

PUBLIC NOTICE

PUBLIC NOTICE : Durant City Council will meet in regular session at 402 6th Street City Hall,
TUESDAY May 27th 2025 at 6:00 PM.

Agenda

Pledge of Allegiance

Roll Call

Consent agenda: Approval of agenda, city bills and minutes from 05/12/2025 council meeting.

Public Input:

Engineer's Report: Discuss/Consider Pay application # 4 for Feldhahn Wetland project to Triple B Construction.

Discuss/Consider change order #1 for Feldhahn Wetland/project

Public Works Report:

Police Report:

Community/Economic Dev. Report:

City Clerk's report: Discuss/consider approval of April financial statements

Discuss/Consider approval to renew Main Stay Systems IT contract.

Discuss/Consider new incident reports and emergency contact forms for employees, ambulance and fire personnel.

Mayor/Council Report: Discuss/Consider Ordinance Amendment #2025-01 amending the code of ordinances of the City of Durant Iowa Chapter 41 Fireworks per Iowa state law Change SF 303

Discuss/Consider Res. 2025-2024 adopting security camera policy for the City of Durant in public places.

Adjourn

City of Durant	Claims List 05-27-2025	
Vendor Name		
Accident Fund Ins Co America *	Work comp insurance	43578.27
Advanced Business Systems	Copier maint & copies 1 mth	98.33
All American Concrete Inc *	JC Park pickleball pay app #1	8355.96
Alliant Energy *	Scott Co electric-Feldhahn & street lights	100.49
American Industrial Door Co	CH-repair rear door	340.00
Bosch Pest Control Inc	Fire-pest control mice	43.00
C.C.E. Services LLC	JC Park rplc LED women's rr	409.90
City of Durant	Gehrls reimb parks for band shell expenses	31129.00
Danko Emergency Equip Co *	Fire-air cleaner lids	68.34
EFTPS *	Fed/FICA tax	6788.60
Hilltop Greenhouses LTD	Tri Co Comm Club garden flowers	500.00
Iowa Downtown Resource Center	Downtown conference registration	175.00
Iowa Interstate RR LLC	Norfolk Dr sign/maint/elec	255.93
Iowa League of Cities	Grant finder subscription	100.00
Iowa Prison Industries	Roads-rr cross warning sign	68.90
John Deere Financial	Parks-mower blades (6)	144.48
Liberty Insurance Agency *	Annual insurance with addition of CH cyber	147497.42
LL Pelling Co Inc	Roads-cold patch (17.88 ton)	2353.16
MacQueen	Road-rpr sonetics headset	729.39
MES Service Company LLC	Fire-helmet lights & replacement batteries	457.72
Postmaster	WA billing postage-stamps	392.00
Price Oil Co Inc	Fuel	896.77
Schneider Farms *	2024 farmer's market entertainment	560.00
Scott Co Library System *	Plant discovery bus on site	200.00
Sprague Law PC	Legal fees Oct, Nov, Dec 2024	3246.50
Staples *	PD-supplies	427.94
Sunbury Sod Inc	WA-600 sq ft sod	198.00
T & W Grinding & Compost Service	Grind brush pile	1950.00
Utility Equipment Co	WA-curb box rpr sleeves (4)	154.38
VISA *	Misc supplies, hotels for conferences, PDF exchange, snag-it	2422.43
Payroll		21,336.81
TOTAL		274,978.72
* Denotes paid early due to invoice due date		
Fund Totals		
General	144,816.32	
J Gehrls Gift	31,129.00	
Road UseTax	24,047.98	
Fire Department	31,713.09	
Water	12,750.43	
Sewer	30,521.90	
Total	274,978.72	

City of Durant
Council Meeting Minutes 05/12/2025

Mayor Scott Spengler called meeting to order at 6:00p.m. Roll call of Members present included Member Quiram, Sterner, Mundt, Daufeldt, and Ostofi. Member Sterner motioned, seconded by Member Quiram, to approve the consent agenda items of city bills, agenda, and 4/28/2025 meeting minutes. Ayes: Ostofi, Daufeldt, Mundt, Sterner, Quiram Nays: None Motion carried.

Public Input: None

Consider approval of Cigarette permits for Jeff's Market and Casey's: Member Mundt motioned, seconded by Member Daufeldt, to approve the cigarette/tobacco permits for Jeff's Market and Casey's. Ayes: Quiram, Sterner, Mundt, Daufeldt, Ostofi Nays: None Motion carried.

Consider approval for renewal of Alcohol license for Dew Drop Inn and American Post #430 Member Mundt motioned, seconded by Member Daufeldt, to approve the alcohol license renewals for Dew Drop Inn and American Legion Post #430. Ayes: Mundt, Sterner, Quiram, Ostofi, Daufeldt Nays: None Motion carried.

Engineer's Report: Consider approval of pay application # 1 for Pickleball Courts: Member Quiram motioned, seconded by Member Mundt, to approve the pay application in the amount of \$8,335.96 to All American concrete. Ayes: Daufeldt, Ostofi, Quiram, Sterner, Mundt Nays: None Motion carried.

Public Works Report: Consider approval for 7th St. water main loop expense for school with work performed by school project contractor. \$73,337.45: Dir. Jared Semsch explained the fire hydrant by the water plant is a dead-end. We have a six-inch line going into a four-inch at 5th Avenue. In order for the school to have the correct pressure for fire suppression, and to isolate future valves to shut off, looping this in and installing new main would help. MSA Engineering quoted \$87,970.00 if the city did the work. The city budgeted this for the FY 2026. However, the school project contractor is willing to do all the work during their construction project. The city would reimburse the school \$73,337.45. Dir. Semsch explained MSA Engineer Scott Duckett would still be on site occasionally inspecting connections for the city. The city would handle the bacterial sampling and testing for the new main. Member Mundt motioned, seconded by Member Ostofi, to approve the reimbursement to the school for the loop and watermain improvements for \$73, 337.45. Ayes: Quiram, Sterner, Mundt, Daufeldt, Ostofi Nays: None Motion carried.

Police Report: Consider approval for monthly police report: Member Mundt motioned, seconded by Member Quiram, to approve the monthly police report. Business as usual according to Chief Randolph. Ayes: Daufeldt, Ostofi, Quiram, Sterner, Mundt Nays: None Motion carried. Member Sterner reported people have asked if can they drive UTVS to Feldhahn Park. Chief Randolph, stated legally no. Member Quiram asked about the walking path, but that path is not set up for vehicular traffic. It was general consensus to not amend the ordinances and UTVS will not be allowed on 5th Street.

