



TENTATIVE AGENDA

ROBINS CITY COUNCIL

Monday, September 8th, 2025

6:00 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. Mayor's Report
6. Council Reports
7. Engineer's Report
8. Planning & Zoning Administrator Report
9. Citizen Comments – Agenda Items (limited to 3 minutes each)
10. Citizen Comments – Non-Agenda Items (limited to 3 minutes each)
11. **CONSENT AGENDA**
 - a. Motion to Approve the Minutes of the August 18th & August 30th meetings, the List of Bills Submitted and Resolution No. 0925-6 Approving Tax Abatement Application for 3201 Eagle View Ct.
12. **NEW BUSINESS**
 - a. **Resolution No. 0925-1** A Resolution Authorizing the Execution of a Memorandum of Agreement with Xavier Catholic Schools, Cedar Rapids, Iowa and Fixing a Date for a Hearing on the Proposed Issuance of Private School Revenue Bonds (Xavier School Project), Series 2025 in One or More Series.
 - b. **Resolution No. 0925-2** Setting Public Hearing for FLUM
 - c. **Resolution No. 0925-3** Approval of Resolution Changing Fire Code Official/Deputy Superintendent of Public Works Job Description FLSA Status
 - d. **Resolution No. 0925-4** Approval of Resolution Changing Building Official Official/ Superintendent of Public Works Job Description FLSA Status
 - e. **Resolution No. 0925-5** Approval of Resolution Approving the Payment of One and One-Half Times (1.5x) the Regular Hourly Rate for Public Works Employees Called out to Work Outside of Normally Scheduled Hours
13. **OLD BUSINESS**
 - a. W. Main St. Reconstruction Discussion and Possible Motion
 - b. Five Year Capital Improvement Plan Continued Discussion
14. **COUNCIL COMMENTS** - *During this portion of the meeting, Council members may bring forward communications, concerns and reports on various matters. The Council will not discuss, deliberate or take action on these matters at this time, but may include them on the agenda for future meetings*
15. **MOTION TO ADJOURN MEETING**

Robins Police Department

225 South 2nd Street

Robins, Iowa 52328

Non Emergency 366-5055

Scott A. Humphrey Chief of Police

Monthly Statistics 2025

August

Officer initiate 103

Dispatched trips 26

Traffic stops 25

Warning 20

Citation 5

Agency assist 5

Speed checks 6

Disturbance calls 3

Reports 6

Suspicious Activity 2

Medicals/Fire calls 7

Alarms 3

Accidents 3

Animal calls 2

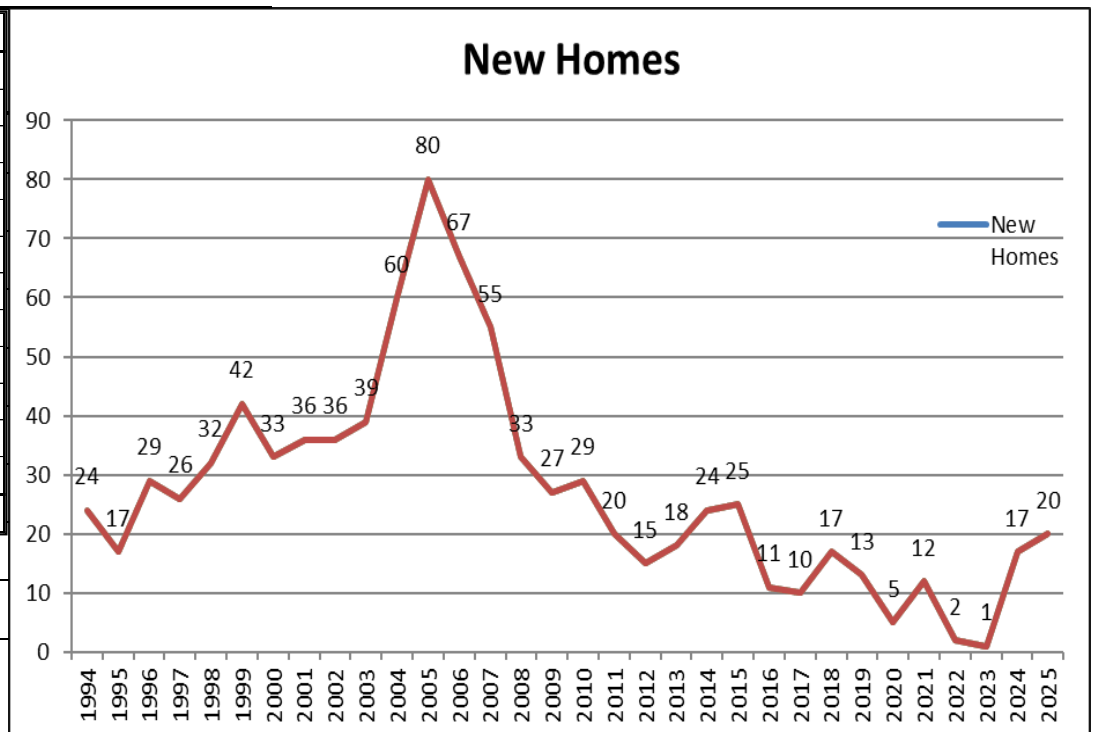
House checks 22

Bus/Park checks 20

Robins
Zoning report August 2025

Permit Number	BeginDate	Comment	Permit Type	Party Name	Full Address	
					#	Street
B25-001	3/11/2025	New SFD, w/finished bsmt	Building	Stonegate Custom Homes	520	Trailside Ct
B25-002	3/11/2025	New SFD, unfinished bsmt	Building	Cedar Ridge Homes	3340	Village Way
B25-003	3/11/2025	New SFD, w/finished bsmt	Building	Cedar Ridge Homes	3354	Village Way
B25-004	4/8/2025	New SFD w/finished Bsmt	Building	Jerry's Homes	3329	Center Ct
B25-005	4/8/2025	New SFD w/unfinish Bsmt	Building	Jerry's Homes	3339	Center Ct
B25-008	4/24/2025	New SFD, w/finished bsmt	Building	Academy Homes	535	Trailside Ct
B25-009	4/25/2025	New Zero-LL on Slab, No Bsmt	Building	Ramler Construction	305	Dutch Dr.
B25-010	4/25/2025	New Zero-LL on Slab, No Bsmt	Building	Ramler Construction	325	Dutch Dr.
B25-011	5/1/2025	New SFD, w/finished bsmt	Building	K&A Homes	3000	Trailside Dr
B25-012	5/5/2025	New SFD, w/finished bsmt	Building	Academy Homes	385	Dutch Dr.
B25-013	5/5/2025	New SFD, w/finished bsmt	Building	First Construction	525	Trailside Dr.
B25-014	5/7/2025	New SFD, w/finished bsmt	Building	JP Homes	3120	Windsor Dr
B25-015	5/13/2025	New SFD, w/finished bsmt	Building	Structure Builders	515	Trailside Ct
B25-018	5/19/2025	New Zero-LL/Finished Bsmt	Building	Dean Rector	340	Dutch Dr.
B25-019	5/19/2025	New Zero-LL/Finished Bsmt	Building	Dean Rector	360	Dutch Dr.
B25-020	6/4/2025	New SFD w/finished bsmt	Building	Platten Construction	3010	Trailside Dr
B25-022	6/12/2025	New SFD w/finished bsmt	Building	Skogman Construction	3362	Village Way
B25-023	6/25/2025	New SFD w/finished bsmt	Building	Kenwood Homes	380	Dutch Dr.
B25-024	7/11/2025	New SFD w/Finished Bsmt	Building	Kinney Construction	1945	Kaylin Ct
B25-025	7/28/2025	New SFD w/Finished Bsmt	Building	Switch Electric	925	Oak St

FY2025 Permits Issued	
January	
February	
March	3
April	5
May	7
June	3
July	1
August	1
September	
October	
November	
December	
Total	20





Minutes of the August 18th, 2025 City Council Meeting

Unofficial meeting minutes until approved by Council

The regular meeting of the Robins City Council was called to order at 6:00 p.m. on Monday, August 18, 2025, at Robins City Hall, 265 S. 2nd Street, by Mayor Chuck Hinz. Following the Pledge of Allegiance, roll call was taken with all Council members present: Mike Foley, Cary Smith, Leigh Cook, Dave Franzman and JD Smith. Also in attendance were City Clerk Lisa Goodin, City Attorney Holly Corkery, City Engineer Kelli Scott, Zoning Administrator Vance McKinnon, Police Chief Andy Humphrey, Detective Greg McGivern, and Fire Chief Keith Feldkamp. A motion to approve the agenda was made by Councilor Franzman, seconded by Councilor JD Smith, and carried unanimously.

CITIZENS COMMENTS: No comments were received.

CONSENT AGENDA: Regarding the Consent Agenda, Clerk Goodin noted that Council had been provided an updated version of the list of bills, which included 4 additional bills. The Consent Agenda, which included approval of the July 30th & August 4th, 2025 City Council Meeting minutes and the list of bills submitted, was approved following a motion by Councilor Franzman, seconded by Councilor J. Smith, with all members voting in favor.

NEW BUSINESS: Mayor Hinz described the City's efforts aimed at the reconstruction of West Main St. from Tullymore Dr. to the Cedar Valley Nature Trail. A representative from Snyder & Associates reviewed a Council memo dated 4/1/2024 which detailed Phase 1 of the reconstruction project, highlighting updates to the original project plan. These include increasing the road width, deleting a majority of the sidewalk on the south side of W. Main St and removing the trail along Stamy Rd. Quass Rd. will be realigned at the W. Main St. intersection to improve sight lines. Grant funding has been received from the MPO for 80% of the construction costs for the project, which would begin in Spring of 2028. Engineer Scott provided information comparing the reconstruction with an option for rehabilitating the roadway, which, while requiring a smaller outlay of City funds in the short term, would provide for a 15-year life of the roadway, as opposed to a 40-year life following reconstruction.

OLD BUSINESS: Clerk Goodin reviewed the *Management Discussion and Analysis* document provided as part of the City's FY 2024 audit report. Goodin pointed out the net loss in the City's cash basis due primarily to decreased property tax revenue. Engineer Scott & Goodin reviewed the updated 5-year Capital Improvement Plan, identifying several commitments the City has made which will necessitate the sale of bonds in order to meet funding requirements.

COUNCIL COMMENTS: Councilor Foley requested an estimate of the City's bonding requirements for Fiscal Year 2027. Mayor Hinz provided that he is working with the City's legal council in response to Councilor C. Smith's request to offer additional compensation to public works employees who are called upon to work outside of regular work hours.

ADJOURNMENT: The meeting adjourned at 7:08 p.m. following a motion by Councilor JD Smith, seconded by Councilor Foley. The motion carried unanimously

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer



Minutes of the August 25th, 2025 City Council Work Session

Unofficial meeting minutes until approved by Council

Monday, August 25, 2025 – 6:00 p.m.

Hoppe Safety Center, 225 S. 2nd Street

The work session of the Robins City Council was called to order at 6:00 p.m. by Mayor Chuck Hinz. The Pledge of Allegiance was recited.

Roll Call:

Present:

- Councilor Leigh Cook
- Councilor Dave Franzman
- Councilor JD Smith
- Councilor Mike Foley
- Councilor Cary Smith (joined at 6:06 p.m.)

Also present: City Clerk Lisa Goodin, City Engineer Kelli Scott, Superintendent of Public Works/Building Inspector Mike Kortenkamp, Deputy Superintendent of Public Works/Fire Code Official Neal Boeckmann and Deputy City Clerk Rhonda Kortenkamp.

Approval of Agenda:

Councilor Franzman moved to approve the agenda. Councilor Cook seconded the motion. The motion carried unanimously.

Discussion: Transition to Wholesale Water Agreement with the City of Cedar Rapids

Mayor Hinz detailed the 28E agreement currently in place with the City of Cedar Rapids for the provision of retail water service to the residents of Robins, which expires on 12/31/2028. Cedar Rapids will be transitioning to a wholesale model of water delivery after this date at the request of Cedar Rapids. Clerk Goodin and Engineer Scott presented a slideshow detailing the transition and the options being researched by city staff for the administration of the utility.

Adjournment:

Councilor Franzman moved to adjourn the meeting at 7:00 p.m. Councilor Foley seconded. The motion passed unanimously.

