



**REGULAR CITY COUNCIL MEETING
AGENDA**

Monday, February 26, 2024

6:30 P.M

Carlisle City Hall Council Chamber, 100 N. 1st St.

Join Zoom Meeting - <https://zoom.us/j/9951930479>

Meeting ID: 995 193 0479

One tap mobile – Call 1-312-626-6799, enter 995 193 0479# when prompted

We encourage all videoconferencing or calling in to let staff know who you are for the record and then mute your microphone or phone until you would like to speak to provide a better overall experience.

The following agenda items will be considered:

CALL MEETING TO ORDER / ROLL CALL BY CITY CLERK

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

(Participants are asked to use podium and state name and address. Comments limited to 3 minutes.)

PRESENTATIONS

CONSENT AGENDA & POSSIBLE ACTION (Council may pull any item on consent agenda for separate action)

- Approval of Council Minutes From February 12, 2024
- Approval of Bills in Amount of \$181,611.71
- Approval of Annual Electric Reliability Plan
- Approval of Lift Station Cleaning Quote From Accu Jet In Amount Not To Exceed \$4,205.87
- Approval of Class E Alcohol License for Casey's Store #3404

OLD AND NEW BUSINESS & POSSIBLE ACTION

Discussion and Possible Action on Ordinance Amending Chapter 69: Parking Regulations

- Possible Action on Waiving Second and Third Reading

Discussion and Possible Action On Purchase of 2010 International Plow Truck In Amount Not To Exceed \$20,500.00

Discussion and Possible Action On Appointment to BRAVO of Greater Des Moines Board

DEPARTMENT REPORTS

CITY ATTORNEY REPORT

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

PRESENTATIONS

Relocate to Fire/EMS Department for Facility Tour

ADJOURNMENT

** PLEASE NOTE THAT THIS AGENDA MAY CHANGE UP TO 24 HOURS PRIOR TO THE MEETING **

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

February 12, 2024; 6:30 P.M.

Carlisle 100 N 1st Street, Carlisle, IA

Roll Call: Elected Officials present; Mayor Drew Merrifield, Justin Brower, Krista Beck, Beth Sauter, and Dan Carver, constituting a quorum, Doug Hammerand was absent. Also present; City Clerk Shalee Crispen, City Admin. Deven Markley, City Attorney Robert Stuyvesant, Police Chief Matt Koch, Electric Sup. Don Miller, and Public Works Sup. Tony Rhinehart, Parks and Rec Sup. Mason McMillen, and Police Sgt. Dave Larson. Mayor Merrifield called the meeting to order at 6:30 P.M.

CITIZEN PARTICIPATION

Rory Taylor running for Iowa House District 22 came to introduce himself to Council.

PRESENTATIONS

None

CONSENT AGENDA & POSSIBLE ACTION (Council may pull any item on consent agenda for separate action) Motion by Brower, seconded by Sauter, to approve the following consent agenda items. Sauter had questions on late bill from Carlisle Chamber. Motion passed unanimously on a roll call vote.

Approval of Council Minutes From January 22, 2024

Approval of Bills in Amount of \$36,312.22

Approval of Brian Johns Filling Library Board Vacancy Ending June 30, 2026 Effective Immediately

Approval of Engagement Letter With Ahlers & Cooney For Amended and Restated Carlisle City-wide Urban Revitalization Plan

Approval of Appointing Deven Markley as Mid Iowa Planning Alliance (MIPA) Representative

Approval of Generator Maintenance Agreement

Approval of Resignation of Russ Coate

OLD AND NEW BUSINESS & POSSIBLE ACTION

Jennifer Clemons 120 N 7th spoke on asking to have six hens within City limits. Jennifer spoke on no roosters, using them for pest control, food waste, and eggs. Questions on how at large chickens would be handled were brought up. This would be handle the same fine wise at a dog at large. Council gave direction to get an ordinance drafted for review.

Rob Fleming spoke on his plans for his property located at 2014 N Scotch Ridge Rd. Danamere Farms Inc. and annexation into the City. Council asked if there could be specified zoning for the area. Fleming is wanting to continue to honor the current agreement he has for hunting the property with shotgun and bow along with the prairie burn. There was talk about having to do a proficiency test in order to do bow hunting. Council asked about doing an agreement so that there would potentially be a sunset date for the hunting. Council gave direction to Bob and Deven for moving forward.

Chief of Police Matt Koch spoke on No Parking Consideration for N. 5th Street & Pennsylvania Street. The way the street is set up coming up over a hill and high vegetation along with the driveway that is on the corner onto 5th St. makes for a blind corner. Council gave direction to move forward with creating an ordinance.

Open Public hearing at 7:32 P.M. Deven spoke to Council about needing some clarity from the County on the questions that were asked to the County. Does not sound like other communities are going to pass it without questions being answered from the County. Advised to close the Public Hearing and leave next agenda item on the table for moving forward. Closed Public

Hearing at 7:48 P.M. Motion by Brower, seconded by Beck. Motion carried unanimously on roll call vote.

Not removed from table and no action taken.28E Agreement for Joining Warrencom Joint Dispatch.

Staff gave update on where the City is at with the current FY2025 Budget process. Everything has to be to the County by March 5, 2024 so that they can send out the notices to all residents.

DEPARTMENT REPORTS

Deven let Council know about a letter he received regarding an ash tree. Deven spoke on a potential new complaint section on the website. Two of the five transformers have been delivered to the electric department, one of them being for Wildcat ABC. Sauter talked about getting calls and people stopping down to her business about City issues. Drew stated he will be meeting with Mayor Boesen of Des Moines.

CITY ATTORNEY REPORT

Bob stated there was a growth article in the Des Moines Register that talked about the growth around the metro and Carlisle.

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

None.

PRESENTATIONS

Relocate to Police Department for Facility Tour at 8:19 P.M. Mayor Merrifield left the meeting at this time as well having Councilman Brower take over the meeting.

Motion by Becker, seconded by Carver to Adjourn at 9:06 P.M. Motion carried unanimously on roll call vote.

Drew Merrifield, Mayor

Shalee Crispen, City Clerk

NOTE: Minutes are unofficial until approved by Council-final approval may include corrections as necessary

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE	GENERAL FUND	STOP STICK	PD 2 CORD REELS	80.00
		MIDWEST ALARM SERVICES	PD YEARLY FIRE ALARM MONIT	450.00
		AMAZON CAPITAL SERVICES	PD BAGGIES, TR BAGS, FLASH	<u>64.72</u>
			TOTAL:	594.72
FIRE DEPARTMENT	GENERAL FUND	KNOX COMPANY	KNOX BOX ANNUAL CHARGE	624.88
		RELIANT FIRE APPARATUS INC	FIRE REPAIR 461	1,729.94
		MIDWEST ALARM SERVICES	FIRE ALARM INSPECTION	1,413.36
		AMAZON CAPITAL SERVICES	FIRE OUTLET TOOL TO PUT FL	44.90
		DINGES FIRE COMPANY	FIRE GEAR	3,420.00
			FIRE GEAR	1,775.00
			FIRE AIR PACK TESTING	2,180.00
		GREENWOOD'S SEWER SERVICE INC	FIRE WATER LEAK	<u>150.00</u>
			TOTAL:	11,338.08
		EMS	GENERAL FUND	BOUND TREE MEDICAL LLC
	EMS MED RESTOCK			35.79
	EMS MED RESTOCK			36.24
	EMS MED RESTOCK			395.57
IOWA MEDICAID ENTERPRISE	EMS GEMT			<u>1,955.86</u>
	TOTAL:			2,517.65
ANIMAL CONTROL	GENERAL FUND	CARLISLE VETERINARY CLINIC	ANIMAL CONTROL	<u>117.70</u>
			TOTAL:	117.70
LIBRARY SERVICES	GENERAL FUND	MICRO MARKETING LLC	LIB BOOK	30.59
			LIB AUDIO BOOK	49.79
			LIB BOOK	22.40
		THE LIBRARY STORE INC	LIB BOOK COVERING SUP	130.65
		ROBISON ELECTRIC LLC	LIB ELECTRIC REPAIR OF LIG	251.01
		LARRYS WINDOW SERVICE INC	LIB WINDOW CLEANING	60.00
		CYBER SOLUTIONS, LLC	LIB IT	902.14
			LIB CABLE	30.00
		DAVIDSON PEST CONTROL	LIB PEST CONTROL	45.00
		INGRAM LIBRARY SERVICES	LIB BOOKS	86.01
			LIB BOOKS	44.65
			LIB BOOKS	28.18
			LIB BOOKS	278.26
			LIB BOOKS	54.86
			LIB BOOKS	20.49
			LIB BOOKS	31.41
			LIB BOOKS	35.89
			LIB BOOKS	86.44
			LIB BOOKS	19.92
		AMAZON CAPITAL SERVICES	LIB USB DRIVE	132.68
			LIB PAPER PRODUCTS	47.81
			LIB PROGRAMS & BOOK	9.99
			LIB PROGRAMS & BOOK	78.87
			LIB PAPER, AV, BOOK	74.99
			LIB PAPER, AV, BOOK	35.74
			LIB PAPER, AV, BOOK	17.35
			LIB OFFICE SUPPLIES	112.47
			LIB OFFICE SUPPLIES	46.45
			LIB OFFICE EQUIP & PROG SU	323.67
			LIB OFFICE EQUIP & PROG SU	8.99
		JEFFRIES CLEANING LLC	LIB CLEANING	410.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	3,506.70
PARKS	GENERAL FUND	EOR IOWA, LLC	SCOTCH RIDGE MONITORING	3,450.00
		CXT INCORPORATED	SRNP RESTROOM	132,527.80
			TOTAL:	135,977.80
PLANNING & ZONING	GENERAL FUND	FOX STRAND	SCOTCHRIDGE PLAT 3 CONSTRU	53.50
			NPDES	1,235.00
			TOTAL:	1,288.50
MAYOR	GENERAL FUND	AMAZON CAPITAL SERVICES	MAYOR APPRECIATION BNQT	139.56
		DREW MERRIFIELD	MILE REIMBURS	89.78
			MILES REIMBURSE	125.76
			TOTAL:	355.10
CITY HALL	GENERAL FUND	MIDWEST ALARM SERVICES	CH FIRE ALARM MONITORING	999.96
		AMAZON CAPITAL SERVICES	CH PAPER TOWELS	54.50
			FILE POCKETS	47.39
		DAHL AIR CONDITIONING & HEATING LLC	HVAC SERVICE CALL	382.54
		THE CARLISLE CITIZEN	DEC & JAN PUBLICATION	250.48
			JAN PUBLICATION	91.76
			TOTAL:	1,826.63
STREET DEPARTMENT	ROAD USE TAX	NORRIS AUTOMOTIVE SERVICE INC	TIRES BW EXPLORER	288.84
		PACOS CONSTRUCCION LLC	RECY ASPHAL COUNTRY LINE R	1,600.00
		FERRELLGAS LP	ST ASPHALT HEATER PROPANE	166.00
		SKYLINE SALT SOLUTIONS	ST ICE CONTROL SALT	4,401.94
		DES MOINES IRON & SUPPLY	SNOW BLOWER MOUNT	23.99
		HALLETT MATERIALS	ST ICE CONTROL SAND	465.12
		LARRY FLECK & SON TRUCKING	ST GRAVEL	750.72
		MENARDS - DES MOINES	ST REBAR STANDS	58.00
			TOTAL:	7,754.61
CAPITAL FUND PROJECTS	CAPITAL FUND PROJE	CYBER SOLUTIONS, LLC	PD MONITORS FOR SPO OFFICE	240.00
			TOTAL:	240.00
ARPA BROADBAND	ARPA BROADBAND	FOX STRAND	STORMWATER FEASIBILITY	328.00
			TOTAL:	328.00
SCOTCHRIDGE NATURE PRO	SCOTCHRIDGE NATURE	RDG PLANNING & DESIGN	PRK BRIDGE LIGHTING DESIGN	2,762.50
			TOTAL:	2,762.50
WATER DEPARTMENT	WATER FUND	ELECTRIC PUMP	WTR WELL CONTROL PANEL REP	1,952.70
		NORRIS AUTOMOTIVE SERVICE INC	TIRES BW EXPLORER	288.84
		CORE & MAIN	WTR MAIN REPAIR CLAMP	200.00
		MICHEAL V KILLEN	WTR DRIVEWAY REPART DUE WA	2,000.00
			WTR REPLACE PAVEMENT/WTR M	2,000.00
		NORWALK READY-MIXED CONC	WATER MAIN PATCHING	1,507.50
		O'REILLY AUTO PARTS	WTR WASHER FLUID	9.32
			TOTAL:	7,958.36
SEWER DEPARTMENT	SEWER FUND	TOMPKINS INDUSTRIES INC	SWR SKIDLOADER REPAIR	37.63
			SWR JETTER PARTS	95.48
		NORRIS AUTOMOTIVE SERVICE INC	TIRES BW EXPLORER	288.83
		ROBERTS HEATING & COOLING	SWR REPAIR FUNACE PW	320.00
		MICROBAC LABORATORIES, INC.	SWR WASTWATER TESTING	3,235.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		THE UNIVERSITY OF IOWA	SWR TOXICITY TESTING	<u>529.00</u>
			TOTAL:	4,506.44
ELECTRIC DEPARTMENT	ELECTRIC UTILITY F	ARAMARK UNIFORM SERVICES	EL CLEANING	144.09
		WESCO	BLACK TABE STOCK	<u>394.83</u>
			TOTAL:	538.92

