

# Public Notice

The City Council of Strawberry Point Will Meet Wednesday, December 21, 2011 Council Chambers, City Hall 6:00 P.M. Strawberry Point, Iowa Tentative Agenda, (at discretion of the chair)

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

## **Consent Agenda**

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

- 4) Minutes from December 7<sup>th</sup>
- 5) Claims

## **Unfinished Business**

- 6) Motion to Approve the Third Reading of Ordinance No. 11-10 – An Ordinance Restating the City Code of Strawberry Point, Iowa, Article 83.06 to Restate the Meter Deposit
- 7) Motion to Approve the Third Reading of Ordinance No. 11-11 – An Ordinance Amending the City Code of Strawberry Point, Iowa, Article 67.10 to Lower the Water Meter Deposit
- 8) Motion to Approve the Purchase of a Skid Loader

## **Information**

- 9) Minutes from Tree Board from November 21<sup>st</sup>
- 10) Minutes from Electric Study Committee from December 5<sup>th</sup>
- 11) Christmas Letter from Clayton County Development Group
- 12) Thank You from Wilder Museum
- 13) November Month-End Financial Reports
- 14) Strawberry Point Police Report for October and November

## **New Business**

- 15) Motion to Allow Unused Vacation to be Carried Over
- 16) Motion to Approve Moser School of Dance to Rent Civic Center for 2012-2013 School Year
- 17) Review Employee Performance Form
- 18) Motion to Approve the Premium Conversion Plan for the City's Health Premiums
- 19) Oath of Office – Mayor, City Council and Treasurer

## **Other Business**

- 20) Adjournment

Posted: December 5, 2011

Strawberry Point City Council  
Regular Meeting December 7, 2011

The Strawberry Point City Council met for a regular meeting on Wednesday, December 7, 2011 at 6:00 p.m. at the Council Chambers of City Hall. Mayor Fox presided and led the Pledge of Allegiance. Council members answering roll call were Jacci Meyers, McKenzie Johnson, Mike Tucker, Rich Newman and Jackie Opperman.

The new economic development director, Carrie Weaver was present so the council could meet her.

Opperman moved to approve the agenda. Johnson seconded the motion. A roll call vote was taken. Ayes: Meyers, Newman, Opperman, Tucker, and Johnson. Nays: None. Motion passes.

**CONSENT AGENDA**

- 4) Minutes from November 16<sup>th</sup>
- 5) Claims

Meyers moved to approve the consent agenda with the additional claims to Comelec \$6696.00 and Wellmark BC/BS \$5300.95. Tucker seconded the motion. A roll call vote was taken. Ayes: Newman, Opperman, Tucker, Johnson and Meyers. Nays: None. Consent agenda passes.

**UNFINISHED BUSINESS**

With discussions in other business at the last meeting the agent of record for our liability insurance is being discussed again. Some more information was received why it remained at Smith Insurance for 6 years instead of the traditional 3 years. Since this was already voted on a person who voted in favor of having the agent of record switch to Smith Insurance previously would have to make a motion to have this reconsidered. Tucker moved to have this voted on again. Newman seconded the motion. A roll call vote was taken. Ayes: Opperman, Tucker, Johnson, Meyers and Newman. Nays: None. Motion passes. Letters were received from Smith Insurance and Zwanziger Agency and a timeline from Zwanziger Agency. Zwanziger had it since 1987 for 16 years, but that goes back before the agreement was adopted in 1990 to switch agent of record every 3 years. Opperman moved to have the agent of record stay with Zwanziger Agency to equalize the agent of record when the original policy was adopted in 1990. Newman seconded the motion. A roll call vote was taken. Ayes: Tucker, Johnson, Newman and Opperman. Nays: Meyers. Motion passes.

Some more issues need to be addressed regarding the Elkader Street Project. One issue is the second sewer line at 416 Elkader Street again. They do want an additional water line for the barn, but there is no reason for a second sewer line. If in the future an additional sewer line is needed the total cost will be on the property owner. Our city code states that a water meter also gets billed sewer charges since it is billed on water usage. The property owners want an outside water meter essentially for the barn. A decision was made not to allow meters for outside faucets years ago. The clerk will research whether the decision not allowing meters for outside faucets was just a motion. If a motion the council may decide to amend the previous motion. This will be back on the next agenda.

Additionally, the council received information regarding the timeline for the Elkader Street Project. Due to replacing water service lines, lining the sewer lines, and the number of stages to maintain traffic, it would require a month per stage. With this in mind it would require

two construction seasons. This is going to be a challenging project. This has not been formally approved by the IDOT yet.

Council again reviewed health insurance renewal premiums. More information was received including comparing different plans and calculating the employees wage increase into the total picture and increasing the amount the employee pays to 10%. Council member Opperman recommended the HXZ – HSA qualified plan or a Health Savings Plan. This would be a plan that everything goes toward the deductible first. The City would provide money up front for each employee to be used toward doctor visits or prescription drugs. Newman moved to go with the HXZ-HSA qualified plan. Tucker seconded the motion. A roll call vote was taken. Ayes: Johnson, Meyers, Newman, Opperman and Tucker. Nays: None. Motion passes. Opperman moved to have the City pay 90% of the premium and employees pay 10% and partially fund the HSA account with \$500 for single and \$1000 for family for all full-time employees. Newman seconded the motion. A roll call vote was taken. Ayes: Johnson, Newman, Opperman, Tucker and Meyers. Nays: None. Motion passes.

The council reviewed the second reading of Ordinance No. 11-10 an ordinance restating the City Code of Strawberry Point, Iowa, Article 83.06 to restate the meter deposit. Newman moved to approve the second reading of Ordinance No. 11-10. Tucker seconded the motion. A roll call vote was taken. Ayes: Newman, Opperman, Tucker, Johnson and Meyers. Nays: None. Second reading passes.

The council reviewed the second reading of Ordinance No. 11-11 an ordinance amending the City Code of Strawberry Point, Iowa, Article 67.10 to lower the water meter deposit. Opperman moved to approve the second reading of Ordinance No. 11-11. Johnson seconded the motion. A roll call vote was taken. Ayes: Opperman, Tucker, Johnson and Meyers. Nays: None. Second reading passes.

The council reviewed the third reading of Ordinance No. 11-09 an ordinance to dispose of real estate described as: the alley located in Caroline Fults First Addition North of Fults Street and adjacent to Munter's First Addition in Strawberry Point, Clayton County, Iowa according to the recorded plat thereof. Opperman moved to approve the third of Ordinance No. 11-09. Meyers seconded the motion. A roll call vote was taken. Ayes: Tucker, Johnson, Meyers, Newman and Opperman. Nays: None. Ordinance No. 11-09 passes.

#### **INFORMATION**

Council received minutes from the Tree Board from October 10<sup>th</sup>, December Edition of the Development Digest and December Chamber newsletter.

#### **NEW BUSINESS**

An extended warranty was purchased when the electric generators were installed and it will be expiring at the end of December. The electric study committee met on Monday to review the different options being offered to the City by Ziegler. The committee is recommending the Platinum plan with a \$1000 deductible for \$8,774.00 per engine. Tucker moved to approve the Platinum plan with a \$1000 deductible for 3 years for a cost of \$8,774.00 per engine. Johnson seconded the motion. A roll call vote was taken. Ayes: Johnson, Meyers, Newman, Opperman and Tucker. Nays: None. Motion passes.

The city superintendent got a bid for \$42,000 from K&A for a skid loader, which includes a v plow and forks and it has a cab and a heater. This could have been used in the park and our ditch witch is in need of repair and we can use this in place of that. Another quote is needed. The City Superintendent will get another quote. This will be on the next agenda.

Since we are moving forward with our pool improvement project funding is a big concern. One way to have funds available to make bond payments if we do bond for the project is to make the pool project an urban renewal project. Opperman moved to approve adding the pool as an urban renewal project. Newman seconded the motion. Ayes: Meyers, Newman Opperman, Tucker and Johnson. Nays: None. Motion passes.

Council discussed who will be attending the 2<sup>nd</sup> and 3<sup>rd</sup> MLA training sessions. The 2<sup>nd</sup> session is via the Internet and will be held here at city hall and done as a group. We will discuss attendance to the 3<sup>rd</sup> session at a later date.

The police department applied for and was awarded the STEP grant. Included in the grant was \$1500 to be used for a new radar unit. Johnson moved to approve the purchase of a new radar unit. Tucker seconded the motion. A roll call vote was taken. Ayes: Newman, Opperman, Tucker, Johnson and Meyers. Nays: None. Motion passes.

The fire department just recently purchased a new brush truck. They would like to dispose of the old brush truck by taking sealed bids. Opperman moved to allow sealed bids for the brush truck. Tucker seconded the motion. A roll call vote was taken. Ayes: Opperman, Tucker, Johnson, Meyers and Newman. Nays: None. Motion passes.

**OTHER BUSINESS**

The Mayor told the council that it would save time at meetings if more information is needed to ask prior to the meeting. Also, if questions are asked in emails prior to the meetings, please address everyone in the email.

With no further business, Opperman moved to adjourn at 8:15 p.m. Newman seconded the motion. Motion passed.