ATTEST:

Chuck Hinz, Mayor

Lisa Goodin, City Clerk/Treasurer

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
ACCOUNTS PAYABLES					
001-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	2,483.24	22739328	9/01/25
001-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	4,336.98	22739328	9/01/25
001-050-2123	IPERS	IPERS			
110-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	689.66	22739328	9/01/25
110-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	1,053.10	22739328	9/01/25
610-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	427.18	22739328	9/01/25
610-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	776.94	22739328	9/01/25
050 ACCOUNTS PAYABLES TOTAL			9,767.10		
POLICE					
001-110-6331	WEX BANK	GASOLINE			
001-110-6371	ALLIANT ENERGY	225 2nd St-Police	544.68	33207	9/08/25
001-110-6371	CEDAR RAPIDS MUNICIPAL UTIL	Water- Public Safety	79.49	33209	9/08/25
001-110-6371	MID-AMERICAN ENERGY	Public Safety-Police	34.56	33222	9/08/25
001-110-6373	HEARTLAND RELAY	JULY 2025 SERVICE/SUPPORT	100.00	33214	9/08/25
001-110-6408	IPFS CORPORATION	MUNICIPAL INSURANCE-POLICE	1,549.71	22739330	9/01/25
001-110-6507	US BANK	Office Supplies-Police	49.83	22739329	9/08/25
110 POLICE TOTAL			2,358.27		
FIRE					
001-150-6371	ALLIANT ENERGY	225 2nd St-Fire	544.68	33207	9/08/25
001-150-6371	CEDAR RAPIDS MUNICIPAL UTIL	Water- Public Safety	79.49	33209	9/08/25
001-150-6371	MID-AMERICAN ENERGY	Public Safety-Fire	34.56	33222	9/08/25
001-150-6373	HEARTLAND RELAY	JULY 2025 SERVICE/SUPPORT	100.00	33214	9/08/25
001-150-6408	IPFS CORPORATION	MUNICIPAL INSURANCE	2,195.42	22739330	9/01/25
001-150-6501	BOUND TREE MEDICAL	Training Equipment Replacement	123.98	33208	9/08/25
150 FIRE TOTAL			3,078.13		
BUILDING INSPECTIONS					
001-170-6230	US BANK	Neal Fire Conference	265.00	22739329	9/08/25
001-170-6373	HEARTLAND RELAY	JULY 2025 SERVICE/SUPPORT	100.00	33214	9/08/25
001-170-6507	COPYWORKS	Fire Prevention Magnets	147.25	33210	9/08/25
170 BUILDING INSPECTIONS TOTAL			512.25		
STREETS					
001-210-6499	US BANK	ISWEP Class-Mike/Kelli	277.75	22739329	9/08/25
001-210-6763	A-1 RENTAL WEST	Skid, Attachment Harley Rake	245.25	33205	9/08/25
001-210-6763	KEN-WAY TRUCKING	CCTV Video Inspection-Camelot	1,420.00	33216	9/08/25
001-210-6763	MC BURNEY SEPTIC SERVICE	Clean Culvert/Ditch CVNT-Robin	11,500.00	33219	9/08/25
110-210-6332	US BANK	Repair Parts	40.98	22739329	9/08/25
110-210-6371	ALLIANT ENERGY	Robins Street Lights	2,116.38	33207	9/08/25
110-210-6371	CEDAR RAPIDS MUNICIPAL UTIL	Water-200 Maxfield Ln	44.67	33209	9/08/25
110-210-6371	MID-AMERICAN ENERGY	Streets Building	21.20	33222	9/08/25
110-210-6373	HEARTLAND RELAY	JULY 2025 SERVICE/SUPPORT	100.00	33214	9/08/25
110-210-6408	IPFS CORPORATION	MUNICIPAL INSURANCE	2,970.28	22739330	9/01/25
110-210-6598	ECONO SIGNS	High Vis.Vest-Kelli	46.19	33211	9/08/25
210 STREETS TOTAL			18,782.70		

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
110-230-6378	STREET LIGHTS LINN COUNTY TREASURER	28E-Shared Lighting Costs	2,367.58	33218	9/08/25
	230	STREET LIGHTS TOTAL	2,367.58		
001-430-6310	PARKS MERCY MEDICAL CENTER	Fees-Jeff	964.33	33220	9/08/25
001-430-6310	US BANK	Repair Parts/Handle/Lock	846.95	22739329	9/08/25
001-430-6311	ELECTRONIC ENGINEERING	Repair Camera- E Knoll	300.00	33212	9/08/25
001-430-6371	ALLIANT ENERGY	700 S Troy Rd Park	294.77	33207	9/08/25
001-430-6371	CEDAR RAPIDS MUNICIPAL UTIL	Water- S Troy Park	224.00	33209	9/08/25
	430	PARKS TOTAL	2,630.05		
001-620-6373	POLICY & ADMIN HEARTLAND RELAY	JULY 2025 SERVICE/SUPPORT	100.00	33214	9/08/25
001-620-6373	METRO STUDIOS	August Website Hosting/Main.	169.95	33221	9/08/25
001-620-6402	GAZETTE COMMUNICATIONS	8/4/25 Minutes & 7/20/25 Bills	568.90	33213	9/08/25
001-620-6408	IPFS CORPORATION	MUNICIPAL INSURANCE	3,486.85	22739330	9/01/25
001-620-6419	US BANK	Online Services	126.00	22739329	9/08/25
001-620-6506	OFFICE EXPRESS	Office Copy Paper	44.99	33223	9/08/25
	620	POLICY & ADMIN TOTAL	4,496.69		
001-640-6406	LEGAL SNYDER & ASSOCIATES	North Phase	3,651.00	33224	9/08/25
001-640-6407	SNYDER & ASSOCIATES	General Engineering Fees	7,166.10	33224	9/08/25
001-640-6411	LAMSON DUGGAN & MURRAY	28E Agreement Review	67.50	33217	9/08/25
	640	LEGAL TOTAL	10,884.60		
001-650-6371	CITY HALL ALLIANT ENERGY	265 2nd St	418.50	33207	9/08/25
001-650-6371	CEDAR RAPIDS MUNICIPAL UTIL	Water- 265 S 2nd St	61.00	33209	9/08/25
001-650-6371	MID-AMERICAN ENERGY	Church	44.05	33222	9/08/25
	650	CITY HALL TOTAL	523.55		
200-712-6801	DEBT SERVICE UMB BANK N A	2020-NEW-D/S-PRINCIPLE-SEWER			
200-712-6851	UMB BANK N A	2020-NEW-D/S-INTEREST-SEWER			
	712	DEBT SERVICE TOTAL			
600-810-6371	WATER ALLIANT ENERGY	925 Oak St Pedestal	6.47	33207	9/08/25
	810	WATER TOTAL	6.47		
610-815-6350	SEWER US BANK	Remote	75.80	22739329	9/08/25
610-815-6350	WITMER PUBLIC SAFETY	Flashlight-Joey	108.03	33225	9/08/25
610-815-6371	ALLIANT ENERGY	1151 Charlotte Ave	193.81	33207	9/08/25
610-815-6371	MID-AMERICAN ENERGY	Maple St Lift Station	50.35	33222	9/08/25

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
610-815-6408	IPFS CORPORATION	MUNICIPAL INSURANCE	2,711.99	22739330	9/01/25
610-815-6490	IOWA ONE CALL	SEWER LOCATES	74.70	33215	9/08/25
610-815-6508	US BANK	POST CARD STAMPS			
		815 SEWER TOTAL	3,214.68		
		Accounts Payable Total	58,622.07		
Payroll Checks					
		Report Total	58,622.07		

CLAIMS REPORT
WARNING REPORT

Payroll Checks: 9/19/2025- 9/08/2025

ERROR MESSAGE	PAID THRU	# EMP
PAYROLL NOT UPDATED:	9/15/2025	1 CHECKS

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6010	SALARIES- FULL TIME - POLICE	225,000.00	6,859.88	29,760.87	13.23	195,239.13
001-110-6020	SALARIES - PART TIME	.00	.00	.00	.00	.00
001-110-6031	PD RESERVE OFFICER STIPENDS	7,000.00	.00	.00	.00	7,000.00
001-110-6160	WORKER'S COMP - POLICE	.00	.00	.00	.00	.00
001-110-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00
001-110-6210	DUES & MEMBERSHIPS	.00	.00	.00	.00	.00
001-110-6230	TRAINING-POLICE	6,000.00	.00	990.00	16.50	5,010.00
001-110-6232	TRAINING - POLICE RESERVES	.00	.00	.00	.00	.00
001-110-6310	BUILDING REPAIR/MAINT - POLICE	6,000.00	.00	333.72	5.56	5,666.28
001-110-6320	GROUNDS MAINTENANCE - POLICE	.00	.00	.00	.00	.00
001-110-6331	VEHICLE FUEL & OIL - POLICE	12,000.00	.00	767.54	6.40	11,232.46
001-110-6332	VEHICLE REPAIR/MAINT-POLICE	5,000.00	.00	112.91	2.26	4,887.09
001-110-6371	ELECTRIC/GAS UTILITIES- POLICE	6,000.00	658.73	1,681.95	28.03	4,318.05
001-110-6373	COMMUNICATIONS-POLICE	3,000.00	100.00	409.22	13.64	2,590.78
001-110-6374	WATER/SEWER UTILITIES - POLICE	.00	.00	.00	.00	.00
001-110-6408	MUNICIPAL INSURANCE - POLICE	24,150.00	1,549.71	3,099.42	12.83	21,050.58
001-110-6419	IT SERVICES - POLICE	20,000.00	.00	425.00	2.13	19,575.00
001-110-6491	STATE-COUNTY CHARGES - POLICE	1,200.00	.00	300.00	25.00	900.00
001-110-6493	COUNTY DISPATCH FEES	5,100.00	.00	.00	.00	5,100.00
001-110-6506	OFFICE SUPPLIES - POLICE	1,500.00	.00	.00	.00	1,500.00
001-110-6507	OPERATING SUPPLIES - POLICE	14,000.00	49.83	600.40	4.29	13,399.60
001-110-6509	OPERATING SUPPLIES-PD RESERVES	.00	.00	.00	.00	.00
001-110-6598	POLICE DEPARTMENT ATTIRE	25,000.00	.00	.00	.00	25,000.00
001-110-6599	POLICE RESERVES ATTIRE	.00	.00	.00	.00	.00
001-110-6710	CAPITAL OUTLAY-VEHICLES-POLICE	25,000.00	.00	.00	.00	25,000.00
001-110-6727	CAPITAL OUTLAY-OTHER EQUIPMENT	18,000.00	.00	.00	.00	18,000.00
	POLICE TOTAL	403,950.00	9,218.15	38,481.03	9.53	365,468.97
001-130-6799	2020 DERECHO - STORM DAMAGE	.00	.00	.00	.00	.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
001-150-6010	FIRE CHIEF SALARY & STIPENDS	75,708.50	63.18	21,453.14	28.34	54,255.36
001-150-6160	WORKER'S COMP - FIRE	.00	.00	.00	.00	.00
001-150-6170	UNEMPLOYMENT COMPENSATION-FIRE	.00	.00	.00	.00	.00
001-150-6210	DUES-MEMBERSHIPS - FIRE	700.00	.00	.00	.00	700.00
001-150-6230	TRAINING - FIRE	4,000.00	.00	.00	.00	4,000.00
001-150-6231	MEDICAL TRAINING - FIRE	6,500.00	.00	.00	.00	6,500.00
001-150-6310	BUILDING MAINT & REPAIR - FIRE	17,500.00	.00	3,623.56	20.71	13,876.44
001-150-6320	GROUNDS MAINTENANCE - FIRE	.00	.00	.00	.00	.00
001-150-6331	VEHICLE FUEL & OIL - FIRE	2,500.00	.00	516.74	20.67	1,983.26
001-150-6332	VEHICLE MAINT & REPAIR - FIRE	11,500.00	.00	390.20	3.39	11,109.80
001-150-6371	ELECTRIG/GAS UTILITIES - FIRE	6,000.00	658.73	1,681.97	28.03	4,318.03
001-150-6373	COMMUNICATIONS - FIRE	1,800.00	100.00	259.30	14.41	1,540.70
001-150-6374	WATER/SEWER UTILITIES - FIRE	.00	.00	.00	.00	.00
001-150-6408	MUNICIPAL INSURANCE - FIRE	34,500.00	2,195.42	4,390.84	12.73	30,109.16
001-150-6412	MEDICAL/WELLNESS - FIRE	6,000.00	.00	715.69	11.93	5,284.31
001-150-6501	MEDICAL SUPPLIES - FIRE	2,500.00	123.98	316.96	12.68	2,183.04
001-150-6504	MINOR EQUIP. PURCHASE - FIRE	3,500.00	.00	.00	.00	3,500.00
001-150-6507	OPERATING SUPPLIES - FIRE	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-150-6598	FIRE DEPARTMENT ATTIRE	12,000.00	.00	.00	.00	12,000.00
001-150-6710	CAPITAL OUTLAY- VEHICLES- FIRE	355,009.00	.00	.00	.00	355,009.00
001-150-6727	CAPITAL OUTLAY-OTHER EQUI	.00	.00	.00	.00	.00
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	FIRE TOTAL	539,717.50	3,141.31	33,348.40	6.18	506,369.10
001-170-6010	SALARIES - BUILDING INSPECTION	110,000.00	.00	4,573.49	4.16	105,426.51
001-170-6230	TRAINING- BUILDING INSEPTIONS	1,500.00	265.00	559.96	37.33	940.04
001-170-6240	MILEAGE - BUILDING INSPECTIONS	1,000.00	.00	191.80	19.18	808.20
001-170-6332	VEHICLE MAINT/REPAIR-BLDG INSP	2,000.00	.00	97.17	4.86	1,902.83
001-170-6373	COMMUNICATIONS - BLDG INSPECT.	1,540.00	100.00	282.87	18.37	1,257.13
001-170-6413	PAYMENT TO OTHER AGENCIES	.00	.00	318.75	.00	318.75
001-170-6507	OPERATING SUPPLIES- BLDG INSP	4,400.00	147.25	169.25	3.85	4,230.75
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	BUILDING INSPECTIONS TOTAL	120,440.00	512.25	6,193.29	5.14	114,246.71
001-190-6490	ANIMAL CONTROL-HUMANE SOCIETY	500.00	.00	.00	.00	500.00
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	ANIMAL CONTROL TOTAL	500.00	.00	.00	.00	500.00
001-210-6010	SALARIES- FULL TIME - DRAINAGE	39,856.00	2,699.08	7,950.25	19.95	31,905.75
001-210-6020	SALARIES- PART TIME - DRAINAGE	.00	.00	.00	.00	.00
001-210-6170	UNEMPLOYMENT COMP - DRAINAGE	.00	.00	.00	.00	.00
001-210-6320	MOWING COSTS	2,000.00	.00	81.50	4.08	1,918.50
001-210-6417	STREET MAINTENANCE - DRAINAGE	.00	.00	.00	.00	.00
001-210-6499	NPDES REQUIREMENTS	3,000.00	277.75	277.75	9.26	2,722.25
001-210-6763	CAPITAL OUTLAY-BRIDGE/DRAINAGE	65,000.00	13,165.25	13,267.24	20.41	51,732.76
001-210-6764	TREE MAINTENANCE - DRAINAGE	2,500.00	.00	.00	.00	2,500.00
001-210-6766	STORM DAMAGE COSTS	.00	.00	.00	.00	.00
001-210-6767	CAPITAL OUTLAY - STORM SEWER	.00	.00	.00	.00	.00
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	STREETS TOTAL	112,356.00	16,142.08	21,576.74	19.20	90,779.26
001-230-6371	STREET LIGHTS	.00	.00	.00	.00	.00
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	STREET LIGHTS TOTAL	.00	.00	.00	.00	.00
001-240-6490	TRAFFIC SIGNS	.00	.00	.00	.00	.00
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	TRAFFIC SAFETY TOTAL	.00	.00	.00	.00	.00
001-290-6372	SOLID WASTE EXPENSE	25,000.00	.00	205.00	.82	24,795.00
001-290-6503	SOLID WASTE TAGS - PURCHASE	.00	.00	.00	.00	.00
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	SOLID WASTE/RECYCLING TOTAL	25,000.00	.00	205.00	.82	24,795.00
001-410-6490	LIBRARY CONTRACT	110,000.00	.00	24,544.01	22.31	85,455.99
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	LIBRARY TOTAL	110,000.00	.00	24,544.01	22.31	85,455.99
001-430-6010	SALARIES - FULL TIME - PARKS	38,000.00	3,123.08	11,268.80	29.65	26,731.20