Fire Dept. : Consider approval of quote for truck repairs: Chief Sterner reported that Truck #142 had issues with continued check engine light. The truck was serviced at Ascendance for exhaust back pressure fault. They found the solenoid and boost control line need repairs. The quote for work so far is \$974.99; to complete the repairs the quote is \$1,296.18 . Member Quiram motioned, seconded by Member Mundt, to approve the quotes for a total of \$2,529.59. Ayes: Ostofi, Daufeldt, Mundt, Sterner, Quiram Nays: None Motion carried.

Community/Economic Dev. Report: Dir. Smith reported seeding is taking place this week at the project; business as usual.

City Clerk's report: Consider approval for Res #2025-20 approving storm water rate increase as specified in the city code of ordinances: Member Mundt motioned, seconded by Member Daufeldt, to approve Res. 2025-20 for storm sewer increase from \$1.00 per month to \$1.50 per month as written in the Code of Ordinances effective 7/1/2025. Ayes: Quiram, Sterner, Mundt, Daufeldt, Ostofi Nays: None Motion carried.

Consider Res. #2025-21 authorizing a transfer of funds from the general fund to the fire fund.

Member Mundt motioned, seconded by Member Ostofi, to approve Res. 2025-21 to transfer contract amount for fire \$38,079, and for the building maintenance \$19,039, for a total of \$57,118. Ayes: Daufeldt, Mundt, Sterner, Quiram, Ostofi Nays: None Motion carried.

Consider Res. #2025-22 authorizing a transfer of funds from capital projects to storm water fund for project.: Member Sterner motioned, seconded by Member Daufeldt, to approve the transfer from Capital Projects to the Feldhahn Stormwater project. Clerk reported the amount of \$30,316 is part of the balance from the 9th Avenue storm water project. Capital projects should not have a balance at year end. Ayes: Ostofi, Quiram, Sterner, Mundt, Daufeldt Nays: None Motion carried.

Consider Res. 2025-23 authorizing transfer from Gehrls Funding (006) to reimburse parks (430) for electrical work and concrete floor coating: Member Quiram motioned, seconded by Member Mundt, to approve the reimbursement from Gehrls Memorial Funding to the park fund for the electrical work, and concrete floor sealant for bandshell for total of \$12,869.00. Ayes: Ostofi, Daufeldt, Mundt, Sterner, Quiram Nays: None Motion carried.

Mayor/Council Report: Member Daufeldt commented a good job by water department referencing the annual report from Iowa DNR; Clerk reported she has received copy of Durant Municipal Electric Audit report; Thank you from the museum for donation of file cabinet and annual reimbursement; next council meeting will be May 27, Tuesday, due to Memorial Day.

With no other business, meeting adjourned at 6:23p.m.

Scott Spengler, Mayor

ATTEST:

Deana Cavin, City Operations Officer/Clerk

City of Durant		Claims List 05-12-2025
Vendor Name		
Advocate News	CH publishing	1114.91
Amazon Capital Services	Misc supplies	73.53
American Legion Emblem Sales	Flags American (5) Iowa (3)	190.87
Ascendance Trucks Eastern IA	Diagnostic engine Truck 142	1233.41
Badger Meter	Monthly user fee April 2025	71.12
Cedar County Engineer	24-25 snow removal	484.10
Central States Health & Welfare *	Monthly health & life insurance	20256.00
City of Durant	Water	4293.64
Culligan-Quad Cities	Distilled water	40.50
Durant Municipal Electric	Electric	6776.59
Eastern Iowa Landscape Service	Landscape maintenance	646.40
EFTPS *	Fed/FICA tax	6631.71
Goerdt Inspection & Consultation	Monthly contract pymt April 25	1322.00
Gold Star FS-River City Turf	Roundup, Triad, grass seed	1151.00
Iowa Dept of Public Safety	NCIC access 2024-2025	1200.00
Iowa One Calls	Nov-March one calls	20.10

Jeff's Market	PD cleaning supplies	76.16
Liberty Trust & Savings Bank *	ACH, stop payment, & wire fee	99.52
Lori's Cleaning Service *	Cleaning service-city offices	240.00
Mainstay Sytems of Iowa LLC	Email licenses	1162.00
Martin & Whitacre	RFP Overage & final pickleball engineering	4223.55
McMichael, Tiffany Samuelson	CC deposit refund	350.00
Mediacom	PD-static IP	17.17
Menards	Misc supplies	101.78
MidAmerican Energy	Natural gas	842.61
Oveson Refuse & Recycling LLC	May GB service & stickers	13743.50
Paper's Lumber & Supply Inc	Misc supplies	166.98
Scott Co Library System	Durant branch summer activities	300.00
State Hygienic Laboratory	WA & WWTP testing	155.00
TNT Tuckpointing & Bldg Restoration	Bandshell-floor coating	10009.00
Treasurer State of Iowa *	Sales & WET tax	1930.26
Toyne Inc	Fire-2007 repair parts	445.79
USA Blue Book	WA & SW marking flags	210.59
Verizon Wireless *	Telephones, cells, internet, GIS	780.98
Wisdom, Johnny *	Reimb WA distribution 1 cert	22.04
Payroll		20,729.11
TOTAL		101,111.92

* Denotes paid early due to invoice due date


Fund Totals

General	71,158.20
Road UseTax	5,013.92
Fire Department	2,221.31
Water	6,442.30
Sewer	16,276.19
Total	101,111.92

April 2025 Revenues



General	373,619.33
Joey Gehrls Gift	6,888.55
Road Use Tax	21,891.83
Special Levy (Emp Ins)	87,044.93
Durant LOSST (75% share)	14,501.87
Urban Renewal Fund (TIF)	13028.37
Fire Fund	1,457.19
Debt Service	153,065.49
Water Utility	29,015.00
Water Rev Bond Sinking Fund	13,499.67
Sewer Utility	60,904.73
Sewer Rev Bond Sinking Fund	29,997.50
Storm Water	907.84
Total	805,822.30

Contractor's Application for Payment No. 4

Application Period: 3/14/2025 to 5/23/2025		Application Date: 5/23/2025
To: City of Durant, IA.	Via (Engineer): MSA Professional Services, Inc. 	
Project: Feldhahn Park Storm Water Basin	Contract: Feldhahn Park Storm Basin	
Owner's Contract No.:	Contractor's Project No.: 445085	

Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions	
1. ORIGINAL CONTRACT PRICE.....			\$ \$588,765.50
2. Net change by Change Orders.....			\$ \$0.00
3. Current Contract Price (Line 1 ± 2).....			\$ \$588,765.50
4. TOTAL COMPLETED AND STORED TO DATE (Column F or I total on Progress Estimates).....			\$ \$487,654.00
5. RETAINAGE:			
a. 5% X \$487,654.00 Work Completed.....			\$ \$24,382.70
b. 0% X \$0.00 Stored Material.....			\$ \$0.00
c. Total Retainage (Line 5.a + Line 5.b).....			\$ \$24,382.70
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....			\$ \$463,271.30
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....			\$ \$326,335.93
8. AMOUNT DUE THIS APPLICATION.....			\$ \$136,935.37
9. BALANCE TO FINISH, PLUS RETAINAGE (Column [G for LS] or [J for UP] total on Progress Estimates + Line 5.c above).....			\$ \$101,111.50

