

CITY OF MARSHALLTOWN
COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 W STATE STREET
APRIL 22, 2019, 5:30 PM

A. NOTICE TO PUBLIC

The Mayor and City Council welcome comment from the public during discussion of any of the agenda items. You are required to step to the microphone, state your name and address for the record and to limit the time used to present your remarks 3 minutes or less in order that others may be given the opportunity to speak. All speakers shall speak clearly and direct their comments to the Mayor and City Council and not to any Councilor specifically. It is at the discretion of the Mayor and Council to respond to specific questions and comments or to have staff respond during the meeting.

B. CALL TO ORDER

Mayor Joel T.S. Greer

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

Cahill, Gowdy, Hoop, Isom, Lamer, Martin, Wirin.

E. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

1. Years Of Service

Alicia Hunter - 15 years

Juan Tejada - 10 years

F. CONSENT AGENDA

1. Approve Minutes For 4/8/2019, 4/10/2019 And Bill List In The Amount Of \$854,929.63

Documents:

[04-22-2019_BillList.pdf](#)

[2019-04-08_Council-minutes.pdf](#)

[2019-04-10_Council Special.pdf](#)

2. Approve March 2019 Financial Statements

Documents:

[March 2019 Financials Memo.pdf](#)

[March 2019 Financial Statements.pdf](#)

3. Approve Alcohol License Renewals May-June

BC0029555

Abarrotes Villachuato, LLC

31 N. 1st Avenue

LC0040731

Center Street Station

19-21 N. Center St.

BW0095823

Tannin Inc.

125 East Main Street

LB0002091

Best Western Marshalltown

3303 South Center St.

LC0043559	JB Bar	915 Turner St.
LE0002204	Walgreens #03196	5 E Anson
BC0027736	Hy-Vee Gas	808 S Center St
LE0002910	Marshall Beer Wine Spirits	11 N 3rd Ave
LC0040933	Hy-Vee Party Room	802 S Center St.

4. RESOLUTION 2019-069 DECLARING CERTAIN PROPERTY SURPLUS PROPERTY AND AUTHORIZING SALE AND DISPOSAL THEREOF, HOIST UNIVERSAL AND CHAMPION CABLE CROSSOVER MACHINES.

Documents:

[Resolution Surplus Equipment - Exercise.doc](#)

5. RESOLUTION 2019-070 REPLACING DAMAGED LIGHT POLE ON N 3RD AVE BETWEEN E MARION ST AND SWAYZE ST, EAST SIDE OF ROAD WITH 35' WOOD POLE, 80 W LED LIGHT.

Documents:

[04-22-2019_2019-070_N 3rd Ave street light resolution-Marshalltown.pdf](#)

6. RESOLUTION 2019-071 APPROVING CONTRACT CHANGE ORDER FOR THE WPCP BIOGAS ENGINE REPLACEMENT PROJECT # 52015014 WITH WOODRUFF CONSTRUCTION, LLC. A DECREASE OF \$269,541.20

Documents:

[Woodruff.pdf](#)
[Marshalltown Biogas CO 1 Signed.pdf](#)

7. RESOLUTION 2019-072 APPROVING A CONTRACT FOR SERVICES BETWEEN PEOPLERIDES AND THE CITY OF MARSHALLTOWN, IOWA, MARSHALLTOWN MUNICIPAL TRANSIT DIVISION

Documents:

[Peoplerides Resolution.pdf](#)
[Peoplerides.pdf](#)

8. RESOLUTION 2019-073 APPROVING A CONTRACT FOR SERVICES BETWEEN ACCESS TO CARE AND THE CITY OF MARSHALLTOWN, IOWA, MARSHALLTOWN MUNICIPAL TRANSIT DIVISION

Documents:

[04-22-2019_2019-073_Access to Care Resolution.pdf](#)

9. Resolution 2019-079 Approving Closing Of US Bank Checking Account

Documents:

[Resolution Approving Closing of US Bank Checking Account.pdf](#)
[Memo to Close US Bank Account.pdf](#)

G. MOTIONS

1. Approve 4' X 30' Outdoor Service Area For Dave's, 207 E Main St

Documents:

[04-22-2019_Daves Outdoor Service Area 207 E Main St.pdf](#)

H. **REPORTS**

1. Marshalltown Central Business District- Quarterly Update

Documents:

[04-22-2019_MCBD REPORT for packet.pdf](#)

2. Fire Department Annual Report

Documents:

[Annual Report 2018.docx](#)

I. **RESOLUTIONS**

1. RESOLUTION 2019-074 ACCEPTING BID AND AUTHORIZING THE AWARD AND APPROVAL OF CONTRACT FOR THE CHIPPING OF TORNADO RELATED TREE DEBRIS PROJECT IN THE CITY OF MARSHALLTOWN, IOWA IN THE AMOUNT OF \$59,980.00

Documents:

[2019-074 RES.pdf](#)
[Thorp04162019162129_001.pdf](#)
[2019-074 Chipping Contract.pdf](#)

2. RESOLUTION 2019-075 APPROVING AN AGREEMENT WITH RDG PLANNING AND DESIGN FOR THE DEVELOPMENT OF A PLACEMAKING PLAN FOR THE IOWA RIVER TRAIL

Documents:

[2019-075 Res.pdf](#)
[Memo on IRT Placemaking Contract.pdf](#)
[RFP IRT Design Plan - FINAL.pdf](#)

3. RESOLUTION 2019-076 SUPPORTING IOWA GREAT PLACES DESIGNATION APPLICATION FOR THE CITY OF MARSHALLTOWN

Documents:

[CC Memo_Iowa Great Places-designation.pdf](#)
[res_Iowa Great Places-designation.pdf](#)

4. RESOLUTION 2019-077 APPROVING A COST SHARING AGREEMENT BETWEEN CASEY'S MARKETING COMPANY AND THE CITY OF MARSHALLTOWN, IOWA, REGARDING UNDERGROUND STORM WATER CELLS FOR STORM SEWER DRAINAGE, AT PROPERTY EAST OF 111 N 3RD AVENUE, 303 1/2 -305 BROMLEY STREET.

Documents:

[04-22-2019_2019-079_CaseysRES.pdf](#)
[04-22-2019_Caseys Cost Sharing Memo.pdf](#)
[04-22-2019_2019-079_CaseysAGREEMENT.pdf](#)

5. PUBLIC HEARING/RESOLUTION 2019-078 AUTHORIZING FINANCIAL ASSISTANCE APPLICATION FOR FY2020 CONSOLIDATED TRANSIT FUNDING AND APPROVING RELATED CONTRACTS WITH THE IOWA DEPARTMENT OF TRANSPORTATION.

Documents:

[_Consolidated Transit Funding Application FY2020.pdf](#)
[_Memo Transit Funding FY2020.doc](#)
[_Public Hearing Notice FY2020.doc](#)

J. **ORDINANCES**

1. ORDINANCE 14982 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA BY AMENDING CHAPTER 20, SECTION 20-161 NO PARKING ANYTIME, BY ADDING NO PARKING ON EAST MAIN STREET BETWEEN 8TH AVENUE AND 9TH AVENUE

First Reading. No public hearing required.

Documents:

[04-08-2019_14982_Marshalltown Company Main Street Parking Request Letter.pdf](#)
[04-22-2019_14982_Ord No Parking Main Street 8th Ave - 9th Ave.pdf](#)

K. **DISCUSSION**

1. Discussion Of City-Held Liquor License For The Coliseum

Documents:

[Memo to City Council regarding Alcohol Permit for Coliseum.pdf](#)

L. **PUBLIC COMMENT**

Members of the public may make comments on any item which was not on the agenda during this time. The speaker shall approach the microphone, and state his or her name and address. Comments shall be limited to three minutes, unless a longer comment is authorized by the Mayor. The speaker shall direct comments to the Mayor and to the Council as a whole. The Mayor and Councilors shall not engage in discussion or debate on items raised by members of the public, and no action may be taken on items raised in public comments in order to comply with open meetings laws.

M. **CLOSED SESSION - REAL ESTATE**

Closed session pursuant to Section 21.5 subsection (1) paragraph (j) OF THE CODE OF IOWA to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The City of Marshalltown has an attorney-client relationship with Attorney Roger Schoell, appointed as City Attorney on May 5, 2014, by Council Resolution #2014-047; and with Lynch Dallas P.C., by Council Resolution #2017-093, approved May 8, 2017.

There may be council action by motion following the closed session if directed by the

city's attorney.

N. **ADJOURN**

Please visit the City's website for the complete agenda packet and to subscribe to agenda notices and department news. www.marshalltown-ia.gov

COUNCIL BILL LIST, APRIL 22, 2019

Advertising		Ledford,M/4	2,160.00
Great.Wstrn.Bnk/3	39.89	Marshall.Co.Aud/25	175.00
HomePages.Holdi/1	1,965.00	McAtee.Tire/4	250.00
Buildings/Improvements		McFarland.Cl/1	128.48
Allegheny.Csfty/1	79,847.50	Mtwn.Aviation/3	1,460.42
Hay.Constr./1	4,245.00	ONE.SOURCE/2	60.00
Consulting & Professional Fees		Quick,J/1	75.00
Bernie.Lowe/2	1,499.34	Racom.Corp/2	557.50
Bernie.Lowe.Asc/1	2,898.00	Scharnweber.Wtr/1	27.00
Bolton&Menk.Inc/4	18,465.50	US CELLULAR/1	260.98
Calhoun-Burns/1	751.50	VanWall.Equip/1	155.24
CGA.Assoc/2	10,773.30	Verizon.Wireles/6	546.95
Fox.Engrg.Assc/2	5,664.00	Supplies/Parts	
Great.Wstrn.Bnk/1	50.00	AirFilter.Servc/1	706.76
HDR.Engrg/1	1,488.20	Airgas.U.S.A./1	24.18
Prochaska.Assoc/1	679.64	All.Inclus.REC/1	731.35
S.E.H.Inc./1	28,000.00	ARL.Inc/1	104.05
Stanley.Consult/1	6,626.25	Arnold.Motor.Su/19	498.22
Wellmark.Inc./1	10,757.79	BDH/1	93.84
Contracts		BLUEGLOBES.INC/1	769.65
Animal.Clinic/1	8.90	Browns.Shoe.Fit/1	98.99
Aramark.Unfrm/4	132.03	Carrico.Aq.Rs/2	613.00
Great.Wstrn.Bnk/4	1,574.04	CDW.Governmnt/2	4,610.95
IA.Dept.Insp.Ap/1	409.50	Cessford.Constr/2	3,350.73
IA.Dpt.Safety/1	295.80	City.Laundering/20	1,207.00
Independnt.Salt/1	4,103.33	Cntrl.IA.Distr/2	667.00
Iowa.One.Call/2	52.50	Cntrl.Office/5	196.00
Koch.Office/1	401.16	Concrete/1	148.50
Marsh.Co.Landfi/2	55,148.00	Consolidated.Wa/1	1,054.24
Marshall.Co.Aud/1	2,500.00	Crop.Rite.Inc/1	144.00
Mtwn.Aviation/1	642.00	Cummins.Service/3	6,945.19
Mtwn.Wtrwrks/1	14.00	Diamond.Mfg/1	166.00
Open.Edge/1	33.36	Electric.Supply/3	9,471.44
Recon.Robotics/2	15,495.00	Environ.Resourc/1	385.40
Region.6.Planng/1	946.00	Fastenal.Co/3	197.57
RICOH.USA.INC/4	106.79	Fire.Services.T/1	150.00
Schendel.Pest.C/1	60.00	Galls.LLC/2	259.96
Schumacher.Elev/2	434.11	GEAR.WASH/1	444.87
Sje.Rhombus/1	6,250.00	Gillig.LLC/3	466.59
Stericycle.Inc/2	186.75	Great.Wstrn.Bnk/106	15,274.20
Sterling.Fire/5	1,137.75	IA.Prison.Ind/1	106.75
Stone.Sanit/1	485.55	Jensen.Inc/3	671.55
Tyler.Technolog/1	3.75	Kieslers/1	428.63
Verizon.Connect/1	435.30	Marsh.Co.Engr/21	16,240.27
Watchguard.Vide/1	750.00	Martin.Marietta/1	1,304.78
Xerox.Corp/1	83.10	McAtee.Tire/1	140.77
Library Books		Menards/2	254.13
Great.Wstrn.Bnk/14	395.15	Midland.Scienti/5	1,226.39
Medical		Minuteman/2	96.80
Bernie.Lowe/2	10,970.38	Mobotrex.Inc./1	840.00
HARTFORD.ACCTS/1	6,769.53	Mtwn.Aviation/2	69.38
Lifeworks.Us/1	1,163.31	Napa.Auto/7	347.18
Medtrak.Service/1	718.73	Nutrien.Ag.Sol/3	736.13
Wellmark.Inc./3	63,177.88	Office.Express/1	125.36
Payroll.Deductions		Oreilly.Automot/1	5.49
American.Educa./1	64.41	Palmer,J/1	2,877.65
AXA/1	425.00	Racom.Corp/6	4,645.98
Collection.Svs./5	1,391.56	Recon.Robotics/1	820.00
Colonial.Life/1	522.21	Shetler,D/2	192.00
Fidelity.Securi/2	413.30	Sign.Creations/1	160.00
Fire.Union.Dues/2	1,020.00	Storey.Kenwrthy/3	5,195.24
I.R.S./6	75,836.56	Terminal.Supply/1	108.67
IA.Treasurer/4	16,767.00	Titan.Machinery/1	82.77
ICMA.457/11	10,536.77	Trans.IA.Equip/1	335.41
Meskwaki Nation/1	300.34	Univ.IA/1	4,546.00
Texas.Child.Sup/2	252.57	Vajgrt.R/1	158.88
UAW.Local 893/1	148.48	Willco.Inc/3	1,036.25
United.Way/4	814.78	Witmer.Public.S/2	33.98
Payroll.Net		WW.Grainger/2	313.40
Payroll/1	272,648.33	Travel/Training	
Refund/Reimbursed		ALLEN,R/1	8.00
Gillespie,D/2	87.00	Baldazo,A/1	82.52
Great.Wstrn.Bnk/3	111.96	Career.Step/2	1,143.66
IA.Treasurer/1	2.00	Great.Wstrn.Bnk/1	198.00
Wellmark.Inc./1	-18,261.62	LEWIS,S/1	8.00
Rents/Leases		Nickel,J/2	172.63
Eubanks,C/2	312.00	Utilities	
River.Oaks/1	64.00	AlliantEnergy/43	14,261.15
Service/Repairs		Consumr.Energy/2	426.01
Century.Link/75	966.78	Mtwn.Wtrwrks/1	975.45
Centurylink.Id/6	12.15	WoodRiver.Enrgy/3	1,622.99
Gale-Hazen,E/1	165.00	Total/630	854,929.63
Gale-Hazen,K/1	270.00		
Great.Wstrn.Bnk/21	1,853.87		
Hanke,R/1	177.00		
Hannam.Autom/2	4,270.11		
Heart.of.Iowa/5	603.76		
IA.Treasurer/2	17,854.00		
Language.Line.S/1	31.20		

Council Proceedings
April 8, 2019

Mayor Greer called the meeting to order at 5:30 PM, April 8, 2019, in the Council Chambers at 10 W State Street and led the pledge of allegiance. Roll call- Present: Cahill, Gowdy, Hoop, Isom, Lamer, Martin and Wirin. Spohnheimer and her department were recognized for receiving a Lead Hazard Abatement Lead Grant, \$2.9M, to assist 125 units with lead hazard removal.

CONSENT AGENDA:

Lamer moved to adopt the consent agenda: Approve March 25, 2019, Council Minutes And Bill List In The Amount Of \$1,323,154.13; Receipt Of Building Permit Report, February 2019; Boards & Commissions- Appointments And Reappointments: Appoint: Cindy Brodin: Parks and Recreation Advisory Board, Amber Danielson: Board of Adjustment, Reappoint: Marla Grabenbauer, Merrill Price and Robert Forbes: Solid Waste Commission; Matt Tullis and Jeffrey Sogge: Parks and Recreation Advisory; Tammie Engle, David G. Schulze, Kellissa Thurston and Robert Wenner: Board of Adjustment; Approve February 2019 Monthly Financial Statements; Resolution 2019-058 Approving School Resource Officer Agreement With Marshalltown Community School District; RESOLUTION 2019-059 AUTHORIZING THE REBUILD OF THE 18TH AVENUE STORMWATER LIFT STATION PUMP FOR THE WPCP DEPARTMENT, FROM ELECTRIC PUMP FOR THE PRICE OF \$55,858.69; RESOLUTION 2019-060 AUTHORIZING TUCKPOINTING OF THE SLUDGE PUMPING BUILDING FOR THE WPCP DEPARTMENT, FROM PAJIC TUCK POINTING LLC FOR THE PRICE OF \$46,290.00; RESOLUTION 2019-061 APPROVING AN ELECTRIC LINE EASEMENT WITH INTERSTATE POWER AND LIGHT COMPANY; second by Wirin. Motion carried 7-0.

MOTIONS

Martin moved to approve the Alcohol Transfer And Premise Update Request - April 20 Event At Central Iowa Fair, Premise Update For The Central Iowa Fair And Transfer For Midnight Ballroom, second by Wirin. Motion carried 7-0.

Wirin moved to Approve New Tobacco License For Goldenland Asian Grocery Store, 11 E State Street, April 9, 2019, Through June 30, 2019, second by Cahill. Motion carried 6-1, Lamer dissenting.

RESOLUTIONS

Wirin moved to adopt RESOLUTION 2019-062 APPROVING A 28E COOPERATIVE AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN, IOWA AND THE MARSHALLTOWN YMCA-YWCA FOR THE CONTINUED OPERATIONS OF THE AQUATIC CENTER, second by Isom. Resolution adopted 7-0.

Isom moved to amend RESOLUTION 2019-067 APPROVING THE MARSHALLTOWN MUNICIPAL AIRPORT STATE GENERAL AVIATION VERTICAL INFRASTRUCTURE PROGRAM (GAVI) GRANT ASSISTANCE APPLICATION, to include application for Hangar improvements, second by Wirin. Amendment passed 7-0. Wirin moved to approve the amended Resolution, second by Martin. Resolution adopted 7-0.

Gowdy moved to adopt RESOLUTION 2019-068 ADOPTING GUIDELINES FOR SMALL CELL FACILITIES, second by Cahill. Resolution adopted 7-0.

Lamer moved to adopt RESOLUTION 2019-063 APPROVING CONTRACT CHANGE ORDER #2 FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 FOR CONSTRUCTION MANAGEMENT SERVICES FROM STORY CONSTRUCTION AN INCREASE OF \$224,955.76, second by Wirin. Resolution adopted 7-0.

Wirin moved to adopt the following PUBLIC SAFETY BUILDING CONTRACT CHANGE ORDERS: RESOLUTION 2019-064 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#9-2 FLOOR COVERINGS FOR ALLIED CONSTRUCTION SERVICES, INC. AN INCREASE OF \$2,215.00; RESOLUTION 2019-065 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#6-1 GENERAL SUPPLIES FOR GARLING CONSTRUCTION AN INCREASE OF \$1,589.36; RESOLUTION 2019-066 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#26-1 ELECTRICAL COMMUNICATIONS & SECURITY FOR DEVRIES ELECTRIC AN INCREASE OF \$20,499.20; second by Isom. Resolutions adopted 7-0.

ORDINANCES:

Lamer moved to reconsider the third reading of ORDINANCE #14980 APPROVING CHANGES TO THE MARSHALLTOWN ZONING ORDINANCE OF 2010, REGARDING CHAPTER 29 TABLE OF

PERMITTED AND SPECIAL USES FOR COMMERCIAL & INDUSTRIAL DISTRICTS as amended, without external storage, second by Isom. Motion carried 7-0.

DISCUSSION

A request was received to restrict parking on East Main Street between 8th and 9th Avenue due to the increased truck traffic on the south side of E Main Street. Wirin directed staff to prepare an ordinance for consideration, second by Isom. Motion carried 7-0.

Finance Director Steiner informed the council \$933,000 remains unencumbered for the Police and Fire Safety Building, which does not include legal settlements.

PUBLIC COMMENT:

Leigh Bauder asked about the process for appointment to Boards and Commissions, Karen Nablo asked about the Valor program.

ADJOURNED:

Meeting adjourned at 6:34 PM

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

Joel T.S. Greer, Mayor

Shari L. Coughenour, CMC, City Clerk

COUNCIL PROCEEDINGS

April 10, 2019

The Marshalltown City Council met in special session on April 10, 2019, at 8:30 am in Council Chambers at City Hall. Mayor Greer called the meeting to order at 8:30 am, with Council members Isom and Wirin joining by phone. Present: Cahill, Gowdy, Hoop, Isom, Martin, Wirin.

Council member Gowdy moved to adopt RESOLUTION 2019-057 APPROVING TAKEVOER AGREEMENT WITH INTERNATIONAL FIDELITY INSURANCE COMPANY, second by Martin. Resolution adopted 6-0.

With no other business, the meeting adjourned at 8:31 am.

/s/ Shari L. Coughenour, CMC, City Clerk

MARSHALLTOWN

— I O W A —

Joel Greer, Mayor
Jessica Kinser, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
Fax - (641) 754-5781

FINANCE DEPARTMENT

April 17, 2019

To: Mayor Joel Greer
Members of the City Council

From: Diana Steiner, Finance Director

Re: March Monthly Financial Statements

Policy Issue: N/A.

Recommendation: Staff recommends approving the March 2019 monthly financial statements.

Background: The Finance department has prepared and reconciled the March 2019 financial statements for your review. The attached reports include the following:

- Fund Balance Report, which includes the beginning balance at 6/30/18, the year-to-date revenues and expenses for 9 months and the ending fund cash balance.
- Cash & Investments Report, which includes current balances and interest rates for all city investments.
- Monthly Budget Report, which reflects monthly and year-to-date revenues and expenses by each fund and then in summary. If the YTD Activity amount is less than the YTD Budget amount, it will show as unfavorable for revenues and favorable for expenses.

Items of interest this month:

*The Police & Fire Building expenses in fund 354 were \$662,892.

*Annual payment to ICAP for General Liability Insurance was \$248,617

*New bus was purchased for Transit for \$113,796

*Payments totaling \$124,000 were made to the consultant for the Downtown Master Plan

Budget Impact: N/A

Attachment: March 2019 Financial Statements

cc: Jessica Kinser, City Administrator



**FUND BALANCE REPORT
AS OF 03/31/19**

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
001 - GENERAL FUND	1,556,085.70	9,744,353.12	11,047,806.54	252,632.28
010 - CASH FLOW RESERVE FUND	2,086,100.92	203,154.77	-	2,289,255.69
030 - CAPITAL RESERVE	224,801.61	423,646.51	625,079.25	23,368.87
031 - CAPITAL RSRV-BLDG MAINT	440,029.28	6,390.96	158,174.65	288,245.59
032 - CIP LARGE VEHICLE/EQUIPMENT	106,000.00	106,000.00	-	212,000.00
050 - COLISEUM ACTIVITY FUND	-	-	-	-
110 - ROAD USE TAX	4,534,210.54	2,788,947.59	1,504,038.92	5,819,119.21
112 - EMPLOYEE BENEFITS FUND	2,443,812.88	1,481,617.16	1,748,642.82	2,176,787.22
117 - POLICE/FIRE RETIREMENT	423,994.86	702,280.40	839,689.66	286,585.60
119 - EMERGENCY FUND	-	132,894.95	132,894.95	-
121 - LOCAL OPTION SALES TAX	4,084,222.31	2,496,979.94	2,149,900.59	4,431,301.66
125 - TAX INCREMENT FINANCING	500,738.78	539,694.58	275,936.72	764,496.64
130 - CITY TORT LIABILITY	71,645.60	36,325.47	17,303.07	90,668.00
131 - SPECIAL ASSESSMENTS SURPLUS	-	-	-	-
132 - GRANTS-STATE/LOCAL AGENCIES	(5,261.13)	175,803.34	188,392.50	(17,850.29)
140 - PARK & REC DONATION FUND	67,724.68	20,876.72	10,124.51	78,476.89
141 - MTOWN TENNIS ASSOC	1,685.91	27.83	-	1,713.74
142 - SOFTBALL ASSOCIATION FUND	1,020.65	13,239.77	12,437.34	1,823.08
144 - LIVE HEALTHY IOWA	1,434.31	18.59	309.76	1,143.14
145 - TORNADO GENERAL	-	2,856,309.29	2,151,102.61	705,206.68
146 - FEMA VALOR	-	-	75,426.57	(75,426.57)
147 - FEMA DEMO	-	10,000.00	68,221.97	(58,221.97)
150 - COPS FAST GRANTS	(3,749.78)	36,487.71	36,645.10	(3,907.17)
151 - DEPT OF JUSTICE GRANTS	(685.68)	23,205.50	22,536.72	(16.90)
152 - POLICE UNDESIGNATED GRANTS	(3,264.76)	58,758.98	81,138.59	(25,644.37)
153 - POLICE DEPT DONATION FUND	151,172.19	56,744.08	114,865.67	93,050.60
156 - FIRE DEPT DONATION FUND	16,896.39	229.84	10,047.22	7,079.01
157 - FIRE DEPT GRANTS	4,608.45	76.23	-	4,684.68
160 - ECONOMIC DEVELOPMENT GIFT	50,000.17	827.07	-	50,827.24
161 - SURETY DEPOSITS/SUBDIVIDER	10,431.31	172.55	-	10,603.86
170 - LIBRARY DONATION FUND	97,429.97	24,984.38	21,714.53	100,699.82
177 - SEIZED ASSETS (POLICE)	40,445.23	14,724.63	10,194.49	44,975.37
179 - OTHER COMM AND ECON DEVELOPMENT	155,352.52	14,392.69	45,851.49	123,893.72
180 - HOUSING GRANTS	16,123.55	10,164.18	-	26,287.73
183 - FY 08 EDI (ECON DEV INCENTIVE)	(12,189.25)	-	640.00	(12,829.25)
184 - VOUCHERS - 002, 003	83,916.62	1,020,064.83	947,831.03	156,150.42
189 - #6 HUD LEAD GRANT	-	-	380.00	(380.00)
190 - 911 SURCHARGE	464.27	47,035.11	47,499.38	-
200 - GO BONDS DEBT FUND	86,909.39	2,344,411.84	415,485.50	2,015,835.73

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
300 - CIP COLLECTION FUND	169,223.58	334,850.43	388,566.11	115,507.90
310 - FEDERAL STREET GRANTS	(66,984.26)	92,578.80	25,594.54	-
311 - RISE STREET GRANTS	(98,178.29)	98,178.29	-	-
312 - AIRPORT PROJECT FUND	(123,355.17)	124,986.90	23,767.15	(22,135.42)
320 - SPECIAL ASSESSMENT PROJECTS	(38,528.95)	14,333.00	-	(24,195.95)
340 - BIKE PATH PROJECT FUND	(225,706.49)	60,901.42	260,853.42	(425,658.49)
341 - TREES FOREVER PROJECT	2,196.27	5,533.40	2,999.50	4,730.17
350 - GO BONDS CAPITAL PROJECTS	8,498.01	140.58	-	8,638.59
354 - POLICE & FIRE STATIONS	11,912,130.55	151,244.38	8,025,055.42	4,038,319.51
355 - 2015 GO BONDS (D&D)	112,035.15	487,809.70	4,023.85	595,821.00
356 - 2016 BONDS - STREET PROJECTS	-	12,532.40	12,532.40	-
357 - 2018 CY STREET PROJECTS	(14.91)	5,014.91	5,000.00	-
381 - 2019 CY STREET, SIDEWALK, PARKING PROJECTS	-	2,434,314.95	67,482.75	2,366,832.20
383 - COLISEUM REMODEL	-	362,988.57	12,432.00	350,556.57
392 - TIF DISTRICT III CAP PROJECTS	(8,017.10)	-	-	(8,017.10)
393 - TIF DISTRICT IV CAP PROJECTS	-	-	10,050.00	(10,050.00)
395 - ECONOMIC DEVELOPMENT PROJECT FUND	-	35.95	88,517.00	(88,481.05)
610 - WATER POLLUTION CONTROL	5,778.00	2,455,750.46	2,458,845.32	2,683.14
611 - WPCP REVENUE	10,296,770.66	6,543,642.70	2,525,612.13	14,314,801.23
612 - WPCP REVENUE BOND FUND	(31.52)	78,233.66	78,233.66	(31.52)
614 - WPCP CAPITAL IMPROVEMENT RSRV	1,020,098.91	16,873.95	-	1,036,972.86
617 - SANITARY SEWER NEW CONSTRUCTN	89,981.26	7,369.25	-	97,350.51
618 - TORNADO-WPCP	-	-	4,402.42	(4,402.42)
690 - TRANSIT OPERATING	126,125.70	902,620.48	992,282.50	36,463.68
740 - STORM SEWER UTILITY	1,891,776.85	1,075,449.52	324,912.79	2,642,313.58
741 - 2016 GO STORM WATER PROJ	1,561,196.20	25,003.98	158,011.27	1,428,188.91
742 - TORNADO - STORM/SEWER	-	-	4,140.06	(4,140.06)
750 - COMPOSTING FACILITY	181,573.75	36,658.83	40,171.04	178,061.54
751 - TORNADO - COMPOST	-	-	463,058.08	(463,058.08)
760 - P&R CONCESSIONS ENTERPRISE	(13,460.81)	21,365.73	28,349.10	(20,444.18)
881 - OCCUPATIONAL INSURANCE ESCROW	84,635.27	98,541.51	124,017.91	59,158.87
884 - GROUP HEALTH INSURANCE ESCROW	2,369,657.85	2,117,354.55	2,123,738.66	2,363,273.74
886 - WORKMAN'S COMP DEDUCTIBLE FUND	37,367.51	613.83	636.92	37,344.42
910 - POLICE PENSION - T & A	-	7,958.43	7,958.43	-
913 - 911 COMMISSION	(26,445.05)	559,280.36	754,361.41	(221,526.10)
951 - SALES TAX REIMBURSEMENT	(2,113.56)	2,307.80	4,132.74	(3,938.50)
952 - SURETY BONDS/DEPOSITS	2,018.60	597.65	-	2,616.25
953 - IA STATE SLEUTH USR GRP	14,971.67	-	-	14,971.67
TOTAL	46,515,307.17	43,525,906.98	41,780,050.73	48,261,163.42