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-430-6020	SALARIES - PART TIME - PARKS	.00	.00	.00	.00	.00
001-430-6310	BUILDING MAINT & REPAIR-PARKS	35,000.00	1,811.28	6,632.11	18.95	28,367.89
001-430-6311	SECURITY CAMERAS - PARKS	2,000.00	300.00	944.54	47.23	1,055.46
001-430-6312	SPORT/PLAYGRND EQUIP MAINT/REP	.00	.00	.00	.00	.00
001-430-6320	GROUPS MAINT & REPAIR-PARKS	.00	.00	.00	.00	.00
001-430-6371	ELECTRIC/GAS UTILITIES - PARKS	6,000.00	518.77	1,165.03	19.42	4,834.97
001-430-6374	WATER/SEWER UTILITIES - PARKS	.00	.00	.00	.00	.00
001-430-6490	PARK DEVELOPMENT PLANS	.00	.00	.00	.00	.00
001-430-6504	MINOR EQUIP PURCHASE-PLAYGRND	.00	.00	.00	.00	.00
001-430-6505	MINOR EQUIP PURCHASE - SPORTS	.00	.00	.00	.00	.00
001-430-6730	CAPITAL OUTLAY-PARK LAND	.00	.00	.00	.00	.00
001-430-6799	CAPITAL OUTLAY-PARK IMPROVEMEN	25,000.00	.00	.00	.00	25,000.00
	PARKS TOTAL	106,000.00	5,753.13	20,010.48	18.88	85,989.52
001-450-6320	CEMETARY MAINTENANCE	1,000.00	.00	.00	.00	1,000.00
	CEMETERY TOTAL	1,000.00	.00	.00	.00	1,000.00
001-499-6499	SPECIAL EVENTS	1,800.00	.00	55.80	3.10	1,744.20
	CULTURE & RECREATION TOTAL	1,800.00	.00	55.80	3.10	1,744.20
001-510-6310	CLOCK TOWER MAINT/REPAIR	1,500.00	.00	.00	.00	1,500.00
001-510-6399	ENTRANCE SIGNAGE	500.00	.00	.00	.00	500.00
	BEAUTIFICATION TOTAL	2,000.00	.00	.00	.00	2,000.00
001-521-6130	IPERS - CENSUS DO NOT USE	.00	.00	.00	.00	.00
001-521-6132	HEALTH INS- CENSUS DO NOT USE	.00	.00	.00	.00	.00
	CENSUS TOTAL	.00	.00	.00	.00	.00
001-530-6499	OTHER CONTRACTUAL SERVICE	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
001-540-6010	SALARIES - PLANNING & ZONING	36,800.00	7,012.85	23,124.89	62.84	13,675.11
001-540-6099	MEETING FEES - P&Z/BoA	1,500.00	.00	445.56	29.70	1,054.44
001-540-6230	TRAINING - P&Z	500.00	.00	.00	.00	500.00
001-540-6240	MILEAGE/STIPENDS - P&Z	.00	.00	.00	.00	.00
001-540-6373	COMMUNICATIONS - P&Z	.00	.00	.00	.00	.00
001-540-6507	OPERATING SUPPLIES - P&Z	.00	.00	36.99	.00	36.99
	PLANNING & ZONING TOTAL	38,800.00	7,012.85	23,607.44	60.84	15,192.56
001-610-6010	SALARIES - MAYOR & COUNCIL	19,500.00	400.00	3,420.00	17.54	16,080.00
001-610-6230	TRAINING - MAYOR & COUNCIL	.00	.00	.00	.00	.00
001-610-6240	GAS STIPENDS - MAYOR & COUNCIL	1,500.00	.00	210.00	14.00	1,290.00
	MAYOR/COUNCIL TOTAL	21,000.00	400.00	3,630.00	17.29	17,370.00

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-620-6010	SALARIES - P&A	186,634.00	9,511.92	41,291.73	22.12	145,342.27
001-620-6020	SALARIES - PART TIME - P&A	.00	.00	.00	.00	.00
001-620-6170	UNEMPLOYMENT COMPENSATION-P&A	.00	.00	.00	.00	.00
001-620-6210	DUES & MEMBERSHIPS - P&A	9,000.00	.00	2,297.00	25.52	6,703.00
001-620-6230	TRAINING - P&A	3,000.00	.00	502.36	16.75	2,497.64
001-620-6373	COMMUNICATIONS - P&A	4,500.00	269.95	1,026.75	22.82	3,473.25
001-620-6402	LEGAL PUBLICATIONS - P&A	3,500.00	568.90	1,230.57	35.16	2,269.43
001-620-6408	MUNICIPAL INSURANCE - P&A	51,750.00	3,486.85	6,973.70	13.48	44,776.30
001-620-6414	DIGITALIZING FILES - P&A	.00	.00	.00	.00	.00
001-620-6415	BANK FEES	.00	.00	.00	.00	.00
001-620-6419	DATA PROCESSING-P&A	90,000.00	126.00	47,417.35	52.69	42,582.65
001-620-6420	ELECTION FEES DELETE IN FY27	3,500.00	.00	.00	.00	3,500.00
001-620-6504	COMPUTER EQUIP. PURCHASE	.00	.00	.00	.00	.00
001-620-6505	CORRIDOR MPO	6,458.00	.00	.00	.00	6,458.00
001-620-6506	OFFICE SUPPLIES-P&A	7,000.00	44.99	473.03	6.76	6,526.97
001-620-6507	MISC SUPPLIES-P&A	5,000.00	.00	1,053.30	21.07	3,946.70
001-620-6508	POSTAGE - P&A	1,500.00	.00	573.48	38.23	926.52
001-620-6509	OFFICE CONTINGENCIES-P&A	6,000.00	.00	1,070.89	17.85	4,929.11
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	POLICY & ADMIN TOTAL	377,842.00	14,008.61	103,910.16	27.50	273,931.84
001-630-6413	ELECTION FEES	3,500.00	.00	.00	.00	3,500.00
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	ELECTIONS TOTAL	3,500.00	.00	.00	.00	3,500.00
001-640-6406	ROBINS LANDING ENGINEERING	30,000.00	3,651.00	7,377.70	24.59	22,622.30
001-640-6407	ENGINEERING EXPENSE - P&A	15,000.00	7,166.10	9,902.10	66.01	5,097.90
001-640-6411	LEGAL FEES - P&A	27,600.00	67.50	23,726.51	85.97	3,873.49
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	LEGAL TOTAL	72,600.00	10,884.60	41,006.31	56.48	31,593.69
001-650-6020	SALARY -CLEANING CITY HALL	6,300.00	245.70	1,060.02	16.83	5,239.98
001-650-6310	BUILDING REPAIR/MAINT - CH	5,000.00	.00	1,677.88	33.56	3,322.12
001-650-6320	GROUNDS MAINTENANCE - CH	.00	.00	.00	.00	.00
001-650-6371	GAS/ELECTRIC UTILITIES - CH	5,150.00	523.55	1,631.81	31.69	3,518.19
001-650-6372	CHURCH OF THE BRETHREN	40,000.00	.00	.00	.00	40,000.00
001-650-6374	WATER/SEWER UTILITIES - CH	.00	.00	.00	.00	.00
001-650-6598	SERVICE CHARGES	.00	.00	.00	.00	.00
001-650-6750	CAPITAL OUTLAY-CH BUILDINGS	25,000.00	.00	.00	.00	25,000.00
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	CITY HALL TOTAL	81,450.00	769.25	4,369.71	5.36	77,080.29
001-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
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	TRANSFERS TOTAL	.00	.00	.00	.00	.00
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	GENERAL TOTAL	2,017,955.50	67,842.23	320,938.37	15.90	1,697,017.13
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BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
110-210-6010	SALARIES- FULL TIME - ROAD USE	143,100.00	6,755.33	22,447.46	15.69	120,652.54
110-210-6020	SALARIES - PART TIME- ROAD USE	.00	.00	.00	.00	.00
110-210-6170	UNEMPLOYMENT COMPENSATION-R/U	.00	.00	.00	.00	.00
110-210-6199	OTHER COSTS/DRUG TESTING-R/U	500.00	.00	80.00	16.00	420.00
110-210-6310	BUILDING REPAIR/MAINT-ROAD USE	4,000.00	.00	1,389.14	34.73	2,610.86
110-210-6331	VEHICLE GAS & OIL - ROAD USE	12,000.00	.00	870.85	7.26	11,129.15
110-210-6332	EQUIPMENT REPAIR - ROAD USE	8,000.00	40.98	333.09	4.16	7,666.91
110-210-6371	ELECTRIC/GAS UTILITIES - R/U	5,000.00	2,182.25	5,946.67	118.93	946.67-
110-210-6373	COMMUNICATIONS-ROAD USE	9,500.00	100.00	562.38	5.92	8,937.62
110-210-6374	WATER/SEWER UTILITIES-ROAD USE	.00	.00	.00	.00	.00
110-210-6407	ENGINEERING EXPENSE - ROAD USE	.00	.00	.00	.00	.00
110-210-6408	MUNICIPAL INSURANCE - ROAD USE	46,000.00	2,970.28	5,940.56	12.91	40,059.44
110-210-6411	LEGAL EXPENSE - ROAD USE	10,000.00	.00	.00	.00	10,000.00
110-210-6417	STREET MAINTENANCE - ROAD USE	100,000.00	.00	11,460.02	11.46	88,539.98
110-210-6430	W MAIN ST REHAB NCPR TO TULLYM	400,000.00	.00	2,393.60	.60	397,606.40
110-210-6504	PARTS & REPAIR-ROAD USE	10,000.00	.00	931.91	9.32	9,068.09
110-210-6598	ATTIRE - ROAD USE	1,000.00	46.19	284.16	28.42	715.84
110-210-6599	ROCK/SAND/MATERIALS-ROAD USE	23,000.00	.00	47.18	.21	22,952.82
110-210-6723	CAPITAL EQUIPMENT PURCHASE-R/U	10,000.00	.00	.00	.00	10,000.00
110-210-6751	SOUTH BLDG ADDITION - RESERVE	20,000.00	.00	.00	.00	20,000.00
110-210-6758	BUCKET TRUCK RESERVE	4,000.00	.00	.00	.00	4,000.00
110-210-6759	BACKHOE RESERVE	4,667.00	.00	.00	.00	4,667.00
110-210-6760	TRACTOR RESERVE	4,333.00	.00	.00	.00	4,333.00
110-210-6761	SNOW TRUCK RESERVE (2024)	10,000.00	.00	.00	.00	10,000.00
110-210-6762	SNOW TRUCK #2 RESERVE (2017)	10,000.00	.00	.00	.00	10,000.00
110-210-6763	UTILITY TRUCK (2003)	13,792.00	.00	.00	.00	13,792.00
110-210-6764	UTILITY TRUCK RESERVE (2019)	12,760.00	.00	.00	.00	12,760.00
110-210-6765	WATER TRUCK RESERVE	5,000.00	.00	.00	.00	5,000.00
110-210-6769	BOBCAT RESERVE	5,000.00	.00	.00	.00	5,000.00
110-210-6770	UTILITY TRUCK RESERVE	10,707.00	.00	.00	.00	10,707.00
110-210-6791	TOWER TERRACE NEPA/ENGINEERING	.00	.00	.00	.00	.00
	STREETS TOTAL	882,359.00	12,095.03	52,687.02	5.97	829,671.98
110-230-6378	STREET LIGHTS	25,000.00	2,367.58	3,552.38	14.21	21,447.62
	STREET LIGHTS TOTAL	25,000.00	2,367.58	3,552.38	14.21	21,447.62
110-240-6512	TRAFFIC REPLACEMENT SIGNS/POST	1,500.00	.00	868.68	57.91	631.32
	TRAFFIC SAFETY TOTAL	1,500.00	.00	868.68	57.91	631.32
110-250-6010	SALARIES, SNOW	14,700.00	178.61	893.02	6.07	13,806.98
	SNOW REMOVAL TOTAL	14,700.00	178.61	893.02	6.07	13,806.98
110-260-6407	HIGHWAY ENGINEERING EXPENSE	.00	.00	.00	.00	.00
	HIGHWAY ENGINEERING TOTAL	.00	.00	.00	.00	.00
110-270-6417	STREET SWEEPING	5,000.00	.00	.00	.00	5,000.00

