



TENTATIVE AGENDA

ROBINS CITY COUNCIL

MONDAY, JULY 1, 2024

7:00 - P.M. IN 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) **MAYOR'S REPORT**
- 6) **COUNCIL REPORTS**
- 7) **ENGINEERS REPORT**
- 8) **CITIZEN COMMENTS** – Agenda Items (limited to 3 minutes each)
- 9) **CITIZEN COMMENTS** – Non-Agenda Items (limited to 3 minutes each)
- 10) **CONSENT AGENDA:**
 - a. Motion to approve the Minutes of the June 17th, 2024 and June 24, 2024 meetings.
 - b. Motion to approve the List of Bills Submitted for payment 7-1-24
- 11) **NEW BUSINESS**
 - a. Motion to Approve Resolution No. 0724-3, Approving the Residential Accessory Building for Clifford McDonald to be constructed at 3365 Singer Hill Lane.
- 12) **OLD BUSINESS**
 - a. Discussion of City Council rules.
 - b. Discussion of payment of Comp Time accrued by Salaried Employees, and Possible Motion.
 - c. Discussion of the "Opt-Out Stipend in Lieu of Enrollment of the City's Health Insurance Program, and "2025 Waiver of Insurance Form."
 - d. Motion to approve Resolution No. 0724-2, approving the "Opt-Out" Stipend in Lieu of Enrollment of the City's Health Insurance Program, and the "2025 Waiver of Insurance form"
 - e. Discussion of payment for Robins' Reserve Officers and possible motion.
- 13) **MOTION TO ADJOURN**



To: City of Robins (Mayor and Council)

Date: June 25, 2024

From: Kelli Scott, P.E.

CC:

RE: City Engineer's Report

CITY PROJECTS

Southeast Quadrant Sanitary Trunk Sewer (Camelot Pl)

A final pay app releasing retainage as well as reconciling the final contract quantities will be on an upcoming agenda along with the recommendation to accept the project.

Regional Retention Basin

No update.

West Main St Trail and Road Reconstruction

No Update

The total project cost for the roadway is estimated to be \$4,600,000. Robins has already been awarded \$1,587,000 in FY 27 for the road.

Robins has been awarded \$860,000 in funds for the trail for FY24. The trail portion of the project is estimated to be \$1,075,000.

DEVELOPMENTS

Robins Landing Phase I

The site became compliant on 6-11-24. We will be sending the developer/contractor an email outlining the violations incurred and the expectations moving forward. As the contract came into compliance prior to the MI filing with the county, we are agreeing to withhold the penalty at this time as long as future expectations are met.

Sanitary sewer installation is complete and has been fully tested and passed. Water main has been partially installed and partially tested as well. Storm sewer is being installed to control the water on-site.

Prepping for paving has been occurring on the south end of the project. We anticipate paving to begin in the next few weeks.

We have not received an updated schedule for the final platting of the first phases.

Hindu Temple

No Update.

MISCELLANEOUS

Booster Station

No Update.

We followed up with the City of CR to see if additional adjustments can be made to reduce the pump run times and pressures, while maintaining a satisfactory level of service. We have not heard back.

Tower Terrace Road

No Update.

Another MPDG RURAL application was submitted in early May requesting \$38.1M

Another RAISE grant application was submitted in February requesting \$25M.

The total project cost is estimated to be \$47.6M, with Robins' estimated obligation for the project to be \$8,585,842. If all grants are awarded, Robins' estimated contribution is \$287,267.

Indian Creek and Dry Run Creek Sanitary Sewer

No Update

Segment 11 is currently bid 1-30-24 and has a project completion date of June 1, 2025.

Segment 11 total estimated costs are \$6.7M, of which Robins' portion is \$2,140,547 based on the current 28E.

As of September 29th, Segment 7 was reported as 37% complete with an expected completion date of September 15, 2024. Robins portion is \$2,995,608 for Segment 7.

Transportation Technical Advisory Committee (TTAC)

No Update.

Project funding applications are being accepted. We will look into W. Main Street to see if additional funding is available. There is also a significant influx of trail funds available which we will look into to see if there are any eligible projects in Robins.

REDI

No update.

Knollwood Basin

No Update.

Data has been analyzed and a memo prepared. We will deliver the analysis memo to City staff and work with City staff and officials to review the analysis information and determine next steps.

28-E Agreements

No Update.