Account	Name	Ending Balance	Interest Rate
BalObject: 0110 - US Bank Acct			
999.0110.000	CASH US BANK	40,977.28	0.00
Total BalObject: 0110 - US Bank Acct:		40,977.28	
BalObject: 0111 - UB&T Operating			
999.0111.000	UB&T Operating	10,189,349.99	2.79
Total BalObject: 0111 - UB&T Operating:		10,189,349.99	
BalObject: 0112 - UB&T AP			
999.0112.000	UB&T COLISEUM	1,841.71	2.79
Total BalObject: 0112 - UB&T AP:		1,841.71	
BalObject: 0113 - UB&T Payroll			
999.0113.000	UB&T Payroll	41,493.74	2.79
Total BalObject: 0113 - UB&T Payroll:		41,493.74	
BalObject: 0114 - UB&T Dev Inspections			
999.0114.000	UB&T Dev Inspections	31,316.77	2.79
Total BalObject: 0114 - UB&T Dev Inspections:		31,316.77	
BalObject: 0115 - UB&T HUD Admin			
999.0115.000	UB&T HUD Admin	225,061.30	2.79
Total BalObject: 0115 - UB&T HUD Admin:		225,061.30	
BalObject: 0116 - UB&T HUD HAP			
999.0116.000	UB&T HUD HAP	46,252.19	2.79
Total BalObject: 0116 - UB&T HUD HAP:		46,252.19	
BalObject: 0117 - UB&T Police			
999.0117.000	UB&T Police	17,260.62	2.79
Total BalObject: 0117 - UB&T Police:		17,260.62	
BalObject: 0120 - PETTY CASH			
610.0120.000	PETTY CASH	200.00	0.00
750.0120.000	PETTY CASH	200.00	0.00
Total BalObject: 0120 - PETTY CASH:		400.00	
BalObject: 0122 - PETTY CASH-CITY CLERK			
001.0122.000	PETTY CASH-CITY CLERK	200.00	0.00
Total BalObject: 0122 - PETTY CASH-CITY CLERK:		200.00	
BalObject: 0123 - PETTY CASH-LIBRARY			
001.0123.000	PETTY CASH-LIBRARY	100.00	0.00
Total BalObject: 0123 - PETTY CASH-LIBRARY:		100.00	
BalObject: 0125 - PETTY CASH-PARK			
001.0125.000	PETTY CASH-PARK	200.00	0.00
Total BalObject: 0125 - PETTY CASH-PARK:		200.00	
BalObject: 0130 - CASH HELD BY INSUR ADMI			
885.0130.000	CASH HELD BY INSUR ADMI	1.00	0.00
Total BalObject: 0130 - CASH HELD BY INSUR ADMI:		1.00	

BalObject: 0216 - GREAT WESTERN BANK MM

354.0216.000	GREAT WESTERN BANK MM	3,038,319.51	2.50
381.0216.000	GREAT WESTERN BANK MM	66,832.20	2.50
741.0216.000	GREAT WESTERN BANK MM	1,439,106.78	2.50
999.0216.000	GREAT WESTERN BANK MM	4,174,950.94	2.50
Total BalObject: 0216 - GREAT WESTERN BANK MM:		8,719,209.43	

BalObject: 0217 - GREAT WESTERN BANK MM #2

999.0217.000	GREAT WESTERN BANK MM #2	5,055,972.18	2.51
Total BalObject: 0217 - GREAT WESTERN BANK MM #2:		5,055,972.18	

BalObject: 0240 - MIDWEST ONE CD (91-365 DAYS)

121.0240.000	MIDWEST ONE CD (91-365 DAYS)	1,000,000.00	2.52 -- 2.70
381.0240.000	MIDWEST ONE CD (91-365 DAYS)	2,300,000.00	2.60
611.0240.000	MIDWEST ONE CD (91-365 DAYS)	1,500,000.00	2.65 -- 2.73
884.0240.000	MIDWEST ONE CD (91-365 DAYS)	1,000,000.00	2.62 -- 2.70
999.0240.000	MIDWEST ONE CD (91-365 DAYS)	3,500,000.00	2.70 -- 2.75
Total BalObject: 0240 - MIDWEST ONE CD (91-365 DAYS):		9,300,000.00	

354.0243.000	GNB CD (91-364 DAYS)	1,000,000.00	2.60
Total BalObject: 0243 - GNB CD (91-364 DYS):		1,000,000.00	

BalObject: 0252 - GNB 365 INV

010.0252.000	GNB CD (365 DAYS)	500,000.00	2.72
121.0252.000	GNB CD (365 DAYS)	500,000.00	2.82
999.0252.000	GNB CD (365 DAYS)	4,024,343.84	2.28 -- 2.82
Total BalObject: 0252 - GNB 365 INV:		5,024,343.84	

BalObject: 0262 - GREAT WESTERN BANK (> 1 YR CD)

611.0262.000	GREAT WESTRN CD (365 DAYS)	500,000.00	2.41
884.0262.000	GREAT WESTRN CD (365 DAYS)	500,000.00	2.52
999.0262.000	GREAT WESTRN CD (365 DAYS)	2,000,000.00	2.29 -- 2.52
Total BalObject: 0262 - GREAT WESTERN BANK (> 1 YR CD):		3,000,000.00	

BalObject: 0265 - IPAIT CD (365)

999.0265.000	IPAIT CD (365 DAYS)	500,000.00	2.80
Total BalObject: 0265 - IPAIT CD (365):		500,000.00	

BalObject: 0266 - CENTRAL STATE BANK CD (> 1 YR)

010.0266.000	CENTRAL STATE BANK (365 DAYS)	506,679.45	2.65
121.0266.000	CENTRAL STATE BANK (365 DAYS)	506,166.85	2.46
999.0266.000	CENTRAL STATE BANK (365 DAYS)	2,026,187.53	2.46 -- 2.70
Total BalObject: 0266 - CENTRAL STATE BANK CD (> 1 YR):		3,039,033.83	

BalObject: 0267 - FARMERS CD (> 1 YR)

611.0267.000	FRMRS SVGS BK CD (365)	500,000.00	2.83
884.0267.000	FRMRS SVGS BK CD (365 DAYS)	502,304.01	2.84
999.0267.000	FRMRS SVGS BK CD (365 DAYS)	1,006,939.20	2.83 -- 2.84
Total BalObject: 0267 - FARMERS CD (> 1 YR):		2,009,243.21	

BalObject: 0999 - POOLED CASH

999.0999.000	POOLED CASH	18,906.33	0.00
Total BalObject: 0999 POOLED CASH:		18,906.33	

Grand Totals: 48,261,163.42



City of Marshalltown, IA

Monthly Budget Report - Marshalltown

Group Summary

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 001 - GENERAL FUND					
Revenue	1,550,891.34	11,395,117.62	9,744,353.12	-1,650,764.50	15,194,506.00
Expense	1,347,819.88	11,393,863.83	11,047,806.54	346,057.29	15,194,506.00
Total Fund: 001 - GENERAL FUND:	203,071.46	1,253.79	-1,303,453.42	-1,304,707.21	0.00
Fund: 010 - CASH FLOW RESERVE FUND					
Revenue	3,016.42	131,012.19	203,154.77	72,142.58	174,683.00
Total Fund: 010 - CASH FLOW RESERVE FUND:	3,016.42	131,012.19	203,154.77	72,142.58	174,683.00
Fund: 030 - CAPITAL RESERVE					
Revenue	43,833.37	483,878.16	423,646.51	-60,231.65	645,429.00
Expense	51,567.22	483,579.81	625,079.25	-141,499.44	644,929.00
Total Fund: 030 - CAPITAL RESERVE:	-7,733.85	298.35	-201,432.74	-201,731.09	500.00
Fund: 031 - CAPITAL RSRV-BLDG MAINT					
Revenue	677.91	2,250.00	6,390.96	4,140.96	3,000.00
Expense	0.00	0.00	158,174.65	-158,174.65	0.00
Total Fund: 031 - CAPITAL RSRV-BLDG MAINT:	677.91	2,250.00	-151,783.69	-154,033.69	3,000.00
Fund: 032 - CIP LARGE VEHICLE/EQUIPMENT					
Revenue	0.00	79,499.97	106,000.00	26,500.03	106,000.00
Total Fund: 032 - CIP LARGE VEHICLE/EQUIPMENT:	0.00	79,499.97	106,000.00	26,500.03	106,000.00
Fund: 050 - COLISEUM ACTIVITY FUND					
Revenue	0.00	30,202.38	0.00	-30,202.38	40,270.00
Expense	0.00	30,196.80	0.00	30,196.80	40,270.00
Total Fund: 050 - COLISEUM ACTIVITY FUND:	0.00	5.58	0.00	-5.58	0.00
Fund: 110 - ROAD USE TAX					
Revenue	242,654.06	2,549,999.97	2,788,947.59	238,947.62	3,400,000.00
Expense	358,508.07	3,133,621.17	1,504,038.92	1,629,582.25	4,178,967.00
Total Fund: 110 - ROAD USE TAX:	-115,854.01	-583,621.20	1,284,908.67	1,868,529.87	-778,967.00
Fund: 112 - EMPLOYEE BENEFITS FUND					
Revenue	51,996.14	1,960,409.88	1,481,617.16	-478,792.72	2,613,880.00
Expense	584,135.53	1,898,553.60	1,748,642.82	149,910.78	2,531,406.00
Total Fund: 112 - EMPLOYEE BENEFITS FUND:	-532,139.39	61,856.28	-267,025.66	-328,881.94	82,474.00
Fund: 117 - POLICE/FIRE RETIREMENT					
Revenue	25,142.77	917,503.38	702,280.40	-215,222.98	1,223,338.00
Expense	281,483.05	892,770.84	839,689.66	53,081.18	1,190,365.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Total Fund: 117 - POLICE/FIRE RETIREMENT:	-256,340.28	24,732.54	-137,409.26	-162,141.80	32,973.00
Fund: 119 - EMERGENCY FUND					
Revenue	4,637.53	174,361.41	132,894.95	-41,466.46	232,482.00
Expense	7,213.25	174,361.50	132,894.95	41,466.55	232,482.00
Total Fund: 119 - EMERGENCY FUND:	-2,575.72	-0.09	0.00	0.09	0.00
Fund: 121 - LOCAL OPTION SALES TAX					
Revenue	259,733.17	2,358,749.97	2,496,979.94	138,229.97	3,145,000.00
Expense	594,913.12	2,710,601.28	2,149,900.59	560,700.69	3,614,290.00
Total Fund: 121 - LOCAL OPTION SALES TAX:	-335,179.95	-351,851.31	347,079.35	698,930.66	-469,290.00
Fund: 125 - TAX INCREMENT FINANCING					
Revenue	25,026.11	631,986.66	539,694.58	-92,292.08	842,649.00
Expense	0.00	633,149.82	275,936.72	357,213.10	844,200.00
Total Fund: 125 - TAX INCREMENT FINANCING:	25,026.11	-1,163.16	263,757.86	264,921.02	-1,551.00
Fund: 130 - CITY TORT LIABILITY					
Revenue	1,958.47	749.97	36,325.47	35,575.50	1,000.00
Expense	5,772.29	11,249.91	17,303.07	-6,053.16	15,000.00
Total Fund: 130 - CITY TORT LIABILITY:	-3,813.82	-10,499.94	19,022.40	29,522.34	-14,000.00
Fund: 132 - GRANTS-STATE/LOCAL AGENCIES					
Revenue	0.00	149.94	175,803.34	175,653.40	200.00
Expense	134,590.50	0.00	188,392.50	-188,392.50	0.00
Total Fund: 132 - GRANTS-STATE/LOCAL AGENCIES:	-134,590.50	149.94	-12,589.16	-12,739.10	200.00
Fund: 140 - PARK & REC DONATION FUND					
Revenue	3,008.43	4,349.97	20,876.72	16,526.75	5,800.00
Expense	139.90	3,674.88	10,124.51	-6,449.63	4,900.00
Total Fund: 140 - PARK & REC DONATION FUND:	2,868.53	675.09	10,752.21	10,077.12	900.00
Fund: 141 - MTOWN TENNIS ASSOC					
Revenue	4.03	0.00	27.83	27.83	0.00
Total Fund: 141 - MTOWN TENNIS ASSOC:	4.03	0.00	27.83	27.83	0.00
Fund: 142 - SOFTBALL ASSOCIATION FUND					
Revenue	4.29	21,990.15	13,239.77	-8,750.38	29,332.00
Expense	144.53	21,977.91	12,437.34	9,540.57	29,332.00
Total Fund: 142 - SOFTBALL ASSOCIATION FUND:	-140.24	12.24	802.43	790.19	0.00
Fund: 144 - LIVE HEALTHY IOWA					
Revenue	2.69	4,799.97	18.59	-4,781.38	6,400.00
Expense	0.00	5,662.53	309.76	5,352.77	7,551.00
Total Fund: 144 - LIVE HEALTHY IOWA :	2.69	-862.56	-291.17	571.39	-1,151.00
Fund: 145 - TORNADO GENERAL					
Revenue	3,380.25	0.00	2,856,309.29	2,856,309.29	0.00
Expense	5,104.13	0.00	2,151,102.61	-2,151,102.61	0.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Total Fund: 145 - TORNADO GENERAL:	-1,723.88	0.00	705,206.68	705,206.68	0.00
Fund: 146 - FEMA VALOR					
Expense	9,765.82	0.00	75,426.57	-75,426.57	0.00
Total Fund: 146 - FEMA VALOR:	9,765.82	0.00	75,426.57	-75,426.57	0.00
Fund: 147 - FEMA DEMO					
Revenue	0.00	0.00	10,000.00	10,000.00	0.00
Expense	139.66	0.00	68,221.97	-68,221.97	0.00
Total Fund: 147 - FEMA DEMO:	-139.66	0.00	-58,221.97	-58,221.97	0.00
Fund: 150 - COPS FAST GRANTS					
Revenue	7,713.46	37,036.62	36,487.71	-548.91	49,402.00
Expense	-10,414.60	37,036.44	36,645.10	391.34	49,402.00
Total Fund: 150 - COPS FAST GRANTS:	18,128.06	0.18	-157.39	-157.57	0.00
Fund: 151 - DEPT OF JUSTICE GRANTS					
Revenue	0.00	17,249.94	23,205.50	5,955.56	23,000.00
Expense	364.50	17,249.94	22,536.72	-5,286.78	23,000.00
Total Fund: 151 - DEPT OF JUSTICE GRANTS:	-364.50	0.00	668.78	668.78	0.00
Fund: 152 - POLICE UNDESIGNATED GRANTS					
Revenue	3,446.10	68,637.24	58,758.98	-9,878.26	91,553.00
Expense	1,369.92	68,644.53	81,138.59	-12,494.06	91,553.00
Total Fund: 152 - POLICE UNDESIGNATED GRANTS:	2,076.18	-7.29	-22,379.61	-22,372.32	0.00
Fund: 153 - POLICE DEPT DONATION FUND					
Revenue	218.84	2,024.91	56,744.08	54,719.17	2,700.00
Expense	345.00	7,085.43	114,865.67	-107,780.24	9,450.00
Total Fund: 153 - POLICE DEPT DONATION FUND:	-126.16	-5,060.52	-58,121.59	-53,061.07	-6,750.00
Fund: 156 - FIRE DEPT DONATION FUND					
Revenue	16.65	3,749.94	229.84	-3,520.10	5,000.00
Expense	0.00	3,749.94	10,047.22	-6,297.28	5,000.00
Total Fund: 156 - FIRE DEPT DONATION FUND:	16.65	0.00	-9,817.38	-9,817.38	0.00
Fund: 157 - FIRE DEPT GRANTS					
Revenue	11.02	0.00	76.23	76.23	0.00
Total Fund: 157 - FIRE DEPT GRANTS:	11.02	0.00	76.23	76.23	0.00
Fund: 160 - ECONOMIC DEVELOPMENT GIFT					
Revenue	119.54	262.44	827.07	564.63	350.00
Total Fund: 160 - ECONOMIC DEVELOPMENT GIFT:	119.54	262.44	827.07	564.63	350.00
Fund: 161 - SURETY DEPOSITS/SUBDIVIDER					
Revenue	24.94	52.47	172.55	120.08	70.00
Total Fund: 161 - SURETY DEPOSITS/SUBDIVIDER:	24.94	52.47	172.55	120.08	70.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 170 - LIBRARY DONATION FUND					
Revenue	2,894.83	15,468.66	24,984.38	9,515.72	20,625.00
Expense	3,355.91	24,449.85	21,714.53	2,735.32	32,600.00
Total Fund: 170 - LIBRARY DONATION FUND:	-461.08	-8,981.19	3,269.85	12,251.04	-11,975.00
Fund: 177 - SEIZED ASSETS (POLICE)					
Revenue	1,737.96	2,717.82	14,724.63	12,006.81	3,625.00
Expense	326.40	2,249.91	10,194.49	-7,944.58	3,000.00
Total Fund: 177 - SEIZED ASSETS (POLICE):	1,411.56	467.91	4,530.14	4,062.23	625.00
Fund: 179 - OTHER COMM AND ECON DEVELOPMENT					
Revenue	771.38	0.00	14,392.69	14,392.69	0.00
Expense	6,381.26	57,423.96	45,851.49	11,572.47	76,582.00
Total Fund: 179 - OTHER COMM AND ECON DEVELOPMENT:	-5,609.88	-57,423.96	-31,458.80	25,965.16	-76,582.00
Fund: 180 - HOUSING GRANTS					
Revenue	61.82	0.00	10,164.18	10,164.18	0.00
Expense	0.00	1,552.23	0.00	1,552.23	2,070.00
Total Fund: 180 - HOUSING GRANTS:	61.82	-1,552.23	10,164.18	11,716.41	-2,070.00
Fund: 183 - FY 08 EDI (ECON DEV INCENTIVE)					
Expense	0.00	0.00	640.00	-640.00	0.00
Total Fund: 183 - FY 08 EDI (ECON DEV INCENTIVE):	0.00	0.00	640.00	-640.00	0.00
Fund: 184 - VOUCHERS - 002, 003					
Revenue	109,223.25	1,029,472.11	1,020,064.83	-9,407.28	1,372,630.00
Expense	92,825.78	1,083,045.69	947,831.03	135,214.66	1,444,155.00
Total Fund: 184 - VOUCHERS - 002, 003:	16,397.47	-53,573.58	72,233.80	125,807.38	-71,525.00
Fund: 189 - #6 HUD LEAD GRANT					
Expense	380.00	0.00	380.00	-380.00	0.00
Total Fund: 189 - #6 HUD LEAD GRANT:	380.00	0.00	380.00	-380.00	0.00
Fund: 190 - 911 SURCHARGE					
Revenue	0.00	0.00	47,035.11	47,035.11	0.00
Expense	0.00	0.00	47,499.38	-47,499.38	0.00
Total Fund: 190 - 911 SURCHARGE:	0.00	0.00	-464.27	-464.27	0.00
Fund: 200 - GO BONDS DEBT FUND					
Revenue	614,091.53	3,127,126.23	2,344,411.84	-782,714.39	4,169,648.00
Expense	0.00	3,084,959.88	415,485.50	2,669,474.38	4,113,282.00
Total Fund: 200 - GO BONDS DEBT FUND:	614,091.53	42,166.35	1,928,926.34	1,886,759.99	56,366.00
Fund: 300 - CIP COLLECTION FUND					
Revenue	11,865.55	437,779.35	334,850.43	-102,928.92	583,706.00
Expense	43,279.82	563,196.69	388,566.11	174,630.58	750,929.00
Total Fund: 300 - CIP COLLECTION FUND:	-31,414.27	-125,417.34	-53,715.68	71,701.66	-167,223.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 310 - FEDERAL STREET GRANTS					
Revenue	0.00	374,999.94	92,578.80	-282,421.14	500,000.00
Expense	0.00	374,999.94	25,594.54	349,405.40	500,000.00
Total Fund: 310 - FEDERAL STREET GRANTS:	0.00	0.00	66,984.26	66,984.26	0.00
Fund: 311 - RISE STREET GRANTS					
Revenue	0.00	0.00	98,178.29	98,178.29	0.00
Total Fund: 311 - RISE STREET GRANTS:	0.00	0.00	98,178.29	98,178.29	0.00
Fund: 312 - AIRPORT PROJECT FUND					
Revenue	0.00	33,750.00	124,986.90	91,236.90	45,000.00
Expense	0.00	33,750.00	23,767.15	9,982.85	45,000.00
Total Fund: 312 - AIRPORT PROJECT FUND:	0.00	0.00	101,219.75	101,219.75	0.00
Fund: 320 - SPECIAL ASSESSMENT PROJECTS					
Revenue	0.00	7,499.88	14,333.00	6,833.12	10,000.00
Total Fund: 320 - SPECIAL ASSESSMENT PROJECTS:	0.00	7,499.88	14,333.00	6,833.12	10,000.00
Fund: 340 - BIKE PATH PROJECT FUND					
Revenue	0.00	0.00	60,901.42	60,901.42	0.00
Expense	1,388.90	0.00	260,853.42	-260,853.42	0.00
Total Fund: 340 - BIKE PATH PROJECT FUND:	-1,388.90	0.00	-199,952.00	-199,952.00	0.00
Fund: 341 - TREES FOREVER PROJECT					
Revenue	81.12	2,250.00	5,533.40	3,283.40	3,000.00
Expense	72.00	2,250.00	2,999.50	-749.50	3,000.00
Total Fund: 341 - TREES FOREVER PROJECT:	9.12	0.00	2,533.90	2,533.90	0.00
Fund: 350 - GO BONDS CAPITAL PROJECTS					
Revenue	20.32	0.00	140.58	140.58	0.00
Total Fund: 350 - GO BONDS CAPITAL PROJECTS:	20.32	0.00	140.58	140.58	0.00
Fund: 354 - POLICE & FIRE STATIONS					
Revenue	5,964.49	14,994.00	151,244.38	136,250.38	20,000.00
Expense	662,891.51	5,054,482.26	8,025,055.42	-2,970,573.16	6,742,000.00
Total Fund: 354 - POLICE & FIRE STATIONS:	-656,927.02	-5,039,488.26	-7,873,811.04	-2,834,322.78	-6,722,000.00
Fund: 355 - 2015 GO BONDS (D&D)					
Revenue	1,401.28	374.94	487,809.70	487,434.76	500.00
Expense	3,373.85	37,499.94	4,023.85	33,476.09	50,000.00
Total Fund: 355 - 2015 GO BONDS (D&D):	-1,972.57	-37,125.00	483,785.85	520,910.85	-49,500.00
Fund: 356 - 2016 BONDS - STREET PROJECTS					
Revenue	0.00	0.00	12,532.40	12,532.40	0.00
Expense	0.00	0.00	12,532.40	-12,532.40	0.00
Total Fund: 356 - 2016 BONDS - STREET PROJECTS:	0.00	0.00	0.00	0.00	0.00
Fund: 357 - 2018 CY STREET PROJECTS					
Revenue	5,014.91	749,700.00	5,014.91	-744,685.09	1,000,000.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	0.00	749,700.00	5,000.00	744,700.00	1,000,000.00
Total Fund: 357 - 2018 CY STREET PROJECTS:	5,014.91	0.00	14.91	14.91	0.00
Fund: 381 - 2019 CY STREET,SIDEWALK,PARKING PROJECTS					
Revenue	131.20	0.00	2,434,314.95	2,434,314.95	0.00
Expense	897.75	0.00	67,482.75	-67,482.75	0.00
Total Fund: 381 - 2019 CY STREET,SIDEWALK,PARKING PROJECTS:	-766.55	0.00	2,366,832.20	2,366,832.20	0.00
Fund: 383 - COLISEUM REMODEL					
Revenue	2,664.45	0.00	362,988.57	362,988.57	0.00
Expense	0.00	0.00	12,432.00	-12,432.00	0.00
Total Fund: 383 - COLISEUM REMODEL:	2,664.45	0.00	350,556.57	350,556.57	0.00
Fund: 392 - TIF DISTRICT III CAP PROJECTS					
Revenue	0.00	18.72	0.00	-18.72	25.00
Total Fund: 392 - TIF DISTRICT III CAP PROJECTS:	0.00	18.72	0.00	-18.72	25.00
Fund: 393 - TIF DISTRICT IV CAP PROJECTS					
Revenue	0.00	122,388.48	0.00	-122,388.48	163,250.00
Expense	0.00	122,388.48	10,050.00	112,338.48	163,250.00
Total Fund: 393 - TIF DISTRICT IV CAP PROJECTS:	0.00	0.00	-10,050.00	-10,050.00	0.00
Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND					
Revenue	0.00	0.00	35.95	35.95	0.00
Expense	0.00	0.00	88,517.00	-88,517.00	0.00
Total Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND:	0.00	0.00	-88,481.05	-88,481.05	0.00
Fund: 610 - WATER POLLUTION CONTROL					
Revenue	235,573.93	0.00	2,455,750.46	2,455,750.46	0.00
Expense	235,573.93	4,918,381.02	2,458,845.32	2,459,535.70	6,558,474.00
Total Fund: 610 - WATER POLLUTION CONTROL:	0.00	-4,918,381.02	-3,094.86	4,915,286.16	-6,558,474.00
Fund: 611 - WPCP REVENUE					
Revenue	1,041,344.84	5,537,171.61	6,543,642.70	1,006,471.09	7,382,896.00
Expense	311,285.07	0.00	2,525,612.13	-2,525,612.13	0.00
Total Fund: 611 - WPCP REVENUE:	730,059.77	5,537,171.61	4,018,030.57	-1,519,141.04	7,382,896.00
Fund: 612 - WPCP REVENUE BOND FUND					
Revenue	78,233.66	0.00	78,233.66	78,233.66	0.00
Expense	72,083.66	0.00	78,233.66	-78,233.66	0.00
Total Fund: 612 - WPCP REVENUE BOND FUND:	6,150.00	0.00	0.00	0.00	0.00
Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV					
Revenue	2,438.80	3,749.94	16,873.95	13,124.01	5,000.00
Total Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV:	2,438.80	3,749.94	16,873.95	13,124.01	5,000.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 615 - WPCP PLANT & IMPROVEMENTS					
Expense	-150.00	0.00	0.00	0.00	0.00
Total Fund: 615 - WPCP PLANT & IMPROVEMENTS:	-150.00	0.00	0.00	0.00	0.00
Fund: 616 - SANITARY SEWER REHAB PROJECT					
Revenue	0.00	2,489,999.94	0.00	-2,489,999.94	3,320,000.00
Expense	-63,623.66	2,024,219.97	0.00	2,024,219.97	2,700,000.00
Total Fund: 616 - SANITARY SEWER REHAB PROJECT:	63,623.66	465,779.97	0.00	-465,779.97	620,000.00
Fund: 617 - SANITARY SEWER NEW CONSTRUCTN					
Revenue	1,844.00	10,499.94	7,369.25	-3,130.69	14,000.00
Total Fund: 617 - SANITARY SEWER NEW CONSTRUCTN:	1,844.00	10,499.94	7,369.25	-3,130.69	14,000.00
Fund: 618 - TORNADO-WPCP					
Expense	0.00	0.00	4,402.42	-4,402.42	0.00
Total Fund: 618 - TORNADO-WPCP:	0.00	0.00	4,402.42	-4,402.42	0.00
Fund: 690 - TRANSIT OPERATING					
Revenue	119,594.04	827,796.42	902,620.48	74,824.06	1,103,881.00
Expense	158,505.55	870,274.71	992,282.50	-122,007.79	1,160,585.00
Total Fund: 690 - TRANSIT OPERATING:	-38,911.51	-42,478.29	-89,662.02	-47,183.73	-56,704.00
Fund: 740 - STORM SEWER UTILITY					
Revenue	123,118.36	1,115,249.94	1,075,449.52	-39,800.42	1,487,000.00
Expense	26,985.45	610,102.17	324,912.79	285,189.38	813,631.00
Total Fund: 740 - STORM SEWER UTILITY:	96,132.91	505,147.77	750,536.73	245,388.96	673,369.00
Fund: 741 - 2016 GO STORM WATER PROJ					
Revenue	2,825.09	1,689,750.00	25,003.98	-1,664,746.02	2,253,000.00
Expense	18,358.71	1,203,268.50	158,011.27	1,045,257.23	1,605,000.00
Total Fund: 741 - 2016 GO STORM WATER PROJ:	-15,533.62	486,481.50	-133,007.29	-619,488.79	648,000.00
Fund: 742 - TORNADO - STORM/SEWER					
Expense	0.00	0.00	4,140.06	-4,140.06	0.00
Total Fund: 742 - TORNADO - STORM/SEWER:	0.00	0.00	4,140.06	-4,140.06	0.00
Fund: 750 - COMPOSTING FACILITY					
Revenue	1,840.07	51,681.51	36,658.83	-15,022.68	68,909.00
Expense	1,110.71	158,739.84	40,171.04	118,568.80	211,677.00
Total Fund: 750 - COMPOSTING FACILITY:	729.36	-107,058.33	-3,512.21	103,546.12	-142,768.00
Fund: 751 - TORNADO - COMPOST					
Expense	0.00	0.00	463,058.08	-463,058.08	0.00
Total Fund: 751 - TORNADO - COMPOST:	0.00	0.00	463,058.08	-463,058.08	0.00
Fund: 760 - P&R CONCESSIONS ENTERPRISE					
Revenue	0.00	28,499.94	21,365.73	-7,134.21	38,000.00
Expense	0.00	30,612.51	28,349.10	2,263.41	40,825.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 03/31/2019

