

NOTICE AND CALL OF PUBLIC MEETING AGENDA

GOVERNMENT BODY: WORK SESSION OF THE ALLEMAN CITY COUNCIL
DATE OF MEETING: MONDAY JULY 21, 2025
TIME OF MEETING: 7:00 P.M.
PLACE OF MEETING: ALLEMAN CITY HALL 14000 NE 6th STREET

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

CALL WORK SESSION TO ORDER

AGENDA

Resolution for discussion 2025-041

Public Works Report

Traffic Control

3rd, 4th, 5th, Streets and 134th Avenue
142nd Speed Feedback Sign

Vehicle Use Policy

Replacement of a council member

Council Payments

Drainage north of 134th Ave

Review of banking and investment options

Ankeny Annexation within two miles

ADJOURNMENT

THIS NOTICE IS GIVEN at the direction of the Mayor, pursuant to Chapter 21, Code of Iowa, and the local rules of said governmental body.

_____ Shari Buehler, City Clerk

RESOLUTION 2025-041

A RESOLUTION TO ESTABLISH A POLICY ALLOWING ALLEMAN PUBLIC WORKS DIRECTOR TO SIGN OFF ON ENGINEER APPROVED CHANGE ORDERS FOR THE STREET AND STORMWATER IMPROVEMENTS PROJECT ON 3RD, 4TH, 5TH STREETS AND 141ST PLACE BEGINNING JULY 2025

WHEREAS, the City of Alleman intends by this Resolution to adopt a system for the authorization, control, implementation and the administration of a Policy by Public Works Director for the street and stormwater project on 3rd, 4th, 5th, and 141st Place beginning July 2025 and ending approximately December 2025.

WHEREAS, the City Council of the City of Alleman desires to approve and adopt the policy and procedures as being in the best interest of the City of Alleman;

NOW, THEREFORE BE IT RESOLVED that the City Council shall implement the following policies and procedures for the authorization, control, implementation and administration of a Purchasing Policy by Public Works Employee for the street and stormwater projection 3rd, 4th, 5th Streets and 141st Place as follows:

ESTABLISHING A PURCHASING POLICY

Purpose:

To establish official procedures and guidelines for purchasing non-maintenance or irregular business items budgeted or non-budgeted by Public Works Director.

Policies:

- All purchasing shall be conducted with the best financial interest of the City of Alleman in mind. This means obtaining the best prices during the streets and stormwater project on 3rd, 4th, and 5th Streets and 141st Place
- The intent of this Purchasing Policy is to allow the Public Works Director to sign off on engineer approved change orders up to \$5,000.00 during the course of the streets and stormwater improvements project. All actions engaged by the City should be fair, impartial, and free from impropriety or the appearance thereof.
- The responsibility for purchases shall be set as follows:
 - Any engineer-approved change order up to \$5,000 can be made by the Public Works Director without prior approval.

- Any purchases of \$5,001 or more must have Council approval prior to the change being made.
- Changes are not to be separated for the purpose of circumventing these financial guidelines.
- *No More than TWO change orders*

Emergency Exemptions: This policy may be circumvented if a situation arises that meets any of the following emergency procurement conditions:

- The situation threatens public health, welfare or safety; or
- There is a need to protect the health, welfare or safety or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement; or
- The City must act to preserve critical services or programs; or
- The need is a result of events or circumstances not reasonably foreseeable.

In the event of an emergency situation as stated above, purchases of emergency items can be made with Mayor approval.

All purchase invoices shall be forwarded to the City Clerk promptly to expedite processing. By law, no invoice may be submitted for payment until the product or service it is for has been satisfactorily received or obtained by the City of Alleman. Invoices for products and/or services more than 90 days old shall be reviewed by the City Clerk to ensure payment is made in a lawful manner.

All items submitted for payment, regardless of cost, should be coded to an appropriate general ledger account. If the cost of a purchased item is to be split between departments, both or all of the departments must have a representative of that department approve by initializing the invoice before payment can be made.

The City Clerk is responsible for ensuring that all departments adhere to this policy. This policy may be amended, revised or modified as deemed necessary by resolution of the City Council.

NOW, THEREFORE, Be it resolved by the City Council of Alleman, IA that this Purchasing Policy is hereby adopted.

Passed and approved this 14th day of July 2025.

Motion made by _____, seconded by Council Member _____

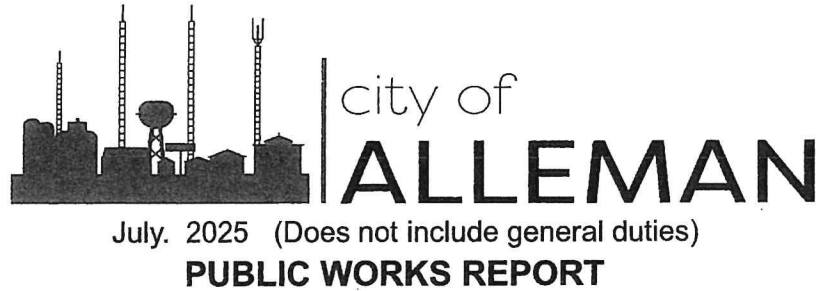
Roll Call Vote:

Ayes: Nays:

Robert Kramme, Mayor

ATTEST:

Shari Buehler, City Clerk



- **DNR Tree Study.**

Starting on July 18, 2025, the DNR will carry out an extensive tree inventory and analysis in Alleman. The different tree species in our city will be identified and mapped by them. After the study is completed, they will give Alleman GIS mapping of tree types, locations, and suggestions for future planting based on the potential benefits of various tree species. According to studies, certain trees provide long-term advantages for roads and groundwater absorption, which helps stormwater systems in places that are saturated.

- **Stormwater Improvements Project.**

On June 26, 2025, a pre-construction meeting was conducted. A copy of the minutes are attached. July 15, 2025, was set as the start date. It is estimated that the project will be finished in ninety days. The council will receive a monthly report by the contractor, from V&K. The notice sent to the impacted residents is also attached.

Update: Due to material manufacture and DMWW-mandated design modifications, the stormwater improvements project has been delayed by three to four weeks. The revised plan is attached. The material type on the west end of 141st Place has been altered by V&K, indicated by the blue markings, to accommodate DMWW where required. Neither the flow nor the capacity will be negatively impacted.

- **Street Paving.**

In October, when the stormwater improvements project is finished, Inroads Asphalt will start paving the 134th, 3rd, 4th, 5th, and 141st place. A week before work begins, impacted residents will receive notice from Inroads. As the estimated start date approaches, Public Works and V&K will discuss a schedule and scope of work with Inroads.