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	STREET CLEANING TOTAL	5,000.00	.00	.00	.00	5,000.00
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	ROAD USE TOTAL	928,559.00	14,641.22	58,001.10	6.25	870,557.90
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112-110-6110	FICA - POLICE	16,065.00	514.98	2,227.77	13.87	13,837.23
112-110-6130	IPERS - POLICE	19,824.00	630.24	2,629.31	13.26	17,194.69
112-110-6132	HEALTH INSURANCE - POLICE	42,343.00	1,150.71	5,753.55	13.59	36,589.45
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	POLICE TOTAL	78,232.00	2,295.93	10,610.63	13.56	67,621.37
112-150-6110	FICA - FIRE	5,240.00	4.83	1,701.44	32.47	3,538.56
112-150-6130	IPERS - FIRE	3,963.00	5.96	1,199.12	30.26	2,763.88
112-150-6132	HEALTH INSURANCE - FIRE	.00	.00	132.67	.00	132.67-
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	FIRE TOTAL	9,203.00	10.79	3,033.23	32.96	6,169.77
112-170-6110	FICA - BUILDING INSPECTIONS	8,470.00	344.81	1,664.82	19.66	6,805.18
112-170-6130	IPERS - BUILDING INSPECTIONS	.00	431.78	2,024.02	.00	2,024.02-
112-170-6132	HEALTH INSURANCE-BLDG INSPECT	16,837.00	600.07	2,923.21	17.36	13,913.79
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	BUILDING INSPECTIONS TOTAL	25,307.00	1,376.66	6,612.05	26.13	18,694.95
112-210-6110	FICA - STREETS/DRAINAGE	13,996.00	717.42	2,310.00	16.50	11,686.00
112-210-6130	IPERS - STREETS/DRAINAGE	17,271.00	892.44	2,830.16	16.39	14,440.84
112-210-6132	HEALTH INSURANCE-STREETS&DRAIN	14,003.00	682.80	1,816.28	12.97	12,186.72
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	STREETS TOTAL	45,270.00	2,292.66	6,956.44	15.37	38,313.56
112-250-6110	FICA - SNOW REMOVAL	1,125.00	13.52	67.63	6.01	1,057.37
112-250-6130	IPERS - SNOW REMOVAL	1,388.00	16.86	79.92	5.76	1,308.08
112-250-6132	HEALTH INSURANCE -SNOW REMOVAL	347.00	16.58	78.25	22.55	268.75
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	SNOW REMOVAL TOTAL	2,860.00	46.96	225.80	7.90	2,634.20
112-430-6110	FICA - PARKS	2,811.00	238.64	852.27	30.32	1,958.73
112-430-6130	IPERS - PARKS	3,469.00	294.82	1,044.55	30.11	2,424.45
112-430-6132	HEALTH INSURANCE - PARKS	694.00	33.16	156.55	22.56	537.45
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	PARKS TOTAL	6,974.00	566.62	2,053.37	29.44	4,920.63
112-540-6110	FICA - P&Z/BUILDING	2,834.00	164.42	392.55	13.85	2,441.45
112-540-6130	IPERS - P&Z/BUILDING	3,474.00	190.33	445.20	12.82	3,028.80
112-540-6132	HEALTH INSURANCE-P&Z/BUILDING	.00	85.91	140.09	.00	140.09-
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	PLANNING & ZONING TOTAL	6,308.00	440.66	977.84	15.50	5,330.16
112-610-6110	FICA - MAYOR/COUNCIL	1,492.00	30.60	235.59	15.79	1,256.41
112-610-6130	IPERS - MAYOR/COUNCIL	1,841.00	.00	39.65	2.15	1,801.35

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-610-6132	HEALTH INSURANCE-MAYOR/COUNCIL	.00	.00	.00	.00	.00
	MAYOR/COUNCIL TOTAL	3,333.00	30.60	275.24	8.26	3,057.76
112-620-6110	FICA - POLICY & ADMINISTRATION	14,277.00	647.02	2,890.84	20.25	11,386.16
112-620-6130	IPERS -POLICY & ADMINISTRATION	17,618.00	806.79	3,598.31	20.42	14,019.69
112-620-6132	HEALTH INSURANCE-POLICY & ADMN	22,678.00	797.48	2,960.90	13.06	19,717.10
	POLICY & ADMIN TOTAL	54,573.00	2,251.29	9,450.05	17.32	45,122.95
112-650-6110	FICA - CITY HALL	482.00	18.80	81.08	16.82	400.92
112-650-6130	IPERS - CITY HALL	595.00	23.20	100.04	16.81	494.96
112-650-6132	HEALTH INSURANCE - CITY HALL	.00	.00	.00	.00	.00
	CITY HALL TOTAL	1,077.00	42.00	181.12	16.82	895.88
112-910-6910	TRANSFER OUT-EMPLOYEE BENEFITS	.00	.00	.00	.00	.00
	TRANSFERS TOTAL	.00	.00	.00	.00	.00
	EMPLOYEE BENEFIT TOTAL	233,137.00	9,354.17	40,375.77	17.32	192,761.23
115-440-6504	R.B.I.EQUIPMENT	.00	.00	.00	.00	.00
	RBI TOTAL	.00	.00	.00	.00	.00
115-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	TRANSFERS TOTAL	.00	.00	.00	.00	.00
	RBI BASEBALL TOTAL	.00	.00	.00	.00	.00
121-299-6794	W.MAIN ST.RECON & TRAIL	300,000.00	.00	.00	.00	300,000.00
	OTHER PUBLIC WORKS TOTAL	300,000.00	.00	.00	.00	300,000.00
121-430-6730	PURCHASE PARK LAND-R LANDING	.00	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
121-520-6420	ECONOMIC DEVELOPMENT (REDI)	68,000.00	.00	15,750.00	23.16	52,250.00
	ROBINS ECONOMIC DVMT TOTAL	68,000.00	.00	15,750.00	23.16	52,250.00
121-599-6425	SE TRUNK SEWER UPGRADE	.00	.00	.00	.00	.00

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
121-599-6795	T.TERRACE CPF GRANT SHARE	417,632.00	.00	20,515.62	4.91	397,116.38
	OTHER COMMUNITY & EC DEV TOTA	417,632.00	.00	20,515.62	4.91	397,116.38
121-750-6428	ROBINS LANDING UPSIZE&SERVICES	.00	.00	.00	.00	.00
121-750-6429	UTILITY EXTENSION RESERVE	.00	.00	.00	.00	.00
121-750-6431	HMA-SINGER HILL/N.TROY ROAD	.00	.00	.00	.00	.00
121-750-6432	1/2 KINGS WAY WATER LOOP	.00	.00	.00	.00	.00
121-750-6792	D&M WATERMAIN PROJECT	.00	.00	.00	.00	.00
121-750-6793	CAMBRIDGE/KINGWAYS WATER LOOP	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
121-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	TRANSFERS TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION TAX TOTAL	785,632.00	.00	36,265.62	4.62	749,366.38
125-910-6911	TRANSFER OUT - TIF	414,078.00	.00	.00	.00	414,078.00
	TRANSFERS TOTAL	414,078.00	.00	.00	.00	414,078.00
	TIF TOTAL	414,078.00	.00	.00	.00	414,078.00
200-710-6899	BONDING FEES	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	.00	.00	.00	.00	.00
200-711-6801	PRINCIPAL-2016 GO REF (3.805M)	320,000.00	.00	.00	.00	320,000.00
200-711-6851	INTEREST-2016 GO REF (3.805M)	12,098.00	.00	.00	.00	12,098.00
200-711-6899	BOND FEES-2016 GO REF (3.805M)	600.00	.00	.00	.00	600.00
	DEBT SERVICE TOTAL	332,698.00	.00	.00	.00	332,698.00
200-712-6801	PRINCIPAL-2020 GO REF (4.755M)	255,000.00	.00	.00	.00	255,000.00
200-712-6851	INTEREST-2020 GO REF (4.755M)	16,448.00	.00	.00	.00	16,448.00
200-712-6899	BOND FEES-2020 GO REF (4.755M)	1,200.00	.00	.00	.00	1,200.00
	DEBT SERVICE TOTAL	272,648.00	.00	.00	.00	272,648.00
200-713-6801	PRINCIPAL-2024 GO I.C.(2.045M)	170,000.00	.00	.00	.00	170,000.00
200-713-6851	INTEREST-2024 GO I.CR.(2.045M)	74,800.00	.00	.00	.00	74,800.00
200-713-6899	BOND FEES-2024 GO I.C.(2.045M)	600.00	.00	.00	.00	600.00