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.		Payment of: \$ <u>\$136,935.37</u> (Line 8 or other - attach explanation of the other amount) is recommended by:  5/23/2025 (Engineer) (Date) Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount) is approved by: _____ (Owner) (Date) Approved by: _____ Funding or Financing Entity (if applicable) (Date)
By:  Date: 5/23/25		Contractor Signature

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):										Application Number: 4											
Feldham Park Storm Basin										Application Date: 5/23/2025											
3/14/2025 to 5/23/2025																					
Application Period:																					
A										B											
Item										Contract Information											
Bid Item No.	Spec. Item No.	Description								Item Quantity	Units	Unit Price	Total Value of Item (\$)								

Change Order

No. 1

Date of Issuance: May 23, 2025 Effective Date: May 27, 2025

Project: <u>Feldhahn Park Storm Water Basin</u>	Owner: <u>City of Durant, IA.</u>	Owner's Contract No.: _____
Contract: <u>Feldhahn Park Storm Water Basin</u>		Date of Contract: <u>October 14, 2024</u>
Contractor: <u>Triple B Construction</u>		Engineer's Project No.: <u>00445085</u>

The Contract Documents are modified as follows upon execution of this Change Order:

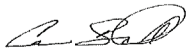
Description:

14,020 SY of hydro mulching option at all seeded/ disturbed areas on site.

Attachments (list documents supporting change): Email w/ cost estimate from Nolan Landscaping attached.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$588,765.50</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): <u>5/1/2025</u> Ready for final payment (days or date): <u>6/1/2025</u>
[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ <u>\$0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ Substantial completion (days): <u>N/A</u> Ready for final payment (days): <u>N/A</u>
Contract Price prior to this Change Order: <u>\$588,765.50</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>5/1/2025</u> Ready for final payment (days or date): <u>6/1/2025</u>
[Increase] [Decrease] of this Change Order: <u>\$12,477.80</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>5/1/2025</u> Ready for final payment (days or date): <u>6/1/2025</u>
Contract Price incorporating this Change Order: <u>\$601,243.30</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>5/1/2025</u> Ready for final payment (days or date): <u>6/1/2025</u>

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 5/23/2025


Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 5/23/25

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Scott Duckett

From: Brad Jipp <brad@triplebconstructionia.com>
Sent: Monday, May 19, 2025 8:46 AM
To: Scott Duckett
Subject: Fw: Durant Feldhahn Storm Water Basin Project - Hydromulch

Scott,

See email below from Nolan. The Type 2 seeding does not call for any mulching. I think I brought this up at the pre-con but it fell off the radar. I talked to Nolan about it and we think it would be a good idea to install for 2 reasons:

1. DNR erosion control requirements
2. So the grass has a better chance to establish. It will hard for anyone to take responsibility for it not establishing if it was not mulched.

The stockpiles will be the two biggest areas for the type 2 seeding. I don't think straw is going to stay in place out there even if it is crimped. I think if we are going to do anything it should be hydromulch. Price would be \$0.89/SY or \$4,312.44 / Acre.

Let me know what you think. I think we should at least ask the city; and if they say no that's fine but at least we presented it.

Also will be putting a pay app together this week?

Brad R. Jipp, Owner
Triple B Construction
710 Ayres Progress Drive, Wilton, IA
Office: (563) 732-DIRT
Cell: (319) 631-0320

From: Nolan Navara <nolan@nolan-landscaping.com>
Sent: Friday, May 16, 2025 2:28 PM
To: Brad Jipp <brad@triplebconstructionia.com>
Cc: Donovan Smith <donovans@nolan-landscaping.com>
Subject: Durant Feldhahn Storm Water Basin Project - Hydromulch

Brad,

There is 14,020 SY worth of seeding that isn't included with erosion control matting. With that being said, here is a price for hydromulching this area:

70/30 Hydro Mulching:

0.89/14,020 SY=\$12,477.80

Please let me know if you have any questions.

Thanks!



A handwritten signature in black ink that reads 'Nolan'.

Nolan Navara

President

Nolan Landscaping

☎ [\(319\) 325-9190](tel:(319)325-9190)

✉ nolan@nolan-landscaping.com

🌐 www.nolan-landscaping.com

**CITY CLERK'S REPORT-DURANT IOWA
RECONCILIATION OF BALANCES**

**APRIL
FY 2025**

CITY	
Beginning balance:	<u>\$3,873,385.79</u> ✓
Receipts + transfers	\$805,822.30 ✓
Expenditures + transfers	(\$373,614.15) ✓
Change in Liability -Health Ins PR Deduction*	(\$5,064.00) ✓
City Clerk's Balance	<u>\$4,300,529.94</u> ✓
Outstanding Checks	\$29,937.37 ✓
Outstanding deposits	\$36.00 ✓
	\$0.00 ✓
TOTAL CASH & INVESTMENTS-CITY	<u>\$4,330,431.31</u> ✓
BANK	
LTSB Checking	\$1,473,900.91 ✓
LTSB Money Market	\$2,841,724.86 ✓
Shop w/a Cop Checking	\$3,028.50 ✓
Investments LTSB #12179 25 month	\$11,277.04 ✓
TOTAL CASH & INVESTMENTS- BANK	<u>\$4,329,931.31</u>
Cash on Hand	\$100.00
Bar Starting Cash	\$400.00
TOTAL CASH & INVESTMENTS- BANK	<u>\$4,330,431.31</u>
Difference	\$0.00

REVIEWED
INITIALS PP DATE 5/16/25

TREASURER'S REPORT

CALENDAR 4/2025, FISCAL 10/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	27,596.92	373,619.33	110,149.70	3,718.34-	287,348.21
002 MEMORIAL-FIRE DEPARTMEN	9,776.99	.00	.00	.00	9,776.99
003 MEMORIAL-LIBRARY	12,168.34	.00	.00	.00	12,168.34
004 MEMORIAL-COMMUNITY CENT	10,377.11	.00	.00	.00	10,377.11
005 FELDHAHN BALLPARK EXPAN	11,508.22	.00	.00	.00	11,508.22
006 J GEHRLS GIFT	798,972.04	6,888.55	18,260.00	.00	787,600.59
110 ROAD USE TAX	250,099.72	21,891.83	7,449.69	400.89-	264,140.97
111 I-JOBS FUND	.00	.00	.00	.00	.00
112 EMPLOYEE BENEFITS	64,898.48-	87,044.93	22,005.48	.00	140.97
116 CDBG GRANT	.00	.00	.00	.00	.00
121 LOST CED CO 75%	439,652.06	14,501.87	.00	.00	454,153.93
123 AM.RESCUE ACT FUNDING	.00	.00	.00	.00	.00
125 TAX INCREMENT FINANCING	191,992.92	13,028.37	12,563.00	.00	192,458.29
180 PUBLIC SAFETY	.00	.00	.00	.00	.00
181 FIRE DEPARTMENT	570,458.48	1,457.19	5,522.42	.00	566,393.25
182 MEMORIAL-FELDHAHN FLOWE	837.87	.00	.00	.00	837.87
200 DEBT SERVICES	649,068.33	153,065.49	.00	.00	802,133.82
300 CAPITAL PROJECTS	.00	.00	.00	.00	.00
301 CAPITAL PROJECT FUND	30,317.44	.00	.00	.00	30,317.44
600 WATER	327,360.31	29,015.00	24,800.67	295.29-	331,279.35
604 WATER REV BOND SINKING	121,497.03	13,499.67	.00	.00	134,996.70
610 SEWER	39,143.38	60,904.73	160,005.79	649.48-	60,607.16-
611 SEWER REV BOND RESERVE	.00	.00	.00	.00	.00
612 SEWER REV BOND SINKING	249,992.50	29,997.50	.00	.00	279,990.00
630 ELECTRIC	.00	.00	.00	.00	.00
670 GARBAGE UTILITY	.00	.00	.00	.00	.00
740 STORM WATER	185,956.53	907.84	12,857.40	.00	174,006.97
950 AGENCY FUND-OVESON WAST	11,508.08	.00	.00	.00	11,508.08
<hr/>					
Report Total	3,873,385.79	805,822.30	373,614.15	5,064.00-	4,300,529.94

REVIEWED

INITIALS JP DATE 5/16/25

**CITY OF DURANT
CLERK'S FINANCIAL REPORT APRIL 2025
FY25**

		BEGINNING BALANCE	MTD REVENUES	MTD EXPENDITURES	TRANSFER IN	TRANSFER OUT	CHANGE IN LIABILITY	CLERK'S BALANCE	OUTSTANDING DEPOSITS	OUTSTANDING CHECKS	TREASURER'S BALANCE
001	General Fund	27,598.82	373,819.33	110,149.70			(3,718.34)	287,348.21		10,128.62	297,478.83
002	Fire Memorial	9,778.89						9,778.89			9,778.89
003	Library Memorial	12,168.34						12,168.34			12,168.34
004	Community Center Memorial	10,377.11						10,377.11			10,377.11
005	Feldhahn Ball Park Expansion	11,508.22						11,508.22			11,508.22
006	Joey Gehrs Gift	788,972.04	6,888.55	18,280.00				787,600.59			787,600.59
		870,399.62	380,507.88	128,489.70			(3,718.34)	1,118,779.46		10,128.62	1,128,908.08
SPECIAL REVENUE											
110	Road Use Tax	250,099.72	21,891.83	7,448.69			(400.89)	264,140.87		2,159.16	266,300.13
111	I-Jobs Fund							140.87			140.87
112	Special Levy (Emp Ins)	(64,898.48)	87,044.93	22,005.48							
116	CDBG Grant							454,153.93			454,153.93
121	Durant LOSST (75% Share)	439,652.06	14,501.87								
123	American Rescue Act							182,458.29		12,563.00	205,021.29
125	Urban Renewal Fund (TIF)	191,982.92	13,028.37	12,563.00				837.67			837.67
130	Feldhahn Cemetery Memorial	837.67									
180	Public Safety							566,393.25		2,739.40	568,832.65
181	Fire Fund	570,458.48	1,457.19	5,522.42			(400.89)	1,478,126.28		16,981.56	1,495,086.84
		1,388,142.57	137,324.19	47,840.59							
DEBT SERVICE											
200	Debt Service	649,068.33	153,065.49					802,133.82			802,133.82
CAPITAL PROJECTS											
300	Assessments							30,317.44			30,317.44
301	Capital Projects	30,317.44									
PROPRIETARY											
600	Water Utility	327,360.31	29,015.00	24,800.67			(295.29)	331,279.35	36.00	1,040.23	332,283.58
604	Water Rev Bond Sinking Fund	121,497.03	13,498.87					134,996.70			134,996.70
610	Sewer Utility	39,143.38	60,904.73	180,005.79			(648.48)	(80,607.16)		1,806.96	(56,800.20)
611	Sewer Rev Bond Reserve Fund		29,997.50					279,990.00			279,990.00
612	Sewer Rev Bond Sinking Fund	249,992.50	907.84	12,857.40				174,008.97			174,008.97
740	Storm Water	185,956.53						11,508.08			11,508.08
950	Agency Fund-Overseas Waste	11,508.08						871,173.94	36.00	2,847.19	873,985.13
		835,487.83	134,324.74	197,683.86	0.00	0.00	-844.77				
							(5,064.00)	4,300,529.94	36.00	29,937.37	4,330,431.31
GRAND TOTALS		3,873,385.79	805,822.30	373,814.15							

To calculate sinking fund, take the interest and principal for the next FY then divide by 12 months. That amount is the monthly journal entry

Certificate of Deposit(s): \$ (11,277.04)

\$ (0.00)

AR Reconciliation

AR Report 805,822.30

Bank deposits 734,718.06

Difference 71,104.21

wa deposits applied -308.57

Sinking fund xfer Sw -28,997.50

Sinking fund xfer Wa -13,498.87

Money market interest -8,312.04

Transfer-Joey to Gen -18,280.00

OS CC pymts March 307.82

OS CC pymts April -36.00

Interest Shop W/Cop -0.25

Difference 0.00

REVIEWED
INITIALS JP DATE 5/16/25

OUTSTANDING TRANSACTION REGISTER

7/01/2024 TO 4/30/2025

MOD CODE	BANK NO	NAME	NUMBER	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS	CHECKS AND WITHDRAWALS	RECONCILING	VOIDED	MANUAL
1 LIBERTY TRUST & SAVINGS BNK STATEMENT DATE: 4/30/2025												
BK DEP	12333	4/29/25	10/25			MISC CC DEPOSIT		6.00				
BK DEP	12334	4/29/25	10/25			MISC CC DEPOSIT		6.00				
BK DEP	12335	4/29/25	10/25			MISC CC DEPOSIT		24.00				
UB CHK	42666	3/28/25	09/25		20107011	KRENZ AUSTIN			108.50			
AP CHK	42695	4/14/25	10/25		225	IAMEA			360.00			
UB CHK	42729	4/29/25	10/25		60002003	LINCOLN ALYSSA			9.00			
AP CHK	42730	4/28/25	10/25		1104	ACCIDENT FUND IN			6,224.73			
AP CHK	42731	4/28/25	10/25		25	ALLIANT ENERGY			170.43			
AP CHK	42732	4/28/25	10/25		385	BOSCH PEST CONTR			43.00			
AP CHK	42733	4/28/25	10/25		28	C.C.E.SERVICES,			2,860.00			
AP CHK	42734	4/28/25	10/25		264	CAVIN, DEANA			221.60			
AP CHK	42735	4/28/25	10/25		257	ENVIRONMENTAL RE			432.95			
AP CHK	42736	4/28/25	10/25		148	GLOBAL SECURITY			511.95			
AP CHK	42737	4/28/25	10/25		155	HAWKINS INC			304.51			
AP CHK	42738	4/28/25	10/25		233	JOHN DEERE FINAN			63.98			
AP CHK	42739	4/28/25	10/25		102	MCMASTER CARR SU			329.61			
AP CHK	42740	4/28/25	10/25		327	MENARDS			43.74			
AP CHK	42741	4/28/25	10/25		7	PRICE OIL CO INC			1,354.75			
AP CHK	42742	4/28/25	10/25		91	QUAD CITY DOOR C			325.00			
AP CHK	42743	4/28/25	10/25		20	RIVER VALLEY COO			255.50			
AP CHK	42744	4/28/25	10/25		807	SCHUMACHER COMPA			12,563.00			
AP CHK	42745	4/28/25	10/25		1105	STRYKER SALES LL			300.00			
AP CHK	42746	4/28/25	10/25		715	SUNBURY SOD INC			184.80			
AP CHK	42747	4/28/25	10/25		1103	TAYLER WEBB			350.00			
AP CHK	42748	4/28/25	10/25		46	US POSTAL SERVIC			852.65			
AP CHK	42749	4/28/25	10/25		72	UTILITY EQUIPMEN			796.25			
AP CHK	42750	4/28/25	10/25		37	VOELKERS PLUMBIN			77.10			
AP CHK	42751	4/28/25	10/25		79	WENDLING QUARRIE			300.13			
AP CHK	42752	4/28/25	10/25		269	WEX BANK			872.15			
AP CHK	42753	4/29/25	10/25		994	JOHNNY WISDOM			22.04			
BANK TOTAL								36.00	29,937.37		.00	
DEPOSITS-CHECKS								29,901.37-				

REVENUE & EXPENSE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	GENERAL TOTAL	110,149.70	1,409,233.61	1,972,732.86	563,499.25
	MEMORIAL-FIRE DEPARTMENT TOTA	.00	.00	.00	.00
	MEMORIAL-LIBRARY TOTAL	.00	296.61	500.00	203.39
	MEMORIAL-COMMUNITY CENTER TOTA	.00	.00	.00	.00
	FELDHAWN BALLPARK EXPANSI TOTA	.00	.00	.00	.00
	J GEHRLS GIFT TOTAL	18,260.00	18,260.00	.00	18,260.00-
	ROAD USE TAX TOTAL	7,449.69	202,355.32	286,201.00	83,845.68
	I-JOBS FUND TOTAL	.00	.00	.00	.00
	EMPLOYEE BENEFITS TOTAL	22,005.48	248,826.69	317,495.17	68,668.48
	CDBG GRANT TOTAL	.00	.00	.00	.00
	LOST CED CO 75% TOTAL	.00	20,740.80	252,000.00	231,259.20
	AM.RESCUE ACT FUNDING TOTAL	.00	.00	.00	.00
	TAX INCREMENT FINANCING TOTAL	12,563.00	25,126.00	25,126.00	.00
	PUBLIC SAFETY TOTAL	.00	.00	1,000.00	1,000.00
	FIRE DEPARTMENT TOTAL	5,522.42	87,332.45	159,817.00	72,484.55
	MEMORIAL-FELDHAWN FLOWERS TOTA	.00	17.03	50.00	32.97
	DEBT SERVICES TOTAL	.00	53,368.75	436,038.00	382,669.25

REVENUE & EXPENSE REPORT

CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00
	CAPITAL PROJECT FUND TOTAL	.00	40,773.63	71,089.63	30,316.00
	WATER TOTAL	24,800.67	408,089.73	641,987.45	233,897.72
	WATER REV BOND SINKING TOTAL	.00	.00	15,000.00	15,000.00
	SEWER TOTAL	160,005.79	788,479.64	1,016,782.00	228,302.36
	SEWER REV BOND RESERVE TOTAL	.00	.00	.00	.00
	SEWER REV BOND SINKING TOTAL	.00	19,985.00	359,970.00	339,985.00
	ELECTRIC TOTAL	.00	.00	.00	.00
	GARBAGE UTILITY TOTAL	.00	.00	.00	.00
	STORM WATER TOTAL	12,857.40	484,705.78	730,600.00	245,894.22
	AGENCY FUND-OVESON WASTE TOTA	.00	.00	.00	.00
	TOTAL EXPENSES BY FUND	<u>373,614.15</u>	<u>3,807,591.04</u>	<u>6,286,389.11</u>	<u>2,478,798.07</u>

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	1,796,124.15	373,619.33	1,516,952.27	84.46	279,171.88
	MEMORIAL-FIRE DEPARTMENT TOTA	500.00	.00	1,659.00	331.80	1,159.00-
	MEMORIAL-LIBRARY TOTAL	.00	.00	.00	.00	.00
	MEMORIAL-COMMUNITY CENTER TOTA	.00	.00	.00	.00	.00
	FELDHAWN BALLPARK EXPANSI TOTA	.00	.00	.00	.00	.00
	J GEHRLS GIFT TOTAL	89,000.00	6,888.55	71,324.62	80.14	17,675.38
	ROAD USE TAX TOTAL	271,000.00	21,891.83	216,391.29	79.85	54,608.71
	I-JOBS FUND TOTAL	.00	.00	.00	.00	.00
	EMPLOYEE BENEFITS TOTAL	259,828.00	87,044.93	248,967.66	95.82	10,860.34
	CDBG GRANT TOTAL	.00	.00	.00	.00	.00
	LOST CED CO 75% TOTAL	167,000.00	14,501.87	141,627.67	84.81	25,372.33
	AM.RESCUE ACT FUNDING TOTAL	.00	.00	.00	.00	.00
	TAX INCREMENT FINANCING TOTAL	32,626.00	13,028.37	34,727.34	106.44	2,101.34-
	PUBLIC SAFETY TOTAL	.00	.00	.00	.00	.00
	FIRE DEPARTMENT TOTAL	163,731.00	1,457.19	75,279.87	45.98	88,451.13
	MEMORIAL-FELDHAWN FLOWERS TOTA	.00	.00	.00	.00	.00
	DEBT SERVICES TOTAL	462,202.00	153,065.49	442,889.40	95.82	19,312.60