- **DNR Water Use Permit.**

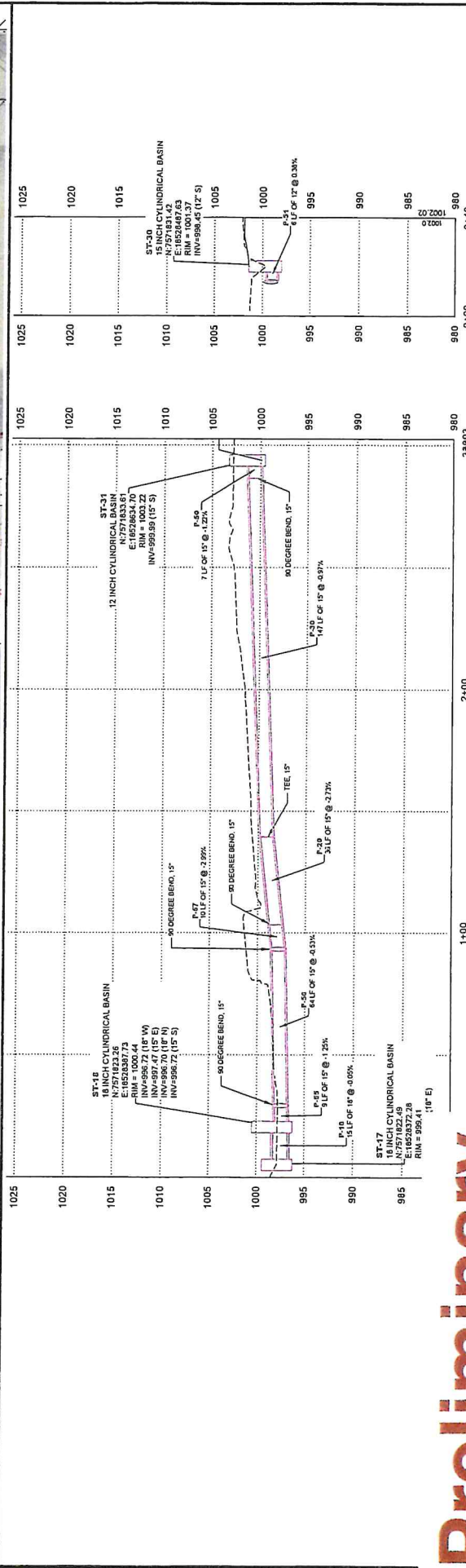
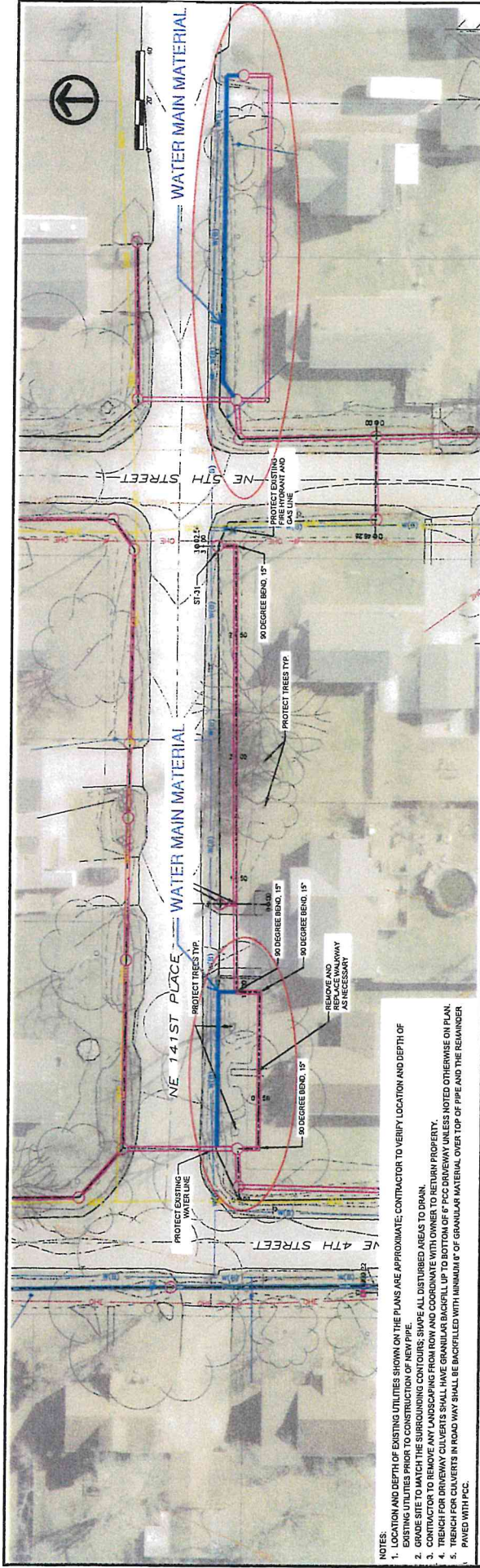
On February 1, 2026, Alleman's current Water Use Permit expires. Public works will be submitting a renewal to the DNR within 60 days prior to expiration. In order to meet our agreement with North Polk Schools, a new permit will need to be in effect by the upcoming irrigation season.

Mayor Kramme has requested information from public works regarding one-way streets, speed calming humps, and the cost of extra speed feedback signs. Please refer to the attachments.

Alleman Pre-Con 6/26/2025

- Telecom box on west side of 4th at garage (1440 NE 4th St)
 - Owned by Windstream?
- Mid American Available to hold pole for excavation at 1440 NE 4th St for excavation
 - Matt Novy's Contact Information given out
 - Contact 1 week before work
- InRoads Anticipates Fall start
- Tentative Schedule – Mid July start for Jet Drain
- South end of 5th street Potential paving issues
- Seeding responsibility of paving contractor?
- Core&Main: July 9TH Delivery for Jet Drain
 - ADS Pipe and Structures
- Jet drain still OK to use area by dirt pile for storage over by the elevators
 - JetDrain Requested signs for delivery. Logan offered to help coordinate storage
- Jet Drain anticipates 90 day construction period. Working 8:00-6:00 Mon-Fri
- Logan has map of residents with medical issues for maintaining access
 -
 -
- School Starts August 25th
 - First Football game September 5th.
 - 4:30 game. 3:30 Traffic?
 - Homecoming Parade September 26 . Not in work zone
- West to east work flow for JetDrain
- Jet Drain Sub Contractors