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	DEBT SERVICE TOTAL	245,400.00	.00	.00	.00	245,400.00
		=====	=====	=====	=====	=====
	DEBT SERVICE TOTAL	850,746.00	.00	.00	.00	850,746.00
		=====	=====	=====	=====	=====
301-750-6761	C/H ROAD WITH LINN COUNTY	.00	.00	.00	.00	.00
301-750-6764	TOWER TERRACE INTERCHANGE	.00	.00	.00	.00	.00
301-750-6797	BOND FEES	.00	.00	.00	.00	.00
301-750-6800	INDIAN CREEK SEWER PROJECT	85,000.00	.00	.00	.00	85,000.00
301-750-6803	DEBT - PRINCIPAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	85,000.00	.00	.00	.00	85,000.00
301-910-6910	TRANSFER OUT CAPITAL PROJ	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TRANSFERS TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	CAPITAL PROJECTS TOTAL	85,000.00	.00	.00	.00	85,000.00
		=====	=====	=====	=====	=====
600-810-6010	SALARIES-WATER	.00	.00	.00	.00	.00
600-810-6110	FICA-CITY SHARE - WATER	.00	.00	.00	.00	.00
600-810-6130	IPERS-CITY SHARE - WATER	.00	.00	.00	.00	.00
600-810-6132	HEALTH INSURANCE - WATER	.00	.00	.00	.00	.00
600-810-6371	UTILITIES-WATER	12,000.00	6.47	440.80	3.67	11,559.20
600-810-6492	WATER-PUMP RESERVES	30,000.00	.00	.00	.00	30,000.00
600-810-6507	OPERATING SUPPLIES - WATER	5,000.00	.00	.00	.00	5,000.00
		-----	-----	-----	-----	-----
	WATER TOTAL	47,000.00	6.47	440.80	.94	46,559.20
		=====	=====	=====	=====	=====
	WATER TOTAL	47,000.00	6.47	440.80	.94	46,559.20
		=====	=====	=====	=====	=====
610-815-6010	SALARIES- FULL TIME - SEWER	103,371.00	5,233.06	21,770.45	21.06	81,600.55
610-815-6020	SALARIES - PART TIME - SEWER	.00	.00	.00	.00	.00
610-815-6110	FICA - CITY SHARE - SEWER	7,960.00	388.47	1,549.57	19.47	6,410.43
610-815-6130	IPERS - CITY SHARE - SEWER	9,717.00	487.56	1,951.89	20.09	7,765.11
610-815-6132	HEALTH INS. CITY SHARE - SEWER	19,393.00	780.95	3,783.26	19.51	15,609.74
610-815-6350	SEWER MAINTENANCE	27,000.00	183.83	2,128.93	7.88	24,871.07
610-815-6371	GAS/ELECTRIC UTILITIES - SEWER	7,200.00	244.16	983.48	13.66	6,216.52
610-815-6399	INFILTRATION-SEWER	40,000.00	.00	.00	.00	40,000.00
610-815-6407	ENGINEERING EXPENSE	.00	.00	.00	.00	.00
610-815-6408	MUNICIPAL INSURANCE - SEWER	34,500.00	2,711.99	5,423.98	15.72	29,076.02
610-815-6411	LEGAL EXPENSE - SEWER	5,000.00	.00	.00	.00	5,000.00
610-815-6418	SALES TAX EXPENSE-SEWER	3,150.00	.00	.00	.00	3,150.00

BUDGET REPORT

CALENDAR 9/2025, FISCAL 3/2026

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
610-815-6490	ADMINISTRATION-SEWER	2,500.00	74.70	243.00	9.72	2,257.00
610-815-6499	C.R. HOOKUP	245,000.00	.00	37,283.02	15.22	207,716.98
610-815-6501	CHEMICALS-SEWER	500.00	.00	.00	.00	500.00
610-815-6504	SEWER PUMP REPAIR/REPLACEMENT	16,000.00	.00	5,339.81	33.37	10,660.19
610-815-6506	OFFICE SUPPLIES-SEWER	1,000.00	.00	.00	.00	1,000.00
610-815-6507	FOR BOND PAYMENT	.00	.00	.00	.00	.00
610-815-6508	POSTAGE-SEWER	2,300.00	.00	.00	.00	2,300.00
610-815-6509	MOBILE GENERATOR	20,000.00	.00	.00	.00	20,000.00
610-815-6791	INDIAN CREEK SEWER UPGRADE	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	SEWER TOTAL	544,591.00	10,104.72	80,457.39	14.77	464,133.61
610-910-6910	TRANSFER OUT - SEWER	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	TRANSFERS TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	SEWER TOTAL	544,591.00	10,104.72	80,457.39	14.77	464,133.61
		=====	=====	=====	=====	=====
		*****	*****	*****	*****	*****
	TOTAL OF ALL EXPENSES	5,906,698.50	101,948.81	536,479.05	9.08	5,370,219.45
		*****	*****	*****	*****	*****

BANK CASH REPORT

2025

BANK NAME	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER	OUTSTANDING	SEP BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
<hr/>						
1.Community Savings Bank #0753						

BANK 1.Community Savings Bank #0753						1,801,738.35
001 GENERAL CHECKING	565,518.10	10,759.33	69,272.51	507,004.92		
001 RESERVES - POLICE	0.00	0.00	0.00	0.00		
001 RESERVES - FIRE	0.00	0.00	0.00	0.00		
001 RESERVES - PARKS	0.00	0.00	0.00	0.00		
001 RESERVES - CITY HALL	0.00	0.00	0.00	0.00	226,190.50	
110 ROAD USE CHECKING	111,386.58	2,137.50	14,971.74	98,552.34	38,103.69	
112 CHECKING - EMPLOYEE BENEFITS	22,585.30-	0.00	9,354.17	31,939.47-		
115 R.B.I. CHECKING	0.00	0.00	0.00	0.00		
121 CHECKING - LOST	167,012.66-	233,725.69	0.00	66,713.03	20,515.62	
125 CHECKING - TIF	118.31-	5,535.66	0.00	5,417.35	15,000.00	
200 CHECKING - DEBT SERVICE	3,741.21	0.00	0.00	3,741.21	5,000.00	
301 CHECKING - CAPITAL PROJECTS	1,050,302.67	0.00	0.00	1,050,302.67		
600 CHECKING - WATER FUND	44,084.55	7,405.21	6.47	51,483.29	33.17	
610 CHECKING - SEWER FUND	99,498.74	1,599.09	8,702.53	92,395.30	69,567.45	
DEPOSITS					163,363.58	
TRANSFER-IN					252,517.02	
WITHDRAWALS					217.50	
TRANSFER-OUT					13,255.67-	

1.Community Savings Bank #0753	1,684,815.58	261,162.48	102,307.42	1,843,670.64	27,997.00-	1,815,673.64
WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS						
					DIFFERENCE -->	13,935.29
2.CSB - Star Plus Savngs #0365						

BANK 2.CSB - Star Plus Savngs #0365						3,529,127.87
001 SAVINGS - GENERAL FUND	551,998.43	0.00	0.00	551,998.43		
001 SAVINGS - POLICE	89,676.00	0.00	0.00	89,676.00		
001 SAVINGS - FIRE	773,915.00	0.00	0.00	773,915.00		
001 SAVINGS - PARKS	25,000.00	0.00	0.00	25,000.00		
001 SAVINGS - CITY HALL	25,000.00	0.00	0.00	25,000.00		
110 RESERVES- ADDITION TO S BLDG	5,301.00	0.00	0.00	5,301.00		
110 RESERVES- BUCKET TRUCK	4,000.00	0.00	0.00	4,000.00		
110 RESERVES- BACKHOE	18,670.00	0.00	0.00	18,670.00		
110 RESERVES- TRACTOR	49,831.00	0.00	0.00	49,831.00		
110 RESERVES- SNOW TRUCK	176,589.00	0.00	0.00	176,589.00		
110 RESERVES- SNOW TRUCK 2	0.00	0.00	0.00	0.00		
110 RESERVES- UTILITY TRUCK 1	40,667.00	0.00	0.00	40,667.00		
110 RESERVES- UTILITY TRUCK 2	33,385.00	0.00	0.00	33,385.00		
110 SAVINGS - UTILITY TRUCK 3	18,862.00	0.00	0.00	18,862.00		
110 RESERVES- WATER TRUCK	18,000.00	0.00	0.00	18,000.00		
110 RESERVES- BOBCAT	27,225.00	0.00	0.00	27,225.00		
110 RESERVES-TOWER TERRACE NEPA	0.00	0.00	0.00	0.00		
110 RESERVES - ROAD USE	400,001.95	0.00	0.00	400,001.95		
115 SAVINGS - R.B.I.	0.00	0.00	0.00	0.00		
121 RESERVES - LOST	459,691.61	0.00	233,725.69	225,965.92		
125 SAVINGS - TIF	7,787.31	0.00	5,535.66	2,251.65		
200 SAVINGS - DEBT SERVICE	8,250.37	0.00	0.00	8,250.37		
301 RESERVES - CAPITAL PROJECTS	4,915.77	0.00	0.00	4,915.77		
600 RESERVES- WATER FUND	216,181.00	0.00	0.00	216,181.00		
610 RESERVES- SEWER FUND	574,180.43	0.00	0.00	574,180.43		

GLFUND RPT		Thu Sep 4, 2025 7:18 PM		City of Robins IA		OPER: L G	
07.01.21 FROM		9/01/2025 TO		9/04/2025		FUND BALANCE REPORT	
BANK NAME	JULY	AUGUST	AUGUST	AUGUST	INVOICES	BANK	2026
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET

1.Community Savings Bank #0753							

001	GENERAL CHECKING	662,163.48	32,554.36	129,199.74	565,518.10		2,017,955.50
001	RESERVES - POLICE	0.00	0.00	0.00	0.00		
001	RESERVES - FIRE	0.00	0.00	0.00	0.00		
001	RESERVES - PARKS	0.00	0.00	0.00	0.00		
001	RESERVES - CITY HALL	0.00	0.00	0.00	0.00		
110	ROAD USE CHECKING	128,697.79	2,766.18	20,077.39	111,386.58		928,559.00
112	CHECKING - EMPLOYEE BENEFITS	8,247.57-	0.00	14,337.73	22,585.30-		233,137.00
115	R.B.I. CHECKING	0.00	0.00	0.00	0.00		
121	CHECKING - LOST	249,475.69-	102,978.65	20,515.62	167,012.66-		785,632.00
125	CHECKING - TIF	118.31-	0.00	0.00	118.31-		414,078.00
200	CHECKING - DEBT SERVICE	3,741.21	0.00	0.00	3,741.21		850,746.00
301	CHECKING - CAPITAL PROJECTS	1,050,302.67	0.00	0.00	1,050,302.67		85,000.00
600	CHECKING - WATER FUND	43,361.25	750.00	26.70	44,084.55		47,000.00
610	CHECKING - SEWER FUND	155,318.39	2,741.65	58,561.30	99,498.74		544,591.00

1.Community Savings Bank #0753	1,785,743.22	141,790.84	242,718.48	1,684,815.58	0.00	1,684,815.58	5,906,698.50
2.CSB - Star Plus Savngs #0365							

001	SAVINGS - GENERAL FUND	551,998.43	0.00	0.00	551,998.43		2,017,955.50
001	SAVINGS - POLICE	89,676.00	0.00	0.00	89,676.00		
001	SAVINGS - FIRE	773,915.00	0.00	0.00	773,915.00		
001	SAVINGS - PARKS	25,000.00	0.00	0.00	25,000.00		
001	SAVINGS - CITY HALL	25,000.00	0.00	0.00	25,000.00		
110	RESERVES- ADDITION TO S BLDG	5,301.00	0.00	0.00	5,301.00		928,559.00
110	RESERVES- BUCKET TRUCK	4,000.00	0.00	0.00	4,000.00		
110	RESERVES- BACKHOE	18,670.00	0.00	0.00	18,670.00		
110	RESERVES- TRACTOR	49,831.00	0.00	0.00	49,831.00		
110	RESERVES- SNOW TRUCK	176,589.00	0.00	0.00	176,589.00		
110	RESERVES- SNOW TRUCK 2	0.00	0.00	0.00	0.00		
110	RESERVES- UTILITY TRUCK 1	40,667.00	0.00	0.00	40,667.00		
110	RESERVES- UTILITY TRUCK 2	33,385.00	0.00	0.00	33,385.00		
110	SAVINGS - UTILITY TRUCK 3	18,862.00	0.00	0.00	18,862.00		
110	RESERVES- WATER TRUCK	18,000.00	0.00	0.00	18,000.00		
110	RESERVES- BOBCAT	27,225.00	0.00	0.00	27,225.00		
110	RESERVES-TOWER TERRACE NEPA	0.00	0.00	0.00	0.00		
110	RESERVES - ROAD USE	400,001.95	0.00	0.00	400,001.95		
115	SAVINGS - R.B.I.	0.00	0.00	0.00	0.00		
121	RESERVES - LOST	459,691.61	0.00	0.00	459,691.61		785,632.00
125	SAVINGS - TIF	7,787.31	0.00	0.00	7,787.31		414,078.00
200	SAVINGS - DEBT SERVICE	8,250.37	0.00	0.00	8,250.37		850,746.00
301	RESERVES - CAPITAL PROJECTS	4,915.77	0.00	0.00	4,915.77		85,000.00
600	RESERVES- WATER FUND	216,181.00	0.00	0.00	216,181.00		47,000.00
610	RESERVES- SEWER FUND	574,180.43	0.00	0.00	574,180.43		544,591.00

2.CSB - Star Plus Savngs #0365	3,529,127.87	0.00	0.00	3,529,127.87	0.00	3,529,127.87	5,673,561.50

GLFUNDRP		Thu Sep 4, 2025 7:18 PM		City of Robins IA			OPER: L G	
07.01.21		FROM 9/01/2025 TO 9/04/2025		FUND BALANCE REPORT				
BANK NAME		JULY	AUGUST	AUGUST	AUGUST	INVOICES	BANK	2026
FUND GL	NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET

3.CSB - Saving/Indian Cr #4476								

301	CAP.PROJ-SAVINGS-INDIAN CREEK	691.66	0.00	0.00	691.66			85,000.00
		-----	-----	-----	-----	-----	-----	-----
	3.CSB - Saving/Indian Cr #4476	691.66	0.00	0.00	691.66	0.00	691.66	85,000.00

4.CSB CDs #7003471								

001	CSB CD #7003471 - GENERAL FUND	552,437.15	0.00	0.00	552,437.15			2,017,955.50
121	CSB CD #7003471 - LOST	552,437.13	0.00	0.00	552,437.13			785,632.00
		-----	-----	-----	-----	-----	-----	-----
	4.CSB CDs TOTALS	1,104,874.28	0.00	0.00	1,104,874.28	0.00	1,104,874.28	2,803,587.50

TOTAL OF ALL BANKS								
		6,420,437.03	141,790.84	242,718.48	6,319,509.39	0.00	6,319,509.39	14,468,847.50
=====								

BANK CASH REPORT 2025

BANK NAME FUND GL NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
TRANSFER-OUT					239,261.35-	
2.CSB - Star Plus Savngs #0365	3,529,127.87	0.00	239,261.35	3,289,866.52	239,261.35	3,529,127.87
3.CSB - Saving/Indian Cr #4476						
3.CSB - Saving/Indian Cr #4476						691.66
301 CAP.PROJ-SAVINGS-INDIAN CREEK	691.66	0.00	0.00	691.66		
3.CSB - Saving/Indian Cr #4476	691.66	0.00	0.00	691.66	0.00	691.66
4.CSB CDs #7003471						
4.CSB CDs #7003471						1,104,874.28
001 CSB CD #7003471 - GENERAL FUND	552,437.15	0.00	0.00	552,437.15		
121 CSB CD #7003471 - LOST	552,437.13	0.00	0.00	552,437.13		
4.CSB CDs TOTALS	1,104,874.28	0.00	0.00	1,104,874.28	0.00	1,104,874.28
TOTAL OF ALL BANKS	6,319,509.39	261,162.48	341,568.77	6,239,103.10	211,264.35	6,450,367.45

RESOLUTION NO. 0925-6
A RESOLUTION APPROVING A THREE-YEAR TAX ABATEMENT FOR
IMPROVEMENTS MADE TO PROPERTY LOCATED AT 3201 EAGLE VIEW COURT
UNDER ORDINANCE NO. 2303 (ROBINS URBAN REVITALIZATION AREA)

WHEREAS, the City of Robins, Iowa, adopted Ordinance No. 2303, designating all real property within the corporate limits of the City as the Robins Urban Revitalization Area pursuant to Chapter 404 of the Code of Iowa; and

WHEREAS, Ordinance No. 2303 and the corresponding Urban Revitalization Plan authorize the City Council to grant property tax abatement on eligible improvements made to real property within the designated revitalization area; and

WHEREAS, the property located at 3201 Eagle View Court, Robins, Iowa, is situated within the Robins Urban Revitalization Area; and

WHEREAS, the property owner has applied for a three-year property tax abatement on the improvements to said property in accordance with the provisions of Ordinance No. 2303 and the Urban Revitalization Plan; and

WHEREAS, the City Council of the City of Robins finds that the application is consistent with the requirements of the Urban Revitalization Plan and is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA:

1. That the application for a **three-year property tax abatement** on improvements at 3201 Eagle View Court, Robins, Iowa, is hereby approved pursuant to Ordinance No. 2303 and the Robins Urban Revitalization Plan.
2. That the City Clerk is authorized and directed to file the necessary documentation with the Linn County Assessor and Auditor to effectuate this abatement in accordance with Chapter 404 of the Code of Iowa.

Passed and approved this **8th of September, 2025**.

CITY OF ROBINS, IOWA

By: _____
Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer



Name of Applicant: Andrew Eicher
Address of Property: 3201 Eagle View Court, Ste.1, Robins 52328
Legal Description of Property: Contractor suites and outdoor storage facility
Address of Applicant (if different from above): 865 Woodland Dr., Robins 52328
Phone Number (to be reached during day): 319-431-3632
Applicant's Email Address: andy@wildwoodfloorscr.com

Exemption Requested: ☒ 3-year – 100% ☐ 5-year – 60/50/50/50/40%
Proposed Property Use: ☒ Commercial ☐ Industrial
Nature of Improvements: ☒ New Construction ☐ Rehabilitation/Additions

Additional Information:

We are a family run business and chose to build in Robins because of the location and also because of the REDI Program.

Estimated or Actual Date of Completion: 3/18/24

Date 5/9/24


Signature of Applicant

For office use only

CITY COUNCIL ACTION:

Application: ☒ Approved ☐ Disapproved

(Reason if disapproved)

City Clerk



Date

5-20-24

ASSESSOR ACTION:

Application: ☐ Approved ☐ Disapproved

Present Assessed Value \$

Assessed Value w/Improvements \$

Assessor

Date

Memorandum of Agreement and Setting Date for
Hearing

(Xavier School Project)

Robins, Iowa

September 8, 2025

The City Council of Robins, Iowa, met in regular session on the 8th day of September, 2025 at 6:00 o'clock, p.m., at the City Hall in Robins, Iowa. The meeting was called to order and there were present the Mayor, and the following named Council Members:

Present: _____

Absent: _____

Matters were discussed relative to a financing for Xavier Catholic Schools, Cedar Rapids, Iowa pursuant to Chapter 419 of the Iowa Code. Whereupon, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the motion and the roll being called, the following named members of the Council voted:

Ayes: _____

Nays: _____

Whereupon, the Mayor declared the said motion duly carried and the resolution adopted as follows:

RESOLUTION NO. 0925-1

A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH XAVIER CATHOLIC SCHOOLS, CEDAR RAPIDS, IOWA AND FIXING A DATE FOR A HEARING ON THE PROPOSED ISSUANCE OF PRIVATE SCHOOL REVENUE BONDS (XAVIER SCHOOL PROJECT), SERIES 2025 IN ONE OR MORE SERIES.

WHEREAS, the Issuer is authorized under the provisions of Chapter 419 of the Code of Iowa (the “Act”), among other things, to issue revenue bonds and loan the proceeds thereof pursuant to a loan agreement to one or more contracting parties (as defined in the Act) to be used to pay the cost of acquiring, by construction or purchase, land, buildings, improvements and equipment, or any interest therein, suitable for use of any organization described in Section 501(c)(3) of the Internal Revenue Code (the “Code”) which is exempt from federal income tax under Section 501(d) of the Code (a “Tax Exempt Organization”) and to issue revenue bonds for the purpose of retiring existing indebtedness on a facility for an organization described in Section 501(c)(3) of the Code; and

WHEREAS, Xavier Catholic Schools, Cedar Rapids, Iowa (the “School”) is a Tax Exempt Organization and has requested the Issuer to issue its Private School Revenue Bonds (Xavier School Project), Series 2025 (the “Series 2025 Bonds”) in an aggregate principal amount not to exceed \$10,000,000, pursuant to the Act for the purposes of: (i) the refinancing of existing indebtedness incurred to acquire a 106,895 square foot building on 12.37 acres of land, (ii) financing the remodeling of the building to serve as a middle school, (iii) financing the construction of a 41,351 square foot addition that will house a gymnasium, choir and band rooms, (iv) financing athletic facilities for football, soccer, tennis and other athletic uses which include 800 seat bleachers, six tennis courts and supporting amenities including changing rooms and concessions, and (v) providing, together with all incidental items, for the payment of the costs of issuance of the Series 2025 Bonds (collectively the “2025 Project”). Proceeds of the Series 2025 Bonds and financing of the 2025 Project are all located on the grounds of the Borrower at 5005 N. River Boulevard, Cedar Rapids, Iowa 52411; and

WHEREAS, it is proposed to partially finance the foregoing through the issuance of the Series 2025 Bonds and to loan the proceeds from the sale of the Series 2025 Bonds to Xavier under a Loan Agreement between the Issuer and Xavier, the obligations of which will be sufficient to pay the principal of, premium, if any, and interest on the Series 2025 Bonds as and when the same shall be due and payable; and

WHEREAS, before the Series 2025 Bonds may be issued, it is necessary to conduct a public hearing on the proposal to issue the Series 2025 Bonds, all as required and provided for by Section 419.9 of the Act and Section 147(f) of the Internal Revenue Code; and

WHEREAS, a Memorandum of Agreement in the form and with the contents set forth in Exhibit A attached hereto, has been presented to the Issuer under the terms of which the Issuer agrees, subject to the provisions of such Agreement, to pursue proceedings necessary under the Act to issue the Series 2025 Bonds for such purpose; and

WHEREAS, the Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the "Regulations") dealing with the issuance of the Series 2025 Bonds, all or a portion of the proceeds of which are to be used to reimburse Xavier for 2025 Project expenditures made by Xavier prior to the date of issuance of the Series 2025 Bonds, and the Regulations generally require that the Issuer make a prior declaration of its official intent for Xavier to reimburse itself for such prior expenditures out of the proceeds of the Series 2025 Bonds and that the Series 2025 Bonds be issued and the reimbursement allocation be made from the proceeds of the Series 2025 Bonds; and

WHEREAS, the Issuer desires to comply with requirements of the Regulations with respect to the Series 2025 Bonds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the Issuer, as follows:

Section 1. The Memorandum of Agreement in the form and with the contents set forth in Exhibit A attached hereto is hereby approved, and the Mayor is hereby authorized to execute said Memorandum of Agreement and the City Clerk is hereby authorized to attest the same and to affix the seal of the Issuer thereto; said Memorandum of Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 2. Officials of the Issuer are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of the Memorandum of Agreement.

Section 3. This Council shall meet on the 6th day of October, 2025, at the City Hall, Robins, Iowa, at 6:00 o'clock p.m., at which time and place any resident or property owner of the Issuer may present oral or written objections on the proposal to issue the Series 2025 Bonds referred to in the preamble hereof.

Section 4. The Clerk is hereby directed to give notice of intention to issue the Series 2025 Bonds, setting forth the amount and purpose thereof, the time when and place where the hearing will be held, by publication at least once not less than fifteen (15) days prior to the date fixed for the hearing, in a newspaper published and having a general circulation within the Issuer. The notice shall be in substantially the following form:

NOTICE OF INTENTION TO ISSUE PRIVATE SCHOOL REVENUE
BONDS (XAVIER CATHOLIC SCHOOLS, CEDAR RAPIDS, IOWA PROJECT), SERIES 2025

The City Council of Robins, Iowa, (the “Issuer”) will meet on the 6th day of October, 2025, at 6:00 o'clock p.m., at the City Hall in Robins, Iowa, for the purpose of conducting a public hearing on the proposal to issue Private School Revenue Bonds (Xavier Catholic Schools, Cedar Rapids, Iowa Project), Series 2025, of the Issuer, in the aggregate principal amount not to exceed \$10,000,000.00 (the “Series 2025 Bonds”) and to loan the proceeds of the Series 2025 Bonds to Xavier Catholic Schools, Cedar Rapids, Iowa (“Xavier”) for the purposes of (i) the refinancing of existing indebtedness incurred to acquire a 106,895 square foot building on 12.37 acres of land, (ii) financing the remodeling of the building to serve as a middle school, (iii) financing the construction of a 41,351 square foot addition that will house a gymnasium, choir and band rooms, (iv) financing athletic facilities for football, soccer, tennis and other athletic uses which include 800 seat bleachers, six tennis courts and supporting amenities including changing rooms and concessions, and (v) providing, together with all incidental items, for the payment of the costs of issuance of the Series 2025 Bonds (collectively the “2025 Project”). Proceeds of the Series 2025 Bonds and financing of the entirety of the 2025 Project are all located on the school grounds of the Borrower at 5005 N. River Boulevard, Cedar Rapids, Iowa 52402.

The Series 2025 Bonds, when issued, will be limited obligations and will not constitute general obligations of the Issuer nor will they be payable in any manner by taxation, but the Series 2025 Bonds will be payable solely and only from amounts received by the Issuer under a Loan Agreement between the Issuer and Xavier, the obligations of which will be sufficient to pay the principal of and interest and redemption premium, if any, on the Series 2025 Bonds as and when the same shall become due.

At the time and place, oral or written objections from any resident or property owner of the Issuer may be presented. At such meeting or any adjournment thereof, the Issuer shall adopt a resolution determining whether or not to proceed with the issuance of the Series 2025 Bonds. Written comments may also be submitted to the Issuer at the Robins City Hall, 265 S 2nd Street, Robins, Iowa 52328. Written comments must be received by the above hearing date.

By order of the City Council of Robins, Iowa this 8th day of September, 2025.

