

Hiawatha Public Library 150 W. Willman St. Hiawatha, IA 52233

Board Meeting Agenda Hiawatha Public Library Board of Trustees

August 13, 2019 7:00 p.m. Glenn Schminke Community Room Hiawatha Public Library

Library Board President: Brenda Powers

- A. Call to Order
- B Approval of Agenda
- C. Approval of Consent Agenda
 - 1. Approval of bills
 - 2. Minutes: July 9, 2019
 - 3. Library Director's Report
 - 4. Monthly Report
- D. New Business
 - 1. Strategic Planning discussion-guest Michael Pearson
 - 2. Hiawatha Public Library Expansion and Renovation
 - a. Consider Resolution approving Pay Estimate #1
 - b. Consider Resolution approving Pay Estimate #2
 - c. Consider Resolution approving Pay Estimate #3
 - d. Consider Resolution declining Change Order #2
 - e. Consider Resolution approving Change Order #3
 - f. Consider Resolution approving Change Order #4
- E. Old Business
 - 1. Building project update
 - 2. Committee assignments
 - 3. FY20 committee meeting schedule
- F. General Discussion
- G. Trustee training-patron privacy
- H. President's Report
- I. Adjournment

The next regularly scheduled board meeting is set for Tuesday, September 10, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.

7/10/2019 through 8/12/2019

2/2019		'	7/10/2019 throug	n 8/12/2019				Page
Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
EXPENSES								-15,613.08
001-410-6210 Dues-Me	emberships-Subs	3						-499.00
8/12/2019	FY20		United Way	142 agency	.001-410-621			-50.00
8/12/2019	FY20				.001-410-621			-449.00
01-410-6310 Bldg Gr	ounds Repair Ma	int						-249.97
8/12/2019	-	Print	Van Meter. I	SO107280	001-410-631			-50.21
8/12/2019	FY20		Plumb Suppl		001-410-631			-199.76
01-410-6424 On-Line	-							-11,704.83
8/12/2019	FY20		Cedar Rapid	1st quarter	001-410-642			-11,704.83
01-410-6499 Misc Co	-		ooda tap.a	or quarto.				-42.00
Cleaning								-42.00
8/12/2019	FY20		Fresh Scent	125595	001-410-649			-42.00
01-410-6502 Library	-		Troom Coom	120000	001 110 010			-1,353.23
Adult Audio	Materials							-218.75
8/12/2019	FY20	S	Recorded Bo	76405527	001-410-650			-31.25
0/12/2019	1 120	3	Necolded Bo	76497193	001-410-650			-31.25
				76449060	001-410-650			-62.50
				76450529	001-410-650			-31.25
								-51.25 -62.50
Adult Deeks				76451103	001-410-650			
Adult Books	EV/20		Λ	440 00547	004 440 650			-379.99
7/21/2019	FY20	S	Amazon		001-410-650			-255.03
					001-410-650			-19.99
0.11.				114-79116	001-410-650			-104.97
Children's-YA Book					004 440 050			-69.83
7/21/2019	FY20	S	Amazon		001-410-650			-14.61
					001-410-650			-17.69
					001-410-650			-12.95
					001-410-650			-14.99
8/12/2019	FY20		Scholastic	19628062	001-410-650			-9.59
DVD								-241.54
Adult DVD		_						-241.54
7/21/2019	FY20	S	Amazon		001-410-650			-18.26
					001-410-650			-29.92
				111-13210	001-410-650			-12.96
				111-58299	001-410-650			-21.57
				111-37979	001-410-650			-125.83
8/12/2019	FY20		Kanopy	162530	001-410-650			-33.00
Large Print								-148.14
8/12/2019	FY20		Cengage Le	67417602	001-410-650			-148.14
Periodicals								-294.98
7/23/2019	FY20		School Libra	renewal	001-410-650			-136.99
8/12/2019	FY20		Library Journa	lOne year re.	001-410-650			-157.99
01-410-6505 Program	nming			•				-437.50
Adult								-213.44
7/21/2019	FY20	S	Amazon	111-05376	001-410-650			-106.77
				111-67547	001-410-650			-13.78
					001-410-650			-13.78
					001-410-650			-12.93
					001-410-650			-40.20
					001-410-650			-8.99
					001-410-650			-16.99

August 2019 7/10/2019 through 8/12/2019

8/12/2019			7/10/2019 throug	JII 0/ 12/2019				Page 2
Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
Children's								-224.06
7/21/2019	FY20	S	Amazon	113-88002	001-410-650			-134.25
				113-59723	001-410-650			-5.65
				113-81382	001-410-650			-19.69
				113-88731	001-410-650			-34.49
				113-91123	001-410-650			-29.98
001-410-6506 Office	Supplies							-448.70
7/21/2019	FY20		Adobe	1042653465	001-410-650			-15.89
7/21/2019	FY20	S	Amazon	111-11770	001-410-650			-63.97
8/12/2019	FY20	103	Envisionware	73767 RFI	001-410-650			-262.00
8/12/2019	FY20		Office Expres	s 52387-0, 5	001-410-650			-106.84
001-410-6507 Opera	ting Supplies-Misc							-385.22
8/12/2019	FY20		JP Gasway	13155	001-410-650			-300.23
8/12/2019	FY20		Discount Pa	269525	001-410-650			-84.99
001-410-6508 Postag	ge							-116.65
7/24/2019	FY20	S	Hiawatha Po.	. 7/5	001-410-650			-36.22
				7/11	001-410-650			-50.90
				7/18	001-410-650			-29.53
190-410-6727 Techn	ology Reserve							-208.00
7/21/2019	FY20		SofterWare	747030	190-410-672			-208.00
320-410-6506 Childre	en's Program Trus	st						-167.98
8/12/2019	FY20		Cedar Rapid	. 7/17/19 Alt	320-410-650			-150.00
8/12/2019	FY20	S	Alicia Mangin	Hy-Vee 7/2	320-410-650			-6.99
				Hy-Vee 7/1	320-410-650			-10.99
					0	VERAL	L TO	-15,613.08



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: July 9, 2019

Call to Order: 7:03 pm

A. Call to Order – Roll Call

Present: Anna Ronnebaum, Matt Dunbar, Brenda Powers,
April Neuendorf, Sue Halter, Karlene Nesslage, and Jerry Mohwinkle (arrived at 7:25). Also
present: Jeaneal Weeks – HPL Director, Kim Downs – City Administrator, Bill Bennett –
Hiawatha Mayor, Rob Archibald – City Council Member, Wade Squires – Fusion Architects

B. Approval of Agenda

The Agenda was reviewed. Karlene Nesslage made a motion to accept the agenda, Anna Ronnebaum seconded and the motion carried.

C. Approval of Consent Agenda

1. Approval of bills

2. Minutes: May 14, 2019

3. Library Director's Report

4. Monthly Report

A motion was made to approve the consent agenda after removing the bills to be voted on separately by Anna Ronnebaum, Matt Dunbar seconded and the motion carried.

Additional items had been added to the bills – these were reviewed. Brenda Powers made a motion to approve the payment of the bills, April Neuendorf seconded and the motion carried.

D. New Business -

1. Consider Resolution 19-23 authorizing staff as per the AIA Document for Architect Services to Proceed with Supplemental Services with Bluestem including Audio Visual (AV) and review for the Hiawatha Public Library Renovation and Expansion Project

Anna Ronnebaum made a motion to approve Resolution 19-23, Brenda Powers seconded.

Resolution 19-23 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage & Halter

Nays: none

Absent: Mohwinkle

- 2. 2019-Hiawatha Public Library Renovation and Expansion Project
 - a. Public Hearing-Consider the proposed plans, specification, form of contract, and estimate of cost on file for the IT, Communication and Data Proposal
 - Public hearing was opened at 7:12 pm and Closed at 7:13 with no comments from the public.
 - Review Bids
 - Consider Resolution 19-24 awarding contract

Motion to approve Resolution 19-24 was made by Brenda Powers, seconded by Sue Halter.

Resolution 19-24 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage & Halter

Nays: none

Absent: Mohwinkle

b. Public Hearing-Consider the proposed plans, specification, form of contract, and estimate of cost on file for the Audio Visual Proposal- Public hearing was opened at 7:17 pm and Closed at 7:18 with no comments from the public.

- Review Bids
- Consider Resolution awarding contract

Motion to approve Resolution 19-25 was made by Anna Ronnebaum, seconded by Matt Dunbar.

Resolution 19-25 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage & Halter

Nays: none

Absent: Mohwinkle

3. Consider Resolution 19-26 setting and approving Library Non-Union Employees Position Adjustments, Wages and Salary Schedule for FY 2019-2020

> Motion to approve Resolution 19-26 was made by Brenda Powers; Matt Dunbar seconded and was then approved by a roll call vote:

> Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage, Halter, & Mohwinkle Nays: none

Absent: none

- 4. Consider Resolution to approve Library Adult Collection Developer job description not needed because it was covered in item #3.
- 5. Election of Officer (s) Vice President Brenda Powers asked for nominations for the Vice President position, Karlene Nesslage nominated Anna Ronnebaum, Jerry Mohwinkle seconded. No other nominations were made. Anna Ronnebaum was elected to the Vice President position by unanimous roll call vote.

E. Old Business-

1. Building project update – the new parking lot is nearly finished, the electrical boxes have been moved by Alliant, other utilities are being moved as needed. Work has begun on the West side of the building.

F. General Discussion

- 1. Committee Change-Publicity to Advocacy
- 2. FY20 committee meeting schedule Discussion on these 2 topics was held. The committees will be reviewed and some changes to assignments will be made to allow for trustees to be involved in different ways. Then the committees will be added to the agenda for monthly updates.

G. Trustee Training -

1. The move "The Public" will be showing at the Library on Thursday, July 18th at 6:00pm.

н.	President's Report – none
I.	Adjournment – Brenda Powers made a motion to adjourn the meeting, Anna
	Ronnebaum seconded and the motion was carried. Meeting adjourned at 8:18 pm
n	anda Dansaidant
Bre	enda Powers, President
ΑT	TEST:
 Kar	
Kui	iene nessiage, secretary



August 2019

Director's Report:

A Universe of Stories was an out of this world experience for patrons of all ages. I commend library staff for their creativity, enthusiasm, and grit. Summer is a hectic environment, and we all pull together to help each other get things done. Summer is also a time when we see new people using the library for the first time, drawn by our programming along with the other services we offer. We make every effort to provide a good experience for newcomers and our regular patrons. First impressions are important, and we hope to retain those new patrons. We are pleased that the construction has not made a big dent in our usage. We have been able to showcase the progress we are making on the expansion, and most patrons seem to appreciate the fact that all this work, noise, and inconvenience will result in a wonderful and spacious place to be.

Director Jeaneal Weeks met with potential new community partner United We March Forward, a non-profit that supports immigrants' integration in the community by providing research directory, classroom workshops, and youth programs. The meeting with Mugisha Bwenge and Kasasila Nyandwi resulted in a desire to learn about what we can offer each other as community organizations. Literacy for new immigrants is an important part of their mission, and we will look for ways to collaborate to better serve the immigrant community.

We welcome Rachel Greene, our new circulation clerk, to the team. Rachel has a B.A. in ethics and public policy from the University of Iowa. She is getting acclimated and learning many new things. We look forward to working with Rachel and introducing her to the community and our patrons.

We would like to welcome Gazette reporter Maddy Arnold who has been assigned to cover the cities of Hiawatha and Marion. She has been able to bring the spotlight to the city and the library already. We were the cover story of the Gazette on Monday https://www.thegazette.com/subject/news/hiawatha-iowa-library-expansion-20190729 and were featured on KCRG news. In addition, Weeks was quoted in the Sunday Gazette's quotes of the week.

City staff participated in sexual harassment training as part of the city's ongoing training efforts.

Weeks met with CRPL's IT librarian Jill Martinez as part of her monthly visit to address any technology issues related to our shared services. We are working on making it easier for patrons to understand the language on hold notifications and the timing of reports to give us more flexibility in our efforts to search for items put on hold. We also discussed ways to brand and tailor the MLN app for Hiawatha Public Library patron. She also shared CRPL's staff Niche Academy training module so that we could benefit from material they produced regarding shared circulation and resources.

Weeks met with Mike Pearson, strategic planner, Kim Downs and trustees Brenda Powers and Anna Ronnebaum to facilitate his presentation to the full board to begin the strategic planning process.



Youth Services Report:

During July, the expansion project brought changes to the library's exterior, many of which came right up to Youth Services Librarian Alicia Margin's window. Mangin enjoyed letting kids stand on her countertop and watch the diggers and dump trucks work their magic. Likewise, adults are excited to see the daily progress and absolutely love the new parking lot.

With four reading programs emanating from the youth services department, Mangin is thrilled to share that 1,730 eager readers and caregivers participated. Again, Mangin is pleased with the 60% completion rate attained for both the juvenile and teen programs.

Assembly programs continued to draw big crowds during July. These included The Magic of Rick Eugene, Traveling Lantern Theatre Company, Grout Museum Super Cold Science, The Rope Warrior, Martika Circus and Fire Act and Big Bang Bubbles. Smaller gatherings featured Vesta the Fox, YogArt for Teens, Moon Party Celebrating Apollo 11 50th Anniversary and collaborative events with Linn County Extension featuring entrepreneurship and engineering skills.

National Mississippi River Museum and Aquarium was scheduled to present Ocean Odyssey, a mobile touch tank filled with baby sharks on Monday, August 15. This, our most anticipated event of summer 2019 was canceled when the Museum's transportation broke down on its way to Hiawatha. Never fear! The presenter and the sharks were fine but the van wasn't so fortunate. The Museum had to cancel all scheduled appearances that week. Mangin has rescheduled this event for August 22 and it is sold out.

Alicia Mangin and Adult Programming Librarian Marta Petermann represented the library at CR Pridefest on July 6 in the NewBo district of Cedar Rapids. Mangin and Petermann enjoyed mingling with current library patrons and telling our story to potential new patrons. The CR Pridefest committee estimated that 8,000 people attended this community event.

AmeriCorps Summer Learning Associates Anna Brabston and Morgan Meese completed their terms of service on July 26. Brabston and Meese continued reaching out to senior centers and a school age summer care program. Youth Services Librarian Mangin appreciates their many contributions and will pursue AmeriCorps Summer Learning members again for summer 2020.

Adult Programming Report:

July has flown by. The library offered many opportunities and unique events. We offer thanks to the Hiawatha Parks and Recreation Department for partnering with us to host international variety entertainer Martika. She performed her amazing circus and fire routine on a hot, sunny July day to an audience of over 200. Thank you to all who showed up at Guthridge Park and sweated it out while we watched her in her creative element.

Thank you to NASA Solar System Ambassador Mark Brown. He was nothing short of awesome and was a huge asset to our *Universe of Stories* program this summer. It was great fun having him at our Moon Party, assisting with rocket builds at our teen and tween space camp, teaching us about comets, and granting us the chance to look through a telescope. We are grateful for the information and knowledge he shared with us.

As mentioned in the Youth Services report, we hosted two Americorps employees this summer. Morgan and Anna They worked to provide outreach to care facilities and a local elementary school. They facilitated



programs, helped answer library questions, organized library materials, handed out prizes, and supported the staff during hectic times. They were a big asset, and we appreciate the work they did.

Also mentioned in the Youth Services report, we had the opportunity to have a table at the Cedar Rapids Pride Fest. There was excitement in the air. It was contagious. What a wonderful way to meet the community, say hello to current patrons, and to serve those around us. Festival goers stopped by our table to discuss our programs and services along with questions regarding library materials.

Thank you to all who signed up for the adult summer reading program. We had 115 patrons finish the program this year. That's amazing! We hope to continue to offer fun, educational and cultural experiences, programs, and incentives such grand prizes while encouraging life-long literacy.

Collection Development report:

This is a new report from collection developer Deb Tobias.

I am very excited to be asked to manage collection development for the Hiawatha library. I am currently learning the ins and outs of the software and companies that we use for ordering and maintaining the collection. Due to the future building project, we are actively assessing and reducing the collection in advance of the moving process. Our focus is discarding duplicates and checking for condition of items and deciding whether to replace them. Taryn Kincaid is assisting in this process and we have made a good start on it. You may see in the monthly report the collection statistics reflect this weeding project.

The library has access to many forms of reviewing material to assist in purchasing decisions. The State Library of lowa has funded a wonderful database for one year. I recently attended a webinar to learn to use the product. This "Core Collection" product is a database of the H. W. Wilson catalogs. In the past, these volumes were published every two years and consisted of Children's Catalog, Fiction Catalog, etc. The product now is updated much more often and consists of a Children's, Fiction, Non-fiction, Middle and Junior High school and Senior High school core collections. The database serves to collect reviews, articles about the titles, and information to help identify other similar titles for our development needs. It is easy to access on the Hiawatha website under "Services and Resources", click on "EBSCO" and select "Core Collections Complete". Please feel free to check it out.

Monthly Report July 2019

MATERIAL CIRCULATION				
Adult	4,209	16%		
Juvenile	9,686	38%		
Young Adult	1,089	4%		
Periodicals	162	1%		
DVD Adult	5,324	21%		
DVD Juvenile	1,861	7%		
Other Materials	93	0%		
Kits	73	0.28%		
Adult Audio	545	2%		
Adult Music	400	2%		
Juvenile Audio	147	0.57%		
Children's Music	145	0.56%		
Young Adult Audio	45	0.17%		
Overdrive Audio	632	2.45%		
One-Click Audio	87	0.34%		
Overdrive E-Books	747	2.90%		
3M Cloud Library	215	0.83%		
3M Cloud Library Pay				
Per Use	106	0.41%		
Zinio Magazines	156	0.61%		
Freegal Music	44	0.17%		
Total Circulation	25,766			
Last Year's Circulation	25,186			
Change	580			

SELF-CHECK	10,994	46.23%
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DAYS OPEN	26
Ave. Daily Circulation	991

INCOME				
Fines	\$1,026.84			
Copier	\$312.40			
Postage	\$0.00			
FAX	\$58.00			
Lost/damaged Books	\$137.96			
Lost Cards	\$8.00			
ILLs	\$43.00			
Room Rental	\$0.00			
Merchandise	\$1.50			
Total	\$1,587.70			

UNIQUE MANAGEMENT				
	Month	Y-T-D		
Dollars received	\$73.50	\$73.50		
Material returned	\$144.91	\$144.91		

OPEN ACCESS CIRCULATION		
Open Access	18,656	
Hiawatha	2,494	
Linn County	1,477	
Cedar Rapids	13,301	
Marion	1,938	
Robins	1,152	
Total Circulation	23,779	

LIBRARY VISITS	
2019	14,591
Daily Average	561
2018	15,841
Change	-1,250

INTERLIBRARY LOANS			
ILLs Sent	34		
ILLs Received	27		

NOTARY	Month	YTD
	13	13

PROCTOR	Month	YTD
	13	13

PROGRAMMING				
	people	programs		
Youth	4400	57		
Outreach	240	5		
Young Adult	671	6		
Youth Total	5,311	68		
Family	820	2		
Adult	212	24		
Outreach	70	7		
Adult Total	1,102	33		

LIBRARY USERS			
Registered Borrowers 8,963			
New this Month	98		
Withdrawn	111		

MEETING ROOM	171
McKenzie	89
Schminke	82
Public	11
Library	71

COLLECTION								
	Adult	Juvenile	Youth	Audio	Video	Periodicals	Music	Total
Items Added	209	160	26	4	237	42	2	680
Items Withdrawn	49	58	3	3	251	24	0	388

Online Resources

	Month	Y-T-D
WEBSITE USERS	1826	1826

PRONUNCIATOR	Log Ins	Y-T-D
	4	4

FREEGAL	Month	Y-T-D
Download patrons/song	26/263	26/263
Streaming patrons/song	18/456	18/456

	Month	Y-T-D
BRAINFUSE	10	10

NICHE ACADEMY	Month	Y-T-D
Views	21	21

			Last	
COMPUTER USE		Ave./Day	Month	Change
Patrons	1217	46.81	1216	1
Hours	1002	38.54	939	63

REFERENCE USA	Month	Y-T-D	
Logins	0	0	no data available

E	вѕсоноѕт	Г
	Sessions	Y-T-D
Image colle	10	10
Consumer R	0	0
MasterFILE	18	18
Other	32	32
Novelist	0	0
Total	60	60

LYNDA	Month	Y-T-D
User Logins	110	110

KANOPY	Month	Y-T-D
Plays	22	22

CITY ADMINISTRATOR'S OFFICE MEMO

cityadmin@hiawatha-iowa.com

319-393-1515 ext.523



To: Mayor and City Council

From: City Administrator, Kim Downs

Date: August 9, 2019

RE: Hiawatha Public Library Expansion and Renovation Project Pay Estimates 1, 2, and 3

The Garling Construction has submitted Pay Estimates 1, 2, and 3 for payment documenting materials used/purchased per the specifications and special provisions of the contract.

The contractor has signed the pay estimates along with Fusion and city staff has reviewed each of the documents for quality assurance. No discrepancies were identified. The contractor ensures that the submittals are in the correct and truthful. A 5% retainage is allowed for each pay estimate.

See attached partial payment(s) 1, 2, and 3 for Garling Construction from Belle Plaine, IA for the Hiawatha Public Library Expansion and Renovation Project. This payment is for work completed through July 15.

Recommendation: Fusion Architects and City Staff recommends approval of the partial payments 1, 2, and 3 to Garling Construction in the amount as list below:

Pay Estimate #1 \$55,720.96 (May)

Pay Estimate #2 \$99,408.00 (June)

Pay Estimate #2 \$188,133.25 (July)

As the library board you will above each pay estimate individually. After your approval the pay estimates will be presented to the city council directing the finance director to make payment.

Wade Squires for Fusion will be present for your meeting to help you with the approval if needed.

Thank you for your consideration and approval.

Kim

AYES:

RESOLUTION NO. 19-

Library Board of Trustees

RESOLUTION APPROVING PARTIAL PAY ESTIMATE #1 HIAWATHA PUBLIC LIBRARY EXPANSION AND RENOVATION PROJECT

WHEREAS, the Hiawatha Board of Trustees of the City of Hiawatha, Iowa, contracted for the Hiawatha Public Library Expansion and Renovation Project with Garling Construction of Belle Plaine, and

WHEREAS, application for Partial Pay Estimate #1 (one) in the amount of \$55,720.96 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #1 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to <u>Garling Construction</u>, in the amount of \$55,720.96.

ABSENT:	
	PASSED AND APPROVED this 13th day of August, 2019.
	Brenda Powers, President
ATTEST:	
Karlene Nes	slage, Sectary

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

	THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN THE PERSON NAMED IN COLUMN TWO IS NAMED IN THE PERSON NAMED IN THE PERSON NAMED IN THE PERSON NAMED IN THE PERSON NAMED IN THE PE		SPOJECT.	Lieuwiho I ibrony	APPI ICATION NO: 01	01	
TO (OWNER):					INVOICE NO:	OUNGER	Distribution to:
City o	City of Hiawatha				PROJECT NO.	E400E	OWNED
101 E	101 Emmons Street			150 West Williams Street	PROJECT NO:	54095	
Hiawa	Hlawatha, IA 52233	13		Hiawatha, IA 52233	ARCHITECT PROJECT NO:	1,000	ARCHIEC
					OWNER PO NO:	24092	GENERAL CONTRACTOR
FROM: Kenda	Kendall R Meyeraan		ABCHITECT		CONTRACT DATE:		CONSTRUCTION MANAGER
	Garling Construction, Inc. 1120 11th Street	II, IIIC.			FROM:	4/15/2019	OTHER
Belle F	Belle Plaine, IA 52208 General Construction	80			10:	5/15/2019	
	PPLICATION	N FOR PAYMENT		Application is made for Payment, as shown below, in connection with the Contract.	s shown below, in connection with	the Contract.	
				Continuation Sheet, AIA Document G703, is attached.	nent G703, is attached.		
Change Orders approved in previous months by Owner	v Owner	APPROVED	DEDUCTIONS	1. ORIGINAL CONTRACT SUM			\$3,909,000.00
	Total			2. Net change by Change Orders			
Approved this Month	Month			3, CONTRACT SUM TO DATE (Line 1 +- 2)	1 +- 2)		\$3,909,000.00
Number Date	Date Approved			4. TOTAL COMPLETED & STORED TO DATE	Column 1 on 67031		\$58,653.64
		70		S. RETAINAGE:	(cole no t minor)		
				2.00%	of Completed Work	\$2,932.68	99
			400		(Column F + G on G703)		
				b.	of Stored Material		Total Control
		con		i	(Column H on G/03)		
				Total Retainage (Line 5a + 5b or Total in Column Lof G20)	tainage (Line 5a + 5b or Total in Column I of 6203)		\$2,932.68
				6. TOTAL EARNED LESS RETAINAGE	(line 4 lace line 5 Total)		\$55,720.96
	TOTALS						
Net change by Change Orders	Orders						
				7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	FOR PAYMENT		
The undersigned contractor certifies that to the best of the Contractor's knowledge	tor certifies that	t to the bast of the Conti	ractor's knowledge,	To entry Paragraph and Control	(Line o Irom prior Certificate)		\$55.720.96
information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid	e Work covered with the Contra	by this Application for P ict Documents, that all a	rayment has been mad impounts have been paid	B. CURKEN! PATMEN! DUE	PAINAGE		\$3,853,279.04
by the Contractor for Work which previous Certificates for Payment were issued and	rk which previou	us Certificates for Payme	ant were issued and		(Line 3 less Line 6)		
payments received from the Owner, and that current payment shown herein Is now due.	the Owner, and	that current payment sl	hown herein is now due.	State of: IA Subscribed and sworn to before me this	e this 20th day of May	Å	2019
CONTRACTOR: Garlin	Garling Construction, Inc.	tion, Inc.			One Dellen		TY. ABY DEMENIERAERE
7			DATE: 5-20-19	Notary Public:			W. Commercial female 731(t)
A SAME SAME				My Commission Expires:	3-6-20		
ARCHITECTS CERTIFICATE FOR PAYMENT To accordance with the Contract Documents, based on on-site observations and the data	TIFICATE F	OR PAYMENT	servations and the data	AMOUNT CERTIFIEDFity Five Thousand Seven Hundred Twenty Dollars and Ninety Six Cents	dred Twenty Dollars and Nine	ty Six Cents	\$ 55,720.96
comprising the above application, the Architect certifies to the Owner that to the best of	plication, the Ar	chitect certifies to the O	wher that to the best of		Attach evolanation if amount restilled differs from the amount applied for.)	ers from the amount appl	ed for.)
the quality of the Work is in accordance with the Contract Documents, and the Contractor	in accordance	with the Contract Docum	the Architect's Knowledge, illibilitation and before the work has progressed as marked, the quality of the Work is in accordance with the Contract Documents, and the Contractor	ARCHITECT: 11 1	1		4
is entitled to payment of the AMOUNT CERTIFIED.	the AMOUNT	CERTIFIED.		By: This certificate is not negotiable.	Date: The AMOUNT CERTIFIED is payable only to the Contractor named herein.	De only to the Contractor	Date: Cr named herein.
				Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or	e of payment are without prejudic	e to any rights of the Ow	ner or
				Contractor under this contract.			

		Σ	BALANCE TO FINISH	RETAINAGE	3.1	1,116,25	20.00	1,000.00	6.80	190.00		01	17.50	32.13	20.00			200.00																	\$2,932.68	\$2,932.68		\$2,932.68
PAGE 2 of 4	01 000668 54095	1. 1. 1	BALANCE	BALANCE			13,050.00	243,395.00	24,414.00	8,040.00	00.089,8	00.699,12	4,300.00	5.022.36	3,080.00	37,750.00	36,380.00	311,645.00	57,220.00	37,235.00	00 0 0 0 0 0 0	326 570 00	47.580.00	204,665.00		123,615.00	58,030.00	00 000 000	205,600.00	59,445.00	31.610.00	5,020.00	36,600.00	14,875.00	\$1,900,806.36	\$3,850,346.36		\$3,850,346.36
	NAME AND DESCRIPTION	- Х	TE AND	COMPLETE		100%	7%	8%	1%	32%		100	9,20	11%	11%			3%												a Capacita Capacita	Nector and a second sec				3%	2%		2%
	APPLICATION NO: INVOICE NO: PROJECT NO: ARCHITECT PROJECT NO:	. J	TOTAL COMPLETE AND	STORED TO DATE		22,325.00	1,000.00	20,000.00	136.00	3,800,00		0000000	350.00	647 64	400.00			10,000.00																	\$58,653.64	\$58,653.64		\$58,653.64
		1	_	PERCENT		100%	7%	8%	1%	32%		100	8%	110%	11%			3%			Section of the section of									200000000000000000000000000000000000000	Parity Care Control of the				3%	7%		3%
S		Н	COMPLETED THIS MONTH	STORED																											A CONTRACTOR OF THE PROPERTY O							
REGULAR ITEMS	*	9	COMPLET	WORK IN PLACE		22,325.00	1,000.00	20,000.00	136,00	3,800.00		00 000	00.068	642 64	400.00		38	10,000.00																	\$58,653.64	\$58,653.64		\$58,653.64
		L	S NO	PERCENT									NACOCOMPANS.																		Section Committee							
54095	04/15/2019 05/15/2019	- E	PREVIOUS APPLICATION	AMOUNT																																		
PROJECT:	OR PAYMENT, conta CONTRACT DATE: FROM:	D	SCHEDULED VALUE	AMOUNT		22,325.00	14,050.00	263,395.00	24,550.00	11,840.00	9,690.00	27,565.00	4,650.00	5 665 00	3,480.00	37,750.00	36,380.00	321,645.00	57,220.00	37,235.00	20,000	37,310.00	47.580.00	204,665.00		123,615.00	58,030.00	0000000	206,600.00	59,445.00	31.610.00	5.020.00	36,600.00	14,875.00	\$1,959,460.00	\$3,909,000.00		\$3,909,000.00
UMENT G703	d. o the nearest dolling	C		BILLING		010002	010003	010004	010005	010009	070070	010030	010038	กรกกรก	020051		020052	020063	020069	050030		030150	CONTRACT	040325	The Control of the Control	050353			060405	050415	070476	070477	070478	070480				
CONTINUATION SHEET AIA DOCUMENT G703	AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest doll: FROM: Itse Column I on Contracts where variable relations for line.	A B		ITEM DESCRIPTION OF WORK	Divisi	3 Bonds/Insurance Permits	4 Mobilization & Equipment		6 Temporary Utilities /Dumpster	+	s Llean up	┱	10 Billy	12 Havour & Staking		14 Dewatering	_		-	7	19 DIVISION 3 - CONCRETE	21 Concrete Equipation	+	24 Unit Masonry/Masonry Veneer			7	28 Division 6 - Wood, Plastics & Com	7	31 Ohileban Thermal & Willer Brown	T	33 Water Repellents	34 Insulation	35 Weather Barriers	PAGE TOTALS	REGULAR ITEM TOTALS	CHANGE ORDERS	GRAND TOTALS

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Page 1985 Page 1986 Page 1987 Page				SCHEDULED	PREVIOUS APPLICATIO	, z	COMPLET	ED THIS MONTH		TOTAL COMPLE	TE AND	BALANCE T	O FINISH
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CERTIFICATE	AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing	ning					APPLICATION NO:		01	
Contractor's signed Certification is attached. In rabiliations below amounts are stated to the nearest doll:	CONTRACT DATE:	04/15/2019					PROJECT NO:		54095	
Use Column L on Contracts where variable retainage for lin							ARCHITECT PROJECT NO:	CT NO:		
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	\$3,909,000.00			\$58,653,64		9,7	\$26,023.04	2,40	\$3,630,346.30	\$4,334,00
								-	20 010 010 01	00 000 04
	- 42 000 AND AND			\$58.653.64		20%	858,653.64	7.00	53,650,340,30	34,934,05

AYES:

RESOLUTION NO. 19-

Library Board of Trustees

RESOLUTION APPROVING PARTIAL PAY ESTIMATE #2 HIAWATHA PUBLIC LIBRARY EXPANSION AND RENOVATION PROJECT

WHEREAS, the Hiawatha Board of Trustees of the City of Hiawatha, Iowa, contracted for the Hiawatha Public Library Expansion and Renovation Project with Garling Construction of Belle Plaine, and

WHEREAS, application for Partial Pay Estimate #2 (two) in the amount of \$99,408.00 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #2 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to <u>Garling Construction</u>, in the amount of \$99,408.00.

NAYS: ABSENT:	
	PASSED AND APPROVED this 13th day of August, 2019.
	Brenda Powers, President
ATTEST:	
Karlene Ness	slage, Sectary

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

						CO	
TO (OWNER):			PROJECT:	Hiawatha Library	APPLICATION NO:	000718	Distribution to:
	City of Hiawatha	9		450 Most Millows Street	PROJECT NO:	54095	OWNER
	Hiswarha IA 52233			Hiawatha, IA 52233	ARCHITECT PROJECT NO:		ARCHITECT
	This was a second	1			OWNER PO NO:	54095	LENDOR
FROM: (CONTRACTOR)	Kendall R Meyeraan Garling Construction, Inc.	n. Inc.	ARCHITECT:		CONTRACT DATE:		CONSTRUCTION MANAGER
	1120 11th Street				FROM:	5/16/2019	OTHER
CONTRACT FOR	Belle Plaine, IA 52208 General Construction	08			. 10:	6/14/2019	
CONTRACTO	CONTRACTOR'S APPLICATION FOR PAYMENT	N FOR PAYMENT		Application is made for Payment, as shown below, in com-	Application is made for Payment, as shown below, in connection with the Contract.	the Contract.	
Change Ord	Change Orders approved in	APPROVED	DEDUCTIONS				
previous m	previous months by Owner Total			1. ORIGINAL CONTRACT SUM			\$3,909,000.00
Approve	Approved this Month			3. CONTRACT SUM TO DATE (Line 1 +- 2)	в 1 +- 2)		1 1
Number	Date Approved			4. TOTAL COMPLETED & STORED TO DATE	TO DATE (Column I on G703)	***************************************	\$163,293.64
				5, RETAINAGE:	(cordination double)		
				а, 5.00%	of Completed Work	\$8,164.68	
				,	(Column F + G on G/03)		
				ď	(Column H on G703)		
				Total Retainage (Line 5a + 5b or			
				Total in Column L of G7	Total in Column L of G703)		9
				6. TOTAL EARNED LESS RETAINAGE	1GE		\$155,128.96 *
	TOTALS				(Line 4 less Line 5 lotal)		
Net change by Change Orders	Change Orders						
				7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	S FOR PAYMENT		
The undersigned	contractor certifles that	The undersigned contractor certifies that to the best of the Contractor's knowledge,	actor's knowledge,	(Line 6	(Line 6 from prior Certificate)	***************************************	
Information and b	belief the Work covered	information and belief the Work covered by this Application for Payment has been	ayment has been	8. CURRENT PAYMENT DUE			\$99,408.00 •
completed in acc	ordance with the Contra	completed in accordance with the Contract Documents, that all amounts have been paid	mounts have been paid	9, BALANCE TO FINISH, PLUS RETAINAGE	TAINAGE		11
by the Contractor	for work which previous	by the Contractor for work which previous Certificates for rayment were issued and	int were issued and	State of: 14	לדוווב כן נפסף דוווג כן		
payments receive	to least the caner, and	mer contain begins in			ne this 14th day of June	9	2019
CONTRACTOR:	Garling Construction, Inc.	ion, Inc.		D Complete	ampalled		
By. Com	0		DATE: 6-14-19	Morelly Ludice:	•	AMY DEMEULENAERE	
				My Commission Expires:	3-6-20	Control Haych Dd, 2010	
ARCHITECTS To accordance with	ARCHITECTS CERTIFICATE FOR PAYMENT	ARCHITECTS CERTIFICATE FOR PAYMENT In accordance with the Contract Documents, based on on-site observations and the data	servations and the data		AMOUNT CERTIFIEDNine Thousand Four Hundred Eight Dollars and No Cents	ıts	\$ 99,408.00
comprising the at	bove application, the Ar	comprising the above application, the Architect certifies to the Owner that to the best of	wner that to the best of		Attarb explanation if amount certified differs from the amount applied for.)	rs from the amount applied for	or.)
the Architects Ki	Mork is in accordance v	the auslity of the Work is in accordance with the Contract Documents, and the Contractor	ents, and the Contractor	ARCHITECT: . 11 P	- /		
Is entitled to payr	is entitled to payment of the AMOUNT CERTIFIED.	SERTIFIED.			B 8 F	Date:	- 49.
				This certificate is not negotiable. Issuance, payment and acceptance.	This certificate is not negotiable. The AMOUNI CERTIFIED is payable only to the Contractor named netein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or	e only to the Contractor name e to any rights of the Owner o	ed Rerein.
				Contractor under this Contract.			

LNOS	CONTINUIATION SHEET ATA DOCIMENT 6203	TIMENT C703	DDOJECT: KANO	FAMOR	-	DECIII AD TTEMS	U				DAGE 2 of 4	
ATA	ATA Deciment C703 ADDITCATION AND CEDTIFICATE BOD DAVMENT contained	CEDTIETCATE	OD DAVMENT CONTS	pololo					APPI ICA	APPLICATION NO:	0.0	
Contra	Contractor's slaned Certification is attached	d.	CONTRACT DATE:	Samue					NI	INVOICE NO:	000718	
In tabu	In tabulations below, amounts are stated to the nearest doll	to the nearest doll:		05/16/2019					PRO	PROJECT NO:	54095	
Use Co	Use Column L on Contracts where variable retainage for line	e retalnage for lin	10;	06/14/2019					ARCHITECT PROJECT NO:	JECT NO:		
٥	В	၁	o l	Е	L	9	H	I	TOTAL DESIGNATION	<u>×</u>		W
			SCHEDULED	PREVIOUS APPLICATION	. Z	COMPLETI	COMPLETED THIS MONTH		TOTAL COMPLETE AND	TE AND	BALANCE TO FINISH	O FINISH
ITEM	DESCRIPTION OF WORK	BILLING	AMOUNT	AMOUNT	PERCENT	WORK IN PLACE	STORED	PERCENT	STORED TO DATE	DATE	BALANCE	RETAINAGE
							Π					
2	Division 1 - General Requirement											
3	Bonds/Insurance Permits	Dispose.	22,325.00	22,325.00	100%				22,325.00	100%		1,116.25
4	Mobilization & Equipment	010003	14,050.00	1,000.00	20%	2,250.00		16%	3,250.00	23%	10,800.00	162.50
2	Management/Supervision/Admin	010004	263,395.00	20,000.00	8%	18,500.00		7%	38,500.00	15%	224,895.00	1,925.00
9	Temporary Utilitles /Dumpster	010005	24,550.00	136.00	1%	1,500.00		%9	1,636,00	7%	22,914.00	81.80
+	remporary Construction	010009	11,840.00	3,800.00	32%	3,250.00		27%	7,050.00	%09	4,790.00	352.50
7	Clean Up	010020	00.069,6			300.00		3%	300.00	3%	9,390.00	15.00
\neg	Winter Conditions	010030	27,665.00						4		27,665.00	
1	BIM	010038	4,650,00	350.00	8%	2,000.00		43%	2,350.00	51%	2,300.00	117.50
T	Division 2 - Existing Conditions											
\neg	Layout & Staking	020050	5,665.00	642.64	11%	785.00		14%	1,427.64	25%	4,237.36	71.38
┪	SWPPP	020051	3,480,00	400.00	11%				400.00	11%	3,080.00	20,00
	Dewatering		37,750.00								37,750.00	
┪	Demolition	020052	36,380.00			900.00		2%	900.00	2%	35,480.00	45.00
	Earthwork/ Site Cleaning	020063	321,645.00	10,000.00	3%	60,000.00		19%	70,000.00	22%	251,645.00	3,500.00
╗	Asphalt Paving	020069	57,220.00								57,220.00	
\neg	Landscaping	050050	37,235.00	CONTRACTOR OF THE PROPERTY OF							37,235.00	
	Nivision 3 - Concrete											
	Underplaning Soll Stabilization		57,310.00								57,310.00	
	Concrete Foundations	030150	236,570.00								236,570.00	
	Site Concrete		47,580.00			7,325.00		15%	7,325,00	15%	40,255.00	366.25
	Division 4 - Masanry											
\neg	Unit Masonry/Masonry Veneer	040325	204,665.00								204,665.00	
	Vivision 5 - Metals											
	Steel Material	050353	123,615.00								123,615.00	
	Steel Erection		58,030.00								58,030.00	
-	Division 6 - Wood, Plastics & Com											
	Rough Carpentry/Trusses	060405	206,600.00								206,600.00	
-	Finish Carpentry/Casework	060415	59,445.00								59,445.00	
	Division 7 - Thermal & Holst. Prol	1000						10 To				
	Sheet Waterproofing	070476	31,610.00			6					31,610.00	
	Water Repellents	070477	5,020.00								5,020.00	
_	Insulation	070478	36,600.00								36,600.00	
35 W	Weather Barriers	070480	14,875.00								14,875.00	
	PAGE TOTALS		\$1,959,460,00	\$58,653.64	3%	\$96,810.00		2%	\$155,463.64	%8	\$1,803,996.36	\$7,773.18
	REGULAR ITEM TOTALS		\$3,909,000.00	\$58,653.64	7%	\$104,640.00		3%	\$163,293.64	4%	\$3,745,706.36	\$8,164.68
	CHANGE ORDERS											
_	GRAND TOTALS		\$3,909,000,00	\$58,653.64	3%	\$104,640.00		3%	\$163,293.64	4%	\$3,745,706.36	\$8,164.68

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

APPLICATION OF 144/2019 SCHEDULED OF 16/2019 SCHEDULED OF 144/2019 SCHEDULED OF 144/2019 SCHEDULED APPLICATION OF 144/2019 SCHEDULED APPLICATION OF 144/2019 COMPLETED THIS MONTH TOTAL	bocument G702, APPLICATION AND	-	OR PAYMENT, conta	ılning					APPLICA		02	
AMOUNT COMPLETED THIS MONTH TOTAL COMPANDINT COMPLETE TOTAL COMPANDINT STORED TOTAL COMPANDINT COMPLETE TOTAL COMPANDINT STORED TOTAL COMPANDINT COMPLETE TOTAL COMPANDINT STORED TOTAL COMPANDINT			200	D. Wall							0000	
TO: 06/14/2019 TO: 06/14/2019 COMPLETED THIS MONTH TOTAL COMPLETED THIS MONTH TOTAL COMPLETED THIS MONTH TOTAL COMPLETED THIS MONTH S1,635.00 S1,635.00 S2,386.00 S2,386.00 S2,386.00 S2,386.00 S3,860.00 S3	actor's sloned Certification is attached	-	CONTRACT DATE:						INV		MI/IN	
FROM CONTINUED FROM CONTINUED FROM CONTINUED CONTINU	מינים אולווכת כפוניוויבמיתון וא מינימרווכי		CONTRACT	0100101100					ONIT		07.000	
COMPLETED THIS MONTH TOO	Dulations below, amounts are stated to	o the nearest doll		05/16/2019					PRO	PROJECT NO:	54095	
B	Column L on Contracts where variable	retainage for line		06/14/2019					ARCHITECT PRO	JECT NO:		
SCHEDULED PREVIOUS COMPLETED THIS MONTH	В	၁	Q	ш	L	Ö	H	1	Ĵ	×	T	M
DESCRIPTION OF WORK BILLING			SCHEDULED	PREVIOUS APPLICATION	z	COMPLET	ED THIS MONTH		TOTAL COMPLE	re and	BALANCE TO FINISH	TO FINISH
Control	DESCRIPTION OF WORK	BILLING	AMOUNT		PERCENT	WORK	STORED	PERCENT COMPLETE	STORED TO D	COMPLETE	BALANCE	RETAINAGE
100 100	Asphalt Shingles		63,855.00	Γ							63.855.00	The state of the s
080502 6,65.00 080502 83,185.00 080510 600.00 080531 24,915.00 090551 24,915.00 090552 22,225.00 090560 22,225.00 21,310.00 51,310.00 51,310.00 57,065.00 100613 950.00 110640 43,905.00 110640 5,145.00 4,200.00 5,145.00 110640 5,145.00 110640 5,145.00 110755 102,170.00 4,200.00 5,145.00 5,145.00 550.00 4,200.00 5,145.00 5,145.00 5,145.00 5,309,00.00 5,500.00 4,530,00.00 4,530,00.00 4,530,00.00 396,4335.00 4,530,00 4,530,00.00 4,500,00 396,4335.00 4,530,00 4,530,00	Metal Roofing/Flashing/Spec		51,625.00								51,625,00	
080502	Joint Sealants		6,675.00								6,675.00	
090552 090502 090502 090502 090502 090502 09051 09051 09051 09051 09051 09051 090521 05050 090521 05050 050502	Division 8 - Openings		TOWN THE PROPERTY OF THE PARTY		The second		A STANDARD BOOK AND					
090555	Doors/Frames/Hardware	080502	83,185.00								83,185.00	
G00551 S2486.00 G00551 G00551 G00551 G00551 G00551 G00551 G00552 G00552 G00554	Access Doors	080510	00.009								00.009	
090551 53,860,00 090552 105,830.00 090560 22,225.00 090560 24,100.00 090560 24,100.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 8,410.00 090564 9,50.00 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00 090564 9,50.00		080513	24,915,00								24,915.00	
100 100	TO THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN	090551	53,860.00								53,860.00	
090555 105 22,25.00 090566 22,25.00 090566 28,410.00 29,20.00 51,310.00 100601 27,055.00 100606 43,905.00 100610 9,500.00 100610 9,500.00 100610 9,500.00 110640 6,140.00 5,145.00 3,300.00 120680 5,145.00 140755 102,170.00 \$954,333.00 \$109,230.00 \$954,333.00 \$100,4460.00 \$3,909,000.00 \$100,4640.00												
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090564 8,410,00 090566 26,545,00 090566 26,542,00 090566 26,520,00 090566 26,520,00 090566 26,520,00 090606 25,280,00 090606 29,20,00 29,20,20 29,20,	ir Plastering	090200	22,225.00								22,225.00	
100601 28,545.00 28,545.00 28,545.00 28,545.00 28,545.00 28,520.00 28,520.00 28,130.00 28,130.00 28,545.		090564	8,410.00								8,410.00	
100601		992060	28,645.00								28,645.00	
100601	Tile Carpeting	dimensional property of the party of the par	56,920.00								56,920.00	
100601 22,780.00 100601 22,780.00 100607 3,905.00 100607 3,905.00 100607 3,905.00 100607 3,905.00 100607 3,905.00 100607 3,900.00 4,200.00 4,200.00 2,140.00 2,140.00 2,140.00 2,145.00 2	Accoustical Cellings		51,310.00								51,310.00	
100601 22,780.00 100606 950.00 100606 950.00 100610 9,580.00 100610 9,580.00 100611 9,580.00 9,20.00 9,300.00 1,3	Painting/Wall Covering		57,065.00								57,065.00	
100601 22,780.00 100606 43,905.00 100606 43,905.00 100610 3,200.00 100613 9,680.00 100613 9,680.00 100613 9,680.00 100613 9,680.00 100613 9,130.00 120680 9,130.00 5,145.00 140755 102,170.00 150766 109,230.00 20,88550	Division 10 - Specialties											
100606	Signage	100601	22,780.00								22,780.00	
100667 43,905.00 100610 3,920.00 100611 9,580.00 100613 9,20.00 9,20.00 100613 9,20.00 9,20.00 9,300.00 9,300.00 5,140.00 5,145.00 1,50766 109,230.00 1,50766 1,50766 1,50766 1,50766 1,50766 1,50766 1,50766 1,50766 1,50766 1,50766 1,5076		100606	950.00								950.00	
100610 3,920.00 100613 9,680.00 100613 9,680.00 120.00 4,200.00 5,140.00 5,140.00 5,140.00 5,145.00 120.680 9,330.00 5,145.00 140755 102,170.00 150766 109,230.00 20,885.623.64 24% \$104,640.00 3% \$43,909,000.00 \$43,909,000.00 \$458,623.64 24% \$104,640.00 3% \$4104,640.		100607	43,905.00								43,905.00	
100613 9,680,00		100610	3,920.00								3,920.00	
110640		100613	9,680.00								00.089,6	
110640	Fire Protection Specialties		920.00								920.00	
110640	Flagpoles		4,200.00								4,200.00	
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120580 9,330.00 120580 100,145.00 140755 102,170.00 150766 109,230.00 150766 109,230.00 150766 130,845.00 150766 130,845.00 150766 130,845.00 150766 130766.00 150												
140755		120680	9,330,00								9,330.00	
140755 102,170.00 390.00 150766 109,230.00 39% 20,845.00 \$50.00 39% \$3,909,000.00 \$58,653.64 2% \$104,640.00	Entrance Floor mats & frames		5,145.00								5,145.00	
140755	Division 14 - Conveying Equip											
150766	П	140755	102,170.00								102,170.00	
150766 109.230.00 20.845.00 3% 20.845.00 4584.535.00 4585.00 3% 20.845.00 458.633.64 2% \$104,640.00 3% 3% 2% 2% 2% \$104,640.00 3% 2% 2% 2% 2% 2% 2% 2%	Division 21 - Fire Suppression											
TALS \$53,909,000.00 \$58,653.64 2% \$104,640.00 3%	L	150766	109,230.00								109,230.00	
ALS \$55,00 3% 550,00 3% 450,000 0.00 \$50,00 3% 450,000 0.00 \$550,00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Division 22 - Plumbing											
\$350.00 \$58,653.64 2% \$104,640.00 3% 3% \$104,640.00 \$58,653.64 2% \$104,640.00 3%	Plumbing Mobilization		20,845.00		_	520.00		3%	550.00	3%	20,295.00	27.50
\$3,909,000.00 \$\$8,653.64 2% \$104,640.00 3%	PAGE TOTALS		\$954,335,00			\$550.00		%0	\$550.00	%0	\$953,785.00	\$27.50
42 AND AND OF FEE EES EA 10. 41 A 54 A 540 OF 544	REGULAR ITEM TOTALS		\$3,909,000.00		2%	\$104,640.00		39%	\$163,293.64	40%	\$3,745,706.36	\$8,164.68
42 DRO ADO ADO ADO 44 ADO 45 A	CHANGE ORDERS											
\$5,909,000.00 \$58,663.64 \$7.0 \$104,640.00	GRAND TOTALS		\$3,909,000.00	\$58,653.64	2%	\$104,640.00		3%	\$163,293.64	4%	\$3,745,706.36	\$8,164,68

MODIFIED AIA 6703 - CONTINUATION SHEET FOR G702

MANOIE DEPAYMENT, containing a state of the reserved doil	THE PERSON NAMED IN COLUMN 1						•				בשפר ז מי ז	
NOT	MONITOR SHEET AIR OOK	Organia de C	DAVMENT COST	doing					APPLICATION			
Total Contract Tota	coment G702, APPLICATION AND	CERTIFICATE PO	CONTRACT DATE:	Buud					INVOICE		0718	
COMPLETED THIS MONTH	ations below, amounts are stated t	o the nearest doll:	FROM:	05/16/2019					PROJECT		1095	
SCHEDULED REVIOUS COMPLETED THIS MONTH TOTAL COMPLETE AND STORED CODES AMOUNT COMPLETE THIS MONTH STORED CODES AMOUNT COMPLETE THIS MONTH COMPLETE	umn L on Contracts where variable	e retainage for line		06/14/2019	Laborator	(The Control	ARCHITECT PROJECT	NO:		W
STORED TO DATE APPLICATION STORED PRECENT STORED PRECENT STORED PRECENT STORED TO DATE STORED STORED TO DATE STORED STORED TO DATE	ci.	O .	SCHEDULED	PREVIOUS		COMPLET	ED THIS MONTH	7	TOTAL COMPLETE A	QN	BALANCE TO FINISH	O FINISH
CODES AMOUNT COMMERT IN PLACE MATERIALS COMPLETE AMOUNT COMPLETE SACCIOUR COMPLETE COMPLETE SACCIOUR COMPLETE COMPL		CMI	VALUE	APPLICATIO	PERCENT	WORK		PERCENT	STORED TO DATE	ш		
150760 386,750.00 386,750	DESCRIPTION OF WORK	CODES	AMOUNT	AMOUNT	COMPLETE	IN PLACE	Ŭ	OMPLETE	AMOUNT COM	PLETE	BALANCE	RETAINAGE
1.585.00	umbing Plping		83,670.00							1	83,670.00	
150750 336,750.00 1.5.95.00 1.5.95.00 1.5.95.00 1.0.5.	umbing Fixtures		44,460.00								44,460.00	
150760 12,585.00 12,585.	Ivision 23 - HVAC											
150760 386,766.00 386,766.00 386,726.00 396,726.00 31,00.00 31,	echanical Equipment		12,585.00							1	12,585.00	
42,585,00 6,815,00 15,285,00 16,815,00 36,315,00 1,025,00 1,036,00 1,	VAC Ducwork & Equip	150760	386,760.00							1	386,760,00	
6.5186.00 5.386.00 20% 3,100.00 20% 3,100.00 20% 3,100.00 20% 3,100.00 20% 3,100.00 20% 3,100.00 20% 3,650.00 10% 3,650.00 3,650.	ısulatlon		42,585.00					1		\dagger	42,363.00	
15.285.00 3,100.00 20% 3,100.00 2,100.	emp Controls		63,880.00					1		+	02,000,00	
15.285.00	esting & Balancing		6,815.00							AND DESCRIPTION OF THE PERSON NAMED IN	00.618,0	
15,285,00	ivisions 26, 27, 28 - Electrical							1000	00000	7000	00 107 07	165.00
1000	ranch Circult Wiring material		15,285.00			3,100.00		20%	3,100.00	20.70	40 400 00	00.001
1000 1000	ranch Circuit Wiring Labor		48,490.00					100,	00000	/007	92 245 00	107 50
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RESOLUTION NO. 19-

Library Board of Trustees

RESOLUTION APPROVING PARTIAL PAY ESTIMATE #3 HIAWATHA PUBLIC LIBRARY EXPANSION AND RENOVATION PROJECT

WHEREAS, the Hiawatha Board of Trustees of the City of Hiawatha, Iowa, contracted for the Hiawatha Public Library Expansion and Renovation Project with Garling Construction of Belle Plaine, and

WHEREAS, application for Partial Pay Estimate #3 (three) in the amount of \$188.133.25 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #3 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to Garling Construction, in the amount of \$188,133.25.

AYES: NAYS: ABSENT:		
	PASSED AND APPROVED this 13th day of August, 2019.	
	Brenda Powers, President	
ATTEST:		
Karlene Ness	slage, Sectary	

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

	PROJECT	Hiawatha Library	APPLICATION NO: 03		
IO (OWNER):			INVOICE NO: 000766		Distribution to:
City of Hiawatha		CO Man Milliams Office			X OWNER
101 Emmons Street		Hiswells 1A 52233			
Hiawatha, IA 52233		Hawaiila, 12 02200	OWNER PO NO: 54095		LENDOR
FROM: Kendall R Meyeraan (CONTRACTOR) Garling Construction, Inc.	, Inc. ARCHITECT:				GENERAL CONTRACTOR CONSTRUCTION MANAGER
1120 11th Street Belle Plaine, IA 52208	80		FROM: 6/ TO: 7/	6/15/2019 L 7/15/2019	Joiner
CONTRACT FOR: General Construction	u				
India	I FOR PAYMENT	Application is made for Payment, as shown below, in contraction chart. ATA Document G703. is attached.	Application is made for Payment, as shown below, in connection with the Contract.	act.	
i bevorance and ordered in	APPROVED DEDUCTIONS				
previous months by Owner		1. ORIGINAL CONTRACT SUM	1. ORIGINAL CONTRACT SUM		\$3,909,000.00
Total		2. Net change by Change Orders	2. Net change by Change Orders		00 000 000 04
oved t		3. CONTRACT SUM TO DATE (Line 1 -	3. CONTRACT SUM TO DATE (Line 1 +- 2)		\$3,909,000.00 \$361,328,64
Number Date Approved		4. TOTAL COMPLETED & STORED TO	4. TOTAL COMPLETED & STORED TO DATE		
		5. RETAINAGE:			
		a. 5.00%	of Completed Work	\$18,066.43	
			(Column F + G on G/U3)		
		· .	of Stored Material (Column H on G703)		
		Total Betaind and I and I thou			
		Total retainings (Line 3a + 30 or Total in Column L of G703)	tainage (Line 3a + 30 vi Total in Column L of G703)		*18,066.43
		6. TOTAL EARNED LESS RETAINAGE	6. TOTAL EARNED LESS RETAINAGE		\$343,262.21 V
TOTALS			Line 4 less Line 3 local)		
Net change by Change Orders					
		7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	OR PAYMENT		#15E 128 06
The undersigned contractor certifies that	The undersigned contractor certifies that to the best of the Contractor's knowledge, information for Payment has been	(Line 6 from	(Line 6 from prior Certificate)		\$188,133.25
completed in accordance with the Contract	completed in accordance with the Contract Documents, that all amounts have been paid	9. BALANCE TO FINISH, PLUS RETAI	9. BALANCE TO FINISH, PLUS RETAINAGE		\$3,565,737.79
by the Contractor for Work which previou	by the Contractor for Work which previous Certificates for Payment were issued and		(Line 3 less Line 6)		
payments received from the Owner, and	payments received from the Owner, and that current payment shown herein is now due.	State of: IA Subscribed and sworn to before me this	nis 15th day of July		2019
CONTRACTOR: Garling Construction, Inc.	ion, Inc.		amsellen		
	DATE: 7-15-19	Notary Public:		AMY DEMEULENAERE	RE 610
		My Commission Expires:	3-6-20	Aarch 06, 2020	
ARCHITECTS CERTIFICATE FOR PAYMENT	DR PAYMENT	AMOUNT CERTIFIED	AMOUNT CERTIFIED		\$ 188,133.25
In accordance with the Contract Docume	In accordance with the Contract Documents, based on on-site observations and the data	One Hundred Eighty Eight Thousa	One Hundred Eighty Eight Thousand One Hundred Thirty Three Dollars and Twenty Five Cents	and Twenty Five C	ents
comprising the above application, the Arc	comprising the above application, the Architect certifies to the Owner that to the best of	(Attach expla	Attach explanation if amount certified differs from the amount applied for.)	e amount applied for	
the quality of the Work is in accordance w	the quality of the Work is in accordance with the Contract Documents, and the Contractor	ARCHITECT:	4	Date:	7.30.19
is entitled to payment of the AMOUNI CERTIFIED.	EKITFIED.	This certificate is not negotiable. The	The AMOUNT CERTIFIED is payable only to the Contractor named herein.	he Contractor named	herein.
		Issuance, payment and acceptance of	Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or	ghts of the Owner or	
		Contractor under this Contract.			

	אוש מסכם בוצו										
AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. Contractor's signed Certification is attached. Contractor's mounts are stated to the nearest doll: FROM: (IN AND CERTIFICATE FC ittached. tated to the nearest doll:	ONTRACT DATE: FROM:	ning 06/15/2019					APPLICATION NO: INVOICE NO: PROJECT NO:		03 000766 54095	
Use Column L on Contracts where variable retainage for line A C	variable retainage for line	TO:	07/15/2019 E	L.	9	Ε.	1	ARCHITECT PROJECT NO:	ECT NO:		Σ
		SCHEDULED VALUE	PREVIOUS APPLICATION	z	COMPLETE	COMPLETED THIS MONTH		TOTAL COMPLETE AND	E AND	BALANCE TO FINISH	O FINISH
ITEM DESCRIPTION OF WORK	BILLING	TNIIOMA	TNIIOMA	PERCENT	WORK IN PLACE	STORED	PERCENT COMPLETE	STORED TO DATE	ATE	A I A I	DETAINAGE
	L		T	O'ILLE IL		T	OFFICE		COLUMN	10000	TOWN TO THE
2 Division 1 - General Requirement	-										
7	010002	22,325.00	22,325.00	100%				22,325.00	100%		1,116.25
4 Mobilization & Equipment	010003	14,050.00	3,250.00	23%	1,000.00		2%	4,250.00	30%	9,800.00	212.50
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T		11,840.00	7,050.00	%09	2,250.00		19%	9,300.00	79%	2,540.00	465.00
П	010020	00.069,6	300.00	3%	1,450.00		15%	1,750.00	18%	7,940.00	87.50
	010030	27,665.00								27,665.00	
	010038	4,650.00	2,350.00	21%				2,350.00	51%	2,300.00	117.50
\neg		1		-		Management of the Land					
12 Layout & Staking	020050	5,665.00	1,427.64	25%	3,675.00		%59	5,102.64	%06	562.36	255.13
13 SWPPF	020021	37 750 00	400.00	11%	1 500 00		1/%	1,000.00	707	26.250.00	25.00
T	020052	36.380.00	900.00	2%	7,030,00		19%	7,930,00	22%	28.450.00	396.50
16 Earthwork/ Site Cleaning	020063	321,645.00	70,000.00	25%	45,000.00		14%	115,000.00	36%	206,645.00	5.750,00
17 Asphalt Paving	020069	57,220.00			35,000.00		61%	35,000.00	61%	22,220.00	1,750.00
18 Landscaping	050000	37,235.00								37,235.00	
19 Division 3 - Concrete		00 070 00			0000		7000	00 000	1000		1
21 Concrete Foundations	030150	236 570 00		1	37,310.00		100%	57,310.00	100%	00 023 350	2,865.50
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25 Steel Material	050353	123,615.00					1			123,615.00	
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	060405	206.600.00		T						206 600 00	
1	060415	59.445.00		T						59.445.00	
31 Division 7 - Thermal & Moist, Pro	140	The state of the s		St.			State				
	070476	31,610.00								31,610.00	
	070477	5,020.00								5,020.00	
+	070478	36,600.00		1			1		1	36,600.00	
35 Weather Barriers	070480	14,875.00	10000	130			1000			14,875.00	
BEGIN AD TTEM TOTALS		41,959,460.00	\$135,463,64	8,00	\$186,315,00		10%	\$341,//8.64	17%	\$1,617,681.36	\$17,088.93
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GRAND TOTALS		\$3.909.000.00	\$163.293.64	40%	\$198.035.00		20%	\$361.328.64	9/00	43 547 671 36	\$18.066.43

ION AND CERTIFICATE FOR I sattached. C e stated to the nearest dolling e variable retainage for ling C C S S S S S S S S S S S S S S S S S										,		
COMPACT DATE: COMPACT DATE	ATA DOCUMENT COLD ABBITCATION AR	IN CERTIFICATE FO	B DAVMENT Contain	ining					APPLICATION	ON NO:)3	
Complete Complete	AIA Document G/UZ, AFFLICATION AN	VD CERTIFICATE TO	CONTRACT DATE.	6					INVOI		992000	
TOTAL COMPLETE AND TOTAL COMPLETE AND PREVIOUS COMPLETED THIS MONTH TOTAL COMPLETE AND BALANCE FIRM	Contractor's signed Certification is attach	t to the nearest dolli	FROM:	06/15/2019					PROJE		34095	
SCHEDULED	The Column I on Contracts where variat	ble retainage for line	10:	07/15/2019					ARCHITECT PROJE	ECT NO:		
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CITY ADMINISTRATOR'S OFFICE MEMO

cityadmin@hiawatha-iowa.com

319-393-1515 ext.523



To: Mayor and City Council

From: City Administrator, Kim Downs

Date: August 9, 2019

RE: Hiawatha Public Library Expansion and Renovation Project Change Order #2,

The Garling Construction has submitted Change Orders #2

Change Order #2:

Garling Constructed submitted Change Order #2 requesting additional soil stabilization for the protection of the neighboring Dairy Queen retaining wall above the project specifications in an additional amount of \$48,883.65. Fusion Architect and city staff reviewed the request and rejected the change order claiming the request was unreasonable. Garling Construction then implemented a new plan to stabilize the retaining wall within the estimated project cost. Therefore, we request the Library Board of Trustees to decline Change Order #2.

Upon your approval the change order will be presented to the city council acknowledging and authorizing city staff to proceed with the direction given by the board.

Wade Squires for Fusion will be present for your meeting to help you with the approval if needed.

Thank you for your consideration and approval.

Kim

DRAFT

RESOLUTION NO. 19-

Library Board of Trustees

RESOLUTION DECLINING CHANGE ORDER #2

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with <u>Garling Construction Inc.</u> of <u>Belle Plaine</u>, <u>Iowa</u>, and

WHEREAS, the principal architect of Fusion Architect has decline Change Order #2 for adjustment of contract for a type of soil stabilization for the purpose of the Dairy Queen retaining wall with an increase of \$48,883.65, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, declines Change Order #2 for the Hiawatha Public Library Renovation and Expansion Project with an increase in contract amount of \$48,883.65, the total project contract amount remains \$3,905,563.85.

AVES.

NAYS: ABSENT:		
	PASSED AND APPROVED	this 13th day of August, 2019.
		Brenda Powers, President
ATTEST:		
Karlene Nes	sslage, Sectary	



Change Order

PROJECT: (name and address) CONTRACT INFORMATION: CHANGE ORDER INFORMATION: Hiawatha Library Contract For: Garling Construction Change Order Number: 002 Date: 06/05/2019 Date: 06/05/2019 150 West Williams Street OWNER: (name and address) ARCHITECT: (name and address) CONTRACTOR: (name and address) City of Hiawatha **Fusion Architects** Garling Construction Inc 101 Emmons Street 1950 Boyson Rd 1120 11th Street Hiawatha, IA 52233 Hiawatha, IA 52233 Belle Plaine, IA 52208 THE CONTRACT IS CHANGED AS FOLLOWS: (Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change order in response to RFI 004, to provide same type of soil stabilization being utilized for the existing library building for the protection of the neighboring Dairy Queen retaining wall.

The original (Contract Sum) 3909000.00 The net change by previously authorized Change Orders (3617.00)The (Contract Sum) prior to this Change Order was 3905383.00 will be (increase) by this Change Order in the amount of The (Contract Sum) 48883.65 , including this Change Order, will be The new (Contract Sum) 3954266.65 The Contract Time will be Five (5) days. add The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

Directive.		
NOT VALID UNTIL SIGNED BY THE	ARCHITECT, CONTRACTOR AND OWNER.	
Fusion Architect inc	Garling Construction Inc	City of Hiawatha
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
Wade Squiers	Kendall Meyeraan/Project Manager	Kim Downs
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
	06/05/2019	
DATE	DATE	DATE



120 11th	Street Belle Plain	e, IA 52208 • Phone: (31	19) 444-3409	319-444-340	9 • Fax: (319) 444-	2437 319-44	4-2437
					COI	R #.	0002
			Date		Thursday, May 16, 20	019	
	order in response to R	FI 004, to provide same ty		oilization be	ing utilized for the e	xisting libra	ry building
#	Description	Туре	Qty	Rate	Expense Amount	MarkUp	Cost
00002	Bond 2%	Other Expense	4.7		958.500	0.0000	\$958.5
00002	Kent Companies				45643.000	5.0000	\$47,925.1
				Other Ex	L SUMMARY spense		\$958.50 \$47,925.1! \$48,883.6 !
				Proposa	l Total		\$48,883.6
	& PLEASE	REVIEW AND SIGN BELOW FOR	R INCLUSION IN	THE NEXT OV	VNER CHANGE ORDER 🗃		
		Architect: x			Date:		
		Owner: x			Date:		
		PM: X	1 ayerom		Date:	05 16 20	19
		k	Kendall Mey	eraan, Proje	ct Manager		



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion 05-16-19 COR 002

To Provide Soil Stabilization for the Dairy Queen Retaining Wall:

In response to RFI #004, to provide same type of soil stabilization being utilized for the existing library building for the protection of the neighboring Dairy Queen retaining wall:

Subcontractor:

Kent Companies

= \$ 45,643.00

Subtotal = \$ 45,643.00 Mark-Up (5%) = \$ 2,282.15 Bond (2%) = \$ 958.50

TOTAL = \$48,883.65



April 30, 2019

Garling Construction

ATTN: Ken

Kendall Meyeraan

1120 11th St.

Belle Plaine, IA 52208 Office: 319.444.3409

Cell: Email:

RE: Haiwatha Public library - 150 W. William St., Haiwatha Public library, IA

Kent Companies proposes to furnish labor and material per the [S1-11] dated [9-21-18] and the geotechnical report prepared by [Terracon] dated [6-29-18] and according to the following scope of work (see included scope of work):

- 1) Furnish labor, materials and equipment to install a total of (45) soil screws with shotcrete facing to retain the soil along the north wall of the new library addition.
- 2) Soil screws will be installed to an ultimate capacity of at least 30 kips.
- 3) Furnish and install shotcrete facing with bolted connection.
- 4) Provide installation logs upon completion of the project.
- 5) Provide stamped engineering calculations for helical pile work only.
- Access to point of installation for mini-excavator to be provided by others.
- 7) This proposal is based upon customer arranging site surveying and layout.

For the Sum of: \$45,643.00 Forty Five Thousand Six Hundred Forty Three Dollars

This Proposal is contingent on acceptance of the attached Terms and Conditions and excludes: pile layout, bonds, permits, excavation, dewatering, backfill, and testing.

Respectfully Submitted,

Steve Schmidt

Kent Companies, Inc. 318 Axminister Drive Fenton MO 63026

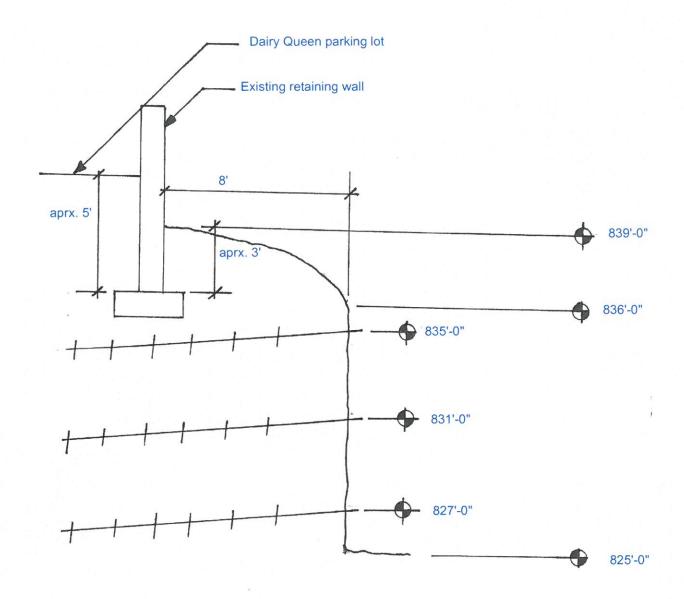
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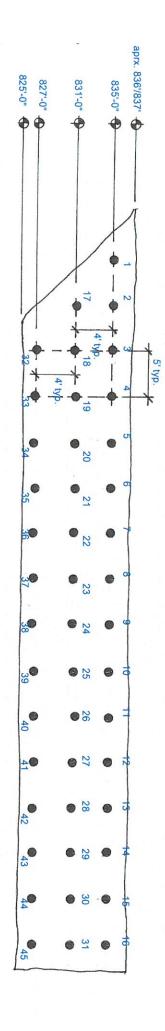
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By accepting this proposal, the Owner authorizes the Contractor to perform the work as specified above, to make payment to the Contractor as specified above, and expressly accepts and agrees to be bound by the all of the attached Terms and Conditions

Owner Signature:		Date:	
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Open Records and Confidentiality

"Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling." (lowa Code sections 22.2 and 22.7(13))

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- a confidentiality policy for the library is adopted by the board
- circulation cards for library materials, which the public see, do not indicate the name of the customer checking out the material
- circulation records in an automated system are not kept after statistics are recorded and the material is returned, and any fines or fees attached to the record are paid
- overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out
- phone reminders of overdue items and reserves left on answering machines maintain confidentiality

Included in a policy on confidentiality should be statements on the confidentiality of library circulation records and a statement as to when the custodian of the records may open the records. The identity of which customer requested which materials or information may be revealed only:

- if the library is presented with a court order. (The court order must indicate that this
 information is needed for the investigation of a particular person or an organization and
 may only be issued after a judge has determined if the connection between the case and
 the record makes it "cogent and compelling" that the information is released.)
- if the lawful custodian of the records, defined by an Iowa Attorney General's opinion to be the library director, releases the information. (To safeguard customers' confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See Iowa Code section 22.7(18).

Questions on Confidentiality and Open Records

Q. Can parents see their children's library records to determine whether they have overdue materials?

A. This is a complex question and the library board may want to consult with the city attorney for legal advice. According to a 1993 letter from the Legal Consultant at the lowa Department of Education, persons who contract with a minor do so at their own risk for the minor lacks the legal capacity to contract. Parents, under lowa Code 613.16, are liable for the acts of their children. At the same time, lowa Code subsection 22.7 (13) protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two lowa Code sections.

As noted previously, lowa Code section 22.7 does allow for discretion on the part of the custodian of the records, who is the library director. In other words, the lowa Code gives the custodian of the records, the library director, the authority to decide whether or not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records **only** upon receiving a court order.

The board should adopt a confidentiality policy which designates the library director as the custodian of the records and which states when the library director may release the records. Some libraries in lowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of a library patron, regardless of age, should be the exception rather than the rule. For example, if a three year old has checked out a number of Dr. Seuss books and the parent wants to know the titles to be sure all items have been returned, many library boards would find it reasonable to release the titles. However, the older the child is, the more difficult the decision becomes. If it is a 14 year old child who has checked out books on child abuse and adult alcoholism, most library boards would, without question, protect this child's confidentiality.

A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child's library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent's card.

Q. If requested for a purpose such as a library fund raiser, may the library provide lists of library card holders?

A. Yes, as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.