Account Typ...	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Total Fund: 760 - P&R CONCESSIONS ENTERPRISE:	0.00	-2,112.57	-6,983.37	-4,870.80	-2,825.00
Fund: 881 - OCCUPATIONAL INSURANCE ESCROW					
Revenue	10,406.13	0.00	98,541.51	98,541.51	0.00
Expense	2,631.53	0.00	124,017.91	-124,017.91	0.00
Total Fund: 881 - OCCUPATIONAL INSURANCE ESCROW:	7,774.60	0.00	-25,476.40	-25,476.40	0.00
Fund: 884 - GROUP HEALTH INSURANCE ESCROW					
Revenue	225,480.60	0.00	2,117,354.55	2,117,354.55	0.00
Expense	198,434.95	0.00	2,123,738.66	-2,123,738.66	0.00
Total Fund: 884 - GROUP HEALTH INSURANCE ESCROW:	27,045.65	0.00	-6,384.11	-6,384.11	0.00
Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND					
Revenue	87.83	0.00	613.83	613.83	0.00
Expense	132.50	0.00	636.92	-636.92	0.00
Total Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND:	-44.67	0.00	-23.09	-23.09	0.00
Fund: 910 - POLICE PENSION - T & A					
Revenue	2,355.93	0.00	7,958.43	7,958.43	0.00
Expense	785.31	0.00	7,958.43	-7,958.43	0.00
Total Fund: 910 - POLICE PENSION - T & A:	1,570.62	0.00	0.00	0.00	0.00
Fund: 913 - 911 COMMISSION					
Revenue	70,578.74	0.00	559,280.36	559,280.36	0.00
Expense	72,623.40	0.00	754,361.41	-754,361.41	0.00
Total Fund: 913 - 911 COMMISSION:	-2,044.66	0.00	-195,081.05	-195,081.05	0.00
Report Total:	-323,708.42	-3,985,613.19	1,747,083.54	5,732,696.73	-5,321,924.00

Fund Summary

Fund	March Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
001 - GENERAL FUND	203,071.46	1,253.79	-1,303,453.42	-1,304,707.21	0.00
010 - CASH FLOW RESERVE FUND	3,016.42	131,012.19	203,154.77	72,142.58	174,683.00
030 - CAPITAL RESERVE	-7,733.85	298.35	-201,432.74	-201,731.09	500.00
031 - CAPITAL RSRV-BLDG MAINT	677.91	2,250.00	-151,783.69	-154,033.69	3,000.00
032 - CIP LARGE VEHICLE/EQUIPMI	0.00	79,499.97	106,000.00	26,500.03	106,000.00
050 - COLISEUM ACTIVITY FUND	0.00	5.58	0.00	-5.58	0.00
110 - ROAD USE TAX	-115,854.01	-583,621.20	1,284,908.67	1,868,529.87	-778,967.00
112 - EMPLOYEE BENEFITS FUND	-532,139.39	61,856.28	-267,025.66	-328,881.94	82,474.00
117 - POLICE/FIRE RETIREMENT	-256,340.28	24,732.54	-137,409.26	-162,141.80	32,973.00
119 - EMERGENCY FUND	-2,575.72	-0.09	0.00	0.09	0.00
121 - LOCAL OPTION SALES TAX	-335,179.95	-351,851.31	347,079.35	698,930.66	-469,290.00
125 - TAX INCREMENT FINANCING	25,026.11	-1,163.16	263,757.86	264,921.02	-1,551.00
130 - CITY TORT LIABILITY	-3,813.82	-10,499.94	19,022.40	29,522.34	-14,000.00
132 - GRANTS-STATE/LOCAL AGEN	-134,590.50	149.94	-12,589.16	-12,739.10	200.00
140 - PARK & REC DONATION FUNI	2,868.53	675.09	10,752.21	10,077.12	900.00
141 - MTOWN TENNIS ASSOC	4.03	0.00	27.83	27.83	0.00
142 - SOFTBALL ASSOCIATION FUN	-140.24	12.24	802.43	790.19	0.00
144 - LIVE HEALTHY IOWA	2.69	-862.56	-291.17	571.39	-1,151.00
145 - TORNADO GENERAL	-1,723.88	0.00	705,206.68	705,206.68	0.00
146 - FEMA VALOR	-9,765.82	0.00	-75,426.57	-75,426.57	0.00
147 - FEMA DEMO	-139.66	0.00	-58,221.97	-58,221.97	0.00
150 - COPS FAST GRANTS	18,128.06	0.18	-157.39	-157.57	0.00
151 - DEPT OF JUSTICE GRANTS	-364.50	0.00	668.78	668.78	0.00
152 - POLICE UNDESIGNATED GRAI	2,076.18	-7.29	-22,379.61	-22,372.32	0.00
153 - POLICE DEPT DONATION FUN	-126.16	-5,060.52	-58,121.59	-53,061.07	-6,750.00
156 - FIRE DEPT DONATION FUND	16.65	0.00	-9,817.38	-9,817.38	0.00
157 - FIRE DEPT GRANTS	11.02	0.00	76.23	76.23	0.00
160 - ECONOMIC DEVELOPMENT G	119.54	262.44	827.07	564.63	350.00
161 - SURETY DEPOSITS/SUBDIVIDI	24.94	52.47	172.55	120.08	70.00
170 - LIBRARY DONATION FUND	-461.08	-8,981.19	3,269.85	12,251.04	-11,975.00
177 - SEIZED ASSETS (POLICE)	1,411.56	467.91	4,530.14	4,062.23	625.00
179 - OTHER COMM AND ECON DE	-5,609.88	-57,423.96	-31,458.80	25,965.16	-76,582.00
180 - HOUSING GRANTS	61.82	-1,552.23	10,164.18	11,716.41	-2,070.00
183 - FY 08 EDI (ECON DEV INCENT	0.00	0.00	-640.00	-640.00	0.00
184 - VOUCHERS - 002, 003	16,397.47	-53,573.58	72,233.80	125,807.38	-71,525.00
189 - #6 HUD LEAD GRANT	-380.00	0.00	-380.00	-380.00	0.00
190 - 911 SURCHARGE	0.00	0.00	-464.27	-464.27	0.00
200 - GO BONDS DEBT FUND	614,091.53	42,166.35	1,928,926.34	1,886,759.99	56,366.00
300 - CIP COLLECTION FUND	-31,414.27	-125,417.34	-53,715.68	71,701.66	-167,223.00
310 - FEDERAL STREET GRANTS	0.00	0.00	66,984.26	66,984.26	0.00

Monthly Budget Report - Marshalltown
For Fiscal: Current Period Ending: 03/31/2019

311 - RISE STREET GRANTS	0.00	0.00	98,178.29	98,178.29	0.00
312 - AIRPORT PROJECT FUND	0.00	0.00	101,219.75	101,219.75	0.00
320 - SPECIAL ASSESSMENT PROJEC	0.00	7,499.88	14,333.00	6,833.12	10,000.00
340 - BIKE PATH PROJECT FUND	-1,388.90	0.00	-199,952.00	-199,952.00	0.00
341 - TREES FOREVER PROJECT	9.12	0.00	2,533.90	2,533.90	0.00
350 - GO BONDS CAPITAL PROJECT	20.32	0.00	140.58	140.58	0.00
354 - POLICE & FIRE STATIONS	-656,927.02	-5,039,488.26	-7,873,811.04	-2,834,322.78	-6,722,000.00
355 - 2015 GO BONDS (D&D)	-1,972.57	-37,125.00	483,785.85	520,910.85	-49,500.00
356 - 2016 BONDS - STREET PROJEC	0.00	0.00	0.00	0.00	0.00
357 - 2018 CY STREET PROJECTS	5,014.91	0.00	14.91	14.91	0.00
381 - 2019 CY STREET, SIDEWALK, P.	-766.55	0.00	2,366,832.20	2,366,832.20	0.00
383 - COLISEUM REMODEL	2,664.45	0.00	350,556.57	350,556.57	0.00
392 - TIF DISTRICT III CAP PROJECT	0.00	18.72	0.00	-18.72	25.00
393 - TIF DISTRICT IV CAP PROJECT	0.00	0.00	-10,050.00	-10,050.00	0.00
395 - ECONOMIC DEVELOPMENT P	0.00	0.00	-88,481.05	-88,481.05	0.00
610 - WATER POLLUTION CONTROL	0.00	-4,918,381.02	-3,094.86	4,915,286.16	-6,558,474.00
611 - WPCP REVENUE	730,059.77	5,537,171.61	4,018,030.57	-1,519,141.04	7,382,896.00
612 - WPCP REVENUE BOND FUND	6,150.00	0.00	0.00	0.00	0.00
614 - WPCP CAPITAL IMPROVEMENT	2,438.80	3,749.94	16,873.95	13,124.01	5,000.00
615 - WPCP PLANT & IMPROVEMENT	150.00	0.00	0.00	0.00	0.00
616 - SANITARY SEWER REHAB PRC	63,623.66	465,779.97	0.00	-465,779.97	620,000.00
617 - SANITARY SEWER NEW CONS	1,844.00	10,499.94	7,369.25	-3,130.69	14,000.00
618 - TORNADO-WPCP	0.00	0.00	-4,402.42	-4,402.42	0.00
690 - TRANSIT OPERATING	-38,911.51	-42,478.29	-89,662.02	-47,183.73	-56,704.00
740 - STORM SEWER UTILITY	96,132.91	505,147.77	750,536.73	245,388.96	673,369.00
741 - 2016 GO STORM WATER PRC	-15,533.62	486,481.50	-133,007.29	-619,488.79	648,000.00
742 - TORNADO - STORM/SEWER	0.00	0.00	-4,140.06	-4,140.06	0.00
750 - COMPOSTING FACILITY	729.36	-107,058.33	-3,512.21	103,546.12	-142,768.00
751 - TORNADO - COMPOST	0.00	0.00	-463,058.08	-463,058.08	0.00
760 - P&R CONCESSIONS ENTERPR	0.00	-2,112.57	-6,983.37	-4,870.80	-2,825.00
881 - OCCUPATIONAL INSURANCE	7,774.60	0.00	-25,476.40	-25,476.40	0.00
884 - GROUP HEALTH INSURANCE I	27,045.65	0.00	-6,384.11	-6,384.11	0.00
886 - WORKMAN'S COMP DEDUCT	-44.67	0.00	-23.09	-23.09	0.00
910 - POLICE PENSION - T & A	1,570.62	0.00	0.00	0.00	0.00
913 - 911 COMMISSION	-2,044.66	0.00	-195,081.05	-195,081.05	0.00
Report Total:	-323,708.42	-3,985,613.19	1,747,083.54	5,732,696.73	-5,321,924.00

**RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS PROPERTY AND
AUTHORIZING SALE AND DISPOSAL THEREOF, HOIST UNIVERSAL AND
CHAMPION CABLE CROSSOVER MACHINES.**

WHEREAS the City of Marshalltown (hereinafter referred to as the “City”), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the “State”); and

WHEREAS the City is the sole owner of the equipment listed in Section 1 which is to be declared surplus property; and

WHEREAS this surplus property should be disposed of or sold; and

WHEREAS the disposal of excess property is in the best interests of the City of Marshalltown.

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, AS FOLLOWS:

Section 1. The property listed below is hereby declared as surplus property:

- A. Hoist 4-station universal machine
- B. Champion cable crossover machine

Section 2. The surplus property the subject of this resolution shall be sold or disposed of.

Passed this ____ day of April, 2019, and signed this ____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk



STREET LIGHTING RESOLUTION

The following Resolution 2019-070 was adopted by the City Council of the City of MARSHALLTOWN at a meeting held on APRIL 22, 20 19.

Be it resolved by the City Council of the City of MARSHALLTOWN, that Alliant Energy Inc. is hereby directed to make the following changes to the existing system, at the locations described below (or shown on an attached map made a part of this Resolution) according to the terms expressed in the IPL Tariff regarding street lights:

NEW INSTALLATION OR CHANGES IN EXISTING SYSTEM					
ADD NUMBER	DELETE NUMBER	WATTAGE	STYLE OF LUMINAIRE	TYPE AND HEIGHT OF POLE	WIRING (<i>check one</i>)
1. <u>1</u>				<u>35' Wood</u>	☒ OH ☐ UG
2. _____	<u>1</u>			<u>30' Steel</u>	☒ OH ☐ UG
3. _____					☐ OH ☐ UG

LOCATION OF NEW INSTALLATION OR CHANGES	
1.	<u>Location of damaged pole to replace, N 3rd Ave between E Marion St and Swayze St,</u>
2.	<u>East side of the road. Steel pole was damaged, and will be replaced with 35' wood pole.</u>
3.	<u>80 W LED light will be transferred to new pole.</u>

City Official MAYOR GREER
declared said Resolution duly passed and adopted the 22ND
day of APRIL, 20 19.

Attest _____
Title SHARI L COUGHENOUR, CITY CLERK

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE WPCP BIOGAS
ENGINE REPLACEMENT PROJECT # 52015014 WITH WOODRUFF CONSTRUCTION,
LLC.

A DECREASE OF \$269,541.20

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Woodruff Construction, LLC for the labor and material for the WPCP Biogas Engine Replacement Project #52015014; and

WHEREAS a decrease is requested for items to complete the project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section1. That the contract Change Order for the WPCP Biogas Engine Replacement Project, in the decreased amount of \$269,541.20 is hereby accepted and approved.

Passed this 22nd day of April 2019, and signed this ____ day of _____, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Change Order No. 1

Project: WPCP Biogas Engine Replacement	Date of Contract: April 24, 2017
Owner: City of Marshalltown, Iowa	Owner's Contract No.: 52015014
Engineer: FOX Engineering	Engineer's Project No.: 2407-14A
Contractor: Woodruff Construction, LLC	Date of Issuance: April 30, 2018

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

DESCRIPTIONS:

Item #	Description	Add/(deduct) for this change
Item 1	CPR #1 - Aftercooler Dump Heat Exchanger	\$ 4,045.00
Item 2	CPR #2 - Exhaust Steel Modifications	\$ 2,123.00
Item 3	CPR #3 - Cable Modification Option 2	\$ 12,764.00
Item 4	CPR #4 - Lube Oil Pump	\$ 5,924.00
Item 5	CPR #5 - Exhaust Stack Height	\$ 8,580.00
Item 6	CPR #6 - Solenoid Sensor Move	\$ 1,524.00
Item 7	CPR #7 - Purge Vent	\$ 4,188.00
Item 4	Ziegler Engine Payment Adjustment	(\$308,689.20)
Net Change Order		(\$269,541.20)

Attachments:

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,135,300.00

☐ Increase ☐ Decrease from previously approved Change Orders:

\$N/A

Contract Price prior to this Change Order:

\$1,135,300.00

☐ Increase ☒ Decrease of this Change Order:

\$269,541.20

Contract Price incorporating this Change Order:

\$865,758.80

CHANGE IN CONTRACT TIMES:

Original Contract ☐ Working ☒ Calendar
Substantial completion: November 13, 2017
Ready for final payment: December 11, 2017

☐ Increase ☐ Decrease from previously approved Change Orders:

Substantial completion (days): N/A

Ready for final payment (days): N/A

Contract Times prior to this Change Order:

Substantial completion: November 13, 2017

Ready for final payment: December 11, 2017

☐ Increase ☐ Decrease of this Change Order:

Substantial completion (days): 0

Ready for final payment (days): 0

Contract Times with all approved Change Orders:

Substantial completion: November 13, 2017

Ready for final payment: December 11, 2017

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 2/17/19

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 2/15/19

Change Proposal Request

No. 1

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 8/2/17

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Remove and replace the Aftercooler Dump Heat Exchanger as indicated on the attached Drawings.

Attachments: Revised Drawings MD1, M1, M2, M4, M5, and M6

By Lance Aldrich, P.E - FOX Engineering

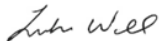
All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ \$4,045.00



General Contractor

Date 8/2/2017

September 1st, 2017Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: PCO #1 – Aftercooler Dump Heat Exchanger

Lance:

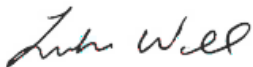
Please refer to the attached correspondence and breakdown for the following work.

- As requested in the attached CPR No.1, Woodruff Construction will remove and replace the aftercooler heat exchanger.
- The heat exchanger has been provided by Ziegler at no additional cost to the owner as part of this pricing.
- Proctor Mechanical will perform all demolition, piping, and installation of the new equipment. Breakdown of labor is attached.
- Painting of the new piping will be done to match existing colors. A small allowance has been included and work will be completed in conjunction with the rest of the painting on site.
- We assume that the existing concrete equipment pad will be sufficient for the new equipment.

The amount of the contract will be Increased by the sum of: \$4,045.00**The contract period for completion will be increased by: 0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____/_____
Owner Approval / Date_____/_____
Architect Approval / Date

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price
Touch up Painting of Pipe						\$125.00		\$125.00
Proctor Mechanical Scope						\$3,604.68		\$3,604.68
Insurance & Bond							\$122.70	\$122.70
	Subtotal:	0.00	0.00	0.00	0.00	3,729.68	122.70	3,852.38
						Woodruff MarkUp on Subs		
						\$3,852.38	5.00%	\$192.62
							Total:	\$4,045.00



PROCTOR MECHANICAL CORPORATION

SINCE 1932

1100 HOAK DRIVE • WEST DES MOINES, IOWA 50265 • 515-288-2251 • FAX 515-288-2722

August 1, 2017

To: Woodruff Construction

Attention: Luke Wall

RE: Heat Exchanger Change Order

Luke,

For the sum of **\$3,604.68** we propose to furnish all material, equipment and labor necessary to install the mechanical portion of the above referenced project as per plans and specs.

Our Proposal Includes:

- Demo the existing heat exchanger
- Install owner provided heat exchanger on the existing pad
- Reinstall existing piping to the new exchanger

We Exclude:

1. Site Utilities
2. Bond
3. Electrical
4. Painting
5. Fire Protection
6. Cutting and Patching
7. Roofing
8. Seeding and Sodding
9. Temporary Heating and Cooling
10. Concrete Pads

Thank you for the opportunity to quote on this project.

Best regards,

Russ Stone

RS:sss



one team. **1** one vision.



PIPEFITTING | PLUMBING | SHEET METAL | HEATING | AC | REFRIGERATION
TEMPERATURE CONTROLS | ELECTRICAL | DESIGN-BUILD

Marshalltown Biogas Plant

Change Order Estimate

CR# 1

Description:

Remove and Replace heat exchanger

	QTY	UNIT	LABOR UNIT	LABOR TOTAL	MATERIAL UNIT	MATERIAL TOTAL	EQUIP UNIT	EQUIP TOTAL	LINE TOTAL
LABOR									0.00
Project Manager	1.5	HRS	85.00	127.50					127.50
JOURNEYMAN PLUMBER	16	HRS	60.00	960.00					960.00
APPRENTICE	12	HRS	50.00	600.00					600.00
APPRENTICE	12	HRS	50.00	600.00					600.00
		HRS		0.00					0.00
		HRS		0.00					0.00
		HRS		0.00					0.00
				0.00					0.00
MATERIAL									0.00
pipe and acc	1	UNIT		672.00	0.00	0.00			672.00
		UNIT		0.00	0.00	0.00			0.00
		LOT		0.00		0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
EQUIPMENT									0.00
rental	1	UNIT					100.00	100.00	100.00
truck	1	UNIT					75.00	75.00	75.00
		UNIT					1.00	0.00	0.00
		UNIT					1.00	0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
PRIME-TOTALS									3,134.50
				2,959.50	0.00		175.00		

SUB-CONTRACTOR									
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
SUB-TOTALS				0.00	0.00		0.00		0.00

Submitted By:

Company: PROCTOR MECHANICAL CORP

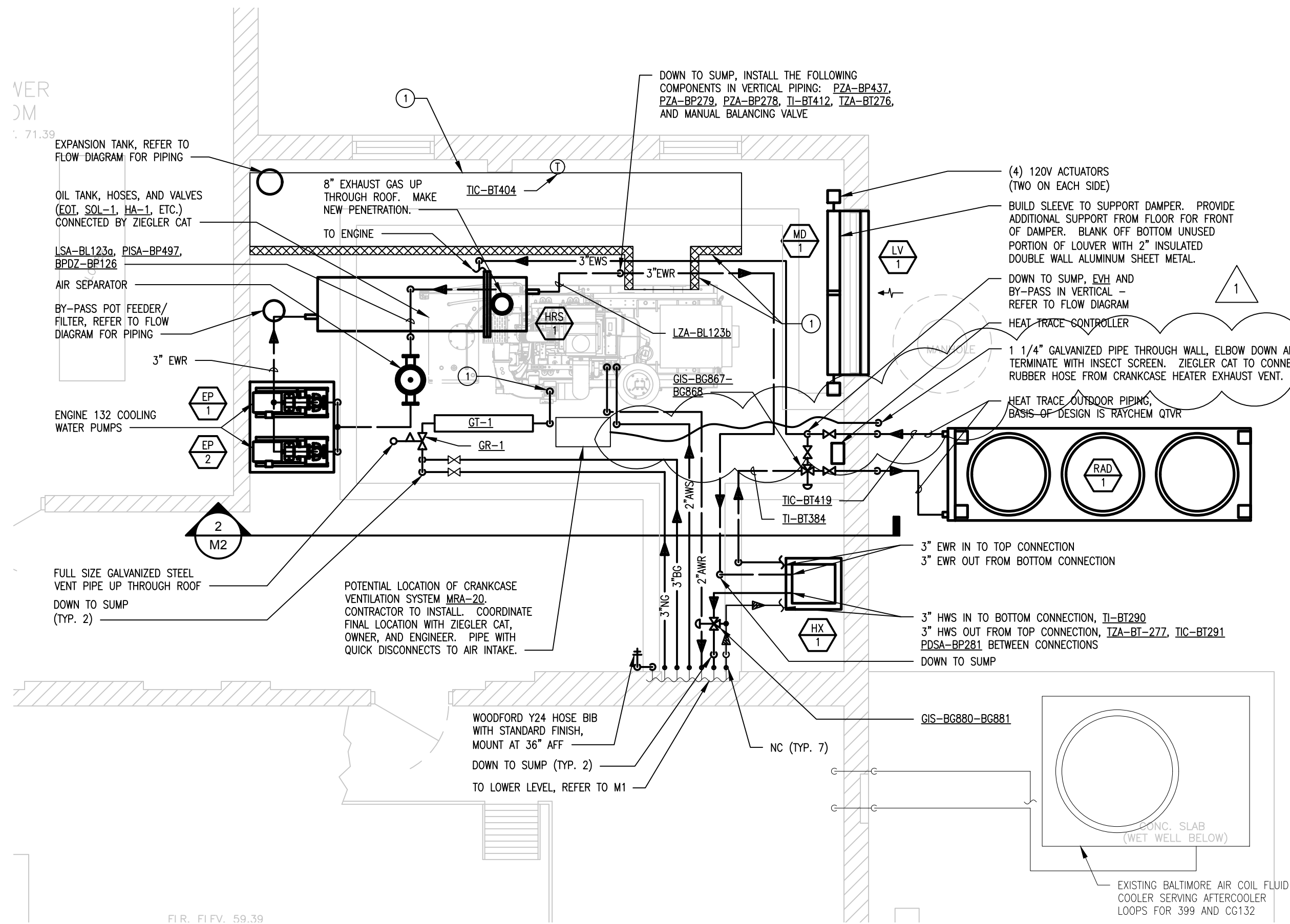
Contact: Russ Stone

Date:

SIGNED:

BOND (IF APPLICABLE)	
FEE PRIME (10%)	470.18
FEE SUB (5%)	0.00
MATERIAL TAX	0.00
QUOTED PRICE	3,604.68

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PLOT STYLE TABLE
LAYER WINGR NAME
LAYOUT NAME



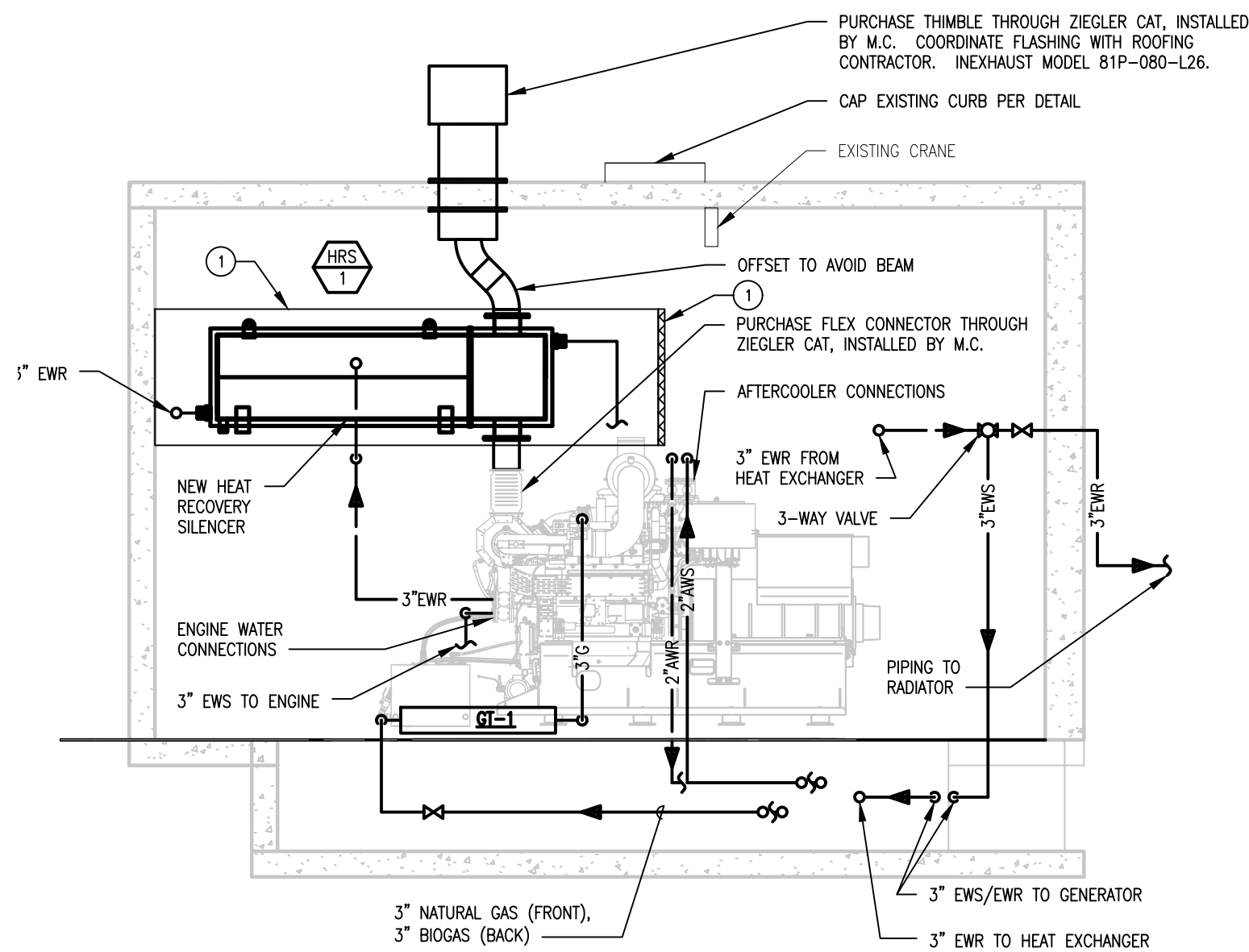
1 GROUND FLOOR PLAN - MECHANICAL
SCALE: 1/4" = 1'-0"

KEYED NOTES

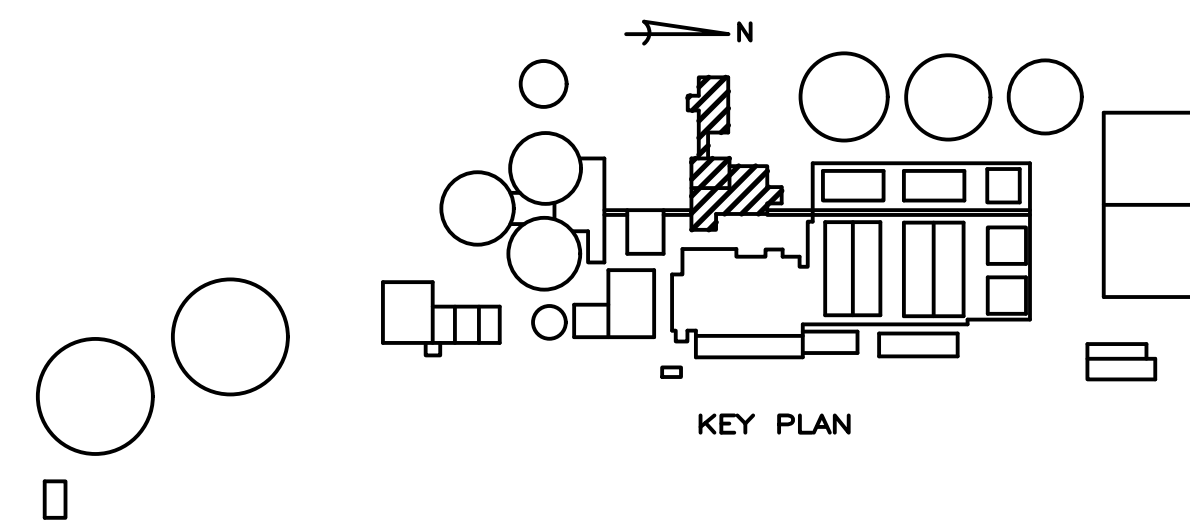
- 1 PROVIDE L-SHAPED DOUBLE-WALL ALUMINUM SHEET METAL WITH 4" MINERAL WOOL INSULATION. SUPPORT RIGIDLY FROM STRUCTURE. INSULATED SHEET METAL SHALL EXTEND MIN. 6" ABOVE AND BELOW HRS-1, AND APPROXIMATELY 3'-0" HORIZONTALLY. INTENT OF INSULATED SHEET METAL IS TO PROTECT CABLES FROM HEAT RADIATED FROM HEAT RECOVERY SILENCER. SEAL ALL PENETRATIONS.