---

Deanna Dement, City Clerk

---

Dale Fox, Mayor

STRAWBERRY POINT, IA

12/15/11 1:49 PM

Page 1

\*Claim Register©

122111claims

December 11-12

<b>Claim Type</b>	<b>Direct</b>			
<b>Claim#</b>	<b>3482 AIRGAS NORTH CENTRAL</b>			
Cash Payment	E 110-2100-6507 OPERATING SUPPLIES	RUT Acetylene		\$78.33
	Invoice 105014126			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$78.33
<b>Claim#</b>	<b>3483 AIRGAS NORTH CENTRAL</b>			
Cash Payment	E 001-1600-6518 MEDICAL SUPPLIES	Ambulance Oxygen		\$77.81
	Invoice 105014098			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$77.81
<b>Claim#</b>	<b>3484 AUTOMATIC SYSTEMS COMPANY</b>			
Cash Payment	E 610-8150-6507 OPERATING SUPPLIES	Sewer Relays		\$900.00
	Invoice 24919S			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$900.00
<b>Claim#</b>	<b>3485 BANCARD CENTER</b>			
Cash Payment	E 600-8100-6508 POSTAGE/SHIPPING	Water Postage		\$12.93
	Invoice dec 2011 0773			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$12.93
<b>Claim#</b>	<b>3486 BANCARD CENTER</b>			
Cash Payment	E 630-8210-6507 OPERATING SUPPLIES	Electric 50 watt lamps		\$137.43
	Invoice dec 2011 0799			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$137.43
<b>Claim#</b>	<b>3487 BI-COUNTY DISPOSAL INCE</b>			
Cash Payment	E 001-8400-6494 CONTRACTS	Garbage Residential Pickup		\$5,369.95
	Invoice 269352			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$5,369.95
<b>Claim#</b>	<b>3488 BUSINESS SYSTEMS INC</b>			
Cash Payment	E 001-6500-6414 COPY MACHINE CONTR	City Hall Copy Machine Contract		\$39.68
	Invoice 341771			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$39.68
<b>Claim#</b>	<b>3489 CITY OF STRAWBERRY POINT</b>			
Cash Payment	E 630-8250-6422 ENERGY EFFICIENCY	J Dull Energy Rebate		\$38.00
	Invoice jdull			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$38.00
<b>Claim#</b>	<b>3490 CITY OF STRAWBERRY POINT</b>			
Cash Payment	E 630-8250-6422 ENERGY EFFICIENCY	Rodas Chev Energy Rebate		\$72.00
	Invoice rodaschev			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$72.00
<b>Claim#</b>	<b>3491 CITY OF STRAWBERRY POINT</b>			
Cash Payment	E 630-8250-6422 ENERGY EFFICIENCY	R Rummel Energy Rebate		\$43.00
	Invoice rummel			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$43.00
<b>Claim#</b>	<b>3492 DELAWARE COUNTY SOLID WAST</b>			
Cash Payment	E 001-8400-6493 LANDFILL COMMISSION	Garbage Solid Waste Disposal		\$175.65
	Invoice dec 2011			
Transaction Date	12/14/2011	CASH	1010	<b>Total</b> \$175.65

STRAWBERRY POINT, IA

12/15/11 1:49 PM

Page 2

\*Claim Register©

122111claims

December 11-12

<b>Claim# 3493 DONS TRUCK SALES INC</b>					
Cash Payment	E 110-2100-6332 VEHICLE MAINTENANCE	RUT Snow Plow Blade			\$384.09
	Invoice 437344				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$384.09
<b>Claim# 3494 ELKADER VETERINARY CLINIC</b>					
Cash Payment	E 001-1900-6507 OPERATING SUPPLIES	Animal Control Dog Food			\$33.89
	Invoice 88247				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$33.89
<b>Claim# 3495 EMERGENCY MEDICAL PRODUCT</b>					
Cash Payment	E 001-1600-6518 MEDICAL SUPPLIES	Ambulance Medical Supplies			\$333.75
	Invoice 1426279				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$333.75
<b>Claim# 3496 FLIEHLER-ZWANZIGER AGENCY</b>					
Cash Payment	E 001-6500-6409 TORT LIABILITY INSURA	Fire Brush Truck Insurance			\$209.00
	Invoice 8E5-21-97				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$209.00
<b>Claim# 3497 HAWKINS WATER TREATMENT</b>					
Cash Payment	E 600-8100-6501 CHEMICALS	Water Chlorine			\$15.00
	Invoice 3287518				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$15.00
<b>Claim# 3498 PHILLIS HAY</b>					
Cash Payment	E 001-1600-6930 REFUNDS	Ambulance Refund PH			\$29.00
	Invoice 5901000				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$29.00
<b>Claim# 3499 HYGIENIC LABORATORY</b>					
Cash Payment	E 600-8100-6412 TESTING/HYGENIC LAB	Water Testing			\$18.00
	Invoice 541699				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$18.00
<b>Claim# 3500 IOWA UNDERGROUND SERVICE</b>					
Cash Payment	E 630-8210-6507 OPERATING SUPPLIES	Electric Locates			\$29.80
	Invoice 137145				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$29.80
<b>Claim# 3501 IOWA PARK &amp; RECREATION</b>					
Cash Payment	E 001-4600-6230 TRAINING	Pool Annual Training			\$110.00
	Invoice dec 2011 jeff				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$110.00
<b>Claim# 3502 IOWA PARK &amp; RECREATION</b>					
Cash Payment	E 001-4600-6230 TRAINING	Pool Annual Training			\$110.00
	Invoice dec 2011 mark				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$110.00
<b>Claim# 3503 KEITH LEE</b>					
Cash Payment	E 110-2100-6332 VEHICLE MAINTENANCE	RUT Rust Release			\$125.27
	Invoice 529888				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	\$125.27
<b>Claim# 3504 J.P. KELLOGG</b>					

# STRAWBERRY POINT, IA

12/15/11 1:49 PM

Page 3

## \*Claim Register©

122111claims

December 11-12

Cash Payment	E 001-4100-6415 CLEANING CONTRACT	Library Cleaning			\$133.33
	Invoice dec 2011				
Cash Payment	E 001-4700-6415 CLEANING CONTRACT	Civic Center Cleaning			\$266.67
	Invoice dec 2011				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	<b>\$400.00</b>
Claim#	3505 KELLY PRINTING SUPPLIES				
Cash Payment	E 001-6500-6507 OPERATING SUPPLIES	City Hall Ink Toner			\$152.80
	Invoice 173798				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	<b>\$152.80</b>
Claim#	3506 KEPLER LANDSCAPE				
Cash Payment	E 001-4100-6320 BLDG & GROUNDS MAIN	Library Trim Shrubs			\$147.50
	Invoice 3397				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	<b>\$147.50</b>
Claim#	3507 CITY OF STRAWBERRY POINT				
Cash Payment	E 630-8250-6422 ENERGY EFFICIENCY	A Friederich Energy Rebate			\$27.00
	Invoice afriederich				
Transaction Date	12/14/2011	CASH	1010	<b>Total</b>	<b>\$27.00</b>
Claim#	3508 MEDIACOM				
Cash Payment	E 001-6220-6373 TELEPHONE & COMMUN	City Hall Phone, Internet			\$111.87
	Invoice dec 2011				
Cash Payment	E 001-1100-6373 TELEPHONE & COMMUN	Police Phone, Internet			\$111.86
	Invoice dec 2011				
Cash Payment	E 001-1500-6373 TELEPHONE & COMMUN	Fire Phone, Internet			\$46.94
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$270.67</b>
Claim#	3509 MEYER EXCAVATING				
Cash Payment	E 630-8210-6730 IMPROVEMENTS	Electric Lutheran Home Project			\$210.20
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$210.20</b>
Claim#	3510 MEYER EXCAVATING				
Cash Payment	E 630-8210-6730 IMPROVEMENTS	Electric Tree Removal RR Right of Way			\$910.00
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$910.00</b>
Claim#	3511 MEYER EXCAVATING				
Cash Payment	E 110-2100-6320 BLDG & GROUNDS MAIN	RUT Push Leaves & Dirt Spang Barn			\$220.00
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$220.00</b>
Claim#	3512 MEYER EXCAVATING				
Cash Payment	E 610-8150-6320 BLDG & GROUNDS MAIN	Sewer Dig Up Manholes			\$340.00
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$340.00</b>
Claim#	3513 MEYER EXCAVATING				
Cash Payment	E 610-8150-6320 BLDG & GROUNDS MAIN	Sewer Repair Prairie Ave Sewer Line			\$669.55
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$669.55</b>
Claim#	3514 MICHELS POWER				

