

COLLINS CITY COUNCIL AGENDA
THURSDAY, June 6, 2019
7:00 p.m. – City Hall 212 Main Street

NOTICE TO PUBLIC: The Mayor and Council welcome comments from the public during Agenda discussion; you will be asked to state your name for the record. Agenda items are placed on the floor by Council motion. Input/discussion on Agenda issues is then followed by Council vote.

CALL TO ORDER & ROLL CALL

CONSENT OF POSTED AGENDA [Additions/deletions may be made to Agenda up to 24 hours prior to meeting time as provided by Section 21.4(2) Code of Iowa]

- A. Motion to approve/deny/discuss: Previous Month's Minutes/Expenses & Revenues
- B. Previous Month's Sheriff's Report

PUBLIC FORUM: This is time set aside for comments from the public on topics of City business other than those listed on the Agenda. Please understand, the Council will not take immediate action on the public forum comments due to requirements of the Open Meetings Law but may do so at a future meeting.

ACTION ITEM(S)/MOTION(S):

1. Motion to approve/deny/discuss: Resolution 15-2019 Naming Kathryn Baldwin as City Clerk and Setting Wages
2. Motion to approve/deny/discuss: Fence Permit – Stacy Howell, 407 3rd Ave
3. Motion to approve/deny/discuss: FY19/20 Animal Rescue Service Contract
4. Motion to approve/deny/discuss: ABD Liquor License – Collins Fire & Rescue
5. Motion to approve/deny/discuss: Policy for rentals of CACC property and spaces
6. Motion to approve/deny/discuss: CD to be set aside (\$15000) for 4th and 2nd Ave storm water work (approved but not completed)
7. Motion to approve/deny/discuss: SCEDG rep appointment
8. Motion to approve/deny/discuss: House tear-down request/building permit, Jess Cramblit
9. Motion to approve/deny/discuss: Offer to Buy Real Estate and Acceptance
10. Motion to approve/deny/discuss: 1st Reading – Ordinance establishing Footing Drain Inspection and Disconnection Program
11. Motion to approve/deny/discuss: Owner-Occupied Rehabilitation grant for Christine Brown \$6,200 Roof Repairs

DEPARTMENT REPORTS: PUBLIC WORKS; LIBRARY; WELLNESS
COUNCIL DISCUSSION ITEMS

- Complaint regarding five (5) addresses/junk issues – Cara Cross
- Collins Watch funding for signage – Staci Corbitt
- Collins Watch funding from L.O.S.T. for an event Sept. 12 – Staci Corbitt
- Trailside Park hours – Staci Corbitt

MAYOR'S REPORT
ADJOURNMENT

City of Collins

RESOLUTION NAMING KATHRYN BALDWIN AS CITY CLERK AND SETTING WAGES

Where as the City of Collins needs to name a new city clerk,

And WHEREAS, the city has undertaken a search to fill the position in accordance with Iowa law,

And WHEREAS the Council has identified Kathryn Baldwin to be appointed the next City Clerk,

Now THEREFORE, the Council designates the following terms of employment and setting the hourly wage as follows:

Starting pay is \$18 per hour based on a 40 hour work week. Council and other city meetings must be included within that 40 hour work period calculation. Fixed office hours will be established by the Council to include a minimum of at least one day a week working until 6pm.

Upon successful completion of annual benchmarks, the clerk will be eligible for a fifty cent per hour raise for the next three years with the final increase upon completion of at least one Iowa Municipal Finance Officers Association Certification.

The City will provide all training, membership fees and directly associated expenses to achieve and maintain the IMFOA certification (s).

The City will also reimburse for all travel related to city business as provided in the annual budget.

The City will not provide health insurance.

All other responsibilities of the City Clerk Job Description and Personnel Policy will apply.

NOWHEREFORE, the City of Collins appoints Kathryn Baldwin as the City Clerk for the City of Collins, IA

A motion presented by _____, seconded by _____ to adopt Resolution No. 15-2019 on this ____ day of June, 2019. Upon roll call: the vote was _____.

Signature of Mayor

Brett Comegys, Mayor

APPLICATION FOR BUILDING/ZONING PERMIT

City of Collins, IA

APPLICANT Stacy Howell

DATE 05-23-19

ADDRESS 407 3rd Avenue

PHONE 641 385 2466

LEGAL DESCRIPTION OF PROPERTY Lot 4 & the North 40, Feet of lane 5 in Block 5 Jones Addition to the town of Collins

EXISTING BUILDINGS OR STRUCTURES ON PROPERTY House & garage

ZONING CLASS residential

LOT SIZE 142 x 86

LOT SQ. FT. 12212

OWNERSHIP: PRIVATE PUBLIC

TYPE OF IMPROVEMENT

New Building ; Garage ; Addition ; Storage Shed ; Fence ;

Sign ; Sidewalk ; Deck ; Other (specify) _____

Front Yard Width 86 Side Yard Width 10' x 20' Rear Yard Width 86

Principle Use fence Accessory Use Animal control

Construction Begin Date July Completion Date August

Estimated Cost of Improvement \$ 3000.00

Type of Frame: Masonry ; Wood ; Structural Steel ; Other _____

Type of Heating: Propane ; Natural Gas ; Electricity ; Other _____

A SITE PLAN SHOWING THE LOCATION AND DIMENSIONS OF THE PROPOSED IMPROVEMENT SHALL ACCOMPANY THE APPLICATION. THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE AND THAT THE ABOVE CONSTRUCTION WILL COMPLY WITH THE ZONING ORDINANCES IN ALL RESPECTS. BUILDING/ZONING PERMITS SHALL BE APPLIED FOR WITH THE CITY COUNCIL AND SHALL EXPIRE TWO (2) YEARS AFTER THE DATE OF ISSUANCE IF WORK IS BEGUN WITHIN 180 DAYS OF ISSUANCE OR AFTER 180 DAYS IF NO SUBSTANTIAL BEGINNING OF CONSTRUCTION HAS OCCURRED, AND NO SUBSTANTIAL CHANGES HAVE BEEN MADE TO BUILDING PLANS AFTER FIRST APPROVED. EXTENSIONS OF TIME MAY BE GRANTED IN WRITING BY THE CITY COUNCIL FOR GOOD CAUSE.