GENERAL NOTES

- REFER TO M0 FOR SYMBOLS & GENERAL NOTES.
- REFER TO M3 FOR MECHANICAL DETAILS.
- REFER TO M5 FOR ENGINE FLOW DIAGRAM.
- REFER TO M6 FOR MECHANICAL SCHEDULES.
- PROVIDE UL LISTED FIRESTOPPING ASSEMBLY FOR ALL PIPING, WIRING, AND CONDUIT PENETRATIONS THROUGH RATED WALLS AND HORIZONTAL ASSEMBLIES. REFER TO ARCHITECTURAL CODE PLANS.
- COORDINATE PIPING PENETRATIONS IN GRATING WITH GENERAL CONTRACTOR.



2 SECTION LOOKING WEST
SCALE: 1/4" = 1'-0"



REVISION	DATE	BY	DATE	REVISION	DATE	BY	DATE
REVISION NO. 1	20JUL2017	RSY	MAR2017	DESIGNED	RSY	MAR2017	MAR2017
		MTA	MAR2017	DRAWN	MTA	MAR2017	MAR2017
				CHECKED			
				LAST UPDATE			22MAR17

REC PROJECT # 15-012

RIESBERG
Engineering Company

Ph. 515.822.1609 - Perry, Iowa
Internet: <http://www.riesberg-engr.com>

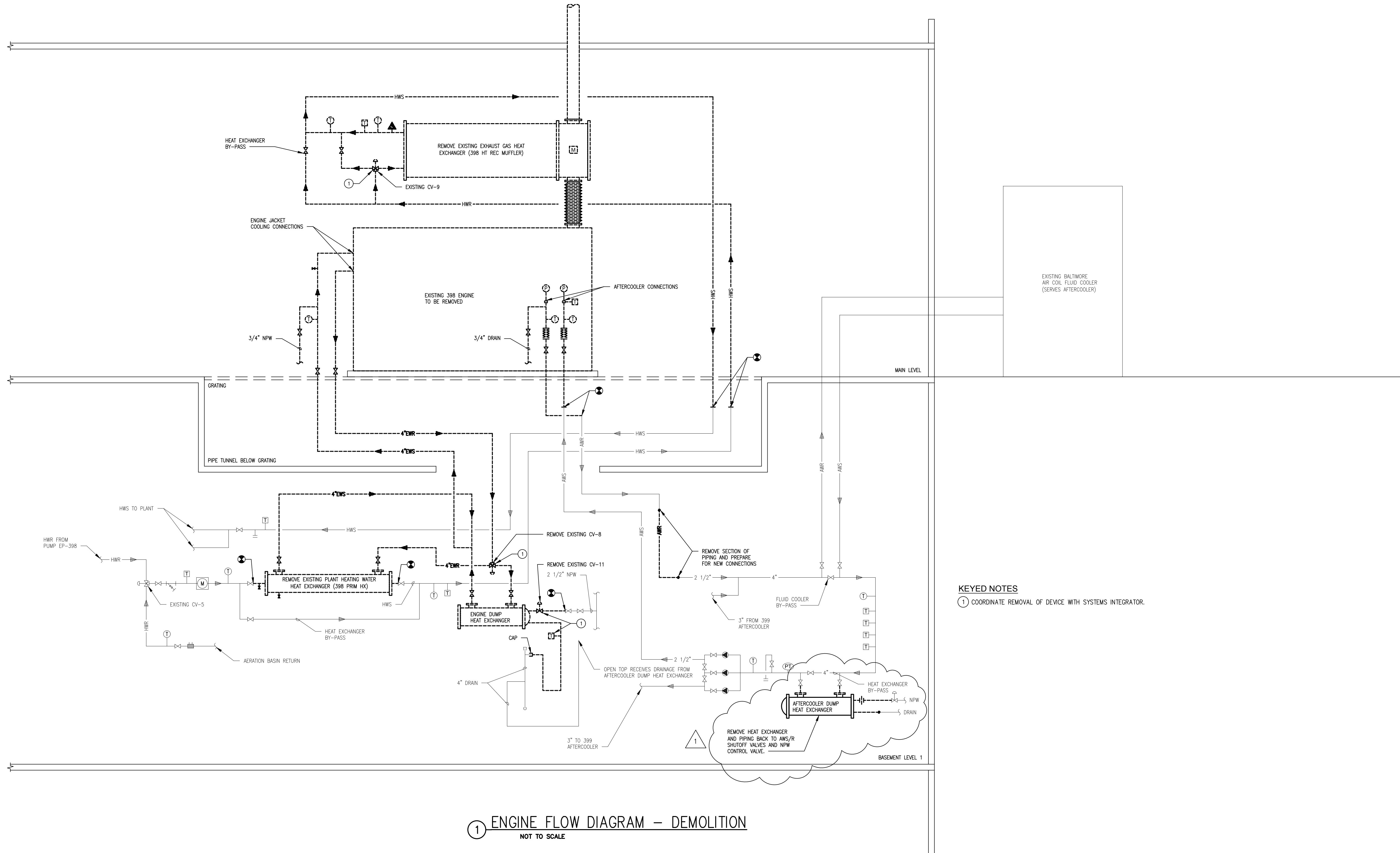
FOX Engineering Associates, Inc.
414 South 17th Street, Suite 107
Ames, Iowa 50010
Phone: (515) 233-0000
FAX: (515) 233-0103

FOX
engineering

GROUND FLOOR - MECHANICAL
WATER POLLUTION CONTROL PLANT BIOGAS REPLACEMENT
CITY OF MARSHALLTOWN
MARSHALLTOWN, IOWA

PROJECT NO.
2407-14A

SHEET
M2



1 ENGINE FLOW DIAGRAM – DEMOLITION
NOT TO SCALE

KEYED NOTES
1 COORDINATE REMOVAL OF DEVICE WITH SYSTEMS INTEGRATOR.

REC PROJECT # 15-012

RIESBERG

Engineering Company

Ph. 515.822.1609 - Perry, Iowa
Internet: <http://www.riesberg-engr.com>

REVISION	DATE	BY	DATE
REVISION NO. 1	20 JUL 2017	RSY	MAR 2017
		RSY	MAR 2017
		MTA	MAR 2017
			LAST UPDATE: 22 MAR 17

ENGINE FLOW DIAGRAM - DEMOLITION

WATER POLLUTION CONTROL PLANT BIOGAS REPLACEMENT

CITY OF MARSHALLTOWN

MARSHALLTOWN, IOWA

PROJECT NO.

2407-14A

SHEET

M4

FOX Engineering Associates, Inc.

414 South 17th Street, Suite 107

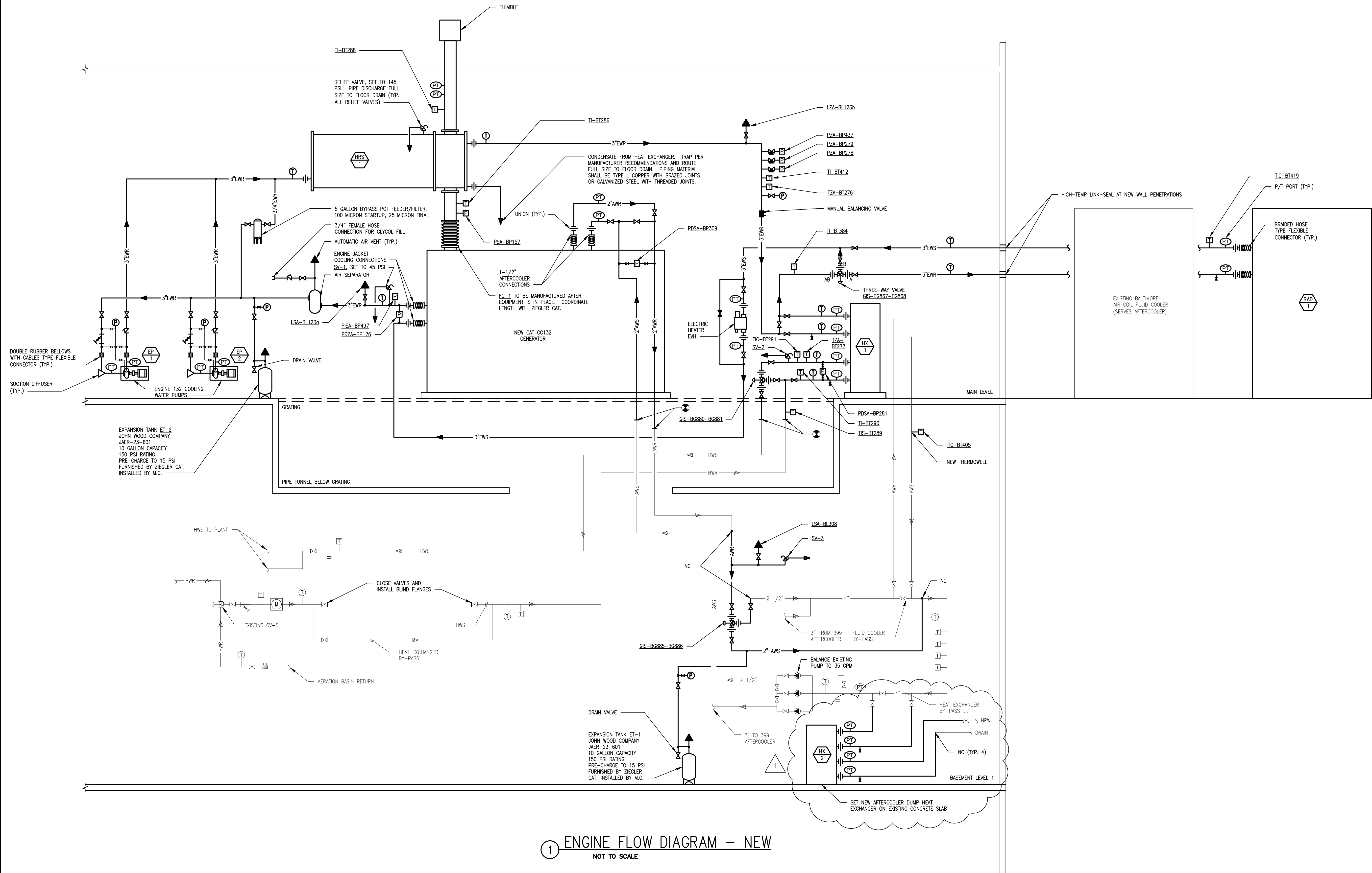
Ames, Iowa 50010

Phone: (515) 233-0000

FAX: (515) 233-0103

FOX Engineering

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PLOT STYLE TABLE
LAYOUT NAME



1 ENGINE FLOW DIAGRAM - NEW
NOT TO SCALE

REVISION	DATE	BY	DATE
REVISION NO. 1	20JUL2017	RSY	MAR2017
		RSY	MAR2017
		MTA	MAR2017
			LAST UPDATE: 22MAR17

PROJECT NO.	2407-14A
SHEET	M5

ENGINE FLOW DIAGRAM - NEW	FOX Engineering Associates, Inc.
WATER POLLUTION CONTROL PLANT BIOGAS REPLACEMENT	414 South 17th Street, Suite 107
CITY OF MARSHALLTOWN	Ames, Iowa 50010
MARSHALLTOWN, IOWA	Phone: (515) 233-0000
	FAX: (515) 233-0103

RIESBERG Engineering Company
Ph. 515.822.1609 - Perry, Iowa
Internet: http://www.riesberg-engr.com

LOUVER SCHEDULE											
REFERENCE	SERVES	TYPE	MATERIAL	DIMENSIONS	CFM	FREE AREA (SF)	PD (IN WC)	MFR	MODEL	NOTES	
LV-1	VENTILATION	FIXED	HEAVY GA / ALUMINUM	80x108	13,800	24.00	0.05	RUSKIN	ELF375DX	1,2	

NOTES:
1. REFER TO SPECIFICATIONS FOR FINISH.
2. BOTTOM 2'-4" OF LOUVER WILL BE BLANKED OFF. FREE AREA IS CALCULATED WITH 80x80 LOUVER.

GENERATOR EQUIPMENT SCHEDULE

SYSTEM	EQUIPMENT		FURNISHED BY	INSTALLED BY	POWER	CONTROL CONNECTION REQUIRED	NOTES
	TAG	DESCRIPTION					
HIGH TEMP COOLING CIRCUIT & DUMP CIRCUIT (ENGINE CIRCUIT)	SV-1	SAFETY VALVE	ZIEGLER CAT	M.C.	-	-	
	TI-BT384	TEMP SENSOR 384	ZIEGLER CAT	M.C.	-	YES	
	TI-BT412	TEMP SENSOR 412	ZIEGLER CAT	M.C.	-	YES	
	LSA-BL123a	LOW WATER LEVEL SWITCH 123 & VENTING VALVE	ZIEGLER CAT	M.C.	-	YES	
	LZA-BL123b	LOW WATER LEVEL SWITCH 123 & VENTING VALVE	ZIEGLER CAT	M.C.	-	YES	
	PISA-BP497	PRESSURE SWTCH 497	SYSTEMS INTEGRATOR	M.C.	-	YES	
	PDZA-BP126	PRESSURE DIFFERENTIAL SWTCH 126	ZIEGLER CAT	M.C.	-	YES	
	PZA-BP279	PRESSURE LIMITER 279 & SHUT-OFF VALVE	ZIEGLER CAT	M.C.	-	YES	
	PZA-BP437	PRESSURE LIMITER 437 & SHUT-OFF VALVE	ZIEGLER CAT	M.C.	-	YES	
	PZA-BP278	PRESSURE SWITCH 278 & SHUT-OFF VALVE	ZIEGLER CAT	M.C.	-	YES	
	PZA-BT276	TEMP LIMITER 276	ZIEGLER CAT	M.C.	-	YES	
	EVH	ELECTRICAL PREHEATING UNIT	ZIEGLER CAT	M.C.	480V/3PH, 8.4 KW	YES	
	TIC-BT419	TEMP SENSOR 419	ZIEGLER CAT	M.C.	-	YES	
PLANT HEATING CIRCUIT	ET-2	EXPANSION TANK	NOTE 5	M.C.	-	-	
	GIS-BG867-BG868	THREE WAY VALVE	ZIEGLER CAT	M.C.	120V, 33W	YES	
	PDSA-BP281	DIFFERENTIAL PRESSURE SWITCH 281	ZIEGLER CAT	M.C.	-	YES	
	TIC-BT291	TEMP SENSOR 291	ZIEGLER CAT	M.C.	-	YES	
	TI-BT290	TEMP SENSOR 290	ZIEGLER CAT	M.C.	-	YES	
	TIS-BT289	TEMP SENSOR 289	ZIEGLER CAT	M.C.	-	YES	
LOW TEMP COOLING CIRCUIT (AFTERCOOLER CIRCUIT)	SV-2	SAFETY VALVE	ZIEGLER CAT	M.C.	-	-	
	TZA-BT277	TEMP LIMITER	ZIEGLER CAT	M.C.	-	YES	
	GIS-BG880-BG881	THREE WAY VALVE	ZIEGLER CAT	M.C.	120V, 33W	YES	
	SV-3	SAFETY VALVE	ZIEGLER CAT	M.C.	-	-	
	PDSA-BP309	DIFFERENTIAL PRESSURE SWITCH 309	ZIEGLER CAT	M.C.	-	YES	
EXHAUST SYSTEM	TIC-BT405	TEMP SENSOR 405	ZIEGLER CAT	M.C.	-	YES	
	LSA-BL308	LOW WATER LEVEL SWITCH 308 & VENTING VALVE	ZIEGLER CAT	M.C.	-	YES	
	ET-1	EXPANSION TANK	NOTE 5	M.C.	-	-	
	GIS-BG886-BG886	THREE WAY VALVE	ZIEGLER CAT	M.C.	120V, 33W	YES	
	FC-1	FLEXIBLE CONNECTOR	NOTE 5	M.C.	-	-	3
VENTILATION	TIC-BT404	TEMP SENSOR 404	ZIEGLER CAT	M.C.	-	YES	4
	MRA-20	CRANKCASE OIL MIST ELIMINATOR SYSTEM	ZIEGLER CAT	M.C.	480V/3PH, 3/4 HP	YES	
GAS	-	GAS ELBOW	ZIEGLER CAT	M.C.	-	-	-
	SOL-1	BIOGAS SOLENOID VALVE	M.C.	M.C.	120V	YES	
	SOL-2	NATURAL GAS SOLENOID VALVE	M.C.	M.C.	120V	YES	
	TSA-BT147	LIMIT SWITCH 147	ZIEGLER CAT	M.C.	-	YES	
	-	BELLOW EXPANSION JOINT	ZIEGLER CAT	M.C.	-	-	-
	GR-1	GAS PRESSURE REGULATOR	NOTE 5	M.C.	-	-	-
	GT-1	DUNGS GAS TRN	ZIEGLER CAT	ZIEGLER CAT	NOTE 1	YES	
OIL	EOT	LUBE OIL SUPPLY TANK / ACTUATOR	ZIEGLER CAT	ZIEGLER CAT	120V, 33W	YES	
	SOL-1	SOLENOID VALVE	ZIEGLER CAT	ZIEGLER CAT	120V, 20VA	YES	2
	HA-1	HOSE ASSEMBLY	ZIEGLER CAT	ZIEGLER CAT	-	-	2

NOTES:
1. MULTIPLE ELECTRICAL CONNECTIONS REQUIRED FOR GAS TRAIN COMPONENTS. REFER TO GENERATOR SUBMITTAL AND TO ELECTRICAL DRAWINGS. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING: DOUBLE SOLENOID VALVE (24 VDC, 36 VA), CLOSED POSITION INDICATOR (120VAC / 24 VDC), PRESSURE SWITCHES (MULTIPLE AC/DC OPTIONS), AND VALVE PROVING SYSTEM (24 VDC).
2. MULTIPLE DEVICES. REFER TO GENERATOR SUBMITTAL.
3. M.C. SHALL COORDINATE WITH ZIEGLER ONCE HEAT RECOVERY SILENCER IS SET, TO DETERMINE LENGTH REQUIRED FOR FLEXIBLE CONNECTOR.
4. MOUNT SENSOR NEAR CRANKCASE VENTILATION SYSTEM TO MONITOR TEMPERATURE OF INTAKE AIR TO GENERATOR.
5. FURNISHED BY ZIEGLER CAT AS A SUBCONTRACT TO M.C.

DAMPER SCHEDULE

REFERENCE	SERVICE	TYPE	MATERIAL	DIMENSIONS	BLADES	CFM	ACTUATION	VOLTAGE	FAIL POSITION	FEEDBACK	MFR	MODEL	NOTES
MD-1	LV-1	INSULATED/LOW LEAK	HEAVY GA / ALUMINUM	80x80	PARALLEL	13,800	ON/OFF	120V	SPRING CLOSED	BY PLC CONTRACTOR	GREENHECK	ICD-45	1,2,3

NOTES:
1. BLADE AND JAMB SEALS TO BE SILICONE RUBBER AND EXTERNAL (OUT OF AIRSTREAM) BLADE-TO-BLADE LINKAGE. BLADES SHALL BE OVERLAPPING - OVERLAPPING SEALS ONLY IS NOT ACCEPTABLE.
2. PROVIDE DAMPER IN FOUR EQUAL SECTIONS, WITH ACTUATORS MOUNTED ON ENDS OF SHAFTS.
3. M.C. SHALL FURNISH AND INSTALL ACTUATORS.

HEAT RECOVERY SILENCER

REFERENCE	HRS-1
MANUFACTURER	MAXIM SILENCERS
MODEL #	MFT 400-8-6H-1P-165-SWG
SERVES	GENERATOR EXHAUST
DESIGN PRESSURE PSIG	165
EXHAUST GAS SIDE	
AIR FLOW RATE (LB/HR)	4,411
EXCESS AIR	20%
HEAT RECOVERY (BTU/H)	696,922
INLET TEMP (DEG F)	909
OUTLET TEMP (DEG F)	314
A.P.D. WET / DRY (IN. W.C.)	4.6 / 5.9
FOULING FACTOR	0.005
MINIMUM SOUND ATTENUATION (dBA)	28
WATER SIDE	
FLUID TYPE	50% ETHYLENE GLYCOL
FLOW RATE (GPM)	80
WATER PRESSURE DROP PSI	2.3
HEAT RECOVERY (BTU/H)	672,780
INLET TEMP (DEG F)	190
OUTLET TEMP (DEG F)	210
FOULING FACTOR	0.001
NOTES	1,2,3,4

NOTES:
1. REFER TO PLANS FOR LAYOUT OF INLETS/OUTLETS. EXHAUST CONNECTIONS SHALL BE 8" 150 PSI ANSI FLANGES. WATER CONNECTIONS SHALL BE 2" MNPT.
2. M.C. SHALL PURCHASE EQUIPMENT THROUGH ZIEGLER CAT.
3. EQUIPMENT VENDOR FURNISHING UNIT SHALL FURNISH SAFETY RELIEF VALVE, TO BE INSTALLED BY MECHANICAL CONTRACTOR.
4. UNIT SHALL BE FACTORY INSULATED WITH MINIMUM 2" CALCIUM SILICATE, WHICH SHALL BE PROTECTED BY ALUMINUM JACKETING.

PUMP SCHEDULE

REFERENCE	EP-1	EP-2
SERVICE	ENGINE 132 COOLING WATER PUMPS	
MANUFACTURER	TACO	TACO
MODEL #	F11206	F11206
GPM	85	85
FT HEAD	65	65
IMPELLER DIA (IN)	4.7	4.7
RPM	3,450	3,450
BHP	2.29	2.29
MOTOR HP	3.0	3.0
VOLTAGE/PH	480/3	480/3
NOTES	1	1

NOTES:
1. PUMP SELECTIONS BASED ON 50% ETHYLENE GLYCOL. RPM SHALL BE WITHIN 5% OF SCHEDULED RPM.

RADIATOR SCHEDULE

REFERENCE	RAD-1
MANUFACTURER	ROCORE
UNIT MODEL #	RH
SERVES	ENGINE HEAT DUMP
OPERATING WEIGHT (LBS)	1,650
MAX. OPERATING PRESSURE (PSI)	250
RADIATOR	
RADIATOR MODEL #	RH045-1A-4P
FLUID TYPE	50% ETHYLENE GLYCOL
AMBIENT AIR TEMP (DB)	110
CAPACITY (MBH)	1,349.0
WATER FLOW (GPM)	80.0
INLET TEMP DEG F	207.0
OUTLET TEMP DEG F	169.4
AIRFLOW(CFM)	23,154
A.P.D. (IN. W.C.)	0.73
W.P.D. (PSI)	2.5
FAN/MOTOR	
FAN MODEL #	36/8-9/25/PPG/5ZR
FAN DIAMETER (IN.)	36
# OF BLADES	9
FAN/MOTOR RPM	870
MOTOR HP (EACH)	1.0
FAN/MOTOR QUANTITY	3
ELECTRICAL DATA	
VOLTAGE/PH	480/3
NOTES	1,2

NOTES:
1. PROVIDE UNIT WITH SINGLE POINT POWER CONNECTION.
2. M.C. SHALL PURCHASE EQUIPMENT THROUGH ZIEGLER CAT.

HEAT EXCHANGER SCHEDULE

REFERENCE	HX-1	HX-2
MANUFACTURER	SONDEX	SONDEX
MODEL #	S47-IG10-42-TL-LIQUID	S4A-IG16-36-TL-LIQUID
TYPE	PLATE AND FRAME	PLATE AND FRAME
SERVES	PLANT HEATING WATER	AFTERCOOLER WATER
EFFECTIVE HEAT SURFACE (SF)	221.4	15.37
NUMBER OF PLATES	42	36
PLATE MATERIALS	0.0197" AISI 316 STAINLESS STEEL	
HEAT EXCHANGED (BTU/H)	1,369,702	93,900
ENGINE SIDE		
FLUID TYPE	50% ETHYLENE GLYCOL	50% ETHYLENE GLYCOL
FLOW RATE (GPM)	80	35
WATER PRESSURE DROP PSI	4.5	4.6
INLET TEMP (DEG F)	210.0	128.0
OUTLET TEMP (DEG F)	171.1	121.8
PLANT SIDE		
FLUID TYPE	WATER	WATER
FLOW RATE (GPM)	80	35
WATER PRESSURE DROP PSI	4.9	4.4
INLET TEMP (DEG F)	166.5	90.0
OUTLET TEMP (DEG F)	201.7	96.2
NOTES	1,2	1,2

NOTES:
1. REFER TO PLANS FOR LAYOUT OF INLETS/OUTLETS.
2. M.C. SHALL PURCHASE EQUIPMENT THROUGH ZIEGLER CAT.