**STRAWBERRY POINT, IA**

12/15/11 1:49 PM

Page 4

**\*Claim Register©**

122111claims

December 11-12

Cash Payment	E 630-8210-6730 IMPROVEMENTS	Electric Conversion Partial Pay		\$73,347.25
	Invoice 211102			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$73,347.25
Claim#	3515 NAPA			
Cash Payment	E 110-2100-6332 VEHICLE MAINTENANCE	RUT Oil		\$56.73
	Invoice dec 2011			
Cash Payment	E 001-1500-6507 OPERATING SUPPLIES	Fire Cable Tie		\$14.99
	Invoice dec 2011			
Cash Payment	E 001-1100-6332 VEHICLE MAINTENANCE	Police Oil, Wiperblade, Filter		\$124.59
	Invoice dec 2011			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$196.31
Claim#	3516 ONLINE STORES.COM			
Cash Payment	E 001-6500-6507 OPERATING SUPPLIES	City Hall Flags		\$169.80
	Invoice 18912			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$169.80
Claim#	3517 OPPERMAN, JACKIE			
Cash Payment	E 001-6220-6240 MILEAGE AND TRAVEL E	City Hall Meeting Mileage		\$45.44
	Invoice dec 2011			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$45.44
Claim#	3518 RECKER REPAIR			
Cash Payment	E 001-1100-6332 VEHICLE MAINTENANCE	Police Impala Brakes		\$120.05
	Invoice 3325			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$120.05
Claim#	3519 SANDOL LABORATORY			
Cash Payment	E 610-8150-6412 TESTING/HYGENIC LAB	Sewer Testing		\$255.00
	Invoice dec 2011			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$255.00
Claim#	3520 SOLOMON CORPORATION			
Cash Payment	E 630-8210-6507 OPERATING SUPPLIES	Electric Conversion 2 Polemounts		\$3,160.00
	Invoice 223158			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$3,160.00
Claim#	3521 STRATEGIC INSIGHTS INC			
Cash Payment	E 001-6220-6523 COMPUTER SOFTWARE	City Hall Capital Planning Software		\$499.50
	Invoice 11Plan-It-178			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$499.50
Claim#	3522 STRAWBERRY POINT CHAMBER			
Cash Payment	E 113-4300-6524 CHRISTMAS LIGHTS	Munter Trust Light Adapter		\$22.90
	Invoice 11110306			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$22.90
Claim#	3523 RITE PRICE			
Cash Payment	E 001-6500-6506 OFFICE SUPPLIES	City Hall Office Supplies		\$339.09
	Invoice dec 2011			
Transaction Date	12/15/2011	CASH	1010	<b>Total</b> \$339.09
Claim#	3524 STRAWBERRY FOODS & DELI			
Cash Payment	E 001-6500-6507 OPERATING SUPPLIES	City Hall Coffee, Water		\$28.61
	Invoice dec 2011			

**STRAWBERRY POINT, IA**

12/15/11 1:49 PM

Page 5

**\*Claim Register©**

122111claims

December 11-12

Cash Payment	E 001-4700-6507 OPERATING SUPPLIES	Civic Center Pop			\$16.31
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$44.92</b>
<b>Claim#</b>	<b>3525</b>	<b>STRAWBERRY PRESS JOURNAL</b>			
Cash Payment	E 630-8250-6402 ADVERTISING EXPENSE	Electric Home Energy Ad			\$73.90
	Invoice dec 2011				
Cash Payment	E 322-5300-6402 ADVERTISING EXPENSE	Housing Rehab Ads			\$53.68
	Invoice dec 2011				
Cash Payment	E 001-6450-6402 ADVERTISING EXPENSE	Zoning Ordinances			\$35.58
	Invoice dec 2011				
Cash Payment	E 001-6500-6402 ADVERTISING EXPENSE	City Hall Advertising			\$565.98
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$729.14</b>
<b>Claim#</b>	<b>3526</b>	<b>TEKIPPE ENGINEERING PC</b>			
Cash Payment	E 323-2100-6407 ENGINEERING EXPENSE	Cap Imp Street Engineering Invoice 211			\$2,300.00
	Invoice 211				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$2,300.00</b>
<b>Claim#</b>	<b>3527</b>	<b>STRAWBERRY BUILDING SUPPLY</b>			
Cash Payment	E 110-2100-6509 POSTS/SIGNS	RUT Street Sign Repair			\$13.00
	Invoice 35428				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$13.00</b>
<b>Claim#</b>	<b>3528</b>	<b>STUART C IRBY CO</b>			
Cash Payment	E 630-8210-6507 OPERATING SUPPLIES	Electric Conversion Supplies			\$635.58
	Invoice S006382594.003				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$635.58</b>
<b>Claim#</b>	<b>3529</b>	<b>TRUENORTH COMPANIES</b>			
Cash Payment	E 112-4100-6150 GROUP INSURANCE	Library Benefits			\$64.98
	Invoice 0112STRW				
Cash Payment	E 112-2100-6150 GROUP INSURANCE	RUT Benefits			\$32.81
	Invoice 0112STRW				
Cash Payment	E 630-8210-6150 GROUP INSURANCE	Electric Benefits			\$99.21
	Invoice 0112STRW				
Cash Payment	E 630-8250-6150 GROUP INSURANCE	Electric Benefits			\$18.97
	Invoice 0112STRW				
Cash Payment	E 600-8100-6150 GROUP INSURANCE	Water Benefits			\$36.07
	Invoice 0112STRW				
Cash Payment	E 610-8150-6150 GROUP INSURANCE	Sewer Benefits			\$47.49
	Invoice 0112STRW				
Cash Payment	E 112-6220-6150 GROUP INSURANCE	Clerk Benefits			\$24.13
	Invoice 0112STRW				
Cash Payment	E 112-1100-6150 GROUP INSURANCE	Police Benefits			\$141.19
	Invoice 0112STRW				
Cash Payment	G 001-2160 DEDUCTIONS PAYABLE	Employee Benefits By Payroll			\$265.00
	Invoice 0112STRW				
Transaction Date	12/15/2011	CASH	1010	<b>Total</b>	<b>\$729.85</b>
<b>Claim#</b>	<b>3530</b>	<b>US CELLULAR</b>			
Cash Payment	E 001-1100-6373 TELEPHONE & COMMUN	Police Cell Phones			\$145.13
	Invoice 490085600-067				

STRAWBERRY POINT, IA

12/15/11 1:49 PM

Page 6

\*Claim Register©

122111claims

December 11-12

Transaction Date	12/15/2011	CASH	1010	Total	\$145.13
Claim#	3531 US CELLULAR				
Cash Payment	E 001-1600-6373 TELEPHONE & COMMUN	Ambulance Cell Phones			\$70.62
	Invoice 496809482-042				
Transaction Date	12/15/2011	CASH	1010	Total	\$70.62
Claim#	3532 US CELLULAR				
Cash Payment	E 600-8100-6373 TELEPHONE & COMMUN	Water Cell Phone			\$39.58
	Invoice 490085553-067				
Cash Payment	E 610-8150-6373 TELEPHONE & COMMUN	Sewer Cell Phone			\$39.58
	Invoice 490085553-067				
Cash Payment	E 630-8210-6373 TELEPHONE & COMMUN	Electric Cell Phone			\$39.58
	Invoice 490085553-067				
Transaction Date	12/15/2011	CASH	1010	Total	\$118.74
Claim#	3533 UNITED STATES POST OFFICE				
Cash Payment	E 001-6220-6508 POSTAGE/SHIPPING	City Hall Box Rent			\$76.00
	Invoice po box 279				
Transaction Date	12/15/2011	CASH	1010	Total	\$76.00
Claim#	3534 WESSELS ELECTRICAL SERVICE				
Cash Payment	E 001-4100-6320 BLDG & GROUNDS MAIN	Library Post Light Repair			\$130.04
	Invoice 5169				
Transaction Date	12/15/2011	CASH	1010	Total	\$130.04
Claim#	3535 NADINGS SERVICE				
Cash Payment	E 001-1100-6331 VEHICLE OPERATIONS	Police Fuel			\$546.01
	Invoice dec 2011				
Cash Payment	E 001-1500-6331 VEHICLE OPERATIONS	Fire Fuel			\$278.25
	Invoice dec 2011				
Cash Payment	E 001-1600-6331 VEHICLE OPERATIONS	Ambulance Fuel			\$353.06
	Invoice dec 2011				
Cash Payment	E 110-2100-6331 VEHICLE OPERATIONS	RUT Fuel			\$278.57
	Invoice dec 2011				
Cash Payment	E 600-8100-6331 VEHICLE OPERATIONS	Water Fuel			\$95.69
	Invoice dec 2011				
Cash Payment	E 610-8150-6331 VEHICLE OPERATIONS	Sewer Fuel			\$282.09
	Invoice dec 2011				
Cash Payment	E 630-8210-6331 VEHICLE OPERATIONS	Electric Fuel			\$149.85
	Invoice dec 2011				
Transaction Date	12/15/2011	CASH	1010	Total	\$1,983.52
Claim#	3536 MUNTERS TRUE VALUE				
Cash Payment	E 001-1100-6507 OPERATING SUPPLIES	Police Videotape, Humidifier Pad			\$36.87
	Invoice dec 2011				
Cash Payment	E 600-8100-6507 OPERATING SUPPLIES	Water Supplies			\$94.55
	Invoice dec 2011				
Cash Payment	E 110-2100-6507 OPERATING SUPPLIES	RUT Supplies			\$24.52
	Invoice dec 2011				
Cash Payment	E 630-8210-6507 OPERATING SUPPLIES	Electric Battery			\$7.72
	Invoice dec 2011				
Cash Payment	E 001-1500-6320 BLDG & GROUNDS MAIN	Fire Paint, Brush			\$29.68
	Invoice dec 2011				

STRAWBERRY POINT, IA

12/15/11 1:49 PM

Page 7

**\*Claim Register©**

122111claims

December 11-12

---

Cash Payment E 001-4700-6507 OPERATING SUPPLIES Civic Center Tape, Sealant \$8.98  
Invoice dec 2011

Transaction Date	12/15/2011	CASH	1010	<u>Total</u>	\$202.32
------------------	------------	------	------	--------------	----------

---

Claim Type	Direct	Tota	\$97,024.50
------------	--------	------	-------------

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$97,024.50
Total	\$97,024.50

Fund Summary

	1010 CASH
001 GENERAL FUND	\$11,359.28
110 ROAD USE TAX	\$1,180.51
112 EMPLOYEE BENEFIT	\$263.11
113 T&A MUNTER TRUST	\$22.90
322 REHAB HOUSING	\$53.68
323 CAPITAL IMPROVEMENT STREET	\$2,300.00
600 WATER FUND	\$311.82
610 SEWER FUND	\$2,533.71
630 ELECTRIC FUND	\$78,999.49
	<hr/>
	\$97,024.50

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$97,024.50
Total	<hr/>
	\$97,024.50

ORDINANCE NO. 11-10

AN ORDINANCE RESTATING THE CITY CODE  
OF STRAWBERRY POINT, IOWA, ARTICLE 83.06  
TO RESTATE THE METER DEPOSIT

Be It Enacted by the Council of the City of Strawberry Point, Iowa:

SECTION 1. Purpose. The purpose of this ordinance is to restate Article 83.06 to establish the meter deposit.