Applicant: Stacy Howell Contractor: Jerry Huber

Address: 407 3rd Ave Collins Cambridge, IA

The Building Permit is Approved or Denied

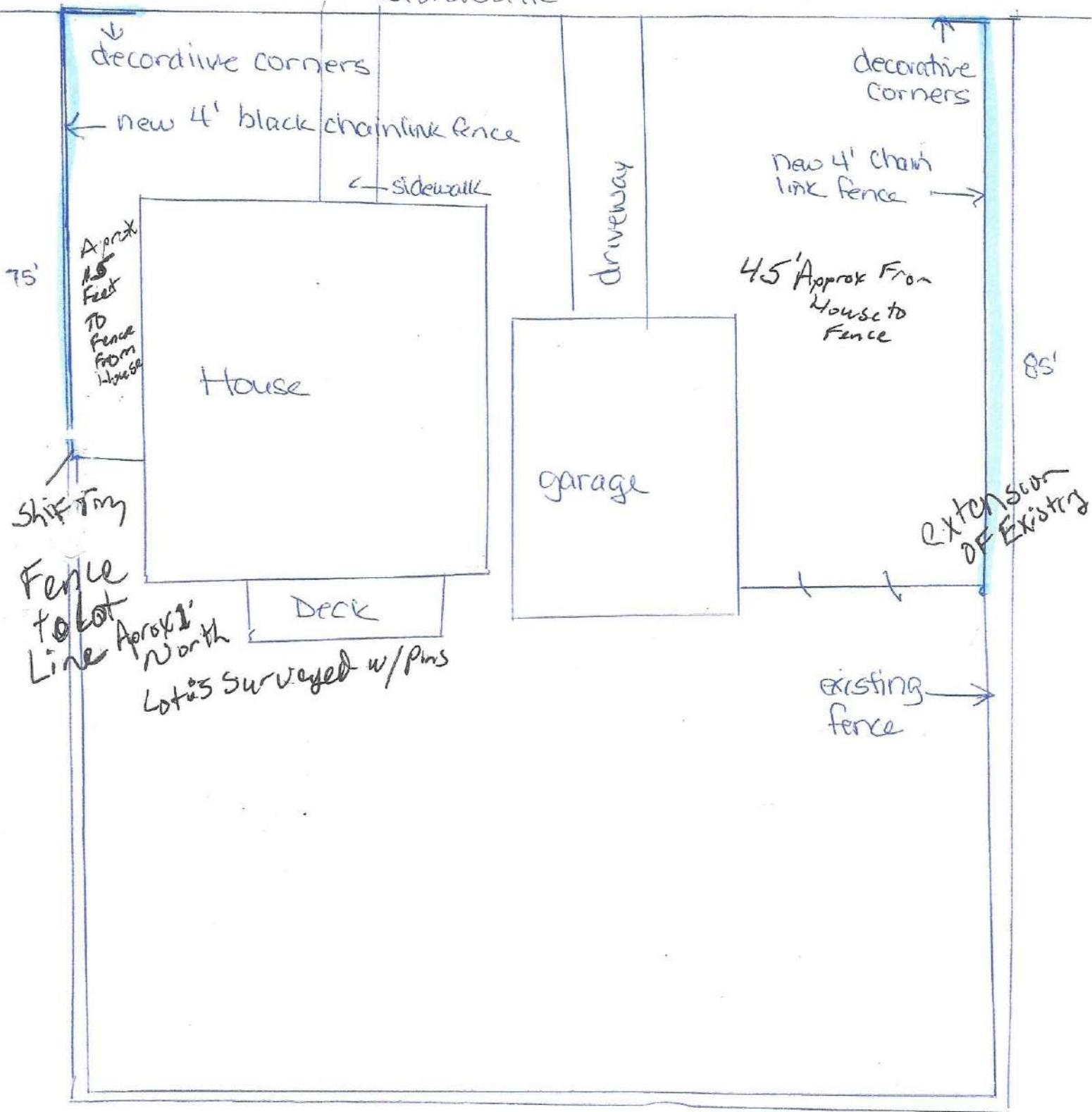
\$10 Permit Fee Paid

Administator/City Clerk _____

Date _____

407 3rd Avenue

Sidewalk



PLAT OF SURVEY

LOCATION: IN LOTS 2, 3 & 4, BLOCK 5, O.T. JONES ADDITION TO COLLINS, STORY COUNTY, IOWA

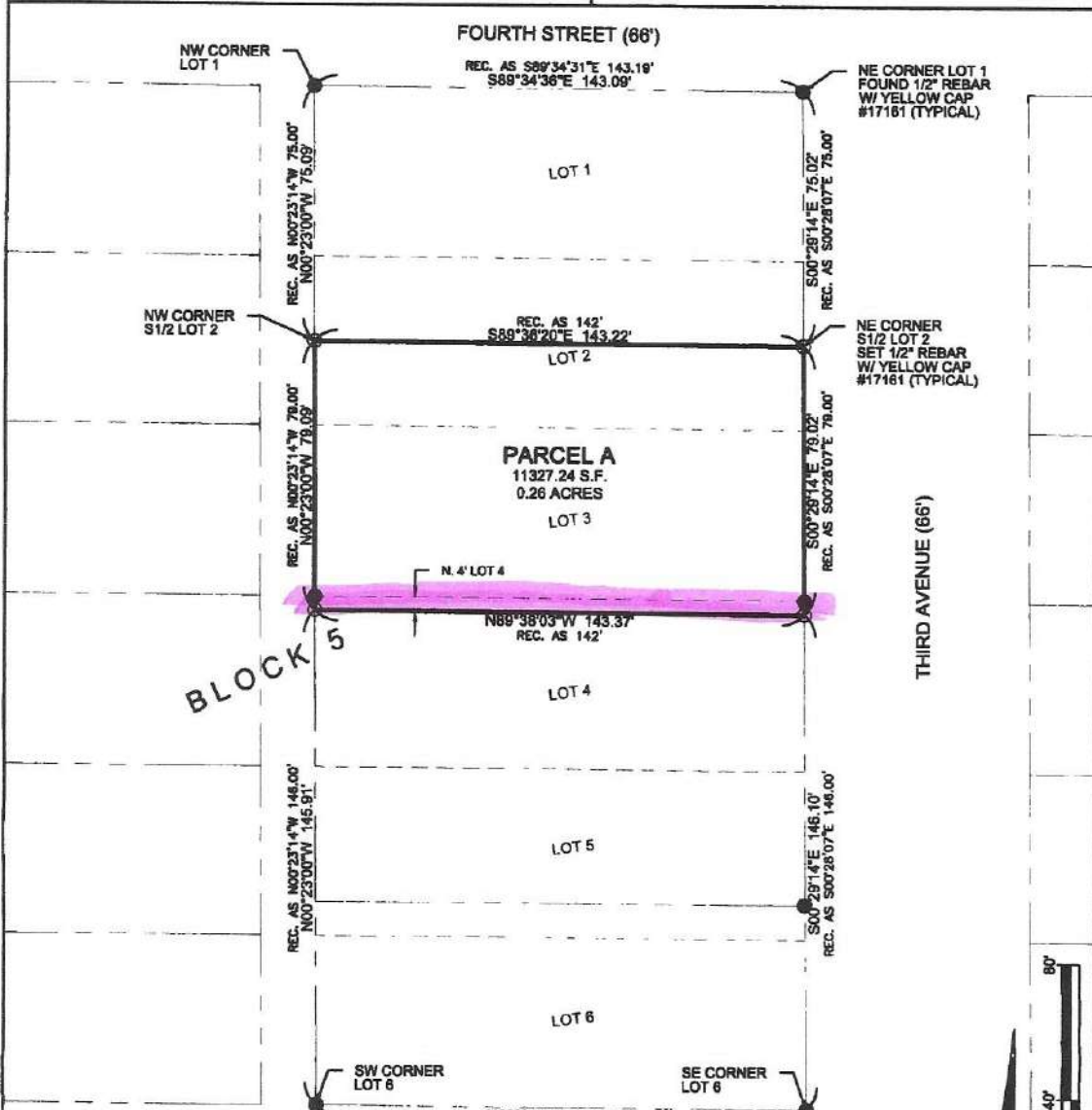
PROPRIETOR: BRITTANY M. FLOWERS - LOT 3 & S1/2, LOT 2
BRITTANY MARIE VAUGHN - N. 4' LOT 4

REQUESTED BY: BRITTANY VAUGHN

SURVEYOR: R. BRADLEY STUMBO, PLS #17161
FOX ENGINEERING ASSOCIATES, INC.
AMES, IA 50010
515-233-0000

Instrument #: 2019-04326
06/03/2019 09:00:04 AM Total Pages: 1
SURV SURVEYS AND PLATS
Recording Fee: \$ 7.00
Stacie Herridge, Recorder, Story County Iowa

Slide 636 Page 2



Survey Description-Parcel A:
The South Half of Lot 2, Lot 3 and the North 4.00 feet of Lot 4, all in Block 5 of Jones Addition to Collins, Story County, Iowa, and all together being more particularly described as follows: Beginning at the Northeast Corner of said South Half of Lot 2; thence S00°29'14"E, 79.02 feet along the east line of said Lots 2, 3 and 4; thence N89°38'03"W, 143.37 feet to the west line of said Lot 4; thence N00°23'00"W, 79.09 feet along the west line of said Lots 4, 3 and 2 to the Northwest Corner of said South Half of Lot 2; thence S89°38'20"E, 143.22 feet along said line to the point of beginning, containing 0.26 acres.



FOX Engineering Associates, Inc.
414 South 17th Street, Suite 107
Ames, Iowa 50010
Phone: (515) 233-0000
FAX: (515) 233-0103

I hereby certify that this land surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

R. Bradley Stumbo 5/20/19
R. BRADLEY STUMBO, PLS DATE
License number 17161
My license renewal date is December 31, 2019.





Story County Animal Control & Shelter
975 West Lincolnway
Nevada IA 50201
(515) 382-3338
F (515) 382-3025
Sue McCaskey, Director

May 28, 2019

Greetings!

Enclosed you will find the contract offered for this fiscal year by Story County Animal Control. There have been no revisions and reads as the same as it did last year. Please be sure to look at the second page of the contract and note that you will need to mark the box and initial if your city would like to be notified of non-emergency situations during closed hours prior to traveling to your city for animal control situations. If you mark the box, you **MUST** provide a phone number where a city official can be reached during off hours for us to call.

If your city has a newsletter or a way to notify residents about current events, please send out a reminder that dogs are not allowed to run at large off their own property and their owner must be in control of their dogs at all times. Rabies vaccinations are required for any dog and cat over the age of 4 months in Story County and to please not let their cats outdoors.

Thank you for taking the time to read this letter and please don't hesitate to reach out to us with any questions or concerns regarding animal control and animal welfare in your city.

If possible, we would like all of the contracts returned back to us, signed, and with your cities seal on the last page by July 1, 2019.

Here's to a great year!

Sincerely,

A handwritten signature in blue ink that reads "Sue McCaskey".

Sue McCaskey
Story County Animal Control Director

Return to &

Prepared by Sue McCaskey, Story County Animal Control, 975 West Lincoln Way, Nevada, IA 50201 515-382-3338

ANIMAL RESCUE SERVICE CONTRACT

This contract and Agreement is entered into by and between Story County, Iowa and the City of Collins, Iowa pursuant to the authority, and by the procedures of Chapter 28E, Code of Iowa.

1. Purpose:

Under this contract, Story County shall provide said City with services of domestic animal rescue as set forth more specifically in succeeding paragraphs herein with the exception of 2(e) and (f). Story County will not provide service with regard to wild animals except as noted below in the Scope of Services, and in the sole discretion of Story County.

2. Scope of services (pursuant to Story County Code of Ordinances):

- a. Transportation of animals impounded by the contracting city.
- b. Shelter and board for the impounded animals.
- c. Issuance of applicable impoundment charges on impounded animals pursuant to Story County Code of Ordinances.
- d. Cat, dog, and other small domesticated animal adoption service for appropriately impounded animals.
- e. Investigation and disposition of rabid, sick or injured animals.
- f. Supervision of quarantine procedures and rabies testing.
- g. Collection and impounding of City trapped cats.
- h. Arrange for emergency veterinary care or provision of first-aid treatment.
- i. Provision of humane euthanasia of unclaimed cats and dogs pursuant to Iowa Code 351.37.
- j. Rescue of animals in unusual or emergency circumstances (i.e. flood waters, fire, etc., with permission from appropriate City Official).
- k. One letter sent to resident of said City when requested by said City and only after prior attempts at resolution by City.

Any other animal control related problem may be dealt with at the Animal Control Officer's discretion.

The City understands that all service is subject to the Animal Control Officer's availability and discretion with the expressed approval of a City Official, except in emergencies.

___ Check and Initial here if City prefers to be notified prior to Animal Control Officer's response in non-emergency situations. If you checked the box, please provide a twenty-four (24) hour phone number: _____.

3. Consideration: (Quarterly billing)

The City will pay Story County, Iowa, based on the following fee schedule:

(No trip charge will be assessed from 8:00 a.m. to 3:00 p.m., Monday – Friday)

- a. \$50.00 per officer involved, per trip between the hours of 3:00 p.m. and 8:00 a.m., Monday through Friday, all day Saturday, Sunday and holidays.
- b. \$25.00 per trip for investigations (regardless of whether or not an animal is detained), confining an animal, and other services as needed.
- c. \$6.50 per day up to a maximum of seven (7) days per unclaimed dog for boarding and transportation costs.
- d. \$5.50 per day up to a maximum of seven (7) days per unclaimed cat for boarding and transportation costs.
- e. \$5.50 per day up to a maximum of seven (7) days per unclaimed exotic animal for boarding and transportation costs.
- f. \$10.00 per day up to a maximum of seven (7) days per unclaimed head of livestock for boarding and transportation costs. Depending on animal size, if a trailer is needed to transport an animal, add an additional \$35.00.
- g. \$15.00 for euthanasia of each unclaimed or unwanted cat not held for seven (7) days, due to sickness, injury or rabies testing.
- h. \$25.00 for euthanasia of each unclaimed or unwanted dog not held for seven (7) days, due to sickness, injury or rabies testing.
- i. \$20.00 for euthanasia of each wild animal species such as opossum, raccoon, etc.
- j. \$5.00 per day for rental of cat box trap.
- k. \$8.00 per day for rental of dog box trap.
- l. \$10.00 per citation issued at the request of said City.
- m. \$10.00 handling/transportation charge for all domestic animals held less than seven (7) days.

n. At the discretion of said City and Animal Control, an animal may be held and boarded for less than a minimum seven (7) days if the animal is:
Significantly sick or injured, ill-tempered or vicious, feral/wild (not adoptable, applicable to cats and dogs only), believed to have been exposed to a disease infectious to animals or humans.

4. Rescue and removal charges:

For any animal in unusual or emergency circumstances - \$50.00 per trip, per Animal Control Officer needed, and any other applicable fees (which may include, but are not limited to, Sheriff's Office invoices for service).

All diagnostic and/or quarantine costs shall be paid by the City.

5. Recording requirements:

In Accordance with Iowa Code Chapter 28E, a copy of this agreement shall be filed with the Secretary of State and recorded with the Story County Recorder.

6. Termination:

Either party may terminate this agreement without penalty at any time by giving written notice at least thirty (30) days before the effective date of such termination.

7. Effective date:

This agreement shall become effective upon formal passage and execution of the Board of Supervisors above named and upon filing of this agreement with the Secretary of State of Iowa.

8. Duration and term:

The initial term of this agreement shall be for a period of one year commencing on July 1, 2018, and terminating on June 30, 2019. In the interim we will cover your animal control needs, but this agreement shall continue on a year to year basis unless terminated by any party hereto as provided below.

9. Amendment:

This agreement may not otherwise be amended or altered without a written, signed, and filed amendment to the agreement executed by the parties hereto.

In witness whereof the parties hereto have, by their authorized representatives, executed this agreement.

Story County, Iowa

By: _____
Chairperson Date

City of Collins

By _____
Mayor Date

ATTEST

Auditor Date

Clerk Date

Story County Animal Control

By: _____
Animal Control Director Date

Liquor License Submitted to Local Authority

From: Licensing@IowaABD.com (Licensing@IowaABD.com)

To: collinsclerk12@yahoo.com

Cc: Licensing@IowaABD.com

Date: Friday, May 24, 2019, 1:33 AM CDT

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

License #

License Status

Business Name

Submitted to Local Authority Collins Fire and Rescue (222 Railway Street Collins Iowa, 50055)

Please do not respond to this email.

To check the status of your application follow these steps:

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

Collins Area Community Center (CACC) Spaces and Rates
219 Main Street – Collins, IA

	<u>Damages/Cleaning Deposit</u>	<u>Rent</u>
Table rentals	\$5	\$10
Amphitheatre	\$25	\$25
Community Center	\$35	\$35
Community Center & Amphitheatre	\$50	\$55
Community Center with the use of alcohol	\$75	\$75

****Alcohol IS PROHIBITED in the Amphitheatre****

**Deposit WILL BE FOREFEITED if the following requirements are not met:
Tables/Chairs cleaned off and put away; Floor swept/mopped; Garbage bagged
(leave in back hallway); AC/Heat turned back down; Dishes/Small Appliances
cleaned and put away; and doors locked.**

Please place the key or fob in the payment drop outside City Hall.

**Community events are events open and inclusive to all community members.
The following are examples of events that the city would consider donating the
time and space of the Community Area Community Center: group sponsored
breakfasts, lunches, or dinners, fundraisers or holiday events.**

Collins Area Community Center (CACC)

Rental Purpose/Event: _____

Date(s) Requested: _____

	Deposit	Rental Fee	Requested Area	No. of Days
Table rentals	\$5	\$10	_____	
Amphitheatre	\$25	\$25	_____	
Community Center	\$35	\$35	_____	
Community Center & Amphitheatre	\$50	\$75	_____	
Community Center with the use of alcohol	\$75	\$100	_____	

Renter Printed Name _____ Renter Signature _____ Date _____

Renter Address & Phone Number _____

Community Center Area Rules

1. City of Collins has the right to deny lease, based on potential City of Collins needs
2. Must be at least 21 years old to lease any facility
3. Reservations can be made no farther than a year in advance
4. Cancellations must be made no later than two weeks prior to your event for refund of deposit

5. Building must be cleaned according to the cleaning requirement of the facilities
6. No smoking under Iowa Law
7. No nails, tacks, staples, or duct tape to be used on walls or ceiling
8. Everyone must be out of the building by 1:00 am and keys must be returned to the office the next business day or deposit will be forfeited
9. Any damages done to the building, including plumbing problems, arising from your use of the building, will be charged to you
10. The City of Collins noise ordinance will be enforced
11. Animals are prohibited from the inside of the premises of the Community Center with the exception of certified guide or service dogs.
12. Do not take anything belonging to the City or Community Center. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the City will not be loaned out of the building.
13. The City of Collins and Community Center are NOT responsible for lost, damaged, or stolen personal items during your rental period.
14. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Community Center again.
15. No propane tanks are allowed inside the Community Center walls.

Alcohol & Security

- Alcohol shall not be sold unless it is a business with a State of Iowa Liquor License and the said license has been transferred over to the Community Building address on the day of the rental.

Renter will not serve alcoholic beverages to any minor in violation of Iowa Law.

Beer and wine are the only two types of alcohol allowed on the premises. Hard liquors are strictly prohibited.

****Alcohol is PROHIBITED on the City of Collins Amphitheater unless sold directly by The Whimsical Wine Trailer under their ABD license.**

Cleaning Requirements

1. Clean and put away all chairs and tables that were used.
2. Pick-up trash from floor and kitchen and remove trash from receptacle(s) and leave bag in back hallway next to kitchen (city janitor will remove).
3. Make sure all areas are as good as, or better than, when you arrived.
4. Tables and chairs need to be returned to their original positions after your event
5. Floors must be swept and mopped.
6. Kitchen must be cleaned: wipe counters, sink, and mop floor.

7. Lights must be turned off, air/heat set back to original temperature and doors locked.

The undersigned acknowledges that they have received and read all pages of this agreement and will abide by the rules, regulations, and State Laws.

Printed Name

Date

Signature

City Staff Acknowledgement

Reviewed by Mayor or City Admin



STORY COUNTY

ECONOMIC DEVELOPMENT GROUP

900 6th Street
Nevada, Iowa 50201
www.storycountyiowa.gov

FISCAL YEAR _____ APPOINTED REPRESENTATIVE FORM

(DUE ANNUALLY ON OR BEFORE JULY 1ST)

Submit to:
County Outreach and Special Projects Manager
Story County Board of Supervisors
900 6th Street
Nevada, Iowa 50201

COMMUNITY NAME:

APPOINTED REPRESENTATIVE

NAME

ADDRESS

PHONE NUMBER

TITLE

EMAIL

ALTERNATE APPOINTED REPRESENTATIVE

NAME

ADDRESS

PHONE NUMBER

TITLE

EMAIL

FUNDS DISPERSED TO

NAME

ADDRESS

SIGNATURE—MAYOR

Date Received:

APPLICATION FOR BUILDING/ZONING PERMIT
City of Collins, IA

APPLICANT Cynthia Cooper Animal Trust DATE 06-06-2019
(Jessica Cramblit - Trustee)
ADDRESS PO BOX 217 - Bondurant, IA 50035 PHONE (515) 249-0550
*604 1st Ave. - Collins, IA
LEGAL DESCRIPTION OF PROPERTY Jones 2nd ADD LOT 8 & LOT 9 EX N 11' BLK 1

EXISTING BUILDINGS OR STRUCTURES ON PROPERTY Residential Dwelling (30'x27'), Shed (10'x15')

ZONING CLASS Residential LOT SIZE 100.60 x 143.00 LOT SQ. FT. 14,386

OWNERSHIP: PRIVATE PUBLIC

TYPE OF IMPROVEMENT

New Building ; Garage ; Addition ; Storage Shed ; Fence ;

Sign ; Sidewalk ; Deck ; Other (specify) _____

Front Yard Width 100.60' Side Yard Width 50' Dwelling (30')
20' Rear Yard Width 100.60'

Principle Use Residential Dwelling Accessory Use _____

Construction Begin Date 08-01-19 Completion Date 08-01-20

Estimated Cost of Improvement \$ 90,000.00

Type of Frame: Masonry ; Wood ; Structural Steel ; Other _____

Type of Heating: Propane ; Natural Gas ; Electricity ; Other _____

A SITE PLAN SHOWING THE LOCATION AND DIMENSIONS OF THE PROPOSED IMPROVEMENT SHALL ACCOMPANY THE APPLICATION. THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE AND THAT THE ABOVE CONSTRUCTION WILL COMPLY WITH THE ZONING ORDINANCES IN ALL RESPECTS. BUILDING/ZONING PERMITS SHALL BE APPLIED FOR WITH THE CITY COUNCIL AND SHALL EXPIRE TWO (2) YEARS AFTER THE DATE OF ISSUANCE IF WORK IS BEGUN WITHIN 180 DAYS OF ISSUANCE OR AFTER 180 DAYS IF NO SUBSTANTIAL BEGINNING OF CONSTRUCTION HAS OCCURRED, AND NO SUBSTANTIAL CHANGES HAVE BEEN MADE TO BUILDING PLANS AFTER FIRST APPROVED. EXTENSIONS OF TIME MAY BE GRANTED IN WRITING BY THE CITY COUNCIL FOR GOOD CAUSE.

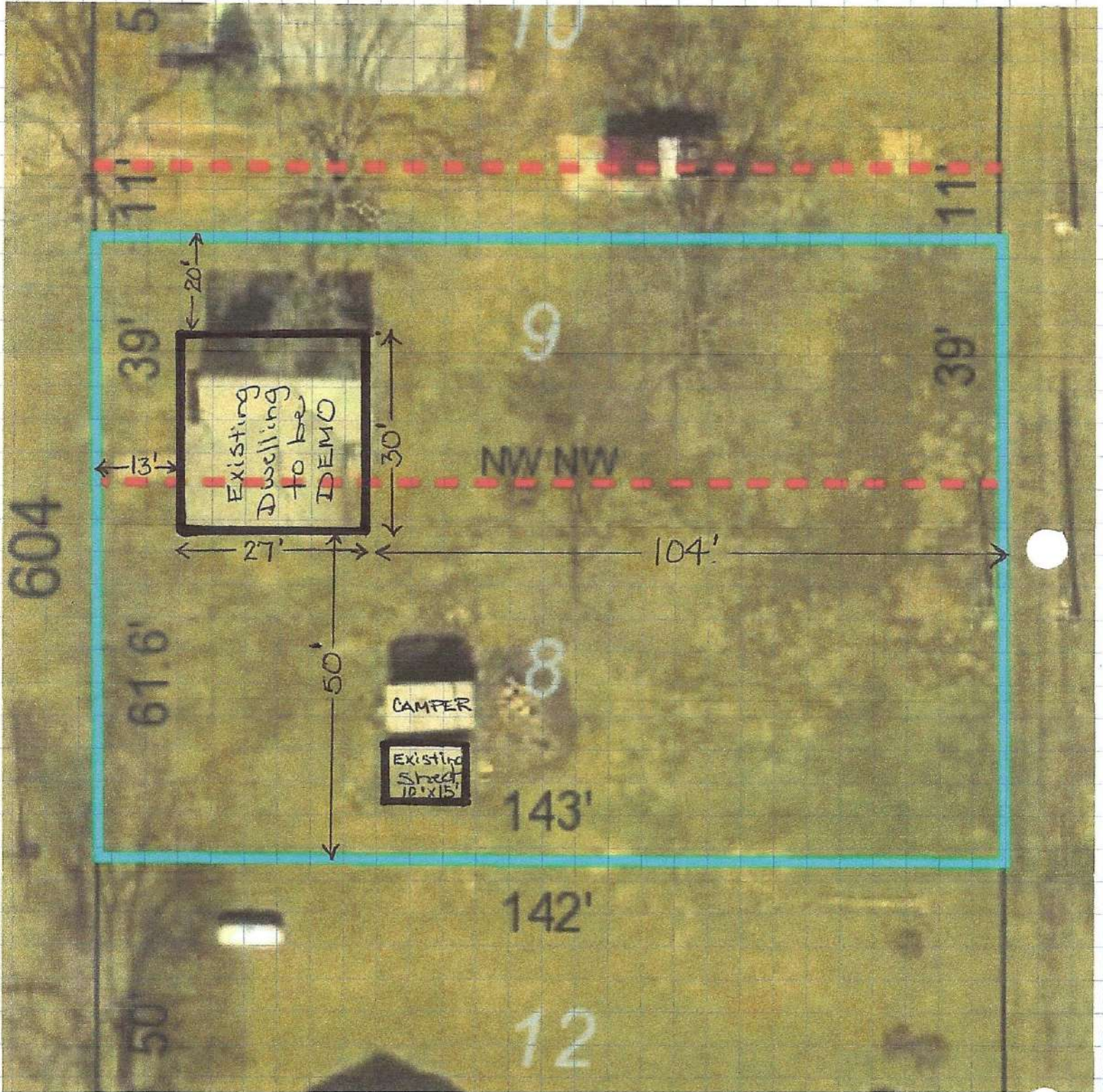
Applicant: Cynthia Cooper Animal Trust Contractor: (SELF)

Address: PO BOX 217 Bondurant, IA 50035

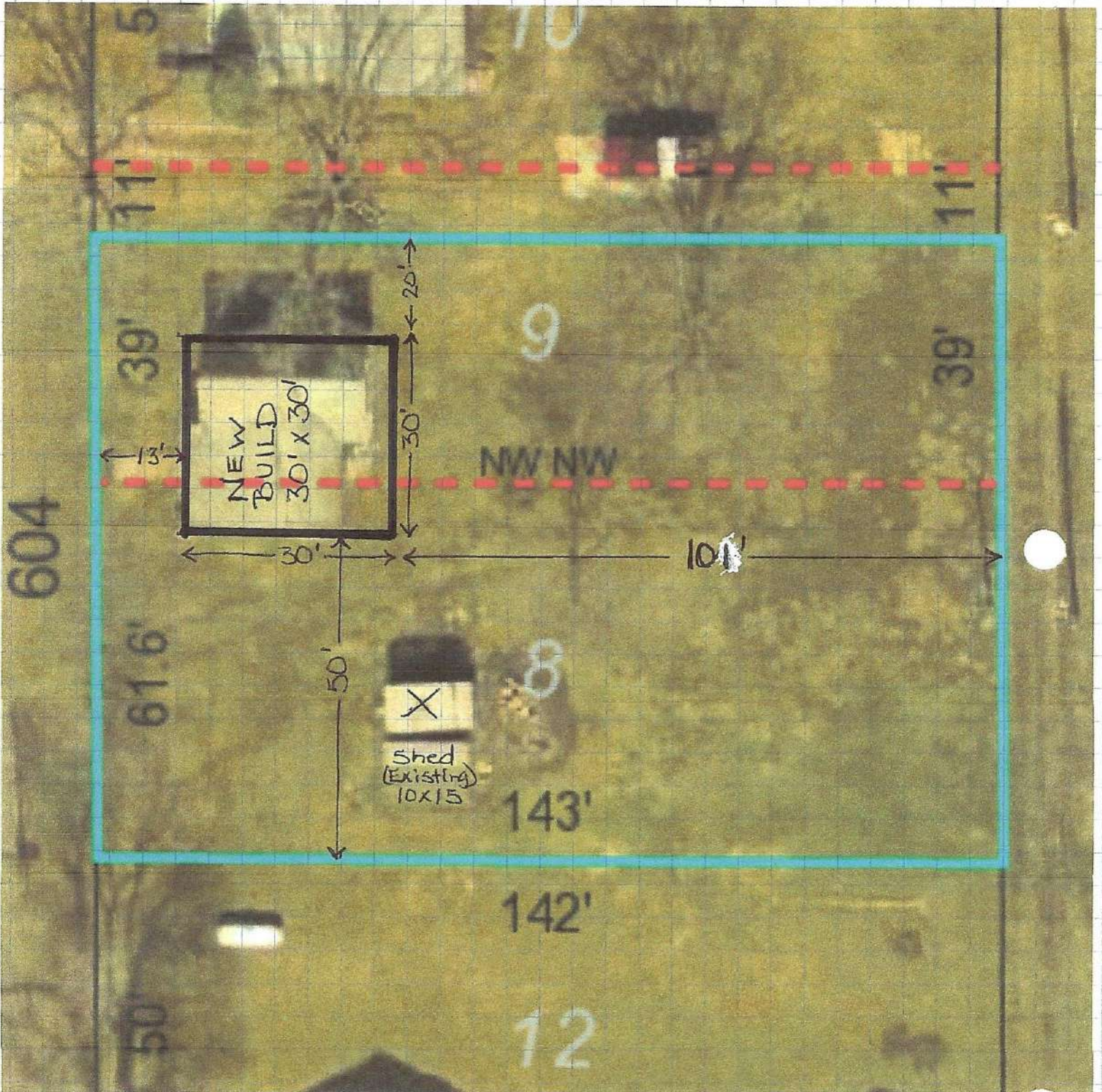
The Building Permit is Approved { } or Denied { } \$10 Permit Fee Paid { }

Administator/City Clerk _____ Date _____

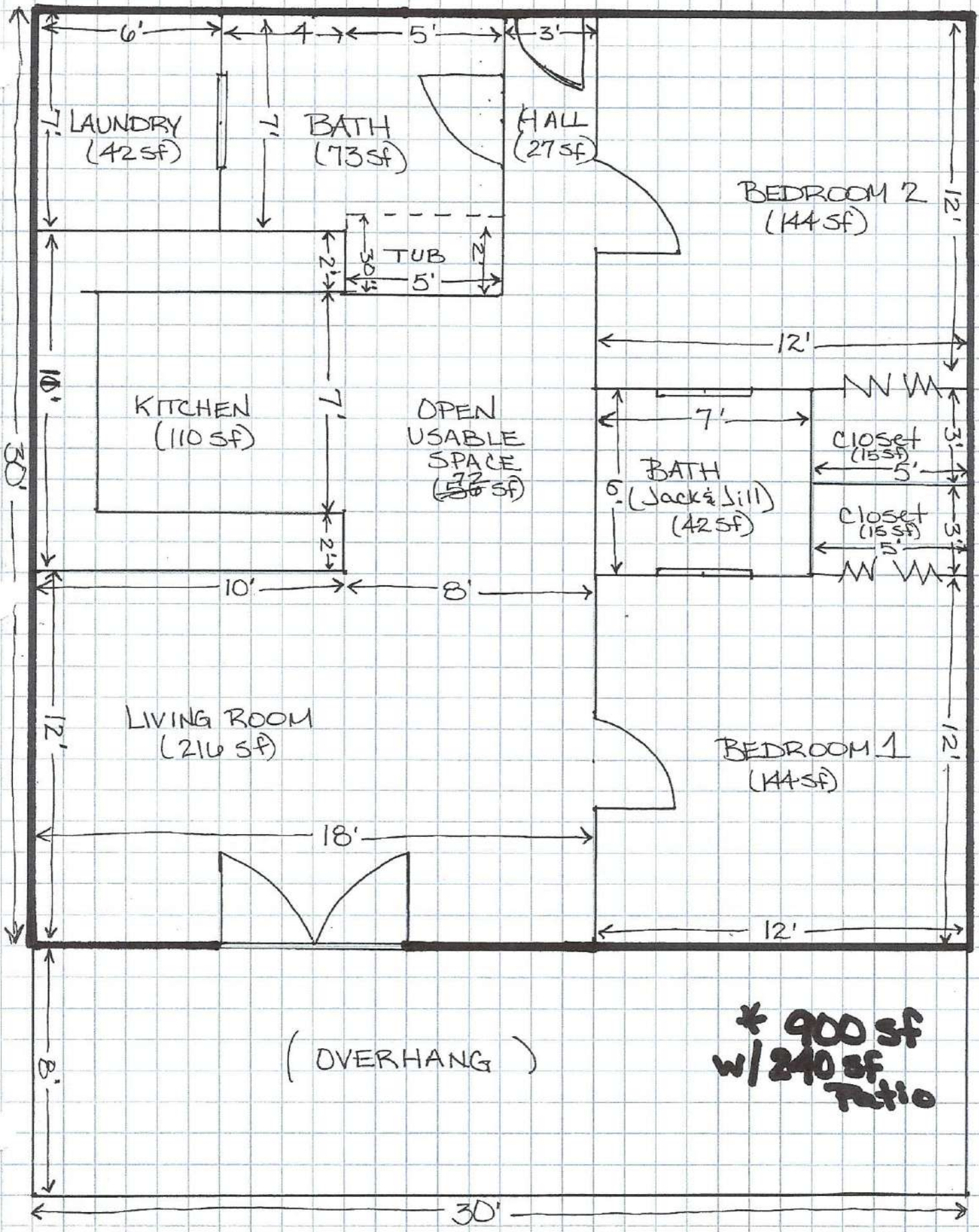
EXISTING: 604 1st Ave - Collins, IA



PROPOSED: 604 1st Ave. - Collins, IA



N ↑



* 900 sf
w/ 240 sf
Ratio

OFFER TO BUY REAL ESTATE AND ACCEPTANCE

IT IS AGREED between the CLIFFORD DALBEY and CLAUDIA DALBEY, ("Sellers"); and CITY OF COLLINS ("Buyers").

Sellers has agreed to sell and Buyers have agreed to buy real estate in Story County, Iowa, described as:

Parcels "F" and "AE" in the Northwest Quarter (NW ¼) of Section Twenty-one (21), Township Eighty-two (82) North, Range Twenty-one (21) West of the 5th P.M.,

with any easements and appurtenant servient estates, but subject to the following: a. any zoning and other ordinances; b. any covenants of record; c. any easements of record for public utilities, roads and highways; and d. (consider: liens; mineral rights; other easements; interest of others.) (the "Real Estate"), upon the following terms:

1. PRICE. The total purchase price for the Real Estate is Ten Thousand Dollars (\$10,000.00). The earnest money to be paid when this contract is signed is \$1000.00 to be held in escrow by Cahill Law Offices until closing.

2. INTEREST. Buyers shall pay no interest.

3. REAL ESTATE TAXES. Sellers shall pay prorated to date of possession and any unpaid real estate taxes payable in prior years. Buyers shall pay all subsequent real estate taxes. Any proration of real estate taxes on the Real Estate shall be based upon such taxes for the year currently payable unless the parties state otherwise.

4. SPECIAL ASSESSMENTS. Sellers shall pay all special assessments which are a lien on the Real Estate as of the date of this contract. All other special assessments shall be paid by Buyers.

5. POSSESSION CLOSING. Sellers shall give Buyer possession of the Real Estate once good and merchantable title is shown by abstract provided Buyers are not in default under this contract and on or before June 1, 2020.

6. INSURANCE. Sellers shall maintain existing insurance upon the Real Estate until the date of possession. Buyers shall accept insurance proceeds instead of Sellers replacing or repairing damaged improvements. After possession and until full payment of the purchase price, Buyers shall keep the improvements on the Real Estate insured against loss by fire, tornado, and extended coverage for a sum not less than 80 percent of full insurable value payable to the Sellers and Buyers as their interests may appear. Buyers shall provide Sellers with evidence of such insurance.

7. ABSTRACT AND TITLE. Sellers, at its expense, shall obtain an abstract of title to the Real Estate continued. It shall show merchantable title in Sellers in or conformity with this contract, Iowa law and the Title Standards of the Iowa State Bar Association. The abstract shall

become the property of the Buyer when the purchase price is paid in full, however, Buyer reserve the right to occasionally use the abstract prior to full payment of the purchase price. Sellers shall pay the costs of any additional abstracting and title work due to any act or omission of Sellers, including transfers by or the death of Sellers or their assignees.

8. FIXTURES. All property that integrally belongs to or is part of the Real Estate, whether attached or detached, such as light fixtures, shades, rods, blinds, awnings, windows, storm doors, screens, plumbing fixtures, water heaters, water softeners, automatic heating equipment, air conditioning equipment, wall to wall carpeting, built-in items and electrical service cable, outside television towers and antenna, fencing, gates and landscaping shall be considered a part of Real Estate and included in the sale.

9. CARE OF PROPERTY. Buyers shall take good care of the property; shall keep the buildings and other improvements now or later placed on the Real Estate in good and reasonable repair and shall not injure, destroy or remove the property during the term of this contract. Buyer shall not make any material alteration to the Real Estate without the written consent of the Sellers.

10. DEED. Upon payment of purchase price, Sellers shall convey the Real Estate to Buyers or their assignees, by warranty deed, free and clear of all liens, restrictions, and encumbrances except as provided herein. Any general warranties of title shall extend only to the date of this contract, with special warranties as to acts of Sellers continuing up to time of delivery of the deed.

11. REMEDIES OF THE PARTIES. a. If Buyers (a) fail to make the payments aforesaid, or any part thereof, as same become due; or (b) fail to pay the taxes or special assessments or charges, or any part thereof, levied upon said property, or assessed against it, by any taxing body before any of such items become delinquent; or (c) fail to keep the property insured; or (d) fail to keep it in reasonable repair as herein required; or (e) fail to perform any of the agreements as herein made or required; then Sellers, in addition to any and all other legal and equitable remedies which they may have, at their option, may proceed to forfeit and cancel this contract as provided by law (Chapter 656 Code of Iowa). Upon completion of such forfeiture Buyer shall have no right of reclamation or compensation for money paid, or improvements made; but such payments and/or improvements if any shall be retained and kept by Sellers as compensation for the use of said property, and/or as liquidated damages for breach of this contract ; and upon completion of such forfeiture, if the Buyer, or any other person or persons shall be in possession of said real estate or any part thereof, such party or parties in possession shall at once peacefully remove therefrom, or failing to do so may be treated as tenants holding over, unlawfully after the expiration of lease, and may accordingly be ousted and removed as such as provided by law.

b. If Buyers fail to timely perform this contract, Sellers, at its option, may elect to declare the entire balance immediately due and payable after such notice, if any, as may be required by Chapter 654, The Code. Thereafter this contract may be foreclosed in equity and the court may appoint a receiver to take immediate possession of the property and of the revenues and income accruing therefrom and to rent or cultivate the same as the receiver may deem best for the

interest of all parties concerned, and such receiver shall be liable to account to Buyers only for the net profits, after application of rents, issues and profits from the costs and expenses of the receivership and foreclosure and upon the contract obligation.

It is agreed that if this contract covers less than ten (10) acres of land, and in the event of the foreclosure of this contract and sale of the property by sheriff's sale in such foreclosure proceedings, the time of one year for redemption from said sale provided by the statutes of the State of Iowa shall be reduced to six (6) months provided the Sellers, in such action file an election to waive any deficiency judgment against Buyer which may arise out of the foreclosure proceedings; all to be consistent with the provisions of Chapter 628 of the Iowa Code. If the redemption period is so reduced, for the first three (3) months after sale such right of redemption shall be exclusive to the Buyers, and the time periods in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to four (4) months.

It is further agreed that the period of redemption after a foreclosure of this contract shall be reduced to sixty (60) days if all of the three following contingencies develop: (1) The real estate is less than ten (10) acres in size; (2) the Court finds affirmatively that the said real estate has been abandoned by the owners and those persons personally liable under this contract at the time of such foreclosure; and (3) Sellers in such action file an election to waive any deficiency judgment against Buyers or their successor in interest in such action. If the redemption period is so reduced, Buyers or their successors in interest or the owner shall have the exclusive right to redeem for the first thirty (30) days after such sale, and the time provided for redemption by creditors as provided in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to forty (40) days. Entry of appearance by pleading or docket entry by or on behalf of Buyer shall be presumption that the property is not abandoned. Any such redemption period shall be consistent with all of the provisions of Chapter 628 of the Iowa Code. This paragraph shall not be construed to limit or otherwise affect any other redemption provisions contained in Chapter 628 of the Iowa Code. Upon completion of such forfeiture Buyers shall have no right of reclamation or compensation for money paid, or improvements made; but such payments and for improvements if any shall be retained and kept by Sellers as compensation for the use of said property, and/or as liquidated damages for breach of this contract; and upon completion of such forfeiture, if Buyers, or any other person or persons shall be in possession of said real estate or any part thereof, such party or parties in possession shall at once peacefully remove therefrom, or failing to do so may be treated as tenants holding over, unlawfully after the expiration of a lease, and may accordingly be ousted and removed as such as provided by law.

c. If Sellers fails to timely perform their obligations under this contract, Buyer shall have the right to terminate this contract and have all payments made returned to them.

d. Buyers and Sellers are also entitled to utilize any and all other remedies or actions at law or in equity available to them.

e. In any action or proceeding relating to this contract the successful party shall be entitled to receive reasonable attorney's fees and costs as permitted by law.

12. JOINT TENANCY IN PROCEEDS AND IN REAL ESTATE. If Sellers, immediately preceding this contract, hold title to the Real Estate in joint tenancy with full right of survivorship, and the joint tenancy is not later destroyed by operation of law or by acts of Sellers, then the proceeds of this sale, and any continuing or recaptured rights of Sellers in the Real Estate, shall belong to Sellers as joint tenants with full right of survivorship and not as tenants in common; and Buyers, in the event of the death of either Seller, agree to pay any

balance of the price due Sellers under this contract to the surviving Seller and to accept a deed from the surviving Seller consistent with paragraph 10.

13. **JOINDER BY SELLERS'S SPOUSE** Seller's spouse, if not a titleholder immediately preceding acceptance of this offer, executes this contract only for the purpose of relinquishing all rights of dower, homestead and distributive shares or in compliance with Section 561.13 of the Iowa Code and agrees to execute the deed for this purpose.

14. **TIME IS OF THE ESSENCE.** Time is of the essence in this contract.

15. **PERSONAL PROPERTY.** If this contract includes the sale of any personal property, Buyer grant the Sellers a security interest in the personal property and Buyer shall execute the necessary financing statements and deliver them to Sellers.

16. **CONSTRUCTION.** Words and phrases in this contract shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

17. **RELEASE OF RIGHTS.** The Sellers hereby relinquishes all rights of dower, homestead and distributive share in and to the property and waives all rights of exemption as to any of the property.

18. **CERTIFICATION.** Buyer and Sellers each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to my breach of the foregoing certification.

19. **ADDITIONAL PROVISIONS.** None.