GAS CHILLER SCHEDULE

REFERENCE	GCH-1
MANUFACTURER	MULTI AQUA
MODEL #	MAC036-1N
SERVES	GAS COOLING
GENERAL DATA	
NOMINAL TONNAGE	3
WEIGHT (LBS)	300
CHILLER	
TYPE	COPELAND SCROLL
EER @ 95 DEG F AMBIENT	9.1
REFRIGERANT	R-407c
HEAT EXCHANGER	BRAZED PLATE
FLOW RATE (GPM)	8.6
INLET WATER TEMP (DEG F)	40.0
OUTLET WATER TEMP (DEG F)	46.1
GROSS TOTAL CAPACITY (MBH)	26.2
NUMBER OF COMPRESSORS	1
NUMBER OF CONDENSER FANS	2
PUMP	
HORSEPOWER	0.5
NOMINAL RPM	3,500
IMPELLER DIAMETER	4.38
ELECTRICAL DATA	
VOLTAGE/PH	208/1
MCA	38.8
MOCP	45
KW @ 110 DEG F AMBIENT	4.3
NOTES	1,2,3

NOTES:
1. PROVIDE SINGLE POINT POWER CONNECTION. ELECTRICAL DATA INCLUDES COMPRESSOR, CONDENSER FANS, PUMP, AND CONTROLS.
2. SELECTION INFORMATION IS AT 95 DEG F AMBIENT.
3. M.C. SHALL PURCHASE EQUIPMENT THROUGH ZIEGLER CAT.

GAS HEAT EXCHANGER

REFERENCE	GHX-1
MANUFACTURER	XCHANGER, INC
MODEL #	TV-125
TYPE	AIR-TIGHT FIN-TUBE
SERVES	BIOGAS DRYING
TOTAL HEAT EXCHANGED (BTU/H)	35,809
LATENT HEAT EXCHANGED (BTU/H)	18,702
GAS SIDE	
FLUID TYPE	BIOGAS (50% CH4 / 50% CO2)
GAS OPERATING PRESSURE (PSIG)	20
FLOW RATE (SCFM)	188.9
WATER VAPOR IN (LB/HR)	19.8
CONDENSATE (LB/HR)	17.6
INLET TEMP (DEG F)	110.0
OUTLET TEMP (DEG F)	45.0
PRESSURE DROP (PSI)	0.02
FOULING FACTOR	0.0001
WATER SIDE	
FLUID TYPE	30% PROPYLENE GLYCOL
FLOW RATE (GPM)	7.3
INLET TEMP (DEG F)	40.0
OUTLET TEMP (DEG F)	50.0
WATER PRESSURE DROP PSI	15.1
FOULING FACTOR	0.0010
NOTES	1,2,3

NOTES:
1. REFER TO PLANS FOR LAYOUT OF INLETS/OUTLETS.
2. M.C. SHALL PURCHASE EQUIPMENT THROUGH ZIEGLER CAT.
3. TUBES, FINS, HOUSING, AND CASING SHALL BE 304 SERIES STAINLESS STEEL. SEALANT SHALL BE TEFLON. PROVIDE FRONT REMOVABLE CORE.

Change Proposal Request

No. 2

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 9/27/17

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- Modifications required to mount the generator and connect to the exhaust heat recovery unit.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Relocate unit heater in generator room.
2. Relocate steel bracket hanging from ceiling.
3. Coordinate with Zeigler to fabricate a custom spool piece to accommodate the offset between the engine exhaust pipe and exhaust heat recovery unit.

Attachments:

By Mark C Cramer, P.E - FOX Engineering

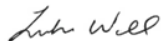
All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by 0 calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ 2,123.00



General Contractor

Date 10/18/2017

October 18th, 2017Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #2 – Engine Exhaust & Steel Modifications

Lance:

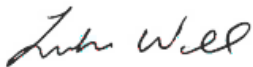
Please refer to the attached correspondence and breakdown for the following work.

- As documented in RFI 006 and CPR #2, we were required to modify the location of the Maxim silencer and some existing equipment in the generator room.
- Proctor Mechanical unhooked and moved the existing unit heater suspended from the steel roof structure. This required new configuration of the piping. Labor and material ticket attached.
- Woodruff Construction modified and moved the steel structure that supports the Maxim unit. We also moved the engine generator to the north edge of the concrete slab.
- A custom offset piece will be made by Ziegler to connect the engine generator to the Maxim silencer.

The amount of the contract will be Increased by the sum of: \$2,123.00**The contract period for completion will be increased by: 0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____
Owner Approval / Date_____
Architect Approval / Date

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price	
Proctor Mechanical - Move Unit Heater						\$1,707.00		\$1,707.00	
Move Steel Framing		\$250.00						\$250.00	
Insurance & Bond							\$64.90	\$64.90	
	Subtotal:	250.00	0.00	0.00	0.00	1,707.00	64.90	2,021.90	
						Woodruff OH&P on Subs	\$2,021.90	5.00%	\$101.10
							Total:	\$2,123.00	

CR# 2

Relocate unit heater for steel relocate. Woodruff Constuction PO# 17-050

	QTY	UNIT	LABOR UNIT	LABOR TOTAL	MATERIAL UNIT	MATERIAL TOTAL	EQUIP UNIT	EQUIP TOTAL	LINE TOTAL
LABOR									0.00
Project Manager	1	HRS	85.00	85.00					85.00
JOURNEYMAN PLUMBER	12	HRS	60.00	720.00					720.00
APPRENTICE	12	HRS	50.00	600.00					600.00
		HRS		0.00					0.00
		HRS		0.00					0.00
		HRS		0.00					0.00
		HRS		0.00					0.00
MATERIAL				0.00					0.00
pipe and acc	1	UNIT		72.00	0.00	0.00			72.00
		UNIT		0.00	0.00	0.00			0.00
		LOT		0.00		0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
EQUIPMENT									0.00
		UNIT					0.00	0.00	0.00
Truck/Gas	1	UNIT					75.00	75.00	75.00
		UNIT					1.00	0.00	0.00
		UNIT					1.00	0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
PRIME-TOTALS				1,477.00		0.00		75.00	1,552.00

SUB-CONTRACTOR									
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
SUB-TOTALS				0.00		0.00		0.00	0.00

Submitted By:

Company: PROCTOR MECHANICAL CORP
Contact: Russ Stone
Date: 9/18/2017

SIGNED: Russ Stone

BOND (IF APPLICABLE)

FEE PRIME (10%)	155.20
FEE SUB (5%)	0.00
MATERIAL TAX	0.00

QUOTED PRICE	1,707
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**REQUEST FOR INFORMATION**

MARSHALLTOWN WPCP BIOGAS (17-050)
Marshalltown IA, 50158

Date: 9/1/2017

RFI NO: 6

SUBJECT: Engine Generator - Concrete Pad

DRWG S1	REQUEST: After setting the engine generator in place, and measuring for the Maxim heat recover silencer, we have found that the existing concrete pad may need to be extended to the north in order to properly support the isolation pads. As things sit right now, the northern most isolation pads will be flush with the outside of the concrete, meaning the anchors will have less than 1" of coverage. This may be a structural concern. Along with adding to the pad, we will need to move the existing unit heater that is mounted to the roof in order to slide our steel structure south so that the silencer can be installed as tight as possible to the wall. Our recommendation would be to add 12" of concrete to the north end of the pad, full height to the bottom of the trench. See attached sketch.
DETAIL	
SPEC.	
SUBMITTED BY: - WOODRUFF CONSTRUCTION LLC - WOODRUFF CONSTRUCTION LLC RFI#: 6	

ACTION REQUIRED BY:
Fox Engineering

**DATE RESPONSE
REQUIRED:** 9/8/2017

RESPONSE:

Extension of concrete pad not required. Relocate unit heater to provide space to move steel bracket to the south. Exhaust heater will have an offset from exhaust pipe on top of engine. Coordinate with Ziegler to custom fabricate an offsetting spool piece to make this connection.

RESPONSE BY: **Mark C Cramer, PE**

DATE: **September 27, 2017**

DISTRIBUTION:

TOP OF BRICK
16'-0"

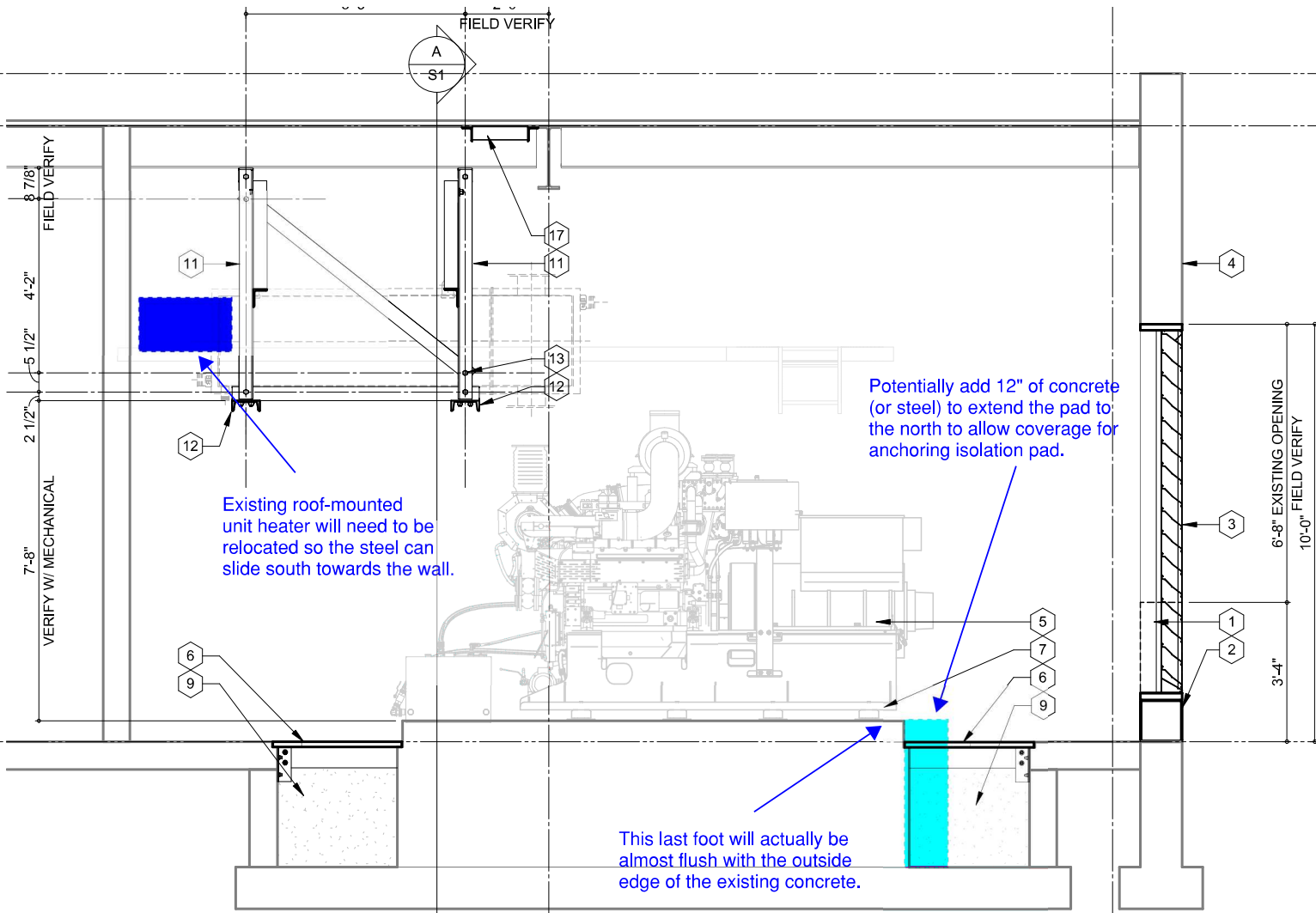
TOP OF STEEL
14'-9"

TOP OF BRICK
16'-0"

TOP OF STEEL
14'-9"

FINISHED FLOOR
0'-0"

FINISHED FLOOR
0'-0"



(B) SECTION LOOKING WEST
3/8" = 1'-0"



Change Proposal Request

No. 3

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 10/18/17

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- Modifications required to mount the generator and connect to the exhaust heat recovery unit.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Provide pricing options for additional replacement of power cables to the new generator due to further evidence of cable with poor insulation. Continuation of Tagged Note 1, Plan View 2-Generator Room Electrical Part Plan, Sheet E2.

Attachments: Option #1 and Option #2 from K&W

By Lance Aldrich, P.E - FOX Engineering

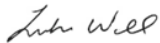
All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by 0 calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ Option #1: \$7,598.00 Option #2: \$12,764.00



General Contractor

Date 10/18/2017

October 18th, 2017Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #3 – Cable Modifications (Options #1 and #2)

Lance:

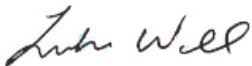
Please refer to the attached correspondence and breakdown for the following work.

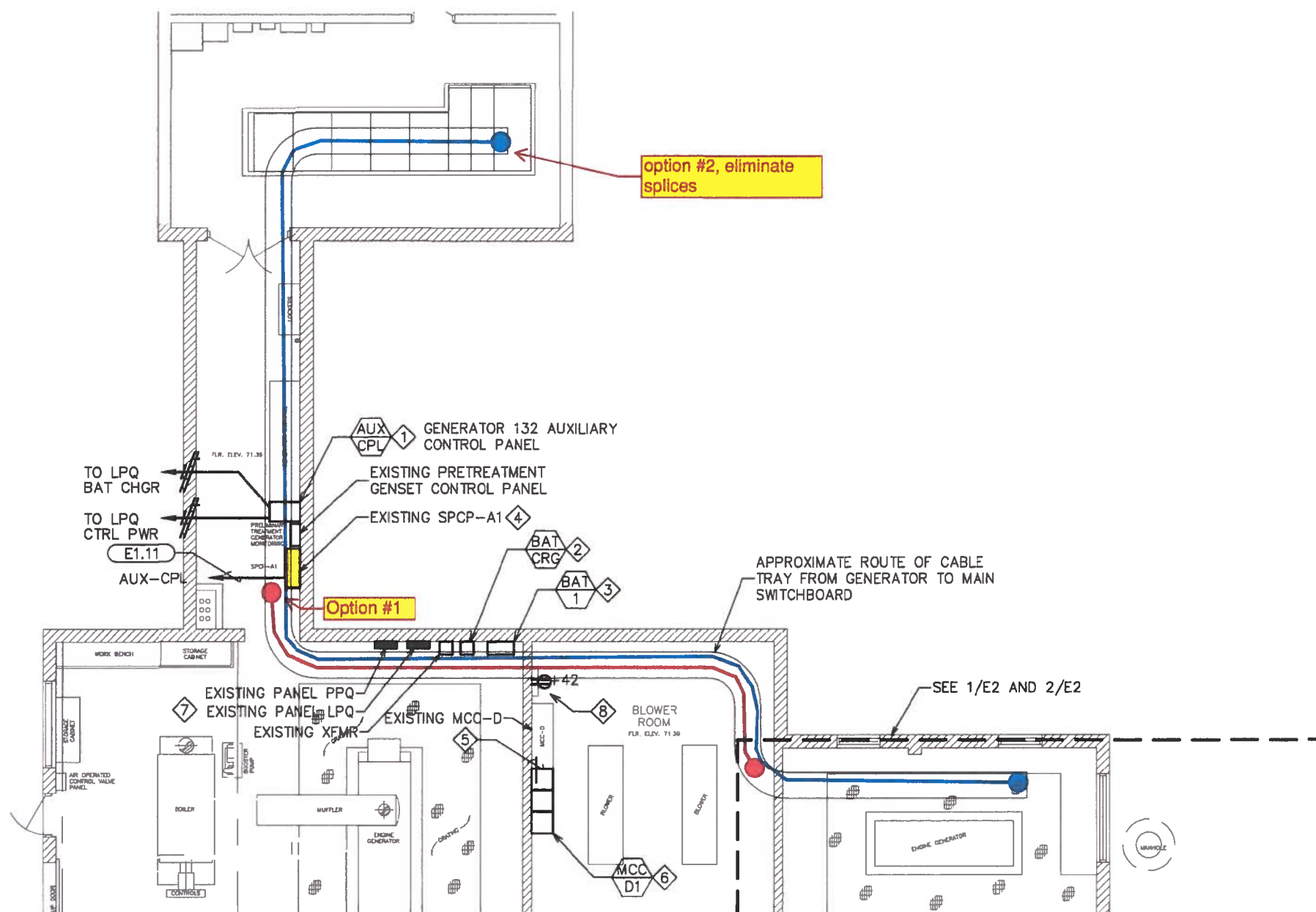
- As requested, KW Electric has provided an Option #1 and Option #2 to replace the existing cable conductors for the engine generator. Each option can be seen on the attached sketch and description for each price.
- Please provide decision no later than Wednesday, October 25th in order to complete any additional work prior to startup activities.

The amount of the contract will be Increased by the sum of:**Option #1: \$7,598.00****Option #2: \$12,764.00****The contract period for completion will be increased by:****0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____
Owner Approval / Date_____
Architect Approval / Date





KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectic.com

Date: 10/17/2017

To: Woodruff

Attention: Luke W

Regarding: Marshalltown Bio, Move Cable Splice to Corridor, Option #1

We propose to install the required electrical per plans for the sum of:

Material	#4,015.00
Labor	\$2,925.00
PM/Est	\$ 65.00
Total	\$7,005.00

****This price **does** include:

1. Supply and install 500kcmil copper conductor to move the planned splice from the blower room to the corridor.

*****This price **does not** include:

1. Fees from utility company.
2. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
3. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted. If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statute 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price	
KW Electric - Option #1						\$7,005.00		\$7,005.00	
Insurance & Bond							\$231.19	\$231.19	
	Subtotal:	0.00	0.00	0.00	0.00	7,005.00	231.19	7,236.19	
						Woodruff OH&P on Subs	\$7,236.19	5.00%	\$361.81
							Total:	\$7,598.00	



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectic.com

Date: 10/17/2017

To: Woodruff

Attention: Luke W

Regarding: Marshalltown Bio, Move Cable Splice to Corridor, Option #2

We propose to install the required electrical per plans for the sum of:

Material	\$10,803.00
Splice Kits	(\$ 3,000.00)
Labor	\$ 3,900.00
PM/Est	\$ 65.00
Total	\$11,768.00

****This price **does** include:

1. Replace the existing 500kcmil copper conductor from the owner provided switchgear to the new Generator to eliminate splices.

*****This price **does not** include:

1. Fees from utility company.
2. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
3. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted. If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statute 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price
KW Electric - Option #2						\$11,768.00		\$11,768.00
Insurance & Bond							\$388.20	\$388.20
	Subtotal:	0.00	0.00	0.00	0.00	11,768.00	388.20	12,156.20
						Woodruff OH&P on Subs		
						\$12,156.20	5.00%	\$607.80
							Total:	\$12,764.00

Change Proposal Request

No. 4

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 11/9/17

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Provide and install new MCC bucket, wiring, and controls per RFI 10 for the lube oil pump.

Attachments: RFI #10

By Lance Aldrich, P.E - FOX Engineering

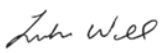
All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ \$5,924.00


General Contractor

Date 11/9/2017

**REQUEST FOR INFORMATION**

MARSHALLTOWN WPCP BIOGAS (17-050)
Marshalltown IA, 50158

Date: 11/6/2017
RFI NO: 10
SUBJECT: Lube Oil Pump

DRWG	REQUEST: Please see attached RFI from KW Electric, with comments from Ziegler. Let us know how we are to proceed with this work.
DETAIL	
SPEC.	
SUBMITTED BY: LUKE WALL - WOODRUFF CONSTRUCTION LLC - KW ELECTRIC INC. RFI#: 4	

ACTION REQUIRED BY:
Fox Engineering

**DATE RESPONSE
REQUIRED:** 11/10/2017

RESPONSE:

Provide cost proposal to add new items as follows:

1. New MCC bucket to spare space in MCC-D1. Provide starter size and OLR to match motor amp rating, 2.3A at 460V. Motor starter bucket should be set up (accessories/wiring) like all other motor starters in the MCC.
2. Provide #14AWG 480V power wiring from MCC-D1 to Pre-Lube-Pump.
3. Provide 120V #14AWG control wiring from TEM's panel dry contact control signal to MCC-D1 bucket for on/off control.

To allow startup of the generator, disconnect one of the remote radiator cooling fans (1HP) and use the starter for operation of the Pre-Lube-Pump. Adjust the overload unit to 2.3 amps, or as high as it can be set. The pump only runs for about 20 seconds between the start command and actual engine start. A slight overload should work ok for the short time the pump runs.

RESPONSE BY:
Biran Riesberg, Riesberg Engineering Company, 09 Nov 2017

DATE:

DISTRIBUTION:



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectric.com

RFI-KW-04

Date: 11/06/2017

Number of Pages Including Transmittal: 1

Company/firm: Woodruff Construction

Attention: Luke W.

Regarding: Marshalltown Biogas Generator

☐ Per Your Request
☐ Per Our Conversation

☐ For Your Information
☒ For Review and Comment

Comments:

There is a Lube Oil Pump and associated solenoids located on the south end of the generator. We cannot find any mention of these components on the bid, construction, or submittal documents. Where is power to come from for these and how are they controlled?

Ziegler Comments: Lube oil pump wiring was not called out in the drawings, 480v supply required. Control of 480v power to pump to be controlled by TEMS panel next to engine. Ziegler installed a pilot relay in TEMS panel for control. -Tony Hallberg 11/6/2017

If transmittal is not clear or if all pages are not received, please call.



An Equal Opportunity Employer

January 20th, 2017Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #4 – Lube Oil Pump Power (RFI #10) – Revision with Reduced Scope & Primex Programming

Lance:

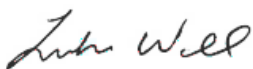
Please refer to the attached correspondence and breakdown for the following work.

- KW Electric and Primex have priced up the 480V requirements to add power for the lube oil pump for the CAT engine generator. Refer to RFI #10 for specific electrical re
- This pump is currently being powered on a temporary basis and controlled by a breaker installed in the MCC. This new equipment will be ordered upon review and approval of this pricing request and installed ASAP.
- Please refer to the attached KW/Primex scopes of work for more detailed programming information.

The amount of the contract will be increased by the sum of: \$5,924.00**The contract period for completion will be increased by: 0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____/_____
Owner Approval / Date_____/_____
Architect Approval / Date

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price
KW Electric / Primex (Attached)						\$5,100.00		\$5,100.00
Primex Programming (Attached)						\$353.00		\$353.00
Insurance & Bond							\$188.90	\$188.90
	Subtotal:	0.00	0.00	0.00	0.00	5,453.00	188.90	5,641.90
				Woodruff OH&P on Subs		\$5,641.90	5.00%	\$282.10
							Total:	\$5,924.00



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectric.com

Date: 11/20/2017

To: Woodruff Construction

Attention: Luke W

Regarding: Marshalltown. WPCP Biogas Engine Replacement, Oil Lube Pump MCC Mods

We propose to install the required electrical per plans for the sum of:

Primex	\$6,700.00	\$3,850.00
Material	\$ 210.00	
Labor	\$ 975.00	
PM/Est	\$ 65.00	
Total	\$7,950.00	\$5,100.00

****This price **does** include:

1. Supply and install conduit, wire, and MCC bucket for the control of the Oil Lube Pump as required by Zeigler.
- ~~2. Integration/programming changes by Primex.~~
- ~~3. Start-up services by K&W and Primex.~~

*****This price **does not** include:

1. Fees from utility company.
2. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
3. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted. If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statute 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer



CHANGE ORDER PROPOSAL

13005 16th Ave North, Ste 100, Plymouth, MN 55441

Tel: (763) 559-0568

Fax: (763) 559-2187

www.primexcontrols.com

Project	Change Order Name	CO Reference	CO#
Marshalltown, IA - WPCP Biogas Engine Replacement	CO2 - MCC Oil Lube Pump Mods	N/A	3591-C002
Scope of Work			

Addition of MCC bucket to control Oil Lube Pump. Bucket to include Size 1 NEMA starter, ETM, stop/running lights, and a H-O-A on the bucket. It will include terminals for remote control of the pump. It does not include a remote H-O-A switch control station or any programming to interface with SPCP-A PLC. Installation and start-up are also not included in this price. NOTE: This is a revision of Change Order No. 1.

Respectfully submitted by,

Jack Schneewind
Application Solutions
jack.schneewind@primexcontrols.com
(763) 231-3941

Proposal Amount Includes freight

\$3,501.00

**REQUEST FOR INFORMATION**

MARSHALLTOWN WPCP BIOGAS (17-050)
Marshalltown IA, 50158

Date: 11/6/2017
RFI NO: 10
SUBJECT: Lube Oil Pump

DRWG	REQUEST: Please see attached RFI from KW Electric, with comments from Ziegler. Let us know how we are to proceed with this work.
DETAIL	
SPEC.	
SUBMITTED BY: LUKE WALL - WOODRUFF CONSTRUCTION LLC - KW ELECTRIC INC. RFI#: 4	

ACTION REQUIRED BY:

Fox Engineering

DATE RESPONSE**REQUIRED: 11/10/2017****RESPONSE:**

Provide cost proposal to add new items as follows:

1. New MCC bucket to spare space in MCC-D1. Provide starter size and OLR to match motor amp rating, 2.3A at 460V. Motor starter bucket should be set up (accessories/wiring) like all other motor starters in the MCC.
2. Provide #14AWG 480V power wiring from MCC-D1 to Pre-Lube-Pump.
3. Provide 120V #14AWG control wiring from TEM's panel dry contact control signal to MCC-D1 bucket for on/off control.

To allow startup of the generator, disconnect one of the remote radiator cooling fans (1HP) and use the starter for operation of the Pre-Lube-Pump. Adjust the overload unit to 2.3 amps, or as high as it can be set. The pump only runs for about 20 seconds between the start command and actual engine start. A slight overload should work ok for the short time the pump runs.

RESPONSE BY:

Biran Riesberg, Riesberg Engineering Company, 09 Nov 2017

DATE:**DISTRIBUTION:**



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

[http:// www.k-welectic.com](http://www.k-welectic.com)
E-mail ckrull@k-welectric.com

RFI-KW-04

Date: 11/06/2017

Number of Pages Including Transmittal: 1

Company/firm: Woodruff Construction

Attention: Luke W.

Regarding: Marshalltown Biogas Generator

☐ Per Your Request
☐ Per Our Conversation

☐ For Your Information
☒ For Review and Comment

Comments:

There is a Lube Oil Pump and associated solenoids located on the south end of the generator. We cannot find any mention of these components on the bid, construction, or submittal documents. Where is power to come from for these and how are they controlled?

Ziegler Comments: Lube oil pump wiring was not called out in the drawings, 480v supply required. Control of 480v power to pump to be controlled by TEMS panel next to engine. Ziegler installed a pilot relay in TEMS panel for control. -Tony Hallberg 11/6/2017

If transmittal is not clear or if all pages are not received, please call.



An Equal Opportunity Employer



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectric.com

Date: 1/23/2018

To: Woodruff

ADDITIONAL PROGRAMMING REQUESTED

Attention: Luke W

Regarding: Marshalltown Bio, Lube Oil Pressure Modbus Monitoring

We propose to install the required electrical per plans for the sum of:

Primex	\$307.00
K&W 15%	\$ 46.00
Total	\$353.00

****This price **does** include:

1. Confirm Pre Lube Pump Running Status Programming, see attached Primex Scope.

*****This price **does not** include:

1. Fees from utility company.
2. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
3. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted. If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statute 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer



CHANGE ORDER PROPOSAL

13005 16th Ave North, Ste 100, Plymouth, MN 55441

Tel: (763) 559-0568

Fax: (763) 559-2187

www.primexcontrols.com

Project	Change Order Name	CO Reference	CO#
Marshalltown, IA - WPCP Biogas Engine Replacement	Confirm Pre Lube Pump Running Status	N/A	3591-C003
Scope of Work			

Programming will be updated to incorporate Ziegler Modbus output 30203 "Lube oil pressure" confirming the pre lube pump running status.

Respectfully submitted by,

Jack Schneewind
Application Solutions
jack.schneewind@primexcontrols.com
(763) 231-3941

Proposal Amount

\$307.00

Change Proposal Request

No. 5

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 1/17/18

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Extend stack height another approximately 20 ft as required by the IDNR. Provide test ports and construction details per attached figures.

Attachments: "Stack Extension" dated January 4, 2018; "Test Ports" dated January 17, 2018

By Lance Aldrich, P.E - FOX Engineering

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ \$8,580.00

Lance Aldrich

General Contractor

Date 1/17/2018

January 31st, 2017Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #5 – Exhaust Stack Height Change

Lance:

Please refer to the attached correspondence and breakdown for the following work.

- Provide all structural steel, stainless steel exhaust pipe, (2) test ports, and miscellaneous items indicated on the "Stack Extension" drawing dated January 4th, 2018.
- Test ports and D-rings will be based on sketch provided on 1/17/2018 by TLZ.
- Patch membrane roofing per warranty with Cowan Roofing (original installer).
- Equipment rental included
- Fabrication & Galvanizing of steel will take approximately 3 weeks after approval.
 - o OWNER OPTION: For no change in price, Woodruff Construction proposes to paint all steel with a paint product suitable for exterior exposure. This would eliminate the +/- 3 week lead time for galvanizing and shipping (galvanizing is worth \$365).