SECTION 2. METER DEPOSIT. Section 83.06 of the City Code of the City of Strawberry Point, Iowa, shall be restated to read as follows:

83.06. **METER DEPOSIT**. Before any meter is installed or electricity connected to or turned on, a meter deposit shall be paid to the city administrator/clerk in an amount equal to the highest billing of electricity for one month in the previous twelve (12) month period. The deposit for an electric service customer for a property which has not previously received service or does not have a recent twelve month history shall be one hundred fifty dollars (\$150.00). The deposit shall be refundable after twelve (12) months by the City Administrator/Clerk if the payment record of the depositor has never been delinquent. The deposit shall be returned in full to any electric service customer who terminates service to move out of the city, deducting any portion owed to the City for electric service and any amounts owed for any other reason. Tenants will receive the deposit back once the final bill has been paid. "Tenant" shall mean a person entitled under a rental agreement to occupy a dwelling unit to the exclusion of another.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed, being former Code Section 67.07.

SECTION 4. 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 5. When Effective. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed by Council on the \_\_\_\_ day of November, 2011, on the \_\_\_\_ day of December, 2011, and approved this \_\_\_\_ day of December, 2005.

---

MAYOR

ORDINANCE NO. 11-11

AN ORDINANCE AMENDING THE CITY CODE  
OF STRAWBERRY POINT, IOWA, ARTICLE 67.10  
TO LOWER THE WATER METER DEPOSIT

Be It Enacted by the Council of the City of Strawberry Point, Iowa:

SECTION 1. Purpose. The purpose of this ordinance is to amend Article 67.10 to lower the water meter deposit.

SECTION 2. WATER METER DEPOSIT. Section 67.10 of the City Code of the City of Strawberry Point, Iowa, shall be amended to read as follows:

67.10. **METER DEPOSIT**. Before any meter is installed or water connected to or turned on, a meter deposit shall be paid to the city administrator/clerk in an amount equal to ninety (90) days of service in the previous twelve month period. The deposit for a water service customer for a property which has not previously received service or does not have a recent twelve month history shall be fifty dollars (\$50.00). The deposit shall be refundable after twelve (12) months by the City Administrator/Clerk if the payment record of the depositor has never been delinquent. The deposit shall be returned in full to any electric service customer who terminates service to move out of the city, deducting any portion owed to the City for electric service and any amounts owed for any other reason. Tenants will receive the deposit back once the final bill has been paid. "Tenant" shall mean a person entitled under a rental agreement to occupy a dwelling unit to the exclusion of another.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed, being former Code Section 67.07.

SECTION 4. 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 5. When Effective. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed by Council on the \_\_\_\_ day of November, 2011, on the \_\_\_\_ day of December, 2011, and approved this \_\_\_\_ day of December, 2005.

---

MAYOR

**Strawberry Point Tree Board**  
**Meeting Minutes November 21, 2011**

1. Call to order 5:30 pm.
  - a. Roll Call – Don McCullough, Mike Tucker, Jen Dull, & Aaron Opperman.
2. Secretary's Report
  - a. Motion by Jen, second by Aaron to approve previous meeting minutes. Motion carried.
3. Treasurer's Report
  - a. No change
4. Information/Communications
  - a. Citizens have been notified about tree removal/prunes from October Meeting.
  - b. Power of Trees grant application as been submitted
  - c. Trees Forever Year end report has been submitted.
  - d. Received Nov/Dec. Arbor Day newsletter
5. Old Business
  - a. Tree Board article ran twice in the newspaper.
  - b. Aaron and Jenn will work on deer damage protection this weekend.
  - c. Don will work on getting excess tree rinks installed.
  - d. Mike will work up draft for the Arboricultural Specifications Manual for the December meeting.
6. New Business
  - a. There are no tree pruning/removal requests.
  - b. Application for Tree City USA Designation is due December 31<sup>st</sup>. Don is working on getting it together.
  - c. Reviewed preliminary tree planting location list based upon our to canvassing of the town. This will be continued to be developed.
7. Next meeting December 12<sup>th</sup>, 5:30 pm.
8. Meeting adjourned 6:15 pm.

Respectively submitted, Mike Tucker, Board Secretary.

STRAWBERRY POINT ELECTRIC STUDY COMMITTEE  
Monday, December 5, 2011

The Electric Study Committee meeting was called to order at 12:01 p.m. by deputy city clerk at City Hall.

Members present: Jeff Robinson, Mark Meyer, Dave Nading, John Bockenstedt, Norm Rizer, Tom Raithel, and Alan Wessels.

The committee reviewed the minutes from November 2<sup>nd</sup>. Tom moved and John seconded to approve the minutes as presented. All voted in favor and motion passes.

The committee had requested some further information from Allamakee Clayton. Paul Foxwell from Allamakee Clayton responded to the questions being asked. The committee has decided that we will proceed with Allamakee Clayton. They decided to go with Allamakee Clayton for 20 years as our wholesale power provider. Al moved that we go forward with Allamakee Clayton as our wholesale power provider on a 20 year contract. John seconded the motion. All voted in favor and motion passes.

The committee reviewed again the extended warranty options from Ziegler. Jeff had met with Bob from Ziegler to see if we could have a deductible and how that would impact our costs. Jeff moved and Norm seconded to approve the Platinum plan with a \$1000 deductible for the generator extended warranty. All voted in favor and motion passes.

Jeff gave an update on the West end conversion. They have about 2 weeks worth of work to do yet on the project.

With nothing further, Jeff moved and John seconded to adjourn the meeting at 12:30PM.

Respectfully submitted,  
Deanna Dement  
Secretary



As 2011 draws to a close and an exciting new year quickly approaches, the Clayton County Development Group expresses a sincere thank you to you, our partners, members, and friends. Your partnership and support has allowed CCDG to accomplish so much in 2011 and we are looking forward to another successful year in 2012.

The year of 2011 began with the printing of 12,000 calendar of events cards that were distributed to Welcome Centers, museums and businesses in Clayton County and across Iowa. The cards were also included with over 6,000 brochure requests that were mailed out to promote the communities and attractions throughout Clayton County, encouraging people to consider Clayton County as their vacation get-away and to keep our residents and visitors aware of all that Clayton County offers.

With the help of numerous sponsors, multiple entrepreneurial meetings were hosted by CCDG throughout the year to promote and develop small businesses in the county. This year, two QuickBooks training programs were held to help 51 participants gain a better understanding of the bookkeeping software and this fall, a Start Your Own Business class taught 38 entrepreneurs the basics of starting a business. CCDG will continue hosting networking socials and visiting Clayton County industries to inspire entrepreneurs.

We promoted the Enterprise Zone Program to enhance industrial and housing development and to ensure that Clayton County continues to grow. Ten EZ Applications were funded this year.

CCDG continually improves ClaytonCountyIowa.com to showcase why Clayton County is the right choice to relax, enjoy and experience. We offer affordable web presence opportunities to Clayton County businesses through VisitIowa.org memberships to inform tourists of fun recreational activities and intriguing places to lodge, shop, and dine. CCDG also worked in partnership with six other counties in Northeast Iowa to develop a new look for the Visit Iowa website this year.

The Clayton County Foundation for the Future promotes philanthropic giving to offer grant opportunities to Clayton County's non-profit organizations. Through generous contributions to CCFF, ten grants were awarded in 2011 to help volunteers improve the quality of life throughout Clayton County.

In 2011, we rolled out a successful \$23,000 marketing campaign and an extensive \$22,800 tourism marketing campaign is in the works for 2012. The campaign will promote Clayton County through television advertising, magazine and tourism brochure ads, calendar of events, and dining cards to attract both out-of-state and in-state tourists.

This year, CCDG also worked with KCRG to develop a tourism video showcasing all of the unique ways to relax, enjoy and experience Clayton County. Scenes from this video will be used in television advertising during CCDG's 2012 marketing campaign to draw tourists to our area. A new county-wide brochure is also currently being designed to compliment this video and will be ready for distribution next spring.