We had a meeting with CR on May 28th to further discuss switching from retail to wholesale. S&A will be reaching out to other communities of the same size for rate and staffing information as well as Powesheik Water Association who currently has a wholesale connection to CR. It is our intent to determine how that relationship is and what Robins should consider to be included within the updated 28E.

The next meeting with CR is scheduled for July 30th.



ROBINS CITY COUNCIL Minutes of the June 17th, 2024 Meeting

Mayor Hinz called the meeting to order at 7:00 p.m. on Monday, June 17, 2024. After the Pledge of Allegiance to the Flag, roll call was taken with Council Members Mike Foley, Carey Smith, Dave Franzman, and JD Smith present, along with Leigh Cook who participated via telephone. Also attending were Attorney Holly Corkery, Engineer Kelli Scott, Planning and Zoning Administrator Dean Helander, Fire Chief Keith Feldkamp, Fire Code Official/Deputy Superintendent of Public Works Neil Boeckmann, Police Chief Andy Humphrey, Police Captain Gary Manhart, Building Official/Public Works Superintendent Mike Kortenkamp, Deputy Clerk Lisa Goodin, and City Clerk/Treasurer Lori Pickart. JD Smith moved to approve the Agenda, Franzman seconded and all voted aye.

Mayor Hinz acknowledged Attorney Tim Semelroth who thanked the City of Robins for allowing the Robins Mock Trial to practice the last 24 years in the Robins Community Room and the training room of the Hoppe Safety Center. He added Robins Mock Trial "Team Sunday" comprised of students from Xavier High School and Benton Community competed in the national tournament in May of 2024 after defeating the defending national champion to clinch the state title in Des Moines the last weekend of March 2024. Attorney Semelroth noted two seniors, Quincy Johnson and Joe Semelroth were both awarded Outstanding Attorney honors at the state competition, while Xavier Sophomore Kendra Wilken brought home an Outstanding Witness award. He added many of these team members have competed together since 6th grade, starting at Regis Middle School under coach Jim Efting. Attorney Semelroth noted "Team Wednesday" comprised of students from Xavier and Linn Mar also competed in the state tournament in March and took home the 5th place trophy! The team members include; Mia Deegan, Kate Deegan, Sarah Garbe, Luke Person, Tyler Person, Ellie Scott, Kasey Vogl and Samantha Zahradnik. The coaches for both teams include; Tim Semeroth, Emily Anderson, Chad VonKampen, Kari Lynn Wilken, Keely Hanson, and Sylvia Clubb.

The Council then listened to the presentation from Linn Mar student Lauren Hilzendager, who represented "Venture Earth Science". She noted several Iowa bats are suffering from white nose syndrome, where a fungus grows on the bats nose, adding 12 species are affected. She noted bats can eat up to a 1000 moths, ticks, and mosquitoes per hour. She displayed the "bat house" and the informational sign she would like to be posted on the Shimek Trail in the South Troy Park, where it connects to the Cedar Valley Nature Trail. She noted she has two houses to place and asked for assistance from the City to place the houses in trees or on signs around 10' high so they are safe from predators. Council Member Mike Foley asked how many bats could occupy the houses? Miss Hilzendager noted 2-3, but really doesn't want them all together, as that is how the disease is spread. Council Member Cary Smith recommended getting together with city staff and select the location for the bat houses. Kortenkamp noted he would provide her with his business card and could get together with the public works department to get the houses installed.

The Council then reviewed the correspondence from Mayor Hinz to residents Chris & Linda Thompson and Aaron and Emily Rothmeyer who have concerns relating to the 55 mph speed limit on North Center Point Road in the Robins jurisdiction. Mayor Hinz provided the information received from the Robins Police Department who examined the accident rate from Tower Terrace Road to County Home Road from 2020 until March of 2024, which did not indicate the need to reduce the speed on North Center Point Road.

JD Smith moved to approve the List of Bills submitted for payment, Franzman seconded, all voted aye. JD Smith then moved to approve Resolution No. 0624-2, approving Pay Request No. 8 and Changes Order 7, received from Rathje Construction for work completed on the SE Trunk Sanitary Sewer Improvements from South Mentzer Road to Dry Creek in the amount of \$74,227.30. Engineer Kelli Scott noted the project is completed adding there will be one more change order to reconcile the amounts, which she hopes to have by the July 1st, 2024 Meeting.

JD Smith moved to approve Resolution No. 0624-6, setting the public hearing date of June 24, 2024, 7:00 pm as the date and time to amend the FY '24 Municipal Budget.