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECT FUND TOTAL	.00	.00	.00	.00	.00
	WATER TOTAL	434,008.50	29,015.00	374,545.98	86.30	59,462.52
	WATER REV BOND SINKING TOTAL	159,536.00	13,499.67	134,996.70	84.62	24,539.30
	SEWER TOTAL	768,630.00	60,904.73	635,914.59	82.73	132,715.41
	SEWER REV BOND RESERVE TOTAL	.00	.00	.00	.00	.00
	SEWER REV BOND SINKING TOTAL	359,970.00	29,997.50	299,975.00	83.33	59,995.00
	ELECTRIC TOTAL	.00	.00	.00	.00	.00
	GARBAGE UTILITY TOTAL	.00	.00	.00	.00	.00
	STORM WATER TOTAL	538,987.00	907.84	190,800.05	35.40	348,186.95
	AGENCY FUND-OVESON WASTE TOTA	300.00	.00	260.56	86.85	39.44
	TOTAL REVENUE BY FUND	<u>5,503,442.65</u>	<u>805,822.30</u>	<u>4,386,312.00</u>	<u>79.70</u>	<u>1,117,130.65</u>

City of Durant Iowa

Utility Billing Reconciliation

April-25

1	Beginning Receivables	Trial Balance from Previous Month	8,451.71	
2	Adjusted Receivables			8,451.71
3	Penalties	(Penalty Calculation Journal)	410.00	
4	Service Charges	(Accounts Rec Audit Report)	99,659.11	
5	Demand Charges	(Accounts Rec Audit Report)	0.00	
6	Misc. Charges	(Accounts Rec Audit Report) & Billed Misc Report	695.00	
7	Taxes	(Accounts Rec Audit Report)	1,835.78	
8	Total Charges/Taxes/Penalties	Total Lines 3 thru 7		111,051.60
9	Deposit Applied	Billing Summary and AR Audit Report	-306.57	
10	Credit Balance Refund	AR Audit Report	0.00	
11	Energy Assistance applied	Billing Summary	0.00	
12	Total Billed Current Month	Line 8 minus Thee total of Lines 9 thru 11	0.00	110,745.03
13	Adjustments to Balance	Balance Adj Report	-105.00	
14	Moved to bad debt	Balance Adj Report	0.00	
	Penalty Adjustment	Balance Adj Report	0.00	
15	Net Receivables	Total of lines 2,12,13,14	-105.00	110,640.03
16	Payment	AR Audit Report	103,495.83	
17	Calculated Receivables	Subtract Line 16 from 15		7,144.20
18	Actual Receivables	Trial Balance	7,144.20	7,144.20
19		Subtract Line 18 from Line 17		0.00

REVIEWED

INITIALS JP DATE 5/16/25

[illegible]

ACCOUNTS RECEIVABLE AUDIT REPORT

4/01/2025 TO 4/30/2025

	BEGINNING BALANCE	BILLED	BALANCE ADJUSTMENT	PENALTIES	APPLIED/ PAYMENTS	ENDING BALANCE
GRAND TOTAL	8,451.71					
BILLED						
SERVICE CHARGES		99,659.11				
FUEL ADJUSTMENT						
DEMAND						
MISC CHARGES		695.00				
TAXES		1,835.78				
DEPOSIT APPLIED					306.57-	
ASSISTANCE APPLIED						
PENALTIES				410.00		
ADJUSTMENTS						
CHARGES			5.00-			
TAXES						
PENALTIES						
MISC CHARGES			100.00-			
BAD DEBT ENTRIES						
PAYMENTS					103,495.83-	
CREDIT REFUNDS						
GRAND TOTAL	8,451.71	102,189.89	105.00-	410.00	103,802.40-	7,144.20
			BAD DEBT PAYMENTS			
			TOTAL PAYMENTS		103,802.40-	
			BAD DEBT WRITE OFFS			

DEPOSIT AUDIT REPORT

4/01/2025 TO 4/30/2025

ACCOUNT #	CUSTOMER NAME	DATE	SERV DESCRIPTION	RCPT/CHK #	AMOUNT	BALANCE
60025003	GINA MILLER		DEPOSIT BALANCE			200.00
60057006	CAROLINE KRAMER		DEPOSIT BALANCE			200.00
60058006	BRISTOL BROUSSARD		DEPOSIT BALANCE			200.00
80021003	VERONICA PHILLIPS		BEGINNING DEPOSIT			200.00
			ENDING BALANCE			76.43

WATER	TOTALS
BEGINNING BALANCE	9,541.47
DEPOSITS RECEIVED	200.00
DEPOSITS REVERSED	0.00
DEPOSITS APPLIED	306.57-
DEPOSITS REFUNDED	9.00-
REFUNDS REVERSED	0.00
ENDING BALANCE	9,425.90

REPORT TOTALS

BEGINNING BALANCE	9,541.47
DEPOSITS RECEIVED	200.00
DEPOSITS REVERSED	0.00
DEPOSITS APPLIED	306.57-
DEPOSITS REFUNDED	9.00-
REFUNDS REVERSED	0.00
ENDING BALANCE	9,425.90

UTILITY BILLING ADJUSTMENTS REPORT

ADJUSTMENT CODE TOTALS

Page 3
FROM 4/01/2025 TO 4/30/2025

ADJ DESC	SERVICE	TAX	PENALTY	MISC CHRG	MISC TAX	MISC PEN	TOTAL
ADJUSTMENTS							
PENALTY ADJ	5.00-	.00	.00	100.00-	.00	.00	105.00-
*** GRAND TOTALS ***	5.00-	.00	.00	100.00-	.00	.00	105.00-

	ADJUSTMENTS	BAD DEBT	TOTAL
PENALTY ADJ	105.00-	.00	105.00-
	105.00-	.00	105.00-

UTILITY BILLING ADJUSTMENTS REPORT

FROM 4/01/2025 TO 4/30/2025

ACCOUNT #	SERV ADJ	ADJ DATE	PERIOD	NAME	PENALTY	COMMENT	MISC TAX	MISC PEN	TOTAL
		SERVICE		TAX		MISC SERV			
10080002	WA PEN	4/07/25	1	MITCHELL & IVY ROSTENBACH					
	PREVIOUS	37.03		2.22	.00	25.00	.00	.00	64.25
	ADJUSTMENT	.00		.00	.00	25.00-	.00	.00	25.00-
	CURRENT	37.03		2.22	.00	.00	.00	.00	39.25
	DATE/TIME ENTERED: 4/07/25 11:42 AM USER: KK								
60008002	WA PEN	4/07/25	1	KYLE BROCK					
	PREVIOUS	23.48		1.41	.00	25.00	.00	.00	49.89
	ADJUSTMENT	.00		.00	.00	25.00-	.00	.00	25.00-
	CURRENT	23.48		1.41	.00	.00	.00	.00	24.89
	DATE/TIME ENTERED: 4/07/25 11:40 AM USER: KK								
60045302	WA PEN	4/07/25	1	CODY BULLIS					
	PREVIOUS	30.50		1.83	.00	25.00	.00	.00	57.33
	ADJUSTMENT	.00		.00	.00	25.00-	.00	.00	25.00-
	CURRENT	30.50		1.83	.00	.00	.00	.00	32.33
	DATE/TIME ENTERED: 4/07/25 11:41 AM USER: KK								
80022003	WA PEN	4/07/25	1	MICHAEL & KELLY VALENZUELA					
	PREVIOUS	28.93		1.74	.00	25.00	.00	.00	55.67
	ADJUSTMENT	.00		.00	.00	25.00-	.00	.00	25.00-
	CURRENT	28.93		1.74	.00	.00	.00	.00	30.67
	DATE/TIME ENTERED: 4/07/25 11:42 AM USER: KK								
30085001	SS PEN	4/28/25	1	MINDY ECKERT					
	PREVIOUS	1.00		.00	.00	.00	.00	.00	1.00
	ADJUSTMENT	1.00-		.00	.00	.00	.00	.00	1.00-
	CURRENT	.00		.00	.00	.00	.00	.00	.00
	DATE/TIME ENTERED: 4/28/25 8:25 AM USER: KK								
30085001	WA PEN	4/28/25	2	MINDY ECKERT					
	PREVIOUS	4.00		.00	.00	.00	.00	.00	4.00
	ADJUSTMENT	4.00-		.00	.00	.00	.00	.00	4.00-
	CURRENT	.00		.00	.00	.00	.00	.00	.00
	DATE/TIME ENTERED: 4/28/25 8:24 AM USER: KK								
		5.00-		.00	.00	100.00-	.00	.00	105.00-
*** ADJUSTMENT TOTALS ***									
	PREVIOUS	124.94		7.20	.00	100.00	.00	.00	232.14
	ADJUSTMENT	5.00-		.00	.00	100.00-	.00	.00	105.00-
	CURRENT	119.94		7.20	.00	.00	.00	.00	127.14

BKREC10
09.21.21

Thu May 1, 2025 3:42 PM

City of Durant IA
BANK STATEMENT RECONCILIATION
CALENDAR 4/2025 FISCAL 10/2025

OPER: KK
JRNL:4349

PAGE 1

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
					Beginning Statement Balance		11,277.04

Fund Description

Ending Statement Balance	11,277.04
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BKREC10 Thu May 1, 2025 3:42 PM
09.21.21

City of Durant IA
BANK STATEMENT RECONCILIATION
CALENDAR 4/2025 FISCAL 10/2025

OPER: KK
JRNL:4349

PAGE 2

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
9 #CD FOR GARBAGE SERVICE						Beginning Statement Balance	11,277.04
				Credit Transactions			
				Debit Transactions		Ending Statement Balance	11,277.04

REVIEWED

INITIALS JP DATE 5/16/25

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
2 LSB-MONEY MARKET						Beginning Statement Balance	2,832,412.82
166	4/30/2025	GL					9,312.04
				Fund Description			
				001 GENERAL			1,117.44
				006 J GEHRLS GIFT			4,842.28
				121 LOST CED CO 75%			744.96
				125 TAX INCREMENT FINANCING			651.84
				181 FIRE DEPARTMENT			1,024.32
				600 WATER			931.20
				Fund Grand Total			9,312.04
						Ending Statement Balance	2,841,724.86

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
2	LSB-MONEY MARKET					Beginning Statement Balance	2,832,412.82
				Credit Transactions			
				1 Debit Transactions		9,312.04	
						Ending Statement Balance	2,841,724.86

REVIEWED
INITIALS JS DATE 5/16/25

BKREC10
09.21.21

Thu May 1, 2025 3:40 PM

City of Durant IA
BANK STATEMENT RECONCILIATION
CALENDAR 4/2025 FISCAL 10/2025

OPER: KK
JRNL:4348

PAGE 1

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
						Beginning Statement Balance	3,028.25
16	LTSB SHOP WITH A COP CHECKING						
23	4/30/2025	GL					.25
Fund Description							

001	GENERAL						.25
	Fund Grand Total						.25
						Ending Statement Balance	3,028.50

BKREC10
09.21.21

Thu May 1, 2025 3:40 PM

City of Durant IA
BANK STATEMENT RECONCILIATION
CALENDAR 4/2025 FISCAL 10/2025

OPER: KK
JRNL:4348

PAGE 2

Transaction No	Date	Mod	Empl/Vend	Vendor/Employee Name	Other No	Checks	Deposits
16	LTSB SHOP WITH A COP CHECKING					Beginning Statement Balance	3,028.25
				Credit Transactions			
				1 Debit Transactions		.25	
						Ending Statement Balance	3,028.50

REVIEWED
INITIALS SP DATE 5/16/25



**City of Durant 402 6th St PO Box 818
Durant IA 52747 563-785-4451
EMPLOYEE ACCIDENT INCIDENT REPORT FORM**

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: _____

1. EMPLOYEE INFORMATION

Full Name: _____ Address: _____

Department: _____ Supervisor _____

Phone: _____ E-Mail: _____

2. THE INCIDENT

Date of Incident: _____ Time: _____ ☐ AM ☐ PM

Location: (include address, city state and

Describe the Incident: _____

Supervisor Contacted? __ Yes __ No If not explain: _____

3. INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: _____

4. WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: _____

5. POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On site ☐ Hospital ☐ Other:

Name of Medical Treatment facility(include address and contact person:

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by: _____ Date: _____

Follow-up action taken:

Action Taken: _____



City of Durant 402 6th St PO Box 818
Durant IA 52747 563-785-4451

ACCIDENT/ INCIDENT INVESTIGATION REPORT FORM

Use this form to investigate accidents, injuries, medical situations, criminal activities, traffic incidents, or behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: _____

1. INVESTIGATION

Employee Full Name: _____

Address: _____

Department: _____ Supervisor _____

Phone: _____ E-Mail: _____

2. THE INCIDENT

Date of Incident: _____ Time: _____ ☐ AM ☐ PM

Location: (include address, city state and

Describe the Incident: _____

Supervisor Contacted? __Yes __No If not explain: _____

What environmental factors impacted this incident? _____

Did Employee follow standard procedure for this task? __Yes __No

Did Employee receive appropriate training related to this incident? __Yes __No

Were appropriate proper tools and equipment available to Employee? ___Yes ___No

Was the correct tool or piece of equipment being used? ___Yes ___No

Were tools and equipment in working condition? ___Yes ___No

Was appropriate PPE available and was employee wearing it? ___Yes ___No

3. INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: _____

4. WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: _____

5. INCIDENT CAUSE AND CORRECTIVE ACTION

Identify the cause(s) of the incident:

What immediate actions were taken to address the incident?

What recommendations have been made for long-term corrections or improvements?

Person responsible for corrective action: _____

Has the action been completed? If yes date: _____ If No please explain:

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by: _____ Date: _____

Follow-up action taken:

Action Taken: _____

Durant, Iowa



EMPLOYEE EMERGENCY CONTACT FORM

Name _____

Department _____

Personal Contact Info:

Home Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Emergency Contact Info:

(1) Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

(2) Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

Medical Contact Info:

Doctor Name. _____ Phone # _____

☐ I have voluntarily provided the above contact information and authorize the City of Durant and its representatives to contact any of the above on my behalf in the event of an emergency.

This information will not be shared and only used in case of an emergency.

Employee Signature _____ Date _____

ORDINANCE AMENDMENT 2025-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DURANT, IOWA, BY AMENDING CHAPTER 41 FIREWORKS PER IOWA STATE LAW CHANGE SF303

Be It Enacted by the City Council of the City of Durant, Iowa:

SECTION 1. SECTION MODIFIED. Section 41.14 (10) (E):

1. Discharge of Fireworks.

A. No person shall discharge a consumer fireworks device outside the following dates and hours:

(1) **July 3rd thru July 4th from the hours of 9AM until 11:00 pm.**

(2) **December 31st thru January 1st from the hours of 9AM until 12:30AM (on January 1st.)**

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

Passed by the Council on the 27th day of May 2025, and approved this 27th day of May 2025.

Scott Spengler, Mayor

ATTEST:

Deana Cavin, City Operations Officer/Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

RESOLUTION 2025-24

A RESOLUTION ADOPTING SECURITY CAMERA POLICIES AND PROCEDURES

WHEREAS, the City Council, City of Durant, Iowa, has approved the use of security cameras at their public buildings and parks, and

WHEREAS, it the intention add additional cameras on public areas in the future;

WHEREAS, the City Council has reviewed the Security Camera Policy and Procedures.

NOW, THEREFORE, the City Council approves and adopts the policy effective immediately.

PASSED, APPROVED, & ADOPTED this 27th day of May, 2025.

Scott Spengler, Mayor

ATTEST:

Deana Cavin, City Operations Officer/Clerk

CITY OF DURANT IOWA

SECURITY CAMERA POLICY AND PROCEDURES

1. PURPOSE

The purpose of this policy is to establish City of Durant guidelines for use of security cameras and remote monitoring systems in City buildings or on City property in a way that enhances security while respecting the privacy expectations of employees and members of the Durant Community.

This policy shall not apply to use of cameras for reasons unrelated to surveillance activity or video conferencing. Nor shall this policy apply to cameras used by law enforcement in the following manners: covert operations for the purpose of criminal surveillance; or mobile cameras used in, on, or about law enforcement vehicles; or body-worn or otherwise portable cameras used during the course of investigations or normal law enforcement functions.

2. SCOPE

This policy covers all employees, including seasonal, temporary, volunteers, and interns, and visitors of City facilities.

3. DEFINITIONS

Video recording camera: This type of camera has the ability to record images in an area, may be digital or tape recording.

Video Conference Camera: Connected to a personal computer. Used to transfer images of videoconference participant. Not a continuously monitors camera. Activated by the user.

4. POLICY

It is the City of Durant's policy that the City is committed to protecting public property and establishing and maintaining workplaces and public areas that are secure and safe for both employees and residents. To enhance this commitment, City of Durant allows departments to install and utilize security cameras in public areas, including city owned vehicles.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

5. RESPONSIBILITIES

After council approval of cameras, the department supervisors or directors are responsible for overseeing the installation, maintenance, and utilization of security cameras on City property, along with implementation of associate standards and procedures.

Security cameras shall only be installed pursuant to the request of a City department head, with final approval by City Council.

Recorded video will be secured, and viewing access granted based on the following:

- a.) Viewing of personnel in recorded video shall be limited to approved individuals with a need to know, with prior approval of the City Attorney.
- b.) Any other access such as for vandalism, stolen/missing items, or other security related issues will be authorized by the respective department head.

Expense and maintenance of the camera shall be the responsibility of the department requesting the installation of the camera. All recordings shall be kept per the time records available on the units, excluding any recordings needed or used in official police business.

All security equipment must comply with current City standards.

6. ACCEPTABLE USE

The installation or removal of a Department's security camera must be coordinated with the City Council. Departments shall not install cameras for security purposes on their own,

Placement of cameras shall only be considered for the security and safety of employees and public, security of facilities and property, or legally mandated reasons. Cameras may be installed in outdoor and indoor locations that are deemed public areas. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. Camera placement must also take into consideration any confidential material that could be visible.

Videoconference cameras may be installed by departments in coordination with IT.

Signs may be posted at the entrances to City buildings or other facilities informing the public and staff that security cameras are in use.

Department directors may monitor and review security camera live feeds and recordings as needed and appropriate to support investigations and to enhance public safety. Department directors may monitor and review security camera live feed and recordings only of their work areas for purposes of public and employee safety. Other employees with a need to access select security cameras will have that access granted by the department director. IT personnel will monitor and review security camera live feeds and recording as needed to trouble shoot and support the camera system, software and staff.

7. PROHIBITED CONDUCT

No security cameras, videoconference cameras or other monitoring devices shall be installed or located upon City property without being properly approved and meeting the standards of this policy. Tampering with, or causing damage to City cameras is prohibited. Anyone causing damage or tampering with cameras may receive a municipal infraction.

Cameras are not installed nor will they be used for the purpose of routinely monitoring staff. However, the City may utilize routine security cameras recordings in support of disciplinary proceedings against employee or in a civil suit or other proceedings involving person(s) whose activities are show on the recording and related to the proceedings.

Confidentiality, privacy, and security issues prohibit the general public from viewing security camera footage that contains personally identifying information about employees and citizens, or information that reveals or identifies City security measures, If the City receives a request from the general public to inspect security camera footage, the City will respond according to Iowa public records laws and city policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any employee who becomes aware of any damage to or tampering with a City security camera, unauthorized disclosure of a video recording, and/or potential privacy breach has a responsibility to immediately inform their department supervisor and/or City Clerk.

Adopted by City Council 05/27/2025 Res. 2025-24