CCDG continues to provide a Revolving Loan program to help Clayton County businesses achieve their dreams and ambitions. Additionally, CCDG continues to support a Regional Housing Trust Fund, which awarded funding to ten projects this year.

There have been many wonderful programs in the past and we look forward to continuing to offer similar exciting opportunities in the years to come. As always, CCDG will work hard to make Clayton County one to look at with pride and be a place filled with enjoyable experiences that everyone will want to call home. We sincerely thank you for being our partner and we look forward to continuing that partnership into the future.

Happy Holidays to you and yours, and best wishes for a prosperous New Year!

Clayton County Development Group  
John Finley, Tom Blake, Robert Hauber, Chris Hopp, Beth Snitker, Brad Moorman, Lanny Kuehl,  
Beth Regan, Gary Bowden, Darla Kelchen and Emily Yaddof



In the past

The Wilder Memorial

Museum has made payments

to the City of

for utilities.

Museum has applied to the utilities

\$2,000.00 to be

the museum.

The Wilder Memorial Museum would like to

take this time to say

continued support and partnership.

Sincerely,

Wilder Memorial Museum  
Board of Directors  
H. H. H.

November 2011

DEPARTMENT	BUDGET REVENUE	REVENUE YTD	% OF TOTAL BUDGET	BUDGET EXPENDITURES	EXPENDITURES YTD	REMAINING IN BUDGET	% OF TOTAL BUDGET
Police Department	\$ 9,000.00	\$ 10,872.78	121%	\$ 103,997.00	\$ 47,143.27	\$ 56,853.73	45%
Fire Department	\$ 13,100.00	\$ 6,152.48	47%	\$ 52,850.00	\$ 11,498.20	\$ 41,351.80	22%
Ambulance Department	\$ 100,800.00	\$ 55,738.27	55%	\$ 86,550.00	\$ 28,044.24	\$ 58,505.76	32%
Library	\$ 18,600.00	\$ 9,775.65	53%	\$ 63,750.00	\$ 26,082.63	\$ 37,667.37	41%
Pool	\$ 13,000.00	\$ 4,165.12	32%	\$ 54,281.00	\$ 26,348.94	\$ 27,932.06	49%
Civic Center	\$ 21,579.00	\$ 8,463.30	39%	\$ 31,800.00	\$ 7,469.72	\$ 24,330.28	23%
Garbage Department	\$ 77,219.00	\$ 27,898.18	36%	\$ 71,012.00	\$ 28,235.90	\$ 42,776.10	40%
City Hall	-	-		\$ 63,067.00	\$ 14,394.43	\$ 48,672.57	23%
Total General	\$ 253,298.00	\$ 123,065.78	49%	\$ 527,307.00	\$ 189,217.33	\$ 338,089.67	36%
Overall General	\$ 591,118.00	\$ 276,947.02	47%	\$ 600,579.00	\$ 222,987.64	\$ 377,591.36	38%
RUT	\$ 116,000.00	\$ 54,973.33	47%	\$ 101,308.00	\$ 32,296.65	\$ 69,011.35	32%
Water Department	\$ 113,950.00	\$ 54,284.47	48%	\$ 106,791.00	\$ 44,930.82	\$ 61,860.18	42%
Sewer Department	\$ 247,357.00	\$ 84,407.22	34%	\$ 235,113.00	\$ 54,552.02	\$ 180,560.98	23%
Electric Department	\$ 1,214,938.00	\$ 486,733.56	40%	\$ 1,167,758.00	\$ 595,615.19	\$ 572,142.81	51%

Revenues  
 Departments under where there revenue should be Pool, Civic Center, Garbage and Sewer  
 Departments over where there revenue should be Police, Fire, Ambulance, Library, RUT and Water

Expenses  
 Departments under where there expense should be Fire, Ambulance, Civic Center, City Hall, RUT and Water  
 Departments over where there expense should be Police, Pool, and Electric

The revenue for the general fund is a higher for where it should be for the end of November and the expenses are lower than where they should be

NOVEMBER 2011  
12 07 2011

(F)

CITY OF STRAWBERRY POINT, IOWA  
TREASURERS MONTHLY REPORT

	CASH		ADJUSTMENTS		CASH		TREAS		OUTSAND		BANK		INVESTMENTS		FUND	
	ON HAND	TRANSFER	RECEIVED	DISBURSED	BALANCE	CHECKS	BALANCE	THIS MONTH	LAST MONTH	BALANCE	THIS MONTH	LAST MONTH	BALANCE	THIS MONTH	LAST MONTH	BALANCE
GENERAL	144,215.39		56,713.25	31,280.34	171,648.30	3,283.16	174,931.46	0.00	0.00	0.00	0.00	174,931.46	0.00	0.00	174,931.46	
PETTY CASH	38.94				38.94		38.94					38.94			38.94	
ROAD USE	103,920.22		10,562.08	3,697.10	110,785.20	110.91	110,896.11	0.00	0.00	0.00	0.00	110,896.11	0.00	0.00	110,896.11	
DEBT SERVICE	79,553.66		15,830.45	15,900.50	79,483.61	15,900.50	95,384.11	0.00	0.00	0.00	0.00	95,384.11	0.00	0.00	95,384.11	
TRUST & AGENCY	135,794.86		13,953.31	6,301.41	143,446.76	34.03	143,480.79	0.00	0.00	0.00	0.00	143,480.79	0.00	0.00	143,480.79	
WATER	75,829.93		9,137.34	5,278.61	79,688.66		79,688.66	0.00	0.00	0.00	0.00	79,688.66	0.00	0.00	79,688.66	
SEWER	169,034.35		16,782.79	6,406.82	179,410.32		179,410.32	0.00	0.00	0.00	0.00	179,410.32	0.00	0.00	179,410.32	
ELECTRIC	301,871.51		84,023.25	186,188.91	199,705.85		199,705.85	300,862.48	300,862.48	300,862.48	300,862.48	500,568.33	0.00	0.00	500,568.33	
SPECIAL ASSETS	0.94				0.94		0.94	0.00	0.00	0.00	0.00	0.94	0.00	0.00	0.94	
CAPITAL EQUIP	295,120.06		271.53		295,391.59		295,391.59	0.00	0.00	0.00	0.00	295,391.59	0.00	0.00	295,391.59	
SEWER SURPLUS FUND	66,847.43				66,847.43		66,847.43	0.00	0.00	0.00	0.00	66,847.43	0.00	0.00	66,847.43	
STREET SCAPE	84,132.61				84,132.61		84,132.61	0.00	0.00	0.00	0.00	84,132.61	0.00	0.00	84,132.61	
CAPITAL IMPROV STREET	40,086.73		5,762.00		34,324.73	1,182.00	35,496.73	0.00	0.00	0.00	0.00	35,496.73	0.00	0.00	35,496.73	
LOCAL OPTION TAX	31,991.35		10,780.31		42,771.66		42,771.66	0.00	0.00	0.00	0.00	42,771.66	0.00	0.00	42,771.66	
LOCAL OPTION ECON DEV	0.00		5,390.15	2,595.72	2,794.43		2,794.43	0.00	0.00	0.00	0.00	2,794.43	0.00	0.00	2,794.43	
REHAB HOUSING	12,743.96		93.00		12,836.96		12,836.96	0.00	0.00	0.00	0.00	12,836.96	0.00	0.00	12,836.96	
URBAN RENEWAL	0.00				0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ECONOMIC DEV	0.00				0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FEMA	3,256.77				3,256.77		3,256.77	0.00	0.00	0.00	0.00	3,256.77	0.00	0.00	3,256.77	
<b>Bank Statement Balance</b>	<b>1,544,448.71</b>		<b>225,444.46</b>	<b>263,504.41</b>	<b>1,506,388.76</b>	<b>20,480.60</b>	<b>1,526,879.36</b>	<b>300,862.48</b>	<b>300,862.48</b>	<b>300,862.48</b>	<b>300,862.48</b>	<b>1,827,741.84</b>	<b>0.00</b>	<b>0.00</b>	<b>1,827,741.84</b>	

1,506,388.76

DEPOSIT IN DECEMBER  
NSF CHECK (405.92)  
NSF CHECK 164.74  
NSF CHECK  
NSF CHECK  
NSF CHECK

164.74 NSF CHECK  
(12,623.36) OUTSTANDING CHECKS CLEARED  
NSF CHECK  
NSF CHECK  
NSF CHECK

225,203.28 251,045.79  
225,203.28 251,045.79  
(0.00) (0.00)

20,490.60 OUTSTANDING CHECKS  
(405.92) DEPOSIT IN DECEMBER

1,526,473.44  
1,526,473.44  
0.00

CASH IN CHECKING ACCOUNT

1,526,473.44

1,526,473.44  
300,862.48  
300,862.48  
1,827,335.92

DEC 07 2011  
*Thomas R Munter*  
Thomas R Munter, Treas.

