operations require that specific employees remain available to respond promptly and fulfill their job duties if called. Employees on "standby" are required to remain sober and be able to respond to work with twenty (20) minutes of being called.

Because employees on standby can still effectively use their time for personal purposes, standby employees will not be compensated for this time. However, when a standby employee is called into active duty, they will be compensated at one and one half (1.5) times their regular rate, per the Call Out Pay section of this policy.

8.13 UTILITY ROUNDS AND STANDBY

The Public Utilities Department requires daily monitoring and attention, therefore, employees will be scheduled to complete those necessary tasks on weekends and holidays when the full staff is not scheduled to work.

Before the beginning of each calendar year, the Department Director or their designee shall draft a rounds schedule for utilities employees dividing responsibilities as evenly as possible. Unless requested by the employee or it is simply unavoidable, no employee shall be assigned rounds on Thanksgiving or Christmas in back-to-back years. Once the draft schedule is complete, all utilities staff will have the opportunity to voice their comments and concerns, but no modifications are guaranteed. The Department Director must approve the final rounds schedule. Once approved, the rounds schedule can only be modified by the mutual agreement of two employees to trade shifts, which must be documented on official forms and approved by the City Administrator. All Public Utilities employees, including supervisory personnel and the Superintendent, will be included in the rounds schedule. Non-exempt employees completing rounds will be paid for a minimum of 2 hours per day at their regular hourly rate, unless working on a holiday officially recognized by the City.

The Public Utilities Superintendent and supervisory personnel will be on standby or the first one called during all non-scheduled hours from Monday to Friday, except on holidays officially recognized by the City. When one of these employees are on vacation, another employee within the department will be assigned to be on standby. Employees who are scheduled to complete rounds will also be the designated standby employee for the entirety of that day, from 12 a.m. to 11:59 p.m.

9) EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURE

9.01 GENERAL DEMEANOR AND ATTITUDE

All employees are expected to treat other City employees and members of the public in a professional, respectful, and positive manner. All employees are expected to exemplify the organizational values listed in this handbook which encourages employees to be open and honest with each other, think critically and seek out innovation, and to foster an environment of teamwork amongst each other. There will always be disagreements, but that does not provide any excuse for disrespectful behavior. Name calling, swearing, or any other disrespectful behavior is subject to discipline, up to and including discharge.

9.02 WORKPLACE PRIVACY

Employees are advised they should have no expectation of privacy at their worksite. Any materials contained within an employee's worksite will not be kept private and will be subject to disclosure. From time to time, supervisors, coworkers and other authorized persons have a legitimate need to enter an employee's worksite, including, but not limited to, offices, City vehicles, computers, cabinets and desks to search for documents, files and other work-related items. In addition, in cases of suspected employee misconduct or criminal activity, the City may search the worksite, including personal property brought to the worksite which is used in the course of day-to-day business, for evidence of such misconduct and will cooperate with law enforcement officers in any criminal investigation. Apart from these investigatory activities, the City reserves the right to monitor all computer use, email, internet access, telephone use or other activities of employees.

9.03 GIFT POLICY

Employees are subject to state laws which forbid governmental employees from accepting anything from an individual or organization doing business with the City or wishing to do business with the City with a value over \$3.00. Simply stated: Employees are prohibited from accepting any favor or gift of value from any person(s) or company doing business with the City. If an employee is uncertain about a potential conflict of interest, the employee should notify their supervisor so a formal interpretation can be made.

9.04 WORKPLACE VIOLENCE

The City is committed to providing a workplace free from acts or threats of violence and to effectively respond if such acts or threats do occur. Therefore, the City has a zero tolerance policy for any violent acts or threats directed by or toward any City employee, resident, or visitor while on City property. Acts of violence, including threatening behavior, against employees, visitors, guests

or other individuals will lead to disciplinary action, up to and including termination, and the City will cooperate with law enforcement, as appropriate, to ensure arrest and criminal prosecution of responsible individuals. Employees who become aware of workplace violence, or any threat of violence, whether by an employee or non-employee, shall immediately report such knowledge to their supervisor or City management and complete a workplace violence incident report.

9.05 WEAPONS POLICY

The City does not tolerate violence in any form or the threat or perception of violence by or against any employee while performing their official duties, or due to the employee's official duties, wherever those duties are performed. Therefore, no City employee is permitted to possess or carry firearms or other lethal weapons in City buildings, at City work sites or in City vehicles. Firearms and weapons are defined in 702.7 Code of Iowa and 724.1 Code of Iowa and include, but are not limited to, guns of any description, long knives, tasers, etc. This policy excludes firearms and weapons carried by active or retired law enforcement personnel and current Police Department employees.

An employee in violation of this policy will be subject to discipline, up to and including discharge.

9.06 DRUGS AND ALCOHOL POLICY

The City is committed to ensuring its employees work in a safe, drug-free environment. Individuals under the influence of illicit drug or alcohol are more likely to have workplace accidents and perform their work in an inefficient and substandard manner.

To effectuate this commitment, the City has determined it must try to ensure City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which, where applicable, augments existing state or federal drug testing laws which already apply to some City employees. This policy applies to all applicants for City positions and all City employees at any time they are performing, preparing to perform or immediately available to perform any paid function as designated by the City.

All employees in positions requiring Commercial Drivers Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede this policy.

Definitions

Safety Sensitive Employee – A safety sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meets the requirements of this paragraph.

Reasonable Suspicion Drug and Alcohol Test – Drug or alcohol tests are based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy drawn from specific, objective and articulable facts and reasonable inferences drawn from those facts in light of training and experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to:

- Observations while at work such as direct observation of alcohol or drug use or abuse, or of physical symptoms or manifestations of being impaired due to alcohol or other drug use as described in the educational materials provided to employees.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A credible source's report of alcohol use or the use of other drugs. The City Administrator or designee will have the final determination of who is a credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including equipment.
- Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery or equipment.
- The employee's statement or admissions of drug use while they are a City employee.

Positive Test – An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if they have a blood alcohol concentration equal to 0.040 or greater.

Illegal Drugs/Substances – Any illegal substance which has not been legally obtained or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taking according to the prescription.

Prohibited Behaviors

This policy prohibits the following behaviors:

It is the City's policy that an employee's use, sale, transfer, purchase or possession of drugs, alcohol, a controlled substance or drug paraphernalia, or any combination thereof, by an employee while in a City facility, vehicle, vessel or aircraft, or while performing City business, including official business conducted while in one's home, is prohibited.

City employees are prohibited from consuming alcohol on the job or reporting for work under the influence of alcohol.

This policy prohibits employees from using prescription drugs unless both of the following conditions are met:

- 1) a doctor has prescribed the medication to the employee; AND
- 2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform essential job functions without endangering the employee's safety, the safety of co-workers, or the safety of the general public. Employees using personal prescription drugs must carry the medication in the original container and the container must be labeled with the name of the employee, doctor and the drug prescribed.

Substance Abuse Education

The City will notify applicants of this drug and alcohol testing policy at the time of their first interview. The City will provide FTA and CDL required employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, and drug and alcohol testing requirements. Each employee and applicant will sign a form acknowledging receipt of these materials.

Drug and Alcohol Testing

Prospective Employee Testing

All prospective, safety-sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process. If a prospective, safety-sensitive employee refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

Random Testing

The City may, without individualized suspicion, conduct random drug and alcohol testing on safety-sensitive employees who are covered by state or federal law, and where said random testing is required by the Iowa or Federal Department of Transportation, Federal Transportation Administration or other agencies as a condition of licensing. The selection of such employees to be tested shall be done based on a computerized, randomly generated selection process in which each member of the employee pool has an equal chance of selection.

Post-Accident

Testing shall be conducted after an accident on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) when reasonable suspicion exists. Any accident involving a City vehicle, or in a private vehicle on City business, which results in property damage or personal injury, or where a citation is issued, may be considered a basis for reasonable suspicion.

Reasonable Suspicion Testing

When any supervisor, Department Director, or the City Administrator has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor, Department Director, or the City Administrator shall require reasonable suspicion testing.

If reasonable suspicion testing is required, the employee may not drive to or from the testing or under any other circumstances until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense.

Testing Procedures

- Drug and alcohol testing shall require a presentation of a reliable form of photo identification from the person being tested to the person collecting the sample.
- The City will designate the type of testing to be performed on the sample collected.
- Drug and alcohol testing shall normally occur during or immediately before working, or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.
- The City shall pay all testing costs for pre-employment, unannounced, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.
- All confirmatory drug testing shall be conducted at a laboratory certified by the United States Department of Health and Human Services' Substance Abuse and under rules adopted by the Iowa Department of Public Health.
- In conducting drug or alcohol testing under this policy, the laboratory, any medical personnel assigned to review the test, and the City shall ensure, to the extent reasonably feasible, that the testing will measure only the use of alcohol or drugs, that the records concerning the testing show only the use of alcohol or drugs, and that the City shall make use only of information regarding alcohol or drugs in the body.
- The City will provide any disclosures required by law.

Post-Testing

An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action, up to and including discharge.

If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline, up to and including discharge.

If the Substance Abuse Professional determines that the employee has a drug- or alcohol-related problem, the employee will be required to do follow-up testing. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Retention of Records

The City shall maintain all drug and alcohol testing records in a secure location with controlled access. Secure computerized recordkeeping is permitted under this policy. An employee required to possess a Commercial Driver's License for their position is subject to pre-employment and random drug and alcohol testing and additional rules and regulations per federal law.

[Requirement of Iowa Driver's License/Commercial Driver's License \(CDL\)](#)

Employees who are required to drive to perform the essential functions of their position must possess and maintain a valid Iowa Driver's License or Commercial Driver's License, depending upon the position. The City's insurance carrier requires an annual review of these IDOT driving records.

An employee found to have an expired (beyond the 60-day grace period) Iowa Driver's License, or Commercial Driver's License (CDL) if required for the employee's position, or who has lost their license for any reason, may be removed from work assignments requiring a Driver's License/CDL, and may be subject to discipline. Said employee must obtain a valid Driver's License/CDL within seven (7) days of the notification date by the City. If an employee fails to obtain a valid Driver's License/CDL within this seven (7) day period, the employee may be suspended indefinitely, with or without pay, until the problem is rectified, or may be terminated, at the option of the City.

An employee who commits an offense and who knows, or has reason to know, the offense may result in a license revocation, shall notify the employee's supervisor within twenty-four (24) hours of said offense or, if incapacitated or prevented from doing so, as soon as practicable. An employee who does not report this potential to their supervisor in accord with this provision may be immediately discharged. Employees charged with any offense which may lead to a license suspension or revocation shall also keep the City apprised as to the status of conviction or acquittal. Failure to follow this policy may result in disciplinary action, up to and including discharge.

An employee who is required to possess a valid Driver's License/CDL to perform the essential functions of their position and who continues to drive for the City during a period of suspension or revocation will be immediately discharged.

Specific Requirements for Employees with Commercial Driver's License (CDL)

City employees who drive commercial motor vehicles and are required to have commercial drivers' licenses to perform the essential functions of their position must comply with the City's Substance Abuse Prevention Program, as required by Federal Department of Transportation Federal Highway Administration and Federal Transit Administration regulations.

Employees subject to this program are subject to pre-employment and random drug and alcohol testing and will receive appropriate training upon their appointment to any City position requiring possession of a Commercial Driver's License. In addition to the requirements set forth in the preceding section requiring notice to the City, employees are responsible for following all federal and state regulations regarding reporting of accidents to the Iowa Department of Transportation, regardless of the jurisdiction of the offense, and regardless of whether or not the employee is driving a commercial vehicle at the time of the offense.

Employees should contact their Department Director or the City Administrator with questions regarding this program.

9.07 SOLICITATIONS

Employees are prohibited from conducting private business solicitations or collections on City property. Employees may solicit for fund raisers on behalf of community not-for-profit organizations away from normal work areas (i.e., in approved lounge or break room areas) and on the employee's own time. Employees may post fundraising solicitation notices in approved lounge or break room areas. Employees are prohibited from fundraising solicitation outside of approved break times, and any aggressive verbal solicitation will be terminated by management. Department

Directors may, at their discretion, remove any notices construed to have the potential for adversely affecting employee productivity.

9.08 POLITICAL ACTIVITIES POLICY

Hiring and Retention

City employees shall not be appointed or retained on the basis of their political activity. No employee shall be deprived of employment solely because that person is a member or an officer of a political party, committee or organization.

City Elections

City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of a candidate for any City office.

General Activities

No employee during regular assigned working hours, in a City uniform and/or while using City vehicles and/or equipment may engage in any political activity.

No equipment, personnel, or City facility that is not normally accessible to the public may be used or permitted for use for political activities or for furthering the election or defeat of any candidate for federal, state or local public office. No endorsement may be given that involves any display of City insignia or logo, the use of any City equipment or property, or involves any employee when on-duty. Any employee may give endorsements or support political activity when off-duty, so long as they avoid the use of City equipment, insignia, logo or property. They must do all in their power to clarify that their endorsement is personal or of some organization other than the City or one of its departments.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public;
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time; and
- City equipment.

Filming for political purposes on City property not normally accessible to the public will be prohibited. Filming of City equipment for political purposes would be prohibited, including the use of police and fire vehicles. City employees will be prohibited from appearing in political advertisements wearing City equipment or City insignia or logos.

Leave of Absence

An employee may be granted a thirty (30) day leave of absence without pay and without accrual of benefits if that employee wishes to participate more fully in a political campaign or be a candidate for any office.

9.09 NEPOTISM

The City is committed to a work environment that is free of the appearance of favoritism based on familial relationships. Employees' relatives will be considered for employment on the basis of their qualifications. An employee's spouse, significant romantic other, child, parent, sibling, grandparent, grandchild, uncle, aunt, niece, nephew, or cousin, including in-laws, half, and step relationships may not be hired if employment would:

- Create a direct supervisor/subordinate relationship with a family member, or
- Have the potential for creating an adverse impact on work performance, or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring or promoting an employee. A relative shall include anyone who is defined as a family member under this policy. Notwithstanding the foregoing, the strictures of this provision may be modified or waived by the City Administrator under circumstances where the anticipated potential problems are minimal and where reasonable precautions are in place to avoid direct supervisory conflicts.

An employee who becomes romantically involved with another employee in the same department or chain of command shall notify the City Administrator in writing immediately. If an employee fails to properly notify the City Administrator, disciplinary action up to discharge will be considered. Even with proper notification, measures may need to be taken to eliminate conflicts of interest.

9.10 TRAFFIC VIOLATIONS WHILE ON DUTY

An employee who receives a moving traffic violation during working hours and is found guilty of such charge, will be responsible for all fines, surcharges and court costs that may be assessed. If the sentence causes the employee to miss work, the time the employee takes to appear in court will be considered the employee's time, not that of the City's. Therefore, the employee will have to use vacation or compensatory time or be considered on leave without pay.

An employee will receive a one (1) day suspension without pay for the first conviction of a moving violation on the job, and a three (3) day suspension without pay for the second conviction of a moving violation on the job. An employee who receives three (3) or more convictions for traffic violations within 3 years during their working hours may be subject to discharge and shall be suspended without pay for a minimum 14 working days.

An employee who loses their license and is required to drive a City vehicle as part of their job may be subject to suspension or discharge and will be considered on leave without pay if suspended. The period of suspension may last until the employee receives their license back or permission from the Department of Transportation to drive while at work.

9.11 WORK RULES, CORRECTIVE COUNSELING, AND DISCIPLINE POLICY

The City strives, when reasonable to do so, to use a progressive corrective process. Poor job performance or misconduct will be noted by the supervisor, who will advise the employee to correct the deficiencies. Initially, deficiencies will be noted verbally, but supervisors may document such

verbal counseling in writing. Repetition of performance or misconduct problems will result in further written reprimands, followed by suspensions, with or without pay, and finally by termination. While the process is intended to be a step-by-step corrective process, each situation is different and, depending upon the severity and other factors, steps may be omitted when management deems it appropriate. The City reserves the right to eliminate preliminary steps, particularly when misconduct is severe.

Employees shall not engage in any of the following:

- A. Unprofessional conduct including but not limited to gossip, excessive or unduly negative criticism, creating false rumors directed at coworkers or management, and deliberately attempting to undermine morale.
- B. Sleeping during working hours or giving the impression of sleeping.
- C. Unnecessary idling, loafing, or delaying work performance.
- D. Dishonesty of any kind concerning any work-related matter. From time to time, the employer may conduct workplace investigations of an employee's conduct, and any dishonesty under such circumstances is particularly serious.
- E. Failure to competently and timely perform duties as outlined in the employee's job description or carry out reasonable assignments, directives, or instructions.
- F. Failure to heed corrective instructions when work or conduct is not meeting expected standards.
- G. Willful failure to follow any of the procedures or policies of the City, including but not limited to those in this Handbook.
- H. Reckless horseplay.
- I. Disorderly, subversive, insubordinate, immoral, or indecent conduct.
- J. Physical assault of fellow employees or citizens.
- K. Excessive absenteeism or tardiness.
- L. Threatening, intimidating, coercing, or discriminating against residents, fellow employees, or others.
- M. Use of obscene or vulgar language directed against coworkers, or in the presence of the public, or in such a manner as to give offense to others.
- N. Reporting to work under the influence of alcohol, illegal drugs, or medications without a current prescription, or using any of the above during working hours.
- O. Operating or caring for any equipment or vehicles in a negligent or reckless manner.
- P. Theft (including unauthorized "borrowing"), willful destruction and/or unauthorized use or altering of property or equipment belonging to the City or any employee.
- Q. Disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervisor.
- R. Deliberately falsifying, altering, or supplying false information on City records; including but not limited to sick leave claims, leave requests, payroll records, and timecards.
- S. Unauthorized copying, disclosing, or dissemination of confidential City records, documents, or information.

- T. Failure to report an accident or serious incident to the appropriate supervisor.
- U. Working on personal jobs or carrying on secondary employment on City time.
- V. Pleading guilty to, being convicted of, or being granted a deferred judgment of a felony offense.
- W. Pleading guilty to, being convicted of, or being granted a deferred judgment of a misdemeanor offense which involves theft, fraud, dishonesty or moral turpitude involving a minor, such that continued employment would call into public question the fitness of the employee to hold a position with a public employer.
- X. Pleading guilty to, being convicted of, or being granted a deferred judgment of any offense which requires suspension or revocation of a license necessary to carry out essential job functions.
- Y. Failure to keep licenses and/or certifications necessary to perform essential job functions valid and current.
- Z. Failure to maintain insurability if required as a condition of employment.

This is not an exhaustive list of prohibited misconduct. Employees must be aware of all rules and requirements applicable to their specific department and all standards applicable to the individual position they hold. The City further reserves the right to discipline employees for behavior which conflicts with the reasonable expectations of the employer, including any such acts that are not in the best order of carrying on municipal work.

The City Administrator, Department Directors, and/or Assistant Directors may administer corrective counseling to encourage proper behavior and/or correct errant behavior. Generally, corrective counseling is used to address minor performance deficiencies and/or less serious workplace violations. Department Directors shall be advised of any corrective counseling issued to employees. Corrective counseling may include the following:

- Verbal Counseling/Coaching (*document in writing*)
- Performance Improvement Plan (*Or counseling by memo, email, or formal evaluation*)
- Corrective Training (*document in writing*)

If performance deficiencies or workplace violations are determined to be more serious, more frequent, or prior corrective counseling has failed to result in proper behavior, disciplinary action may be required. The City Administrator and/or Department Directors shall have the authority to administer the following disciplinary actions:

- Written reprimand (*may reference prior verbal warnings*)
- Summary Action (*document in writing*)

The above disciplinary actions shall be thoroughly and accurately documented by the supervisory employee administering the actions. Department Directors shall immediately advise the City Administrator of any disciplinary actions issued to employees.

If performance deficiencies or workplace violations are determined to be severe, ongoing, or prior corrective counseling and/or disciplinary actions have failed to result in proper behavior, further disciplinary actions may be required. The City Administrator shall have the authority to administer the following disciplinary actions:

- Suspension
- Demotion (*Council action required for appointed employees*)
- Termination (*Council action required for appointed employees*)

All the above disciplinary actions shall be thoroughly and accurately documented by the City Administrator. The City Council shall be notified of these disciplinary actions, advised of any Council actions that may be required, and provided with proper recommendations.

Any or all of the progressive steps outlined above may be skipped entirely or be repeated in appropriate circumstances. Severe offenses will likely result in suspension or termination without any corrective counseling or disciplinary reprimands. When employees are disciplined, management shall cite any laws, ordinances, policies, procedures, and rules which were violated, and written documentation of these violations will be retained in the employee's personnel file. It is the policy of the City that documentation of all disciplinary actions will permanently be retained in an employee's personnel file.

Law enforcement officers shall be subject to disciplinary action in accordance with Iowa Code 80F, the Peace Officers Bill of Rights, and any applicable collective bargaining agreement provisions.

Any employee who is terminated or resigns in lieu of termination is, by that employee's signature acknowledging receipt of this handbook, informed that pursuant to Iowa Code Section 22.15 that information placed in your personnel file regarding the conduct which led to your termination or resignation in lieu of termination may be considered a public record. This information includes the fact that you resigned in lieu of termination, you were discharged, or you were demoted, as the result of a disciplinary action, as well as the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion. This information may become a public record pursuant to Iowa Code Sections 22.15 and 22.7.

10) MISCELLANEOUS

10.01 REHIRE

Employees who leave the City for reasons that are not of a disciplinary nature and provide notice of their voluntary resignation, meaning the City did not terminate the employee's employment and the employee did not resign in lieu of termination, at least fourteen (14) days prior to their last day of work will be considered for any position for which they meet minimum qualifications.

In the case of a rehire, the City follows the provisions of ERISA pertaining to breaks in service in determining eligibility and past credits for retirement benefits. For information pertaining to these provisions, please contact the City Administrator.

10.02 RESIDENCY REQUIREMENT POLICY

The City desires that its employees live within the City (corporate) limits of the City of Anamosa, whenever feasible. At a minimum, employees must live within one (1) hour's driving distance of the corporate limits of the City. The City Administrator may grant temporary exceptions to this policy for new or temporary employees.

Certain appointed employees may be contractually required to live within City limits, as determined by the City Council.

10.03 MAINTENANCE OF PERSONNEL RECORDS

Record Changes

Employees will promptly notify the Deputy City Clerk using official City forms of any changes in name, address, telephone, or familial/marital status so the appropriate record changes may be made.

In addition, full-time employees enrolled in the City's health insurance plan are specifically required to report life status changes (ex. birth of a child) within thirty (30) days of the event, to the Deputy City Clerk. If the notification of the change is not made within this timeframe, no changes of benefits or allocation will be permitted until the next open enrollment period.

Personnel Files

Personnel files are maintained by the City. Personnel files include original employment data relating to application, compensation, performance evaluations, discipline, and commendations. Additions to these files may be made by City Administration as appropriate. General access to employee files is limited to the City Administrator and their designees, as well as, elected officials under certain limited circumstances.

Employees may review their personnel file upon request. Employees may request a copy of their complete personnel file while employed with the City. There may be a nominal charge to cover the cost of duplicating the file. Personnel files must be viewed in the presence of a City official and may never be removed from City Hall.

Any employee who is terminated or resigns in lieu of termination is, by that employee's signature acknowledging receipt of this handbook, informed pursuant to Iowa Code Section 22.15 that information placed in your personnel file regarding the conduct which led to your termination or resignation in lieu of termination may be considered a public record. This information includes the fact that you resigned in lieu of termination, you were discharged, or you were demoted, as the result of disciplinary action, as well as, the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion. This information may become public record pursuant to Iowa Code Sections 22.15 and 22.7.

10.04 DAMAGE TO PERSONAL PROPERTY

In the event of damage to personal property while on duty, employees must submit to their supervisor by the end of the workday, or as soon as practicable thereafter, a written statement describing the circumstances surrounding the damage of the item(s). If it is determined the item(s)

were reasonable for the employee to have at the work site (e.g., eyeglasses, modestly priced wristwatch, etc.) and the damage was the direct result of a work assignment during which the employee exercised reasonable care, the Department Director may authorize payment for repair or replacement of the item(s).

10.05 RECOVERY OF LOST PROPERTY

City employees who find lost property must immediately present it to their supervisor. Per Sections 556F.3 and 556F.4, Code of Iowa, the property must be turned over to the County Auditor and advertised, per statutory language, to seek out the rightful owner. If no person claims the lost property, the property will be returned to the City employee, if valued under \$20.00. If the property is valued over \$20.00, the property will be delivered to the Sheriff's office, sold at public auction to the highest bidder, and proceeds will be paid to the City.

10.06 DONATED LEAVE TIME

Employees may donate vacation and/or sick leave from their available vacation or sick bank to another full-time employee by pay period in total amount not to exceed the employee's regularly scheduled hours. Vacation time can be donated for any justifiable extraordinary event. Sick leave may only be donated for serious illness exceeding five consecutive days or maternity leave. The recipient of donated leave time must have exhausted their own bank(s) of eligible leave time before the donation can be approved. All donations of leave time must be approved by the City Administrator.

10.07 REDUCTION IN FORCE

In the event the City determines that employees must be laid off, within a particular department of the City, the City shall consider qualifications and ability to perform; and if qualifications and ability to perform are equal between or among affected employees within that Department, seniority shall govern. However, in the event two or more employees have equal seniority the City shall have absolute discretion as to the employee to be laid off and such decision shall not be grievable. A temporary, part-time or probationary employee shall be laid off before a regular employee and shall have no right of recall. A laid off employee shall have a right of recall not to exceed twelve months, or the months of the employee's seniority, whichever is less.

11) SAFETY

11.01 INTRODUCTION TO SAFETY

The success of the City depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City is organized to give each job site responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make

safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

The City is committed to providing and maintaining a safe and healthy work environment. Each employee is responsible for knowing and complying with all safety policies, regulations and rules which apply to his/her job. All employees are required to take appropriate safety precautions, including wearing and using safety equipment. Employees will be subject to discipline, up to and including discharge, for violating safety rules.

All new employees will receive initial safety training.

Employees that are under the age of eighteen (18) are prohibited from engaging in certain dangerous activities at work as described in Iowa Code Section 92.8.

11.02 SUPERVISOR'S SAFETY RESPONSIBILITY

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for management to personally observe all employee activities, management must rely on and assure that all employees are trained and aware of their safety responsibilities. Other safety responsibilities for Department Directors include:

- Provide leadership and direction concerning safety activities.
- Participate actively in the continuous evaluation of the safety program.
- Set goals concerning safety performance for the City.
- Review losses for potential trends on a regular basis.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.
- Participate in accident or incident investigations involving the department's facilities, equipment, or employees.
- Review accident reports and recommend corrective actions.
- Familiarize themselves with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on City worksites and facilities.
- Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
- Do not permit new or inexperienced employees under the Director's supervision to work with power tools, machinery or complex equipment without proper instruction and training.
- Give adequate instructions. Do not assume that an employee knows how to do a job unless the Director personally has knowledge that the person can perform the task correctly.

- Ensure tools, equipment and machinery being used in the workplace are in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
- Ensure that proper personal protective equipment is available and used by employees when necessary or required.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.

11.03 EMPLOYEE SAFETY RESPONSIBILITIES

All employees carry a certain amount of responsibility in any safety program. The employee must be aware that their actions, mental state, physical condition, and attitude directly affect the safety of themselves and their fellow employees. All employees are expected to:

- Know their job, follow instructions, and think before they act.
- Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
- Work according to good safety practices as posted, instructed, and/or discussed.
- Refrain from any unsafe act that might endanger themselves or their fellow workers.
- Use all safety devices provided for their protection.
- Report any unsafe situation or act to their supervisor immediately.
- Assume responsibility for negligent or deliberate acts that may cause injury to self or others.
- Abide by the policies, procedures, and rules within City's Safety Program.
- Never operate equipment that the employee is unfamiliar with, not trained to use, or is defective and immediately report defective equipment to their supervisor.
- Report all accidents/incidents to their supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

11.04 SAFETY ORIENTATION

Supervisors will provide all new employees a safety orientation which includes the following:

- A review of all safety policies, procedures, and rules.
- A review of all safety equipment including required personal protective equipment (PPE).
- For those employees who handle hazardous materials, a review of safe handling procedures to limit exposure.
- A tour of all workplace facilities, specifically including safety equipment such as the location of eyewash stations, first aid, and safety data sheets (SDS).
- An introductory training on how to safely use all equipment they are expected to operate.

The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained at the City.

11.05 SAFETY TRAINING

Supervisors will provide ongoing safety training in the following areas as the need arises:

- New equipment
- New policies or procedures or changes in operations
- Identified areas of increased accidents
- Newly identified areas of exposure
- Annual refresher training required for each program

Documentation from any training courses attended by employees or supervisors will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept at the City. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

11.06 HIRING PRACTICES

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

Depending upon the physical requirements of the job and whether or not the position is safety sensitive, the City may require new permanent employees and temporary employees to undergo a pre-employment physical. This is given *after the offer*, but before the first day of work, and offers are contingent on passing the physical. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the City.

11.07 USE OF MEDICATIONS

Certain medications may have an adverse effect on an employee's ability to safely operate vehicles and other machinery and equipment. If an employee is taking a medication, either over the counter or prescription, that may impair the employee's safety or the safety of their co-workers or the general public, the employee is required to notify their supervisor immediately. The employee's supervisor will require the employee to provide the City's FMLA/HIPPA designated official with documentation of the side effects of the employee's medication so the extent and effect of any impairment the medication may cause can be determined, and so, if appropriate and feasible, safe work can be assigned.

11.08 DESIGNATED PHYSICIAN POLICY

Effective July 1, 2020 the following policy will be in effect regarding workers' compensation illnesses or injuries.

The City has designated the Jones Regional Medical Center, located at 1791 Hwy. 64 East, Anamosa, Iowa 52205 as its workers' compensation authorized treating physician/clinic as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic. (Note: If the accident is an emergency the injury will be treated at the nearest medical clinic.) If appropriate, and with prior approval from the Deputy City Clerk or City Administrator the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless referred by the authorized treating physician/clinic.

11.09 ON-THE-JOB INJURY OR ILLNESS

Work absences caused by on-the-job injuries and illnesses, including medical expenses caused by the same, are compensated as provided by Iowa law. If an employee becomes injured or has an accident while performing their job, the employee must notify their supervisor immediately and complete all required forms with the employee's supervisor within 24 hours.

An employee's failure to promptly report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.

Upon notification by an employee, the employee's supervisor will promptly notify the Department Director and the City Administrator or designee to arrange authorized treatment.

Employees injured on the job are not permitted to seek immediate treatment on their own (i.e., without contacting their supervisor), except when an injury/illness appears to be life-threatening and there is not time or opportunity to contact the supervisor to arrange care.

Following a work-related injury, employees may be required to return to work within the restrictions set out by the authorized medical provider. If appropriate, light duty work may be assigned. An employee's failure to report for reasonably suited light duty work offered by the City is grounds for termination of employment and may result in denial of workers' compensation benefits. **For details, please see Temporary Alternate Duty (TAD) Program, set forth in the City's Safety Manual, Addendum A.**

Employees must follow the authorized medical provider's orders at and away from work. Each employee's recovery will be monitored until the employee returns to full duty.

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled workdays lost during the first three (3) days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than fourteen (14) calendar days, the insurance carrier will then pay for the first three (3) days following the illness or injury and the City will recover any overpayment of benefits as an offset against future benefits owed, if any. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or compensatory time upon request. The City will then compensate the employee for the difference between their workers' compensation payment and the available sick leave, vacation or compensatory time payment. The employee's accumulated sick leave, vacation or compensatory time will be reduced accordingly.

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable FMLA in cases where a temporary light duty assignment is not available, where (due to restrictions issued by a healthcare provider) a temporary light duty assignment is not appropriate, or where the employee has refused a temporary light duty assignment.

11.10 RETURN TO WORK POLICY

A doctor's release form shall be required prior to return to duty if the employee was or currently is under a doctor's care; or restrictions were placed upon an employee by a doctor which would affect that employee's ability to carry out their job-related duties and responsibilities. All employees returning to duty after taking leave for an injury, whether related to the job or not, must provide a doctor's release.

11.11 RETURN TO WORK PROGRAM

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work.

- A. The City may provide modified or alternate work for employees injured on the job, who are unable to temporarily or permanently return to their regular job classifications. Regular modified and alternate work may be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. The City will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.
- D. Objectives:
 - 1) To return employees who were injured on the job back to work as soon as possible, if there is not significant risk of substantial harm to themselves and others.
 - 2) To minimize financial hardship and emotional stress on the employee who has sustained a work-related injury.
 - 3) To assist employees in returning to work at a level as close as practicable to their pre-injury earnings and productivity.
 - 4) To retain qualified and experienced employees.
 - 5) To reduce the cost of disability benefit programs.
- E. Temporary Alternate Duty (TAD):
 - 1) The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. It is defined as modified duties or hours assigned to a worker. TAD is assigned when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and the work-related injury has not reached maximum medical improvement.

- 2) TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatments. If an alternate duty position is available an injured employee must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
- 3) Employees in TAD capacity will continue to receive the salary and benefits of their job classification. They will be proportionately adjusted in the case of part-time work. The status of the TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD does not normally exceed three months.

TAD Procedures:

The Department Director or workers' compensation designee:

- 1) Informs designated physician about the TAD program and provides a copy of the injured employee's job description to physician.
- 2) Informs the injured employee about the TAD program.
- 3) Informs workers' compensation adjuster of the employee's availability to the TAD program.
- 4) Obtains information regarding medical condition of the employee from the physician(s).

Employee's supervisor, along with workers' compensation designee:

- 1) Develops work assignments on a case-by-case basis, if available, adjusting to medical restrictions.
- 2) Develops appropriate TAD assignments and monitors on-going medical and work adjustments.
- 3) May meet with the injured employee to review TAD status.

Employee:

- 1) Reviews and signs *Appendix A* of the Return to Work Program Statement of Acknowledgment.
- 2) When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential duties of their job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
- 3) When the physician has determined that maximum medical improvement has been reached and the employee is unable to perform the essential duties of their job with or without reasonable accommodations, the employee may be assigned to a Ninety (90) Day Modified Duty Assignment.
 - a. An employee assigned to a Modified Duty Assignment will report to their regular department. The employee shall be assigned to do assignments that he/she is able to do under the restrictions that the physician has placed on the employee.
 - b. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of their regular job classifications.
 - c. In all such cases where an employee cannot fulfill the duties of the job with or without reasonable accommodations, the Benefits Coordinator will provide

notices of any currently available jobs which may be suited to the employee's restrictions and for which the employee may be qualified and eligible pursuant to the terms of any relevant personnel policies and any applicable collective bargaining agreements.

- d. If the employee cannot perform the essential functions of the employee's regular job with or without reasonable accommodations, and no alternative job within the employee's restrictions is available (or becoming available in the near future) for which the employee is qualified and eligible, then the employee's employment status shall be determined in accordance with applicable law, any relevant personnel policies and any applicable collective bargaining agreements.
- 4) Permanent restriction resulting from personal injury/illness:
- a. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to their former jobs. The cost of such examination will be paid for by the employer.
- 5) Responsibilities of the employee:
- a. Determine appropriateness of a job assignment. An employee who is unable to return to work without restriction is responsible for keeping his Department Director (or designee) informed of the status of the employee's medical condition.
 - b. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City, or the City's workers' compensation carrier, with temporary, partial, temporary total or healing period benefits during the period of refusal (*Code of Iowa*, Section 85.53)

CITY OF ANAMOSA
ACKNOWLEDGMENT

I, _____, an employee of the City of Anamosa, hereby certify that I received the City of Anamosa Employee Handbook, Revised in October 2025 and completed reading said Handbook on the date following my signature below.

I understand that all employees of the City are subject to, and shall comply with, all rules, policies and procedures contained in the Employee Handbook.

Lack of knowledge of the rules, policies and procedures will not be considered an excuse for non-compliance and it is with this understanding that I read all of the contents of this Employee Handbook and will read newsletters, payroll inserts and departmental bulletin board postings to stay current with policies and other notices to employees. I understand failure to comply with any of the work rules, policies or procedures may result in discipline, up to and including discharge.

If a particular City rule, policy or procedure conflicts with the collective bargaining agreement, the collective bargaining unit agreement will prevail.

Employee's Signature

Date

Appendix A – To be used with TAD Program

To:

From: City of Anamosa

Date:

Re: Offer of Temporary Alternate Duty (Light Duty)

This serves as an offer of Temporary Alternate Duty (TAD) pursuant to Iowa Code Section 85.33(3)(b) from your employer. Specifically, the City is offering you work as [title of job], which entails you doing the following [brief description of work and include written job description if available]. [If this job requires lodging, meals or transportation, please insert that information to communicate to the employee here.] This work required of you in this temporary position is within your stated work restrictions, as determined by your treating physician, Dr. _____ and is therefore deemed suitable under Iowa law.

If you refuse this offer of transitional work, you must communicate your refusal and the reason for your refusal to your employer in writing, including whether your refusal is based on your assertion that the work is or is not suitable. During any period of refusal, you will not be compensated with temporary total, temporary partial, or healing period benefits, unless the work refused is not suitable.

If you have any questions regarding this offer of work, please contact [employer representative offering work] at [contact information].

If you accept this offer of work, please sign the acceptance below. If you refuse this offer of work, please sign the refusal on the attached page. Please respond to this offer of work within seven (7) days of the date of this offer.

I, _____, accept my employer's offer of work as described in the offer above. I understand I must follow my restrictions as stated by my doctor during my period of TAD and that failure to do so may lead to disciplinary action up to and including termination.

Signature

Printed Name

Date

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.

Signature _____ Printed Name _____



STREET LIGHTING RESOLUTION

The following Resolution 2025-80 was adopted by the City Council of the City of Anamosa, Iowa at a meeting held on October 27, 20 25.

Be it resolved by the City Council of the City of Anamosa, Iowa, that Alliant Energy Inc. is hereby directed to make the following changes to the existing system, at the locations described below (or shown on an attached map made a part of this Resolution) according to the terms expressed in the IPL Tariff regarding street lights:

NEW INSTALLATION OR CHANGES IN EXISTING SYSTEM					
ADD NUMBER	DELETE NUMBER	WATTAGE	STYLE OF LUMINAIRE	TYPE AND HEIGHT OF POLE	WIRING (<i>check one</i>)
1. <u>4</u>	<u>0</u>	<u>55</u>	<u>LED</u>	<u>SHARED WOOD</u>	☒ OH ☐ UG
2. _____	_____	_____	_____	_____	☐ OH ☐ UG
3. _____	_____	_____	_____	_____	☐ OH ☐ UG

LOCATION OF NEW INSTALLATION OR CHANGES	
1. <u>1205 WALWORTH DRIVE ANAMOSA</u>	_____
2. _____	_____
3. _____	_____

City Official Rod Smith, Mayor
declared said Resolution duly passed and adopted the 27th
day of October, 20 25.

Attest Kaylee Palmer
Title City Clerk



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

Invoice

Date	Invoice #
9/30/2025	11401

700 16th Street NE, Suite 301
Cedar Rapids, IA 52402

Phone #	Fax #
319-289-0057	319-365-9981

Bill To
CITY OF ANAMOSA 107 S FORD STREET ANAMOSA IA 52205

Approved by:


Quantity	Description	Rate	Amount
1	COMPREHENSIVE PLAN-PHASE II	8,000.00	8,000.00
Please remit payment within 30 days.		Total	\$8,000.00



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

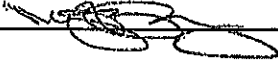
700 16th Street NE, Suite 301
Cedar Rapids, IA 52402

Invoice

Date	Invoice #
10/1/2025	11431

Phone #	Fax #
319-289-0057	319-365-9981

Bill To
CITY OF ANAMOSA 107 S FORD STREET ANAMOSA IA 52205

Approved by:


Quantity	Description	Rate	Amount
6	DOWNTOWN REVITALIZATION CDBG 25-DTR-002 ADMINISTRATION	75.00	450.00
Please remit payment within 30 days.		Total	\$450.00



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Jeremiah Hoyt
City of Anamosa, IA
107 S Ford Street
Anamosa, IA 52205-1841

October 22, 2025
Project No: 220479
Invoice No: 194266 **See last page**
Invoice Total: \$10,569.65

Project 220479 Anamosa, IA - Alley Between Ford & N Huber E Websert to N Huber - Sewer Replacement

Sanitary Sewer Replacement
Alley between Ford Street and N. Huber Street
Includes Amendment No. 1, 2, 3, 4

Original Contract \$35,000.00
Amend 1 \$18,200.00
Amend 2 \$31,600.00
Less \$5,711.60 (billed against HRG PN 2202680)
Amend 3 \$10,900.00
Amend 4 \$73,200.00
Revised Contract Amount \$163,188.40

Send Invoice to Jeremiah Hoyt at jeremiah.hoyt@anamosa-ia.org and copy Kaylee Palmer at kaylee.palmer@anamosa-ia.org

Professional Services Through October 10, 2025

Phase 3 Construction Phase Services

Sanitary Sewer Replacement - CPS
Alley between Ford Street and N. Huber Street
Amendment No. 2
Contract Amount \$31,600
Less \$5,711.60 (billed against HRG PN 2202680)
Added Amendment No. 4

Task 1 Project Management

Professional Personnel

	Hours	Amount
Administrative	.25	28.50
Professional	1.00	225.00
Totals	1.25	253.50
Total Labor		253.50
Total this Task		\$253.50

Task 2 Construction Administration

Professional Personnel

	Hours	Amount
Professional	4.00	832.00

Project	220479	Anamosa, IA - Alley Between Ford & N Hub			Invoice	194266
Junior Professional		.25			38.75	
Totals		4.25			870.75	
Total Labor						870.75
Total this Task						\$870.75
Task	3	Construction Observation				
Professional Personnel						
		Hours			Amount	
Field Personnel		51.00			8,415.00	
Totals		51.00			8,415.00	
Total Labor						8,415.00
Unit Charges						
2025 IRS Mileage Rate 0.70					1,030.40	
Total Unit Charges					1,030.40	1,030.40
Total this Task						\$9,445.40
Billing Limits						
		Current	Prior	To-Date		
Total Billings		10,569.65	16,200.95	26,770.60		
Limit				41,142.40		
Remaining				14,371.80		
Total this Phase						\$10,569.65
Total this Invoice						<u><u>\$10,569.65</u></u>
Outstanding Invoices						
	Number	Date	Balance			
	191799	8/22/2025	-9.00			
	Total		-9.00			
				Total Now Due		\$10,560.65
Please Pay \$10,560.65 due to the \$9 credit on invoice 191799 - thank you!						



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Steve Agnitsch
City of Anamosa, IA
107 S Ford Street
Anamosa, IA 52205-1841

October 22, 2025
Project No: 2403955-0000
Invoice No: 194267
Invoice Total: \$4,870.00

Project 2403955-0000 Anamosa, IA - Elm St & Hickory St Sanitary Sewer
Sanitary Sewer Rehabilitation Near Elm St and Hickory St
Design & Bidding Services

Send Invoice to Jeremiah Hoyt at jeremiah.hoyt@anamosa-ia.org and copy Kaylee Palmer at kaylee.palmer@anamosa-ia.org

Professional Services Through October 10, 2025

Fee

Total Fee	48,700.00		
Percent Complete	85.00	Total Earned	41,395.00
		Previous Fee Billing	36,525.00
		Current Fee Billing	4,870.00
		Total Fee	4,870.00

Billing Limits

	Current	Prior	To-Date
Total Billings	4,870.00	36,525.00	41,395.00
Limit			48,700.00
Remaining			7,305.00

Total this Invoice \$4,870.00



City of Anamosa
107 South Ford Street
Anamosa, IA 52205

October 09, 2025
Project No: 2400220
Invoice No: 2500330

Project 2400220 Anamosa Downtown Revitalization Facade Project-Phase 3

Professional Services from September 01, 2025 to September 30, 2025

Task 200 Design Development

Fee

Total Fee 60,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
Design Development	100.00	60,000.00	84.75	50,850.00
		Total Earned		50,850.00
		Previous Fee Billing		18,600.00
		Current Fee Billing		32,250.00

Total Fee 32,250.00

Total this Task \$32,250.00

Total this Invoice \$32,250.00

Outstanding Invoices

Number	Date	Balance
2500301	9/11/2025	3,600.00
Total		3,600.00



IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

October 15, 2025

City of Anamosa, Iowa
107 South Ford Street
Anamosa, IA 52205

Invoice No: 119.1164.08 - 34

Project 119.1164.08 WWTP Flow Equalization Basin

Professional Services through September 30, 2025

Basic Services

Lump Sum Fees

Total Lump Sum Fees	102,600.00			
Percent Complete	100.00	Total Earned	102,600.00	
		Previous Fee Billing	102,600.00	
		Current Fee Billing	0.00	
		Total Lump Sum Fees		0.00
		Phase Subtotal		0.00

	Total	Prior	Current
Billings to Date	102,600.00	102,600.00	0.00

Additional Services

Bidding Services

Billing Limits

	Current	Prior	To-Date	
Total Billings	0.00	5,000.00	5,000.00	
Limit			5,000.00	
		Task Subtotal		0.00

	Total	Prior	Current
Billings to Date	5,000.00	5,000.00	0.00
		Phase Subtotal	0.00

Construction Services

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Construction Admin	40,000.00	97.00	38,800.00	38,000.00	800.00
Construction Staking	6,500.00	100.00	6,500.00	6,500.00	0.00
Total Fee	46,500.00		45,300.00	44,500.00	800.00
		Total Lump Sum Fees			800.00
		Phase Subtotal			\$800.00
	Total	Prior	Current		

REMIT TO: SNYDER & ASSOCIATES, INC.

Mailing: PO Box 1159 | Ankeny, IA 50021
Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938
Federal E.I.N. 42-1379015
SNYDER-ASSOCIATES.COM

Project	119.1164.08	Anamosa-VWTPFlowEqualizationBasin	Invoice	34
---------	-------------	-----------------------------------	---------	----

Billings to Date	45,300.00	44,500.00	800.00
------------------	-----------	-----------	--------

Construction Obs

Construction Obs

Hourly Services

	Hours	Rate	Amount	
Engineer VII	4.50	187.00	841.50	
Engineer I	14.00	115.00	1,610.00	
Technician VII	2.00	124.00	248.00	
Total Services	20.50		2,699.50	2,699.50

Fleet Mileage	392.70
---------------	--------

Billing Limits	Current	Prior	To-Date	
Total Billings	3,092.20	59,607.90	62,700.10	
Limit			86,000.00	
Remaining			23,299.90	
			Task Subtotal	\$3,092.20

	Total	Prior	Current	
Billings to Date	62,700.10	59,607.90	3,092.20	
			Phase Subtotal	\$3,092.20

Amount Due this Invoice	<u><u>\$3,892.20</u></u>
-------------------------	--------------------------

Outstanding Invoices

Number	Date	Balance	
28	4/23/2025	-100.00	
33	9/15/2025	8,762.20	
Total		8,662.20	
			Total Now Due
			\$12,554.40

	Total	Prior	Current	
Billings to Date	218,509.60	214,617.40	3,892.20	

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Nicholas Eisenbacher



HR Green, Inc. Detailed Payment

City of Anamosa - Sanitary Sewer - Ford St/Huber St. Alley

Description	Sanitary Sewer Replacement Alley Between Ford St. and N. Huber St. Project #: 220479 J:\2022\220479
Payment Number	2
Pay Period	09/01/2025 to 09/30/2025
Prime Contractor	TSCHIGGFRIE EXCAVATING CO. 425 JULIEN DUBUQUE DR. DUBUQUE, IA 52003-0000
Payment Status	Approved
Awarded Project Amount	\$669,150.84
Authorized Amount	\$709,604.64

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 1 - Description										
0001	2010-C	LS	\$4,100.000	1.000	1.000	0.000	1.000	1.000	\$4,100.00	\$4,100.00
CLEARING AND GRUBBING										
0002	2010-D-3	CY	\$25.000	565.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, OFF-SITE, 8 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0003	2010-E	CY	\$16.000	283.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10										
0004	2010-G	SY	\$1.800	1,302.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE PREPARATION										
0005	2010-I	SY	\$3.400	1,302.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE TREATMENT, GEOGRID										
0006	2010-J	SY	\$8.400	2,440.217	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBBASE, MODIFIED, 6 INCH										
0007	2010-M	LS	\$5,000.000	1.000	0.400	0.000	0.400	0.400	\$2,000.00	\$2,000.00
COMPACTION TESTING										
0008	3010-D	CY	\$33.000	1,600.000	2,071.020	355.140	2,426.160	2,426.160	\$68,343.66	\$80,063.28
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0009	3010-F	LS	\$3,900.000	1.192	0.500	0.100	0.600	0.600	\$1,950.00	\$2,340.00
TRENCH COMPACTION TESTING										
0010	4010-A-1	LF	\$87.000	70.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SANITARY GRAVITY MAIN, TRENCHED, PVC, 4"										
0011	4010-A-1	LF	\$52.000	1,550.000	836.600	554.400	1,391.000	1,391.000	\$43,503.20	\$72,332.00
SANITARY GRAVITY MAIN, TRENCHED, PVC, 8"										
0012	4010-E	LF	\$83.000	125.000	219.500	18.000	237.500	237.500	\$18,218.50	\$19,712.50
SANITARY SEWER SERVICE STUB, PVC, 4"										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0013	4010-E	LF	\$87.000	125.000	84.000	36.500	120.500	120.500	\$7,308.00	\$10,483.50
SANITARY SEWER SERVICE STUB, PVC, 6"										
0014	4010-F	EA	\$5,500.000	3.000	3.000	0.000	3.000	3.000	\$16,500.00	\$16,500.00
SANITARY SEWER SERVICE RELOCATION, SERVICES CURRENTLY TIED INTO MANHOLE, 4"										
0015	4010-F	EA	\$11,300.000	3.000	3.000	0.000	3.000	3.000	\$33,900.00	\$33,900.00
SANITARY SEWER SERVICE RELOCATION, PROPERTIES ALONG FORD ST., 4"										
0016	4010-H	LF	\$6.400	1,030.000	925.000	105.000	1,030.000	1,030.000	\$5,920.00	\$6,592.00
REMOVAL OF SANITARY SEWER, 4" TO 8", VCP										
0017	4010-L	LF	\$2.200	405.000	350.000	0.000	350.000	350.000	\$770.00	\$770.00
SANITARY SEWER ABANDONMENT, FILL AND PLUG, 6"										
0018	4020-A-1	LF	\$120.000	32.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 15", RCP										
0019	4040-A	LF	\$19.000	369.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN, TYPE 1B, HDPE, 6 INCH PERFORATED, TRENCHED										
0020	4040-A	LF	\$26.000	289.380	316.100	0.000	316.100	316.100	\$8,218.60	\$8,218.60
SUBDRAIN, TYPE 1B, HDPE, 8 INCH PERFORATED, TRENCHED										
0021	4040-A	LF	\$26.000	190.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN, HDPE, 8 INCH SOLID WALL, TRENCHLESS										
0022	4040-C-1	EACH	\$990.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN CLEANOUT, TYPE A-1, PVC, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0023	4040-C-1	EACH	\$1,100.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN CLEANOUT, TYPE A-1, PVC, 8 INCH										
0024	4040-D-1	EACH	\$360.000	5.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN OUTLETS AND CONNECTIONS										
0025	4050-G-3	LS	\$8,500.000	1.192	1.092	0.100	1.192	1.192	\$9,282.00	\$10,132.00
BYPASS PUMPING										
0026	4050-XX	HR	\$480.000	12.000	0.000	8.000	8.000	8.000	\$0.00	\$3,840.00
EXPLORATORY POTHOLING										
0027	5010-A-1	LF	\$160.000	28.000	30.000	0.000	30.000	30.000	\$4,800.00	\$4,800.00
WATER MAIN, TRENCH, 12" PVC										
0028	5010-C-2	LB	\$19.000	372.000	372.000	0.000	372.000	372.000	\$7,068.00	\$7,068.00
FITTINGS, DI MJ										
0029	5010-H	LF	\$13.000	23.000	23.000	0.000	23.000	23.000	\$299.00	\$299.00
WATER MAIN REMOVAL										
0030	6010-A	EA	\$6,700.000	7.125	3.000	3.000	6.000	6.000	\$20,100.00	\$40,200.00
MANHOLE, SW-301, 48"										
0031	6010-B	EA	\$4,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-501										
0032	6010-B	EA	\$6,300.000	2.000	2.000	0.000	2.000	2.000	\$12,600.00	\$12,600.00
INTAKE, SW-507										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0033	6010-H-1	EA	\$740.000	4.000	2.000	1.000	3.000	3.000	\$1,480.00	\$2,220.00
REMOVE MANHOLE										
0034	6010-H-2	EA	\$590.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE INTAKE										
0035	7010-A	SY	\$60.000	1,101.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAVEMENT, PCC, 7 INCH										
0036	7010-E	LF	\$76.000	9.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CURB AND GUTTER REPLACEMENT, 2.5 FEET, 7 INCH										
0037	7010-I	LS	\$2,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PCC PAVEMENT SAMPLES AND TESTING										
0038	7020-I	LS	\$280.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
ASPHALT PAVEMENT SAMPLES AND TESTING										
0039	7030-A-1	SY	\$6.700	272.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SIDEWALK										
0040	7030-A-3	SY	\$8.400	1,280.000	74.300	0.000	74.300	74.300	\$624.12	\$624.12
REMOVAL OF DRIVEWAY										
0041	7030-E	SY	\$49.000	379.000	3.330	0.000	3.330	3.330	\$163.17	\$163.17
SIDEWALK, PCC, 4 INCH										
0042	7030-E	SY	\$60.000	52.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0043	7030-G	SF	\$52.000	60.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DETECTABLE WARNINGS										
0044	7030-H-1	SY	\$71.000	216.000	16.100	0.000	16.100	16.100	\$1,143.10	\$1,143.10
DRIVEWAY, PAVED, PCC, 7"										
0045	7030-H-3	SY	\$7.600	1,071.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, GRANULAR										
0046	7040-A	SY	\$54.000	1,120.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FULL DEPTH PATCHES, HMA, 4"										
0047	7040-H	SY	\$6.500	1,069.000	167.000	219.200	386.200	386.200	\$1,085.50	\$2,510.30
PAVEMENT REMOVAL										
0048	8020-C	STA	\$2,800.000	2.200	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0049	8020-G	EACH	\$620.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBBOLS AND LEGENDS										
0050	8030-A	LS	\$11,200.000	1.000	0.550	0.200	0.750	0.750	\$6,160.00	\$8,400.00
TEMPORARY TRAFFIC CONTROL										
0051	8040-I	EACH	\$390.000	7.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL AND REINSTALL TRAFFIC SIGNS										
0052	9010-B	AC	\$9,000.000	0.800	0.000	0.000	0.000	0.000	\$0.00	\$0.00
HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0054	9040-A-2	LS	\$3,400.000	1.000	0.500	0.000	0.500	0.500	\$1,700.00	\$1,700.00
SWPPP MANAGEMENT										
0055	9040-D-1	LF	\$2.400	977.000	0.000	78.000	78.000	78.000	\$0.00	\$187.20
FILTER SOCK, 9 INCH										
0056	9040-D-2	LF	\$0.220	977.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FILTER SOCK, REMOVAL										
0057	9040-O-2	TON	\$26.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRACK-OUT CONTROL										
0058	9040-T-1	EA	\$120.000	7.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INLET PROTECTION DEVICE, SURFACE-APPLIED										
0059	9040-T-2	EA	\$11.000	7.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INLET PROTECTION DEVICE, MAINTENANCE										
0060	9072-A	CY	\$1,100.000	3.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
COMBINED CONCRETE SIDEWALK AND RETAINING WALL										
0061	11010-A	LS	\$6,700.000	1.000	0.400	0.200	0.600	0.600	\$2,680.00	\$4,020.00
CONSTRUCTION SURVEY										
0062	11020-A	LS	\$52,000.000	1.000	0.500	0.250	0.750	0.750	\$26,000.00	\$39,000.00
MOBILIZATION										
0063	11030-A	LS	\$2,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF POSTAL SERVICE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0064	11030-B	LS	\$1,700.000	1.000	0.500	0.000	0.500	0.500	\$850.00	\$850.00
MAINTENANCE OF SOLID WASTE COLLECTION										
0065	11050-A	LS	\$2,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONCRETE WASHOUT										
0080	2435-0600010	EACH	\$1,800.000	1.000	2.000	0.000	2.000	2.000	\$3,600.00	\$3,600.00
MANHOLE ADJUSTMENT, MINOR										
Section Totals:									\$310,366.85	\$400,368.77
Total Payments:									\$310,366.85	\$400,368.77

Summary

Current Approved Work:	\$310,366.85	Approved Work To Date:	\$400,368.77
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$9,311.00	Retainage To Date:	\$12,011.06
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$301,055.85	Payments To Date:	\$388,357.71
Previous Payment:	\$87,301.86	Previous Payments To Date:	\$87,301.86

Funding Details

Sewer Division:	\$258,685.08	Sewer Division To Date:	\$345,022.20
Streets Division:	\$51,681.77	Streets Division To Date:	\$55,346.57
Current Payment:	\$310,366.85	Payments To Date:	\$400,368.77

The work items shown herein are just and unpaid, and the requirements of the specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.



TSCHIGGFRIE EXCAVATING CO.

10/22/2025

(Date)



Recommended by HR Green

10/22/2025

(Date)

Approved by City of Anamosa

(Date)



HR Green, Inc.

8710 Earhart Lane SW
Cedar Rapids, IA 52404
(319) 841-4000

CHANGE ORDER

Distribution:

Owner X

Engineer X

Contractor X

Field _____

Other _____

Project: Wastewater Treatment Plant Improvements	Change Order No.	2			
	Date	October 27, 2025			
	Project No.	220479			
	Original Contract Date	July 14, 2025			
To Contractor: Tschiggfrie Excavating 425 Julien Dubuque Dr. Dubuque, IA 52003					
The contract is changed as Follows: Change Order #2 includes the following: 1) Doubled the quantity of modified subbase along Cedar St. due to poor quality soils (increased from 6" to 12" depth). 2) Replaced unsuitable backfill material in alley between Ford St. and Huber St. 3) Quantity adjustments to account for actual field installed quantities for sewer pipe, sanitary services, subdrain, water main, curb and gutter, core drilling manholes, and other miscellaneous items listed below.					
Item Number	Description	Unit	Unit Cost	Quantity Change	Sub-Total
6	Subbase, Modified, 6"	SY	\$ 8.40	1302	\$ 10,936.80
8	Replacement of Unsuitable Backfill Material	CY	\$ 33.00	1205	\$ 39,765.00
10	Sanitary Gravity Main, Trenched, PVC, 4"	LF	\$ 87.00	-70	\$ (6,090.00)
11	Sanitary Gravity Main, Trenched, PVC, 8"	LF	\$ 52.00	20	\$ 1,040.00
12	Sanitary Sewer Service Stub, PVC, 4"	LF	\$ 83.00	121	\$ 10,043.00
19	Subdrain, Type 1B, HDPE, 6" Perforated, Trenched	LF	\$ 19.00	7	\$ 133.00
20	Subdrain, Type 1B, HDPE, 8" Perforated, Trenched	LF	\$ 26.00	-37	\$ (962.00)
27	Water Main, Trenched, PVC, 12"	LF	\$ 160.00	2	\$ 320.00
36	Curb and Gutter Replacement, 2.5', 7"	LF	\$ 76.00	29	\$ 2,204.00
38	Asphalt Samples and Testing	LS	\$ 280.00	-1	\$ (280.00)
57	Track-Out Control	TON	\$ 26.00	-100	\$ (2,600.00)
66	Manhole Adjustment, Minor	EA	\$ 1,800.00	2	\$ 3,600.00
Total Cost					\$ 58,109.80
The original (Contract Sum) was					\$ 669,150.84
Net change by previously authorized Change Orders					\$ 40,453.80
The (Contract Sum) prior to this Change Order was					\$ 709,604.64
The (Contract Sum) will be increased by this Change Order in the amount of					\$ 58,109.80
The new (Contract Sum) including this Change order will be					\$ 767,714.44
The Contract Time will be (increased) by					0 Days
The date of Final Completion as of the date of this Change Order therefore is					April 14, 2026

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, OWNER'S REPRESENTATIVE, if applicable, AND OWNER		
Contractor	Owner's Representative	Owner
Tschiggfrie Excavating	HR Green, Inc.	City of Anamosa, IA
By:	By:	By: _____
Date: 10/21/2025	Date: 10/21/2025	Date: _____