Councilor Foley noted he would like to raise the salary of the Fire Chief from \$2,700/year to \$10,000 per year, adding Chief Feldkamp, has great leadership. He added the volunteers don't do this job for the money, but for the love of the job. JD Smith moved to approve Resolution No. 0624-7, increasing the salary of the Fire Chief from \$2,700 per year to \$10,000/year, Cook seconded and all voted ayes.

Smith moved to table items 12 and 13 until the June 24th, meeting; Carey Smith seconded and all voted aye.

JD Smith moved to approve Resolution No.0624-5, approving Plat of Survey No. 2855 separating lot 20 of the Woods Edge at Dry Creek Second Addition, to allow for construction of a two-family, single-family residential duplex. Franzman seconded the motion and all voted aye.

Helander noted the P&Z has recommended approval of Plat of Survey No. 2817, combining Parcel A of lot 5 in the Eagle View First Addition to Robins, to lot 6, making lot 5 a larger parcel to accommodate a larger structure. JD Smith moved to approve Resolution No. 0624-5, Franzman seconded, all voted aye.

Smith moved to approve the Cigarette Application received from Otter Creek Country Stores, Cook seconded, all voted aye. Mayor Hinz noted the first meeting of July will be at 7:00 pm on July 1st, 2024.

JD Smith moved to adjourn the meeting at 8:20 pm, Cary Smith seconded, all voted aye.

Mayor Hinz noted the next meeting is on Monday, June 24th, at 7:00 p.m.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



ROBINS CITY COUNCIL Minutes of the June 24th, 2024 Meeting

Mayor Hinz called the meeting to order at 7:00 p.m. in the Robins City Hall on Monday, June 24th, 2024. Following the Pledge of Allegiance to the Flag, roll call was taken with Council Members Mike Foley, Cary Smith, Leigh Cook, Dave Franzman and JD Smith present, along with Attorney Holly Corkery, Building Official/Superintendent Public Works Mike Kortenkamp, Fire Chief Keith Feldkamp, Fire Code Official/Deputy Superintendent Public Works Neal Boeckmann, Police Captain Gary Manhart, Police Chief Andy Humphrey, City Clerk/Treasurer Lori Pickart and one guest. Cook moved to approve the Agenda, JD Smith seconded, all voted aye.

BUSINESS ITEMS

- a. Civic Club President Randy Fouts thanked everyone for their help making the 24th Robins Roundup a huge success. He thanked both the Fire Department and Police Department for keeping everyone safe. Leigh Cook noted there were around 70 runners in the 5K race along with several children in the color fun run. Fouts noted around 20 bikers in the bike ride and around 1167 people in attendance for the Roundup festivities at the South Troy Road Park. He also thanked Lebowski's for their help in cooking some great food! He added it was good fundraiser for the Civic Club with great fireworks show to end the day. He reminded everyone of the upcoming "Night at the Kernels" coming up on June 29th with discount tickets available.
- b. Mayor Hinz opened the public hearing to hear comments and concerns relating to the proposed FY '24 budget amendment at 7:09 p.m. Pickart noted this amendment brings the FY 2024 bond receipts into the budget, along with several miscellaneous items to bring the FY '24 budget up to date. There were no written or verbal comments received, the public hearing closed at 7:15 p.m.
- c. JD Smith moved to approve Resolution No. 0624-10, approving the FY'24 budget amendment, Cook seconded and all voted aye.
- d. Police Chief Andy Humphrey noted Officer Jason Nusbaum has resigned from the department due to a busy family life along with additional job duties with his full-time job. Humphrey noted he is looking for a replacement to add to the force.
- e. The Council reviewed the revised Job Description for a full time Deputy City Clerk. He noted the growth of city business has grown to the point for a full-time Deputy Clerk adding, 25 hours per week for the part time position has turned in to 40+ hours adding the current Part Time Deputy is ready and willing to go from part time to full time.
- f. JD Smith moved to moved to approve Resolution No. 0624-11 establishing a salary for the Deputy City Clerk, Cook seconded, all voted aye.
- g. The Council discussed the need with the current part time police force, the need to consider overtime pay to encourage officers to work during holiday hours. Public Safety Coordinator Foley noted he has reviewed the policies of several other departments and recommended double time holiday pay for officers who work those days.
- h. JD Smith moved to approve Resolution No. 0624-12 establishing the double time rate for Police Officers who work on the Robins Holidays. Cook seconded and all voted ayes.