INVESTMENTS  
TOTAL INVESTMENTS  
TOTAL CASH & INVESTMENTS



**STRAWBERRY POINT, IA**  
**\*Cash Balance Investments**

Current Period November 11-12

Fund	11-12 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	JE Payroll	Balance NO Investments	Investment	Balance
<b>1010 CASH</b>									
001 GENERAL FUND	\$121,373.22	\$276,947.02	\$206,794.98	\$0.00	\$43,571.89	(\$63,448.85)	\$171,648.30	\$0.00	\$171,648.30 In Bal
002 PETTY CASH	\$38.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.94	\$0.00	\$38.94 In Bal
110 ROAD USE TAX	\$88,108.52	\$54,973.33	\$22,666.09	\$0.00	(\$2,668.22)	(\$6,962.34)	\$110,785.20	\$0.00	\$110,785.20 In Bal
111 T&A MUSEUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
112 EMPLOYEE BEN	\$6,464.45	\$44,466.81	\$18,931.85	\$0.00	(\$13,961.03)	\$0.00	\$18,038.38	\$0.00	\$18,038.38 In Bal
113 T&A MUNTER TR	\$16,057.64	\$1,098.04	\$0.00	\$0.00	\$0.00	\$0.00	\$17,155.68	\$0.00	\$17,155.68 In Bal
114 T&A ELECTRIC I	\$7,444.59	\$975.00	\$1,406.25	\$0.00	\$0.00	\$0.00	\$7,013.34	\$0.00	\$7,013.34 In Bal
115 T&A WATER ME	\$4,482.79	\$325.00	\$468.75	\$0.00	\$0.00	\$0.00	\$4,339.04	\$0.00	\$4,339.04 In Bal
116 T&A LIBRARY C	\$11,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,745.85	\$0.00	\$11,745.85 In Bal
117 T&A FIRE DEPAI	\$24,460.47	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,360.47	\$0.00	\$25,360.47 In Bal
118 T&A SWIMMING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
119 T&A MILLARD LI	\$48.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.75	\$0.00	\$48.75 In Bal
120 LIBRARY HARLE	\$2,210.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,210.43	\$0.00	\$2,210.43 In Bal
121 T&A TREE BOAF	(\$121.11)	\$170.00	\$1,210.00	\$0.00	\$0.00	\$0.00	(\$1,161.11)	\$0.00	(\$1,161.11) In Bal
122 T&A AMBULANC	\$18,405.13	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,515.13	\$0.00	\$18,515.13 In Bal
123 T&A CIVIC CENT	\$24,308.10	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,208.10	\$0.00	\$25,208.10 In Bal
124 LOCAL OPTION	\$11,242.15	\$31,529.51	\$0.00	\$0.00	\$0.00	\$0.00	\$42,771.66	\$0.00	\$42,771.66 In Bal
125 ELECTRIC PRIN	\$0.00	\$1,545.48	\$0.00	\$0.00	\$0.00	\$0.00	\$1,545.48	\$146,786.25	\$148,331.73 In Bal
126 LOCAL OPTION	\$0.00	\$15,764.75	\$12,970.32	\$0.00	\$0.00	\$0.00	\$2,794.43	\$0.00	\$2,794.43 In Bal
127 T&A EMERGENC	\$258.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$258.31	\$0.00	\$258.31 In Bal
128 T&A I-JOBS	\$3,227.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,227.16	\$0.00	\$3,227.16 In Bal
129 FEMA - HAZARD	\$3,256.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,256.77	\$0.00	\$3,256.77 In Bal
145 URBAN RENEW/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
160 ECONOMIC DEV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
200 DEBT SERVICE-	\$32,389.70	\$50,205.50	\$20,081.59	\$0.00	\$0.00	\$0.00	\$62,513.61	\$0.00	\$62,513.61 In Bal
201 DEBT SERVICE-	\$0.00	\$16,970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,970.00	\$0.00	\$16,970.00 In Bal
301 CAPITAL EQUIP	\$14,199.28	\$1,532.53	\$0.00	\$0.00	\$0.00	\$0.00	\$15,731.81	\$0.00	\$15,731.81 In Bal
302 CAP EQUIP IMPI	(\$108,956.96)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$108,956.96)	\$0.00	(\$108,956.96) In Bal
303 CAP EQUIP IMPI	\$20,264.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,264.16	\$0.00	\$20,264.16 In Bal
305 CAP EQUIP IMPI	\$19,862.77	\$7,874.81	\$0.00	\$0.00	\$0.00	\$0.00	\$27,737.58	\$0.00	\$27,737.58 In Bal
307 CAP EQUIP IMPI	\$38,898.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,898.80	\$0.00	\$38,898.80 In Bal
308 CAP EQUIP IMPI	\$9,154.24	\$5,971.94	\$0.00	\$0.00	\$0.00	\$0.00	\$15,126.18	\$0.00	\$15,126.18 In Bal
309 CAP EQUIP IMPI	\$61,407.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,407.20	\$0.00	\$61,407.20 In Bal
310 CAP EQUIP IMPI	\$158,272.14	\$54,732.12	\$0.00	\$0.00	\$0.00	\$0.00	\$213,004.26	\$0.00	\$213,004.26 In Bal
311 CAP EQUIP IMPI	\$4,660.01	\$4,018.55	\$0.00	\$0.00	\$0.00	\$0.00	\$8,678.56	\$0.00	\$8,678.56 In Bal
312 CAP EQUIP IMPI	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00 In Bal
314 ELECTRIC REQU	\$0.00	\$1,188.91	\$0.00	\$0.00	\$0.00	\$0.00	\$1,188.91	\$112,919.81	\$114,108.72 In Bal

**STRAWBERRY POINT, IA**  
**\*Cash Balance Investments**

Current Period November 11-12

Fund	11-12 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	JE Payroll	Balance NO Investments	Investment	Balance
320 SPECIAL ASSES	\$0.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.94	\$0.00	\$0.94 In Bal
321 STREETSCAPE	\$68,928.61	\$15,204.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,132.61	\$0.00	\$84,132.61 In Bal
322 REHAB HOUSING	\$17,783.44	\$0.00	\$5,132.48	\$0.00	\$0.00	\$0.00	\$12,650.96	\$0.00	\$12,650.96 In Bal
323 CAPITAL IMPROV	\$46,184.78	\$0.00	\$14,600.00	\$0.00	\$0.00	\$0.00	\$31,584.78	\$0.00	\$31,584.78 In Bal
324 IND PARK IMPROV	\$3,911.95	\$0.00	\$1,162.00	\$0.00	\$0.00	\$0.00	\$2,749.95	\$0.00	\$2,749.95 In Bal
600 WATER FUND	\$70,335.01	\$54,284.47	\$30,704.92	\$0.00	(\$5,142.22)	(\$9,083.68)	\$79,688.66	\$0.00	\$79,688.66 In Bal
610 SEWER FUND	\$25,568.50	\$84,407.22	\$38,051.32	\$0.00	(\$6,157.99)	(\$10,342.71)	\$55,423.70	\$0.00	\$55,423.70 In Bal
611 SEWER REV BO	\$123,986.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,986.62	\$0.00	\$123,986.62 In Bal
612 SEWER SURPL	\$66,847.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,847.43	\$0.00	\$66,847.43 In Bal
630 ELECTRIC FUND	\$208,679.54	\$487,703.81	\$553,567.56	\$0.00	(\$15,642.43)	(\$26,405.20)	\$100,768.16	\$0.00	\$100,768.16 In Bal
631 ELECT GENERA	\$96,203.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,203.30	\$41,156.42	\$137,359.72 In Bal
910 TOWNSHIP PRC	(\$10.28)	\$11,497.51	\$0.00	\$0.00	\$0.00	\$0.00	\$11,487.23	\$0.00	\$11,487.23 In Bal
	\$1,325,083.34	\$1,225,296.31	\$927,748.11	\$0.00	\$0.00	(\$116,242.78)	\$1,506,388.76	\$300,862.48	\$1,807,251.24

Chiefs Notes  
Police Activity Report for November

- 11-2 Warrant check.
- 11-3 Juvenile interview @ Child Protection Center in Hiawatha, DHS investigation.
- 11-4 Juvenile matter.
- 11-5 Medical incident.
- 11-6 Investigative follow up. OWI 2nd offense arrest Ryan Cole of Dundee Iowa also charged with fail to obey stop sign, driving on the wrong side of the roadway, No insurance and open container.
- 11-7 Contact DCI on a sex offender rule inquiry.
- 11-8 Serve notice on Elkader Street, Pick up individual on Park Ave for questioning by Delaware County.
- 11-9 Training at Keystone AEA by county attorney, Animal control on Park Avenue.
- 11-10 Accident Car vs Deer on Highway 13 N.
- 11-11 Vets Parade, assist Delaware County with disturbance in Edgewood.
- 11-12 Investigative follow up.
- 11-13 Gas drive off @ Nading's, Traffic stop arrest warrant on Diane Gray of Coggon Iowa for Harassment, Barking dog complaint on Buffalo Street.
- 11-14 Return found cell phone, Barking dog complaint on Buffalo Street.
- 11-15 Accident with injuries on Highway 13 N. Barking dog complaint on Buffalo Street. Traffic Control West Mission Street to pour sidewalk.
- 11-16 Direct traffic for funeral at the Methodist church.
- 11-17 Motorist assist.
- 11-18 Career Day presentation @ Starmont, Nuisance complaint on West Elm Street.
- 11-19 Barking Dog complaint on West Elm Street. Accident investigation.
- 11-21 School bus violation.
- 11-23 Unlock Keys @ Nading's
- 11-24 OWI 2nd offense arrest Todd Lincoln of Manchester Iowa also charged with driving on the wrong side of the roadway, No insurance and failure to give notice of address change.
- 11-25 Animal at large
- 11-26 Assist county with accident on 390th Street.
- 11-27 Juvenile matter investigative follow up on West Spring Street, medical incident on Commercial Street.
- 11-28 Traffic Control @ Catholic Church for Leonard Muller Funeral Home, Traffic Control @ Catholic Church for Roberson's Funeral Home, follow up on a juvenile matter.
- 11-29- Budget preparation.
- 11-30 Narcotics investigation, Citizen assist, remove dead raccoon from residence on Elkader Street, County Law Enforcement meeting, Accident Car vs Deer, Narcotics Investigation.

Written traffic citations	22
Parking warnings	35
Traffic warnings	38

Chiefs Notes  
Police Activity Report for October

- 10-1 Security Homecoming dance.
- 10-2 Missing & Abducted Children Conference in Kansas City.
- 10-3 Missing & Abducted Children Conference in Kansas City.
- 10-4 Missing & Abducted Children Conference in Kansas City.
- 10-4 Citizen assist on Elkader Street, Missing & Abducted Children Conference in Kansas City.
- 10-5 Missing & Abducted Children Conference in Kansas City.
- 10-6 Missing & Abducted Children Conference in Kansas City.
- 10-9 Medical call @ Community Bible Church, Move sign on West Mission Street parking area, Report of theft on Mechanic Street. Vandalism to vehicle @ Strawberry Foods parking lot.
- 10-10 Assist citizen, see mayor about parking issues.
- 10-11 Animal at large on West Mission(return to owner), Medical call @ Lutheran Home, Juvenile Matter. accident at Nadings Sporting Goods parking lot
- 10-12 2-Juvenile interviews @ Child Protection Center in Hiawatha, talk to owner of a nuisance building on West Mission Street, juvenile matter.
- 10-13 Safety presentation @ Starmont preschool & daycare, 2 juvenile matters.
- 10-14 Security Starmont football game.
- 10-15 Unlock keys @ Nadings Sporting Goods, Disturbance in front of the post office, traffic stop arrest Randall Weber of Wadena Iowa for 1st offense OWI, open container and driving on the wrong side of the road.
- 10-16 Juvenile matter, Notify citizen to contact Fayette Police about a bad check.
- 10-17 Notify business owner about right of way & signage issue, Indecent exposure incident on Sunset.
- 10-18 Notify business owner about right of way & parking issue, Department of Human Services investigation of a juvenile matter.
- 10-19 Dog kennel repairs, Unlock vehicle on West Mission Street, Council meeting, Court.
- 10-20 2 Juvenile interviews @ Child Protection Center in Hiawatha, Citizen assist with suspicious vehicle.
- 10-21 2 Juvenile interviews @ Child Protection Center in Hiawatha, Starmont football security, Assist with traffic stop Jonathon Jennings of Ames Ia arrested for Interference with official acts and open container, Citizen assist.
- 10-22 Investigative follow up Brandon Moorman of Ames Iowa cited for Interference with official acts, failure to use rear lamps, open container, , Assist county with arrest.
- 10-23 Investigative follow up.
- 10-25 1 Juvenile interview @ Child Protection Center in Hiawatha.
- 10-26 2 Juvenile interviews @ Child Protection Center in Hiawatha, court, animal at large (returned to owner).
- 10-27 Unlock vehicle, investigative follow up.
- 10-28 Accident. criminal mischief.
- 10-29 Drug take back program, criminal mischief.
- 10-30 Unlock vehicle, talk to business owner about right of way and parking issue, investigative follow up.
- 10-31 Serve notice on Elkader Street.

Written traffic citations 22

Criminal citations 2

Parking citations 2

Parking warning 1

Traffic warnings 98

\* A charge is merely an accusation, defendants are innocent until proven guilty in a court of law.

# City of Strawberry Point

## Employee Performance Evaluation

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Type of Evaluation:        6-month \_\_\_\_\_        Annual \_\_\_\_\_

**Instructions:** It is important to be objective and to view the person's total performance over the entire rating period, not just one or two specific instances. Please circle the number that most nearly describes the employee's performance. 1 = Unacceptable Performance; 2 = Needs Improvement; 3 = Meets Expectations; 4 = Exceeds Expectations; 5 = Superior.

### **TEAMWORK – Relationship with Council, other employees and Citizens:**

Willingly helps others whenever possible. Positively exchanges information between City Hall, Council, Employees and Citizens. Takes an active part in maintaining good relations between the City and citizens.

1. Shows little or no concern for council members, employees, citizens or fellow employees.
2. Cares about team members, but overly concerned with self-interest. Indifferent to City laws and goals.
3. Interested in the well being of the City, the citizens and other employees. Gets along with others.
4. Goes out of the way to help others. Displays enthusiasm for job and job performance.
5. Outstanding team player. Stimulates teamwork among others. Concern for the welfare of the City, and other team members and accomplishment of the City's goals.

**PRODUCTIVITY – Quantity of Work:** Volume of work regularly produced. Is proficient and consistent in time spent at work. Works well with no supervision.

1. Extremely low output. Definitely unacceptable.
2. Marginally acceptable, but low output. Barely does what is expected.
3. Average output. Meets job expectations.
4. Produces or accomplishes more than job requirements. Above average.
5. Performs an outstanding job.

**QUALITY OF WORK:** Freedom from errors and mistakes. Strives for accuracy and professional quality of work in general. Makes sure the City is operated efficiently and effectively.

1. Very poor quality. Excessive errors and mistakes.
2. Acceptable by minimum standards. Improvement needed.
3. Acceptable quality. Meets job expectations.
4. Above average quality. Few errors and mistakes.
5. Highest possible quality. Work is outstanding.

**KNOWLEDGE OF WORK:** Understanding of the techniques, skills, processes, equipment, procedures and materials to perform the job.

1. Lacks knowledge to perform work properly.
2. Minimum knowledge for performing the work required.
3. Satisfactory knowledge of work and sufficient knowledge of related activities.
4. Very well informed about own duties and related activities.
5. Superior knowledge of own work and all related activities.

**PRACTICAL SKILLS:** Skills possessed to execute the work and related activities.

1. Lacks skills to perform work successfully.
2. Skills are below average. Frequently requires instructions or advice.
3. Displays competency in skills required to meet performance standards. Seldom needs help or instructions.
4. Excellent skills to perform the work. Performs even the more difficult tasks competently.
5. Demonstrates superior skills in performing the work. Others frequently ask for advice or instructions.

**SAFETY:** Informs others of safety policies and works to gain their adherence. Keeps a watchful eye for unsafe working conditions and personally corrects unsafe conditions where appropriate. Personally follows all safety practices.

1. Fails to follow many safety guidelines.
2. Meets minimum safety requirements. Needs to improve in some aspects.
3. Doing well. Follows safety guidelines.
4. Exceed most safety requirements. Personally takes responsibility for correcting unsafe conditions if appropriate.
5. Excels in virtually all safety aspects of the work.

**CREATIVITY:** The ability to develop new ideas, new and better ways of doing things and for being imaginative.

1. Rarely has an idea, stays in own routine and is unimaginative.
2. Occasionally has a new way of doing regular tasks.
3. Has average imagination and ability to suggest new methods and/or procedures.
4. Frequently suggests new ways of doing things; thinks outside the box.
5. Continually seeks new, better and innovative ways of doing things, is very imaginative.

**ATTENDANCE:** The ability to report to work as scheduled on a regular and timely basis.

1. Frequently absent and/or frequently tardy for work.
2. Attendance and/or timeliness is below average, often tardy or absent.
3. Maintains regular scheduled hours and is usually on time, uses average sick leave.
4. Very prompt, regular in attendance, better than average sick leave usage.
5. Very punctual and reliable, minimum sick leave, volunteers for overtime when needed.

**DEPENDABILITY:** The ability to perform job tasks well, on time and with a minimum of follow-up and supervision.

1. Requires close supervision, cannot be relied upon to complete work correctly or on time.
2. Often requires prompting and frequent follow-up to ensure work is properly completed.
3. Usually completes work assignments in an acceptable fashion and time frame.
4. Requires little supervision; can be relied upon to complete assignments.
5. Requires absolute minimum of follow-up and supervision.

**OVERALL EVALUATION:**

1. Fails to meet established standards.
2. Below standard, immediate improvement is required.
3. Performance is usually average and acceptable.
4. Performance is usually above average.
5. Performance is consistently well above average.

**GENERAL COMMENTS**

Areas targeted as needing improvement:

---

---

Areas targeted as employee strengths:

---

---



**Premium Conversion Plan  
Summary Plan Document**

**Plan Year: January 1, 2012 to December 31, 2012**

**For:**

**The City of Strawberry Point**

<b>INTRODUCTION.....</b>	<b>3</b>
<b>PURPOSE OF THE PLAN .....</b>	<b>3</b>
<b>LIMITATIONS ON CONTRIBUTIONS.....</b>	<b>3</b>
<b>PARTICIPATION IN YOUR PLAN.....</b>	<b>3</b>
<b>HOW THE PREMIUM CONVERSION PLAN AFFECTS YOUR OTHER BENEFITS.....</b>	<b>4</b>
Deferred Compensation .....	4
Social Security .....	4
<b>ERISA RIGHTS.....</b>	<b>5</b>
<b>CHANGE IN ELECTIONS/CHANGE IN STATUS.....</b>	<b>5</b>
Certain Judgments, Decrees or Orders.....	6
Continuing Plan Participation Under COBRA and FMLA .....	6
<b>TERMINATION OF BENEFITS.....</b>	<b>7</b>
<b>FOR MORE INFORMATION.....</b>	<b>7</b>
<b>PLAN SPONSOR.....</b>	<b>8</b>

## **INTRODUCTION**

The rising costs of healthcare have led to employees paying a greater portion of their healthcare premiums. In order to relieve some of this burden, The City of Strawberry Point has expanded its employee benefits by offering a Premium Conversion Plan.

This document outlines the advantages and requirements associated with this Premium Conversion Plan. It will demonstrate how the program works so that you can use it to its full extent.

## **PURPOSE OF THE PLAN**

The Premium Conversion Plan increases your spendable income by reducing your taxes. It accomplishes this by allowing you to use pre-tax dollars to pay for the employee portion of health and dental insurance premiums.

The difference between pre-tax and after-tax is significant. Pre-tax dollars represents your gross pay before taxes are deducted. After-tax dollars is the amount of your pay after all the taxes have been deducted.

## **LIMITATIONS ON CONTRIBUTIONS**

The Maximum Contribution you can make to this Plan is an amount equal to the total cost of purchasing the most expensive premium-type benefit available from each Benefit Category. "Benefit Category" refers to each category of benefits such as health or dental insurance.

## **PARTICIPATION IN YOUR PLAN**

All employees who meet the participation requirements are eligible to participate in this Plan. To qualify as a participant under this Plan, you must meet the following requirements:

- You must have reached the age 18.
- First of the month following 30 days of employment.

Employees who fall into the following groups are excluded from participating in the Plan:

- Part-time Employees who work less than 20 hours per week.
- Seasonal Employees who work less than 12 months per year.

- Employees who are non-resident aliens and receive no earned income from the employer which constitutes income from sources within the United States.

All eligible employees are automatically enrolled in the Premium Conversion Plan. You may opt out, if you wish, by notifying your company. **Keep in mind: You will have the same amount of money deducted from your paycheck each pay period to cover your portion of healthcare premiums. The only issue is whether or not you will pay taxes on that money.**

The annual open enrollment period will occur in December for the following plan year. Your continued participation in the plan is automatic unless you opt out of the plan in writing during the open enrollment period.

Employees may not enroll other than during the open enrollment process unless they have a qualifying change status (i.e., marriage, divorce, birth of a child, etc.). These employees may enroll within 30 days of the qualifying event. Proper documentation of the change and a completed enrollment form must be received by the employer within 30 days of the qualifying change.

## **HOW THE PREMIUM CONVERSION PLAN AFFECTS YOUR OTHER BENEFITS**

### **Deferred Compensation**

Contributions to the Premium Conversion Plan reduce your taxable salary, which is used to calculate the amount you may contribute to the Company's Deferred Compensation Plan, if one is offered.

### **Social Security**

If your annual salary, after pre-tax contributions, is less than the 2004 FICA maximum taxable annual wage base of \$87,900, you are reducing the amount of Social Security taxes you pay and your Social Security benefits may be reduced at retirement. The tax savings realized through the Premium Conversion Plan generally outweigh the Social Security reduction at retirement even if a 15% Federal Income Tax bracket is assumed. Income Tax savings will increase at higher Federal Income Tax brackets. Social Security reduction would remain the same.

## **ERISA RIGHTS**

As a participant in Premium Conversion Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan participants shall be entitled to examine, without charge, at the plan administrator's office and at other specified locations, such as worksites, all plan documents, including insurance contracts and copies of all information filed by the plan with the US Department of Labor. You may also obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.

ERISA also imposes duties upon the people who are responsible for the operation of employee benefit plans. These 'fiduciaries' have a duty to operate the plan prudently in the best interests of all plan participants.

No one may fire you or otherwise discriminate against you to prevent you from obtaining a plan benefit or exercising your rights under ERISA. If your claim is denied in whole or in part, you must receive a written explanation for the reason of the denial.

If you have any questions about your plan benefits, you should contact the plan administrator. If you have questions about ERISA, you should contact the nearest Area Office of the US Labor-Management Services Administration, Department of Labor.

## **CHANGE IN ELECTIONS/CHANGE IN STATUS**

The laws governing Premium Conversion Plans generally do not allow you to change the terms of your participation during a Plan Year. There are, however, a few exceptions to this rule. You may change your participation if there is a change in your status. It is up to the Plan Administrator to determine what is and is not a change in status, and the judgment of the Plan Administrator must be made in reliance with the laws governing Premium Conversion Plans.

Also, you (or your estate) will not be required to make further contributions to the Plan once you have died, retired, terminated employment, or have a change in job status so that you are no longer eligible to participate under this Plan.

If you do have a change in status and wish to change your participation, you must notify the Plan Administrator. If the Plan Administrator determines that your change in status is a permitted change under the law, and that the election change is consistent with your change in status, the Plan Administrator will allow you to file a form, with new benefit choices that reflect your change in status.

Note that the new benefit elections can start only after your change in status has taken place and the new form has been filed. For example, assume that you are going to be married. You could request a change in your benefits to add health coverage for your

spouse to be effective on your wedding day. However, making other unrelated changes or changes that are effective before your wedding day would not be approved.

Also, you may be required to increase your contribution if the Plan's cost for a particular benefit should increase during the Plan Year. If, for example, premiums for health insurance offered under the Plan are raised during the year, you will have the option of either paying your share of the increased premiums or selecting another health insurance option offered under the Plan.

You may change a benefit election upon the occurrence of a valid change in status event but **only** if your change is made **on account of, and corresponds with**, a change in status that affects your own, your spouse's or your dependent's coverage eligibility. Assuming that these general consistency requirements are satisfied, if the change in status event affects eligibility for a particular coverage, a corresponding change can be made to the same type of coverage.

You must complete and submit a Change In Status Form within 30 days of the event. The Plan Administrator will determine if your Change In Status meets IRS regulations. If your change results from a valid Change In Status, your existing benefits will be stopped or modified (as appropriate) the first day of the pay period or the first day of the month following approval and completion of processing.

The following events constitute valid Changes In Status:

- change in legal marital status, including marriage, death of spouse, divorce, legal separation (if recognized by state law) or annulment
- change in the number of dependents, including birth, adoption, placement for adoption or death of a dependent. *Existing* dependents can also be added whenever a dependent gains eligibility as a result of a valid Change In Status event.
- change in employment status of employee, your spouse or your dependent, including: termination or commencement of employment; a strike or lockout; commencement or return from an unpaid leave of absence; change in work schedule, including an increase or decrease in the number of hours of employment; a switch between full-time and part-time status, and a change in worksite
- an event that causes an employee's dependent to satisfy or cease to satisfy the requirements for eligibility coverage due to attainment of age, student status, (i.e. marriage) or any similar circumstances as provided under the accident or health plan under which the employee receives coverage, and
- a change in the place of residence of the employee, spouse or dependent including moving out of the service area.

## **Certain Judgments, Decrees or Orders**

If a judgment, decree or Order from a divorce, legal separation (if recognized by state law), annulment, or change in legal custody requires that you provide accident or health coverage for your dependent child (including a foster child who is your dependent), you may change your election to provide coverage for the dependent child. If the Order requires that another individual (including your spouse and former spouse) cover the dependent child and provide coverage under that individual's plan, you may change your election to revoke coverage for the dependent child.

## **Continuing Plan Participation Under COBRA and FMLA**

Special rules, called COBRA provisions, apply to certain health or medical plans. If you terminate employment or have another "qualifying event" that affects your health plan, your Benefits Coordinator will give you an explanation of COBRA and your rights to continued coverage, if COBRA applies to your plan.

The Family and Medical Leave Act ('the FMLA') requires employers with 50 or more employees to provide unpaid leave for eligible employees at the time of the birth or adoption of a child or at the time of a serious health condition affecting the employee or a family member.

Your employer will pay the cost of continued coverage while you are on FMLA leave. You are not required to contribute to the plan in order to continue to participate during an FMLA leave.

## **TERMINATION OF BENEFITS**

Benefits of the Premium Conversion Plan may terminate (unless the plan specifically provides otherwise) if:

- your employment terminates
- the group plan terminates
- you discontinue any required contributions or
- your employer amends or terminates the plan.

## **FOR MORE INFORMATION**

Contact the Plan Administrator if you need more information regarding your Section 125 Account.

## PLAN SPONSOR

Employer/Plan Sponsor                    The City of Strawberry Point  
Federal Employer ID Number            42-6005265  
Street Address                            111 Commercial Street  
City, State, ZIP                          Strawberry Point, IA 52076

Name of the Plan                        Wellmark BC/BS  
Plan Year Begins                        01/01/2012  
Plan Year Ends                          12/31/2012  
Plan Year Effective Date                01/01/2012

Plan Service Provider                 Wellmark BC/BS

IN WITNESS WHERE OF, the City of Strawberry Point has caused this PREMIUM ONLY SECTION 125 CAFETERIA PLAN Arrangement to be executed in its name and behalf on this first day of January, by its duly authorized officers.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date