===== FUND TOTALS =====

001	GENERAL FUND	157,522.88
110	ROAD USE TAX	7,754.61
300	CAPITAL FUND PROJECTS	240.00
301	ARPA BROADBAND	328.00
304	SCOTCHRIDGE NATURE PARK	2,762.50
600	WATER FUND	7,958.36
610	SEWER FUND	4,506.44
630	ELECTRIC UTILITY FUND	538.92

	GRAND TOTAL:	181,611.71

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON CAPITAL SERVICES	PD BAGGIES, TR BAGS, FLASH	GENERAL FUND	POLICE	64.72
	FIRE OUTLET TOOL TO PUT FL	GENERAL FUND	FIRE DEPARTMENT	44.90
	LIB USB DRIVE	GENERAL FUND	LIBRARY SERVICES	132.68
	LIB PAPER PRODUCTS	GENERAL FUND	LIBRARY SERVICES	47.81
	LIB PROGRAMS & BOOK	GENERAL FUND	LIBRARY SERVICES	9.99
	LIB PROGRAMS & BOOK	GENERAL FUND	LIBRARY SERVICES	78.87
	LIB PAPER, AV, BOOK	GENERAL FUND	LIBRARY SERVICES	74.99
	LIB PAPER, AV, BOOK	GENERAL FUND	LIBRARY SERVICES	35.74
	LIB PAPER, AV, BOOK	GENERAL FUND	LIBRARY SERVICES	17.35
	LIB OFFICE SUPPLIES	GENERAL FUND	LIBRARY SERVICES	112.47
	LIB OFFICE SUPPLIES	GENERAL FUND	LIBRARY SERVICES	46.45
	LIB OFFICE EQUIP & PROG SU	GENERAL FUND	LIBRARY SERVICES	323.67
	LIB OFFICE EQUIP & PROG SU	GENERAL FUND	LIBRARY SERVICES	8.99
	MAYOR APPRECIATION BNQT	GENERAL FUND	MAYOR	139.56
	CH PAPER TOWELS	GENERAL FUND	CITY HALL	54.50
	FILE POCKETS	GENERAL FUND	CITY HALL	<u>47.39</u>
				TOTAL:
ARAMARK UNIFORM SERVICES	EL CLEANING	ELECTRIC UTILITY F	ELECTRIC DEPARTMENT	<u>144.09</u>
			TOTAL:	144.09
BOUND TREE MEDICAL LLC	EMS MED RESTOCK	GENERAL FUND	EMS	94.19
	EMS MED RESTOCK	GENERAL FUND	EMS	35.79
	EMS MED RESTOCK	GENERAL FUND	EMS	36.24
	EMS MED RESTOCK	GENERAL FUND	EMS	<u>395.57</u>
			TOTAL:	561.79
CARLISLE VETERINARY CLINIC	ANIMAL CONTROL	GENERAL FUND	ANIMAL CONTROL	<u>117.70</u>
			TOTAL:	117.70
CORE & MAIN	WTR MAIN REPAIR CLAMP	WATER FUND	WATER DEPARTMENT	<u>200.00</u>
			TOTAL:	200.00
CXT INCORPORATED	SRNP RESTROOM	GENERAL FUND	PARKS	<u>132,527.80</u>
			TOTAL:	132,527.80
CYBER SOLUTIONS, LLC	LIB IT	GENERAL FUND	LIBRARY SERVICES	902.14
	LIB CABLE	GENERAL FUND	LIBRARY SERVICES	30.00
	PD MONITORS FOR SPO OFFICE	CAPITAL FUND PROJE	CAPITAL FUND PROJECTS	<u>240.00</u>
			TOTAL:	1,172.14
DAHL AIR CONDITIONING & HEATING LLC	HVAC SERVICE CALL	GENERAL FUND	CITY HALL	<u>382.54</u>
			TOTAL:	382.54
DAVIDSON PEST CONTROL	LIB PEST CONTROL	GENERAL FUND	LIBRARY SERVICES	<u>45.00</u>
			TOTAL:	45.00
DES MOINES IRON & SUPPLY	SNOW BLOWER MOUNT	ROAD USE TAX	STREET DEPARTMENT	<u>23.99</u>
			TOTAL:	23.99
DINGES FIRE COMPANY	FIRE GEAR	GENERAL FUND	FIRE DEPARTMENT	3,420.00
	FIRE GEAR	GENERAL FUND	FIRE DEPARTMENT	1,775.00
	FIRE AIR PACK TESTING	GENERAL FUND	FIRE DEPARTMENT	<u>2,180.00</u>
			TOTAL:	7,375.00
DREW MERRIFIELD	MILE REIMBURS	GENERAL FUND	MAYOR	89.78

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	MILES REIMBURSE	GENERAL FUND	MAYOR	<u>125.76</u>
			TOTAL:	215.54
ELECTRIC PUMP	WTR WELL CONTROL PANEL REP	WATER FUND	WATER DEPARTMENT	<u>1,952.70</u>
			TOTAL:	1,952.70
GEOR IOWA, LLC	SCOTCH RIDGE MONITORING	GENERAL FUND	PARKS	<u>3,450.00</u>
			TOTAL:	3,450.00
FERRELLGAS LP	ST ASPHALT HEATER PROPANE	ROAD USE TAX	STREET DEPARTMENT	<u>166.00</u>
			TOTAL:	166.00
FOX STRAND	SCOTCHRIDGE PLAT 3 CONSTRU	GENERAL FUND	PLANNING & ZONING	53.50
	NPDES	GENERAL FUND	PLANNING & ZONING	1,235.00
	STORMWATER FEASIBILITY	ARPA BROADBAND	ARPA BROADBAND	<u>328.00</u>
			TOTAL:	1,616.50
GREENWOOD'S SEWER SERVICE INC	FIRE WATER LEAK	GENERAL FUND	FIRE DEPARTMENT	<u>150.00</u>
			TOTAL:	150.00
HALLETT MATERIALS	ST ICE CONTROL SAND	ROAD USE TAX	STREET DEPARTMENT	<u>465.12</u>
			TOTAL:	465.12
INGRAM LIBRARY SERVICES	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	86.01
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	44.65
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	28.18
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	278.26
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	54.86
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	20.49
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	31.41
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	35.89
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	86.44
	LIB BOOKS	GENERAL FUND	LIBRARY SERVICES	<u>19.92</u>
			TOTAL:	686.11
IOWA MEDICAID ENTERPRISE	EMS GEMT	GENERAL FUND	EMS	<u>1,955.86</u>
			TOTAL:	1,955.86
JEFFRIES CLEANING LLC	LIB CLEANING	GENERAL FUND	LIBRARY SERVICES	<u>410.00</u>
			TOTAL:	410.00
KNOX COMPANY	KNOX BOX ANNUAL CHARGE	GENERAL FUND	FIRE DEPARTMENT	<u>624.88</u>
			TOTAL:	624.88
LARRY FLECK & SON TRUCKING	ST GRAVEL	ROAD USE TAX	STREET DEPARTMENT	<u>750.72</u>
			TOTAL:	750.72
LARRYS WINDOW SERVICE INC	LIB WINDOW CLEANING	GENERAL FUND	LIBRARY SERVICES	<u>60.00</u>
			TOTAL:	60.00
MENARDS - DES MOINES	ST REBAR STANDS	ROAD USE TAX	STREET DEPARTMENT	<u>58.00</u>
			TOTAL:	58.00
MICHEAL V KILLEN	WTR DRIVEWAY REPART DUE WA	WATER FUND	WATER DEPARTMENT	2,000.00
	WTR REPLACE PAVEMENT/WTR M	WATER FUND	WATER DEPARTMENT	<u>2,000.00</u>
			TOTAL:	4,000.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MICRO MARKETING LLC	LIB BOOK	GENERAL FUND	LIBRARY SERVICES	30.59
	LIB AUDIO BOOK	GENERAL FUND	LIBRARY SERVICES	49.79
	LIB BOOK	GENERAL FUND	LIBRARY SERVICES	<u>22.40</u>
			TOTAL:	102.78
MICROBAC LABORATORIES, INC.	SWR WASTWATER TESTING	SEWER FUND	SEWER DEPARTMENT	<u>3,235.50</u>
			TOTAL:	3,235.50
MIDWEST ALARM SERVICES	PD YEARLY FIRE ALARM MONIT	GENERAL FUND	POLICE	450.00
	FIRE ALARM INSPECTION	GENERAL FUND	FIRE DEPARTMENT	1,413.36
	CH FIRE ALARM MONITORING	GENERAL FUND	CITY HALL	<u>999.96</u>
			TOTAL:	2,863.32
NORRIS AUTOMOTIVE SERVICE INC	TIRES BW EXPLORER	ROAD USE TAX	STREET DEPARTMENT	288.84
	TIRES BW EXPLORER	WATER FUND	WATER DEPARTMENT	288.84
	TIRES BW EXPLORER	SEWER FUND	SEWER DEPARTMENT	<u>288.83</u>
			TOTAL:	866.51
NORWALK READY-MIXED CONC	WATER MAIN PATCHING	WATER FUND	WATER DEPARTMENT	<u>1,507.50</u>
			TOTAL:	1,507.50
O'REILLY AUTO PARTS	WTR WASHER FLUID	WATER FUND	WATER DEPARTMENT	<u>9.32</u>
			TOTAL:	9.32
PACOS CONSTRUCCION LLC	RECY ASPHAL COUNTRY LINE R ROAD USE TAX		STREET DEPARTMENT	<u>1,600.00</u>
			TOTAL:	1,600.00
PRDG PLANNING & DESIGN	PRK BRIDGE LIGHTING DESIGN SCOTCHRIDGE NATURE	SCOTCHRIDGE NATURE	SCOTCHRIDGE NATURE PRO	<u>2,762.50</u>
			TOTAL:	2,762.50
PRELIANT FIRE APPARATUS INC	FIRE REPAIR 461	GENERAL FUND	FIRE DEPARTMENT	<u>1,729.94</u>
			TOTAL:	1,729.94
ROBERTS HEATING & COOLING	SWR REPAIR FUNACE PW	SEWER FUND	SEWER DEPARTMENT	<u>320.00</u>
			TOTAL:	320.00
ROBISON ELECTRIC LLC	LIB ELECTRIC REPAIR OF LIG	GENERAL FUND	LIBRARY SERVICES	<u>251.01</u>
			TOTAL:	251.01
SKYLINE SALT SOLUTIONS	ST ICE CONTROL SALT	ROAD USE TAX	STREET DEPARTMENT	<u>4,401.94</u>
			TOTAL:	4,401.94
STOP STICK	PD 2 CORD REELS	GENERAL FUND	POLICE	<u>80.00</u>
			TOTAL:	80.00
THE CARLISLE CITIZEN	DEC & JAN PUBLICATION	GENERAL FUND	CITY HALL	250.48
	JAN PUBLICATION	GENERAL FUND	CITY HALL	<u>91.76</u>
			TOTAL:	342.24
THE LIBRARY STORE INC	LIB BOOK COVERING SUP	GENERAL FUND	LIBRARY SERVICES	<u>130.65</u>
			TOTAL:	130.65
THE UNIVERSITY OF IOWA	SWR TOXICITY TESTING	SEWER FUND	SEWER DEPARTMENT	<u>529.00</u>
			TOTAL:	529.00
TOMPKINS INDUSTRIES INC	SWR SKIDLOADER REPAIR	SEWER FUND	SEWER DEPARTMENT	37.63

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	SWR JETTER PARTS	SEWER FUND	SEWER DEPARTMENT	<u>95.48</u>
			TOTAL:	133.11
WESCO	BLACK TABE STOCK	ELECTRIC UTILITY F	ELECTRIC DEPARTMENT	<u>394.83</u>
			TOTAL:	394.83

===== FUND TOTALS =====

001	GENERAL FUND	157,522.88
110	ROAD USE TAX	7,754.61
300	CAPITAL FUND PROJECTS	240.00
301	ARPA BROADBAND	328.00
304	SCOTCHRIDGE NATURE PARK	2,762.50
600	WATER FUND	7,958.36
610	SEWER FUND	4,506.44
630	ELECTRIC UTILITY FUND	538.92

 GRAND TOTAL: 181,611.71

Reliability Plan

City of Carlisle

City of Carlisle strives to deliver safe, reliable and affordable power to our customers. While this reliability plan focuses on information pertinent to reliability, other considerations cannot be overlooked in balancing the needs of the customers with the business decisions of the system's managers.

The purpose of this reliability plan to meet the requirements of Iowa Administrative Code 199-27.10(3)(g). This reliability plan does not replace, but merely supplements, information provided to the utility's governing authority throughout the year. This plan has been signed off on by the governing authority of **City of Carlisle** along with reliability data for the purpose of detail the utility's progress in achieving certain strategic objectives as outlined its strategic plan. This plan was prepared for the reporting period of January 1, 2024 through December 31, 2024.

During 2023 customers were able to contact the **City of Carlisle** 24 hours a day, 7 days a week through an after-hours telephone number. Customers were able to timely report service interruptions and other problems they experienced with electric service through clearly defined communication channels.

City of Carlisle reliability plan represents an integrated approach addressing the operation, maintenance and inspection of the electric system.

Providing safe, reliable, and affordable electric service to meet the needs of customers requires an intricate balance and consideration of all of the above as well as the resources available to achieve results.

City of Carlisle made reasonable efforts to avoid and prevent service interruptions during the last year. However, when interruptions occurred, service was reestablished within the shortest time practicable, consistent with safety.

City of Carlisle has an effective preventive maintenance program and is capable of emergency repair work on an appropriate scale to its scope of operations and to the physical condition of its electric facilities. No changes were made to the program during the last year.

City of Carlisle continues to follow a written program for inspecting and maintaining its electric supply lines and substations in order to determine the necessity for replacement, maintenance and repair, and for tree pruning or other vegetation management.

City of Carlisle installs lightning arresters as appropriate on all distribution line equipment in an effort to reduce outages and protect equipment.

City of Carlisle has a program of regular pole inspection, with the complete system scheduled to be completed on a 10 year cycle. The inspections are done on an area basis with all municipal utility owned poles, within a given area, being inspected each year. The program consists of a complete inspection of the poles, over 10 years of age, and a report on all rejected poles that are to be replaced. Poles are generally replaced within six months.

February 19, 2024

Records and Information Center
Iowa Utilities Board
1375 E. Court Ave.
Des Moines, Iowa 50319-0069

Filing Title: City of Carlisle Reliability Plan

Dear Chief Operating Officer:

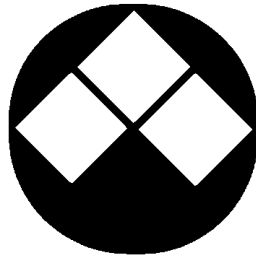
Pursuant to Iowa Administrative Code 199-27.10(3)(g), City of Carlisle is filing its annual Reliability Plan. This plan is updated no less than annually, approved by utilities governing body, and filed with the Iowa Utilities Board by April 1, of each year for the purposes of complying with the informational reporting requirement of Iowa Administrative Code 199-27.10(3)(g).

City of Carlisle takes its responsibility to provide safe, reliable and affordable electricity to those we serve seriously. As a municipal utility, we are not profit driven but rather focus on providing superior service rather maximizing returns. We are proud of our efforts in providing superior system reliability. Our record of reliable service illustrates our commitment to our community partners, but also our owner customers.

Please feel free to contact our Electrical Superintendent, Don Miller if you have questions at (515) 989-3224. These concerns will be conveyed to City of Carlisle's governing authority so we can respond appropriately.

Sincerely,
/s/ Don Miller

Electrical Superintendent
City of Carlisle
(515) 989-3224



IOWA
ASSOCIATION OF MUNICIPAL
UTILITIES



*Electric Transmission and Distribution
Model Inspection and Maintenance Program
2.4.2022*

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INTRODUCTION

Iowa law states that each municipal electric utility shall adopt and electronically file with the Iowa Utilities Board (IUB) a reliability plan annually. [199 IAC 27.10(3)(g)]. Further each municipal electric utility must adopt and file a written plan for inspecting and maintaining their electric supply lines and substations (excluding generating stations). [199 IAC 25.3].

In order to comply with these requirements and to assist municipal electric utilities in determining the necessity for replacement, maintenance, and repair, and the necessity for tree trimming or other vegetation management, IAMU has prepared the following Model Electric Transmission and Distribution Inspection Program.

A SHORT DESCRIPTION OF THE IAMU MODEL INSPECTION AND MAINTENANCE PLAN

A utility's inspection and maintenance program is intended to ensure that electric lines and substations will be inspected regularly to determine the need for repairs, replacement or other maintenance (e.g. tree trimming and pruning practices). Each municipal electric utility must have a listing of the parts of their system they will inspect and a schedule showing how often they will inspect them. Reference forms have been included to assist with keeping the necessary documentation, pursuant to IUB rule 199 IAC 25.3(4).

The rules require the inspection schedule to be based on accepted good practice in the industry. There may be times when parts of the system need to be inspected more often than would typically be required in another system. As examples, (1) a section of line which is frequently vandalized may need to be inspected weekly, (2) a line operated at 34.5 kv or above may need the overhead line insulators inspected every year, (3) a section of line with fast growing trees may need to have the trees trimmed on a shorter rotating schedule than trees in other sections.

In making system repairs, the more serious problems should be repaired first. Included in this model plan is a system for classifying priority problems for the purpose of scheduling repairs. IUB staff expects all problems found during an inspection to be corrected within the same calendar year in the absence of the utility having adopted a system for scheduling repairs.

ADOPTING AND FILING A REVISED PLAN

If you decide to replace your current inspection and maintenance plan, the new plan should be adopted and filed electronically with the IUB. A sample transmittal letters to be included with the filing is shown below.

(City or Utility Letterhead)

DATE *File: RE*_____

Joan Conrad
Records and Information Center
Iowa Utilities Board
1375 E. Court Ave.
Des Moines, Iowa 50319-0069

Dear Chief Operating Officer:

In accordance with 199 IAC 27.10(3)(F) and 25.3, the attached electric utility inspection and maintenance plan has been adopted to replace the plan currently on file.

If you have any questions or need additional information, please let me know.

Sincerely,

/s/

NAME
TITLE

According to the practice at your utility, the plan may need to be approved by your utility's board of trustees or city council. The advantage of involving the governing body in the approval process is to ensure policy-level understanding of the requirements for inspection and related service work on your system.

GOVERNING BODY AUTHORIZATION (IF REQUIRED)

Generally, responsibility for developing an inspection and maintenance plan, scheduling inspection and maintenance, filing the plan with the IUB, and providing annual reports is a management function that does not require action by the board of trustees or city council. If board or council action is necessary to authorize any of these actions, the following resolution may be helpful:

Resolution No. _____

(City Council or Board of Trustees)
(Name of City or Utility)

WHEREAS, a plan for systematic inspection and maintenance of the city electric system is necessary to ensure reliable service; and

WHEREAS, a plan is essential in identifying and budgeting for resources sufficient to carry out the inspection, maintenance and repair of the electric system; and

WHEREAS, an electric system inspection and maintenance plan and annual compliance report must be filed with the Iowa Utilities Board;

NOW THEREFORE BE IT RESOLVED BY THE (City Council or Board of Trustees) of (City or Utility Name) :

That the (title of authorized official) is hereby authorized and directed to develop, modify, file with the Iowa Utilities Board, and implement an electric utility inspection and maintenance plan subject to the budgetary guidelines as may be approved by the (council or board) .

OR

That the revised Electric Utility Inspection and Maintenance Plan attached to this resolution be approved for filing with the Iowa Utilities Board.

Passed and adopted this ___ day of _____, 20__.

(Mayor or Chairman)

ATTEST:

INSPECTION AND MAINTENANCE PLAN

The following is a model Electric Transmission and Distribution Inspection and Maintenance Plan.

The plan, if adopted as a replacement to your current plan, must be filed electronically with the Iowa Utilities Board. When making the filing, use a filing title similar to “Inspection and Maintenance Plan” and enter your docket number that begins with “RE-“, and include a cover letter (see page 5).

Assistance in making electronic filings is available by emailing itsupport@iub.iowa.gov or calling 515-725-7337.