- i. The Council then discussed establishing a stipend for Robins' Reserve Police Officers to cover their costs relating to training meetings. The Council agreed on a \$15 stipend per training meeting. Franzman moved to approve Resolution No. 0624-13 establishing the stipend, JD Smith seconded. On the vote, all voted aye.
- j. The Council discussed the possibility of establishing an hourly pay rate for 4 Reserve Officers. Attorney Holly Corkery asked to table action on Resolution No. 0624-14 to provide time to review the limits of reserve officer pay. Franzman moved to do so, Cary Smith seconded and all voted aye.
- k. This agenda item was a duplicate to agenda item J.
- l. The Council reviewed Resolution No. 0624-1, establishing salaries for FY-25. Mayor Hinz noted he has talked with the neighboring metro area cities, along with several other factors, such as work loads and multi-tasking and recommend a 5% across the board increase. After discussion and corrections, Smith moved to approve Resolution No. 0624-1, Cook seconded, and all voted aye.

The Council discussed future agenda items. Attorney Holly Corkery recommended a work session to talk about Council Rules, adding one of Lynch-Dallas has staff able to help lead the process. It was agreed to discuss Council member rules at the next Council meeting which is scheduled for Monday, July 1st at 7:00 p.m. Cook moved to adjourn at 8:04 p.m., Franzman seconded and all voted aye.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



ROBINS PLANNING AND ZONING COMMISSION MINUTES OF THE JUNE 26TH, 2024 MEETING

Chairperson Tim O'Hara called the special meeting to order at 5:30 p.m. in the Robins City Hall on Wednesday, June 26th, 2024. Roll call was taken with Tim O'Hara, Ed Rathgeber, Dan Ries, AJ Hester and Dennis Trachta attending along with Planning and Zoning Administrator Dean Helander and City Clerk Lori Pickart. Absent were Jay Goodin and Todd Roberts.

Rathgeber moved to approve the agenda, Hester seconded, all voted aye,

The Commission reviewed the request of Clifford McDonald to construct a 28' x 40' (1,140 c/f) accessory building on his property located at Singer Hill Lane in Robins. They reviewed the size of the parcel (2A) and the proposed location of the building, noting the building would be located behind their home. Mr. McDonald was not able to attend the meeting, but agreed the accessory building will be sided to match his existing home.

Ries moved to Planning and Zoning Resolution No. 2024-2, approve the request of Mr. McDonald, and to recommend the same to the City Council, Hester seconded, all voted aye with a roll call vote.

Ries moved to adjourn at 5:34 p.m., Trachta seconded and all voted aye.

Tim O'Hara,
Chair Person

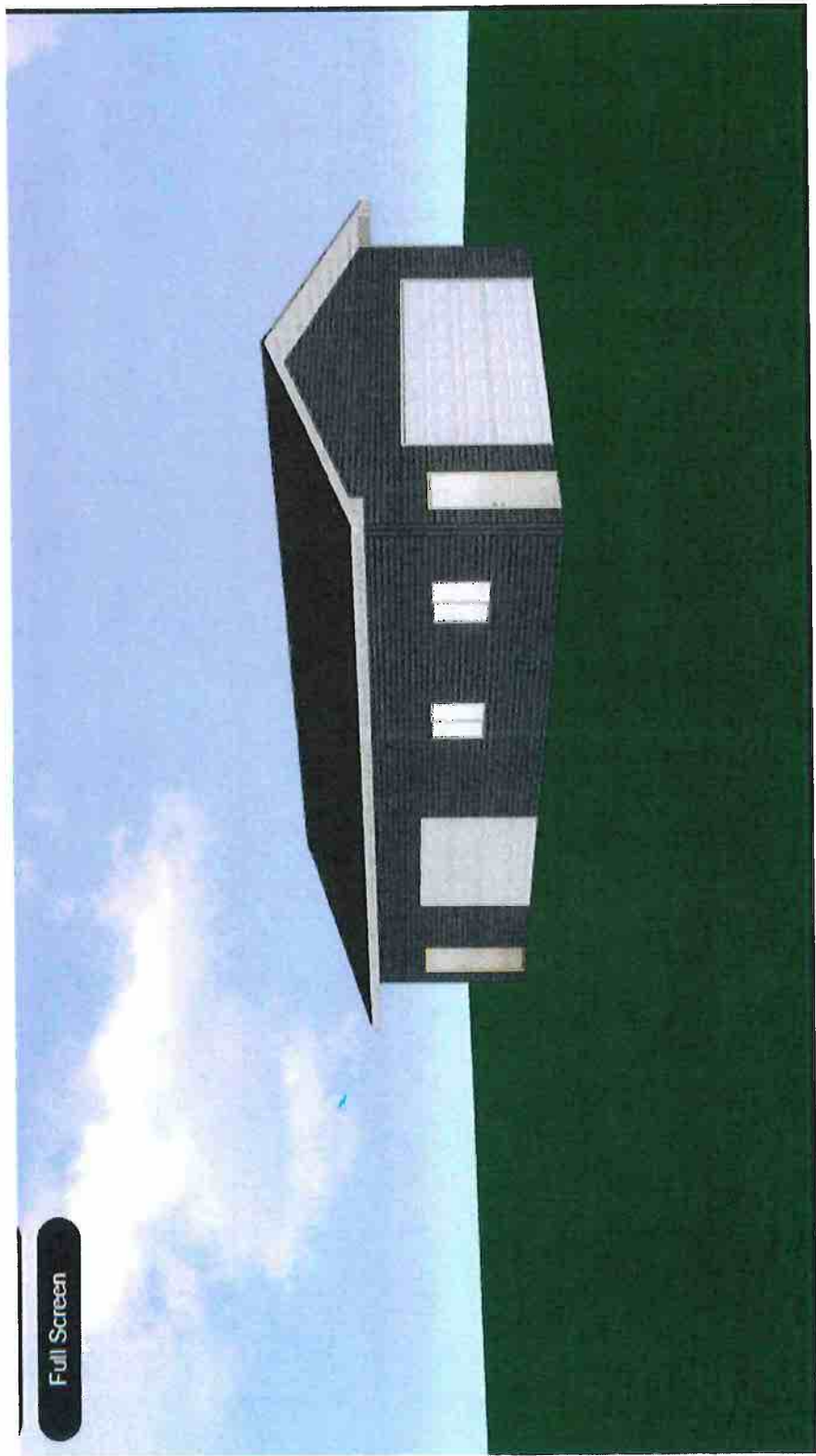
Dean Helander
Planning and Zoning Administrator

	Description	Parks 001-430	Police 001-110	Fire 001-150	General - Other	P&A 001-620	Road Use 110-210	Sewer Utility 610-815	Water Utility 600-810	Lost/Capital Projects	Total	Check #
Alliant Energy	Electricity	271.73	205.21	307.61	1,528.11	297.75	126.03	169.50	20.40		2,926.34	
Baker Paper	copy paper					96.92					96.92	
Cedar Rapids Utilities	sewer to C/R							16,335.35			16,335.35	
Cedar Valley Humane Soc.	service				130.00						130.00	
Cook, Leigh	gas stipend					30.00					30.00	
Dautremont, Sharon	supplies				121.65						121.65	
Doors, Inc.	Police Doors		852.50								852.50	
Doors, Inc.	door repairs		852.50								10.00	
Draker, Dave	EMR Reimbursement			10.00							30.00	
Foley, Mike	gas stipend					30.00					30.00	
Franzman, Dave	gas stipend										100.50	
Helander, Dean	gas stipend				100.50						60.00	
Hinz, Chuck	gas stipend					60.00					325.00	
Iowa Law Enforcement	training		325.00								2,239.00	
Iowa League of Cities	Dues					282.00					282.00	
Iowa Solutions	service							1,907.00			1,907.00	
J&M Enterprises	sewer truck tires										109.99	
John Deere Credit	Theisen's supplies	15.99	4.50	4.52	84.98						7,298.00	
Ken-Way Trucking	Tile & sewer repairs				2,237.00			5,061.00			15,856.00	
Koops	Skag Mower				15,856.00						703.80	
Linn Co-op Oil	fuel						703.80				53.75	
Manhart, Gary	phone stipend		53.75								294.35	
Mid-American Energy	Natural Gas		51.09	51.10		74.67	41.77	75.72			471.04	
Modern Marketing	supplies		471.04								241.50	
Ollinger Garage Doors	Shop overhead door						241.50				43.66	
O'Reilly Auto	parts							43.66			708.47	
Payroll-Alt, Corner	Firefighter			708.47							1,201.81	
Payroll-Alt, Jason	Firefighter			1,201.81							246.40	
Payroll-Bartels, Brett	Police Officer		246.40								201.70	
Payroll-Bell, Eddie	Firefighter			201.70							6,646.35	
Payroll-Boeckmann, Neal	Fire/Streets/P. Works	660.58		2,682.91	660.58		2,642.28				308.00	
Payroll-Cirkel, Adam	Police Officer		308.00								420.00	
Payroll-Cook, Leigh	Council Member					420.00					549.22	
Payroll-Draker, David	Firefighter			549.22							462.00	
Payroll-Dunn, James	Police Officer		462.00								215.13	
Payroll-Fee, Robert	Firefighter			215.13							1,567.01	
Payroll-Feldkamp, Keith	Fire Chief			1,567.01							420.00	
Payroll-Foley, Michael	Council Member					420.00					420.00	
Payroll-Franzman, Charles	Council Member					420.00					4,646.84	
Payroll-Goodin, Lisa	Deputy City Clerk				1,858.74			2,788.10			1,439.36	
Payroll-Helander, Harold	P&Z Administrator				1,439.36						400.00	
Payroll-Hinz, Chuck	Mayor					400.00					1,492.01	
Payroll-Holland, Joshua	Firefighter			1,492.01								

[illegible]



Singer Hill Ln





CITY OF ROBINS
Personnel Policy
No. 2.1

Overtime Compensation

Definitions:

Nonexempt: An employee who, pursuant to the requirements of the Fair Labor Standards Act ("FLSA") and related state law provisions, is required to be paid overtime for all hours worked in a work week over forty. Non-exempt employees shall be paid on an hourly basis. A non-exempt employee is subject to working a schedule set by the City and is required to account for all hours and fractional hours worked. Nonexempt employees must receive permission from their supervisor prior to working any overtime hours. Failure to do so shall result in discipline. An employee's job description will indicate if the employee is nonexempt.

Exempt: An employee who, pursuant to the requirements of the Fair Labor Standards Act ("FLSA") and related state law provisions is not required to be paid overtime for all hours worked in a work week over forty. An exempt employee is expected to work the hours necessary to fulfill the duties and responsibilities of his/her position without additional compensation, including hours different from or in addition to the schedule set by the City. An employee's job description will indicate if the employee is exempt.

Policy/Procedure:

Nonexempt employees: Nonexempt employees may be requested and/or scheduled to work overtime hours. Reasonable attempts are made to notify employees in advance of mandatory overtime assignments. All overtime hours worked must be approved in advance by the employee's supervisor/department head. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action.

Overtime compensation shall be paid to all nonexempt employees at a rate of one and one-half times the applicable straight-time rate for all hours worked over forty (40) per week as required by law. Overtime may also be taken as compensatory time taken at the rate of one and one-half hours of compensatory time for each hour of overtime. Under no circumstances shall employees be permitted to accumulate more than forty (40) hours of compensatory time.

Time spent on the job performing assigned duties and paid time off under the circumstances described in the Employee Handbook will be considered time worked for the purposes of calculating overtime.

Exempt employees: Working hours for exempt employees are flexible to accommodate the requirements and practices of the professional position but should generally be governed by the working hours of the department of that individual.

Starting October 2, 2023, exempt employees shall no longer be permitted to accumulate compensatory time or "comp time." Exempt employees shall have through June 30, 2024, to use all accumulated comp time, on which date any remaining comp time shall be paid to the employee at the employee's rate of pay on June 30, 2024.

EMPLOYEE ID # 162

PAYROLL PERIOD BEGINNING:

6/15/2024

TIMESHEET OF

Michael J Kortenkamp

PAYROLL PERIOD ENDING:

6/28/2024

TIME WORKED							TYPE OF PAY							BEG COMP TIME 123.000			COMMENTS
DAY	DATE	FROM	TO	FROM	TO	REG	OT	HOL	VAC	SICK	PERS	MISC	HOURS USED	HOURS WORKED	HOURS EARNED- 0.0X		
SAT	15-Jun																
SUN	16-Jun																
MON	17-Jun	7:30	1:00 PM	1:00 PM	7:00 PM	8.00								3.500			Many plan reviews.
TUES	18-Jun	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000			Plan reviews
WED	19-Jun	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500			Plan reviews
THURS	20-Jun	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500			Plan reviews
FRI	21-Jun	7:00	1:00 PM	1:00 PM	3:00 PM	8.00											Left at 3 for a funeral
	Wk 1 Total					40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.500	0.000		
SAT	22-Jun																
SUN	23-Jun																
MON	24-Jun	7:30	1:00 PM	1:00 PM	5:00 PM	8.00								1.500			Enter notes and plan review
TUES	25-Jun	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000			Plan reviews
WED	26-Jun	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500			Plan reviews
THURS	27-Jun	8:00	1:00 PM	1:00 PM	4:00 PM	8.00											
FRI	28-Jun	8:00	1:00 PM	1:00 PM	4:00 PM	6.00							2.00	2.000			2 Hrs removed from Oct. 3 &4, 2023
	Wk 2 Total					38.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	5.000	0.000		
PAY PERIOD TOTALS						78.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	10.50	0.000		
												80.00		121.000			


SIGNATURE

EMPLOYEE ID # 162

PAYROLL PERIOD BEGINNING:

10/7/2023

TIMESHEET OF

Michael J Kortenkamp

PAYROLL PERIOD ENDING:

10/20/2023

TIME WORKED						TYPE OF PAY								BEG COMP TIME			COMMENTS
DAY	DATE	FROM	TO	FROM	TO	REG	OT	HOL	VAC	SICK	PERS	MISC	HOURS USED	HOURS WORKED	HOURS EARNED-0.0X		
SAT	7-Oct																
SUN	8-Oct																
MON	9-Oct					0.00			8.00								Vacation
TUES	10-Oct	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500			Plan review
WED	11-Oct	7:15	1:00 PM	1:00 PM	4:00 PM	8.00								0.750			Plan review
THURS	12-Oct	7:15	1:00 PM	1:00 PM	4:00 PM	8.00								0.750			Plan review
FRI	13-Oct	7:15	1:00 PM	1:00 PM	4:00 PM	8.00								0.750			Plan review
	Wk 1 Total					32.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	2.750	0.000		
SAT	14-Oct																
SUN	15-Oct																
MON	16-Oct	8:00	1:00 PM	1:00 PM	5:30 PM	8.00								1.500			Plan review
TUES	17-Oct	7:15	1:00 PM	1:00 PM	4:00 PM	8.00								0.750			Plan review
WED	18-Oct	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500			Plan review
THURS	19-Oct	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000			Plan review
FRI	20-Oct	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000			Plan Review
	Wk 2 Total					40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.750	0.000		
PAY PERIOD TOTALS						72.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	7.50	0.000	193.000	


SIGNATURE

EMPLOYEE ID # 162

PAYROLL PERIOD BEGINNING:

9/23/2023

TIMESHEET OF

Michael J Kortenkamp

PAYROLL PERIOD ENDING:

10/6/2023

TIME WORKED						TYPE OF PAY										BEG COMP TIME		
DAY	DATE	FROM	TO	FROM	TO	REG	OT	HOL	VAC	SICK	PERS	MISC	HOURS USED	HOURS WORKED	HOURS EARNED-1.0X	COMMENTS		
SAT	23-Sep																	
SUN	24-Sep																	
MON	25-Sep	7:30	1:00 PM	1:00 PM	4:00 PM	8.00								0.500	0.500	Plan Review		
TUES	26-Sep	7:00	1:00 PM	1:00 PM	5:15 PM	8.00								2.250	2.250	Plan Review & SE Trunk sewer issues		
WED	27-Sep	7:00	1:00 PM	1:00 PM	4:30 PM	8.00								1.500	1.500	Plan Review		
THURS	28-Sep	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000	1.000	Plan Review		
FRI	29-Sep	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000	1.000	Plan Review		
	Wk 1 Total					40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.250	6.250			
SAT	30-Sep																	
SUN	1-Oct																	
MON	2-Oct	6:00	10:00 AM			4.00				4.00						Worked from home in AM.		
TUES	3-Oct	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000	1.000	Plan Review - Removed on 6/28/24 time		
WED	4-Oct	7:00	1:00 PM	1:00 PM	4:00 PM	8.00								1.000	1.000	Plan Review - Removed on 6/28/24 time		
THURS	5-Oct					0.00			8.00									
FRI	6-Oct					0.00			8.00									
	Wk 2 Total					20.00	0.00	0.00	16.00	4.00	0.00	0.00	0.00	2.000	2.000			
PAY PERIOD TOTALS						60.00	0.00	0.00	16.00	4.00	0.00	0.00	0.00	8.25	8.250			
												80.00		193.000				

SIGNATURE



RESOLUTION NO. 0724-2

WHEREAS, the City Council of Robins, Iowa has determined that beginning January 1, 2025, it would like to offer its employees a stipend in lieu of health insurance;

WHEREAS, the City Council sets the amount of the stipend at \$10,000.00 each year to be paid on a prorated basis in equal amounts on each of the employee's paychecks throughout the year;

WHEREAS, this stipend shall only be available to employees who have alternative health insurance coverage and provide proof of the same to the City;

WHEREAS, employees who desire the stipend in lieu of health insurance shall be required to fill out a waiver form each year during open enrollment certifying that the employee waives medical insurance through the City; that the employee is covered by another health insurance program; and that the employee understands the amount of the stipend and the method it is paid; and

WHEREAS, the in compliance with Section 125 of the Internal Revenue Code and the Affordable Care Act, the City Council of Robins approves and adopts the policy "Opt-Out Stipend in Lieu of Enrollment in City's Health Insurance Program" and the "2025 Waiver of Insurance Form" beginning on July 1, 2024 for health insurance coverage beginning in fiscal year 2025.

NOW THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa that the "Opt-Out Stipend in Lieu of Enrollment in City's Health Insurance Program" and "2025 Waiver of Insurance Form" are approved by the City for the open enrollment period that will occur in 2024 for health insurance coverage beginning July 1, 2024.

PASSED AND APPROVED, this 1st day of July, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk

Opt-Out Stipend Payment in Lieu of Enrollment in City's Health Insurance Program

Any full-time City employee eligible for enrollment in the City's health insurance plan through Wellmark ("City's health insurance program") may elect to waive enrollment in the City's health insurance program. In lieu of enrollment in the City's health insurance program, the employee shall be eligible to receive an annual opt-out stipend payment ("Opt-Out Stipend") from the City in an amount \$10,000.00 each year. The Council may change this amount before the open enrollment period of any year. **This Opt-Out Stipend payment shall be a taxable benefit that is subject to FICA, federal, state, and local tax.** To take advantage of this offer, employees must complete the "Waiver of Insurance Form" and provide documentation of alternate coverage during the annual benefit open enrollment period each year. New employees are allowed to complete and provide the required documentation to take advantage of this Opt-Out Stipend offer at the time they initially become eligible for the City's health insurance program.

Opt-Out Stipend payments will be made on a pro-rated basis in equal installments on each paycheck throughout the year. If an employee terminates or rejoins the City's health insurance program at any time following the date of payment, the employee shall refund that portion of payment following their reenrollment or termination on a prorated basis. Employees may re-enroll in the City's health insurance program during the year if the employee has a qualifying life event (such as marriage, birth of a child, loss of other coverage). Employees wishing to re-enroll under any of the above conditions shall provide required documentation and notify the City in writing. Provided that all information is received by the City Clerk of the month and subject to any restrictions from the carrier, the City shall enroll the employee in the City's health insurance program effective the first of the month following the notification.

2025 Waiver of Insurance Form

I, _____, as an employee of the City of Robins, Iowa (the "City"), hereby knowingly and voluntarily waive medical benefit coverage in the City's health insurance plan through Wellmark ("City's health insurance program") for which I am normally eligible. I understand that by declining enrollment in the City's health insurance program, I am certifying that I have alternate coverage and must provide proof of the same to the City. I am declining to enroll for the reason shown below:

- ☐ Covered by Parent's/Spouse's/Domestic Partner's group coverage
- ☐ Covered by Medicare/Medicaid
- ☐ Covered by TRICARE or CHAMPVA
- ☐ Covered by Individual Coverage
- ☐ Covered by Veteran's Coverage
- ☐ Other (please explain) _____

By declining this medical coverage through the City's health insurance program and providing proof of alternate coverage to the City, I understand and acknowledge that I may receive an annual opt-out stipend payment ("Opt-out stipend") from the City in lieu of enrollment in the City's health insurance program. I understand that if I fail to submit this completed form with documentation attached of alternate coverage under another medical plan (including source of coverage and coverage period) to the City Clerk during the open enrollment period of each year, I shall not be eligible to receive the Opt-out stipend. The Opt-out stipend payment shall total \$10,000.00, to be paid out on a prorated basis in equal installments on each paycheck throughout the year. This payment shall be a taxable benefit that is subject to FICA, federal, state, and local tax. Payment of the Opt-out stipend shall cease when I lose my eligibility for the City's health insurance program or otherwise fail to meet requirements.

I further understand and acknowledge that if my employment with the City is terminated or I reenroll in the City's health insurance program at any time following the date of the Opt-out stipend payment, I shall refund that portion of Opt-out stipend following reenrollment or termination on a prorated basis. I

By signing and submitting this form, I elect to waive my coverage and my dependents (if any) coverage under any health insurance program offered by the City during the plan year 2025. I understand and acknowledge that I and my dependents (if any) may not be eligible to enroll in the City health insurance program until the next enrollment period.

Employee Signature

Date