- CGA for Construction Staking
 - Erosion Works for SWPPP
 - Still waiting for SWPPP
 - Will need to be posted
 - CMT for Materials Testing
- Trinity Ross: On site POC for Jet Drain
 - Jet drain will abide by safety standards
- Council Sessions
 - Second Monday of the month (July 14)
 - 3rd Month work sessions (July 21st)
- Large Change orders may require special meeting to discuss and can be voted for on that meeting.
- Council packets to Shari for regular council meetings by Wednesday before meeting at noon.
- End of the month for pay apps to jet drain
- Alleman to provide notice for start of work to Residents



Preliminary
06/30/2025 9:19:38 AM

The City of Alleman plans to commence its stormwater improvements project on July 15, 2025, with the first phase expected to last 90 days, weather permitting. Extensive work within the city right-of-way is expected. Our contractors, Jet Drain & Excavating, InRoads Asphalt Construction and Veenstra and Kimm Engineering will notify homeowners directly if their driveways and property are affected by any work.

PHASE ONE:

Construction will begin on 141st Place, west end, and 3rd Street, progressing east to 4th Street before concluding on 5th Street and the eastern end of 141st Place.

If your driveway culvert is being replaced during the project, our Jet Drain & Excavating team will lay a rock approach until the concrete crew, also from Jet Drain Excavating, returns your driveway to its pre-construction condition. Any grass area within the city right-of-way disturbed during construction will be reseeded.

PHASE TWO:

This portion of the project will include the repaving of 3rd, 4th, 5th, and 141st Place. InRoads Asphalt Paving will provide residents with notice before the commencement of this phase of the project.

Plans for this project are available for viewing at Alleman City Hall. Thank you for your understanding as we work to improve the City of Alleman.

Logan Carpenter, Alleman Public Works Director
publicworks@allemaniowa.org
515-238-3158

Chantz with Jet Drain & Excavating
515-291-4543
chantz@jetdrainiowa.com

Doug Dodd with InRoads Asphalt Construction
doug@inroadspaving.com
515-402-8215



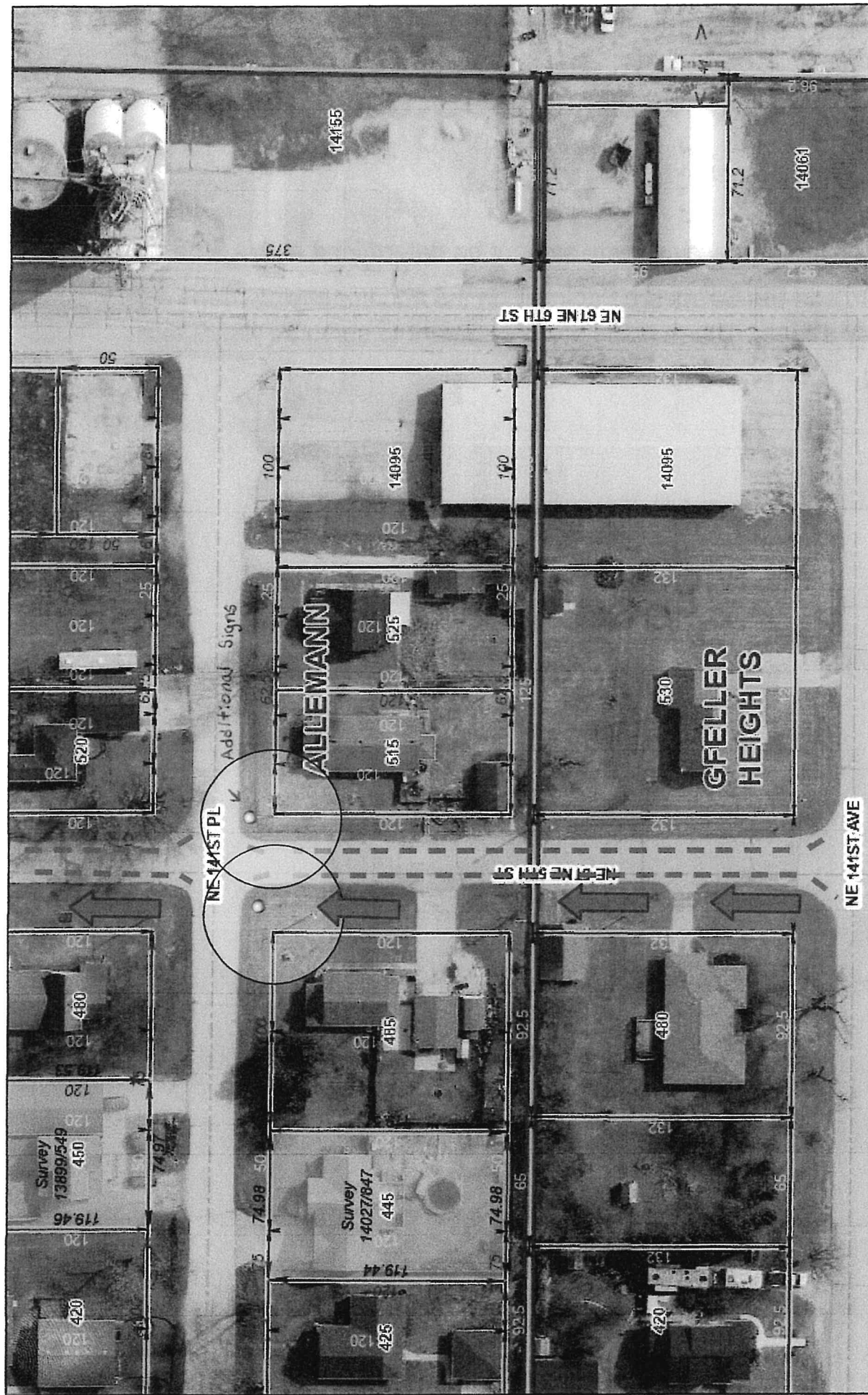
Alleman's stormwater improvements project has been delayed until August 8th, 2025.

Thank you for your understanding.

One-Way Streets

The cost of one-way streets can not be determined at this time. 3rd, 4th, and 5th Street are depicted on the accompanying maps as one-way streets. These maps are only meant to serve as visual aids.