Lisa Goodin, City Clerk

Section 5. The Issuer declares its intent to issue the Series 2025 Bonds. On the basis of representations of Xavier, other than (i) expenditures to be paid or reimbursed from sources other than the Series 2025 Bonds, or (ii) expenditures made not earlier than sixty days prior to the date of this Resolution, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Series 2025 Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, or (vi) expenditures made within sixty days prior to the adoption by Xavier of a resolution of intent to reimburse itself for expenditures, no expenditures for the Series 2025 Project have heretofore been made by Xavier and no expenditures will be made by Xavier until after the date of this Resolution. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 6. All resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved September 8, 2025.

Chuck Hinz, Mayor

Attest:

Lisa Goodin, City Clerk

• • • • •

On motion and vote, the meeting adjourned.

Chuck Hinz, Mayor

Attest:

Lisa Goodin, City Clerk

STATE OF IOWA
COUNTY OF LINN
CITY OF ROBINS

SS:

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting City Clerk of the aforementioned City and that as such I have in my possession or have access to the complete official records of said City and of its Council and officers; and that I have carefully compared the transcript hereto attached with the aforesaid official records and that said transcript hereto attached is a true, correct and complete copy of all of the official records showing the action taken by the City Council of said City to authorize the execution of a Memorandum of Agreement by and between Xavier Catholic Schools, Cedar Rapids, Iowa and said City and to set a public hearing date as set forth therein.

WITNESS my hand and the seal of said City hereto affixed this ____ day of September, 2025.

Lisa Goodin, City Clerk

(Seal)

STATE OF IOWA
COUNTY OF LINN
CITY OF ROBINS

SS:

I, the undersigned, City Clerk of the aforementioned City, do hereby certify that I caused a notice, of which the printed slip annexed to the publisher's affidavit hereto attached is a true and complete copy, to be published in the Gazette, a legal newspaper, printed wholly in the English language, published in Linn County, Iowa, and of general circulation in such City as evidenced by the said affidavit.

WITNESS my hand and the seal of the aforementioned City hereto affixed this ____ day of _____, 2025.

Lisa Goodin, City Clerk

(Seal)

(PLEASE NOTE: This certificate must be dated as of or subsequent to the actual date of publication of the notice.)

EXHIBIT A
MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is between the City of Robins, Iowa, (the “Issuer”) and Xavier Catholic Schools, Cedar Rapids, Iowa (the “University”).

1. Preliminary Statement. Among the matters of mutual inducement which have resulted in the execution of this Agreement are the following:

(a) The Issuer is authorized under the provisions of Chapter 419 of the Code of Iowa (the “Act”), among other things, to issue revenue bonds and loan the proceeds thereof pursuant to a loan agreement to one or more contracting parties (as defined in the Act) to be used to pay the cost of acquiring, by construction or purchase, land, buildings, improvements and equipment, or any interest therein, suitable for use of any organization described in Section 501(c)(3) of the Internal Revenue Code (the “Code”) which is exempt from federal income tax under Section 501(d) of the Code (a “Tax Exempt Organization”) or to issue revenue bonds for the purpose of retiring existing indebtedness on a facility for an organization described in Section 501(c)(3) of the Code

(b) Xavier wishes to obtain satisfactory assurance from the Issuer that, subject to the public hearing required by the Act and Section 147(f) of the Code, such bonds will be issued to finance the costs of Private School Revenue Bonds (Xavier School Project), Series 2025, in one or more series, of the Issuer, in the aggregate principal amount not to exceed \$10,000,000.00 (the “Series 2025 Bonds”) and to loan the proceeds of the Series 2025 Bonds to Xavier Catholic Schools, Cedar Rapids, Iowa (“Xavier”) for the purposes of (i) the refinancing of existing indebtedness incurred to acquire a 106,895 square foot building on 12.37 acres of land, (ii) financing the remodeling of the building to serve as a middle school, (iii) financing the construction of a 41,351 square foot addition that will house a gymnasium, choir and band rooms, (iv) financing athletic facilities for football, soccer, tennis and other athletic uses which include 800 seat bleachers, six tennis courts and supporting amenities including changing rooms and concessions, and (v) providing, together with all incidental items, for the payment of the costs of issuance of the Series 2025 Bonds (collectively the “2025 Project”). Proceeds of the Series 2025 Bonds and financing of the entirety of the 2025 Project are all located on the school grounds of the Borrower at 5005 N. River Boulevard, NE, Cedar Rapids, Iowa 52411.

2. Undertakings on the Part of the Issuer.

(a) The Issuer will begin the proceedings necessary to authorize the issuance of such bonds, in an aggregate principal amount not to exceed \$10,000,000.

(b) Subject to due compliance with all requirements of law, including the provisions of and the public hearing required by the Act, it will cooperate with Xavier in the issuance and sale of such bonds, and the proceeds from the issuance of such bonds shall be loaned to Xavier upon terms sufficient to pay the principal of and interest and redemption premium, if any, on such bonds, as and when the same shall become due.

3. Undertakings on the Part of Xavier.

(a) Xavier will use all reasonable efforts to cooperate with the Issuer and comply with the Act and all other provisions of law relating to the refunding and the issuance and sale of such bonds.

(b) Xavier will enter into a Loan Agreement with the Issuer under the terms of which Xavier will obligate itself to pay to the Issuer sums sufficient to pay the principal of and interest and redemption premium, if any, on such bonds as and when the same shall become due and payable.

4. General Provisions.

(a) All commitments on the part of the Issuer and Xavier herein are subject to the condition that on or before one year from the date hereof (or such other date as shall be mutually agreed to) the Issuer and Xavier shall have agreed to mutually acceptable terms relating to the issuance and sale of such bonds.

(b) Xavier agrees that it will reimburse the Issuer for all reasonable and necessary direct out-of-pocket expenses which the Issuer may incur at its request arising from the execution of this Agreement and the performance by the Issuer of its obligation hereunder, whether or not such bonds are issued.

(c) All commitments of the Issuer hereunder are further subject to the conditions that the Issuer shall in no event incur any liability for any act or omission hereunder, and that such bonds described herein shall not constitute an indebtedness of the Issuer within the meaning of any constitutional or statutory provision and shall not constitute nor give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers.

(d) Xavier represents that the information contained in Section 5 of the resolution of the Issuer approving this Memorandum of Agreement has been provided to the Issuer by Xavier and is true and correct.

Dated this ____ day of September, 2025.

CITY OF ROBINS, IOWA

By _____
Chuck Hinz, Mayor

Attest:

Lisa Goodin, City Clerk

(Seal)

XAVIER CATHOLIC SCHOOLS, CEDAR RAPIDS, IOWA

By _____
Chris McCarville, President

RESOLUTION NO. 0925-2
SETTING A PUBLIC HEARING DATE TO RECEIVE QUESTIONS AND CONCERNS
REGARDING THE ADOPTION OF AN UPDATED FUTURE LAND USE MAP

WHEREAS, the City of Robins has prepared an updated Future Land Use Map to guide future planning and development decisions within the community; and

WHEREAS, the City Council of Robins recognizes the importance of providing residents, property owners, and interested parties with the opportunity to review, ask questions, and present comments or concerns regarding the proposed updates; and

WHEREAS, Iowa Code Chapter 414 Section 4 requires that prior to the adoption of amendments to planning and zoning documents, the City Council must hold a duly noticed public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Robins, Iowa

1. That a public hearing to receive questions, comments, and concerns regarding the adoption of the updated Future Land Use Map is hereby set for **September 22 at 6:00 p.m.**, to be held at **Robins City Hall, 265 S. 2nd St. Robins, Iowa**
2. That the City Clerk is hereby directed to publish notice of said hearing in accordance with applicable law.

Passed and approved this **8th of September, 2025**

CITY OF ROBINS, IOWA

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer

RESOLUTION NO. 0925-3

A RESOLUTION APPROVING THE CHANGE OF THE FIRE CODE OFFICIAL/DEPUTY SUPERINTENDENT OF PUBLIC WORKS JOB DESCRIPTION FROM EXEMPT TO NON-EXEMPT STATUS UNDER THE FAIR LABOR STANDARDS ACT (FLSA)

WHEREAS, the City Council of the City of Robins, Iowa has reviewed the current job description for the Fire Code Official/Deputy Superintendent of Public Works position; and

WHEREAS, upon evaluation of the duties, responsibilities, and requirements of said position, it has been determined that the position does not meet the criteria for exemption under the Fair Labor Standards Act (FLSA); and

WHEREAS, it is the recommendation of City staff and legal counsel that the job description for the Fire Code Official/Deputy Superintendent of Public Works be amended to reflect non-exempt status; and

WHEREAS, the City Council finds it to be in the best interest of the City to formally approve this change to ensure compliance with the FLSA and to provide clarity regarding wage and hour practices.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, Iowa

1. The job description for the Fire Code Official/Deputy Superintendent of Public Works position is hereby amended to change its status from exempt to non-exempt under the Fair Labor Standards Act.
2. City staff is directed to update all applicable employment records, policies, and pay practices to reflect this change, effective November 1, 2025.

Passed and approved this 8th of September 2025

CITY OF ROBINS, IOWA

By: _____
Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer

CITY OF ROBINS

POSITION: Fire Code Official/Deputy Superintendent Public Works

DEPARTMENT: Fire/Public Works	FLSA STATUS: Exempt
POSITION SUMMARY: <p>This is a combined position of the Deputy Superintendent of Public Works and the Fire Code Official. The employee in this position is responsible for the duties of both positions.</p> <p>The Fire Code Official position is responsible for conducting inspections of industrial, commercial and other public buildings and properties. The Fire Code Official position functions under the authority of the Fire Chief. The Mayor shall approve/appoint and/or dismiss the Fire Code Official subject to the consent of a majority of the Council.</p> <p>The Deputy Superintendent Public Works will manage and supervise daily operations of assigned functional areas and provide technical support as needed. This person will perform complex professional and administrative work with an emphasis in staff development, safety programming, service delivery, budget oversight. The Deputy Superintendent Public Works will provide leadership assistance to the Superintendent Public Works in planning, coordination, and employee supervision and development within the department and act on behalf of the Superintendent Public Works during absences. All duties are performed in accordance with applicable laws, resolutions and city policies</p>	

FIRE CODE OFFICIAL		
DUTY NO.	ESSENTIAL DUTIES:	FREQUENCY
1.	Shall be a member in good standing of the Robins Volunteer Fire Department	Continual
2.	Enforce all applicable fire prevention laws, regulations, codes and ordinances relating to the protection of life and property. Issue municipal infractions when appropriate.	Continual
3.	Assist the Fire Chief in the development and implementation of a formal risk reduction plan that identifies current community risk and hazards in fire prevention and line safety.	Continual
4.	Develop code and ordinance recommendations pertaining to fire prevention, fire protection, and the manufacture, storage and use of hazardous materials.	Continual
5.	Advise the Fire Chief on matters of Community Risk Reduction.	Continual
6.	Train fire department and community development personnel in code enforcement, fire inspection, public education, and fire prevention methods.	Continual
7.	Maintain records relating to code enforcement, fire	Continual

8.	inspection, public education, and fire prevention. Oversee the fire department Knox Box program	Continual
9.	Respond to fire and other emergencies and make certain the I.C.S. a system is being implemented properly and accepting command when necessary.	Continual
10.	Attend conferences and other professional meetings related to fire department administration and operations.	Continual
11.	Recommend the selection and management of Fire Department employees in accordance with City and Departmental policy.	Continual
12.	Perform related work as required and assigned by the Fire Chief.	Continual
13.	Attend civic, professional, service and community group meetings at schools, churches and other places of public gathering to explain the activities and functions of the Fire Department and to establish favorable public relations.	Continual
14.	Plan and participate in the performance of fire inspections, fire investigations, public education and related prevention activities.	Continual
15.	Receive and manage complaints and problems relating to the fire code and provide code-related and fire safety consultation services to the general public.	Continual
16.	Oversee the Department's pre-planning program to maintain up to date information on high hazard properties.	Continual
17.	Establish professional relationships with peer trainers and safety officials and assist in the development and/or coordination of regional training initiatives.	Continual
18.	Regular, reliable attendance.	Continual

DEPUTY SUPERINTENDENT PUBLIC WORKS		
DUTY NO.	ESSENTIAL DUTIES:	FREQUENCY
1.	Assist in managing the operations of all business-related activities and provide oversight, guidance and supervision to Public Works staff.	Continual
2.	Manage Public Works staff by prioritizing tasks; ensure policy and procedure compliance; recommend changes and adjustments; develop staff through training and mentoring; evaluate employee performance and make recommendations for promotions and/or discipline as needed.	Continual
3.	Assist in developing the annual budget for assigned functional areas: make recommendations to the Superintendent Public Works; monitor budget expenditures; ensure revenue collections; and oversee payroll, procurement and accounts payable.	Continual
4.	Assist in developing and implementing the department's annual Capital Improvement and divisional Work Programs	Continual

	with Department staff.	
5.	Develop the implementation of employee training programs, events and services; evaluate efficiency and effectiveness of functional area operations and implement improvements as necessary.	Continual
6.	Assist in developing agendas and packet materials for city council, boards and commission meetings.	Continual
7.	Attend city council, boards and commission meetings as required.	Continual
8.	Maintain a comprehensive knowledge of standards, codes and regulations. Stay up-to-date on industry trends and maintain professional affiliations.	Continual
9.	Regular, reliable attendance.	Continual

Essential Job Knowledge – FIRE CODE OFFICIAL (position requirements at entry):
Knowledge of:

1. Knowledge of modern fire prevention practices and fire code administration
2. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, along with the ability to supervise the effective use of such equipment and apparatus.
3. Knowledge of the city's geography, including the location of streets, water system and major buildings.
4. Knowledge of modern training practices and techniques.
5. Ability to plan, direct, coordinate and control the activities of subordinates.