Revise the model plan and file only the parts of the plan that apply to your utility. For example, if you do not have a substation, delete item number 3 in Part I of the model Electric Utility Inspection Plan on page 12. If you do not have lines that operate above 34.5 kv, delete item number 2 of Part I. Finally, refer to Attachment E for other guideline samples as they pertain to your facility. Add those guidelines as appropriate.

The inspection and maintenance plan sent to the Iowa Utilities Board should reflect the basic information outlined in the model plan (pages 7 – 13) and include all inspection schedules. List all reference material used in the plan. It is required that your utility maintain “sufficient written records to give evidence of compliance with its inspection and vegetation management plans.” [199 IAC 25.3(4)]. An up to date hard copy of any references used must be maintained and available on site.

According to the practice at your utility, the plan may need to be approved by your utility’s board of trustees or city council. The advantage of involving the governing body in the approval process is to ensure policy-level understanding of the requirements for inspection and related service work on your system.

ELECTRIC TRANSMISSION AND DISTRIBUTION INSPECTION AND MAINTENANCE PLAN

Utility Name: _____

Address: _____

Phone: _____

FIRST YEAR OF PLAN: _____ (Enter first year of plan – 10 year rotation maximum)

This inspection will be done in an approved manner consistent with accepted industry practice.

Records sufficient to show compliance with the program shall be maintained by the utility.
Deficiencies found during inspections and testing shall be corrected on a priority basis.

REFERENCE LIST:

Iowa Electrical Safety Code, 199 IAC Chapter 25

National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)

Lineman's and Cableman's Handbook, as adopted by 199 IAC 25.2(5)(b)

National Electrical Code, as adopted by 199 IAC 25.2(5)(a)

Note to Utilities: All reference materials (ANSI standards, RUS bulletins, etc.) used in the inspection must also be listed here and be available on site.

Be sure to insert the tree trimming and/or vegetation management methods and procedures that will be used to control vegetation growth. Otherwise, list the reference that will be followed.

LOCATION OF OFFICES AND FACILITIES - IAC 199-25.3

Utility Name: _____

Address: _____

Phone _____

Location of Inspection and Maintenance Records

Address: _____

Description of Electric Supply Lines covered by this plan:

Counties

Townships

* Add additional pages as needed to provide complete information.

ELECTRIC UTILITY INSPECTION AND MAINTENANCE PROGRAM

Name of Utility

Part I Inspection Schedule

1. Distribution lines operated below 34.5 kV

The entire electrical distribution system, both overhead and underground, shall be visually inspected at least once during each _____ year cycle (10-year maximum). The inspection shall include, but shall not be limited to, the following items:

- Pole mounted transformers
- Poles, cross arms and associated hardware
- Disconnect switches, cutouts and arresters
- Insulators
- Conductors (including ground connections)
- Down guys, guy guards and anchors
- Clearances (per NESC 232-1)
- Pad mounted transformers (including seals/locks)
- Switchgear and switch cabinets (including seals/locks)
- Vaults
- Secondary pedestals (above and below grade)

2. Transmission and subtransmission lines operated above 34.5 kV

The entire electrical transmission system, both overhead and underground, shall be visually inspected at least once each year. The inspection shall include, but shall not be limited to, the following items.

- Poles, cross arms and associated hardware
- Switches (both manual and motor-operated)
- Insulators
- Conductors (including static wire and ground connections)
- Down guys, guy guards and anchors
- Switchgear (including seals/locks)
- Vaults, manholes, etc.

3. Substations and switching stations

Substations and switching stations shall be visually inspected during each calendar quarter. The inspection shall include, but shall not be limited to, the following items:

- A. Power transformer
- B. Voltage regulators
- C. Oil circuit breakers
- D. Insulators, busses, connections, arresters and ground wire connections
- E. Air break and disconnect switches
- F. Structures and physical site
- G. Locks, fences, gates and warning signs

4. Vegetation and tree trimming

Vegetation and trees that may interfere with the safe operation of electric lines, substations, and switching stations shall be visually inspected at least once every _____ years (three- to five-years suggested).

Per 199 IAC 25.3(4) the records of vegetation management shall include the date(s) during which the work was conducted. The records shall be kept until two years after the next periodic inspection or vegetation management action is completed or until all necessary repairs and maintenance are completed, whichever is longer.

The inspection shall include, but not be limited to, the following items:

- A. Overhead Distribution and Transmission Lines
 - 1. Trees growing into lines
 - 2. Trees or limbs growing within 10 feet of transmission lines
 - 3. Limbs and branches overhanging lines
 - 4. Limbs and branches in close proximity to transformers, switches, etc.
 - 5. Vegetation around base of pole, down guy or guy guard, grounds
 - 6. Removal of dead or dying trees that are not necessarily close but could fall on line or endanger it (Danger Trees)
- B. URD Distribution Equipment
 - 1. Vegetation in or around pad mount equipment
 - 2. Fences in close proximity or blocking cabinet entry
 - 3. Any other obstruction that may interfere with operations

Part II Classification of Deficiencies

Deficiencies will be recorded and graded for the purpose of scheduling repair. The grading will be as follows:

Grade 1 - Hazardous Deficiency

This grade is used to describe a condition that could reasonably be expected to endanger life or property. A hazardous deficiency shall be promptly repaired, disconnected or isolated. (See National Electrical Safety Code, Rule 214A5)

Grade 2 - Non-Conforming Deficiency

This grade is used to describe a condition that is not in accordance with local, state, or national codes. Such a deficiency is one that could cause maintenance or operating problems and could become hazardous if not corrected. A non-conforming deficiency shall be scheduled for correction as soon as practical within the work plan. In all cases, they shall be corrected within a six-month period following inspection. (See National Electrical Safety Code, Rule 214A4)

Grade 3 - Engineering Deficiency

This grade is used to describe a condition that poses no danger to life or property. Such a deficiency, when corrected, could improve engineering, design, or safety on the system. An engineering deficiency may be corrected in the routine maintenance or replacement schedule.

Part III Other Inspection

More detailed inspections and testing may be conducted as deemed necessary by the utility.

Additional inspections or patrols will be conducted as soon as possible following damaging storms and as necessary in areas subject to high rates of vandalism.

All inspections will be completed in an approved manner consistent with accepted industry practice.

Part IV Emergency Notice and Repair (199 IAC 42.4)

If emergency repairs or non-routine maintenance need to be performed within a railroad right-of-way, it is important that immediate notification be given to other entities with facilities that may be affected. Each public utility must file with the IUB contact information for emergency notifications 24 hours per day, seven days per week. (See 199 IAC 42.4(2))

Part V Records (199 IAC 25.3(4))

Each utility shall keep sufficient records to demonstrate compliance with its inspection and vegetation management plans.

Part VI Incident Reporting Requirements (199 IAC 27.11)

What to report:

- a. Loss of service for more than six hours to 75 percent or more of customers within a municipality service area.
- b. Loss of service for more than six hours to significant public health and safety facilities.
- c. A major event which involves extensive physical damage to transmission or distribution facilities within a municipal electric utility's operating area due to unusually severe and abnormal weather or event AND
 - Wind speeds in excess of 90 mph, or
 - One-half inch of ice and wind speeds in excess of 40 mph, or
 - Ten percent of the total customer count is incurring a loss of service exceeding 5 hours
 - 20,000 customers incurring a loss of service for 5 hours or more, or
 - A regional transmission organization declares an energy emergency alert

Any other outage considered significant by the utility such as an event that attracts news media attention, creates unusual damage to utility facilities, utility facilities create unusual damage to adjacent properties, causes loss or problem for high profile public facilities.

Email to: iubdutyofficer@iub.iowa.gov or Phone: 515-745-2332

NOTES

Customer numbers can be based on the last available year-end data as reported to the IUB annually, OR can be based on the best available information.

(This is a summary reference for revised incident reporting rules and does not replace the actual text or meaning of the rules published in the Iowa Administrative Code).

INSTRUCTIONS TO INSPECTORS

The following is an outline of the training and instructions that need to be provided to the utility inspector.

Additional items should be added to the list of inspection items as necessary, including any reference materials.

Purpose: The purpose of the inspection is to determine whether a facility is (1) in compliance with applicable codes and standards, (2) in need of maintenance or corrective action, (3) requires further investigation or (4) is in acceptable condition.

Guidelines and code requirements for conducting inspections can be found in:

- 1) ANSI A300 (Part I), as suggested by 199 IAC 25.3(5) -- Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)
- 2) 199 IAC Sections 27.5, 27.7, and 27.8
- 3) Iowa Electrical Safety Code 199 IAC 25
- 4) Lineman’s and Cableman’s Handbook, as adopted by 199 IAC 25.2(5)(b)
- 5) National Electrical Code, as adopted by 199 IAC 25.2(5)a
- 6) National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)
- 7) RUS 1730-1: “Electric System Operation and Maintenance (O&M)”
- 8) RUS 1730B-121: “Pole Inspection and Maintenance”
- 9) RUS 1724E-300: “Design Guide for Rural Substations”

[Note: NEC and NESC are updated periodically and adopted by the IUB approximately every 2- 4 years. Previous editions must be kept for reference purposes.]

Other helpful references may be found in Attachment E. Guidelines similar to those on the following pages are not required to be part of the inspection program but are advised by the IUB to be inclusive for reference in case of a dispute or question that a customer or Utility may have.

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

A. Poles

1. Leaning 2-3 feet or more
2. Rotting
3. Splitting
4. Burns
5. Insect damage
6. Mechanical damage
7. Pole numbers where applicable

B. Metal Structures

1. Loose structural elements
2. Oxidation
3. Footings
4. Grounding (intended or unintended)

C. Cross arms

1. Rotting
2. Splitting
3. Bracing
4. Grounding
5. Pins

D. Hardware

1. Missing
2. Loose
3. Bent, twisted
4. Burns
5. Too close to the system ground

E. Insulators and Conductors

1. Chipped
2. Broken
3. Flash over
4. Firmly attached to insulator
5. Broken strands
6. Sag

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

(continued)

F. Conductor Clearances

1. Above ground or water
 - a. Open ground
 - b. Roads, driveways, parking lots
 - c. Railroads
 - d. Water
2. Attached building
3. Conductor separation
 - a. Other conductors or attachments
 - b. Communication lines
 - c. CATV, fiber optics, etc.
4. Roofs, walls, windows, metal surfaces
 - a. Buildings
 - b. Tanks
 - c. Towers
 - d. Poles (non-utility)
 - e. Grain bins
5. Trees and vegetation

G. Conductors

1. Broken strands
2. Burns
3. Twisted
4. Ties
5. DE shoes
6. Sag
7. Armor rod
8. Dampeners
9. Splices

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

(continued)

H. Guys

1. Insulated or grounded
2. Markers (including length and color)
3. Loose or cut
4. Damaged or broken strands
5. Condition, location of isolation device
6. Anchor eye

I. Miscellaneous

1. Clearances to (fire hydrants, gas storage, roadways)
2. Climbable towers
3. Warning signs
4. Barriers
5. Material stacked near or under towers
6. Aircraft warning devices
7. Equipment not in service that needs to be removed
8. Obstructions on structures

J. Equipment (including transformers, switches, arrestors, etc.)

1. Jumpers
2. Hardware
3. Grounding
4. Nests
5. Accessibility

K. Grounds

1. Broken or disconnected wires
2. Loose pole grounds
3. Exposed ground rods
4. Wire moulding missing or broken

INSPECTION PROGRAM FOR SUBSTATIONS

General Visual Inspection

Substations shall be inspected (monthly / quarterly). Inspection shall include but not be limited to the following items:

- A. Power transformers
- B. Voltage and voltage regulators
- C. Circuit breakers
- D. OCRs and oil switches
- E. Airbrake and disconnect switches
- F. Bypass switches
- G. Miscellaneous electrical equipment, insulators, buses and connections, arrestors, capacitors, and overhead ground wires
- H. Structures and physical site (i.e. washout under fences, etc.)
- I. Locks on switches, enclosures, gates
- J. Warning signs (spacing and legible)
- K. Ground vegetation
- L. Grounding of fences, barbed wire, gates, etc.

Additional inspections will be carried out following damaging storms as necessary.

Annual Inspection of Substations

A comprehensive inspection and testing of each substation shall be made on an annual basis. This inspection will include but not be limited to the following items:

- A. Indicating and recording equipment
- B. Controls, relays, batteries and chargers
- C. Oil tests
- D. OCR maintenance
- E. Ground connection tests on station, fences, gates (Are ground connections tested on fences, etc.?)
- F. Corrosion control

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

- A. Equipment (transformers, sectionalizing equipment, switch gears, etc.)
 - 1. Warning signs (legible)
 - 2. Locks
 - 3. Penta bolts
 - 4. Missing or loose hardware
 - 5. Tipped or leaning equipment
 - 6. Grounded

- B. Underground
 - 1. Riser
 - 2. Grounded (elbows, stress cones, etc.)
 - 3. Ground rod(s) and connections
 - 4. Well inserts leaking
 - 5. Secondary Bushings
 - 6. Insect, varmint free

VEGETATION & TREE TRIMMING INSPECTION GUIDELINES

Vegetation and trees that may interfere with the safe operation of electric lines, substations, and switching stations shall be visually inspected at least once every three-five years.

The inspection shall include, but shall not be limited to, the following items:

A. Overhead Distribution and Transmission Lines

1. Trees growing into lines
2. Trees or limbs growing within 10 feet of transmission lines
3. Limbs and branches overhanging lines
4. Limbs and branches in close proximity to transformers, switches, etc.
5. Vegetation around base of pole, guy or guy guard, ground
6. Removal of dead or dying trees that have a potential to fall into lines or endanger it
(Danger Trees)

B. URD Distribution Equipment

1. Vegetation in or around pad mount equipment
2. Fences in close proximity or blocking cabinet entry
3. Any other obstruction that may interfere with operations

SAMPLE FIELD INSPECTION FORMS

The following pages are examples of field inspection forms. Iowa Administrative Code does not specify a particular inspection form. The examples included in this model are acceptable and can be photo copied.

Remove any item(s) from the form that does not apply to your system. Also you should add any item(s) not on the list that you have on your system. Feel free to substitute your current field inspection forms.

Inspections must be conducted according to the plan on file with the Iowa Utility Board.

To use the inspection form, place the pole or location number at the top of each column. Then for each item inspected mark an "X" if nothing is wrong. If you find something wrong, fill out the work order and put the work order number in the space with the "X."

Even if deficiencies are repaired on the spot, a work order needs to be filled out. This is to document the actions taken during the inspection.

The important thing is to document your inspections and keep good records.

_____ MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
OVERHEAD DISTRIBUTION SYSTEM – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION OF POLE BY NUMBER									
Hammer Test Pole										
Pole Condition At and Above Ground Line										
Ground Connections										
Condition of Cross Arm										
Condition of Insulator										
Condition of Pole Top Hardware										
Condition of Cutout / Arrestor										
Secondary Connection										
Condition of Pole Transformer										
Condition of Underground Riser										
Condition of O.C.R.										
Guys										
Guy Anchor										
Guy Guards										
Secondary Wire Next Span										
Conductor Wire Next Span										
Conductor Sag Next Span										
Clearance to Structures										
Clearance to Grounds										
Clearance to Trees										
Clearance to Buildings										
Condition of Switching Cabinets										
Condition of Pad Mount Transformer										
Meter Condition										
Seals										
Locks										
Warning Sticker										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION, FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
 ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
 SUBSTATIONS - MAP NO. _____

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
POWER TRANSFORMER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Auxiliary Cooling				
• Bird Nests				
• Ground Connections				
• Buss Work				
• Buss Connections				
• Arrestors				
• Doors Closed				
VOLTAGE REGULATOR A PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
VOLTAGE REGULATOR B PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
SUBSTATIONS – MAP NO. _____

(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
VOLTAGE REGULATOR C PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
•				
BREAKER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Oil Level				
• Cabinet Weather Tight				
• Ground Connections				
• Door Locked and Working				
•				
AIR BREAK SWITCHES				
• Appearance				
• Handle Grounded				
• Insulators Good Condition				
• Switching Mat Grounded				
• Structures Good Condition				
• Structures Grounded				
• Buss Work				
• Buss Connections				
• Arrestors				
• Underground Riser				
•				

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
SUBSTATIONS – MAP NO. _____
(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
FENCES				
• Grounded				
• Gates Locked and Working				
• Wire Tied to Posts				
• Warning Signs				
• Free of Weeds				
• Child Proof Around Bottom				
•				
YARD				
• Free of Weeds				
• Free of Litter				
• Material Stored Neatly				
• Rock Level				
• Lights All Work				
• Lightning Rod Grounded				
• Border Neat				
•				
STATION POWER TRANSFORMER				
• Appearance				
• Grounded				
• Oil Leaks				
•				

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION, FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
UNDERGROUND DISTRIBUTION SYSTEM – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION BY NUMBER OF TRANSFORMER, SECONDARY PEDESTAL, HIGH VOLTAGE SWITCH, OR MANHOLE									
Straight on Pad										
Level										
Warning Sticker										
Appearance										
Oil Leaks										
Locked										
Bolt in Lid										
Paint Condition										
Ground Connections										
Concentric Neutral Condition										
Cable Condition										
Elbows On All The Way										
Secondary Connections Tight										
Box Pad Not Filled with Dirt										
Manhole Ground Level										
Manhole Lid Level										
Fault Indicators All Clear										
Fault Indicators Tested										
Condition of Pad Mount Transformer										
Condition of Switching Cabinets										
Meter Condition										
Seals										
Neutral to Soil Test ½ Cell										
Resistance to Ground Test										
Secondary Voltage Reading										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____
 IF SOMETHING NEEDS ATTENTION FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
TRANSMISSION LINES – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION OF POLE BY NUMBER									
Hammer Test Pole										
Pole Condition At and Above Ground Line										
Condition of Cross Arm										
Condition of Insulators										
Condition of Pole Top Hardware										
Conductor Condition Next Span										
Conductor Sag Next Span										
Clearance to Structures										
Clearance to Grounds										
Clearance to Trees										
Clearance to Buildings										
Guys										
Guy Anchors										
Guy Guards										
Ground Connections										
Locks										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

ATTACHMENT A

SAMPLE INSPECTION SCHEDULES

The following pages are examples of schedules that can be used by your utility. The first page is a month-to-month schedule that illustrates work to be completed during the year. The other inspection schedules can be used for long-term planning.

MUNICIPAL UTILITIES
YEARLY WORK SCHEDULE

JANUARY	FEBRUARY	MARCH
Generate Trim trees	Test Electric Meters Inspect Substations	Generate Pump Out Manholes Inspect Transmission Line
APRIL	MAY	JUNE
Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Wash & Clean Manholes Inspect U.R.D. (1 sheet)	Inspect Rural Line Take Inventory Inspect U.R.D. (1 sheet)
JULY	AUGUST	SEPTEMBER
Generate Pump Out Manholes	Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Inspect U.R.D. (1 sheet)
OCTOBER	NOVEMBER	DECEMBER
Inspect Substation Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Put Up Holiday Lights	Trim Trees Take Down Holiday Lights Take inventory Inspect Transmission Line

Use the blank form on the following page to create a month-to-month schedule for your utility.

_____ MUNICIPAL UTILITIES
YEARLY WORK SCHEDULE

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

These inspections will be conducted over a _____year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20____	Map 1	
20____	Map 2	
20____	Map 3	
20____	Map 4	
20____	Map 5	
20____	Map 6	
20____	Map 7	
20____	Map 8	
20____	Map 9	
20____	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

SUBSTATION INSPECTION SCHEDULE

Substations are required to be inspected quarterly (monthly recommended) inspection sheets shall be available for inspectors verification.

Substation Name / Location: _____

YEAR		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	Sub #												
2022	Sub #												
2023	Sub #												
2024	Sub #												
2025	Sub #												
2026	Sub #												
2027	Sub #												
2028	Sub #												
2029	Sub #												
2030	Sub #												

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

SUBSTATION INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Substation Name / Location: _____

Inspection Schedule and Current Status

Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Jan										
Feb										
Mar										
Apr										
May										
June										
July										
Aug										
Sept										
Oct										
Nov										
Dec										

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

These inspections will be conducted over a _____year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

DISTRIBUTION SYSTEM GROUND ROD INSPECTION SCHEDULE

These inspections will be conducted over a _____year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

DISTRIBUTION SYSTEM GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

These inspections will be conducted over a _____year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

URD GROUND ROD INSPECTION SCHEDULE

These inspections will be conducted over a _____year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

URD GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

VEGETATION & TREE TRIMMING INSPECTION SCHEDULE

Inspection of all electric lines will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 5 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

VEGETATION & TREE TRIMMING INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○					○				
		○					○			
			○					○		
				○					○	
					○					○

GRAIN BIN NOTIFICATION

On an annual basis electric utilities are required to conduct public information campaigns regarding electric service to grain bins. [See 199 IAC 25.2(3)]. The notification is meant to reduce safety hazards as a result of improper clearance between grain bins and electric lines. Clearance requirements describing physical separation of power lines from grain bins are specified in the National Electrical Safety Code, Rule 234F.

To comply with these requirements, a utility must do the following:

1. Adopt an appropriate Notice of Compliance (see example on following page)
2. Provide public notice annually
3. Provide evidence of compliance with this rule to IUB inspectors during an on-site inspection

A utility may refuse electric service to any grain bin built near existing electric lines if the clearances specified in NESC rule 234F are not met. This right to refuse service only applies to grain bins loaded by portable augers, conveyors or elevators and built after September 9, 1992, or to grain bins loaded by permanently installed augers, conveyors, or elevator systems installed after December 24, 1997.

A brochure of grain bin clearance guidelines is available on the IAMU website at www.iamu.org. Insert that brochure, or similar information used for your Public Information Campaign, in this section along with the Notice of Compliance.

NOTICE OF COMPLIANCE

A sample letter is printed below.

<p>(City or Utility Letterhead)</p>
<p>DATE</p>
<p>Notice of Compliance IAC-199 Chapter 25 25.2(3) Grain Bins</p>
<p>In accordance with section 25.2(3) of the Iowa Administrative Code, this notice is part of a public information campaign to inform farmers, farm lenders, grain bin merchants, and city and county zoning officials of the hazards of and standards for construction of grain bins near power lines.</p>
<p>To assure proper safety, if a new grain bin is built near an existing electric line, the electric utility may refuse service if the clearances specified by the American National Standards Institute "National Electrical Safety Code," Rule 234F are not met.</p>
<p>Do not hesitate to contact (Utility Contact) at (Phone Number) if you have any questions regarding this notice or need further information about appropriate clearances.</p>
<p>_____ Utility Representative</p>

ATTACHMENT C

SAMPLE WORK ORDER FORM

A work order is to be used when deficiencies are noted during the inspection. Even if deficiencies are repaired on the spot, a work order needs to be filled out. Remember to record the work order number in the space provided on the Field Inspection Form. For example when the work has been completed for the first work order written on January 1, 2022, it would be recorded on the appropriate inspection form as 1/1/22-1.

The sample work order form on the next page may be copied on card stock.

WORK ORDER

_____ FIELD INSPECTION FORM Work Order No. _____	
DATE	REPORTED BY
LOCATION (e.g. pole no.)	DEFICIENCY GRADE 1 ____ 2 ____ 3 ____
ITEM THAT NEEDS ATTENTION	
ACTION TAKEN	
DATE COMPLETED	COMPLETED BY

ATTACHMENT D

SAMPLE OFFICE INSPECTION THAT IS CONDUCTED BY THE IOWA UTILITIES BOARD

Name of Utility:
 Address of Office Checked:
 Name and Title of Person Interviewed:
 Date:
 File: RE-
 Inspector:

Sections cited are from Board rules 199 IAC chapter 20, chapter 25 and chapter 42.

	Question	Section	Answer
1.	Is a copy of the utility's Inspection and Maintenance Plan available?	27.10(3)(f) , 25.3	
2.	Has the current version of the plan been filed using the Board's electronic filing system?	25.3(1)	
3.	Does the plan include a listing of all counties in which the utility has electric supply lines in Iowa?	25.3(3)a	
4.	If the plan is implemented by district or regional offices, are their addresses included?	25.3(3)a	
5.	Is the list of counties and addresses current?	25.3(3)a	
6.	Does the plan include periodic inspection intervals for facilities? Distribution Interval: Transmission Interval: Substation Interval: Pole Inspection Interval:	25.3(3)b1	
7.	Are the inspection intervals based on good industry practice?	25.3(3)b1	
8.	Does the pole inspection procedure include tests in addition to visual inspection?	25.3(3)d	
9.	Does the plan include a schedule for the inspection of all supply lines and substations?	25.3(3)b1 25.3(3)b2	
10.	Do the schedule's inspection frequencies agree with the plan's periodic inspection intervals?	25.3(3)b2	
11.	Does the plan include a complete listing of all categories of items to be checked during an inspection?	25.3(3)b2	
12.	Does the plan include copies of instructions to be used by utility personnel during inspections?	25.3(3)b4	
13.	If the plan references guide materials, are copies of these materials available?	25.3(3)b4	
14.	Does the plan include a schedule for tree trimming or other vegetation management? Schedule:	25.3(3)c1	
15.	Is the schedule based on good industry practice?	25.3(3)c1	
16.	Does the plan include written procedures for vegetation management?	25.3(3)c2	
17.	Do the tree trimming practices protect the health of the tree and reduce undesirable re-growth patterns? [ANSI A300 (Part 1)-2008, "Pruning," and Section 35 of <i>The Lineman's and Cableman's Handbook</i> are suggested as guides for tree trimming practices.]	25.3(3)c2	

NOTE: If any of the above questions (3-17) were answered "NO", the utility's Inspection and Maintenance Plan likely needs to be corrected and re-filed with the Board.

	Question	Section	Answer
18.	Does assessment of the I&M Plan in the utility's most recent annual report to the Board agree with the findings of this inspection?	25.3(2)	
19.	Does the utility keep sufficient records to demonstrate compliance with its inspection and vegetation management program?	25.3(4)	
20.	Do the inspection records show the deficiencies found and the corrective actions taken or scheduled?	25.3(4)	
21.	Do the vegetation management records show the locations and dates the work was conducted?	25.3(4)	
22.	Do the records show the inspections and vegetation management are being done in accordance with the I&M Plan schedule?	25.3(4)	
23.	Are the records kept as long as required?	25.3(4)	
24.	Is corrective action for items identified during inspection taken in a reasonable period of time?	25.4	
25.	Does the utility possess a copy of the 2017 National Electrical Safety Code? (This edition is currently adopted in Board rules.)	25.2(1)	
26.	Does the utility conduct annual public information campaigns on grain bin locations and hazards?	25.2(3)a	
27.	Is the utility correctly using the overhead vertical line clearances from the tables in post-1990 editions of the National Electrical Safety Code?	25.2(2)b4	
28.	Is the utility aware of the accident reporting requirements?	25.5	
29.	If there were any reportable accidents since the last inspection, were they properly reported to the Board Duty Officer?	25.5	
30.	If the utility has facilities crossing a railroad right-of-way, has the required emergency contact information been filed? (This information can be checked or revised at https://iub.iowa.gov/node/74)	42.4(2)	
31.	Where there is joint-use construction and another company's equipment has caused a violation of the Iowa Electrical Safety Code, is the other company notified by the utility?	25.2	
32.	If the utility has notified another company of necessary repairs, does the utility keep records of the necessary repairs until the repairs are completed?	25.3(4)	

COMMENTS:

ATTACHMENT E

RESOURCES AND OTHER INFORMATION

The following are important sources of information for developing inspection plans and conducting the inspections:

ANSI A300 (Part 1)-2008 (R2014), “Pruning” and Section 35 of “The Lineman’s and Cableman’s Handbook as suggested by 199 IAC 25.3(5).

Rural Utilities Service (RUS) Bulletins as suggested by 199 IAC 25.3(5):
RUS 1730-1: “Electric System Operation and Maintenance (O&M)”
RUS 1730B-121: “Pole Inspection and Maintenance”
RUS 1724E-300: “Design Guide for Rural Substations”

“Lineman’s and Cableman’s Handbook,” Twelfth Edition; Shoemaker, Thomas M and Mack, James E.; New York, McGraw-Hill Book Co. as adopted by 199 IAC 25.2(5)b

National Electrical Safety Code, ANSI C2-2017 as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2).

National Electrical Code, ANSI/NFPA 70-2014, as adopted by 199 IAC 25.2(5)(a)

Other accepted standards of good practice recognized by the Iowa Utilities Board are found at 199 IAC 27.5 and 25.3

INTERNET LINKS

Adobe Acrobat Reader

Many files on the internet are in PDF format. An Adobe Acrobat Reader is required to view PDF files. You may download it free of charge from:
<http://www.adobe.com/prodindex/acrobat/readstep.html>

Department of Agriculture Bulletins URL

http://www.rurdev.usda.gov/UEP_HomePage.html

Iowa Administrative Code

Chapter 27

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=27&pubDate=11-03-2021>

Chapter 25

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=25&pubDate=11-03-2021>

Iowa Association of Municipal Utilities

The IUB website and other important legislative/regulatory resources are accessible by clicking on the Legislative/Regulatory on the IAMU website, www.iamu.org

Iowa Utilities Board

The Iowa Utilities Board homepage link is included here for your convenient access to information about the ME-1 form and other resources available through the IUB website. <http://www.state.ia.us/government/com/util/index.html>

National Electrical Code

The National Fire Protection Association (NFPA) has an internet catalog which includes the National Electrical Code (NEC). In addition to ordering information for the 2011 NEC, the website also contains other helpful resources. The NFPA catalog may be found at <http://www.nfpacatalog.org>. IAMU is a member of NFPA; you may order NFPA materials through IAMU at discounted pricing.

National Electrical Safety Code

The Institute of Electrical and Electronics Engineers (IEEE) has a website for the National Electrical Safety Code (NESC). In addition to ordering information for the NESC, the website also contains Tentative Interim Amendments, Errata Sheets, and Interpretations. The NESC Zone home page may be found at <http://standards.ieee.org/nesc>. You may order NESC materials through IAMU at discounted pricing.

NOTE: Any code book, ANSI Standard, Lineman's and Cableman's Handbook or reference material the utility may need for their inspection program may be ordered through IAMU. Call 800/ 810-4268.



Business of the City Council
Agenda Statement

For the meeting of: **02/26/2024**

Item Title: **Wastewater lift station cleaning and sewer main cleaning**

Contact Person: **Tony Rhinehart**

SUMMARY EXPLANATION & HISTORY:

Attached you will find an estimate from Accujet for the cleaning of our Jefferson Lift Station and our Ridge Road Lift Station. The estimate also includes the cleaning of the sewer mains that flow to these facilities. This is an important preventative maintenance task. The cleaning process removes excessive grit and debris that can damage or clog the pumps within these lift stations. These pumps pump sewage into the lagoons and to a point of gravity flow respectively.

FUNDING:

This will be funded by the current wastewater budget.

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

[Click or tap here to enter text.](#)

ALTERNATIVES:

1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

Staff recommends approval of all associated restructuring items in consent.

ATTACHMENTS:

Accujet estimate

ACCUJET LLC
 913 Evelyn St
 Perry, IA 50220
 +1 5153608582
 kyle@accujetiowa.com
 http://www.accujetiowa.com



ADDRESS
 City of Carlisle
 PO Box 430
 100 N 1st Street
 Carlisle, IA 50047

Estimate 2484

DATE 02/19/2024

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/19/2024	Existing Municipal Jet Vac/ft. Jet Vac - Clean Only lines from 18-1 to 18, 18 to 15, 29 to 25, 4-1 to B and 2A to lift station at 420 Jefferson Street.	3,700	0.90	3,330.00
02/19/2024	Existing Municipal Jet/Vac/hr. Jet/Vac 2 lift stations Ridge Road and Jefferson Lift station.	2	337.79	675.58
02/19/2024	Existing Municipal Fuel Surcharge Fuel Surcharge	1	200.29	200.29

Scope of Work:

Accujet will provide the labor and materials necessary to perform the work outlined in this contract. No work shall be done, except as specified or subsequently agreed to in writing. The scope of work recommended is based upon observations during our inspection and/or information shared by the customer contact. Any problems or failures in, or from un-serviced areas are not covered by this contract or warranty. We reserve the right to make modifications as necessary in our work or materials used. Any methods, materials or procedures discussed by our specialists are for general use only and individual circumstances may require modification during the installation process. Standard cleaning & televising includes two passes of jetter cleaning with one full camera inspection. Any cleaning or repairs needed beyond the standard cleaning & televising will be at an additional cost.

TOTAL \$4,205.87

Accepted By

Accepted Date

Disclaimer:

Although best inspection practices are used to address all potential issues, some unforeseen issues may be exposed. At this time work will not resume until a work/change order for additional costs is signed. Issues may include but are not limited to: Heavy root infiltration, collapsed pipe, misaligned pipe, massive defects, and protruding taps.



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

State of Iowa

Alcoholic Beverages Division

LE0002572

April 2, 2024

April 1, 2025

LICENSE NUMBER

Casey's Marketing Company
Casey's General Store #3404
1020 Gateway Drive
Carlisle, Iowa 50047

EFFECTIVE DATE

04/02/2024 to 04/01/2025

EXPIRATION DATE

This license is a personal privilege and is subject to civil penalty, suspension, revocation or cancellation, as authorized pursuant to Iowa Code Ch. 123.

This license is not deemed to be property, nor is it subject to attachment, execution, assignment, nor is it alienable.

LICENSE AND PRIVILEGES

FEES

Class E Retail Alcohol License (Regular Fee)

TOTAL FEE:

\$3,500.00

\$3,500.00

IOWA ALCOHOLIC BEVERAGES DIVISION

STEPHEN LARSON

Administrator



CITY OF CARLISLE, IOWA

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARLISLE, IOWA
BY ADDING A NEW PARAGRAPH PROHIBITING PARKING ON A
PORTION OF PENNSYLVANIA STREET

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CARLISLE, IOWA:

SECTION 1. The Code of Ordinances of the City of Carlisle, Iowa is amended by adding a new paragraph in Section 69.08, which is hereby adopted to read as follows:

69.08(128) Pennsylvania Street on the north side for twenty-five (25) feet back west from North 5th Street.

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

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

PASSED AND APPROVED by the City Council this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispin, CLERK



Business of the City Council
Agenda Statement

For the meeting of: **02/26/2024**

Item Title: **Purchase of 2010 International Plow Truck**

Contact Person: **Tony Rhinehart**

SUMMARY EXPLANATION & HISTORY:

During a snow event a few weeks back our 2001 International Plow Truck was damaged after hitting a storm intake. While we did not think the damage was very severe, after professional inspection, it was recommended we file an insurance claim. From the last conversations I had with our insurance carrier, EMC, it looks to be a total loss. The initial repair costs are over \$20,000. Staff started looking for a replacement truck. The City of Urbandale has offered a fully equipped 2010 International Plow Truck to us for \$20,500, \$4,500 under their asking price. The trucks runs and drives well. It does have an issue with starting after sitting for prolonged periods of time. I spoke with Greg Van Zante, our service advisor at Bascom Truck Repair, about the truck and this issue, (he happens to be a Carlisle resident, so he has a vested interest in our community's situation) and he feels comfortable that we would be getting a good truck at a good price that would be worth investing some more funds into. With the cost of a new, fully equipped truck being \$260 to 300k, if we can be into a used truck for around \$30,000 and get 4 snow seasons out of it, we are money ahead. I have spoken with councilpersons Beck and Brower about the situation and I feel that they are comfortable moving forward with the purchase.

FUNDING:

The insurance adjuster called and reported that the amount we would receive for the claim after deductible is approximately \$30,600.00 so the cost of the truck and some initial repairs would be covered under that amount. Any additional funds would come from the 23/24 Public Works budgets. We did designate 24/25 budget funds for a used truck purchase to replace the damaged units so some 23/24 spending could be put off a few months to prevent budget shortfalls.

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

[Click or tap here to enter text.](#)

ALTERNATIVES:

1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

Staff recommends purchase of 2010 International from the City of Urbandale.

ATTACHMENTS:

BR AVO
GREATER DES MOINES



Ballet Des Moines



Greater Des Moines Music Coalition
Photo: Hannah Wright



Mainframe Studios



Des Moines Playhouse

STRATEGIC PLAN
FISCAL YEAR 2023 - 2025



BRAVO STRATEGIC PLAN FY23–FY25

For nearly two decades, Bravo Greater Des Moines has been a critical partner in strengthening the role of arts, culture, and heritage in central Iowa. Through strategic leadership and bold investments of hotel/motel taxes allocated by 17 local government partners, Bravo has contributed to robust growth in cultural organizations, public art, and creative programming that drive Greater Des Moines' reputation as a thriving, vibrant region.

For this momentum to continue – for Bravo and the community - there is an urgent need to continue strengthening a resilient and connected cultural sector. Beyond economic impact and quality of life, arts and culture must be seen as essential to achieving all regional priorities.

Bravo already plays a leadership role in this work and this plan firmly commits to Bravo's evolution into a true regional arts council. Bravo will maintain a primary focus on non-profit organizations and grantmaking will remain Bravo's core and primary function. But for Bravo to remain nimble, responsive, and relevant to the future vitality of arts, culture and heritage in Greater Des Moines, Bravo will intentionally focus on a broader scope of services. While Bravo will remain committed to only undertaking work it is uniquely positioned to execute with excellence, the organization is well-positioned to become much more than a grant maker evolving towards also being recognized as a convener, connector, and cultivator.

Authentically embedding diversity, equity, inclusion and access into each decision and action will be prioritized. Bravo also recognizes that civic, cultural and community partners are essential allies in this work. Continued collaboration and clear communication will be required to increase collective impact.

ABOUT BRAVO

MISSION

Bravo Greater Des Moines leverages community resources to maximize impact of arts, culture, and heritage to advance regional priorities.

VISION

Arts, culture, and heritage elevate and enrich a vibrant Greater Des Moines.

CORE VALUES

Collaborative

Bravo collaborates with all community partners to define and achieve long-term success for arts, culture, and heritage.

Inclusive

Bravo values diversity, and we promote a culture of equity and inclusion.

Accountable

Bravo acts with integrity and transparency, allocating resources responsibly and as good stewards of public funds.

Regional

Bravo is engaged where we can have the most impact on regional priorities.

Opportunistic

Bravo consistently delivers on core functions while remaining nimble enough to respond strategically to regional priorities.

Passionate

Bravo stakeholders are passionate about arts, culture, and heritage and the benefits Bravo brings to Greater Des Moines.

/ SUPPORT /

INVEST STRATEGICALLY IN ORGANIZATIONS, PROGRAMS, AND PROJECTS THAT ADVANCE REGIONAL CULTURAL PRIORITIES.

Grantmaking and funding to arts, culture, and heritage organizations will remain fundamental to how Bravo serves the community. However, more complete definition around investment priorities and more thoughtful communication about the public value of Bravo's investments on behalf of our local government partners are required. Expanded funding opportunities for non-profits beyond those that are arts, culture and heritage-centric will also be added to support a wider range of organizations that add breadth and depth to the cultural landscape.

OBJECTIVE: Strategically distribute funds through grant programs that meet the diverse needs of arts, culture and heritage organizations across the region.

- Regularly review and modify existing programs to maintain relevancy and effectiveness.
- Ensure community investment strategies and practices are accessible, diverse, equitable and inclusive.
- Define internal and external KPIs for investments and improve data collection to ensure information is available and relevant.
- Prioritize culture and heritage investments along with arts.

OBJECTIVE: Expand pathways to support organizations outside the cultural sector that are uniquely advancing regional cultural priorities.

- Develop and deploy pilot investment programs that invite and encourage new partners to apply for support.
- Evaluate impact of investments.

OBJECTIVE: Broaden awareness of Bravo's investments and impact.

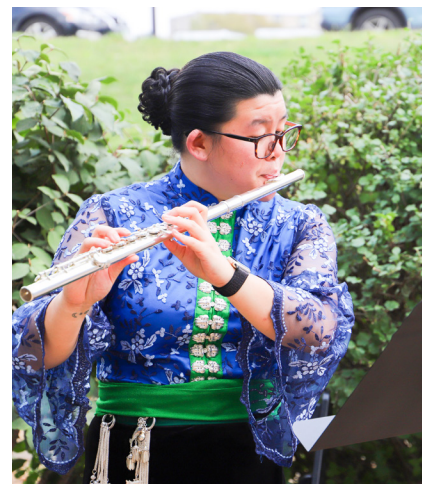
- Collect quantitative and qualitative data from investment partners about impact of Bravo funding.
- Create and implement a communications plan that articulates to cultural, corporate, civic and community partners that Bravo funding is helping to build a sustainable and resilient regional cultural ecosystem.
- Focus messaging on what Bravo makes possible more than what Bravo does.



Downtown Events Group



Living History Farms



Greater Des Moines Botanical Garden

/ CONNECT /

FOSTER RELATIONSHIPS THAT BUILD CAPACITY AND INVITE COLLABORATION.

Collective thriving requires more than funding from Bravo; it demands the development and continued strengthening of trusted relationships. Bravo's credibility as a convener and facilitator is well-established and valued. Intentionally leveraging more opportunities to break down silos and build capacity will create greater connectivity and sustainability both within the arts, culture, and heritage sector and between it and the wider community. This will increase the sector's impact and provide richer experiences that reach broader audiences.

OBJECTIVE: Facilitate capacity building for arts, culture and heritage organizations, leaders and community partners.

- Develop and deploy strategies to assess and understand professional and skill development needs within the sector.
- Make connections to existing training programs and community partners providing relevant capacity building opportunities.
- Work with cultural and community partners to create a portfolio of learning opportunities that will help support regional cultural goals.

OBJECTIVE: Enhance connections and collaborations among organizations working in arts, culture and heritage.

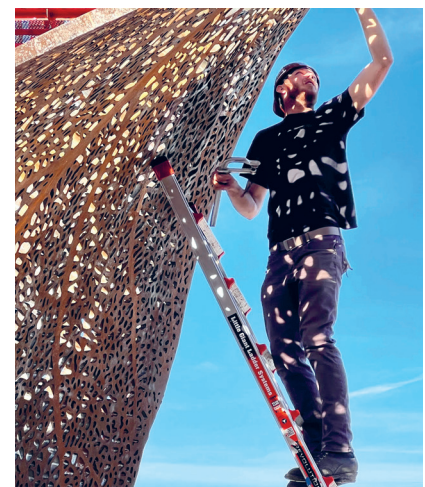
- Offer formal and informal opportunities to convene, build relationships and explore relevant topics.
- Provide assistance for organizations seeking to partner with others to create efficiencies, streamline operations, share resources and enhance effectiveness.
- Deepen relationships and partnerships with leaders and communities not currently seeing themselves or their cultures represented in Bravo's network.

OBJECTIVE: Strengthen relationships between the cultural sector and the broader community.

- Create opportunities for cultural organizations to showcase programs, offerings and impact in new and impactful ways.
- Develop strategic engagement initiatives to ensure that arts, culture and heritage are recognized by community stakeholders as essential drivers of regional priorities.



Greater Des Moines Music Coalition
Photo: Sam Golbuff



Greater Des Moines Public Art Foundation
Photo: Juanjo Novella



Ankeny Community Chorus

/ AMPLIFY /

BE A CENTRAL VOICE FOR ARTS, CULTURE, AND HERITAGE ACROSS THE REGION.

There is growing appreciation for the role of arts and culture to advance civic vitality, but this progress cannot be taken for granted. More intentional effort to reinforce the direct link between arts and economic and social impact is needed and a collective voice promoting the message is necessary. Bravo is already seen as an advocate and resource about the regional arts, culture and heritage landscape. Collecting and centralizing more information about the sector's assets and challenges will bring more opportunities to further integrate arts, culture, and heritage into regional decision-making.

OBJECTIVE: Champion the role of arts, culture and heritage in delivering broader economic, civic and social impact.

- Build and strengthen relationships within and outside the cultural sector.
- Seek out and participate in regional conversations, efforts and initiatives that can be strengthened by adding an arts, culture and heritage perspective.
- Create strategic opportunities for business, civic and community leaders to learn about and support the cultural sector.
- Develop clear and consistent advocacy messages that can be used by all takeholders.

OBJECTIVE: Lead advancement of regional cultural priorities.

- Collect and share data about sector impact and opportunities.
- Administer economic impact studies.
- Conduct audience development research.

OBJECTIVE: Centralize access to information about regional cultural assets and their significance.

- Redesign Bravo website to enhance relevancy to broader audience.
- Leverage Bravo Awards Gala and other public events to enhance understanding of not only Bravo but also the breadth and depth of the cultural sector.



Ballet Des Moines



State Historical Museum of Iowa



SEEDS

/ CULTIVATE /

SEED AND LEAD INITIATIVES THAT BUILD MOMENTUM FOR FUTURE SUCCESS.

Building the artists, audiences, and cultural advocates of tomorrow must begin today. Places and spaces to access artistic and cultural experiences must evolve rapidly to meet dynamic emerging needs. Culture and heritage must be elevated alongside the arts to ensure a rich cultural tapestry that welcomes future generations to call Greater Des Moines “home.” Bravo can thoughtfully catalyze experimentation in significant programs, projects, and partnerships that will encourage and sustain a resilient and competitive creative ecosystem for decades to come.

OBJECTIVE: Lead regional visioning on future needs that position arts, culture, and heritage to thrive.

- Bring attention to key cultural community assets, infrastructure, and issues.
- Determine gaps and opportunities and envision new possibilities to advance growth.
- Create pathways for the development of new arts and culture leaders.

OBJECTIVE: Identify and prioritize opportunities where Bravo can play a unique, collaborative and additive role in cultivating a resilient and competitive creative culture.

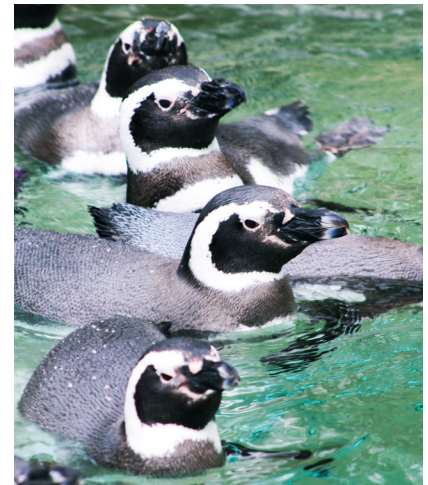
- Define success metrics.
- Take calculated risks to learn and evolve quickly.
- Expand definition of arts, culture and heritage beyond places you go.

OBJECTIVE: Establish arts, culture, and heritage as a priority driver of regional identity.

- Encourage creative placemaking strategies to drive community engagement and development to make Greater Des Moines more inclusive and economically vibrant.
- Empower community members to design and build structures and programs that reflect their rich heritage and communicate a sense of belonging.

OBJECTIVE: Build Bravo’s agility to identify and respond to emerging opportunities.

- Apply for local, regional and federal funding for projects Bravo is uniquely suited to implement.
- Manage only programs that benefit the region and cannot be led by any other partner.



Blank Park Zoo



City Voices



Des Moines Playhouse



Des Moines Metro Opera

STRATEGIC PLANNING PROCESS

Inspired by guidelines from Americans for the Arts, Bravo Greater Des Moines engaged in a considerable research effort in preparation for this strategic plan. These efforts included a review of eight peer organizations in other metro areas, ten focus groups with a wide variety of regional stakeholders, two online surveys with educators and community members, and interviews with organizational leaders across the metro region.

Some prominent themes in arts, culture, and heritage (AC&H) that emerged from these conversations included:

- Strong appreciation for and momentum in AC&H organizations and programs across Central Iowa.
- Leaders in the AC&H sector crave more connections, resources, and support within and beyond the sector.
- Demand for diversity, equity, inclusion, and accessibility throughout the community.
- Concern about the coordination for the development of future infrastructure for both artistic production and performance spaces.
- A need to focus on building a sustainable and resilient, regional cultural economy.

The strategic priorities of this FY23 – FY25 plan aim to attend to some of these needs as well as to seed and lead conversations about major regional initiatives to prepare for future needs. Sincere thanks again to everyone who provided important insights and input into the future of arts, culture, and heritage in Greater Des Moines.



GREATER DES MOINES

801 GRAND AVE. | SUITE 250 | DES MOINES, IOWA 50309

bravogreaterdesmoines.org

Special Notes: At State Wrestling Tournament – 2/14-2/16

NMPP Conference – Lincoln – 3/19-3/21

Meetings Attended: CH Weekly – 2/12, Clerk Weekly – 2/13, Dept. Head – 2/13, Mayor – 2/14, Sauter – 2/19, CH Weekly – 2/19, Clerk Weekly – 2/20, Dept. Head – 2/20, County ARPA – 2/21, Mayor – 2/21, Indianola Mgr Lunch – 2/22, Warren County Leadership Institute (WCLI) – 2/22

Urban Revitalization & Tax Abatement Policy Update

Ahlers & Cooney is working on updating the urban revitalization policy associated with tax abatement. Nathan noted that Ahlers had not helped with our urban revit policy before so he wanted an extra week to review what we had which pushed us back to the 1st meeting in March. Look for it on the agenda then.

Public Works Hiring

With Russ leaving, we have 2 vacant positions in the public works department. With the previous vacancy, we have had limited success in hiring. We had 2 people get to the background check or final offer point and things come unraveled. We also hired someone, had them get their first paycheck, and leave because the pay wasn't what they expected. This happened after significant work was done by Tony and Shalee to create a mock paystub for them to see what the actual pay was. These sorts of issues coupled with record unemployment and other topics outside of our control, we expect some difficulties in getting the position filled.

We have a former employee, Tommy Thompson, on payroll currently as part-time. Tony is talking to him about stepping up and filling in gaps as they are identified. This should help us to be able to take a more active approach in trying to get someone hired. Tony and I have also had ongoing conversation about being picky with incoming candidates but making sure we are holding expectations or standards on the right items. For example, someone having a speeding ticket 3 years ago is different than an OWI last week. There is no perfect candidate and we are highly unlikely to find a skilled operator with any experience for what we pay. That leaves us trying to find a balance between pay, quality work ethic, and risk.

General Hiring

Department heads identified a need in this area and worked to get an online application set up. Mason took lead and developed a seasonal application. We then took that and tried to retarget a second application for full-time and permanent part-time employment. That application is live and we will be using that to try to hire the public works position. Our hope is that this takes out some barriers in the hiring process that may discourage some candidates from applying. Making it easy, we hope, will encourage a larger pool, and hopefully more quality applicants to apply. We will also be reviewing our attraction and onboarding program to ensure we have quality materials to educate interested and incoming applicants with what we have to



Carlisle Jobs

offer. We do have many benefits and perks that are attractive but communicating those has proven difficult outside of a 1 on 1 conversation with applicants.

Upcoming Ordinances

I am working on gathering a few examples of ordinances related to chickens to create something that fits the direction given. I did want to bring up two items at the meeting to gather feedback on inclusion in that ordinance. Certain species of quail, mainly coturnix quail, are occasionally allowed along with chickens due to their similar benefits and low impact. Additionally, there has been some minor interest in allowing beekeeping in my five years here. I have been approached three times during my tenure about what we allow. To my knowledge, we do not have any explicit rules on beekeeping. The Parks Department is methodically working on the City earning three designations: Tree City, Bird Friendly City, and Bee City, the last of which would benefit from rules on beekeeping. With the larger concept of allowing certain types of husbandry within the city on the table, I wanted to get some feedback on adding those two to the chicken ordinance being worked on.

Chief Koch led a group made up of Hometown Pride, Chamber, and Restaurant representatives to develop a Mobile Food Unit (food truck) ordinance. That group met to give direction on what stakeholders wanted to see in an ordinance. Chief and I recently got together to start finalizing the ordinance to be proposed. We plan to have that in its final draft and back to the committee for a review before it makes it to Council in March.

Looking at My Calendar...

Event	Date	Time	Location
City Hall Weekly	2/26	8:30 a.m.	City Hall
Clerk Weekly	2/27	9:00 a.m.	City Hall
Department Head	2/27	10:00 a.m.	City Hall
Mayor Mtg	2/28	10:00 a.m.	City Hall
League Goodwill Tour	2/28	5:30 p.m.	Indy Wellness Center
City Hall Weekly	3/4	8:30 a.m.	City Hall
Clerk Weekly	3/5	9:00 a.m.	City Hall
Department Head	3/5	10:00 a.m.	City Hall
Mayor Mtg	3/6	10:00 a.m.	City Hall
Warren County Leadership (WCLI)	3/7	5:00 p.m.	Hartford



Carlisle
Public Library

Library Department Report

February 2024

Did You Know...

Approximately 2,580 people have library cards. Majority are from Carlisle, Hartford and the rural areas of Warren County.

Notable Updates on Projects & Programs

The library board welcomed Brian Johns as a new board member replacing Dan Carver.

Sherry has been invited to participate in a discussion for other libraries on teen spaces and how we have created a welcoming spot for teens.

Our annual Stuffed Animal Sleepover was held in mid-January. We host 50 children and adults and a lot of stuffed animals. It took 7 staff and volunteers to put it on.

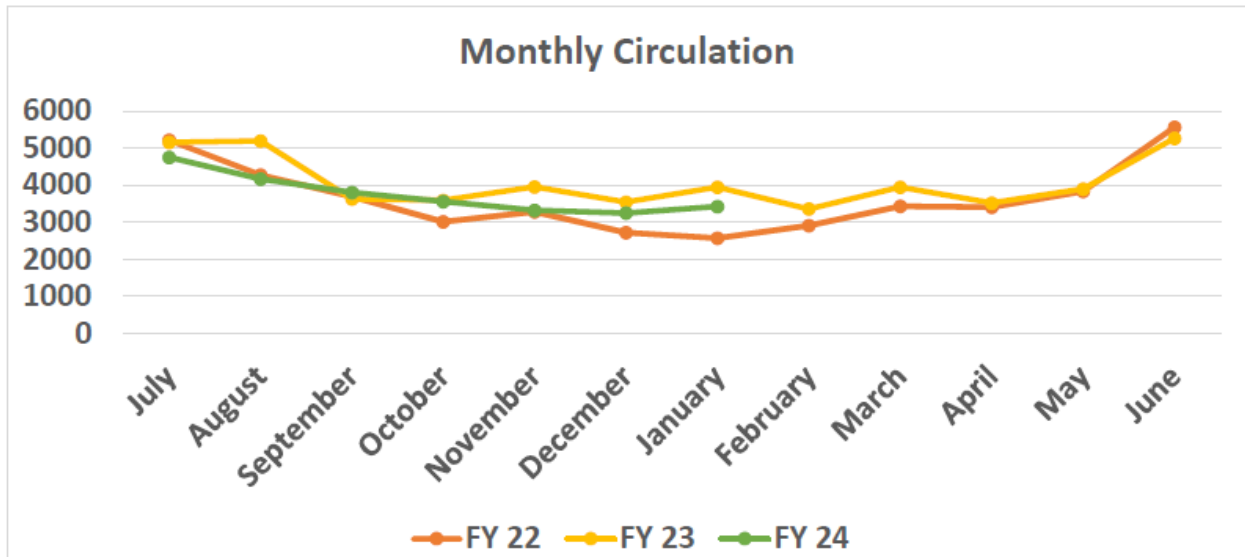
Things To Look For

The Library Foundation is working to raise \$5000. An anonymous donor has pledged \$2500 as a dollar-to-dollar match through the end of February.

The library will be advertising for a Summer Intern after spring break.

Statistics

January 2024: Patrons checked out 3,424 items.



We held 28 programs in January for a total of 595 patrons.

Programs	Jan-24	7/23-1/24
Kids	7	41
Teens	8	27
Adults	9	65
Outreach	4	15
Total programs:	28	148

Participants	Jan-24	7/23-1/24
Kids	189	1449
Teens	151	375
Adults	55	463
Outreach	200	521
Total participants:	595	2848