ArcGIS Web Map



7/16/2025, 12:41:27 PM

Areas

Override 1
Override 2

Override 1
Override 2

Tax Parcels
Subdivision

Survey Footprint

Survey Lines

Parcel Cartography

Parcel Dimensions

Streets

Lot Dimensions

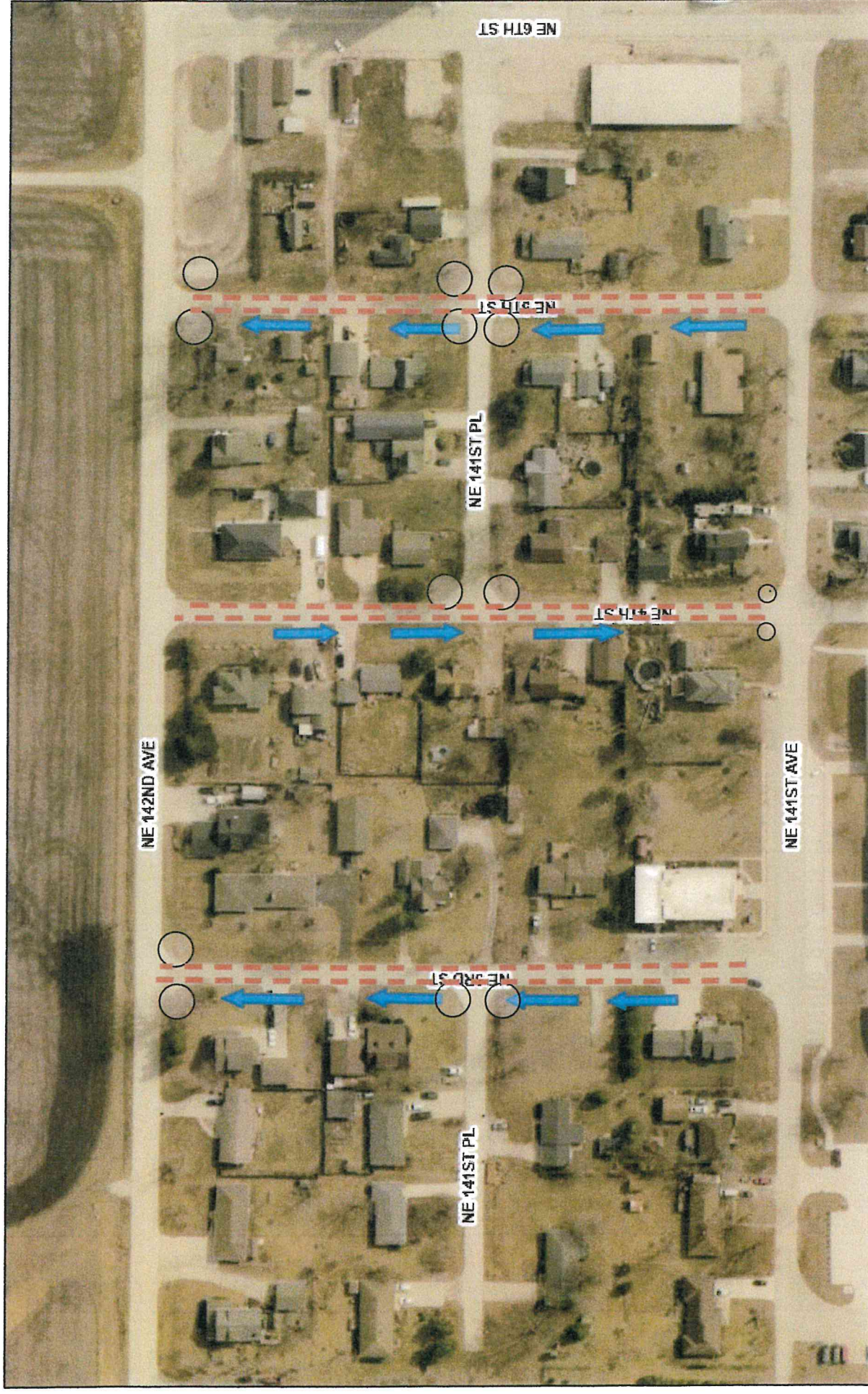
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Auditor's Office, Polk County, Iowa

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ArcGIS Web Map



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Areas
Override 1

☐ Override 2

Override 1

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Auditor's Office, Polk County, Iowa

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Speed Calming Humps

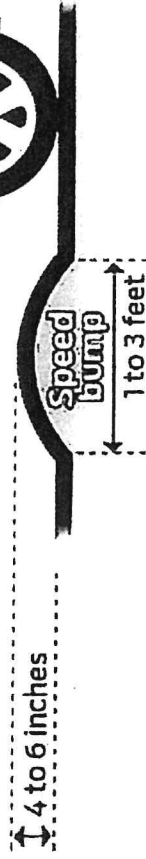
The cost of each speed calming hump is \$2,500.00. Inroads provided the quote. The data suggests that speed humps are a more effective and less harmful method for reducing traffic speed when compared against speed bumps.

Traffic-control methods

Traffic-control devices are installed on public roads and in private developments. They are not used on main roads such as U.S. 1 and Military Trail.

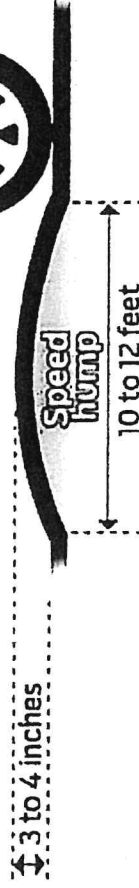
1 Speed bump

Used mostly in private residential developments and shopping centers.



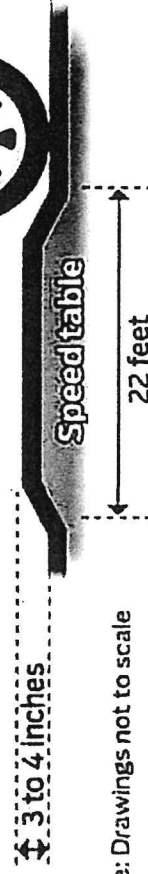
2 Speed hump

Used mostly on residential streets with speed limits up to 25 mph.



3 Speed table

Used on more traveled residential streets with speed limits up to 30 mph.



Note: Drawings not to scale

Sources: Palm Beach County and local communities

Steve Lopez/The Palm Beach Post

“Speed Bumps” versus “Speed Calming Humps”

Speed Bumps are often installed on large parking lots to significantly slow traffic. The “Bumps” are not very wide and have a high crown. Vehicles driving over these do have to significantly slow down or otherwise experience a very jarring bump as they cross over the bumps.

Speed Calming Humps are also installed to slow traffic. The “Humps” are typically used on residential roads to slow vehicle speeds. The “Humps” are much wider than “Speed Bumps” with a similar crown height. The profile of the Speed Calming Hump is designed to allow vehicles to cross over the “Humps” at or below the posted speed limit without much of a jarring to the vehicle. As the vehicle speed increases over the posted speed limit, the jarring to the vehicle increases.

Quite often the terms “Speed Humps” and “Speed Bumps” are used interchangeably.

Sourced from CTRE (Center for Transportation Research and Education)

Speed Calming Humps- Pros and Cons

by: Dan Woomer

Revised & Updated 1/5/2018 by Kevin Plessner and Dan Woomer

Override 1 **Subdivision** **Parcel Dimensions**

Override 1 **Tax Parcels** **Survey Footprint** **Lot Dimensions**

Auditor's Office, Polk County, Iowa

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Speed Feedback Signs

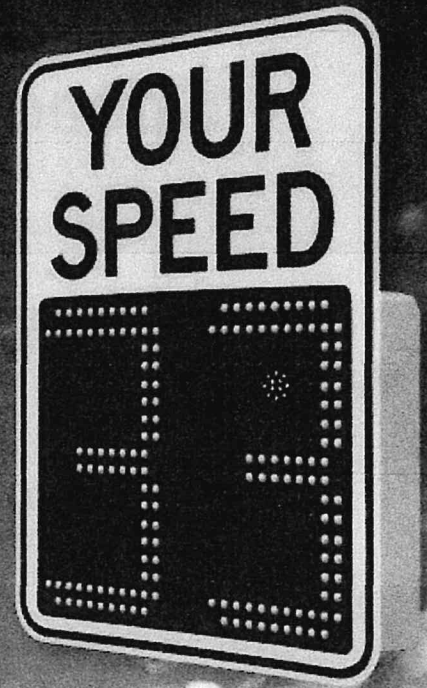
Each speed feedback sign, including mounting hardware, costs \$3,358.00.



SafePace[®] Evolution 12FM

The SafePace Evolution 12FM variable message sign is a compact, portable solution offering adjustable driver-responsive messages.

The compact yet robust Traffic Logix SafePace Evolution 12FM offers the flexible, customizable messaging options you'd expect from a larger sign. The sign includes a full matrix for text, graphics, or 12" speed display, including speed activated digit color changes and choice of messaging color. The Evolution 12FM sign is the sign with a small footprint yet wide range of messaging options.



EV 12FM Specifications

Digit Size	12"
Height	29"
Weight	20 lbs
24/7, 365 Scheduling	✓
Data Collection	✓
Solar Compatibility	✓
Battery Operated	✓
Universal Mounting	✓
Cloud Compatibility	✓
Trailer Compatibility	✓
Dolly Compatibility	✓
Hitch Compatibility	✓
Warranty	2 Years

Features

Compact design offers all the features and visibility you'd expect from a full size variable message sign.

Allows for **animated text or graphics** such as moving arrows or a scrolling message.

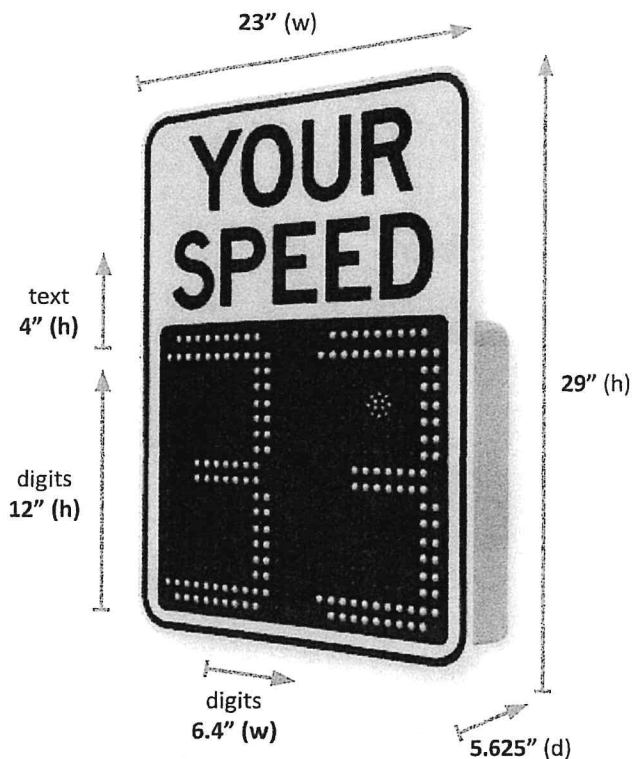
Universal Mounting: Optional mounting brackets let you use one sign at multiple locations with the turn of a key.

Dual-Color Display: Display color can be programmed to change based on driver speed.

Ultra-low power consumption including the most power-efficient radar technology available and optional solar power.

Includes **integrated flashing speed violator strobe** to alert speeding drivers.

Stealth Mode allows the sign to collect baseline traffic data while speed display appears blank to motorists.



Feature	Specifications
Dimensions	
Digits	12"(h) x 6.4"(w), 936 LEDs
Variable Message Matrix mode	13"(h) x 18.25"(w), 936 LEDs
Unit with "YOUR SPEED" sign mounted	Full size sign: 29.0"(h) x 23.0"(w) x 5.625"(d)
Sign Weight (includes "YOUR SPEED" sign (2 lbs) mounted)	
AC Powered	20 lbs
Battery Powered Model	20 lbs (not including batteries)
Solar powered model	20 lbs (does not include batteries, solar panel or bracket)
General Specifications	
Operating Temperatures F (C):	-40° (-40°) to 185° (85°)
3-Digit Speed Display	Miles Per Hour (mph): 3-99 mph Kilometers Per Hour (km/h): 5-160 km/h
Faceplate	High-Intensity prismatic reflective sheeting on "YOUR SPEED" signs with black colored text. MUTCD approved colors and format
Communications	Bluetooth, GSM/GPRS
Programming	SafePace® Pro management software SafePace® Cloud remote management 24/7 365 day unlimited programming and scheduling
Power Options (Electrical Specifications)	
AC power input	100~240 V AC

Feature	Specifications
DC power input	12 V DC
Solar panel options	50W or 90W solar panel
Radar	
Internal Radar:	Doppler (FCC approved)
Model	DF 600
Radar RF out	5 mW maximum
Radar f-center	24.125 GHz or 24.200 GHz
Pickup distance	Up to 400 feet
Beam angle	24° (vertical) x 12° (horizontal)
Beam polarization	Linear
CE Mark (Radar)	Yes
Display	
LEDs	948
Digits	468 LEDs: Color: Yellow (590 nm) Viewing angle at 50% IV: 30° Partial Flux (Brightness): 9000 – 22400 Ev,[lux]/LED 468 LEDs: Color: Red (633 nm) Viewing angle at 50% IV: 30° Partial Flux (Brightness): 7100 – 18000 Ev,[lux]/LED
Speed Violator Strobe	12 LEDs: Color: White (2700 K – 6500 K) Viewing angle at 50% IV: 150° Luminous Flux: typically 33lm @ 4000 K Luminous Efficacy: typically 176 lm/W @ 4000 K
Ambient light sensor	1 sensor and automatic brightness adjustment
Characters	Max Lines of text = 2 Max height of text = 5" Max characters/line= 4
Enclosure	
Construction	Vandal resistant, lightweight polymer. Matte black front for reduced glare and maximum contrast. Light gray body to minimize heat absorption
Weatherproof Rating	Weatherproof, NEMA 4X-12, IP65 level compliant. Non-sealed and ventilated
Warranty	
Sign	2 years
Batteries	1 year

[illegible]

☐ Override 1
 ☐ Tax Parcels

☒ Override 1
 ☐ Subdivision

☐ Survey Lines
 ☐ Misc. Cartography

☐ Parcel Cartography
 ☐ Lot Dimensions

Auditor's Office, Polk County, Iowa

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Auditor's Office, Polk County, Iowa

POLICY STATEMENT:

The purpose of this policy is to establish regulations governing employee responsibility for the use of personal vehicles and City vehicles for City-related business. Violations of this policy may result in disciplinary action.

APPLICABILITY:

This policy is applicable to all City employees who are authorized to operate City vehicles or who are authorized to use their personal vehicle in conducting City business.

IN GENERAL:

Employees who are authorized to use a personal or City-owned vehicle in conducting City business shall receive a mileage reimbursement, a vehicle allowance, use of a pool vehicle, use of an emergency or special use vehicle, or be assigned a department vehicle in accordance with provisions of this policy.

AUTHORIZATION:

Authority to regularly receive mileage reimbursements for the use of a personal vehicle or to use a City-owned vehicle on the basis of a department assignment or emergency or special use assignment must be received from the City Manager upon recommendation of the department director (department directors will have the authority and responsibility for approving the use of pool vehicles by their employees).

Employees not assigned City vehicles are not allowed to use vehicles without prior Council approval.

TYPES OF ASSIGNMENT:

Employees who regularly use a vehicle in performance of their work will use a pool vehicle, be assigned a department vehicle, an emergency or special use vehicle, or use a personal vehicle. Although each type of assignment will be determined individually, the following guidelines shall be followed in making these types of assignments:

Pool Vehicle

A pool vehicle, if available, will be used in most instances by employees needing transportation in performing their work.

Assigned Department Vehicle

A Council assignment of a City vehicle may be approved when:

- a. The vehicle is used extensively each working day;
- b. It is less expensive to furnish a vehicle than to pay mileage;
- c. The nature of the assignment may cause unusual depreciation of the vehicle;
- d. A vehicle other than a passenger vehicle is required; or
- e. Other factors warrant such an assignment. These vehicles will remain parked on City property at the end of the work day.

Employees who have been previously approved to take home a City vehicle will be allowed to continue to do so until they are no longer performing in that job classification.

The City shall follow IRS regulations regarding the valuation of fringe benefits for employees authorized to take home a City vehicle. Under this special IRS rule, the value of each one-way commute (from home to work or from work to home) is \$1.50. This amount will be included in the employee's taxable wages each pay period in the amount of \$30 (\$3 per day x 10 working days in the pay period). The employee should keep records to verify the number of commuting trips made and to notify the City Clerk of any changes. The total value of all commuting trips will be reported on the employee's W-2 form each year.

Emergency or Special Use Vehicles

An emergency use vehicle will be approved to the department or division for take home use when the employee is frequently subject to 24-hour emergency calls throughout the year (e.g., public safety vehicles). A special use vehicle (that carries special tools, equipment, supplies, or parts needed to perform emergency work) may be approved for a department or division take home use for portions of the year for seasonal duties such as snow removal.

Emergency or special use vehicles shall not be assigned to City personnel, for take home use, who live outside the City limits unless approved for special circumstances.

Personal Vehicle

Reimbursement for the regular use of a personal vehicle will be approved when this type of an arrangement is satisfactory. Normally, this type of assignment shall be considered when a vehicle is needed for a number of hours each day and the use of a pool vehicle is, therefore, not practical and/or when no City vehicle is available.

APPROVED USE OF CITY VEHICLES:

Permitted Uses

City vehicles shall be used in the most economical and efficient manner, solely for the performance of City business. No City vehicle shall be used for personal benefit or personal business other than for commuting or de minimis personal use (such as stopping for a personal errand on the way between business and home).

The City Clerk shall be responsible for ensuring that all of their employees have a license to operate the type of vehicle used in their work, and that the employee's driving record justifies the operation of City vehicles.

A photocopy of each driver's state operator license will be kept on file at City Hall. This will provide the necessary information for running a Motor Vehicle Report and review of the driver's restrictions.

A copy of each driver's Motor Vehicle Report will be obtained annually or more frequently if the driver is under disciplinary action, probation or suspension.

The following are considered minimal guidelines for new employees and will place current employees under disciplinary action if not in compliance:

1. No more than three convictions for moving traffic violations within any 12 month period within the last 5 years.
2. Conviction of any traffic violation that is defined as serious by Iowa Code within the last 5 years.
3. No Operating While Intoxicated (OWI) convictions in the last 5 years.
4. No designation of being a "Habitual Offender" within the last 5 years.

Only employees assigned emergency or special use vehicles may use the vehicle for transportation to and from work or to lunch. Those assigned a department vehicle or a pool vehicle, who regularly work in the field most of the day, may drive the vehicle to lunch if they are away from the office when the lunch hour occurs, and if they have received approval from the responsible Council.

Only authorized persons are to be passengers in a City-owned vehicle. Authorized persons include customers, vendors, and fellow employees. Family members or friends should not be allowed as passengers in the City vehicle except as authorized for City events as approved by the Council (e.g., parade). Personal use and trips outside of the City are not allowed without prior approval of Council. An employee should let the Mayor know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.

Responsibility

Employees using a City vehicle shall assume responsibility for reporting any mechanical failures or difficulties. It shall be the responsibility of department directors to see that their employees use City vehicles in accordance with the provisions of this policy.

Employees who are assigned City vehicles are responsible for keeping the vehicle interior and exterior clean, notifying public works when routine service is due, reporting any vehicle problems or defects and maintaining the vehicle according to City policy.

Employees are required to report any moving or parking violations they receive while operating a City vehicle. Employees are responsible for final disposition (court appeal or payment of fine) for any traffic citation issued while operating their own vehicle for City business or while operating a City-owned vehicle. Failure to resolve a traffic related fine as with any other violation of a City ordinance is a performance issue subject to the disciplinary process separate from the act resulting in the traffic citation.

An employee operating a City-owned vehicle that activates a red light or speed camera shall be responsible for any related fee, unless the Council determines that the incident was justified.

Any incident with a City vehicle that causes physical damage must be reported to the Mayor immediately and the Auto Physical Damage/Auto Liability Investigation Report shall be completed and sent to risk management within twenty-four (24) hours.

All accidents must be reported to your department supervisor immediately. The local law enforcement agency shall be called to the scene and required to prepare an accident report that will be submitted to the Iowa Department of Transportation. The Auto Physical Damage/Auto Liability Investigation Report in the glove box shall be filled out and sent to risk management within twenty-four (24) hours regardless of fault and will help speed the insurance process. The driver of the City vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

Drug testing of the employee must occur if the accident involves a loss of human life; any person is transported from the scene for medical treatment; there is disabling damage to any motor vehicle requiring tow away; the employee receives a ticket for a moving traffic violation arising from the accident; or if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. The driver may be held accountable for the deductible if the driver is found in violation of the driving policy.

Seat belts are required to be worn in Iowa and must be used at all times; and the driver is responsible for making sure all passengers are also wearing their seat belts in accordance with state law. This includes all vehicles which have factory installed seat belts including skid loaders, utility carts, backhoes and mowers which have a Roll over Protection Structure (ROPS).

The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured.

Use of any tobacco products, including smoking and smokeless tobacco as well as electronic cigarettes, is prohibited in City vehicles and equipment.

Drinking alcohol or illegal drug use while driving or prior to driving a City vehicle is prohibited and can result in immediate termination.

Drivers are required to inform the Mayor of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Continuing to drive a City vehicle while under suspension can result in termination.

Drivers are responsible for operating a motor vehicle safely. To do this, you must focus your full attention on the driving task. Employees must comply with the Iowa Code regarding the use of electronic communication devices while driving. An employee may not write, send, or read a text message while driving a motor vehicle unless the motor vehicle is at a complete stop off the traveled portion of the roadway. The provisions of this section do not apply to public safety agencies performing official duties.

USE OF A PERSONAL VEHICLE:

General Requirements

The employee or the employee's personal automobile insurance policy will be responsible for payment of any damage to the employee's personal vehicle while acting within his or her scope of employment or duties.

The City considers any payment of City mileage reimbursement or vehicle allowance as satisfactory reimbursement to an employee to cover that portion of the employee's personal automobile insurance premium that could be associated with the employee's use of his or her personal vehicle to act within his or her scope of employment or duties.

All employees using their personal vehicle for City business on a regular basis will, if requested, provide proof of insurance to the City Clerk.

Vehicle Allowance

The monthly vehicle allowance is a form of compensation, subject to applicable state and federal income tax and withholding laws. The City will not maintain mileage or any other records for reporting business expense deductions on personal income tax returns. Employees who are receiving the vehicle allowance and who travel out of state for City business purposes will be eligible for mileage reimbursement for that trip.

Mileage Reimbursement

In order to receive reimbursements for travel expenses in a personal vehicle, it is necessary that proper travel and training forms be completed. Reimbursements for mileage shall be made at the current IRS allowable rate. The mileage reimbursement rates include factors for variable costs, gasoline, oil, lubrication, tires, battery, washing, and winterization; and fixed costs—depreciation, repairs, insurance, and license fees. Reimbursements will be made only for mileage traveled in conducting City business. Mileage for travel between home and work and between work and lunch does not qualify for reimbursement.

COMMERCIAL DRIVERS LICENSE:

Additional controls are required by the state for drivers of vehicles requiring a Commercial Driver's License (CDL) according to the Commercial Motor Vehicle Safety Act of 1986.

A CDL is required to operate any of the following vehicles:

- a) A single vehicle with Gross Vehicle Weight Rating (GVWR) over 26,000 pounds.
- b) A trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds.
- c) A vehicle designed to transport more than 15 people.
- d) Any vehicle requiring hazardous material placards.

Firefighters are excluded from this requirement.

Transporting hazardous materials or a regulated load weight without the proper CDL license can subject the driver and City to significant litigation.

Federal regulations require that Iowa licensed commercial drivers must report ALL violations (except parking violations) to their employers within 30 days of Page 7 conviction, whether the driver was operating a commercial or non-commercial vehicle.

INSPECTION OF EQUIPMENT:

The driver shall report any defects to Public Works that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items that affect safety shall be repaired before continued vehicle operation.

All lights and reflectors of vehicle shall be inspected by the driver, and if found defective, they shall be repaired immediately.

The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.

OPERATION:

Before leaving a parked vehicle unattended, off City property, the ignition key shall be removed to prevent theft or unauthorized starting of vehicle.

Vehicles are to be driven in a manner such as to create a favorable impression on the public. Drivers shall exercise special precaution when:

- Children are playing on the roadway, alley or near the curb.
- Passing schools or play grounds.
- Approaching persons on bicycles.
- Driving during inclement weather.

BACKING PROCEDURES:

Backing situations shall be avoided when practical, however, when vehicle must be backed, the following procedures shall be observed:

- The backing maneuver shall be accomplished upon arrival at site when possible.
- A safety zone shall be established before vehicle is moved. Establishing safety zone requires completing a 360-degree visual inspection around the vehicle looking for potential hazards.

NOTE: The visual inspection shall include all sides of the vehicle and the intended travel path.

- Where possible, back from the driver's side.

Backing operations involving an obstructed view to the rear shall:

- Be equipped with a reverse signal (backup alarm) audible above the noise level of the surrounding area.
- Be backed with the assistance of a ground guide, whenever a second employee is available, stationed at the rear of the vehicle.

During all vehicle operations, the vehicle operator shall:

- Keep a constant lookout the entire time.
- Carefully check any blind areas.
- Back or move ahead slowly until clear of obstructions.
- Watch both sides. Do not depend entirely on mirrors.
- Enlist the aid of other employees to act as a ground guide whenever a second employee is in the vehicle or available at the job site.

Sample

**NOTICE OF TO FILL THE AT-LARGE CITY
COUNCIL POSITION IN THE CITY OF HARTFORD, IOWA
BY APPOINTMENT**

Notice is hereby given that a vacancy does exist for an AT-Large Council position for the City of Hartford, Iowa. Council member Haldean Wilson has announced his resignation effective March 18, 2025. In accordance with the Iowa Code Section 372.13(2)(a), the Hartford City Council has voted to fill the vacancy by appointment. Said appointment will be made within 40 days after March 18, 2025, at a Regular Meeting of the Hartford City Council. All Regular Meetings convene at 6:30pm in the Council Chambers of City Hall, 150 W. Elm St, Hartford, Iowa. Electors of the City have the right to file a petition requiring that the vacancy for the At-Large Ward City Council position be filled by a special election by submitting a valid petition with the Hartford City Clerk within 14 days after publication of this notice or within 14 days after the appointment is made by the City Council. A valid petition shall meet the requirements set fourth in Iowa Code Section 372.12(2)(a).

Eligible electors of the City of Hartford, Iowa residing in the City wanting to be considered for appointment should submit a request in writing to the City Clerk at Hartford City Hall, 150 W. Elm St., Hartford, IA by 4:00 pm on Friday April 4, 2025

Published by the authority of the City Council of the City Council of the City of Hartford, Iowa.
Dated this 27th day of March, 2025.

Cynthia Crippen
City Clerk/Treasurer
City of Hartford

CITY OF ALLEMAN, IOWA
RESOLUTION NO. 2025-039
RESOLUTION NAMING DEPOSITORIES

WHEREAS, Iowa Code 12C.2 requires that the approval of financial institutions as depositories shall be by written document which shall be entered of record in the minutes of the approving board, and which shall distinctly name each depository approved, and specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the City’s auditor recommends the naming of depositories be done Annually.

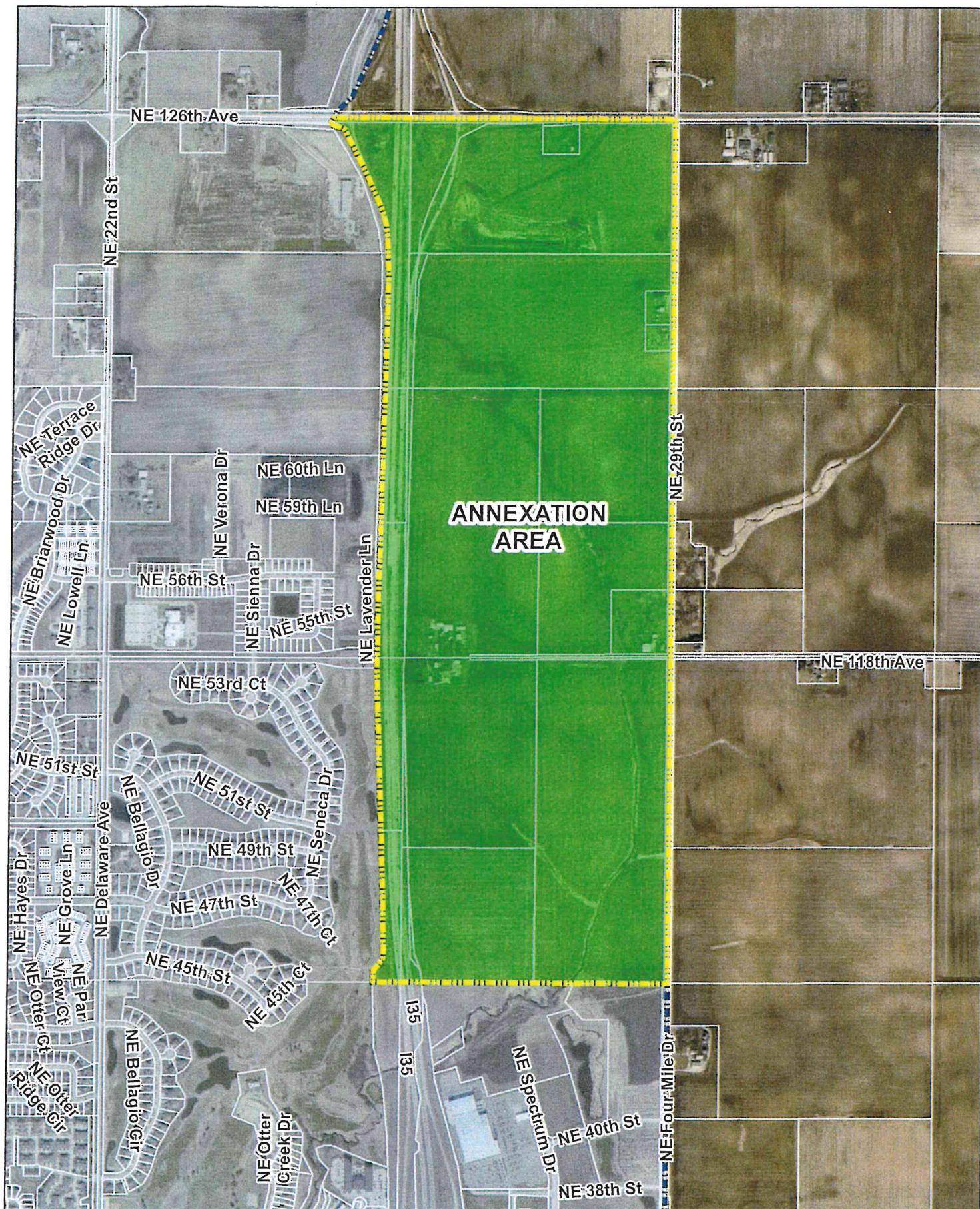
BE IT THEREFORE RESOLVED, that the City Council of Alleman in Polk County, Iowa, approves the following list of financial institutions to be depositories of the City of Alleman funds in conformance with all applicable provisions of Iowa Code Chapter 12. The Director of Finance/Treasurer and City Clerk are hereby authorized to deposit the City of Alleman funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

NAME OF DEPOSITORY	LOCATION OFFICE	MAXIMUM DEPOSIT
Grinnell State Bank	Polk City, IA	2,000,000.00
Veridian CU	Ankeny, IA	2,000,000.00

PASSED AND APPROVED this 9 day of June 2025

Robert Kramme, MAYOR

ATTEST:



N

1 inch = 1,200 feet

Date: 1/28/2025

**DLE Four Way, LC Annexation
80/20 Voluntary Urbanized Annexation
Aerial Map**