Dated: May ____ 2019

CLIFFORD DALBEY, Seller

, Buyer

CLAUDIA DALBEY, Seller

, Buyer

ORDINANCE NO. [REDACTED]

AN ORDINANCE ESTABLISHING CHAPTER 101
OF THE CODE OF ORDINANCES OF THE CITY OF [REDACTED],
FOOTING DRAIN INSPECTION AND DISCONNECTION PROGRAM

BE IT ENACTED by the City Council of the City [REDACTED]:

SECTION 1. CHAPTER ESTABLISHED. The Code of Ordinances of the [REDACTED] is hereby amended by establishing Chapter 101, Footing Drain Inspection and Disconnection Program:

- | | |
|---|---|
| 101.01 Purpose | 101.06 Non-Compliance Fee for Footing Drain |
| 101.02 Applicability | 101.07 Rebuttable Presumption |
| 101.03 Inspection Procedure | 101.08 Continuing Inspection and Notice |
| 101.04 Notification Procedure | |
| 101.05 Removal of Footing Drain Connections | |

101.01 PURPOSE. The purpose of this chapter is to eliminate footing drain connections to the sanitary sewer system by the establishment of procedures of notification and procedures of removal for sanitary sewer system customers to disconnect the footing drain from the sanitary sewer system within a specified period of time, and to establish monthly surcharge payments for sanitary sewer system customers with previous notification that fail to allow inspection and/or disconnect footing drains within a specified period of time following the notification.

101.02 APPLICABILITY. This chapter shall be applicable to all properties located within the corporate boundaries of the [REDACTED] with a municipal sewer account.

101.03 INSPECTION PROCEDURE. The City will be divided into sectors by the Public Works Director to stagger inspections over a period of three years. The City shall notify, by regular mail or other method as approved by the City Council, sanitary sewer system customers located in a sector where the City is currently conducting inspections. Upon notification, customers will be given ninety (90) days to schedule an inspection. If at the end of ninety (90) days, an inspection has not been scheduled, the customer shall be subject to a sanitary sewer surcharge equal to the monthly base user fee. The surcharge will be added to the customer's monthly utility bill and shall continue until such time as an inspection is conducted, and corrective action, if necessary is completed.

101.04 NOTIFICATION PROCEDURE. After inspection, the City shall notify, by certified mail or other method as approved by the City Council, sanitary sewer system customers that directly or indirectly connect footing drains, foundation drains, roof downspouts, sump pumps, sump pits, or similar systems or devices to the sanitary sewer system. The notification shall mandate that disconnection from the sanitary sewer system and re-inspection is required within the specified period of time. Cost of disconnection are the responsibility of the customer.

101.05 REMOVAL OF FOOTING DRAIN CONNECTIONS REQUIRED. All direct or indirect connections of a footing drain, foundation drain, roof downspouts, sump pump, sump pit, or similar system or device intended to collect and convey groundwater along, adjacent to, beside or under the footing, foundation or basement of any building shall be disconnected from the sanitary sewer system within one hundred and eighty (180) days after the notification by City. Disconnection shall mean removal of any direct or indirect connection to the sanitary sewer system, including direct connections to

the sanitary sewer service, connections to a sanitary sewer floor drain or similar plumbing fixture that would allow footing drain flow to enter the sanitary sewer system.

101.06 NON-COMPLIANCE FEE FOR FOOTING DRAIN CONNECTION. Any sanitary sewer customer with a direct or indirect footing drain connection to the sanitary sewer system, being properly notified as described under Section 101.04, and remaining in place one hundred and eighty (180) days after said notification, shall be subject to surcharge equal to the monthly base user fee for potential unmetered flow contributed to the sanitary sewer system. The surcharge will be added to the customer's monthly utility bill and shall continue until such time as corrective action and re-inspection is completed.

101.07 REBUTTABLE PRESUMPTION. There is a presumption that all sanitary sewer customers have a footing drain connection to the sanitary sewer system as prohibited under this chapter until such time as inspections have been completed. Effective after the specified period of time given for inspection or corrective action, properties that have not allowed inspection and/or taken corrective action and been re-inspected and documented by the City shall be presumed to have a footing drain connection for purposes of this chapter.

101.08 CONTINUING INSPECTION AND NOTICE. The City may conduct continuing periodic inspections of properties to confirm there are no direct or indirect connections of the footing drain to the sanitary sewer system. If during an inspection the City determines there is a direct or indirect connection as a result of a modification of the system to allow for a direct or indirect connection, failure to maintain or replace a failed sump pump that would allow an indirect or direct connection to the sanitary sewer system, or such other cause as may allow a direct or indirect connection, the City shall provide the property owner a written notice. The property owner shall be provided thirty (30) days to cure the defect and to arrange for a re-inspection by the City. If at the end of thirty (30) days the direct or indirect connection has not been inspected and determined to have been removed, the property shall be subject to the sanitary sewer surcharge provisions under this chapter. The payment shall continue until such time as the City determines through inspection the direct or indirect footing drain connection no longer exists.

SECTION 2. REPEALER. In case of conflict with any other City ordinance, in whole or in part, the terms of this ordinance shall control."

SECTION 3. 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 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED BY THE CITY COUNCIL this [REDACTED].

ATTEST:

[REDACTED] Mayor

[REDACTED], City Clerk

First Reading - [REDACTED]

September 1, 2018

RE: Footing Drain Inspection and Disconnection Program

The City of La Porte City will begin conducting mandatory footing drain inspections for sewer customers in La Porte City. The purpose of the inspections is to verify that footing drains, foundation drains, sump pumps, roof drains, downspouts and other clear water sources are not connected to the sanitary sewer system.

Like many cities in Iowa, La Porte City faces a challenge with its sanitary sewer system. During rainfall events the system is overloaded by excess ground water and rain water (clear water). Excess clear water in the sanitary sewer collection system leads to unnecessarily high flows in the sanitary sewer. These high flows can result in basement sewage backups, bypassing of untreated wastewater and increased taxpayer costs to treat water that does not need to be treated.

The City has been separated into seven sectors, to stagger inspection times over the next three years. Your property at XX is in Sector 2, where the City will be conducting inspections in 2018.

To accomplish this, inspectors will need access to your property and basement to observe exterior grading, roof drains, sump pit/pump, and seepage collection system if present. For fairness to customers, all buildings with a sewer account will be inspected, regardless of whether a basement or sump pump is present.

To ensure customer safety, all inspections will be scheduled and conducted by public works staff who will present proper identification. No door-to-door inspections will be conducted. Inspections will be completed between the hours of 7:00 am and 7:00 pm. A typical inspection is completed in under 15 minutes. There will be no fee for the initial inspection.

Please contact City Hall (319) 342-3396 to schedule an inspection appointment to verify that no clear water connections are present on your property. All inspections must be scheduled by November 30, 2018 to avoid sanitary sewer surcharge.

Chapter 101 of the La Porte City Code of Ordinances prohibits clear water connections into the sanitary sewer and authorizes the City to conduct inspections to verify that buildings do not have clear water connections. It also authorizes the application of a sanitary sewer surcharge equal to the base monthly sewer fee be added to sewer bills for buildings that have not been inspected and passed.

November 1, 2018

RE: Footing Drain Inspection and Disconnection Program – Final Notice

Dear Property Owner;

In September, you received a letter notifying you that the City would begin conducting mandatory footing drain inspections for sewer customers in La Porte City and requesting that you contact us to set up a time for the inspection. To date we have not been contacted to schedule an inspection of your property.

Chapter 101 of the La Porte City Code of Ordinances prohibits clear water connections into the sanitary sewer and authorizes the City to conduct inspections to verify that buildings do not have clear water connections. It also authorizes the application of a sanitary sewer surcharge equal to the base monthly sewer fee (currently \$25.75) be added to sewer bills for buildings that have not been inspected and passed.

To avoid sanitary sewer surcharges, inspectors will need access to your property and basement to observe exterior grading, roof drains, sump pit/pump, and seepage collection system if present. For fairness to customers, all buildings with a sewer account will be inspected, regardless of whether a basement or sump pump is present.

To ensure customer safety, all inspections will be scheduled and conducted by public works staff who will present proper identification. No door-to-door inspections will be conducted.

Inspections will be completed between the hours of 7:00 am and 3:00 pm with some early evening appointments available. A typical inspection is completed in under 15 minutes. There will be no fee for the initial inspection.

Please contact City Hall (319) 342-3396 to schedule an inspection appointment to verify that no clear water connections are present on your property. All inspections must be scheduled by November 30, 2018 to avoid sanitary sewer surcharge.

December 1, 2018

Property Owner

Address
[REDACTED]

RE: Notice to Disconnect Sump Pump from Sanitary Sewer System

The City recently completed inspection of your property located at XXXXXX . The intent of the inspection is to identify sources where rain water or groundwater is entering the sanitary sewer system.

Like many cities in Iowa, [REDACTED] faces a challenge with its sanitary sewer system. During rainfall events the system is overloaded by excess ground water and rain water (clear water). Excess clear water in the sanitary sewer collection system leads to unnecessarily high flows in the sanitary sewer. These high flows can result in basement sewage backups, bypassing of untreated wastewater and increased taxpayer costs to treat water that does not need to be treated. The inspection of your property indicates that an illegal connections to the City's sanitary sewer system exists. Chapter 95.04(2) of the City Code of Ordinances prohibits connections such as sump pumps which direct rain runoff or groundwater to the sanitary sewer system.

