

Tentative Agenda

ROBINS CITY COUNCIL

MONDAY, APRIL 15TH, 2024

5:30 P.M. @ ROBINS CITY HALL

(ONE OR MORE MEMBERS OF THE COUNCIL MAY BE ATTENDING VIA ELECTRONIC DEVICE)

AGENDA:

1. Call the Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of the Agenda
5. Presentation by Randy Fouts – Robins Civic Club
6. Motion to approve the Job Description for a “*Volunteer Robins Farmers Market Manager*”
7. Introduction of Jane Stevens as the Volunteer Farmers Market Manager for the upcoming season
8. Motion to approve the Minutes of the April 3rd, 2024 Council Minutes
9. Public Hearing to hear comments and concerns relating to the proposed FY’25 Municipal Budget
10. Motion to Approve Resolution No. 0424-5, Adopting the FY’25 Municipal Budget
11. Motion to approve Resolution No. 0424-8, Awarding General Obligation Corporate Purpose Bonds, Series 2024
12. Resolution No. 0424-6 Awarding Estimate to Repair Sanitary Sewer Lines
13. Resolution No. 0424-7, Awarding Estimate to Camera Sanitary Sewer Lines (for future repair)
14. Motion to Adjourn

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JOB DESCRIPTION

ROBINS FARMERS MARKET MANAGER

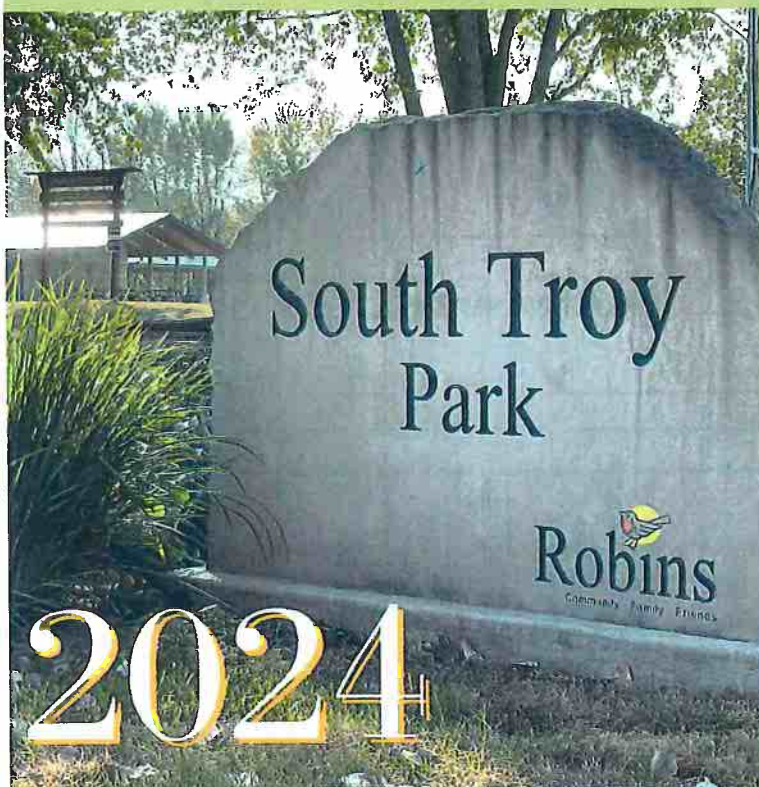
The Robins Farmers Market Manager is a volunteer position designed to serve as a positive and e face of the Robins Farmers Market ("the Market"), as well as the liaison between the City, the ve and the community. The Market Manager provides supervision and support as needed including

but not limited to during the Market Day. The Market Manager works in conjunction with the Robins Deputy City Clerk to:

- (1) Develop and manage relationships with vendors ensuring timely communications and resolution of issues or problems;
- (2) Screen vendor applications;
- (3) Ensure vendor compliance with the City's handbook and the Marketspread software;
- (4) Ensure all applicable licenses, permits and insurances from vendors are collected and filed with the City as required;
- (5) Ensure vendor compliance with onsite Market staging;
- (6) Creating a safe, healthy and vibrant Market.

The Market Manager is solely responsible for promoting the market, including fundraising efforts in support of the Market's operations.

Robins Farmers Market



May 11
June 15

June 29
July 13

July 27
Aug 17

Sept 7
Sept 21

Join us at the Market Become a Sponsor!

RobinsFarmersMarket@gmail.com

www.facebook.com/RobinsFarmersMarket



ROBINS CITY COUNCIL Minutes of the April 3rd, 2024 Meeting

Mayor Hinz called the meeting to order at 5:31 p.m. in the Robins City Hall on Wednesday, April 3rd, 2024. Roll call was taken with Councilors Mike Foley, Cary Smith, Leigh Cook, Dave Franzman and JD Smith present along with Planning and Zoning Administrator Dean Helander, Attorney Holly Corkery, Building Official/Public Works Superintendent Mike Kortenkamp, Fire Chief Keith Feldkamp, Police Chief Andy Humphrey, Fire Code Official/Deputy Public Works Superintendent Neal Boeckmann, Deputy Clerk Lisa Goodin, City Clerk/Treasurer Lori Pickart and one guest. JS Smith moved to approve the Agenda, Franzman seconded, all voted aye.

COMMITTEE REPORTS

- ~ Mayor Hinz thanked everyone for their work on the FY'25 Municipal Budget.
- ~ Public Works Coordinator JD Smith noted the department is preparing to camera some of the city sewer lines and get repaired.
- ~ Parks Coordinator Dave Franzman noted the city parks were opened on Monday, weather dependent on the temperatures. If it gets really cold again, they may be closed to protect the water lines.
- ~ Finance Coordinator Leigh Cook noted the public hearing for the \$2,000,000 bond sale follows on the agenda.
- ~ Streets Coordinator Cary Smith noted the City continues to work on the MPO funding for West Main Street Construction and added core samples will soon be occurring on North Center Point Road.
- ~ Public Safety Coordinator Mike Foley noted the Fire Department did a fine job on the March 8th garage fire. He noted the fire was under control in 16 minutes. He congratulated Jason Alt who has achieved the Fire Fighter II status. Foley added the Department also had 13 medical calls during the month of March. He reported the Police Department had their typical month working with radars and writing speeding tickets. He noted a quiet month is a good month for public safety.
- ~ Engineers Report. Foley asked if the city needed to return the MPO Funding relating to the W. Main Street Trail Construction/Street Reconstruction. Mayor Hinz noted he would hopefully have an update by the next monthly meeting. He added he is working with the MPO on a Linn County project on the west side of town. He noted it is really confusing as the Federal State year-end is not the same as the County and City's year end.

CITIZEN COMMENTS – Agenda Items

- ~ None

CITIZEN COMMENTS – Non-Agenda Items

- ~ Greg Neumeyer, Robins Economic Development Initiative Coordinator noted a mailer was mailed to Robins residents in the Cedar Rapids School District relating to their upcoming school bond issue, adding good schools equal more housing and businesses.

CONSENT AGENDA

- ~ Franzman moved to approve the Consent Agenda, JD Smith seconded. Items included the Minutes of the March 4th and March 18th Meetings; the Financial Report, the List of Bills submitted and Resolution No. 0424-2 awarding quotation to install pavement markings along North Center Point Road. There no discussion and all voted aye.

NEW BUSINESS

- a. PUBLIC HEARING – BOND SALE. Mayor Hinz opened a public hearing to hear comments and concerns relating to the proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to Borrow Money Thereunder in a Principal amount not to exceed \$2,045,000 at 5:45 pm. Pickart noted these monies are needed for the next payment for the Indian Creek Sewer project. The public hearing closed at 5:47 p.m.
- b. RESOLUTION NO. 0424-5, Foley moved to approve Resolution No. 424-5, taking additional action on proposal to enter into a General Obligation Corporate Loan Agreement, Series 2024, setting the date for sale of the General Obligation Corporate Purpose Bonds, Series 2024, authorizing the use of a Preliminary Official Statement in connection therewith, and providing for the levy of taxes to pay the same. Cook seconded the motion and all voted aye.

JD Smith moved to adjourn at 5:43 p.m., Foley seconded and all voted aye.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET
Fiscal Year July 1, 2024 - June 30, 2025

City of: **ROBINS**

The City Council will conduct a public hearing on the proposed Budget at: **Robins City Hall, S. Second Street, Robins, IA Meeting Date: 4/15/2024**
Meeting Time: **05:30 PM**

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	7.44063
The estimated tax levy rate per \$1000 valuation on Agricultural land is	2.99987

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 393-0588

City Clerk/Finance Officer's NAME
Lori Pickart

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,759,348	1,439,317	1,642,162
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,759,348	1,439,317	1,642,162
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	697,458	670,188	843,366
Other City Taxes	6	508,000	344,421	514,165
Licenses & Permits	7	47,500	52,560	39,847
Use of Money and Property	8	75,500	35,700	133,330
Intergovernmental	9	445,949	435,980	725,842
Charges for Fees & Service	10	509,812	404,380	457,240
Special Assessments	11	0	0	0
Miscellaneous	12	41,390	53,000	108,859
Other Financing Sources	13	0	2,045,000	0
Transfers In	14	697,458	670,188	874,096
Total Revenues and Other Sources	15	4,782,415	6,150,734	5,338,907
Expenditures & Other Financing Uses				
Public Safety	16	466,975	209,192	440,595
Public Works	17	1,144,066	74,212	1,461,867
Health and Social Services	18	0	0	0
Culture and Recreation	19	602,760	293,717	162,187
Community and Economic Development	20	513,066	52,250	97,621
General Government	21	387,515	287,744	375,823
Debt Service	22	1,163,206	856,341	1,152,930
Capital Projects	23	378,059	3,397,023	766,744
Total Government Activities Expenditures	24	4,655,647	5,170,479	4,457,767
Business Type / Enterprises	25	621,832	416,156	409,018
Total ALL Expenditures	26	5,277,479	5,586,635	4,866,785
Transfers Out	27	697,458	670,188	874,096
Total ALL Expenditures/Transfers Out	28	5,974,937	6,256,823	5,740,881
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,192,522	-106,089	-401,974
Beginning Fund Balance July 1	30	7,552,426	7,658,515	8,060,489
Ending Fund Balance June 30	31	6,359,904	7,552,426	7,658,515

RESOLUTION NO 0424-8

ADOPTING BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025

WHEREAS, a public hearing has been held as set out in the notice of public hearing, which was published on March 21st, 2024 and

WHEREAS, a copy of the Budget Estimate Summary of proposed receipts and expenditures is attached to this Resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Robins, Iowa, that the budget for the City of Robins for Fiscal Year ending June 30, 2025, as set out in the Budget Estimate Summary is hereby adopted and the City Clerk is instructed to forward copies to the Linn County Auditor as required.

PASSED AND APPROVED, this 15th day of April 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

April 11, 2024

Via Email

Lori Pickart
City Clerk/City Hall
Robins, Iowa

Re: General Obligation Corporate Purpose Bonds, Series 2024
Our File No. 439708-37

Dear Lori:

We have prepared and attach the necessary proceedings to be used at the April 15, 2024 City Council meeting to report the bids received and to adopt the resolution approving the sale of General Obligation Corporate Purpose Bonds, Series 2024 (the "Bonds") to the best bidder.

The attached resolution must be completed with the name of the purchaser of the Bonds. Speer Financial, Inc. will tabulate the bid results and provide that name to you.

The proceedings attached include the following items:

1. Resolution awarding the sale of the Bonds and providing for the adjournment of action on the Bonds to April 29, 2024 for adoption of the issuance resolution.
2. Attestation Certificate with respect to the validity of the transcript.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Speer Financial, Inc.
Diana VanVleet

MINUTES TO RECEIVE BIDS AND
SELL BONDS

439708-37

Robins, Iowa

April 15, 2024

The City Council of the Robins, Iowa, met on April 15, 2024, at 5:30 p.m. in the Robins City Council Chambers, in the City.

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

Present: _____

Absent: _____.

This being the time and place fixed by the City Council for the consideration of bids for the purchase of the City's General Obligation Corporate Purpose Bonds, Series 2024, the Mayor announced that bids had been received and canvassed on behalf of the City at the time and place fixed therefore.

Whereupon, such bids were placed on file, and the substance of such bids was noted in the minutes, as follows:

Name and Address of Bidder

Final Bid
(interest cost)

(ATTACH BID TABULATION)

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

Ayes: _____

Nays: _____.

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

RESOLUTION NO. 0424-9

Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2024

WHEREAS, the City of Robins (the "City"), in Linn County, State of Iowa, heretofore proposed to enter into a loan agreement (the "Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,045,000 for the purpose of paying the costs, to that extent, of undertaking sanitary sewer system improvements; and pursuant to law and duly published notice of the proposed action has held a hearing thereon on April 3, 2024; and

WHEREAS, a Preliminary Official Statement (the "P.O.S.") has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2024 (the "Bonds") in evidence of the obligation of the City under the Loan Agreement, and the City has made provision for the approval of the P.O.S. and has authorized its use by Speer Financial, Inc., as municipal advisor (the "Municipal Advisor") to the City; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the bid of _____, _____ (the "Purchaser"), is the best, such bid proposing the lowest interest cost to the City for the Bonds;

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

Section 1. The bid of the Purchaser referred to in the preamble is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest, if any.

Section 2. The form of agreement of sale/official bid form (the "Sale Agreement") of the Bonds to the Purchaser is hereby approved, and the Mayor and City Clerk are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 3. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on April 29, 2024.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved April 15, 2024.

Chuck Hinz, Mayor

Attest:

Lori Pickart, City Clerk/Treasurer

• • • •

Upon motion and vote, the meeting was adjourned.

Chuck Hinz, Mayor

Attest:

Lori Pickart, City Clerk/Treasurer

ATTESTATION CERTIFICATE

STATE OF IOWA
LINN COUNTY
CITY OF ROBINS

SS:

I, the undersigned, City Clerk of the City of Robins, do hereby certify that as such City Clerk I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records in relation to the sale of General Obligation Corporate Purpose Bonds, Series 2024 of the City evidencing the City's obligation under a certain Loan Agreement and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this 15th day of April, 2024.

Lori Pickart, City Clerk/Treasurer

(Attach here a copy of the bid of the successful bidder.)

RESOLUTION NO. 0424-6

RESOLUTION AWARDDING ESTIMATE TO REPAIR
SANITARY SEWER LINES

WHEREAS, the City of Robins has had sewer mains inspected with a camera system to locate infiltration areas; and

WHEREAS, three (3) areas in the sewer mains have been located which need to be repaired; and

WHEREAS, bids have been received to repair the areas affected and are listed below:

Location(s)	Ken-way Trucking Walford, IA	Central Iowa Televising McCallsburg, IA
SS3-MH 39 to SS3-MH37, Offset joint @ 2', no other issues, AND SS3-MD59 to SS3MH-58, Faulty point repair @ 88', AND SS4-MH31 to SS6-MH25, Broken pipe @ 74' and 80'	\$10,500.00	\$23,616.00

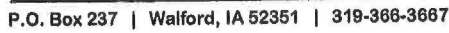
NOW THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa, that said quotation received from Ken-way Trucking is hereby approved by the City, and the Mayor and City Clerk are hereby authorized and directed to execute said estimates on behalf of the City.

Passed and approved, this 15th, day of April, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



Number: E24-175

Project Name:	Trenchless Point Repairs
Date Requested:	Wednesday, March 27, 2024
Requested By:	Mr. Mike Kortenkamp, Owner Representative
Expected Date:	TBD - Work to be Scheduled Upon Authorization
Payment Terms:	Net 30 Days
Prepared By:	Eric S. Fisher, (970) 531-6992

[illegible]

Corporate Office: 1655 Commercial Drive - P.O. Box 237 - Walford, IA 52351 - Ph: (319) 366-3667



CIT Sewer Solutions

Central Iowa Televising LLC Phone +1 515-291-9310
530 Dubois Avenue Email coltin@citsewer.com
McCallsburg, IA 50154 Web citsewer.com

Estimate
#EST 1421

Service Address

City of Robins
265 S 2nd St
Robins, Iowa 52328-9752
Phone: (319) 393 0588
Fax: 319-393-0588

Summary

Robins IA Repairs

Item	Description	Price	Qty	Amount
Mobilization	Mobilization	\$5,616.00	1.00	\$5,616.00
CIPP Point Repair	8" x 4' CIPP Point Repair	\$3,500.00	4.00	\$14,000.00
Robotic Cutting - Hourly	Hourly Robotic Cutting - Estimated Time	\$500.00	8.00	\$4,000.00
Subtotal				\$23,616.00
Tax				\$0.00
Total				\$23,616.00

Notes:

All estimates are valid for thirty (30) days. If acceptance is received after this period has lapsed, the job may require a new estimate.

- ☐ Check box if customer would like to be notified prior to exceeding hourly estimated time. If box is not checked, customer will be invoiced for the time needed to complete the work.
- ☐ Customer acknowledges that all equipment mobilized for work will be invoiced according to the above quote. If customer decides not to complete the work after mobilization, customer will be invoiced for the quoted amount.

Customer Signature

LOCATIONS

SS3-MH 39	SS3-MH 37	Offset joint @ 2', no other issues
SS3-MH 59	SS3-MH 58	Faulty point repair @ 88'
SS6-MH- 77	SS6- MH78	<u>Good condition</u>
SS4- MH31	SS6- MH25	Broken pipe @ 74' & 80'

RESOLUTION NO. 0424-7

RESOLUTION AWARDING ESTIMATE TO
CAMERA SANITARY SEWER LINES

WHEREAS, the City Council of the City of Robins has determined the need to have sewer mains inspected with a camera system to locate infiltration areas; and

WHEREAS, quotations have been received from the below listed contractors to perform the job and are listed below:

Description:	Ken-way Trucking Walford, IA	Central Iowa Televising McCallsburg, IA
Video Inspection as directed by Superintendent of Public Works	\$.90 per lineal foot	\$1.32 per lineal foot

NOW THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa, that said quotation received from Ken-way Trucking is hereby approved by the City, and the Mayor and City Clerk are hereby authorized and directed to execute said estimates on behalf of the City.

Passed and approved, this 15th, day of April, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



CIT Sewer Solutions

Central Iowa Televising LLC Phone +1 515-291-9310
530 Dubois Avenue Email coltin@citsewer.com
McCallsburg, IA 50154 Web citsewer.com

Estimate
#EST 1422

Service Address

City of Robins
265 S 2nd St
Robins, Iowa 52328-9752
Phone: (319) 393 0588
Fax: 319-393-0588

Summary

Robins IA Televising

Item	Description	Price	Qty	Amount
Mobilization	Mobilization	\$1,404.00	1.00	\$1,404.00
CCTV / FT	CCTV Inspection - Estimated Footage	\$1.32	14,088.00	\$18,596.16
Inspection Reversal	Inspection Reversal - As Needed	\$50.00	0.00	\$0.00
Subtotal				\$20,000.16
Tax				\$0.00
Total				\$20,000.16

Notes:

All estimates are valid for thirty (30) days. If acceptance is received after this period has lapsed, the job may require a new estimate.

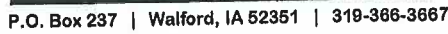
Footage is estimated and will be invoiced accordingly.

Customer Signature

I agree to pay the cost of services as specified above.

Date

3/21/2024



Number: E24-176

Project Name:	2024 Sanitary Sewer CCTV Video Inspection
Date Requested:	Wednesday, March 27, 2024
Requested By:	Mr. Mike Kortenkamp, Owner Representative
Expected Date:	TBD - Work to be Scheduled Upon Authorization
Payment Terms:	Net 30 Days
Prepared By:	Eric S. Fisher, (970) 531-6992

[illegible]

Total Cost: \$ 20,380.00

Accepted By: _____

Title: _____

Date Accepted _____

Corporate Office: 1655 Commercial Drive - P.O. Box 237 - Walford, IA 52351 - Ph: (319) 366-3667