The amount of the contract will be Increased by the sum of: \$8,580.00**The contract period for completion will be increased by: 0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____
Owner Approval / Date_____
Architect Approval / Date

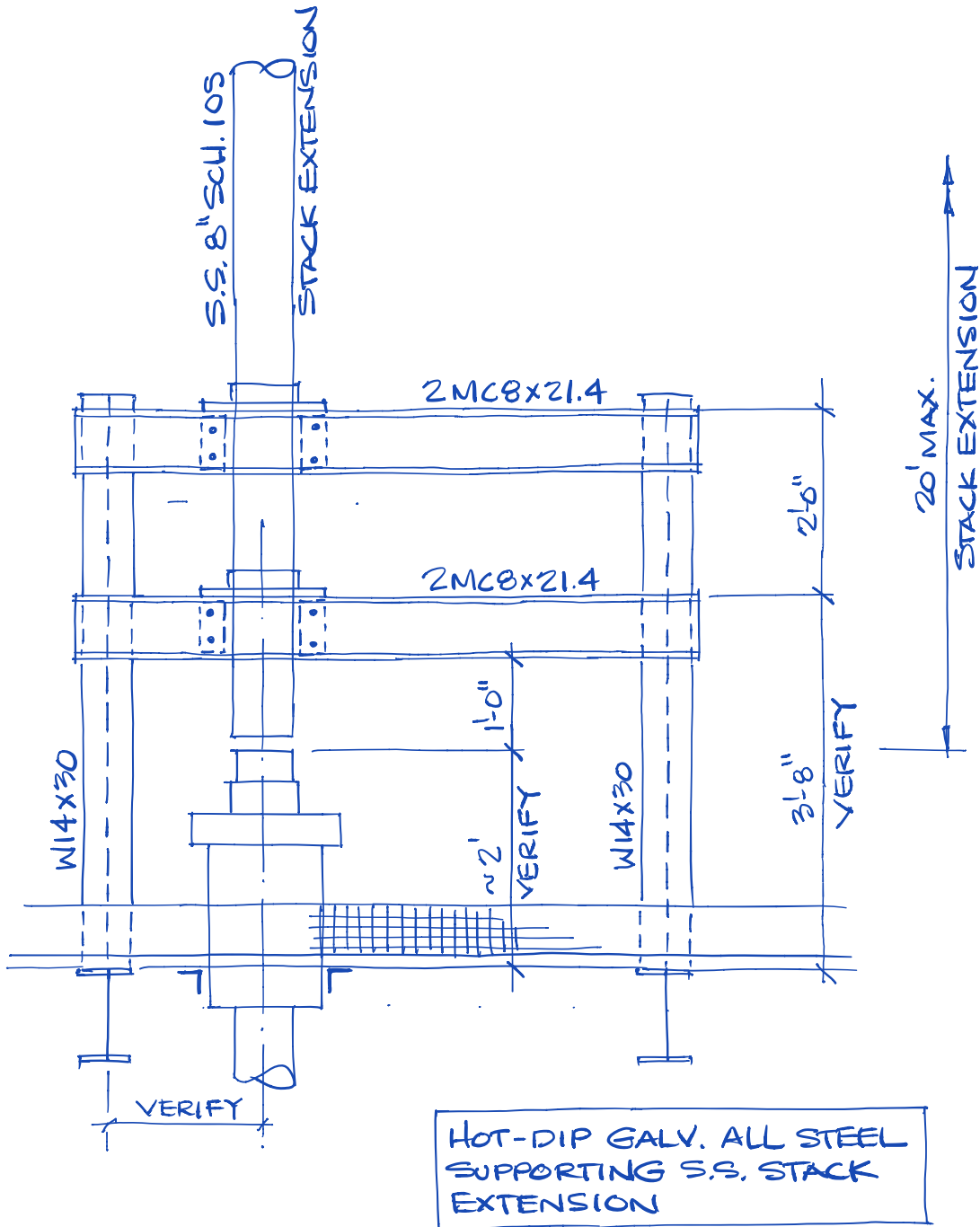
1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price
Steel Framing Supports		\$1,650.00		\$2,053.40				\$3,703.40
Equipment Rental for Hoisting							\$550.00	\$550.00
Membrane Roofing Patch - (2) Columns						\$675.00		\$675.00
Proctor Mechanical - Pipe & Accessories						\$2,784.00		\$2,784.00
Insurance & Bond							\$269.31	\$269.31
	Subtotal:	1,650.00	0.00	2,053.40	0.00	3,459.00	819.31	7,981.71
			Woodruff Self-Perform OH&P (10%)			\$4,253.40	10.00%	\$425.34
			Woodruff OH&P on Subs (5%)			\$3,459.00	5.00%	\$172.95
							Total:	\$8,580.00

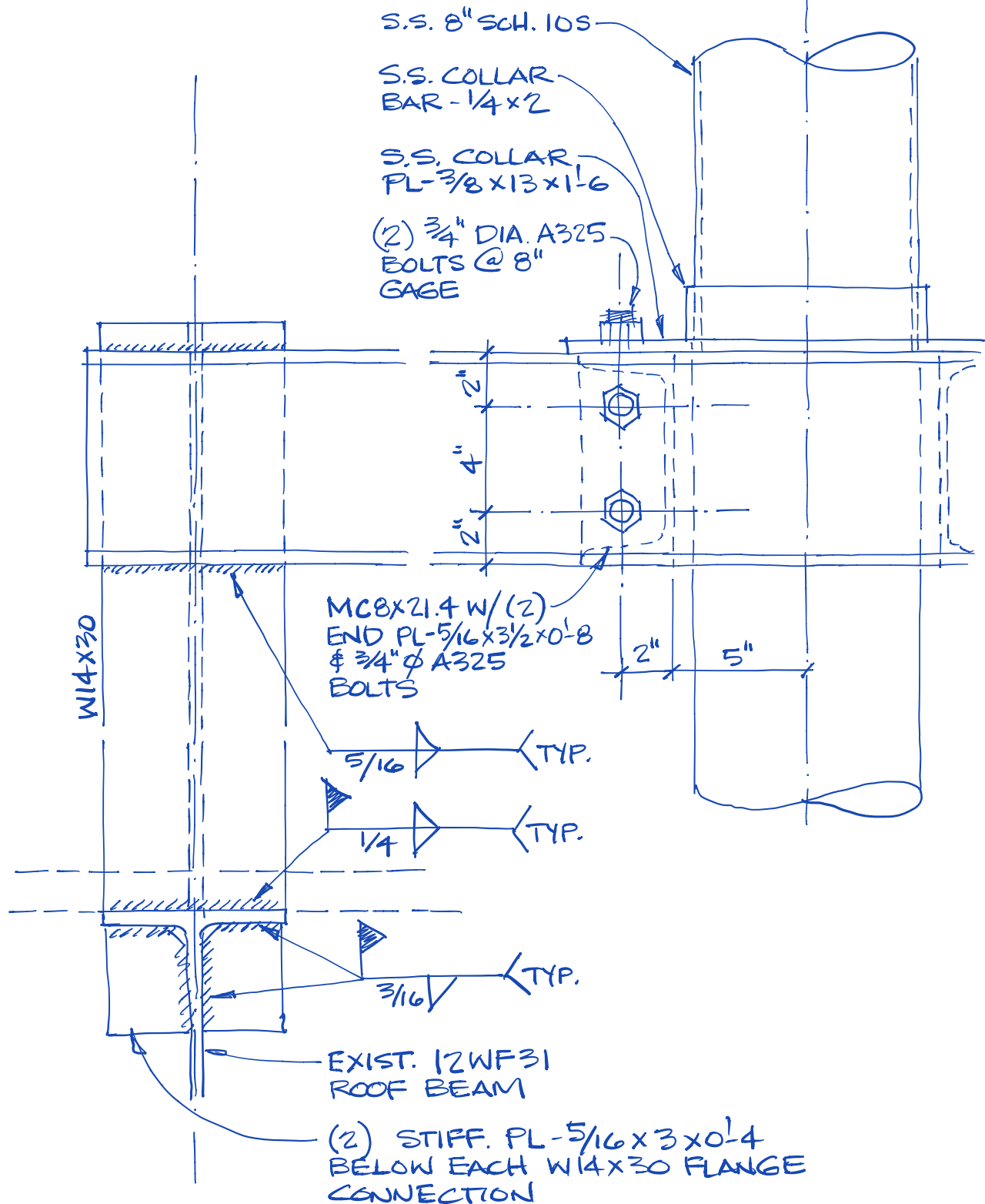
STACK EXTENSION

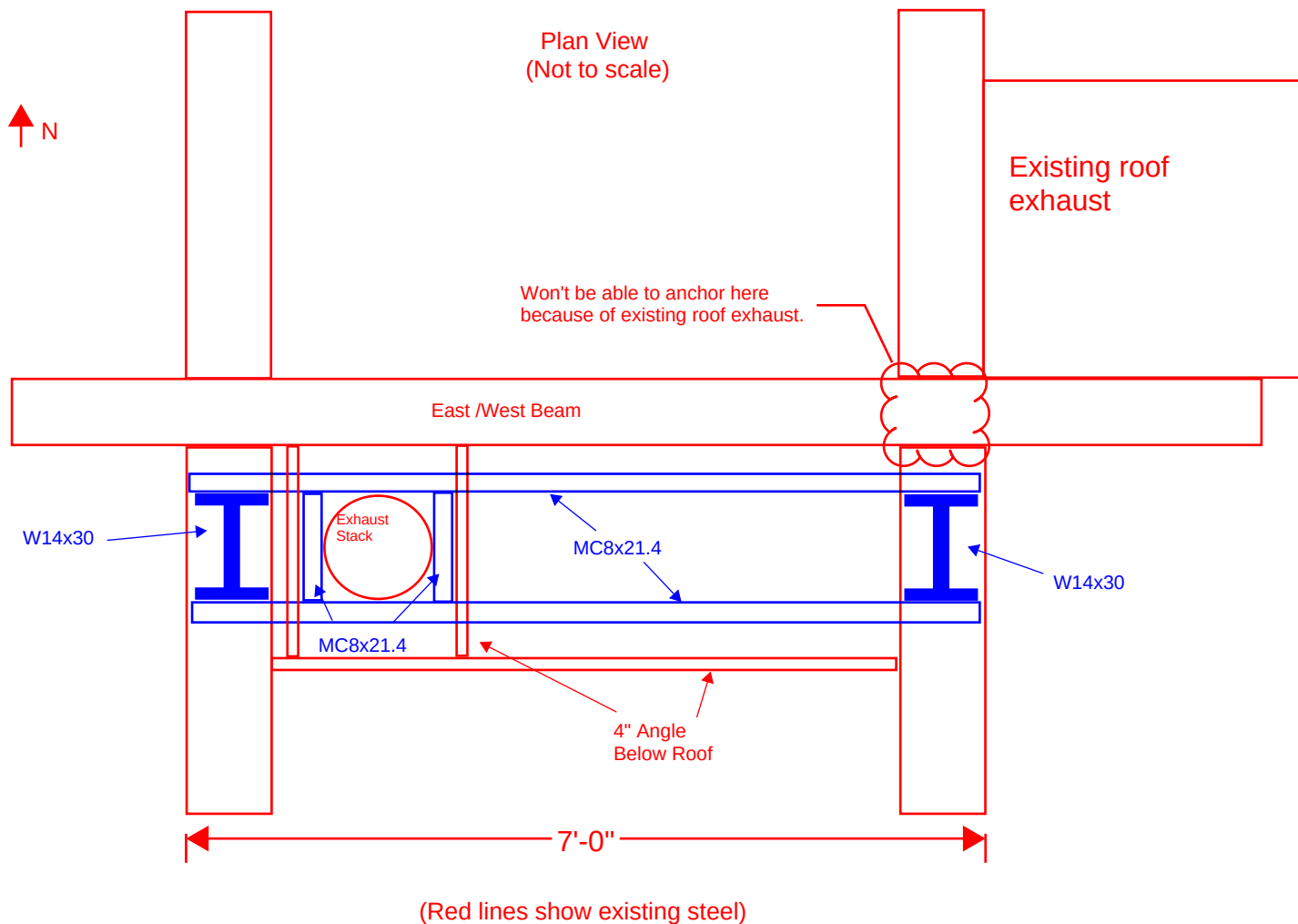
4 JAN 2018



STACK EXTENSION

4 JAN 2018





New Steel Takeoff:

W14x30: Buy one 20' stick and cut into (2) pieces at 6'-0" Tall

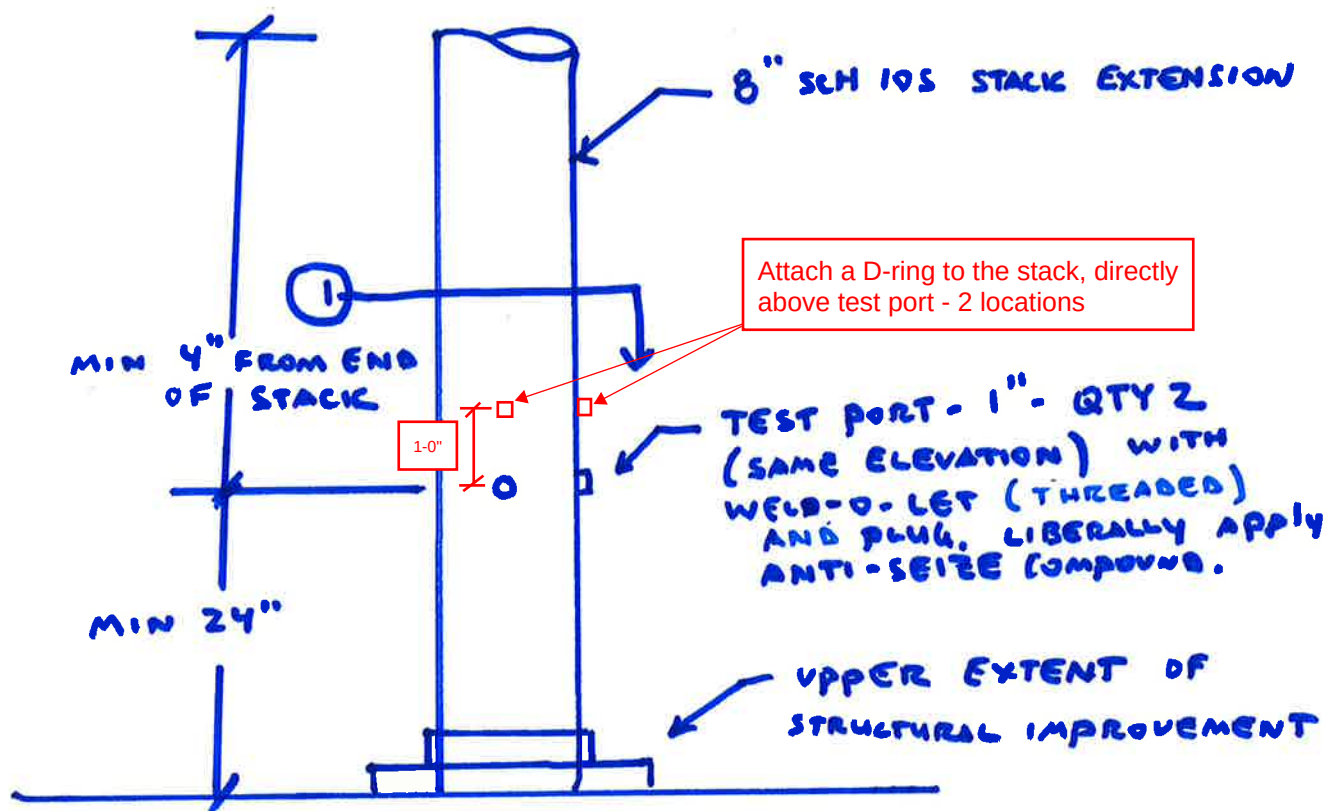
MC8x21.4: Buy three 20' sticks and cut into (4) pieces at 7'-0" and (4) pieces at 13".

PL5/16 x 3.5 x 0'-8": These get welded to the ends of the 13" MC8x21.4 pieces as caps and we will field locate the holes.

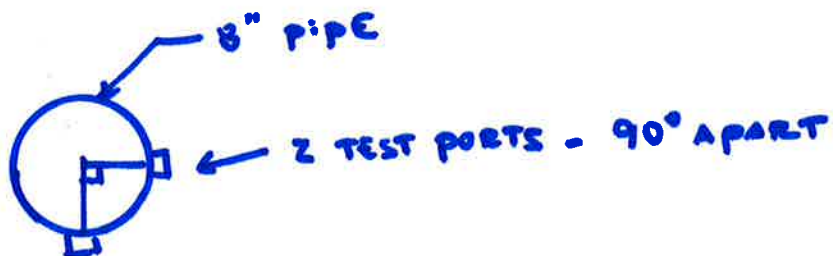
Please add price to galvanize all after fabrication.

TEST PORTS - MARSHALLTOWN WPLP

1/17/18
TLZ



ORIENT PORTS TO MAXIMIZE ACCESS FOR TESTER.



① DETAIL

NOTE: PORTS SELECTED TO TEST NO_x , VOC, CO. NOT DESIGNED TO TEST PM / PM₁₀.

CR#

Description:

Remove Existing cap, weld a flange on the existing stack, install the new pipe extension and cap.

[illegible]

SUB-CONTRACTOR									
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
SUB-TOTALS				0.00		0.00		0.00	0.00

Submitted By:

Company:	PROCTOR MECHANICAL CORP
Contact:	Russ Stone
Date:	1/15/2018
SIGNED:	

BOND (IF APPLICABLE)	
FEE PRIME (10%)	236.25
FEE SUB (5%)	0.00
MATERIAL TAX	0.00
QUOTED PRICE	2,599

(2) Test Ports: Add \$185
Total \$2,784.00

Des Moines Steel Co.

Quotation

Quote Woodruff Construction

To: 1890 Kountry Lane
Fort Dodge, IA 50501
United States

Quote Number:	14153	Contact:	
Quote Date:	01/25/18	Expires:	02/24/18
Customer:	WOODRUFF CON	Terms:	NET 30 Days
Salesman:	Travis	Phone:	515-232-4535 ext. 25
Ship Via:	Pickup	FAX:	(515) 955-2170

Thank you for the opportunity to submit this quote. All prices and term are valid for 7 days from the date of this quote. There are no refunds on special orders, cuts and fabricated work that has been specked wrong by the customer.

<u>Part Number</u>				
<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	BEAM W14 X 30 cut 2pcs at 6'		600	\$0.56 /LBS
2	CH8X21# 4pcs at 7' 4pcs at 13"		60	\$13.83 /FT
3	HRFB5/16X3-1/2 8pcs at 8"		6	\$2.49 /FT
4	FAB weld flat bar pieces to the ends of the 13" channels to make a cap		1	\$85.00 /EA
5	GALV / FAB Fabricated, Frames, Platforms, Walkways 300.00 Minimum		1,074	\$0.34 /LBS
6	SHIPPING		1	\$300.00 /EA
			Total:	\$1,930.90
			Fasteners/Bolts:	\$122.50

By Tharren Keith
Des Moines Steel Co.

Change Proposal Request

No. 6

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 3/20/2018

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Relocate the "low level" sensor per RFI #14 and the attached markup of Sheet M5.

Attachments: Sheet M5

By Lance Aldrich, P.E - FOX Engineering

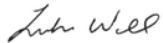
All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ \$1,524.00



General Contractor

Date 3/20/2018

March 20th, 2018

Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010

Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #6 – Low Level Switch Move (RFI 14)

Lance:

Please refer to the attached correspondence and breakdown for the following work.

- o Per RFI #14, Ziegler requested that the “low level sensor” be moved from the lower level to the upper, right next to the engine generator. Proctor installed as shown on mechanical drawings.
- o Refer to attached RFI for specific locations and scope.

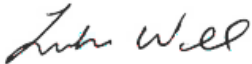
The amount of the contract will be Increased by the sum of: \$1,524.00

The contract period for completion will be increased by: 0 days

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.



Luke Wall
Project Manager
Cell. 515-208-5135

_____/_____
Owner Approval / Date

_____/_____
Architect Approval / Date



1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price	
Proctor Mechanical - Move Sensor						\$960.00		\$960.00	
KW Electric - Rewire Sensor						\$445.00		\$445.00	
Insurance & Bond							\$46.43	\$46.43	
	Subtotal:	0.00	0.00	0.00	0.00	1,405.00	46.43	1,451.43	
						Woodruff OH&P on Subs	\$1,451.43	5.00%	\$72.57
							Total:	\$1,524.00	

MARSHALLTOWN WPCP BIOGAS (17-050)
Marshalltown IA, 50158

SUBJECT: Ziegler Punch List Items

DRWG	REQUEST: The following items were brought up during Ziegler's start up and final review of the systems. 1. Low Level Switch: Ziegler has requested that this be moved from the basement to the generator room. See attached highlighted plan for locations. This work would need to be completed through a change order, and we would recommend tracking "time & material" for Proctor and KW Electric. 2. "Gas Selection" Switch: Ziegler noted that the gas selection switch is now local to the switchgear, not via Primex/SCADA. They would like to know how the owner/engineer would like this to be controlled.
DETAIL	
SPEC.	
SUBMITTED BY: - WOODRUFF CONSTRUCTION LLC - KW ELECTRIC INC. RFI#: 6,7	

ACTION REQUIRED BY: Fox Engineering

**DATE RESPONSE
REQUIRED: 1/3/2018**

RESPONSE:	
RESPONSE BY:	DATE:

DISTRIBUTION:

This request for information is intended as a clarification to the contract documents. If contract price or contract time is affected, this will be determined after the RFI is returned. If there is a price change or time extension, we will not proceed until this is authorized and approved.



1 ENGINE FLOW DIAGRAM – NEW
NOT TO SCALE

C:\Dropbox (KCL Engineering)\KCL\Projects\16060 - Marshalltown WPCF Biogas\Drawings\M4-M5 - FLOW'DI GRAMS.dwg



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectric.com

Date:

To: Woodruff

Attention: Luke W

Regarding: Marshalltown Bio, Relocate Sensor

We propose to install the required electrical per plans for the sum of:

Material	\$ 15.00
Labor	\$215.00
Mob/Trip	\$100.00
PM/Est	\$ 65.00
Total	\$445.00

****This price **does** include:

1. Disconnect sensor as directed for relocation.
2. Reconnect sensor at new location.

****This price **does not** include:

1. Fees from utility company.
2. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
3. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted.
If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statute 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer

Change Proposal Request

No. 7

(Not a Change Order)

Project Name:	WPCP Biogas Engine Replacement	Owner's Contract No. 52015014
Project Owner:	City of Marshalltown	
FOX Project No.	2407-14A	Initiated by: ☐ Engineer ☒ Contractor
Contractor:	Woodruff	Date: 2/27/2018

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Add gas purge line as requested by Ziegler as described in attached February 27, 2018 email from Tony Hallberg.

Attachments: February 27, 2018 email

By Lance Aldrich, P.E - FOX Engineering

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ \$4,188.00

Lance Aldrich

General Contractor

Date 2/27/2018

Luke Wall

From: Anthony Hallberg <Anthony.Hallberg@zieglercat.com>
Sent: Tuesday, February 27, 2018 4:09 PM
To: Lance Aldrich; Luke Wall
Cc: Paul Meyer
Subject: Fuel Purge Line

Lance and Luke,

We would like to add a gas purge line from the main gas line right before the gas train through the roof of the building to purge gas automatically from the main gas line prior to the engine starting. The reason for this would be to purge natural gas out of the line when switching to methane, and to purge methane from the line when switching to natural gas. We would like to have a 1.5" solenoid valve and a ball valve in series in the line so we can use the ball valve to adjust the rate of flow if we are purging too much and wasting gas. The solenoid valve would be wired back to the TEMS panel and we would use another set of N/O contacts on the pre lube oil pump relay and another set of N/C contacts on the engine run relay so that the solenoid opens the purge line when the engine is in pre lube, and the engine run relay would act as a redundant shutoff when the engine starts in case the pre lube pump relay were to fail to shutoff the power to the solenoid valve.

Please review and let me know your thoughts. Ziegler can have a solenoid valve in about two days if necessary.

Thanks,

Tony Hallberg, PMP

Project Manager | Ziegler Power Systems
8050 County Road 101 East | Shakopee, Minnesota 55379
952.887.4524 Office
952.210.4005 Mobile
888.320.4292 Toll Free
952.233.4622 Fax
www.zieglercat.com



[Sign up here for our e-newsletters](#)

March 20th, 2018Lance Aldrich
Fox Engineering Associates, Inc.
414 South 17th Street Suite 107
Ames, IA 50010Project: WPCP Biogas Engine Replacement
City of Marshalltown

Subject: CPR #7 – Install Gas Purge Line (Ziegler Request)

Lance:

Please refer to the attached correspondence and breakdown for the following work.

- o During startup activities, Ziegler requested that a gas purge line be installed directly in front of the gas train, and vented out of the roof. See attached email from Tony Hallberg for explanation.
- o Proctor Mechanical purchased and installed the solenoid valve, ball valve, and piping required for this work. Invoice and breakdown is attached.
- o KW Electric was on site with Proctor Mechanical to install conduit and wiring for this solenoid valve. Also did testing with Ziegler rep once this was functional.

The amount of the contract will be Increased by the sum of: \$4,188.00**The contract period for completion will be increased by: 0 days**

When this potential change order is signed by the Engineer/Owner and a copy is returned to Woodruff Construction, approval of change(s) is effective immediately. Woodruff Construction will then proceed with the change(s) described above. Approved changes will be included in a future contract change order.

If any additional clarification is needed, please contact me.

Best regards,
WOODRUFF CONSTRUCTION, LLC.Luke Wall
Project Manager
Cell. 515-208-5135_____/_____
Owner Approval / Date_____/_____
Architect Approval / Date

1890 Kountry Lane - Phone (515) 576-1118 - Fax (515) 955-2170 - Fort Dodge, IA 50501

Price Breakdown

Description	Production Units	Labor	Burden	Material	Equipment	Subcontract	Other	Price
Proctor Mechanical - Purge Valve						\$3,241.00		\$3,241.00
KW Electric - Wire Valve						\$620.00		\$620.00
Insurance & Bond							\$127.57	\$127.57
	Subtotal:	0.00	0.00	0.00	0.00	3,861.00	127.57	3,988.57
				Woodruff OH&P on Subs		\$3,988.57	5.00%	\$199.43
							Total:	\$4,188.00

From: Anthony Hallberg <Anthony.Hallberg@zieglercat.com>
Sent: Tuesday, February 27, 2018 4:09 PM
To: Lance Aldrich; Luke Wall
Cc: Paul Meyer
Subject: Fuel Purge Line

Lance and Luke,

We would like to add a gas purge line from the main gas line right before the gas train through the roof of the building to purge gas automatically from the main gas line prior to the engine starting. The reason for this would be to purge natural gas out of the line when switching to methane, and to purge methane from the line when switching to natural gas. We would like to have a 1.5" solenoid valve and a ball valve in series in the line so we can use the ball valve to adjust the rate of flow if we are purging too much and wasting gas. The solenoid valve would be wired back to the TEMS panel and we would use another set of N/O contacts on the pre lube oil pump relay and another set of N/C contacts on the engine run relay so that the solenoid opens the purge line when the engine is in pre lube, and the engine run relay would act as a redundant shutoff when the engine starts in case the pre lube pump relay were to fail to shutoff the power to the solenoid valve.

Please review and let me know your thoughts. Ziegler can have a solenoid valve in about two days if necessary.

Thanks,

Tony Hallberg, PMP

Project Manager | Ziegler Power Systems
8050 County Road 101 East | Shakopee, Minnesota 55379
952.887.4524 Office
952.210.4005 Mobile
888.320.4292 Toll Free
952.233.4622 Fax
www.zieglercat.com



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Change Order Estimate

CR#

This price includes the roofing and patching required for change.

Description:

Install a 1-1/2" purge line before the generator gas train and extend 2' above the roof.