At this time the City is requesting your cooperation by disconnecting your sump pump or footing tile discharge to the sanitary sewer system. Disconnection would entail redirecting the discharge to the outside away from the foundation and not towards a neighbor's property.

Once the disconnection is complete, please contact City Hall at (319) 342-3396 to schedule an inspection to verify compliance with the City Ordinance.

Disconnection and re-inspection must be completed by May 31, 2019. Customers who fail to take corrective action by the deadline shall be subject to surcharge equal to the monthly base user fee for potential un-metered flow contributed to the sanitary sewer system. The surcharge will be added to the customer's monthly utility bill and shall continue until such time as corrective action and re-inspection is completed.

NO application or
proof of income; yet



5/23/19

Estimate Submitted to:

NAME	Christine Brown
Address	609 4th Ave
City ST ZIP	Collins, IA 50055
Phone	515-314-4259
Email	Musicofthenightla@gmail.com

American Dream Exteriors, LLC hereby submits specifications and estimates for:

All permits, labor, materials, tools, transportation and services necessary for and incidental to:

Remove

- Asphalt shingles - (House, Garage and Shed)

Install

- Tamko Heritage Shingles
- Ice and Water Shield
- Gutter Apron
- Drip Edge/Gutter Apron
- Pipe Flashing Boots
- Add new box vents

Roof Warranty

- 5-year American Dream Exteriors, LLC Labor Warranty
- Manufacturer Warranty

(Contingencies)

Plywood on the roof is replaced on 'as needed' basis - it is replaced at the rate of \$50 per sheet (customer notified before replacement)

5/23/19

Items applied to bid

Remove and Replace Roof	\$11,700.00
(House - Garage - Shed)	

Estimate Total (materials, labor, permits, taxes, not incl. contingencies):

	\$11,700.00
Financing approved from Benji Financing	\$5,500

Total Balance:	\$6,200.00
-----------------------	-------------------

5/23/19

Estimate Submitted to:

<u>Name</u>	Christine Brown
Address	609 4th Ave
City State Zip.	Collins, IA 50055
Phone	515-314-4259
Email	Musicofthenightla@gmail.com

Estimate Total: (materials, labor, permits, taxes, not incl. contingencies): **\$11,700**

Approved Financing Total Applied: **\$5,500**

Total Balance: **\$6,200**

Payment Schedule: Collect 50% on start date, Collect final 50% when complete

This estimate may be withdrawn if not accepted within 30 days.

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. And alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. We carry liability insurance. Our workers are fully covered under Workers' Comp insurance. You are hereby notified that any person performing labor on your property or furnishing materials for your property will be entitled to a lien against your property if not paid in full. Upon payment in full, lien waiver and material warranty to be issued. 20% cancellation fee due upon cancellation of job.

American Dream Exteriors, LLC is NOT LIABLE FOR BROKEN OR CRACKED DRIVEWAYS/SIDEWALKS DUE TO HEAVY EQUIPMENT DURING CONSTRUCTION PROCESS.

The terms and conditions have been reviewed and accepted:

Initial: _____

Acceptance of Estimate and Payment Schedule:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

Estimate accepted by: _____

Date: ____/____/____

Estimate Prepared by:

Mike Ray

Phone

515-777-0130

Please mail payments to:

American Dream Exteriors, LLC.

1479 NE 69th Place, Suite 80

Ankeny, IA 50021

PO Box 15
212 Main Street
Collins, IA 50055

Phone/Fax: 641-385-2205
E-mail: collinsclerk12@yahoo.com

CITY OF COLLINS

Complaints/Concerns/Issues*

Name: CARA CROSS
Address: 703 2nd Ave Collins
Phone/e-mail: CARACROSS@gmail.com
515 291 4958

Received
By: <u>tlb</u>
Date: <u>5-7-19</u>

Nature of Complaints/Concerns/Issues:

508 2nd Ave - junk in yard, # of animals in house
413 2nd Ave - junk in yard / vehicles non running
207 3rd Ave - junk in yard
511 3rd Ave - junk in yard - no running vehicles?
3rd St. by school - tarp building
All of these are eyesores & need cleaned up

Signature CARA CROSS Date 4/23/19

I wish to place the matter on City Council Agenda

YES NO

* Form must be signed and dated to be considered.



IOWA PRISON INDUSTRIES
406 N. High St.
ANAMOSA, IA 52205

QUOTATION

TO:

COLLINS CITY OF
 212 MAIN ST
 PO BOX 15
 COLLINS, IA 50055
 (641)385-2205 Fax: (641)385-2205

SHIP TO:

COLLINS CITY OF
 212 MAIN ST
 COLLINS, IA 50055
 (641)385-2205 Fax: (641)385-2205

ATTN: CITY CLERK

ATTN: DARREN KENNEDY

In response to your inquiry, we are pleased to offer the following:

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0001175	5/15/2019	COL304	4		4 WEEKS ARO		NET 30

Item	Quantity	UM	Part	Description	Price \$	Extension \$
001	10.0000	EA	FSP-SIGNEA080	DARREN KENNEDY 515-975-9909 DARRENK50@YAHOO.COM ===== 12X18 NEIGHBORHOOD WATCH ENG/.080 ALUMINUM PUNCH SPEC: VR-1A COLOR: BLUE/RED/BLACK/WHITE MESSAGE: NEIGHBORHOOD CRIME WATCH IF I DON'T CALL THE POLICE MY NEIGHBOR WILL W/LOGO QTY 10EA PER DESIGN:23732.31950.1	28.6500	286.50
800	1.0000		FREIGHT	FREIGHT CHARGES	28.6500	28.65
Total for Quote \$						315.15

PLEASE NOTE OUR NEW MAILING ADDRESS!

By: SIGN DIVISION



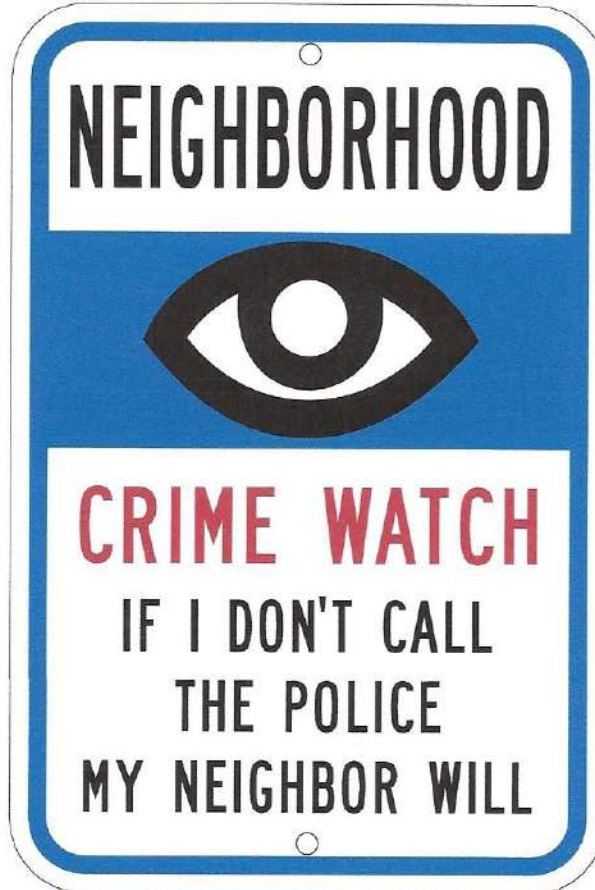
Iowa Prison Industries - Sign Division 23732.31950.1

Company: City of Collins
Layout Date: 5/14/2019
Designed By: Colby Puckett
Substrate: K080ALUM
Punch Spec: VR-1A
Fonts Used: 2" HGC, 1" HGC
Colors Used: Blue/Red/Black/White
Sheeting: ENG White
Special Notes: None

Width: 12"
Height: 18"
Border Width: 3/8"
Border Inset: 3/8"
Two-Sided: No
Pattern Cut: No

price is \$28.65 each + shipping

Note: Colors are not exactly representative of the final product. Computer monitors do not match colors exactly from one to the other.



*Signs are manufactured to meet the reflectivity and substrate that each customer is billed for. Occasionally, and especially on smaller sizes, signs will meet or exceed what the customer has ordered in either sheeting or substrate, at no additional cost to the customer. This is done to utilize material in an effort to keep customer costs as low as possible.

Layout Fees may be Applicable.
Property of Iowa Prison Industries
Sign Division, Anamosa, IA.
FOR CUSTOMER REVIEW ONLY
Not to be duplicated or shared without
written permission from the Plant Manager