Essential Job Knowledge – DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):
Knowledge of:

1. Knowledge of principles of supervision, training, staff development and leadership practices.
2. Knowledge of administrative and budget management practices and principles.
3. Knowledge of City and department policies and procedures.
4. Knowledge of computers, hardware and software.
5. Knowledge of marketing and promotions best practices.
6. Ability to develop working knowledge of modern principles and practices of public works and infrastructure programming.
7. Ability to develop working knowledge of the safety requirements related to the maintenance of streets, sewers, traffic signals, traffic signs, street lighting systems, flood, snow and ice control and street cleaning operations.
8. Knowledge of Microsoft Office Suite.

Essential Job Skills – FIRE CODE OFFICIAL (position requirements at entry)
Skill and ability to:

1. Read, understand and apply Fire Code regulations and other local codes.

2. Read and understand construction plans and specifications.
3. Ability to take corrective actions when appropriate.
4. Develop and delegate tasks and projects.
5. Problem solving
6. Maintain department records in an organized and orderly way.
7. Use computers and related software applications.
8. Plan and supervise a varied work program involving both skilled and unskilled maintenance personnel in a manner conducive to full performance and high morale.
9. Communicate and maintain effective working relationships (both orally and written) with Mayor, City Council, City staff, citizens, contractors and vendors sufficient to exchange or convey information and to receive work direction.

Essential Job Skills – DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry)

Skill and ability to:

1. Plan, develop, implement and monitor policies, procedures, rules and regulations.
2. Plan, develop, implement and monitor public works related projects.
3. Perform cost/benefit and return-on investment analyses.
4. Effectively supervise and delegate duties to assigned staff.
5. Resolve customer complaints and concerns.
6. Exhibit written and verbal communication skills.

Training and Experience – FIRE CODE OFFICIAL (position requirements at entry):

Must be certified in the following:

1. Firefighter 1 & 2
2. Fire Instructor 1
3. Fire Officer 1
4. ICC Certified Fire Inspector

Qualifications - DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Human Resources, Occupational Health and Safety or related field or five consecutive years of management experience and responsibility for the oversight of public infrastructure maintenance, fleet maintenance, and facilities.

Administrative Requirements - FIRE CODE OFFICIAL & DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):

Valid Iowa Driver's License, CDL preferred, Pre-employment Drug Testing, Criminal Background History Check. Strong leadership and management skills required.

Physical Requirements - FIRE CODE OFFICIAL & DEPUTY SUPERINTENDENT PUBLIC WORKS

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, talking, hearing, seeing, and repetitive motions, all for extended periods of time.

Ability to traverse variable terrain conditions not accessible by vehicle or stairs, including but not

limited to, checking ceilings and roofs on steep slopes, and heavily vegetated areas. Perform work outdoor for an extended period.

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, and visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures.

Exerting up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Prepared by: City of Robins

Adopted: 4-xx-2023

The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RESOLUTION NO. 0925-4

**A RESOLUTION APPROVING THE CHANGE OF THE BUILDING OFFICIAL/
SUPERINTENDENT OF PUBLIC WORKS JOB DESCRIPTION FROM EXEMPT TO NON-EXEMPT
STATUS UNDER THE FAIR LABOR STANDARDS ACT (FLSA)**

WHEREAS, the City Council of the City of Robins, Iowa has reviewed the current job description for the Building Official/Deputy Superintendent of Public Works position; and

WHEREAS, upon evaluation of the duties, responsibilities, and requirements of said position, it has been determined that the position does not meet the criteria for exemption under the Fair Labor Standards Act (FLSA); and

WHEREAS, it is the recommendation of City staff and legal counsel that the job description for the Building Official/Superintendent of Public Works be amended to reflect non-exempt status; and

WHEREAS, the City Council finds it to be in the best interest of the City to formally approve this change to ensure compliance with the FLSA and to provide clarity regarding wage and hour practices.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, Iowa

1. The job description for the Building Official/Superintendent of Public Works position is hereby amended to change its status from exempt to non-exempt under the Fair Labor Standards Act.
2. City staff is directed to update all applicable employment records, policies, and pay practices to reflect this change, effective November 1, 2025.

Passed and approved this 8th of September 2025

CITY OF ROBINS, IOWA

By: _____
Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer

**CITY OF ROBINS
CLASS SPECIFICATION**

CLASS TITLE: Building Official/Superintendent Public Works

DEPARTMENT: City Hall	FLSA STATUS: Exempt
CLASS SUMMARY: <p>The position is responsible for supervising Building and Public Works Departments.</p> <p>Duties include: Enforcement of Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes; supervision of personnel within the Building and Public Works Departments; review of building and site plans and specifications; inspection of building construction; communication with contractors, general public, Zoning Administrator, Board of Adjustment, and Planning and Zoning Commission; planning, coordination and organization of public works projects and activities within the parameters set by state, local, and federal authorities. This position must exercise discretion and independent judgment in the day-to-day activities of the Building and Public Works Departments.</p>	
DISTINGUISHING CHARACTERISTICS: <p>This position includes responsibilities for both Building Official and Superintendent Public Works.</p>	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	GRADE
1.	Enforce Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes.	Daily	
2.	Check building and site plans to assure compliance with applicable codes and ordinances.	Daily	
3.	Complete inspections of building construction	Daily	
4.	Enforce all adopted nuisance ordinances through inspection, notification to violators, issuance of abate notices, and follow-up inspections.	Daily	
5.	Coordinate with other city departments with regard to enforcement of Building, Plumbing, Mechanical and Electrical Code, Zoning Ordinance, Sign Ordinance, Sidewalk and Driveway regulations and other building development-related codes.	Daily	
6.	Resolve issues with the public, contractors, and other developers by investigating and responding to concerns and complaints.	Daily	
7.	Issue and record all building, electrical, plumbing and occupancy permits.	Daily	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	GRADE
8.	Maintain records of all inspections, conditions noted and corrected, prepare additional records and reports as required.	Daily	
9.	Plan and Schedule the work of the Public Works and Streets Department personnel.	As required	
10.	Provide the necessary Supervision to the Public Works and Streets Department personnel.	As required	
11.	Manage and participate in the repair, construction, and maintenance of the city's streets, signage, drainage, storm sewers, sanitation sewer collection system, and sidewalk infrastructure.	Daily	
12.	Supervise and participate in day-to-day operations of street crews including: prioritizing work items; coordinating projects and staff; insuring crews have the required materials and equipment; and insuring required street signs, records and logs are maintained.	Daily	
13.	Perform inspections of public works and contracted projects to ensure compliance with applicable regulations and standards.	Daily	
14.	Resolve issues with the public, contractors, and other developers by investigating and responding to concerns and complaints.	Daily	
15.	Ensure NPDES requirements are met and recorded.	Daily	
16.	Establish and monitor Department goals and performance criteria.	Daily	
17.	Supervise and evaluate Department employees in accordance with city and departmental policies.	Daily	
18.	Monitor and code expenses. Give preliminary approval to payment of departmental bills in accordance with established policy and procedures.	Daily	
19.	Assist in the preparation of departmental budget and provide input for five-year Capital Improvement Plan.	Annually	
20.	Attend staff meetings, Board of Adjustment, Planning and Zoning, Board of Review, and other meetings as requested, some of which may occur in the evening hours or on weekends.	Monthly	
21.	Encourage, promote, and ensure compliance with safety rules and the use of safety equipment including enforcement of all safety policies.	As required	
22.	Assist other City departments and perform other duties as directed.	As required	
23.	Review the Building, Electrical, Mechanical and Plumbing Code and recommend updates as appropriate to keep the Code current and promote safety.	As required	
24.	Perform other duties as assigned by the Mayor.	As required	
25.	Regular reliable and consistent attendance. Employee is expected to be punctual and dependable in order to	Daily	

	meet the needs of the City. When employees are absent or tardy, work and services are interrupted and an additional burden is placed on colleagues.	
26.	Ability to communicate, problem solve and resolve conflict with co-workers in a constructive manner.	As required

Essential Job Knowledge (position requirements at entry):

Knowledge of:

- Working knowledge of principles and practices of modern building code enforcement and construction related to building, electrical, mechanical and plumbing trades.
- Knowledge of construction techniques as they apply to the design, construction, and maintenance of streets, water, wastewater, and storm water systems.
- Knowledge of operating characteristics of tools and equipment used in various public works functions and demonstrated ability in occasional operation during storms and emergencies.
- State and municipal code related to building, plumbing, electrical, mechanical, sign, zoning and fire codes/ordinances and their enforcement.
- Principles and practices of public works planning, development and operations preferred.
- Office equipment including computers and phone system.
- Computer hardware and software applications.
- Construction techniques, applications operational hazards, and safety precautions.
- OSHA and Iowa OSHA regulations.
- Employee and equipment productivity.
- Supervisory techniques.
- City, State and Federal laws.
- Personnel Policies.

Essential Job Skills (Position requirements at entry):

Skill and ability to:

- Read, understand and apply Zoning and Subdivision Ordinances and other local codes;
- Read and understand construction plans and specifications;
- Evaluate and document employee performance, supervise employees and enforce policies.
- Ability to take corrective actions when appropriate;
- Develop and delegate tasks and projects;
- Problem solving;
- Maintain department records in an organized and orderly way;
- Use computers and related software applications;
- Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage, and other such calculations;
- Plan and supervise a varied work program involving both skilled and unskilled maintenance personnel in a manner conducive to full performance and high morale.
- Communicate and maintain effective working relationships (both orally and written) with Mayor, City Council, City staff, citizens, contractors and vendors sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or equivalent required. Associates Degree in field relating to responsibilities preferred; and five years working with principles and practices of modern building code enforcement; construction experience, including supervisory experience; five years

<p>knowledge of municipal construction and equipment operation; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. At the time of hire candidate must be ICC Certified for Electrical and Building. After hire, candidate must be certified in ICC Mechanical and Plumbing within twelve (12) months of applicant's date of hire.</p>	
<p>Administrative Requirements (position requirements at entry): Valid Iowa Driver's License, CDL preferred, Pre-employment Drug Testing, Criminal Background History Check. Strong leadership and management skills required.</p>	
<p>Physical Requirements: Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, talking, hearing, seeing, and repetitive motions, all for extended periods of time.</p> <p>Ability to traverse variable terrain conditions not accessible by vehicle or stairs, including but not limited to, checking ceilings and roofs on steep slopes, and heavily vegetated areas. Perform work outdoor for an extended period.</p> <p>May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, and visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures.</p> <p>Exerting up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move objects.</p>	
<p>Prepared by: City of Robins</p>	<p>Adopted: 1-18-21</p>
<p>The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.</p>	

RESOLUTION NO. 0925-5

**A RESOLUTION APPROVING THE PAYMENT OF ONE AND ONE-HALF TIMES (1.5X) THE
REGULAR HOURLY RATE FOR PUBLIC WORKS EMPLOYEES CALLED OUT TO WORK
OUTSIDE OF NORMALLY SCHEDULED HOURS**

WHEREAS, the City Council of the City of Robins, Iowa recognizes the essential services provided by the Public Works Department, including emergency response, maintenance, and other duties that may require employees to be called to work outside of their normally scheduled hours; and

WHEREAS, the City Council finds it appropriate to compensate employees fairly for the inconvenience and disruption associated with unscheduled call-out work; and

WHEREAS, the City Council has determined that the payment of one and one-half times (1.5x) the employee's regular hourly rate for all hours worked outside of normally scheduled hours during a call-out event is a reasonable and equitable practice.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS,
IOWA:

1. Public Works employees who are called out to work outside of their normally scheduled hours shall be compensated at the rate of one and one-half times (1.5x) their regular hourly rate for all such hours worked.
2. This policy shall take effect immediately upon passage of this resolution and shall remain in effect until amended or rescinded by the City Council.

Passed and approved this **8th of September, 2025**.

CITY OF ROBINS, IOWA

By: _____
Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer