

Dear Asbury Resident,

Welcome to the City of Asbury! The City of Asbury is one of the fastest growing residential communities in the state of Iowa. Asbury has grown from a small town with a population of 71 in 1960 to over 5,500 residents today. The City maintains a unique blend of rolling hills and open space areas to create a warm and friendly community environment.

The City is host to several annual community events which include the “Annual Garage Sales” held the first weekend in May; Movies in the Park (Summer); Music in the Park held in July; Asbury Pool Night at Flora Pool in August; Las Vegas Night and the Halloween Parade held in October and Santa on the Fire Truck in December.

The City offers many amenities and services to residents. These services include:

- Parks
- Golf
- Library Services
- Water, Sanitary Sewer, Stormwater and Refuse, Recycling and Yard Waste
- Law Enforcement
- Fire Protection

The information included in this packet details the many services the city and community have to offer residents. In addition, you will find this information and more at our website [www.cityofasbury.com](http://www.cityofasbury.com). On our website you may sign up to receive city emails about current events, snow emergencies, road closures, etc., and view our most recent newsletter. Also, following us on our Facebook page is another way to hear about current events in the City.

Another City service is the ability for residents to receive their city utility bills via email and making monthly utility payments via automatic bank payment. You may sign up by sending an email to [info@cityofasbury.com](mailto:info@cityofasbury.com).

General questions or comments about the City may be sent via email to [info@cityofasbury.com](mailto:info@cityofasbury.com), by phone 563-556-7106 or addressed to City Administrator, City of Asbury, 5290 Grand Meadow Dr, Suite #1, Asbury, IA 52002. Asbury City Hall office hours are Monday - Friday from 7:30 a.m. to 4 p.m.

## **General Information**

### ***FORM OF GOVERNMENT***

The City has a mayor-council form of government. The City Council and Mayor represent the City as political leaders and are responsible for adoption of the city budget and determining the tax rate, enacting legislation, and general policy making decisions on behalf of the community as a whole. The City Council meets the second and fourth Tuesdays of each month at Asbury City Hall, 5290 Grand Meadow Dr, Suite #1; Asbury IA 52002. Citizens may address the council on their concerns at any meeting during the agenda item "Citizen Input." This portion of the meeting is designated for topics and concerns not on the agenda. Comments are limited to no more than five minutes.

Agendas for meetings and other public notices are regularly posted at Asbury City Hall, Casey's General Store and Adams Pet Hospital. You may also review the City Council meeting and agendas on the City website [www.cityofasbury.com](http://www.cityofasbury.com).

The City has the following boards and commissions: Planning and Zoning Commission; Park & Recreation Board; Building Code Commission, Zoning Board of Adjustment and Storm Water Committee. Citizens interested in serving on a board or commission should contact the City Administrator.

### ***USE OF "ASBURY" AS YOUR ADDRESS***

You are encouraged to use "Asbury, Iowa 52002" as your mailing address. This is acceptable by the post office. If you know your eight-digit zip code, using that is preferred.

If you wish to have "Asbury" included as part of your address in the telephone directory, you must call your local and long distance telephone service.

EXAMPLE: John Smith, 1234 Jones St., Asbury, Iowa 52002

### ***NOTARY SERVICE***

Residents who have documents that require notarization, may visit City Hall during regular business hours in person with the document and identification. City Hall Administrative Staff are certified notaries. No fee is charged for this service.

### ***WATER, SANITARY SEWER, REFUSE, STORMWATER, RECYCLING AND YARDWASTE SERVICES***

Asbury operates a municipal sanitary sewer system and water distribution system. The City contracts refuse, recycling and yard waste services for all citizens. Residents are billed monthly for these services. For your convenience payments can be made by utilizing a monthly direct debit from your checking account, placing your payment in the drop box located at City Hall, paid in person or mailed. Billing questions may be directed to City Hall at 563-556-7106.

Please notify City Hall when changes to your account occur; e.g. sell your house, extended periods of vacancy, name changes, phone numbers, etc.

Recycling and refuse pick-up is on Wednesday for most of the City. Friday pick up is for residents who live on Centura Court, Arrowhead, Wedgewood, Tuscany Ridge and Legacy Heights neighborhoods. Please have all containers, bags and bundles out by 6:00 a.m. If a holiday falls on a Wednesday, collection shall be made for

the holiday on Saturday of the same week. If a holiday falls on a Friday, collection shall be made for the holiday on Saturday of the same week. The City offers recycling bins which may be picked up at City Hall during regular business hours.

Yard waste is picked up on Thursdays during the “growing” season, which is from approximately the first Thursday in April until the second Thursday in November. If a holiday falls on a Thursday, yard waste collection shall be made on Friday of the same week.

Annual Christmas tree pick up is announced.

## ***RECREATION AND PARKS***

The City of Asbury maintains four parks and a pedestrian trail.

Althaus Wetland and Nature Preserve is located off Wintergreen Drive. The city-wide trail system connects from Althaus Wetland to Maple Hills Park.

Asbury Park is located on Asbury Road by Springgreen Drive. Asbury Park amenities include a baseball diamond, basketball court, two tennis courts, and two hard surface volleyball courts, all of which are lighted. Asbury Park also has fitness stations, swings, slides, tot toys, picnic tables, grills, restrooms, a sand volleyball court and picnic shelters for rent. Information on reserving a shelter can be obtained by calling the City Clerk’s office at City Hall.

Maple Hills Park is located at the end of Burr Oak Drive and has a softball diamond, tot lot and picnic tables.

Cloie Creek Park is located off Hales Mill Road and Park Place. Park amenities include a single track mountain bike trail, play equipment, restrooms, picnic tables and a splash pad (open Memorial Day to Labor Day).

Meadows Golf Course is located at 6525 Clover Lane just off Asbury Road. The Meadows Golf Course is an 18 hole award winning golf course that includes a golf shop, bar and grill and 275 person reception facility. You may call the Meadows at 583-7385 to schedule tee times, golf outings or special events or go online at [www.meadowsgolf.com](http://www.meadowsgolf.com)

## ***LIBRARY SERVICE***

Asbury residents receive library services from the Dubuque County Library and the Carnegie Stout Public Library. The Dubuque County Library operates a branch in the City of Asbury located at 5290 Grand Meadow Dr, Suite #2; Asbury IA 52002. Library service for the City is contracted with the county’s library agency for a per capita fee.

## ***FIRE PROTECTION AND AMBULANCE***

Ambulance and fire protection services are provided to the city by means of a contract with the Asbury Community Fire Department, 5485 Saratoga Road. Calls for services are provided by the Dubuque County Sheriff’s Office through a centralized county dispatch system.

The fire department is a volunteer non-profit organization that was started in 1957 and is governed by a Board of Directors. Memberships are available to citizens. Approximately thirty volunteer firefighters respond to emergency calls in Asbury and the surrounding area. The ambulance service provides paramedic advanced life support and is equipped with rescue equipment.

You should call the fire station at 556-5874 for questions or additional information concerning memberships or becoming a volunteer.

To Report a Fire or Emergency	911
Fire Station Non-Emergency	556-5874

### ***POLICE PROTECTION***

The Police Department for the City of Asbury provides an important service to our community. The mission of the Asbury Police Department is to work in partnership with the community to provide public safety, to promote community service, and to enhance the quality of life while maintaining respect for individual rights and human dignity. The Asbury Police Department is committed to a philosophy of **Community Policing**.

Community Policing means working in partnership with the citizens of our community to solve problems, prevent criminal activity, and enhance our quality of life by feeling safe in our homes and neighborhoods. The officers of the Asbury Police Department strive to be as visible as possible in patrolling our neighborhoods.

Crime prevention and traffic safety cannot be achieved without the assistance of citizen participation. Through awareness of our programs and getting to know our officers and staff, we can work together to make our neighborhoods a safer place to live.

The Asbury Police Department consists of 5 Certified Police Officers.

The City of Asbury Police Department is located at 5290 Grand Meadow Dr, Suite #1; Asbury IA 52002. Calls for services are provided by the Dubuque County Sheriff's Office through a centralized county dispatch system.

Emergency	911
Non-Emergency Dispatch	589-4414
Asbury Police Department (non-emergency)	585-1874

### ***ZONING PERMITS***

City zoning ordinance requires a zoning permit to be issued before buildings or structures are built. Permits are required for additions to your house, garages, patios, sheds, swimming pools, fences, etc. Call the Zoning Administer at City Hall regarding questions and permit information.

### ***BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS***

City building code requires a permit before work begins. **Separate permits are required for building, electrical, plumbing and mechanical work.** Please be sure to check zoning regulations before you submit plans to ensure you are able to build. Most residential plans will be reviewed within one week of application, subject to the workload of the Inspector. Failure to submit all information required will result in delays in the plan review and permit issuance process.

### ***EXCAVATION PERMITS***

Before any cutting, breaking, disturbing, modifying or excavating of public streets, sidewalks, driveways, curbs, alleys or public property has begun, contact the city clerk's office regarding permit information and requirements.

## ***ANIMALS***

### Dog Bites

The owner of any dog, cat or other animal which has bitten or attacked a person, or any person having knowledge of the bite or attack, should be reported to the Asbury Police Department.

### Strays

It is unlawful for any owner to allow dogs, cats or any other animals to run at large within the corporate limits of the City. Any animal at large may be impounded. For more information contact the Asbury Police Department.

### Dead Animals

The City of Asbury will remove dead animals from the streets and right-of-ways. Please contact City Hall 556-7106 for removal of dead animals in the right of way.

You may walk your dog along the Forest Hills Trail. No dogs are not allowed in city parks or other trails in Asbury. If you walk your dog, please don't be rude and pick up the "poo poo."

## ***RECREATIONAL VEHICLES, CAMPERS AND BOATS***

The City does not allow boats, campers, trailers or RV's to be stored in your driveway for more than 48 hours.

## ***VOTING***

Residents of Asbury vote at Asbury City Hall, 5290 Grand Meadow Drive, or the Meadows Golf Course located at 6525 Clover Lane. Voting locations are determined by the Dubuque County Election's Office and voting sites may vary.

Residents may register in person to vote at the Dubuque County Auditor's Office prior to the election or at the voting site the day of the election. The County Auditor's Office is located in the Dubuque County Courthouse at Seventh Street and Central Avenue in Dubuque. Further information about registering to vote can be obtained by calling the election offices of Dubuque County at 563-589-4457. Registration is available by mail, but must be done 25 days before an election.

## ***HEALTH SERVICES***

Dubuque serves as a medical center for the tri-state region, with two hospitals, independent nursing services and several clinics.

The nearest hospitals are located in Dubuque. Unity Point Health is located at Grandview Ave. and Delhi Streets. Mercy Medical Center-Dubuque is located on Mercy Drive.

About 145 surgeons, specialists, and general practitioners divide their time between the medical facilities.

Unity Point is a general hospital with special units including the Wendt Regional Cancer Center and the Summit Health Center for Older Adults. Mercy Medical Center-Dubuque is also a general hospital with special units including a neonatal intensive care unit and in-patient and out patient substance abuse and mental health services. Both hospitals are classified as Level II Trauma Centers with physician staffed emergency rooms 24 hours a day. Both hospitals also provide obstetrics, orthopedics, intensive care, skilled nursing, pediatrics, cardiac care, and physical rehabilitation services.

## ***EDUCATION***

Asbury belongs to the Dubuque Community School District. Children attend various public or parochial schools in Dubuque. Parents should contact either the Dubuque Community District office at 588-5100 or the parochial school of your choice regarding which school your children will attend. Information regarding busing can be obtained by calling the transportation department at 588-8300. Higher educational opportunities are available at the University of Dubuque, Clarke College, Loras College, or Northeast Iowa Community College in Peosta.

## ***CHURCHES***

There are numerous churches in the area. Consult the telephone directory for a complete listing of names and addresses.

## **Asbury City Directory**

### **Asbury City Hall 556-7106**

Mayor  
City Administer/Clerk's Office  
Zoning Administrator  
Utility Billing

City Hall Hours: Monday thru Friday 7:30 a.m. to 4 p.m.  
5290 Grand Meadow Dr, Ste #1  
info@cityofasbury.com

Asbury Police Department (non-emergency)	585-1874
(emergency)	911
Building, Mechanical, Plumbing, Electrical Inspector	556-4166
Public Works Department	556-6410
Refuse and Recycling (Dittmer Recycling)	583-3381

## **UTILITY HOOK-UPS**

Electricity:	Alliant Energy	800-255-4268
	8000 Chavenelle Rd, Dubuque	
Gas:	Black Hills Corporation	888-890-5554
	1015 Cedar Cross Rd, Dubuque	
Sewer, Water, City of Asbury		556-7106
Refuse, Storm Water		
	5290 Grand Meadow Dr, Ste #1, Asbury	

**DIRECT DEBIT FORM – SEWER, GARBAGE, COMMUNITY PROTECTION AND WATER SERVICES**

The City of Asbury, Iowa has implemented the direct debit payment service for sewer, garbage, community protection, stormwater and water bills. Participants in the direct debit program will continue to receive a bill, but instead of writing a check, the amount due is deducted electronically from the customer's checking account on the 15<sup>th</sup> of each month. If you would like to sign up for this program, please complete the authorization form below and mail or drop off with a voided check to:

City of Asbury  
5290 Grand Meadow Dr, Suite #1  
Asbury, Iowa 52002-2589

Your account information can be found on your monthly utility bill. Be sure to attach a voided check with your form. After the authorization is processed the following note will appear on your bill:

**BANK PAY**

This means all information on the authorization has been verified and payment will be automatically debited from your account. To locate your Transit/ABA and account numbers, look to the bottom series of numbers on the face of each check.

John Doe or Jane Doe 123 Anywhere St. Asbury, Iowa 52002	Check #2080 _____ 2010
Pay to the Order of: _____	\$ _____ .00 Dollars
Bank of Asbury, Iowa For: _____	
<b>079448953 (TRANSIT NUMBER)</b>	<b>877925804 (ACCOUNT NUMBER)</b> 2080

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED UTILITY PAYMENTS  
CITY OF ASBURY, IOWA**

PLEASE INDICATE:  NEW INFORMATION  CHANGE INFORMATION

Name: \_\_\_\_\_ Utility Service Address: \_\_\_\_\_  
Utility Account Number: \_\_\_\_\_ Phone: \_\_\_\_\_

I (we) hereby authorize the City of Asbury, Iowa hereinafter called CITY, to initiate debit entries to my (our)  
 Checking Account  Savings Account (**select one**) indicated below and depository named below, hereinafter called DEPOSITORY, to debit same to such account for payment of monthly sewer, water, community protection and garbage bills.

Bank Depository Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Bank Transit/ABA Number: \_\_\_\_\_ Bank Account No. \_\_\_\_\_  
(9 digit number)

This authority is to remain in full force and effect until CITY and DEPOSITORY have received written notification from me (or each of us) of its termination in such time and in such manner as to afford CITY and DEPOSITORY a reasonable opportunity to act on it.

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Pay As You Throw – Refuse Services

In the Asbury community, you will be allowed one can or bag of garbage per weekly pickup by **6 a.m.** Any *additional* can or bag must have a tag attached. These tags for additional cans or bags can be purchased at Casey’s General Store or Asbury City Hall.

Please set both your refuse and recycling containers out **by 6:00 AM, ready for pick-up.** Containers put out AFTER this time may not be picked up. Due to increased traffic in the area, it is important to have containers out EARLY to enable Dittmer Recycling to complete their routes. Containers should be placed at the end of the driveway, in the “apron” area or in the green space behind the curb. Do not place containers in the “gutter” area as they tend to become very wet or wash down the street.

The definition of **Can** is: One of the following containers that is no larger than 33 gallons and weighs no more than 40 pounds when filled: a water tight, rodent and vermin proof container for temporary storage of solid waste, made substantially of galvanized material or other non-rusting material, equipped with a handled tight fitting cover and of a size which may be conveniently handled by a collector or a water tight, rodent, vermin proof plastic bag, box, or receptacle of a size which may be conveniently handled by a collector.

A **Tag** may be purchased at Asbury City Hall and Casey’s General Store in Asbury. The fee for each garbage tag is \$1.25. One tag shall be good for one (1) *additional* container of garbage.



Recycling is set out on your refuse pick up day. Recycling amounts are unlimited.

### Acceptable Materials

Newspapers, books, magazines and catalogs  
Corrugated cardboard (staples ok, pizza boxes must be clean)  
Tin & Aluminum cans (rinsed & discard caps)  
Plastic #1-5 and #7 and plastic containers  
Extension cords, Christmas light strands

### Unacceptable Materials

Slick coated frozen food boxes  
Greeting cards & gift wrap  
Milk & juice paperboard cartons  
Paper plates, cups, napkins  
Photographs  
Disposable diapers  
Cereal box liners  
Wax/shiny cardboard  
Batteries  
Plastic bags/film wrap  
Plastic #6  
Medical supplies  
**Electronics and Glass**





## Yard Waste Guidelines

Yard waste must be in a refuse container or brown yard waste bag, which can be purchased at Lowe's, Menards or Hy-Vee. Each container/bag or bundle of yard waste set out for collection must have a yard waste tag. Yard waste must be placed curbside by 6 a.m. on Thursdays during April through November.

A yard waste container is a receptacle with a capacity of greater than 9 gallons, but not greater than 32 gallons constructed of plastic or galvanized metal, and having a tight fitting lid capable of preventing entrance into the container by vermin. The mouth of the container shall have a diameter greater than or equal to the base. Plastic garbage bags are not biodegradable and are not allowed for yard waste pick up. Yard waste is vegetation only. (no soil, rocks, food waste, fruits, nuts, pine cones, vegetable or lumber) A plant is yard waste. Corn cobs, tomatoes, apples and pumpkins are examples of refuse.

- **Yard waste is collected on Thursdays - April through November**
- **Yard Waste tags may be purchased at City Hall, Casey's or Farm & Fleet for \$2.50 each**
- **Each container or bundle must have a yard waste tag**
- **Paper bags that do not exceed 32 gallons are acceptable**
- **The weight of the container or paper bag shall not exceed 40 lbs**
- **The City offers two free yard waste weeks the first two weeks of April and the first two weeks in November**



## **Building Permits**

The following are some of the more common projects that require a building permit:

New House, Additions, Garages, Refinish basement  
Decks, patio covers, porches (repair & replacement)  
Roofing work  
Siding, soffit, fascia, casings  
Structural repairs  
Retaining walls over 4 ft. high  
Swimming pool  
Interior remodeling involving drywall, moving/building walls, altering windows, doors, etc.  
Demolition of all or part of a structure

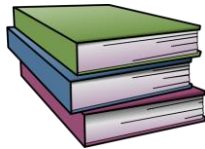
This list is not all inclusive. If you have any questions about whether your project requires a building permit, please call Asbury City Hall at 563.556.7106.

## **Electrical, Mechanical, Plumbing**

The following are some of the more common projects that require an electrical, mechanical or plumbing permit:

Changing, relocating, alteration to electrical service entrance  
Rewiring house, adding outlets, central air conditioning  
New Bath or changing location of plumbing fixtures  
Gas piping  
Installing a new or replacing a furnace, water heater, central air conditioner

*Under City Ordinance, single family homeowners who are also the occupant of the home may obtain permits to do their own work. However, if you hire a contractor to do the work, they should obtain the permit. Contractors are required to be licensed in the State of Iowa.*



**Dubuque County Library – Asbury Branch**  
**5290 Grand Meadow Drive, Suite 2**  
**Asbury, Iowa**  
**563.582.0008**  
**www.dubcolib.lib.ia.us**

**MON-THU: 9:00 AM-8:00 PM**  
**FRI: 9:00 AM- 6:00 PM**  
**SAT: 9:00 AM-3:00 PM**  
**SUN: Closed**

The Asbury Branch of the Dubuque County Library is located at the Asbury Community Services Campus.

The materials at this branch are popular adult and children's books, magazines, reference materials, movies on DVD and books on CD. The services include computers with high speed and wireless internet access, online catalog, online patron holds, inter-library loan services, copy, fax and printing machines

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**ASBURY EAGLES CLUB**  
**5900 Saratoga Plaza**  
**Asbury, IA 52002**  
**563.588.4458**  
**www.asburyeaglesclub.com**

**Monday: 4-11 p.m.**  
**Tuesday: 4-11 p.m.**  
**Wednesday: 4 p.m.-Midnight**  
**Thursday: 4 p.m.-Midnight**  
**Friday: 4 p.m.-2 a.m.**  
**Saturday: 4 p.m.-2 a.m.**  
**Sunday: 11 A.M.-Close**

***Aerie meets on the 1st Wednesday of each month at 7:00 P.M. Auxiliary meets on the 1st Monday of each month at 7:00 P.M. Joint Meeting 3rd Wednesday of each month at 7:00 P.M. Trustee meeting on the 2nd & 4th Monday of each month at 6:30 P.M.***

The Asbury Eagles club is a non-profit social/charitable organization. Our bar and activities are open to the public but we also encourage people to become members. We promote a family atmosphere and plan events throughout the year. We have an indoor bar; outdoor patio; game room; and hall rentals.

**New Member to Asbury Drink Coupon**  
 Good for two (2) mixed drinks or Beers  
*Only good at the Asbury Eagles Club, 5900 Saratoga Plaza, Asbury, IA*