	QTY	UNIT	LABOR UNIT	LABOR TOTAL	MATERIAL UNIT	MATERIAL TOTAL	EQUIP UNIT	EQUIP TOTAL	LINE TOTAL
LABOR									0.00
Project Manager	1	HRS	85.00	85.00					85.00
JOURNEYMAN PLUMBER	16	HRS	60.00	960.00					960.00
APPRENTICE	16	HRS	50.00	800.00					800.00
LABORER		HRS		0.00					0.00
		HRS		0.00					0.00
		HRS		0.00					0.00
		HRS		0.00					0.00
MATERIAL				0.00					0.00
		UNIT		0.00		0.00			0.00
Pipe and Fittings	1	UNIT		0.00	751.00	751.00			751.00
Misc Material	1	LOT		0.00	250.00	250.00			250.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
		UNIT				0.00			0.00
EQUIPMENT									0.00
Truck and gas	100	UNIT					1.00	100.00	100.00
		UNIT					1.00	0.00	0.00
		UNIT					1.00	0.00	0.00
		UNIT					1.00	0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
		UNIT						0.00	0.00
PRIME-TOTALS									2,946.00
				1,845.00			1,001.00	100.00	

SUB-CONTRACTOR									
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
		LS		0.00		0.00			0
SUB-TOTALS				0.00			0.00	0.00	0.00

Submitted By:

Company: PROCTOR MECHANICAL CORP
 Contact: Russ Stone
 Date: 3/1/2018

SIGNED:



BOND (IF APPLICABLE)

FEE PRIME (10%) 294.60
 FEE SUB (5%) 0.00
 MATERIAL TAX 0.00

QUOTED PRICE 3,241



KW Electric Inc.

1127 Lincoln Street
P.O. Box 967
Cedar Falls, Iowa 50613

Phone (319) 277-0415
Fax (319) 277-1418

http:// www.k-welectic.com
E-mail ckrull@k-welectric.com

Date:

To: Woodruff

Attention: Luke W

Regarding: Marshalltown Bio, Add Fuel Purge Solenoid

We propose to install the required electrical per plans for the sum of:

Material	\$ 50.00
Labor	\$455.00
Mob/Trip	\$ 50.00
PM/Est	\$ 65.00
Total	\$620.00

****This price **does** include:

1. Supply and install wire and connection to new Purge Solenoid.
2. Reconnect sensor at new location.

*****This price **does not** include:

1. Fees from utility company.
2. Connection to TEM Panel by others.
3. Low voltage wiring, temp control, TV, COAX, Fire Alarm, Voice/Data, Fiber
4. Damages/fines due to delays in schedule caused by other contractors, delays in equipment manufacturing and changes in the contract.

*****This quote can be held for 30 business days. After this time the material will be requoted.
If you have any questions feel free to call.

Thank you,
Christopher A Krull
Project Manager
KW Electric, Inc.

(Customer's Signature)

****Please be advised that under Statue 572.13 Liability of Owner to Original Contractor:

"Persons or companies furnishing materials for improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner"



An Equal Opportunity Employer

RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN
PEOPLERIDES AND THE CITY OF MARSHALLTOWN, IOWA,
MARSHALLTOWN MUNICIPAL TRANSIT DIVISION

WHEREAS Peoplerides currently provides approximately 6,000 demand response rides in Marshalltown; and

WHEREAS Marshalltown Municipal Transit has very limited staff for dispatching complimentary paratransit services in Marshalltown; and

WHEREAS Peoplerides has available dispatch capacity with current Peoplerides dispatch hours to effectively handle demand response services; and

WHEREAS Peoplerides also has available vehicle capacity to effectively handle demand response services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the attached contract for transportation purposes with Peoplerides is hereby approved in all respects and particulars.

Section 2. The Contract for Services shall begin on July 1, 2018, and continue through June 30, 2023.

Section 3. That the Mayor and City Clerk are hereby authorized and directed to execute said Contract for Services on behalf of the City of Marshalltown, and City Clerk is authorized and directed to file this Contract for Services with the Secretary of State, as required by law.

Passed this 22nd day of April, 2019, and signed this ____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**PEOPLERIDES CONTRACT
FOR TRANSPORTATION SERVICES
WITH THE CITY OF MARSHALLTOWN**

WHEREAS Peoplerides currently provides approximately 6,000 demand response rides in Marshalltown (Carevan 5,000 and Paratransit 600) provides approximately 50,000 demand response rides in the remaining parts of Region 6 (Hardin, Marshall, Poweshiek, and Tama Counties),
WHEREAS Marshalltown Municipal Transit has very limited staff for dispatching demand response services in Marshalltown,
WHEREAS Peoplerides has available dispatch capacity with current Peoplerides dispatch hours to effectively handle demand response services currently provided by Marshalltown Municipal Transit,
WHEREAS Peoplerides also has available vehicle capacity to effectively handle demand response services,
WHEREAS Peoplerides is a department of the Region 6 Planning Commission,
WHEREAS Peoplerides uses a cost allocation system for transit administration costs across all services,
WHEREAS Marshalltown Transit will focus available administrative staff on fixed routes and some subscription routes within Marshalltown.

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

A. Purpose and Timeframe

1. The purpose of this contract is to most effectively utilize limited available administrative staff, best coordinate transit rolling stock and transit driver personnel, and to establish a "one-stop" place for Marshalltown public transit demand response rides.
2. This contract shall begin on July 1, 2018 and continue through June 30, 2023.

B. Description of Contract Services

1. All transit services will be provided in vehicles, which are open to the public without discrimination.
2. Service shall be complementary ADA paratransit service available the same hours as Marshalltown Municipal Transit (MMT) fixed route services (7:20 to 6:00, M-F). All passengers shall be approved through the paratransit review process. Any ride that requires peoplerides to go through the door will not be considered a paratransit ride under this contract. These through the door rides are the responsibility of Peoplerides under other agreements.
3. Access to demand response service shall be obtained by contacting Peoplerides (641-752-6202). Fixed route and subscription route information shall be dispatched by MMT at 641-754-5719. Dispatchers are available from 7:00 am to 4:00 pm, Monday-Friday.
4. This contract shall be for paratransit and premium demand response services. All individuals must be Americans with Disabilities Act (ADA) paratransit eligible. The only service that will not be provided under this contract is MMT fixed route and subscription service. PeopleRides' ability to handle other subscription rides under this contract will be handled on a case-by-case basis.
5. A ride is defined as each time a person boards/enters onto the vehicle.
6. All services funded under this contract and all uses made of vehicles provided by Peoplerides, shall be insured by Peoplerides with the following coverages:
 - a) Commercial Automobile Liability - Combined Single Limit \$2,000,000
 - b) Uninsured and underinsured motorist - \$250,000

C. Responsibilities of Peoplerides

1. Peoplerides shall serve as an independent contractor.
2. Peoplerides shall employ and train, clean and courteous personnel as necessary to provide the services described above. All drivers shall have commercial drivers' licenses. All drivers shall have annual criminal background checks and shall have current IDOT physicals with the appropriate card. All Region 6 safety sensitive employees and management will be part of the Federal Transit Administration (FTA) Drug & Alcohol program. On an annual basis Peoplerides will provide a copy of motor vehicle records (MVRs) to the City of Marshalltown. Peoplerides will follow all FTA Drug & Alcohol

- testing procedures. Nobody is allowed to drive the vehicle except authorized Peoplerides staff.
3. Peoplerides shall operate the above services including scheduling and dispatching support.
 4. Peoplerides shall maintain accounting and records for all services rendered.
 5. Peoplerides shall secure an independent audit of its transportation program including services provided under this contract and shall provide a copy of the audit report upon request to The City of Marshalltown.
 6. Peoplerides shall permit inspection of its vehicles, services, books, and records by the City of Marshalltown upon the request of the City of Marshalltown.
 7. When an individual calls 641-752-6202 for ride information the procedure shall be generally as follows. The phone line will be answered "peoplerides".
 - a) When a paratransit eligible person requests a ride within the city of Marshalltown, the city of Marshalltown will be invoiced for those rides. Anyone within the City of Marshalltown may be paratransit eligible.
 - b) When a person requests a ride and is not paratransit eligible or presumed to be under the ADA provisions, and is not riding to a medical appointment that is financially supported by Unity Point - Marshalltown that individual will be referred to the Marshalltown Municipal Transit fixed route system (641-754-5719).
 - c) Peoplerides will provide rides for Premium riders at the rates specified under this agreement.
 8. Peoplerides shall comply with all applicable state and federal laws, including but not limited to, Equal Employment opportunity laws, nondiscrimination laws, traffic laws, motor vehicle equipment laws, confidentiality laws and freedom of information laws.
 9. Peoplerides will wait 3 minutes at a location to pick-up a rider. If a rider is not ready within that time the vehicle will depart. Peoplerides will follow the no-show policy listed herein for these cases.
 10. Peoplerides will not be responsible for contacting any scheduled riders to reconfirm that they will be riding on the vehicle (s).
 11. Peoplerides will provide a copy of all incident and/or accident reports involving passengers covered under this contract, within 10 days of their occurrence.
 12. Peoplerides will require wheelchairs to be secured, if possible. Peoplerides will still transport the passenger if the wheelchair cannot be secured. All common wheelchairs will be transported. A ride may only be refused if the wheelchair exceeds "common wheelchair" standards. A common wheelchair is defined as up to 48" long, 30" wide, and up to 600 total pounds (including the person).
 13. Peoplerides may request, but not require, someone in either a scooter or a structurally weak wheelchair to transfer to a vehicle seat.
 14. Peoplerides will accept service animals aboard vehicles. Peoplerides can ask if the animal is a pet or service animal. Peoplerides can ask how the animal communicates to the owner. Peoplerides, however, cannot ask for a demonstration or in any other way prove that it is an actual service animal.
 15. Peoplerides cannot require someone in a wheelchair to use a seatbelt, unless everyone else in the bus is required to use one. Peoplerides written policy states that all riders shall use a seatbelt.
 16. Peoplerides will allow a person to bring a "personal supply of oxygen" on board the vehicle. Peoplerides may require that the tank be safely secured which may require a special seating location.
 17. All Peoplerides drivers will be trained in both the power and manual methods of operating wheelchair lifts and/or ramps.
 18. Peoplerides will provide paratransit brochures, upon request, to the general public.
 19. All ADA equipment, including the lift or ramp, must be checked daily. Upon request, Peoplerides will provide a copy of the vehicle inspection reports.
 20. When asked by the public for either assistance in interacting about public transportation availability, or to schedule rides, there must be at least one method available to the public on how to effectively communicate. Peoplerides uses Relay Iowa for hearing impaired

people. Large print materials will be made available by Peoplerides, for people requesting those services.

21. Peoplerides offices and meeting rooms are accessible to people with disabilities, and on a bus route. Meetings about paratransit service shall be jointly scheduled with Marshalltown Municipal Transit. Marshalltown Municipal Transit shall provide any special accommodations for disabled attendees.
22. Peoplerides wheelchair lifts and ramps and their safety interlock systems shall be in good working order. Otherwise, a replacement vehicle shall be substituted.
23. Visitors to Marshalltown are to be considered as eligible to ride the paratransit service for up to 21 days. Beyond that time, an application should be submitted for continued service.
24. Peoplerides shall accept a paratransit card from any U.S. public transit system, no different than a MMT paratransit card.
25. Peoplerides will not have any restrictions on how often a disabled person can ride. There are no restricted purposes either.
26. Each ADA eligible person may have one personal care attendant and one companion ride with him or her. Additional people in the group can ride, as long as there is room in the vehicle for them. There is to be no charge for the personal care attendant, as long as the person posing as such can actually perform care needed.
27. If Peoplerides cannot provide vehicles or drivers, we will immediately contact MMT for assistance.
28. Peoplerides is responsible for the vehicles including all necessary repairs and replacement. All vehicles for this service shall be part of the Peoplerides fleet and will be rotated/changed as needs exist.
29. Peoplerides shall indemnify and hold the City of Marshalltown harmless for any losses under this contract.
30. Peoplerides shall operate no charter services or school bus services under the contract.

D. Responsibilities of the City of Marshalltown

1. The City of Marshalltown shall pay all justified billings in a timely basis.
2. The City of Marshalltown shall comply with all state and federal laws regarding nondiscrimination in relation to the services covered by this contract.
3. The City of Marshalltown shall assist with determining paratransit eligibility for clients.
4. The City of Marshalltown together with Peoplerides shall determine if a person is paratransit eligible. Peoplerides will issue the application materials upon request.

E. Compensation

1. For purposes of this contract. If Peoplerides has to go into a destination to get a client they are not considered as paratransit eligible.
2. For paratransit approved people the passenger shall pay \$2.00 for this trip.
3. Notwithstanding E.1 under this contract, if the passenger resides more than $\frac{3}{4}$ mile from the Marshalltown Fixed Route system they will be considered as a "premium" rider and shall pay \$7.00 per ride. Those riders that call the same day that they ride shall be considered as a "premium" ride and shall pay \$7.00 per ride. The only paratransit premium rides are those that reside more than $\frac{3}{4}$ mile from the current MMT fixed routes.
4. The MMT rate is \$40/Hour less passenger revenues (\$2.00 per ride generally).
5. All riders shall be provided one warning for not riding on the vehicle at a pre-scheduled time. After this first warning, the rider shall be charged the regular fee for not riding at a pre-scheduled time. Riders shall contact Peoplerides at least 30 minutes prior to their scheduled pick up time to avoid this no-show charge. An answering machine or person is available 24 hours a day – 7 days/week that is checked by drivers/dispatchers. The rider shall be responsible for paying for the full net cost on any no shows.
6. Failure to pay for no-shows or regular trips will result in Peoplerides transportation termination, until the balance is paid in full. The client, however, may appeal the transportation termination to the MMT Transit Manager. This appeal process will be provided in writing to the person. The Peoplerides transit manager is responsible for any decision to refuse service to a passenger.
7. All passenger revenues shall be applied to the costs of transportation services prior to

application of federal transit funding and shall be considered to have expanded the level of services compared to what would be available without such resources.

8. If the local revenue sources decrease or state and federal resources available to peoplerides, service hours could be decreased or prices increased.

F. Reporting

1. Peoplerides will provide ridership, hours, and mileage data on a monthly basis. Trip denials and no shows will be provided on a quarterly basis. MMT will count all the statistics. MMT can also review Peoplerides dispatch sheets if requested. All materials will be on Peoplerides forms. Peoplerides will bill monthly for services. Transportation invoices will be submitted the month after services were rendered. All quarterly statistics (miles, hours, passengers) will be provided to MMT within 30 days after the end of every quarter.

G. Entire Agreement

1. This contract contains the entire agreement between the City of Marshalltown and Peoplerides. There are no other agreements or understandings, written or verbal, which shall take precedence over the items contained herein unless made a part of this contract by amendment procedure.

H. Amendments

1. Any changes to this contract must be in writing and be mutually agreed upon by both Peoplerides and the City of Marshalltown.

I. Termination

1. Cancellation of this contract may be effected by either party through written notice to the other party at least 30 days prior to the date of cancellation.

J. Saving Clause

1. Should any provision of this contract be deemed unenforceable by a court of law, all other provisions shall remain in effect.

K. Assignability and Subcontracting

1. This contract is not assignable to any other party without the express written approval of Peoplerides and the City of Marshalltown.
2. No part of the transportation services described in this contract may be subcontracted by Peoplerides without the express written approval of the City of Marshalltown and the Iowa DOT Office of Public Transit.
3. Notwithstanding the provisions in K.1 above, it is hereby agreed that Peoplerides may under emergency circumstances temporarily subcontract any portion of the service if it is deemed necessary by Peoplerides to avoid a service interruption. The City of Marshalltown shall be notified, in advance if possible, each time this provision is invoked.

For The City of Marshalltown:

For Peoplerides:

Date:

Date:

RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN ACCESS
TO CARE AND THE CITY OF MARSHALLTOWN, IOWA, MARSHALLTOWN
MUNICIPAL TRANSIT DIVISION

WHEREAS Marshalltown Municipal Transit has very limited staff for dispatching complimentary paratransit services in Marshalltown; and

WHEREAS Access to Care has available dispatch capacity with current Access to Care dispatch hours to effectively handle demand response services; and

WHEREAS Access to Care also has available vehicle capacity to effectively handle demand response services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY
OF MARSHALLTOWN, IOWA:

Section 1. That the attached contract for transportation purposes with Access to Care is hereby approved in all respects and particulars.

Section 2. The Contract for Services shall begin on July 1, 2018, and continue through June 30, 2023.

Section 3. That the Mayor and City Clerk are hereby authorized and directed to execute said Contract for Services on behalf of the City of Marshalltown, and City Clerk is authorized and directed to file this Contract for Services with the Secretary of State, as required by law.

Passed this 22nd day of April, 2019, and signed this ____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

RESOLUTION APPROVING CLOSING OF US BANK CHECKING ACCOUNT

WHEREAS the City of Marshalltown has a checking account at US Bank that was used to deposit parking ticket monies collected by the Marshall County Department of Motor Vehicles on behalf of the City of Marshalltown, and

WHEREAS the County is now depositing the funds into the City's main checking account at United Bank & Trust, so the separate bank account is no longer needed, and

WHEREAS US Bank needs documentation of who is allowed to close the bank account, and

WHEREAS the Council finds this action is in the best interest of the City of Marshalltown, Iowa to close the bank account;

THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA AS FOLLOWS:

The City Treasurer/Finance Director, currently Diana Steiner, or the City Administrator, currently Jessica Kinser, have the authority to close the account at US Bank and deposit the funds in the City's bank account at United Bank & Trust.

Passed this 22nd day of April, 2019, and signed this ____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

MARSHALLTOWN

— I O W A —

Joel Greer, Mayor
Jessica Kinser, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
Fax - (641) 754-5781

FINANCE DEPARTMENT

April 17, 2019

To: Mayor Joel Greer
Members of the City Council

From: Diana Steiner, Finance Director

Re: Close US Bank Checking Account

Policy Issue: N/A.

Recommendation: Staff recommends closing the US Bank Account as it is no longer needed.

Background: The City was using a checking account at US Bank for the Marshall County Department of Motor Vehicles to deposit parking ticket monies collected on behalf of the City.

The County is now depositing the monies in the City's United Bank & Trust checking account, so the US Bank account is no longer needed. In order to close the account, the bank needs documentation of who, specifically by name instead of title, has the authority to close the account.

The attached resolution gives Diana Steiner, City Treasurer/Finance Director, or Jessica Kinser, City Administrator, the authority to close the account at US Bank and deposit the funds in the City's United Bank & Trust account.

Budget Impact: N/A

Attachment: Resolution Approving Closing of US Bank Checking Account

cc: Jessica Kinser, City Administrator

W

S

Exit

207 Emotion.

Doves, Small Beer
Side Garden

Small Beer Garden Exit.

30'

Parking.

E

Marshalltown Central Business District CITY COUNCIL REPORT



MCBD, “A Main Street Community” April 2019

Update Report Prepared by: Jenny Etter, Executive Director

Agenda

- **MCBD 2019 Strategic Planning- hand out**
- **City Incentive Grant Update, applications pending**
- **Tornado Relief Fund Update- hand out**

2019 MCBBD Board Goals

Develop plan for fiscal stabilization. Develop “Friends of MCBBD” campaign. Determine appropriate membership drive and review sponsor levels or other sources of funding.

Economic Restructuring Activities <i>Recruit 5 volunteers and talk with 10-12 building owners as needed to develop relationships.</i> • Business Expansion/Recruitment- Assist in talking with Business owners from other communities. • Building inventory- Assist with updating information • Develop Building Owner Group- Provide information and make contacts with building owners when needed • Board President and Director will attend City Development meetings to address Upper story Development- Merchant relationship building- Business Retention/Recruitment • Assist in developing a Building Owner Group by June 2019. • Economic Development- partner with City whenever possible	Design Activities <i>Recruit Design Committee Chair, assist with recruiting 15 volunteers for activities, volunteer your time for at least 1-2 activities:</i> • Banners • Berms • Floral Basket Program • Clean and beautification of downtown • Façade improvement- signage, paint • Improving vacant spaces • Pedestrian Walkway • City- Downtown Master Plan, Hwy 14 corridor, Incentive Grant program
Organization Activities <i>Help recruit 5 volunteers. Assist with 2-5 down town visitations.</i> • Volunteer Recruitment/Recognition- Increase volunteerism and involvement • Develop “Friends of MCBBD” campaign • Increase Committee/ Board members • Increase social media community communication, Tell Our Story, website development) • Assist in visitation schedule	Promotion Activities <i>Help recruit 10-20 volunteers for promotional events. ATTEND 75% of planned events.</i> • Increase social media coverage of events • Additional retail activities, with more merchant involvement • Fundraising events: Holiday Stroll/ Tree Festival Adopt A Vet Xmas Party Block PartyTreasures Tour Restaurant Week

2019 MAIN STREET COMMITTEE GOALS- Overview

Economic Restructuring Activities Meet with City to establish “Developers Packet” and new business recruitment materials. Create a plan to target potential new businesses and or entrepreneurs. • Business Expansion/Recruitment- Filling vacant space, attract wider variety of businesses • Develop Building Owner Group • Merchant relationship building- Business Retention/Recruitment • Establish Building Owner Group • Economic Development- partner with City, develop incentive survey	Design Activities Develop downtown clean-up plan with existing Cleaniac Group • Recruit spearhead to lead project • Seek grant opportunities to purchase new trash receptacles • Organize Spring/Fall clean-up activities Other Activities • Banners • Berms • Floral Basket Program • Façade improvement- signage, paint • Pedestrian Walkway • City- Downtown Master Plan, Hwy 14 corridor, Incentive Grant program
Organization Activities Engagement strategy of the downtown businesses and building owners is created and includes visitations, follow up, and an active building owners group. • Develop visitation checklist. • Develop video with Vision Marshalltown related to what downtown has to offer. • Develop Downtown Block Party events, find to lead project. Other Activities: • Volunteer Recruitment/Recognition • Increase volunteerism and involvement • Newsletter	Promotion Activities Expand downtown events, collaborate with other agencies to promote events and activities. • Increase social media coverage of events • Develop additional retail activities, with more merchant involvement • Fundraising events: Holiday Stroll/ Tree Festival Adopt A Vet Xmas Party Block Party/Treasures Tour Restaurant Week

**Marshalltown Central Business District
Financial Data/Projections
Actual 2018/Projection 2019**

	MCBD Year To Date	MMSP Year To Date	Total Year To Date	Budget 2018	Projected Budget 2019
Ordinary Income					
General Operating					
Membership Dues	1,025.00	2,925.00	3,950.00	10,000.00	12,000.00
Transfer from MMSP	15,000.00	-	15,000.00	-	-
Interest Income	9.57	-	9.57	10.00	10.00
Total General Operating	16,034.57	2,925.00	18,959.57	10,010.00	12,010.00
Direct Public Support					
Non-member	-	-	-	600.00	-
Friends of MCBP/Gifts	250.00	173.60	423.60	25,000.00	23,000.00
Tornado Relief Fund	(404.00)	42,635.54	42,231.54	-	-
City	58,000.00	-	58,000.00	26,000.00	30,000.00
Members Pledges	-	-	-	5,000.00	-
Total Direct Public Support	57,846.00	42,809.14	100,655.14	56,600.00	53,000.00
Total Ordinary Income	73,880.57	45,734.14	119,614.71	66,610.00	65,010.00
Business Improvement Income					
Grant Income	85,000.00	-	85,000.00	-	5,000.00
Total Business Improvement Income	85,000.00	-	85,000.00	-	-
Design Committee Income					
Floral Baskets/Donations	8,355.00	125.00	8,480.00	12,000.00	12,000.00
Alleyway-Walkway	-	-	-	-	-
Banners/Historical Signage	-	-	-	-	-
Total Design Committee Income	8,355.00	125.00	8,480.00	12,000.00	12,000.00
Organizational Committee Income					
MSI Spring Workshop	-	-	-	120.00	-
Other	60.00	-	60.00	950.00	-
Total Organizational Committee Income	60.00	-	60.00	1,070.00	-
Promotion Committee Income					
Adopt A Vet - Net	50.00	-	50.00	2,500.00	-
Holiday Stroll	4,260.12	-	4,260.12	10,000.00	10,000.00
Tiny Tim Tree Festival	-	-	-	1,500.00	-
Total Promotion Committee Income	4,310.12	-	4,310.12	14,000.00	10,000.00
Total Income	171,605.69	45,859.14	217,464.83	93,680.00	87,010.00
Expense					
Administration Expense					
Payroll Expense					
Director	42,399.96	-	42,399.96	42,400.00	42,400.00
Admin Asst Salary	-	-	-	-	-
Payroll Tax Expense	3,314.05	-	3,314.05	3,250.00	3,250.00
Payroll Expense - Other	21.00	-	21.00	50.00	50.00
Total Payroll Expense	45,735.01	-	45,735.01	45,700.00	45,700.00
Other Admin Expense					
Web Page Maintenance	165.32	-	165.32	500.00	200.00

Internet & Phone	1,937.64	-	1,937.64	2,100.00	2,000.00
Miscellaneous	(361.64)	-	(361.64)	50.00	50.00
Bank Charges	-	64.20	64.20	65.00	65.00
Premier Office/Copier	1,511.19	-	1,511.19	1,450.00	1,500.00
Meals & Entertainment	-	-	-	-	-
Repair & Maintenance/Computer	204.38	-	204.38	200.00	200.00
Office Supplies/Misc Supplies	359.22	(20.56)	338.66	200.00	350.00
Insurance Expense	2,053.00	-	2,053.00	2,150.00	2,100.00
Mileage	688.40	-	688.40	250.00	700.00
MSI Annual Program Visit	-	-	-	-	-
Training/Conferences/Workshops	2,202.68	-	2,202.68	425.00	1,000.00
Iowa Downtown Summit	-	-	-	360.00	-
Printing Costs	121.82	-	121.82	420.00	120.00
Rent	3,483.87	-	3,483.87	3,600.00	3,600.00
Postage	374.48	225.00	599.48	450.00	400.00
Utilities	-	-	-	-	-
Subscriptions	68.71	-	68.71	-	120.00
National MS Center	-	-	-	350.00	350.00
Transfer to MCBP Operating	-	15,000.00	15,000.00	-	-
Dues & Memberships	-	-	-	150.00	-
Total Other Admin Expense	12,809.07	15,268.64	28,077.71	12,720.00	12,755.00
Total Administration Expense	58,544.08	15,268.64	73,812.72	58,420.00	58,455.00
Business Improvement Expense					
Grant Expense	75,000.00	-	75,000.00	-	-
Total Business Improvement Expense	75,000.00	-	75,000.00	-	-
Design Committee Expense					
Floral Baskets	10,231.24	-	10,231.24	12,000.00	12,000.00
Alleyway-Walkway	340.52	-	340.52	570.00	350.00
Banners/Historic Signage	-	-	-	-	-
Total Design Committee Expense	10,571.76	-	10,571.76	12,570.00	12,350.00
Organization Committee Expense					
Pledges/Fundraising Expense	324.56	-	324.56	800.00	1,000.00
Keeper Awards	-	-	-	60.00	60.00
Volunteer Recruit/Retent/Training	-	-	-	200.00	-
Member Recruit/Retent/Training	-	-	-	100.00	-
MSI Awards Banquet - DM	250.00	-	250.00	60.00	250.00
Total Organizaton Committee Expense	574.56	-	574.56	1,220.00	1,310.00
Promotions Committee Expense					
Holiday Stroll	1,860.50	-	1,860.50	8,500.00	8,500.00
Tiny Tim Tree Festival	-	-	-	300.00	-
Total Promotions Committee Expense	1,860.50	-	1,860.50	8,800.00	8,500.00
Total Expense	146,550.90	15,268.64	161,819.54	81,010.00	80,615.00
Net Profit (Loss)	25,054.79	30,590.50	55,645.29	12,670.00	6,395.00

Vision Marshalltown					
Income - Vision Marshalltown Repayment	83,159.51	-	83,159.51	-	-
Expense					
Vision Marshalltown Salary	77,249.90	-	77,249.90	-	-
Vision Marshalltown Payroll Tax Expense	5,955.11	-	5,955.11	-	-
Total Expense	83,205.01	-	83,205.01	-	-
Vision Marshalltown Net Profit (Loss)	(45.50)	-	(45.50)	-	-
Combined Net Profit (Loss)	25,009.29	30,590.50	55,599.79	12,670.00	6,395.00

Tornado Relief Donation- Allocation Summary**Allocations****Total Funding Amount: \$78,602.40. (4-4-2019)****10/9/2018**

1. Willard's	2000.00		
2. Stepping Stones	2000.00		
3. Graphic Impressions		deferred	need specific estimates
4. Create A Keepsake		deferred	need specific estimates
5. 3rd Generation Upholstery	2000.00		
6. Lara's Bakery		declined	due to uncertain future of building
7. Angel Store		declined	due to uncertain future of building

Reimbursed		Total Reimbursed	\$6,000.00
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10/15/2018

8. Marla's Headliner	2000.00		
9. Sub City	2000.00		
10. KFJB	2000.00		
11. Create A Keepsake	2000.00		
12. Stepping Stones (2nd App)		deferred	
13. Jack Pho	2000.00		

Reimbursed	-	Total Reimbursed	\$10,000.00
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10/22/2018

14. Optical Center	2000.00		
15. Smokin G's	2000.00		
16. Black Tire Bike	2000.00		

Reimbursed	-	Total Reimbursed	\$6,000.00
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11/2/2018

17. 7 Rayos		deferred	need estimates
18. La Salud	2000.00		
19. State St. Trading Co.	2000.00		

Reimbursed		Total Reimbursed	\$4,000.00
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11/12/2018

20. Doo Dah's Diner	2000.00		
21. Gallery Garden	1845.00		

Reimbursed		Total Reimbursed	\$3,845.00
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11/20/2018

22. Labor City Cuts	2000.00		
23. Hagstrand- 19-21 2nd Ave.		deferred	2nd application
24. Chris Perkins QPS	2000.00		
25. Zamora's	2000.00		
26. 7 Rayos	2000.00		

Reimbursed		Total Reimbursed	\$8,000.00
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1/25/2019

27. McGregors	2000.00
28. CGA	2000.00
29. Clappsaddle Garber	2000.00
30. Foster Hawkins	2000.00
31. Deb Hippler	2000.00
32. WaxXtatic	1926.04

Total Reimbursed	\$11,926.40
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4/5/2015

33. Tim Hoffman	2000.00 deferred	due to uncertain future of building
34. Sue Clark	2000.00 pending	
35. Sign Creations	2000.00 pending	
36. Vaughn's Pub	2000.00 pending	
37. Struebbing	2000.00 pending	

Total allocated as of 4/5/2019:	\$49,771.40
Total remaining:	<u>\$22,831</u>





Message from the Chief

The members of the Marshalltown Fire Department are pleased to offer you this annual report for the year 2018. This is a working document that addresses your fire departments daily activities and accomplishments. It is our goal to offer the highest level of service possible for the citizens and to the business community of Marshalltown.

In 2018, Marshalltown Fire Department experienced a 6.85% increase in calls for service. Additionally, Insurance Services Organization (ISO), a private company that evaluates fire departments for the purpose of establishing insurance rates, reevaluated the department and issued a service rating of three (3). This score matches the previous evaluation done in 2010 and means there was no decrease in the service level provided. It should be noted, however, that the department missed achieving an ISO rating of two (2) by four points. This is significant in that an improvement in ISO score can equate to a decrease in insurance premiums charged to residential and commercial properties. Moreover, the City Council approved the reinstatement of the Fire Marshal position within the Fire Department beginning in January 2019. Lastly, 2018 shows an increase in training hours, more specifically, special operations training which includes active shooter events, confined space and high angle rescue, as well as EMS.

July 19, 2018 changed the City of Marshalltown as the events of that day affected many residents, business owners, and the City and unfortunately, it will continue to do so for several years to come. As such, we noticed a decline in our requests for public education and activities, as well as building inspections. Fortunately, the strength of the community has not been lost and it has been a rewarding experience watching the efforts of our churches and civic groups, current and former residents, volunteer agencies, and business owners working together to rebuild our City.

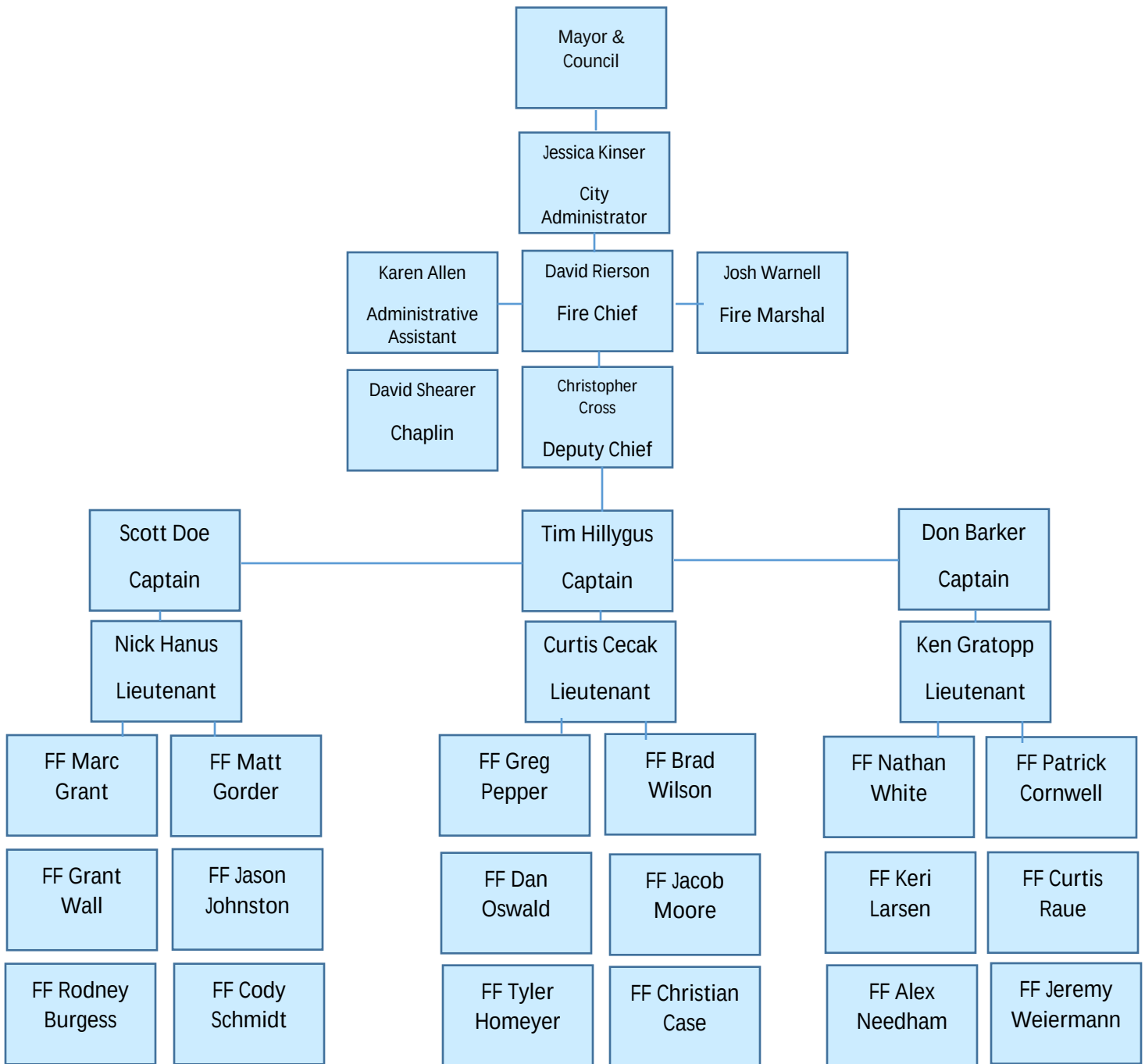
Finally, I would like to thank you for allowing me to be your Fire Chief. I am blessed to be able to serve in this capacity and lead such a dedicated organization. I value the people I work with and am honored to be a member of this organization.

Sincerely,

David Rierson

David Rierson - Fire Chief

Organizational Structure



Reports and Statistics

Incident Breakdown

As an all-hazards department, Marshalltown Fire Department responds to emergency situations that include fires, emergency medical calls, hazardous materials incidents, water and ice rescue, trench and confined space rescue, and vehicle extrication. In 2018 the department responded to 2,749 requests for service, which represents an increase of 6.85 percent over 2017 (2,573). Listed below are explanations of the categories and a chart breaking down fires by type and other calls for service as well as a map showing distribution of calls throughout the City.

1. EMS: Includes emergency medical calls and extrications.
2. Hazardous Condition-No Fire: Includes hazardous materials spills, arching or shorted electrical equipment, and electrical wiring issues.
3. Fires: Includes structural, vehicle, brush and weeds, and rubbish.
4. False Alarm: Includes accidental alarm trips.
5. Service Calls: Includes Smoke or odor scares, animal rescues, water problems, and public assistance.

General Response Map

This map displays the fire service areas for Marshalltown, Iowa. Fire stations are indicated by blue numbers within concentric circles, representing their respective response zones. The map includes major roads such as Highway 30 and Highway 14, and landmarks like Memorial Park and Marshalltown Community College. The map is titled "General Response Map" in a black box at the top.

Fire Type	Number of Incidents
Private Dwellings (1 or 2 family)	23
Apartments (3 or more families)	4
Hotels & Motels	2
Other Residential	3
Industry & Manufacturing	2
Barns, Storage, Garages	3
Outbuildings	2
Total Structure Fires	39

Vehicle Fires	17
Brush/Weeds	12
Dumpsters/Rubbish	15
Total Other Fires	44

Other Responses	Number of Incidents
False Alarms	141
Hazardous Materials Response	56
Arching Wires/Power Lines Down	39
Smoke Scares/Good Intent/Wrong Location	405
Total Other Responses	641

Fire Loss

In 2018 fire loss is valued at \$231,350, which is a 29.2% decrease from 2017 (\$790,130). With a pre-incident value of property involved at \$398,506, the department saved \$167,156 worth of property.

Operations

To fully understand our operation and to ensure the best service delivery possible, specific factors related to our service requests are analyzed. Those factors include response time performance, requests by time of day and day of week, overlapping calls, and calls by month. The definition of “response time” depends on the perspective from which one approaches the data. Response time components include call processing and dispatch, turnout time, and drive time to the scene. Turnout time is measured from the time the alarm is received to the time the apparatus leaves the station. Drive time starts when the apparatus leaves the fire station and stops when the apparatus is curbside of the address of the incident. Drive time can be affected by traffic patterns, time of day, weather patterns, and distance to the incident. For 2018, our department numbers were as follows:

Average Response Time for Emergency Incidents: 5:17

Average Response Time for Non-Emergency Calls: 6:55

Average Response Time for Upgraded Calls: 5:49

Average Turn-Out Time for Emergency Incidents: 1:45

Overlapping Calls:

Overlapping calls are those times when the department has more than one call for service occurring at the same time. This is an important statistic to track as it could result in either delayed or no response. In 2018, we show a dramatic increase in overlapping calls. In 2016, the department reported 203 incidences of overlap and 2017 was 177 incidences. This equates to 7.7% (2016) and 6.9% (2017) our total calls respectively. For 2018, the department experienced 657 incidences of overlap which accounts for just under 24% of our total runs. Explaining the increase can be linked to two causes. First, the department experienced an increase in calls for service (+176), but not in an amount large enough to account for such a drastic increase. The more probable cause of the increase is the change in our reporting software to Emergency Reporting from Image Trend. In this case, 2018 could be an overstatement, or 2015 – 2017 could be a significant understatement. Based on the first month of data for 2019, we believe it to be the software change. A visual graph of the overlaps is located below.

Calls by Day of Week:

Calls By Hour of the Day:

As in previous years, the department is busiest between the hours of 8:00 am and 8:00 pm. In 2018 we note an increase of 188 calls for service during this time frame, 1764 (2018) versus 1576 (2017). This equates to an 11.9% increase.

Training and Activity

As an all-hazards department, training is an important part of our annual activity. Training is provided through a combination of in-house instruction, on-line classes, and outside classes and training. In 2018, 12,607 man-hours were spent training in the areas of EMS, fire, hazmat, OHSA, physical fitness, and specialty (confined space, ropes, active shooter, and water rescue). Additionally, 3,857 man-hours were spent answering calls for service, providing station tours, and maintaining facilities and equipment. Total activity time for 2018 is 17,908 man-hours. Below is a breakdown of the hours.



Fire Prevention/Public Education

In 2018, the department participated in 22 public relation/education events. These included reading events at the schools, fire extinguisher training, station tours, block parties, Fire Prevention Week activities, and the Healthy Kids Day. During this time, the fire department was able to provide education and information to 812 individuals. Each year the department attempts to conduct a Citizen Fire Academy. Unfortunately, due to low registration the event was cancelled. In 2019, we will attempt to host the event.



Codes Enforcement

In 2018, inspection activity decreased by 35% (343 to 223). The drop in inspection activity is due to the reassignment of an inspector to operations to cover an open firefighter position from June through December, as well as significant building damage to structures on the north side of the City due to the tornado. On January 14, 2019, our new Fire Marshal officially began fulfilling his duties and it is our expectation that inspection activity in 2019 will increase significantly. Our affiliation with The Compliance Engine continued in 2018. The Compliance Engine sends notification to property owners who have fire protective systems (sprinklers, hood systems, alarm systems) when service is due, as well as when there are deficiencies that need to be corrected. The Compliance Engine also notifies the department when maintenance work has been completed and whether the system is in compliance.

Retirements, Deaths, New Employees, and Anniversaries

No retirements, deaths, or hiring occurred in 2018. The following individuals celebrate 10 year anniversaries with Marshalltown Fire Department:

Lieutenant Curtis Cecak
Lieutenant Nick Hanus
FF/EMT Patrick Cornwell

Department Improvements/Updates

In the later part of 2017, the department began preparing for use of a new software to be used for writing reports and submission of run data to both the State of Iowa and the National Fire Incident Reporting System. In addition, the software program is used to record and compile information related to building inspections, training, personnel, and apparatus. The program is tied into the 9-1-1 dispatch center CAD system allowing for information to auto-populate fields in our EMS and fire reports. The transition has for the most part gone smoothly, however, we continue to have some communication issues between CAD and our reporting system. The department has worked repeatedly throughout the year with the vendor of the CAD system to address our concerns. Unfortunately, our concerns have gone largely unresolved. We have been assured by the CAD vendor that when the new 9-1-1 dispatch center opens our issues and concerns will be resolved as the center will be equipped with the most up-to-date technology available.

The Future

Although there have been two delays in the opening of the new Public Safety Building, the department remains extremely excited about the move. The department is active in plan review of the building and fire protection systems testing, as well as participation in the weekly update meetings with the construction manager, architect, and other Department Heads. This project would not have been possible without the support of the community and elected officials. The members of the Marshalltown Fire Department wish to thank each and every one of you!!





RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD AND
APPROVAL OF CONTRACT FOR THE CHIPPING OF TORNADO RELATED TREE
DEBRIS PROJECT IN THE CITY OF MARSHALLTOWN, IOWA,
IN THE AMOUNT OF \$59,980.00

WHEREAS bids were received for the Tornado Related Tree Debris Project, in the City of Marshalltown; and

WHEREAS, bids and surety bonds were received from the following bidders, to-wit:

<u>Name and Address of Bidders</u>	<u>Amount of Bid</u>
Thorp Sawmill & Logging	\$59,980.00
DeBoef Grinding	\$140,466.00
Trees "R" Us	\$122,730.00

After consideration of all bids filed, there was determined by the Council that the bid of Thorp Sawmill & Logging of Jefferson, Iowa, is the best and lowest responsible bid for the project as is herein outlined.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the bid of Thorp Sawmill & Logging, and the same is hereby accepted for the project and that the contract for the construction of same is now awarded and approved to said contractor in the total amount of Fifty-Nine Thousand Nine Hundred Eighty and .00/100 (\$59,980.00) Dollars.

Section 2. The Mayor and Clerk of the City of Marshalltown, Iowa are hereby authorized and directed to execute the contract with the contractor for the project.

Section 3. This resolution as now adopted shall be in full force and binding effect upon the City of Marshalltown, Iowa.

Passed this 22nd day of April, 2019, and signed this _____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk

**CITY OF MARSHALLTOWN
RFQ FOR TORNADO DAMAGED TREES**

BID SHEET

All bids must be provided on this bid sheet in order to be accepted. Failure to use this bid sheet will result in the bid being determined to be not responsive.

Company Name: Thompson Sawmill and Pallet Robert Thoop
Contact Person/Phone/Email: Robert Thoop 515-370-0593
City of Marshalltown Tree Trimmer License #: _____
DUNS #: 80-638-0655

If no DUNS, please agree to the following:

I, _____, agree to obtain a DUNS number if awarded any contract resulting from my bid below. By not following obtaining a DUNS or registering in SAM.gov, the City of Marshalltown will not be responsible for any payments where reimbursement is not available.

\$ 59,980.00 for the chipping of 12,274 cubic yards of tree debris stored at the Compost Facility.

\$ 59,500.00 for the chipping of 12,213 cubic yards of tree debris stored at the Marshalltown Water Works Well Field (Bid Alternate 1)

I, Robert Thoop, represent that I am authorized to submit the above bid on behalf of Thompson Sawmill and Pallet.

Robert Thoop 4-16-2019
Signature and Date

AGREEMENT FOR SERVICES

City of Marshalltown, Iowa
and
Thorp Sawmill & Pallet

This Service Agreement is made this ____ day of _____, 2019, in the City of Marshalltown, Iowa by and between the City of Marshalltown, an Iowa municipal corporation ("City"), and Thorp Sawmill & Pallet, an Iowa company ("Contractor").

Recitals

WHEREAS, the City has a substantial amount of tree debris collected from trees damaged by the July 19, 2018 tornado within the city limits;

WHEREAS, the City does not have the capacity to undertake the chipping of such tree debris and finds it necessary to contract for such chipping services;

WHEREAS, the City has established a budget item for funds for the payment of the fees incurred relative to the performance of the services;

WHEREAS, the City issued a request for sealed bids for the chipping of tree debris from which Contractor provided the lowest, best, and most responsive bid within the scope of work as described below; and,

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Agreement.

Agreement

THEREFORE, in consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the City and Contractor agree as follows:

1. **TERM.** The term of this Agreement shall commence upon April 23, 2019 and end July 1, 2019. If work is not expected to be completed by that date, Contractor must provide City written notice 30 days in advance of July 1, 2019 with the reason(s) why an extension is necessary.

2. **IDENTIFICATION OF TREE DEBRIS.** The City shall direct Contractor which tree debris is to be chipped. This shall include only tree debris located at the compost facility. Upon completion of services, Contractor shall notify the City of completion by phone, text message, email, or such other method as the parties may designate in writing, and the City shall inspect the work and register the completion.

3. **TREE DEBRIS CHIPPING.** Contractor agrees to provide all tree debris

chipping services for the debris identified by the City, within the scope of the bid. This shall include only tree debris located at the compost facility. Contractor shall, at its own risk and expense, perform promptly and diligently all authorized work in a good, proper, and workmanlike manner in accordance with the local, state, and federal guidelines, laws, and ordinances. All labor, tools, equipment, and transportation will be furnished by the Contractor.

4. **PAYMENT.** Contractor agrees to invoice the City for Services performed upon completion. Except as otherwise provided in this Agreement, the City agrees to tender payment to Contractor for Services rendered within thirty (30) days of receiving an invoice from Contractor. Payment will be paid in a lump sum for the cubic yards estimated in Contractor's bid. The City will only consider change orders to a contract when the Contractor can show the actual cubic yards exceeds the estimate provided. The City agrees to pay a lump sum of \$ 59,980.00 to the Contractor. The City's obligation to make payments as aforesaid shall survive the termination of this Agreement. No interest or late fees shall accrue on amounts carried forward in this manner. Any and all other services the City may require of Contractor shall be performed outside of this Agreement at rates and upon terms separately negotiated by the parties.

5. **DAMAGE; INDEMNIFICATION; INSURANCE.** Contractor agrees to repair any damage caused to residents' property or City's property to the City's specification, and to indemnify, defend, and hold harmless City from all claims, suits, actions, damages and cost of every name and description, arising out of or resulting from Contractor's obligation pursuant to this Agreement. Contractor, at Contractor's sole cost and expense, shall protect, defend, and indemnify City from and against any and all related claims including, but not limited to, any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property in the performance of this Agreement. Further, Contractor shall provide City proof it carries compliant workers' compensation insurance covering its employees and commercial general liability insurance in an amount of no less than \$1,000,000. Such policy shall include liability arising from business operations, independent contractors, personal injury, and liability assumed under an insured contract.

6. **REGISTRATIONS AND PERMITS.** Contractor certifies that it has or is in the process of obtaining a DUNS number. Contractor certifies that it is registered as a vendor with SAM.gov. Contractor certifies that it has a current City of Marshalltown Tree Trimmer Permit. Contractor certifies that all such registrations and permits are in place prior to commencing work under this Agreement. Contractor shall produce written documentation of the same upon request from the City.

7. **BOND.** Contractor shall provide a Performance Bond equal to 100 percent of the contract price, which is to be provided with this signed agreement prior to work commencing.

8. **SUBCONTRACTORS.** The Contractor must be the entity completing the Scope of Work. No subcontracting will be allowed of work awarded.

9. **INCORPORATION OF BID REQUEST.** With this reference, the parties incorporate the terms and conditions set forth in the Request for Sealed Bids for the Chipping of Tornado-Related Tree Debris.

10. **GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in interest of the parties. This Agreement contains the entire agreement of the parties and shall not be amended, except by a written instrument duly signed by the City and Contractor. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neuter gender according to the context.

11. **NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS.** The parties acknowledge that some or all of the funds used to cover the costs of service are provided by and through the Federal Emergency Management Agency. As such, the following provisions are included:

- a. **Equal Employment Opportunity.** During the performance of this contract, the contractor agrees as follows:
 1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such

- disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- b. Davis-Bacon Act. The Contractor shall comply with the terms of the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). The Contractor shall be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

Contractor shall pay wages not less than once a week. This Agreement is conditioned upon the Contractor's acceptance of the wage determination. Any suspected or reported violations will be reported to the Federal awarding agency.

- c. Contract Work Hours and Safety Standards Act. The Contractor shall comply with the terms of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Further, the Contractor shall compute the wages of every laborer and mechanic on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
- d. Copeland "Anti-Kickback" Act. The Contractor shall comply with the terms of the Copeland "Anti-Kickback" Act (40 U.S.C. 3145, as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Any suspected or reported violations will be reported to the Federal awarding agency.
- e. ~~Byrd Anti-Lobbying Amendment. The Contractor shall file the required certification as provided for by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).~~
- f. Termination of contract: The City may terminate the Agreement if the Contractor:
 - 1. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
 - 2. Persistently disregards laws, ordinances, or rules, regulations, safety precautions or orders of the person(s) having authority over the project or
 - 3. Otherwise is guilty of a material breach of a provision of the Agreement.
 - 4. When any of the above reasons exist, the City may without prejudice to any other rights or remedies of the City and after giving the Contractor five (5) days written notice, terminate employment of the Contractor and finish the work by whatever reasonable method the City may deem expedient.
 - 5. When the City terminates the Agreement for one of the reasons stated, the Contractor shall not be entitled to receive further payment other than for the work already performed for which compensation has not yet been paid.

12. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery, email, or mailed by certified mail, addressed to the parties at the addresses given below.

13. **APPROVAL; AUTHORITY.** This Agreement is expressly contingent upon approval by the City Council of Marshalltown, Iowa. In the performance of this Agreement, City, as a municipal corporation, shall take all action legally required of a municipal corporation.

14. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which, when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all parties are not signatories to the original or the same counterpart. Furthermore, the parties may execute and deliver this Agreement by electronic means, such as .pdf or a similar format. Contractor and City agree delivery of the Agreement by electronic means shall have the same force and effect as delivery of original signatures and that each of the parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by all parties to the same extent as an original signature.

15. **EXECUTION.** When and if executed by both Contractor and City, this Agreement shall become a binding contract.

THORP SAWMILL & PALLET,
an Iowa company

Dated this ____ day of _____, 2019.

By: _____

Address:

Telephone:

CITY OF MARSHALLTOWN, IOWA,
an Iowa municipal corporation

Dated this ____ day of _____, 2019.

By: _____
Joel Greer, Mayor

Attest:

Shari Coughenour, City Clerk

Address: 24 N. Center Street
Marshalltown, Iowa 50158
Telephone: 641-754-5701

**RESOLUTION APPROVING AN AGREEMENT WITH RDG PLANNING AND DESIGN FOR
THE DEVELOPMENT OF A PLACEMAKING PLAN FOR THE IOWA RIVER TRAIL**

WHEREAS, the City of Marshalltown, in cooperation and coordination with Trails Inc. and the Hardin County Trail Commission, secured grant funding and other contributions totaling \$100,000 to fund a Placemaking Plan for the Iowa River Trail; and

WHEREAS, using a request for proposal process, six responses were received, with three of the six responses resulting in face-to-face interviews conducted on April 16, 2019, by a team consisting of members of both Trails Inc. and the Hardin County Trail Commission; and

WHEREAS, RDG Planning and Design was determined to be the most qualified firm to complete the Placemaking Plan for the Iowa River Trail at a cost not-to-exceed \$100,000;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the recommendation of RDG Planning and Design is hereby confirmed, with authorization given to the Mayor to sign the contract with RDG Planning and Design for a not-to-exceed \$100,000 value.

Passed this 22nd day of April, 2019, and signed this _____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

MARSHALLTOWN

— I O W A —

City Administrator's Office

Joel Greer, Mayor
Jessica Kinser, Administrator
Shari L. Coughenour, Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5799
Fax - (641) 754-5717

To: Mayor Greer and the City Council
From: Jessica Kinser, City Administrator
Date: April 17, 2019
RE: Contract for IRT Placemaking Plan

Policy Issue: The City Council must approve agreements above \$45,000

Recommendation: To approve the resolution as proposed

Background: The City of Marshalltown, in conjunction with Trails Inc. and the Hardin County Trails Commission, applied for a grant from the National Endowment for the Arts- Our Town program for a placemaking plan along the Iowa River Trail. The grant period began August 1st, and the process to move forward on this project was delayed due to the tornado recovery. We issued a Request for Proposal in March with responses due on April 5th. An evaluation team selected 3 consultants to interview, and ultimately conducted those interviews on April 16th. The recommendation coming from the evaluation team is RDG at a cost not-to- exceed \$100,000.

RDG is well-known for their placemaking work along trails in Iowa, including the design of the High Trestle Trail bridge and the Racoon River Valley Trailhead in Waukee. They see the potential of the Iowa River Trail and great opportunities for creating functional designs that complement the infrastructure needs of the trail. They are proposing a 3 day process during the week of May 20th to ride the trail/adjunct highways and hold meetings in each community. They are proposing to have the plan completed by July 31st, which is the NEA grant timeline, though an extension has been requested. A contract is not available for the Council packet due to the quick turnaround, but the resolution does call for the approval of the vendor and the dollar value of the contract and permission for the Mayor to sign a contract with those parameters.

As a reminder, the total budget is \$100,000, with \$50,000 coming from the Martha Ellen Tye Foundation, \$25,000 coming from the National Endowment for the Arts, \$20,000 coming from Trails Inc/Hardin County Trails/Iowa National Heritage Foundation, and \$5,000 from the City.

The evaluation team consisted of the following members:

- Jeff Schneider- Trails Inc. Vice President
- Kyley Leger- Trails Inc. Marketing Chair
- Justin Nickel- City Engineer/PW Director and Trails Inc. Design and Construction Chair
- Brady Winter- Hardin County Trails Commission
- Mona Bleeker- Hardin County Trails Commission
- Heidi Mitchell- Hardin County Trails Commission
- Amber Danielson- Marshall County Arts and Culture Alliance
- Heidi Dalal- Martha Ellen Tye Foundation
- Michelle Spohnheimer- Housing and Community Development Director
- Jessica Kinser- City Administrator

City Council

Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin



Budget Impact: The total budget is \$100,000, with \$5,000 pledged from the LOST- Council-designated amount.

Attachment: RFP Document

City Council

Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin



MARSHALLTOWN

— I O W A —

REQUEST FOR PROPOSAL DEVELOPMENT OF A PLACEMAKING PLAN FOR THE IOWA RIVER TRAIL

Responses due

Friday, April 5, 2019, at 12:00PM CST

to the following:

City of Marshalltown
Attn: City Clerk
24 N. Center St.
Marshalltown, IA 50158

I. Introduction and Background

This project will include the completion of a Placemaking master plan for the Iowa River Trail. The trail includes 34 miles throughout two counties, Hardin and Marshall, in rural Iowa. The plan will provide concept development and implementation strategies for the inclusion of public art and wayfinding signage along the trail. It will also include trail head design and many other aspects of creating a unique experience for the trail user.

“Create a Pedestrian and Bicycling Friendly Community” was identified through our community visioning process, known as IMAGINE, in 2007. Building upon local trail initiatives already underway, the Iowa River Trail project was initiated with the purchase of a former railway corridor by the Iowa Natural Heritage Foundation in 2013. The City of Marshalltown took ownership of the entire length of abandoned railway in Marshall County. On July 3, 2013, a volunteer board incorporated as a 501(c)3 called Trail Resources and Iowa Land Stewards, Inc., or TRAILS Inc., to pursue the trail development and maintenance throughout Marshall County.

The trail will foster connections within and between communities in Marshall and Hardin Counties along the 34 miles of railway. This vastly expanded trail system will greatly enhance access to healthy recreational opportunities for residents and visitors alike. The Iowa River Trail will also increase pedestrian and bicycling access to activities of daily living. After four years of continued progress the leading organizations have begun discussing placemaking design elements for the trail. This includes public art, signage, way finding, trailhead design and connectivity throughout the public space.

II. Available Funding

This project is being funded through multiple sources, including a grant from the National Endowment for the Arts- Our Town program, the Martha-Ellen Tye Foundation, Trails Inc., