

**Tentative Agenda**  
**Glenwood City Council Meeting**  
**February 27, 2024**  
**Located at City Hall at 5 N. Vine St. ~7:00pm**

**Committee Meetings 6:00 - 7:00 pm**

- |   |   |
|---|---|
| Budget & Finance                                | - Budget Update   |
| - Jake Zimmerer, Eagle Engineering              | - Grant Request - Possible Mural - Jennie Davis & Seth Brooks |
| - <a href="#">Possible GO Bond Projects</a>     | Public Works  |
| - Red Bud Ave Reconstruction                    | - YMCA Retaining Wall Quotes                                  |
| - Third Party Review for CDBG Projects Proposal | RAGBRAI Update  |
- 

**Council Meeting - 7:00 p.m.**

**1. Call to order/roll call**

**2. Pledge of Allegiance**

**3. Consent agenda** - All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time Council votes on the motion:

- |  |   |
|--|---|
| a. Agenda  | f. Approval of Mayor's reappointment of Roger Sell to the Tree Board, 3 year term ending 3/1/2027       |
| b. Abstract of Claims #15  | g. Approval of Mayor's reappointment of Tom Hoogestraat to the Tree Board, 3 year term ending 3/14/2027 |
| c. <a href="#">February 13, 2024 Minutes</a>   | h. Approval of Mayor's reappointment of Donald Duysen to the Tree Board, 3 year term ending 3/14/2027   |
| d. <a href="#">February 20, 2024 Budget Workshop Minutes</a>   | i. Approval of Mayor's reappointment of Bill Lindau to the Tree Board, 3 year term ending 3/1/2027      |
| e. <a href="#">Resolution 3663</a> , Setting Dates of Beer and Alcohol Consumption at Glenwood Lake Park, Davies Amphitheater for 2024 |   |

**4. Allow visitors to address council**

Visitors may address the Council at this time; however, comments will be limited to 3 minutes. As per Iowa's Open Meetings Law, Council can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

**5. Public Hearing Regarding Oak Ridge Park II Preliminary Plat**

**6. [Resolution 3664](#), Approving Oak Ridge Park II Subdivision Preliminary Plat**

**7. Approval of [Pay Request 3](#) from Tab Construction in the amount of \$62,702.53 for Keg Creek and Fallon's Creek Crossing bridges**

**8. YMCA Retaining Wall**

**9. Committee Reports**

- |  |  |
|--|--|
| a. Budget & Finance - Smithers                     | iv. Budget Update  |
| i. <a href="#">Possible GO Bond Projects</a>       | v. Grant Request - Possible Mural - Jennie Davis & Seth Brooks |
| ii. Red Bud Ave Reconstruction                     | b. Public Works  |
| iii. Third Party Review for CDBG Projects Proposal | i. YMCA Retaining Wall Quotes                                  |
|  | c. RAGBRAI Update  |

**10. Departmental Reports**

- a. Clark-Public Works
  - i. Update on Fairview Creek Project
- b. Johansen – Police Dept
  - i. Promotion of Zachary Chase to Police Officer II effective January 26, 2024 at \$27.12/hr per union contract

- ii. Project Lifesaver Update
- iii. Purchase of Gravel for the Range
- iv. Motion to approve Updated PD Mission Statement
- c. Painter – Library
- d. Collins – Cemetery
  - i. [Cemetery Sexton Job Description](#)
  - ii. [Part-Time Cemetery Groundskeeper Job Description](#)
- e. Gray – Fire & Rescue/ Code Enforcement
  - i. Possible Gator Purchase
- f. Mattox – Park
  - i. [February Park Board Minutes](#)
- g. Farnan – Admin
  - i. [Seasonal Pool Manager Job Description](#) - LOST Funds
  - ii. Approval to Advertise for Full-Time Admin Assistant Position
  - iii. Approve the following CDBG Pass Thru Funds Pay Request
    - 1. [Pay Request 10](#) - 712 Lofts, 19-DRH-001 - in the amount of \$117,687.65
  - iv. GovPay Agreement - Credit Card Processing

## 11. Motion to Adjourn

Order of agenda at discretion of Mayor

For hearing assistance contact City Hall seven business days prior to the meeting date.

**Virtually:** <https://meet.goto.com/CityofGlenwood/> Phone: (786) 535-3211 Access Code: 738-827-117

Claims #15

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL LIABILITIES					
FED/FICA TAX PAYMENT	FED/FICA TAX	4,203.28		1291591	2/16/24
FED/FICA TAX PAYMENT	FED/FICA TAX	11,076.74	15,280.02	1291597	2/22/24
TREASURER, STATE OF IOWA	STATE TAX	502.17		1291592	2/16/24
TREASURER, STATE OF IOWA	STATE TAX	1,734.77	2,236.94	1291598	2/22/24
IPERS	IPERS - PROTECT	3,517.70		1291593	2/16/24
IPERS	IPERS	10,067.89	13,585.59	1291599	2/22/24
NE CHILD SUPPORT PAYMENT CNTR	CHILDSUPPORTDED		1,010.00	81543	2/16/24
CITY OF GLENWOOD	HEALTH INS	1,037.45		81544	2/16/24
CITY OF GLENWOOD	HEALTH INS	2,536.28	3,573.73	81545	2/22/24
	050 LIABILITIES TOTAL		35,686.28		
POLICE					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		155.48	81547	2/27/24
BEST FINISH AUTO SERVICE	OIL CHANGE		82.39	81554	2/27/24
ELAN CITY, INC	SPEED SIGN		3,800.00	81561	2/27/24
JONES AUTOMOTIVE, INC	15 TAHOE CAMERA DISPLAY RPR		135.00	81566	2/27/24
STANARD & ASSOCIATES	TESTING		84.50	81579	2/27/24
US CELLULAR	CELL SERV		500.34	81583	2/27/24
VISA	STOP STICKS		135.00	81586	2/27/24
VISA	ON TARGET SOLUTIONS G5/G10		650.00	81587	2/27/24
VISA	MOCIC MEMBERSHIP		100.00	81588	2/27/24
VISA	BLUEHOST.COM		628.57	81589	2/27/24
WEX BANK	FUEL		2,049.33	1291600	2/22/24
	110 POLICE TOTAL		8,320.61		
FIRE					
ALEX AIR APPARATUS, INC	TURNOUT GEAR		4,180.50	81549	2/27/24
BLACK HILLS ENERGY	GAS SERV		869.65	81550	2/27/24
AUTO VALUE	OIL DRY		791.28	81551	2/27/24
BOMGAARS	4 CYCLE FUEL		165.40	81556	2/27/24
FIRE SERVICE TRAINING BUREAU	FF1 REVIEW C CARSON		50.00	81562	2/27/24
HEIMAN FIRE EQUIPMENT	FREIGHT FOR PRV INV		22.20	81563	2/27/24
LIFE ASSIST	MEDICAL SUPPLIES		1,678.45	81568	2/27/24
MATHESON TRI-GAS, INC	OXYGEN		293.89	81570	2/27/24
MENARDS	PARTS FOR HOSE VALVE REPAIR		39.49	81572	2/27/24
PRECISION DIESEL INC	MED3 REPAIR		1,588.56	81575	2/27/24
STERICYCLE	MED WASTE DISPOSAL		100.44	81580	2/27/24
STRYKER FLEX FINANCIAL	LUCAS BATTERY		1,443.00	81581	2/27/24
US CELLULAR	FD HOTSPOTS		250.98	81583	2/27/24
UPHOFF OUTDOOR POWER, LLC	U10 THROTTLE CABLE		115.00	81584	2/27/24
WEX BANK	FUEL		1,619.01	1291600	2/22/24
	150 FIRE TOTAL		13,207.85		
LIBRARY					
CITY OF GLENWOOD	HEALTH INS		225.00	81545	2/22/24
	410 LIBRARY TOTAL		225.00		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PARK					
BLACK HILLS ENERGY	GAS SERV		102.48	81550	2/27/24
LINKON LOGS PORTABLES	PORTABLES		70.00	81569	2/27/24
US CELLULAR	CELL SERV		55.40	81583	2/27/24
WEX BANK	FUEL		35.38	1291600	2/22/24
			-----		
	430 PARK TOTAL		263.26		
RECREATION					
TAB CONSTRUCTION	TRAILS BRIDGES PAY REQ 3		62,702.53	81582	2/27/24
			-----		
	440 RECREATION TOTAL		62,702.53		
CEMETERY					
IPERS				1291599	2/22/24
BLACK HILLS ENERGY	GAS SERV		102.75	81550	2/27/24
BOMGAARS	BATTERY/BOLTS		15.24	81556	2/27/24
LDI	'24 SCAG TURF TIGER MOWER		13,283.25	81567	2/27/24
NAPA AUTO PARTS (CEM)	OIL		16.59	81573	2/27/24
US CELLULAR	CELL SERV		48.43	81583	2/27/24
VISA	CLOCK FOR CEM		14.95	81586	2/27/24
WEX BANK	FUEL		528.57	1291600	2/22/24
			-----		
	450 CEMETERY TOTAL		14,009.78		
ADMINISTRATION					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		153.02	81547	2/27/24
BLACK HILLS ENERGY	GAS SERV		250.10	81550	2/27/24
VISA	OFFICE SUPPLIES		749.36	81586	2/27/24
			-----		
	620 ADMINISTRATION TOTAL		1,152.48		
LEGAL					
SMITH, MILLS, SCHROCK, PC	LEGAL FEES		18.50	81577	2/27/24
			-----		
	640 LEGAL TOTAL		18.50		
			-----		
	001 GENERAL TOTAL		135,586.29		
AQUATIC CENTER					
POOL					
COMMERCIAL REC SPECIALISTS	SPLASH BUCKET FOR AQUA CNTR		14,332.00	81557	2/27/24
EAGLE ENGINEERING	AQUATIC CENTER		131.25	81559	2/27/24
			-----		
	445 POOL TOTAL		14,463.25		
			-----		
	002 AQUATIC CENTER TOTAL		14,463.25		
ROAD USE TAX					
LIABILITIES					
FED/FICA TAX PAYMENT	FED/FICA TAX		2,621.63	1291597	2/22/24
TREASURER, STATE OF IOWA	STATE TAX		401.02	1291598	2/22/24

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	050 LIABILITIES TOTAL		3,022.65		
STREET					
READY MIXED CONCRETE, CO	SHARP ST STRM SWR INLET RPR	531.12	531.12	81546	2/27/24
BLACK HILLS ENERGY	GAS SERV	639.38	639.38	81550	2/27/24
AUTO VALUE/ARNOLD MOTOR	SAW BLADES	9.50	9.50	81552	2/27/24
BOMGAARS	SPRAY PAID/STRIPPING PAD	141.23	141.23	81556	2/27/24
EAGLE ENGINEERING	PROJECT MANAGER/DESIGN ENGNR	1,959.25	1,959.25	81559	2/27/24
ECHO GROUP, INC.	STOP LIGHT BULBS	114.00	114.00	81560	2/27/24
IOWA ONE CALL	LOCATES	19.20	19.20	81564	2/27/24
J-DOG SALVAGE	PLASTIC TOTES FOR HAZMAT CLNUP	120.00	120.00	81565	2/27/24
OMNI ENGINEERING	COLD MIX	1,731.78	1,731.78	81574	2/27/24
US CELLULAR	CELL SERV	111.89	111.89	81583	2/27/24
VISA	HOTEL FOR TRAINING NUCKOLLS	219.62	219.62	81586	2/27/24
WEX BANK	FUEL	3,261.89	3,261.89	1291600	2/22/24
	210 STREET TOTAL		8,858.86		
	110 ROAD USE TAX TOTAL		11,881.51		
EMPLOYEE BENEFITS					
POLICE					
PRINCIPAL LIFE INS CO	LIFE AND AD&D	180.51	180.51	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL	16,329.10	16,329.10	1291590	2/14/24
	110 POLICE TOTAL		16,509.61		
FIRE					
CHI HEALTH CLINIC	VOL FF PHYSICAL	334.00	334.00	81548	2/27/24
PRINCIPAL LIFE INS CO	LIFE AND AD&D	133.09	133.09	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL	10,035.82	10,035.82	1291590	2/14/24
	150 FIRE TOTAL		10,502.91		
STREET					
PRINCIPAL LIFE INS CO	VISION INSURANCE	149.39	149.39	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL	8,075.76	8,075.76	1291590	2/14/24
	210 STREET TOTAL		8,225.15		
LIBRARY					
PRINCIPAL LIFE INS CO	LIFE AND AD&D	82.37	82.37	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL	6,219.19	6,219.19	1291590	2/14/24
	410 LIBRARY TOTAL		6,301.56		
PARK					
PRINCIPAL LIFE INS CO	VISION INSURANCE	51.92	51.92	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL	3,638.89	3,638.89	1291590	2/14/24

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	430 PARK TOTAL		3,690.81		
CEMETERY					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		11.23	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL		2,747.73	1291590	2/14/24
	450 CEMETERY TOTAL		2,758.96		
ADMINISTRATION					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		48.30	81576	2/27/24
WELLMARK BC/BS	MEDICAL AND DENTAL		5,549.28	1291590	2/14/24
	620 ADMINISTRATION TOTAL		5,597.58		
	112 EMPLOYEE BENEFITS TOTAL		53,586.58		
CDBG HOUSING GRANT					
CDBG HOUSING PROJECTS					
JIM & MONICA HUGHES	GAX 11 - ARBOR HILLS		13,115.73	81553	2/27/24
MARK HUGHES CONSTRUCTION	GAX 8 308 N HAZEL ST		60,202.88	81571	2/27/24
	140 CDBG HOUSING PROJECTS TOTAL		73,318.61		
	311 CDBG HOUSING GRANT TOTAL		73,318.61		
DTR GRANT					
CDBG HOUSING PROJECTS					
CURTIS ARCHITECTURE & DESIGN	CONSTRUCTION DOCUMENTS		11,600.71	81558	2/27/24
SOUTHWEST IA PLANNING COUNCIL	JAN 2024 INVOICE		311.00	81578	2/27/24
	140 CDBG HOUSING PROJECTS TOTAL		11,911.71		
	312 DTR GRANT TOTAL		11,911.71		
	Accounts Payable Total		300,747.95		
<b>Payroll Checks</b>					
	001 GENERAL		16,239.13		
	Total Paid On: 2/16/24		16,239.13		
	001 GENERAL		39,325.22		
	110 ROAD USE TAX		7,809.00		
	Total Paid On: 2/22/24		47,134.22		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	Total Payroll Paid		63,373.35		
	Report Total		364,121.30		

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	191,150.64
002	AQUATIC CENTER	14,463.25
110	ROAD USE TAX	19,690.51
112	EMPLOYEE BENEFITS	53,586.58
311	CDBG HOUSING GRANT	73,318.61
312	DTR GRANT	11,911.71
-----		
	TOTAL FUNDS	364,121.30



## Glenwood City Council Committee Meeting Minutes

February 13, 2024

Glenwood City Council met for committee meetings on Tues, 2.13.2024 at 5:30 pm in Council Chambers prior to the City Council meeting. Mayor Angela Winquist called the meeting to order with the following present Council Members: Laurie Smithers, Christina Duran, Natalie McEwen & Donnie Kates. City employees: Police Chief Johansen, Fire Chief Matt Gray, Jessica Alley, Amber Farnan, Jamey Clark, Tara Painter, & Ron Mattox. Guests: Jon Schoening, Brad Oliver, Jennie Davis, Laura Kuhl, & Michelle Wright.

*Committee meetings are open to the public and for discussion only, no action is taken, but a quorum is usually present. Action, if any, will be taken during the Council Meeting following the committee meetings or at another scheduled council meeting*

### Budget & Finance:

- Each Department head went through and discussed with Council where budget cuts could be made.

### Public Works/Budget & Finance

- Council discussed Chapter 136 Sidewalk Regulations and Chapter 50 Nuisance and Abatement, complaints with people not clearing snow from sidewalks and mowing grass in required times
- Jennie Davis gave update on RAGBRAI, currently in process of creating advisory board, appreciative of opportunity for our community
- Farnan discussed YMCA pool sand removal estimated at \$500 -\$1,800 and retaining wall estimated at \$2,058.97 - \$3,200

## Glenwood City Council Minutes

February 13, 2024

Glenwood City Council met in regular session on Tues, 2.13.2024 at 7:00 pm in Council Chambers. Mayor Angela Winquist called the meeting to order with the following present Council Members: Laurie Smithers, Christina Duran, Natalie McEwen & Donnie Kates. City employees: Police Chief Johansen, Fire Chief Matt Gray, Jessica Alley, Amber Farnan, Jamey Clark, Tara Painter, & Ron Mattox. Guests: Jon Schoening, Brad Oliver, Jennie Davis, Laura Kuhl, & Michelle Wright. Virtual: Bob Wray, Aaron Ling, & Jim.

### Pledge of Allegiance

Motion Kates/2nd Duran to approve the Consent Agenda as printed: Agenda, Abstract of Claims #14, Minutes from January 23, 2024, January 29, 2024 & February 5, 2024 meetings, Renewal of liquor licenses for Adriano's Brick Oven & American Legion Post #141; Ayes- 4 Nays- 0 motion carried

Visitors to speak- Jennie Davis discussed with Council Droppett can redemption being here with a planned start date of March 1, 2024, near the Vine St Fields; Clark is working on getting power for the unit

Motion Smithers/2nd McEwen to appoint Michael Lines for At-Large City Council Member, to serve the remainder of Holly Jackson's 4-year term ending December 31, 2025, effective Immediately; Ayes- 3 Nays- 1 (Duran) motion carried

Mayor Winquist administered the Oath of Office to Michael Lines. Michael Lines joined the Council in voting here after.

Motion Smithers/2nd McEwen to Set Public Hearing Date for Oak Ridge II Preliminary Plat on February 27, 2024 at 7:00 p.m.; Ayes- 5 Nays- 0 motion carried

### *Council reports on committee meetings held prior to the Council meeting*

Smithers for Budget & Finance- Council is continuing to work on Budget with Department Heads

Motion Smithers/2nd Duran to Set Full Budget Levy Public Hearing on April 2, 2024 at 6:00 pm.; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd McEwen to approve YMCA Sand Filter Media Removal by S&S Pumping for \$500, with additional costs not to exceed 3 hours of work; Ayes- 5 Nays- 0 motion carried

Council requested more information on estimates for retaining wall at YMCA

Kates for Public Works- Council discussed adjusting Sidewalk Ordinance and Nuisance and Abatement Chapters; RAGBRAI update, new boards created, and members needed

### Department Reports

Director Clark for Public Works

Motion Duran/2nd Smithers to approve Part-Time Winter Crew Job Description; Ayes- 5 Nays- 0 motion carried

Police Chief Johansen- speed sign is malfunctioning, issue with sign company possibly being out of business, new sign purchased with Step Grant

Motion Smithers/2nd Kates to approve Active Shooter Training Equipment Purchase with donated funds; Ayes- 5 Nays- 0 motion carried

Director Painter for Library- Will attend a conference in April

Cemetery Sexton Collins- Konfrst is removing some trees in 2 weeks; snow blower purchased; mower bids included Uphoff Scag Turf Tiger for \$10,339.20 with trade in and Kubota Scag Turf Tiger for \$8,883.25 with trade in, Council requested Collins asking Park & Rec to purchase first before trading it in

Motion Duran/2nd Lines to approve Cemetery purchasing Scag Turf Tiger Mower from Kubota of Omaha for \$8,883.25 pending Park Board decision; Ayes- 5 Nays- 0 motion carried

Fire Chief Gray- 86 Calls since last Council, 16 calls in last 2 days; discussed an abandoned property ordinance being assessed by Woods

Motion Smithers/2nd Kates to approve Alexandria Drake, Volunteer Firefighter, Pending Background Check & Physical; Ayes- 5 Nays- 0 motion carried

Motion Duran/2nd Lines to approve Assistance to Firefighter Grant for tanker purchase - Motion to approve hiring grant writer and applying for grant; Ayes- 5 Nays- 0 motion carried

Director Mattox of Park & Rec- discussed estimates for Skatepark ramp around \$6,000; estimate for 12 ft Pole lights to go around lake walking path estimated at \$104,000 & \$30,000 would come from Ray Thomas Trust, nothing was voted on

Admin/Finance Farnan- January financials complete; working on budget

Motion Smithers/2nd Kates to approve January 2024 Financials and Revenue/Expense Report; Ayes- 5 Nays- 0 motion carried

Council Report- new apartments on Elm Street are nearly complete

Mayor Winqvist- attending Park meeting and RAGBRAI meeting

Motion Lines/2nd Smithers to adjourn meeting at 8:11 pm; Ayes- 5 Nays-0 meeting adjourned

Attest:

---

Angela Winqvist, Mayor

---

Jessica Alley, City Clerk

**Glenwood Budget Workshop Minutes**

February 20, 2024

Glenwood City Council met on Tuesday, Feb 20, 24 6:00pm at the Glenwood Public Library for a budget workshop. Present were: Mayor Angela Winqvist; Council Members: Donnie Kates, Laurie Smithers (via phone), Christina Duran, Michael Lines & Natalie McEwen; City employees: Chief Johansen, Chief Gray, Jamey Clark, Michael Collins, Tara Painter and Amber Farnan. Guests: Laura Kuhl, Bob Wray, Katie Wilson and Branden Davis.

Discussions were held regarding the FY25 budget and possible cuts to each department's budget. No action was taken at this meeting, discussions will continue at the next city council meeting on Feb 27, 2024.

Attest:

\_\_\_\_\_  
Angela Winqvist, Mayor

\_\_\_\_\_  
Jessica Alley, City Clerk

**RESOLUTION NO. 3663**

**A RESOLUTION SETTING DATES OF BEER AND ALCOHOL CONSUMPTION AT  
GLENWOOD LAKE PARK, DAVIES AMPHITHEATER**

**THIS RESOLUTION** is entered into this 27th day of February 2024, by the City Council of the City of Glenwood, Iowa, as follows:

**WHEREAS**, consumption and use of alcohol, including beer and wine, are generally prohibited in public property located within the corporate limits of the City of Glenwood unless a liquor license for that premises has been established; and

**WHEREAS**, in accord with §45.03 of the Glenwood City Code of Ordinances, the City Council may adopt a Resolution setting dates and times for beer and wine consumption at the Glenwood Lake Park and for the purpose of coinciding with performances at the Davies Amphitheater; and

**WHEREAS**, the City Council desires to enter into this Resolution setting such dates for permissible use and consumption of beer and alcohol at the Glenwood Lake Park.

**IT IS THEREFORE RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD, IOWA, AS FOLLOWS:**

1. In accord with §45.03 of the City Code of Ordinances, the following dates are hereby established for permissive use and consumption of beer and alcohol at the Davies Amphitheater located in the Glenwood Lake Park in 2024: June 1, June 8, June 15, June 16, June 22, June 29, June 30, July 6, July 13, July 20, July 27, August 3, August 10, August 17, August 24, and August 31.
2. The specified times of permissive use and consumption of beer and alcohol on the above dates shall be one-half hour prior to the scheduled Davies Amphitheater event time to one-half hour after the conclusion of such event time.

Adopted and Approved this 27<sup>th</sup> day of February 2024.

---

Angela Winquist, Mayor

ATTEST:

---

Jessica Alley, City Clerk

**RESOLUTION NO. 3664**

**RESOLUTION APPROVING OAK RIDGE PARK II  
SUBDIVISION PRELIMINARY PLAT**

**WHEREAS**, a Preliminary Plat has been submitted to the City of Glenwood for the approval of Oak Ridge Park II Subdivision, a subdivision located within the corporate limits of City of Glenwood, Iowa. Said Preliminary Plat is marked as Exhibit "A", attached hereto, and by this reference made a part hereof; and

**WHEREAS**, a public hearing concerning the approval of said Preliminary Plat was held before the Glenwood City Council on February 27, 2024, at 7:00 p.m. pursuant to published notice of said public hearing; and

**WHEREAS**, the City of Glenwood City Council desires to approve said Preliminary Plat for Oak Ridge Park II Subdivision.

**IT IS THEREFORE RESOLVED BY THE CITY OF GLENWOOD CITY  
COUNCIL AS FOLLOWS:**

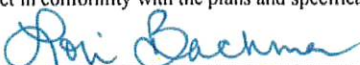

1. The Preliminary Plat for Oak Ridge Park II Subdivision, a major subdivision, as attached hereto as Exhibit "A", is hereby adopted and approved by the City of Glenwood.

Adopted and Approved this 27th day of February, 2024.

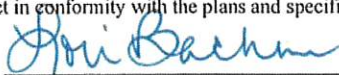

\_\_\_\_\_  
Angela Winqvist, Mayor


ATTEST:

\_\_\_\_\_  
Jessica Alley, City Clerk

PERIODIC COST ESTIMATE HGM ASSOCIATES INC. Consulting Engineers					Estimate No. 3		
					Project No. 702021 / 702121		
					Page 1 of 3		
Project Description: Keg Creek Crossing Pedestrian Bridge and Fallon's Creek Crossing Pedestrian Bridge					Period Ending: 1/31/2024		
Owner: City of Glenwood 5 North Vine Street Glenwood, IA 51534			Contractor: TAB Construction Co. 4153 South 67th Street Omaha, NE 68117		Date of Estimate: 2/14/2024		
					Percent Completion: 42%		
					Current Contract Amount: \$419,300.58		
					Estimated Completion: 3/1/2024		
Item No.	Item Code	Description	Unit	Unit Price (\$)	Quantities		Amount (\$)
					Contract	Actual To Date	
<b>KEG CREEK CROSSING PEDESTRIAN BRIDGE</b>							
							\$ 113,496.41
<b>FALLON'S CREEK CROSSING PEDESTRIAN BRIDGE</b>							
							\$ 61,030.08
I hereby certify that the work performed and the materials supplied to date, as shown above represent the actual value of completed work under the terms of this contract in conformity with the plans and specifications and are true and correct.					Total Amount Completed Work to Date:		\$ 174,526.49
 Contractor Date 2/14/24					Less Amount Retained (5%):		\$ 8,726.32
					See Note Below		
I hereby represent that the work has progressed to the point indicated on this application for payment and that to the best of my knowledge the quality of work is in accordance with the Contract Documents based upon on-site observations of the work in progress.					Less Previous Payments to Contractor:		\$ 103,097.64
					Total Amount Now Due Contractor:		\$ 62,702.53
 HGM Associates Inc. Date 2/15/24					Breakdown of Materials Delivered:		

**Note:** Less Previous Payments to Contractor on PCE No. 2 was shows as \$7,277 and should have been \$7,372. The Less Previous Payment to Contractor amount has been adjusted accordingly on this PCE (PCE No. 3).

PERIODIC COST ESTIMATE HGM ASSOCIATES INC. Consulting Engineers					Estimate No. 3			
Project Description: Keg Creek Crossing Pedestrian Bridge					Project No. 702021 / 702121			
					Page 2 of 3			
Owner: City of Glenwood 5 North Vine Street Glenwood, IA 51534					Contractor: TAB Construction Co. 4153 South 67th Street Omaha, NE 68117			
					Date of Estimate: 2/14/2024			
					Percent Completion: 27%			
					Current Contract Amount: \$419,300.58			
					Estimated Completion: 3/1/2024			
Item No.	Item Code	Description	Unit	Unit Price (\$)	Quantities			Amount (\$)
					Contract	Actual To Date	%	
<b>KEG CREEK CROSSING PEDESTRIAN BRIDGE</b>								
1-1.	2102-2710070	Excavation, Class 10	CY	62.75	156.60	0.00	0%	\$ -
1-2.	2402-2720000	Excavation, Class 20	CY	107.40	29.50	14.75	50%	\$ 1,584.15
1-3.	2403-0100000	Structural Concrete (Miscellaneous)	CY	1,804.70	18.30	9.15	50%	\$ 16,513.01
1-4.	2404-7775005	Reinforcing Steel, Epoxy Coated	LB	3.05	2,048.00	1,024.00	50%	\$ 3,123.20
1-5.	2511-0302500	Recreational Trail, Portland Cement Concrete, 5 Inch	SY	93.50	40.00	0.00	0%	\$ -
1-6.	2526-8285000	Construction Survey	LS	3,800.00	1.00	0.00	0%	\$ -
1-7.	2533-4980005	Mobilization	LS	24,632.00	1.00	0.50	50%	\$ 12,316.00
1-8.	2599-9999005	Pre-Engineered Steel Truss Pedestrian Bridge, 106'-0"	EA	124,219.00	1.00	0.15	15%	\$ 18,632.85
1-9.	2599-9999009	Fence, 60" Height	LF	171.60	36.00	0.00	0%	\$ -
1-10.	2601-2636043	Seeding and Fertilizing	AC	28,588.00	0.05	0.00	0%	\$ -
1-11.	2602-0000020	Silt Fence	LF	4.00	240.00	0.00	0%	\$ -
12A	2599-9999005	Piles, Steel Helical	EA	7,665.90	8.00	8.00	100%	\$ 61,327.20
12B	2501-0201057	Piles, Steel HP 10x57	LF	0.00	400.00	0.00	0%	\$ -
K1	2599-9999005	Handrail, 2x6 Treated with Connection Hardware	LS	2,488.90	1.00	0.00	0%	\$ -
K2	2599-9999005	Galvanized Chain Link Fence, 4 Feet	LS	5,255.10	1.00	0.00	0%	\$ -
STOCKPILED MATERIAL - HELICAL PIERS								\$ -
I hereby certify that the work performed and the materials supplied to date, as shown above represent the actual value of completed work under the terms of this contract in conformity with the plans and specifications and are true and correct.					Total Amount Completed Work to Date:			\$ 113,496.41
 Contractor					Less Amount Retained (5%):			\$ 5,674.82
Date: 2/14/24					Less Previous Payments to Contractor:			\$45,024.06
I hereby represent that the work has progressed to the point indicated on this application for payment and that to the best of my knowledge the quality of work is in accordance with the Contract Documents based upon on-site observations of the work in progress.					Total Amount Now Due Contractor:			\$ 62,797.53
 HGM Associates Inc.					Breakdown of Materials Delivered:			
Date: 2/15/24								

<b>PERIODIC COST ESTIMATE</b> <b>HGM ASSOCIATES INC.</b> Consulting Engineers					Estimate No. 3 Project No. 702021 / 702121 Page 3 of 3		
<b>Project Description: Fallon's Creek Crossing Pedestrian Bridge</b>					Period Ending: 1/31/2024		
<b>Owner:</b> City of Glenwood 5 North Vine Street Glenwood, IA 51534				<b>Contractor:</b> TAB Construction Co. 4153 South 67th Street Omaha, NE 68117		Date of Estimate: 2/14/2024 Percent Completion: 15% Current Contract Amount: \$419,300.58 Estimated Completion: 3/1/2024	
Item No.	Item Code	Description	Unit	Unit Price (\$)	Quantities		Amount (\$)
					Contract	Actual To Date	
<b>FALLON'S CREEK CROSSING PEDESTRIAN BRIDGE</b>							
2-13.	2102-2710070	Excavation, Class 10	CY	41.10	43.40	0.00	0% \$ -
2-14.	2401-6750001	Removals, As Per Plan	LS	6,122.10	1.00	1.00	100% \$ 6,122.10
2-15.	2402-2720000	Excavation, Class 20	CY	122.10	10.60	10.60	100% \$ 1,294.26
2-16.	2403-0100000	Structural Concrete (Miscellaneous)	CY	1,645.40	5.20	5.20	100% \$ 8,556.08
2-17.	2404-7775005	Reinforcing Steel, Epoxy Coated	LB	3.80	460.00	460.00	100% \$ 1,748.00
2-18.	2511-0302500	Recreational Trail, Portland Cement Concrete, 5 Inch	SY	107.90	22.00	0.00	0% \$ -
2-19.	2519-1001072	Fence, Chain Link, 72 Inch Height	LF	66.80	146.00	0.00	0% \$ -
2-20.	2526-8285000	Construction Survey	LS	3,800.00	1.00	0.00	0% \$ -
2-21.	2533-4980005	Mobilization	LS	12,000.00	1.00	0.50	50% \$ 6,000.00
2-22.	2599-9999010	Superstructure, Transport and Erect	LS	58,072.00	1.00	0.10	10% \$ 5,807.20
2-23.	2601-2636043	Seeding and Fertilizing (Rural)	AC	28,588.00	0.10	0.00	0% \$ -
2-24.	2602-0000020	Silt Fence	LF	4.00	185.00	0.00	0% \$ -
25A	2501-0201057	Piles, Steel HP 10x57	LF	0.00	255.00	0.00	0% \$ -
25B	2599-9999005	Piles, Steel Helical	EA	3,612.50	6.00	6.00	100% \$ 21,675.00
*26.		Vertical Tube Steel	EA	1,925.15	2.00	2.00	100% \$ 3,850.30
*27.		Diagonal Welds	EA	28.10	21.00	21.00	100% \$ 590.10
*28.		Bolt Hole Plug Welds	EA	127.14	24.00	24.00	100% \$ 3,051.36
*29.		Modified Upper Cord Splice	EA	145.98	16.00	16.00	100% \$ 2,335.68
STOCKPILED MATERIAL - HELICAL PIERS							\$ -
I hereby certify that the work performed and the materials supplied to date, as shown above represent the actual value of completed work under the terms of this contract in conformity with the plans and specifications and are true and correct.					Total Amount Completed Work to Date: \$ 61,030.08		
 Contractor					Less Amount Retained (5%): \$ 3,051.50		
Date: 2/14/24					Less Previous Payments to Contractor: \$57,978.58		
I hereby represent that the work has progressed to the point indicated on this application for payment and that to the best of my knowledge the quality of work is in accordance with the Contract Documents based upon on-site observations of the work in progress.					Total Amount Now Due Contractor: \$ -		
 HGM Associates Inc.					Breakdown of Materials Delivered:		
Date: 2/15/24							





# Glenwood Police Department

To Serve and Protect

Phone: 712-527-9920  
Fax: 712-527-5236

February 26<sup>th</sup>. 2024

To; Honorable Mayor Angie Winqvist,  
and Glenwood City Council Members

From; Eric Johansen, Chief of Police

Ref; Recommendation of promotion for Officer Zachary Chase

Officer Zachary Chase will have completed a year of service as of January 26<sup>th</sup> 2024. I am recommending he be removed from probationary status and promoted to Police Officer II at a pay rate of \$27.12hr, as set forth by the current union contract, to be made effective as of January 26<sup>th</sup>, 2024.

Sincerely,

A handwritten signature in blue ink that reads "Eric Johansen".

Eric Johansen  
Chief of Police

Cc; Officer Chase  
City Hall / File

## Glenwood Police Department

### Mission Statement

Mission: "In Collaboration and partnership with our community, we protect with courage and compassion, providing impartial, ethical, and professional law enforcement service. We strive to improve the quality of life and maintain the trust and confidence of our citizens."

Vision: The Glenwood Police Department, trusted and respected by all our citizens, serves our community by providing exceptional police services, through training and modern practices, that help enable the safety, security, and well-being of everyone.

### Values:

- Integrity – We conduct ourselves with uncompromised honesty, honor, and ethics.
- Equality – We acknowledge and recognize the value, worth, and rights of all citizens.
- Justice – We serve our community in an unbiased and impartial manner, applying equal protection to all under the law.
- Professionalism – We are accountable to ourselves and the public for the quality of our service, and we seek to continually improve ourselves, our department, and our community through training and modern practices.
- Leadership – We entrust and demand our members to lead ethically and responsibly within the organization and in the community we serve.
- Staff – We recognize the staff of the department to be the most valuable asset to effectively carry out the mission.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 2/2024, FISCAL 8/2024**

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
<p align="center"><i>FD fy 24 Budget</i> GENERAL FUND</p>					
001-150-4475	TOWNSHIP CONTRIBUTIONS	10,000.00	35,082.00	91,000.00	55,918.00
001-150-4480	EMS BILLING	41,359.86	225,551.68	300,000.00	74,448.32
001-150-4485	BILLING - FIRE SERVICES	.00	.00	1,000.00	1,000.00
001-150-4490	BILLING - EMS SERVICES	.00	.00	.00	.00
001-150-4550	REPORTS - FIRE	.00	30.00	500.00	470.00
001-150-4555	REPORTS - EMS	.00	20.00	500.00	480.00
001-150-4705	PRIVATE CONTRIBUTIONS/GRANTS	.00	2,900.00	15,000.00	12,100.00
001-150-4710	REIMBURSEMENTS	.00	.00	10,000.00	10,000.00
001-150-4800	SALE OF EQUIPMENT	.00	.00	.00	.00
001-150-4830	TRANSFER IN	.00	.00	.00	.00
	<b>FIRE TOTAL</b>	<b>51,359.86</b>	<b>263,583.68</b>	<b>418,000.00</b>	<b>154,416.32</b>
	<b>TOTAL REVENUE</b>	<b>51,359.86</b>	<b>263,583.68</b>	<b>418,000.00</b>	<b>154,416.32</b>
001-150-6010	FIRE SALARY	5,000.00	40,875.00	70,000.00	29,125.00
001-150-6011	EMS SALARIES	20,854.75	196,448.26	350,000.00	153,551.74
001-150-6020	WAGES - PT OVERTIME	162.00	366.00	.00	366.00-
001-150-6030	WAGES - PART TIME	2,016.00	4,748.00	.00	4,748.00-
001-150-6040	EMS OVERTIME	2,410.88	33,837.57	40,000.00	6,162.43
001-150-6130	IPERS	.00	.00	.00	.00
001-150-6150	HEALTH INSURANCE	.00	.00	.00	.00
001-150-6181	UNIFORM ALLOWANCE	.00	2,947.44	3,000.00	52.56
001-150-6210	DUES, FEES, MEMBERSHIPS	.00	.00	.00	.00
001-150-6230	TRAINING	250.00	4,866.60	9,000.00	4,133.40
001-150-6310	BLDG & GRDS MAINTENANCE	1,455.75	8,914.96	15,000.00	6,085.04
001-150-6331	VEHICLE OPERATIONS	1,693.11	29,495.96	40,000.00	10,504.04
001-150-6332	VEHICLE REPAIRS	1,748.14	28,952.55	35,000.00	6,047.45
001-150-6350	EQUIPMENT REPAIRS	155.41	14,792.11	17,000.00	2,207.89
001-150-6371	UTILITIES	1,595.42	5,589.02	15,000.00	9,410.98
001-150-6373	TELEPHONE	553.49	5,447.82	7,500.00	2,052.18
001-150-6379	INTERNET	146.72	1,027.04	2,800.00	1,772.96
001-150-6415	FIRE TRUCK/AMBULANCE PURCHASE	.00	50,070.00	54,000.00	3,930.00
001-150-6504	EQUIPMENT/GEAR	6,968.50	12,565.75	36,000.00	23,434.25
001-150-6505	EMS EQUIPMENT	1,443.00	6,946.73	12,000.00	5,053.27
001-150-6507	OPERATING SUPPLIES	4,956.99	25,598.00	12,000.00	13,598.00-
001-150-6599	EMS SUPPLIES/EQUIPMENT	4,965.68	27,987.92	44,000.00	16,012.08
	<b>FIRE TOTAL</b>	<b>56,375.84</b>	<b>501,476.73</b>	<b>762,300.00</b>	<b>260,823.27</b>
	<b>TOTAL EXPENSES</b>	<b>56,375.84</b>	<b>501,476.73</b>	<b>762,300.00</b>	<b>260,823.27</b>
	<b>GENERAL TOTAL</b>	<b>5,015.98-</b>	<b>237,893.05-</b>	<b>344,300.00-</b>	<b>106,406.95-</b>
		*****	*****	*****	*****



TITLE: CEMETERY SEXTON

DEPARTMENT: GLENWOOD MUNICIPAL CEMETERY

REPORTS TO: CITY COUNCIL, CEMETERY BOARD, & CITY ADMINISTRATOR

FLSA: EXEMPT

## **JOB SUMMARY**

Under the administrative direction of City Administrator and the general direction of the Cemetery Board, the Cemetery Sexton coordinates and oversees the daily operation and maintenance of the City Cemetery facility and designated public landscaped areas; administers day-to-day administrative, grounds maintenance, and burial-related activities. Must be able to work "on call" when needed. This position requires significant independent judgment in determining methods of completion and carrying out assignments. Performs other duties as assigned by the City Administrator.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job.*

1. Manage the administrative functions of a municipal cemetery operation; provide information about services and fees; coordinate admin tasks with scheduled internments; assist grieving families; maintain records for burial plots; order/purchase supplies and equipment; and prepare budget estimates.
2. Direct and perform the maintenance of landscaped grounds; inspect, mow, aerate, & weed; trim trees, bushes, flowers, seed lawns, and plant vegetation; apply fertilizers, herbicides, and other lawn and garden chemicals; keep accurate records of application dates and procedures followed.
3. Operate hand and power tools such as a weed eater, shovel, chain saw, etc.; operate light to heavy equipment, which may include a backhoe, dump truck, snow blower, haul/frost remover, excavator, tractor, riding lawn mower, concrete mixer, etc.
4. Perform cemetery duties such as funeral set-ups, opening and closing graves, form setting, and pouring of concrete for grave markers; repair broken markers and locate graves; inspect, maintain, and service equipment used for cemetery work; drive a utility truck.
5. Work with the public, funeral directors, cremation facilities, monument companies, etc. when preparing and maintaining burial plots, headstones, and burial records.
6. Perform seasonal maintenance tasks such as plowing snow on cemetery property from parking lots, driveways, and walkways to ensure safe and accessible grounds.

7. Maintain clean and safe public areas by installing and conducting routine maintenance of signs; reporting vandalism and hazards to proper authorities; including removing graffiti, cleaning headstones, maintaining, and repairing fencing and performing all related activities that contribute to a clean, safe, and healthy environment for the public.
8. Remove deadfall, storm damage, brush, and dead trees using chainsaw and other power equipment as needed. Repair area damaged by plows or weather conditions.
9. Purchase materials and/or supplies; maintain receipts and budgetary expenditures.
10. Manage and supervise Cemetery workers; manage payroll timesheets for the Cemetery Department.
11. Required to attend one (1) Council Meeting a month, attend every Cemetery Board meeting, and attend any other meeting as requested as a subject matter expert for the Cemetery department.
12. Ensure compliance with all Federal, State and Local Statutes related to cemeteries.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of techniques, materials, and practices of landscaping, construction, and maintenance.
2. Knowledge of Iowa laws on cemeteries and burial grounds.
3. Ability to safely operate motorized vehicles on a variety of surfaces.
4. Ability to understand, follow, coordinate, and provide written and oral instructions; manage effective working relationships.
5. Ability to perform manual labor tasks when required; use proper lift techniques.
6. Ability to make semi-skilled maintenance repairs on Cemetery facilities.
7. Ability to perform basic carpentry, concrete, electrical and similar maintenance activities.
8. Ability to use active listening in stressful/difficult situations.
9. Skilled in the safe operation of a chainsaw and any other motorized and/or electrical hand tools.

### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, squatting, grasping, feeling, talking, and hearing.

**Physical Characteristics of the Job:** Occasional work requiring the exertion of seventy-five to one hundred (51-100) pounds of force occasionally, and twenty-five to fifty (25-50) pounds of force often to move objects. Requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

**Environmental Conditions:** The work is performed under all conditions which may include exposure to awkward or confining workspace, extreme heat and cold, darkness, poor lighting, dirt/dust, gas/fumes/odors, oil, petroleum products, solvents, herbicides, wetness/humidity, isolation, moving machinery, loud noise,

vibrations, visual strain, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours per OSHA guidelines.

#### **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

- High school diploma or equivalent.
- Must possess and maintain a valid driver's license.
- 6 months paid on the job training as Cemetery apprenticeship required.
- Basic computer skills needed.
- Must possess a valid Class B Commercial Driver's License (CDL).

\*\* Must obtain a valid State of Iowa herbicide license with the appropriate category within six (6) months of employment and maintain said license during employment.

*APPROVED BY COUNCIL:*



**TITLE: PART-TIME CEMETERY GROUNDSKEEPER**  
**DEPARTMENT: GLENWOOD MUNICIPAL CEMETERY**  
**REPORTS TO: CEMETERY SEXTON**  
**FLSA: NON-EXEMPT**

### **JOB SUMMARY**

Under the administrative direction of the Cemetery Sexton, the Cemetery Groundskeeper assists in maintaining the City Cemetery facility and designated public landscaped areas; assists in day-to-day administrative, grounds maintenance, and burial-related activities. Must be able to work "on call" when needed. Performs other duties as assigned by the Cemetery Sexton.

### **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job.*

1. Assist in the maintenance of landscaped grounds; mow, weed, trim trees, bushes, flowers, seed lawns, and plant vegetation.
2. Operate hand and power tools such as a weed eater, shovel, chain saw, etc.; operate light to heavy equipment, which may include a backhoe, dump truck, snow blower, tractor, riding lawn mower, concrete mixer, etc.
3. Perform cemetery duties such as funeral set-ups, opening and closing graves, form setting, and pouring of concrete for grave markers as necessary.
4. Perform on call seasonal maintenance tasks such as plowing snow on cemetery property from parking lots, driveways, and walkways to ensure safe and accessible grounds as needed.
5. Remove deadfall, storm damage, brush, and dead trees using chainsaw and other power equipment as needed. Dispose of trash and decorations as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of techniques, materials, and practices of landscaping, construction, and maintenance.
2. Ability to safely operate motorized vehicles on a variety of surfaces.
3. Ability to perform manual labor tasks when required; use proper lift techniques.
4. Skilled in the safe operation of a chainsaw and any other motorized and/or electrical hand tools.

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, squatting, grasping, feeling, talking, and hearing.

**Physical Characteristics of the Job:** Occasional work requiring the exertion of seventy-five to one hundred (51-100) pounds of force occasionally, and twenty-five to fifty (25-50) pounds of force often to move objects. Requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

**Environmental Conditions:** The work is performed under all conditions which may include exposure to awkward or confining workspace, extreme heat and cold, darkness, poor lighting, dirt/dust, gas/fumes/odors, oil, petroleum products, solvents, herbicides, wetness/humidity, isolation, moving machinery, loud noise, vibrations, visual strain, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours per OSHA guidelines.

## **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

- High school diploma or equivalent.
- Must possess and maintain a valid driver's license.
- Basic computer skills needed.

*APPROVED BY COUNCIL:*



The February 15, 2024 meeting of the Glenwood Park Board was called to order by Chairman Randy Romens.

Roll Call: Randy Romens, Jim Henderson, Malcolm McCue, Vanessa Covington, Park Superintendent Ron Mattox, Mayor Angie Winkvist, City Administrator Amber Farnan, Councilman Mike Lines.

Motion by Covington, 2<sup>nd</sup> by McCue to approve the agenda, claims, and minutes of the January 18, 2024 meeting. Ayes 4, Nays 0.

Diana Burchett of the YMCA joined the meeting to ask permission to use the park for the Annual Easter Egg Hunt. This will take place on the morning of March 30. Mattox stated that, depending on the weather, the restrooms may not be opened yet. He will make sure to have mowing down, if necessary, pick up limbs and sticks, etc. Motion by Covington, 2<sup>nd</sup> by McCue to allow the YMCA to use the park for the Easter Egg Hunt on March 30. Ayes 4, Nays 0

The board discussed the opportunity to purchase a used mower from the cemetery. It is a 2015 Skag diesel and we could purchase it for \$5000. Mattox said it is better than our Kubota and he would like to go with all Skag mowers, but is it worth it to spend \$5000 on a used mower right now? After some discussion, the board decided that we prefer to wait on a mower purchase and continue to use what we currently have.

Next the board discussed the Camp Host position. We are all in agreement that we want to continue to have a camp host. We do need to go over the job description to see if any changes need to be made. There was some discussion on allowing vacation days and also the need to be more specific regarding duties. The past two years we have had some issues with the restrooms not being kept clean. Farnan will provide us with the current job description and we will go over it next month. We will then need to start advertising for the position.

The board had a fairly lengthy discussion regarding campground rates. Romens recently talked to a construction worker who told him that our current rates are pretty low. He also stated that it was nice that we no longer allowed tent camping. We did raise the rates last year, but after looking at rates from other area campgrounds, the board decided that we should raise the rates again. As it is, we do not profit much after the cost of maintenance and utilities. The board decided on these rates for the 2024 camping season:

Sites 1-12 - \$40/nightly, \$200/weekly, \$600/monthly

Senior Discount – Change the age to 62+, \$35/nightly, \$190/weekly, \$550/monthly

Sites 13-20 - \$30/nightly, \$150/weekly, \$500/monthly

Motion by Covington, 2<sup>nd</sup> by McCue to approve the campground rate changes for 2024. Ayes 4, Nays 0

The small pond area will need to be seeded this spring. Mattox stated that he plans to rent a yard rake to rough up the dirt and then drill the seed. He estimates the cost to be right around \$1000 for the equipment rental and the grass seed. Henderson asked if the area needed any more dirt. Mattox stated that it is actually looking pretty good. There are a few very small spots that hold some water, but the grass should help with that.

The board discussed where the new dock should be placed. Mattox thinks it should go on the north end of the lake. That is probably the easiest place to move it in and out. McCue does not like this placement. He feels it is too congested and too shallow at the north end. His suggestion is to put it on the side near where we pump the water in. After some discussion we decided to table this until next meeting. In the meantime, the board members can walk around the lake to look at different locations.

Farnan has been looking into the purchase of a computer for Mattox. He currently just has to use his phone. Along with the computer we would need a hotspot. Mattox said they have never been able to get service in his building or most of the park. He thinks we would likely still need a booster. Farnan will continue to do some research and talk to US Cellular. Covington suggested to make sure we are able to try out the hotspot/booster or whatever they suggest before we make any purchase or sign a contract. We need to make sure it is truly going to work.

Next on the agenda was the skate park. This week Mattox removed the old ¼ pipe because it was in such poor condition. Romens provided the board with a bid on new skate park equipment. A new 4'x8' quarterpipe would be approximately \$5,850 plus a significant amount for shipping. There was some discussion on how much the skate park is used. Mattox says he does see kids there. McCue questioned spending this kind of money without really knowing how much it is used and what is really wanted/needed by those users. He also said this would be a good opportunity for some community activism. The original skate park was made possible by young people raising the funds for it many years ago. Maybe we could get skate park users to do that again. Henderson stated that if we are going to make improvements we need to do them right. Covington wondered if we will hear complaints now that the old equipment has been removed. Ultimately the board decided to table this discussion for now.

The question has been brought up the last couple months of whether or not we should change the time of the park board meetings. Newly appointed councilman Lines is going to be our liaison and he said the Thursday morning time works for him. Mattox also prefers the morning meeting. It was decided that we will leave the time and day as is.

The Rec Agreements have been an ongoing discussion/dilemma for a long time. The board has been wanting to change them and make them more specific to each club/user. Romens has spent some time on this, but we have never gotten it completed. Farnan stated that we have not been getting paid the user fees because we haven't had the clubs sign the agreement. Covington suggested that we need to have all the agreements sent out at a specific time each year. For example, all agreements would be sent by January 15. Then it is just done and it is the responsibility of the clubs to get the payments sent in during their playing season. Romens said he will continue to work on this, but we probably will need to have a separate meeting for this project. This meeting may involve someone from each club/organization. We need to make sure these clubs are updating us with a contact person(s) and providing Mattox with their schedules.

Covington said there is not a lot to report about disc golf since last month. Things are still moving along and there will be another disc golf meeting on Monday, February 19 at 6:30. Mattox stated that it looks like we will have some money in our budget to put towards this project. Previously it looked like all the funds would come from outside sources. Covington said she will provide two bids to the board next month for approval.

After our discussion last month regarding having no restroom facilities in the park shop, Mattox reached out to Travis Wright to see if he had any suggestions or what it would take to make this possible. The board has previously tried to solve this issue, but there was never a good, cost-effective way to do it. Mayor Winqvist said she know we would like to build a new shop. She checked into using GeoBonds for this, but our proposed location at the baseball fields is considered recreation property and not parks property and therefore not eligible for GeoBonds.

Mayor Winqvist reminded us that in the past, the county has given us money for projects. She said this is something we need to ask for every year. Romens said he will attend the next BOS meeting and request money to help with the lighting project.

Superintendent Report: Mattox stated that the truck will need to go to the shop for some repairs. He asked about RAGBRAI and if we needed to make the camp bathrooms/showers available. The board agrees that we do not need to do this. There will be other facilities provided by RAGBRAI that they can use.

- a. Donated Playground Equipment – Mattox stated that this cannot be used. After a lot of effort to find information, we cannot get the needed replacement parts for this to be safe and insured. Winqvist said she will talk to Farnan about contacting the Abbot family to let them know. Romens will also talk to Shawn Koehler.
- b. Solar Light Project – The Ray Thomas fund has awarded us with \$30,000 for solar lights around the lake. Mattox and Romens have been doing some research on this project. To do this it will likely be around \$100,000 to put lights around the entire lake. The Ray Thomas funds have to be used by June 30. Romens proposed that we start with lights around one side and then work on procuring funds for the rest as we move forward. McCue asked what we are solving by putting these lights in and wondered if we should be doing this. Romens stated that it is for safety and beautification. McCue would rather see money go towards replacing the old fountain in the lake. Winqvist reminded the board that we had provided the Ray Thomas foundation with a list of projects and they chose the solar lighting from that list. Romens and Mattox will continue to work on bids for this.
- c. Museum Shelter – Stephen Hunt from the museum wants to take over the reservations for the museum shelter. This shelter does belong to the museum, but reservations have always been done through the park just like the other reservations. It seems to make sense that we continue to keep it this way. Winqvist will talk to Hunt about it.

Chairman Report: Romens stated that the Trails Board got the two bridges installed last week. There is still work to be done before they are open and usable.

The meeting was adjourned.



**TITLE: SEASONAL POOL MANAGER**  
**DEPARTMENT: GLENWOOD AQUATIC CENTER**  
**REPORTS TO: CITY ADMIN/FINANCE DIRECTOR**  
**FLSA: NON-EXEMPT**

## **JOB SUMMARY**

The Seasonal Pool Manager position is vital in the operations of the Glenwood Aquatic Center. Responsibilities include but are not limited to processing aquatic center payments, making daily bank deposits, processing pool passes, and ordering/picking up concession supplies. This position is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

1. Receive, balance, and prepare daily cash/check/credit card payments for bank deposits.
2. Manage pool memberships by creating new memberships and updating previous memberships with pool software.
3. Coordinate day-to-day operations with City and YMCA staff.
4. Purchase concession food from onsite store locations and online.
5. Maintain pool supply inventory and order supplies as necessary.
6. Pick up and deliver pool supplies 1-2 times weekly; unload and stock concession stand.
7. Provide information to citizens over the phone and in-person; refer to appropriate employees as needed.
8. Assist with annual start-up and shut-down procedures.
9. Maintain appropriate confidentiality with City information/records.
10. Perform any other duty as assigned or required by the City Admin/Finance Dir., City Clerk, or Fire Chief

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

1. General bank or accounting principles and practices preferred.
2. Experience with customer service principles.

**Skills**

1. Handle stress effectively without it interfering with performance.
2. High attention to detail is required with maintaining accurate and detailed records.
3. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
4. Operate a computer, using word processing, spreadsheet, database software, pool software, and other standard office equipment.
5. Communicate clearly and effectively, both orally and written.
6. Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.

**Abilities**

1. Requires semi-independent judgement, flexibility to learn tasks readily, and problem solve.
2. Establish and maintain highly effective working relationships with the City staff, YMCA staff, and citizens.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, and type; reach with hands and arms; talk or hear for long periods of time. The employee must frequently lift, carry, push, and/or move up to 25 pounds. This position is required to do physical labor in possible extreme outdoor conditions for concession transport. Specific vision abilities required by this job include the ability to view computer screens, and work in fluorescent/bright natural light conditions. The noise level in the work environment can be moderate if working during open pool hours.

**REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

- High school diploma, GED, or equivalent.
- A valid Driver's license and a dependable and working vehicle for concession pick up. Mileage will be reimbursed.

**PREFERRED EDUCATION/EXPERIENCE**

- Banking, accounts receivable, customer service, and/or administrative experience is preferred.

APPROVED BY CITY COUNCIL:

# STATE OF IOWA

# GAX

BUDGET FY		<b>General Accounting Expenditure</b>										DOCUMENT NUMBER				
2024		DATE 2/22/2024			ACCTG PERIOD (mm/yy) 12/28/2023 - 12/29/2023							10				
VENDOR CODE 2132981					AGENCY NAME											
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534					BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS							
TERMS		FOB		ORDER APPROVED BY					GOODS RECEIVED/SERVICES PERFORMED							
									DATE INITIALS							
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE							UNIT PRICE	TOTAL PRICE						
				Request for Payment under 2019 CDBG-DR Contract Number: 09-DRH-001 712 Lofts												
				Report Number: 10												
										<b>DOCUMENT TOTAL</b>		<b>\$ 117,687.65</b>				
<b>CLAIMANT'S CERTIFICATION</b>						<b>AGENCY CERTIFICATION</b>										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE		2/29/24		TITLE		Mayor				CODE OR CHAPTER SECTION(S)						
CLAIMANT'S SIGNATURE						AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX)	DOC NUMBER		DOC DATE		ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
GAX	10					24										
VENDOR CODE		ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)			TEXT (po's only)								
3052881				Y												
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT							
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 117,687.65		
02																
03																
04																
05																
06																
07																
										<b>DOCUMENT TOTAL</b>		<b>\$ 117,687.65</b>				

**GAX**

WARRANT #

AUDITED BY

PAID DATE



## ELECTRONIC GOVERNMENT PAYMENTS SERVICES AGREEMENT

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by and between \_\_\_\_\_ (“Customer”), a government entity and political subdivision of the State of \_\_\_\_\_, and Merchant MultiService, LLC (MMS, and/or dba: Gov-Pay), a Texas Limited Liability Company (“Service Provider” or “Provider”).

**1. Purpose** – The purpose of this Agreement is to provide to Customer from Service Provider a means for accepting secure and compliant electronic financial transaction payment methods such as Credit Cards, Debit Cards, and Electronic Checks (ACH, EDI) via Service Provider’s Gov-Pay Solution.

**2. Understandings/Responsibilities** –

- 2.1 Customer wishes to deploy the Gov-Pay solution as a means to provide payment convenience to its customers who wish to make payment face-to-face, online, telephone, or recurring payments by use of Credit/Debit Card(s) and/or electronic checks.
- 2.2 Service Provider will deploy its solution(s) and related physical capture devices (Card Readers and PIN pads) at no cost to Customer.
- 2.3 Convenience/Service Fees will be automatically calculated and assessed to each Primary Payment Amount to cover the costs of acceptance associated with electronic payment methods. Should a Cardholder contact their bank to initiate a “chargeback” of either the Primary Amount or the associated Service Fee Amount or both, Customer agrees that the Cardholder should be rendered “Unpaid” in any Accounting Software used by Customer.
- 2.4 Service Provider retains ownership of all physical equipment provided, proprietary software, procedures, intellectual properties, processes, etc..
- 2.5 Customer will provide internet service, internet connection(s) and electrical requirements.
- 2.6 Customer will allow Service Provider to deploy and/or recind any methods, technologies, alterations to equipment, electronic downloads, changes or amendments to receipts, re-direct of electronic payment or payment processor(s), or any other changes or alterations deemed necessary to keep Customer in Compliance with all PCI-DSS Council directives and/or as instructed or directed by Service Provider or any electronic payment association.
- 2.7 Customer will return all physical equipment, at Customer’s expense and with reasonable care in packing to Service Provider upon cancellation or termination of this Agreement.
- 2.8 American Express Service Establishment number(s) may require separate application documents.

**3. Term and Termination of Agreement** –

- 3.1 The initial term of this Agreement is for \_\_\_\_ months. This Agreement shall automatically renew for 12-month terms upon expiration of the previous term unless terminated by either party.
- 3.2 This Agreement may be terminated for convenience at any time prior to its scheduled expiration by either party providing to the other 30 days written notice of intent to terminate the Agreement.

**4. Insurance** –

Service Provider shall carry reasonable and prudent General Liability Insurance and Professional



Errors and Omissions insurance coverage sufficient to protect Customer interests. Gov-Pay currently carries the protections listed below:

- General Liability -- \$1,000,000.00 per incident
- Professional Errors and Omissions -- \$1,000,000.00 per incident

**5. Indemnifications –**

With exception of actions undertaken by a Cardholder/Payor to initiate a Chargeback, Service Provider will defend, indemnify and hold Customer, its officers, agents and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Service Provider, its officers, agents, or employees.

Customer will defend, indemnify and hold Service Provider, its officers, agents and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Customer, its officers, agents or employees.

**6. Schedule of Fees:**

- 6.1 Customer Fees -- None
- 6.2 Service Fees / Convenience Fees -- Paid by Cardholder/Check Account Holder:

**Cards:**

<u>Transaction Type</u>	<u>Credit/Debit Card (no PIN)</u>	<u>Debit w/PIN</u>
Face-to-Face:	2.65% of Trx amount/Minimum \$3.00	1.95% of Trx amount/Minimum \$3.00
Online (Internet);	2.65% of Trx amount/Minimum \$3.00	N/A
Phone:	2.65% of Trx amount/Minimum \$3.00	N/A
<b>Online Check (ACH):</b>	\$2.00 Flat Rate	

6.3 Service Provider reserves the right to adjust Service/Convenience Fee percentage rates and/or Minimum fees as deemed necessary to follow Card Association (MC and/or Visa) Rules or Rate increases passed to Service Provider.





**7. Force Majeure –**

Neither Service Provider nor Customer shall be liable for any delay, failure in performance, loss or damage due to fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, disease, acts of civil or military authority, war, acts of God, acts of terrorism, acts or omissions of electronic payment associations, payment processors, carriers or suppliers, acts of regulatory or governmental agencies, or other such causes beyond either party's reasonable control.

**8. ACCEPTANCE / SIGNATURES**

SERVICE PROVIDER (Merchant MultiService, LLC, dba: Gov-Pay)

\_\_\_\_\_  
Ric Bunger

\_\_\_\_\_  
Date

CUSTOMER, required signature(s):



\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Customer, if additional signature(s) required:



\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



### Gov-Pay New Partner Data Sheet

Agency Name  Tax ID #:

Address

City  State  Zip

	Contact	Phone(s)	Email
Primary:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Annual Collections Amount: \$

Number of Credit Card Machines Needed:

Payment Channels Desired: Counter  Web  IVR

Cards to be accepted: MasterCard  Visa  Discover  American Express

Will you accept e-Checks? (web only): Yes  No

Desired Date to Be Trained:

Desired Date to Go Live:

**Please provide one of these: 1) A voided check for each participating department; or, 2) A bank letter stating the bank's ABA routing number with a list containing each account number for the participating departments.**

	<u>Department Name</u>	<u>Count</u>	<u>Routing Number</u>	<u>Account Number</u>
	<i>Example: Property Tax</i>	<i>5</i>	<i>123456789</i>	<i>9876543210</i>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Date:

To ---

Software Vendor Name:

Contact Name:

Phone:

Email Address:

To Whom It May Concern:

\_\_\_\_\_ has engaged with Gov-Pay for processing of credit and debit card payments and is requesting that you please provide specifications to Gov-Pay for the purpose of accommodating parameter-passing, post-back, or integration of payment data to your software such that 'approved' transactions will mark accounts as "Paid" in your software.

Thank you in advance for your cooperation,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

(This Data Sheet is not a part of the Agreement and does not require signature)

10777 Sentinel Street San Antonio, TX 78217 800.300.8007

[www.gov-pay.com](http://www.gov-pay.com)



## GOV-PAY SERVICES DATA SHEET

Customer's Federal Tax ID No.: \_\_\_\_\_ (Include W-9)

**Please Show the Correct Info That Should Appear on Your Receipt Header...**  
(Please make a Receipt Header for each Department)

*Example*

City/County Name:	-----	YOUR CITY/COUNTY/STATE
Department Name:	-----	TAX DEPT
Physical Street Address:	-----	123 N. MAIN STREET
(Optional) 2 <sup>nd</sup> Addr. Line:	-----	3RD FLOOR
City/State/Zip:	-----	CITY/STATE/ZIP
Phone:	-----	555 - 123 - 4567

Gov-Pay will email a Settlement Report each morning showing the previous day's activity.  
Who do you want to receive those emails (email format, please)?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



(This Data Sheet is not a part of the Agreement and does not require signature)

## Where should we deposit your funds?

The card payments industry permits two methods for validating legitimate bank accounts where we will deposit your funds. Please choose one:

1. A voided, pre-printed business check may be presented – note that the ABA and DDA numbers at the bottom of the check must not be obstructed.
2. A letter on bank letterhead, signed by a bank officer is also acceptable. The letter must list the ABA (routing number) and DDA (account number) for each of the accounts to which deposits will be made.

### Attach Voided Check(s) Here

Use a separate sheet for multiple checking accounts.  
Please label each with its respective Department Name

Your Business Address City, State, Zip	0000
<b>VOID</b>	\$ <input type="text"/>
	Dollars
	<hr/>

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					
<b>or</b>								
<b>Employer identification number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*