

**CITY OF HAWARDEN  
REGULAR CITY COUNCIL MEETING AGENDA  
Hawarden City Hall – Council Chambers Room  
Wednesday, July 27, 2016 at 5:30 p.m.**

**Standard Agenda Items**

- 1a. Approval of July 13, 2016 Council Meeting Minutes.**
- 1b. Approval of July 27, 2016 Claims for Payment**
- 1c. Open business from the Community (limited to a maximum of 5 minutes per item).**
- 2a. Mayor's Report**
- 2b. Council Comments**
- 2c. Staff Reports/Discussion**

**Other Agenda Items**

- 3. Hospital Project Update – Jayson Pullman**
- 4. Approval of FY2015-2016 Write Offs**
- 5. Discussion of Electric Bond Refunding and potential savings**
- 6. Discuss vacant City-owned lots and potential availability for Siouxland Habitat for Humanity home**
- 7. Consent Agenda:  
Request from Hawarden Fraternal Order of Eagles #1865 for Renewal of Liquor License for on-premise sales of Liquor, Beer and Wine with Outdoor Service and Sunday Sales.**

# City of Hawarden

## Public Meeting Procedures

These Procedural rules are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open and comprehensive debate of issues brought before the body for action in a forum open to the public, and which encourages citizens' awareness of City Council activities. These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, but is intended merely to serve as a general set of guidelines to assist the governmental body in conducting City business.

### House Rules:

- No food or drink other than bottled water may be brought into the Council Chambers.
- Cell phones and pagers should be silenced in the Council Chambers.
- Signs and placards are not permitted in the Council Chambers.

### Citizens' Right To Be Heard:

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, City Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing.
- Speakers must stand at the dais and speak into the microphone, unless unable to do so, and state your name and address for the record.
- Any citizen requesting to speak shall limit himself or herself to matters of fact regarding the issue of concern.
- Comments should be limited to five (5) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- Personal attacks made publicly toward any citizen or city employee are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the City Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the Council Chambers by Police Department personnel or other agent designated by the City Council or City Administrator.

**UNAPPROVED MINUTES REGULAR CITY COUNCIL MEETING  
HAWARDEN CITY HALL - COUNCIL CHAMBERS ROOM  
Wednesday, July 13, 2016 at 5:30 p.m.**

The Council Meeting was called to order at 5:30 p.m.

Present: Mayor Porter; Council Members: Harvey, Olson, Kurth, Allen, Feldhacker

Absent: None

Staff Present: Gary W. Tucker, City Administrator/City Clerk; Tom Kane, Public Works Director; Mike DeBruin, Chief of Police; Jim Pickner, City Attorney

Staff Absent: None

**Standard Agenda Items**

**1a. Approval of June 22, 2016 Regular Council Meeting Minutes.** Moved by Feldhacker/Kurth to approve June 22, 2016 Regular Council Meeting Minutes. Motion carried 5-0.

**1b. Approval of Claims for payment.** Moved by Allen/Kurth to approve the Claims for Payment. Motion carried 4-1.

**1c. No Open Business from the Community.**

**2a. Mayor's Report was given.**

**2b. Council Comments were given.**

**2c. Staff Reports were given.**

**Other Agenda Items**

**Item 3. Hospital Project Update** – Jayson Pullman gave an update on the hospital project.

**Item 4. Approval of Resolution 2016-13 Accepting Voltmer, Inc. Bid and Expenditure of Funds for Highway 10 Street Lighting Project.** Moved by Olson/Kurth to approve. Aye: Allen, Kurth, Feldhacker, Harvey, Olson. Nay: None. Motion carried 5-0.

**Item 5. Approve purchase of Grass Rig for Fire Department.** Moved by Kurth/Feldhacker to approve. Aye: Kurth, Feldhacker, Allen, Harvey. Nay: Olson. Motion carried 4-1.

**Item 6. Consent Agenda:**

**a. Request from Brian Engleman dba Sportsman's Lanes and Lounge for Liquor License Transfer to Hawarden Community Center for Friday, July 15, 2016.**

**b. Request from Brian Engleman dba Sportsman's Lanes and Lounge for Liquor License Transfer to Hawarden Community Center for Saturday, July 23, 2016.**

Moved by Allen/Feldhacker to approve. Motion carried 5-0.

**Item 7. Closed Session pursuant to Chapter 20.17(3) which exempts negotiating sessions and strategy meetings of public employers in the collective bargaining process.** Moved by Olson/Allen to enter into Closed Session. Aye: Olson, Allen, Harvey, Feldhacker, Kurth. Nay: None. Motion carried 5-0. Entered into Closed Session at 5:51 p.m. Moved by Olson/Allen to Return to Open Session. Aye: Feldhacker, Harvey, Allen, Kurth, Olson. Returned to Open Session at 6:01 p.m.

The next regular City Council Meeting will be Wednesday, July 27, 2016. Moved by Allen/Feldhacker to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 6:02 p.m.

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Ricard R. Porter, Mayor

ATTEST:

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Gary W. Tucker, City Administrator/City Clerk

**CITY OF HAWARDEN  
COUNCIL MEETING  
JULY 27, 2017**

<b>CHECK NO</b>	<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACH	CITY OF HAWARDEN	PAYROLL	\$ 84,534.62
11140357	CLAYTON ENERGY	GAS PURCHASE	\$ 6,702.75
11140358	MISSOURI RIVER ENERGY SVCS	ELECTRIC PURCHASE	\$ 123,506.53
11140359	TREASURER STATE OF IOWA	SALES TAX	\$ 2,222.00
11140360	TREASURER STATE OF IOWA	SALES TAX	\$ 10,599.00
47923	VERIZON	CELL SERVICE	\$ 229.98
47924	IOWA DEPT OF TRANSPORTATION	LICENSE FEE	\$ 1,385.67
47925	CATALYST SOLUTIONS	SERVER REPLACEMENT	\$ 9,500.00
47926	SHELL	FUEL	\$ 2,062.07
47927	SIOUX COUNTY TREASURER	REDEEM TAX CERTIFICATE	\$ 973.00
47928	HAWARDEN PUBLIC LIBRARY	CLAIM	\$ -
47929	AIRGAS USA LLC	OXYGEN	\$ 79.40
47930	AUREON NETWORK SERVICES	CALEA FEES	\$ 102.40
47931	LARRY BAUDER	REBATE	\$ 10.00
47932	BORDER STATES ELEC SUPPLY	SUPPLIES	\$ 3,105.00
47933	BOYER MACHINE INC	SERVICES	\$ 1,115.97
47934	BSG CLEARING SOLUTIONS	BILLING & COLLECTION FEE	\$ 11.04
47935	CATALYST SOLUTIONS	SERVER REPLACEMENT	\$ 3,623.00
47936	CENTURY BUSINESS PRODUCTS INC	SVC AGREEMENT	\$ 145.77
47937	CITY OF HAWARDEN	REFUND APPLIED	\$ 110.01
47938	CO-OP GAS & OIL	SERVICE	\$ 65.00
47939	COILCRAFT INC	REBATE	\$ 96.00
47940	CONSOLIDATED COMMUNICATIONS	SERVICES	\$ 80.92
47941	COOPERATIVE FARMERS ELEVATOR	SUPPLIES	\$ 477.90
47942	DAVE'S CONSTRUCTION INC	SERVICES	\$ 120,906.00
47943	DGR ENGINEERING	ST LIGHT/PHASE 11 PROJECT	\$ 7,876.12
47944	ENVIRONMENTAL RESOURCE	LAB FEES	\$ 240.71
47945	ESPN INC AFFILIATE	TV PROGRAMMING COST	\$ 137.97
47946	HAWARDEN AREA ARTS COUNCIL	ANNUAL SUPPORT	\$ 500.00
47947	HAWKINS INC	CHEMICALS	\$ 728.27
47948	BRAD HOFLAND	CLEAN CC	\$ 150.00
47949	IN-SYNCH SYSTEMS LLC	SOFTWARE SUPPORT	\$ 561.60
47950	IOWA ONE CALL	EMAIL LOCATES	\$ 50.50
47951	JACKS UNIFORMS & EQUIPMENT	UNIFORM	\$ 80.90
47952	JOHN DEERE FINANCIAL	VEHICLE MAINTENANCE	\$ 141.44
47953	KNIFE RIVER MIDWEST LLC	COLD MIX ASPHALT	\$ 12,285.00
47954	L.G. EVERIST INC	RIVER ROCK	\$ 786.19
47955	DONITA LIESKE	REBATE	\$ 25.00
47956	LONG LINES	LONG DISTANCE	\$ 539.63
47957	MAIL FINANCE	LEASE	\$ 1,344.00
47958	MANGOLD ENVIRONMENTAL	LAB FEES	\$ 148.00
47959	MORSE EQUIPMENT CO LLC	SUPPLIES	\$ 834.49

CHECK NO	VENDOR	REFERENCE	AMOUNT
47960	MOW & GLOW LAWN & FLOOR CARE	CLEAN CC	\$ 150.00
47961	MUNICIPAL UTILITIES	UTILITIES	\$ 9,016.17
47962	NEXSTAR BROADCASTING INC	RETRANSMISSION	\$ 1,949.75
47963	NORTHSIDE BODY SHOP	VEHICLE MAINTENANCE	\$ 118.41
47964	ONE OFFICE SOLUTION	SUPPLIES	\$ 39.07
47965	PHYSIO-CONTROL INC	AED PADS	\$ 128.48
47966	RFD TV	TV PROGRAMMING COST	\$ 111.32
47967	ROSA SALDANA	REFUND	\$ 27.61
47968	SCHOENEMAN BROS CO	SUPPLIES	\$ 211.09
47969	SCOTTS ELECTRIC PLUMBING	SUPPLIES	\$ 44.92
47970	SHIELD TECHNOLOGY CORPORATION	SOFTWARE	\$ 600.00
47971	SIOUXLAND DISTRICT HEALTH DEPT	LAB FEES	\$ 59.00
47972	SIOUXLAND OUTDOOR POWER CO	MOWER/SVC/SUPPLIES	\$ 31,182.44
47973	SMITH ELECTRIC	SERVICES	\$ 272.80
47974	SUBSCRIBER TECHNOLOGIES INC	TV PROGRAMMING COST	\$ 200.00
47975	SUNSHINE FOODS	SUPPLIES	\$ 1,238.43
47976	TREE TOP TREE SERVICE	STUMP GRINDING	\$ 165.00
47977	TV & APPLIANCE SHOP	REPAIR	\$ 79.60
47978	USA BLUEBOOK	SUPPLIES	\$ 804.98
47979	WELLS FARGO VENDOR FIN SERV	COPIER LEASE	\$ 233.86
47980	WESCO RECEIVABLES CORP	SUPPLIES	\$ 590.00
47981	WEST SIOUX COMMUNITY SCHOOL	AD	\$ 50.00
		TOTAL	\$ 445,346.78

**CITY OF HAWARDEN  
FISCAL YEAR 2015-2016  
BAD DEBT WRITE-OFFS**

	FY2015-2016	FY2014-2015	FY2013-2014	FY2012-2013	FY2011-2012	FY 2010-2011	FY 2009-2010	FY 2008-2009
<b>UTILITY WRITE-OFFS</b>								
Water Write-Offs & Misc.	\$ 278.49	\$ 112.35	\$ 234.87	\$ 226.48	\$ 754.23	\$ 837.33	\$ 254.49	\$ 373.33
Waste Water Write-Offs	\$ 215.70	\$ 126.60	\$ 330.28	\$ 322.05	\$ 663.84	\$ 647.85	\$ 322.14	\$ 328.01
Electric Write-Offs	\$ 663.64	\$ 1,062.18	\$ 746.73	\$ 1,221.80	\$ 2,349.83	\$ 2,937.80	\$ 1,235.86	\$ 3,556.76
Gas Write-Offs	\$ 420.25	\$ 417.40	\$ 1,616.69	\$ 759.15	\$ 2,187.28	\$ 2,157.84	\$ 1,855.16	\$ 4,074.62
Solid Waste Write-Offs	\$ 133.44	\$ 74.45	\$ 262.82	\$ 302.69	\$ 329.46	\$ 391.55	\$ 297.12	\$ 282.93
<b>TOTAL</b>	<b>\$ 1,711.52</b>	<b>\$ 1,792.98</b>	<b>\$ 3,191.39</b>	<b>\$ 2,832.17</b>	<b>\$ 6,284.64</b>	<b>\$ 6,972.37</b>	<b>\$ 3,964.77</b>	<b>\$ 8,615.65</b>
<b>COMMUNICATIONS WRITE-OFFS</b>								
Telephone/Cable Write-Offs	\$ 92.84	933.39	\$ 215.07	\$ 107.39	\$ 292.62	\$ 648.27	\$ 1,077.71	\$ 1,253.96
<b>AMBULANCE WRITE-OFFS</b>								
Medicare	\$ 51,927.64	\$ 53,437.91	\$ 24,901.17	\$ 21,918.56	\$ 21,540.30	\$ 18,412.13	\$ 20,401.92	\$ 28,841.07
Title XIX	\$ 21,313.68	\$ 27,504.24	\$ 8,820.01	\$ 16,216.88	\$ 4,608.63	\$ 12,451.14	\$ 8,567.90	\$ 5,248.19
Other/Private Pay	\$ 14,496.13	\$ 30,687.00	\$ 6,798.66	\$ 28,533.68	\$ 21,868.42	\$ 19,893.94	\$ 15,241.16	\$ 11,930.25
<b>TOTAL</b>	<b>\$ 87,737.45</b>	<b>\$ 111,629.15</b>	<b>\$ 40,519.84</b>	<b>\$ 66,669.12</b>	<b>\$ 48,017.35</b>	<b>\$ 50,757.21</b>	<b>\$ 44,210.98</b>	<b>\$ 46,019.51</b>
<b>TOTAL WRITE-OFFS</b>	<b>\$ 89,541.81</b>	<b>\$ 114,355.52</b>	<b>\$ 43,926.30</b>	<b>\$ 69,608.68</b>	<b>\$ 54,594.61</b>	<b>\$ 58,377.85</b>	<b>\$ 49,253.46</b>	<b>\$ 55,889.12</b>
<b>DOUBTFUL ACCOUNTS RECOVERED (from previous years write-offs)</b>								
Utilities	\$ 221.14	\$ 1,796.97	\$ 3,088.43	\$ 5,129.15	\$ 2,826.82	\$ 2,078.55	\$ 5,740.67	\$ 2,967.29
Telephone/Cable	\$ 276.39	\$ 980.51	\$ 306.07	\$ 419.07	\$ 1,376.33	\$ 1,018.28	\$ 690.96	\$ 1,099.51
Ambulance	\$ 7,518.23	\$ 1,766.54	\$ 5,208.15	\$ 6,436.05	\$ 3,190.11	\$ 2,712.65	\$ 4,321.07	\$ 2,898.66
<b>TOTAL</b>	<b>\$ 8,015.76</b>	<b>\$ 4,544.02</b>	<b>\$ 8,602.65</b>	<b>\$ 11,984.27</b>	<b>\$ 7,393.26</b>	<b>\$ 5,809.48</b>	<b>\$ 10,752.70</b>	<b>\$ 6,965.46</b>

## EXECUTIVE SUMMARY

CITY OF HAWARDEN, IOWA

Refunding Series 2011 Electric Revenue Bonds

Prepared: July 7, 2016

<b>Current Outstanding Debt</b>	
Total Outstanding Callable:	\$2,560,000
Average Interest Rate:	3.60%

	Interest Rate Scenario		
	Low (-0.25%)	Market	High (+0.25%)
<b>Refinancing Scenario</b>	<b>A</b>	<b>B</b>	<b>C</b>
Total New Outstanding:	\$2,560,000	\$2,605,000	\$2,645,000
Estimated All-In True Interest Cost (incl. costs of issuance):	1.98%	2.17%	2.37%

### Estimated Savings

	A	B	C
Total Estimated Present Value Savings (\$):	\$189,862	\$143,186	\$98,163
Total Estimated Savings (% of refunded bonds):	7.42%	5.59%	3.83%

[1] Costs of issuance paid from proceeds of bond issue. Savings reflect true savings, including costs of issuance.



July 7, 2016

Gary Tucker, City Administrator  
City of Hawarden  
1150 Central Avenue  
Hawarden, Iowa 51023

Re: Preliminary Letter of Intent // Proposed Series 2016 Electric Revenue Refunding Bonds

Dear Mr. Tucker:

This letter confirms our engagement to serve as an underwriter/placement agent for the Bonds. Delivered with this letter as Exhibit A are the disclosures required by MSRB Rule G-17 regarding our role, duties and interests as an underwriter/placement agent of the Bonds.

Your execution of this letter will confirm that you reasonably expect that we will serve as an underwriter/placement agent of the Bonds, and will enable us to provide advice with respect to the structure, timing, terms, and other similar matters concerning the Bonds pursuant to the underwriter exclusion under the SEC's municipal advisor registration rules.

We understand that our engagement is preliminary in nature and, among other things, may be subject to applicable procurement laws, formal governing body approval of our engagement, the final structure of the Bonds, and execution of a mutually-agreeable bond purchase agreement. This engagement letter is non-binding and may be terminated by either party without liability. This engagement letter does not prevent you from engaging other underwriters/placement agents for the Bonds, or from selecting an underwriting/placement agent group that does not include us.

Sincerely,

D.A. DAVIDSON & Co.

By: Michael P. Maloney, Jr

Its: Michael Maloney, Senior Vice President

ACKNOWLEDGED AND ACCEPTED:

CITY OF HAWARDEN, IOWA

By: \_\_\_\_\_

Its: \_\_\_\_\_



## EXHIBIT A

D.A. Davidson & Co. (hereinafter referred to as “Davidson” or “underwriter”) intends/proposes to serve as an underwriter/placement agent, and not as a financial advisor or municipal advisor, in connection with the issuance of the Bonds.

As part of our services as underwriter/placement agent, Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds.

### Disclosures Concerning the Underwriter’s/Placement Agent’s Role:

- (i) MSRB Rule G-17 requires an underwriter/placement agent to deal fairly at all times with both municipal issuers and investors.
- (ii) The underwriters’/placement agent’s primary role is to purchase the Bonds with a view to distribution in an arm’s-length transaction with the Issuer. The underwriters financial and other interests that may differ from those of the Issuer.
- (iii) Unlike a municipal advisor, the underwriters/placement agents do not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.
- (iv) The underwriters/placement agents have a duty to purchase or arrange for purchase of the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable.
- (v) The underwriter/placement agent will review the official statement for the Bonds (if applicable) in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.

### Disclosures Concerning the Underwriters/Placement Agent Compensation:

As underwriter/placement agent, Davidson will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting/placement agent fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter/placement agent may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

### Additional Conflicts Disclosure:

Davidson has not identified any additional potential or actual material conflicts that require disclosure.

**CITY OF HAWARDEN, IOWA**

**Proposed Electric Revenue Refunding Bonds, Series 2016  
(\$2.605 Million <sup>[1]</sup>)  
Potential Timeline**

Date Prepared: July 7, 2016

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Council Meeting, Wednesday, July 13<sup>th</sup>:**

**Council Meeting, Wednesday, July 27<sup>th</sup>:**

**Not Less Than 4 Nor More Than 20 Days  
Prior to Public Hearing:**

**Council Meeting, Wednesday, August 10<sup>th</sup>:**

**Council Meeting, Wednesday, August 24<sup>th</sup>:**

**September 8<sup>th</sup> – September 13<sup>th</sup>  
(no meeting necessary):**

**Council Meeting, Wednesday, September 14<sup>th</sup>:**

**Council Meeting, Wednesday, September 28<sup>th</sup>:**

**Thursday, October 13<sup>th</sup> (no meeting necessary):**

- Council reviews potential refinancing
- Council considers resolution taking action to set Wednesday, August 10<sup>th</sup>, as date for public hearing (not to exceed \$2.7 million)
- Publish notice of public hearing
- Council holds public hearing
- Council approves Preliminary Official Statement (offering document for financing)
- Pricing of bonds
- Council considers Bond Purchase Agreement (locks in interest rates on refunding)
- Council authorizes redemption of prior debt
- Council authorizes issuance of Electric Revenue Refunding Bonds, Series 2016
- Closing / delivery of funds

[1] Preliminary, subject to change.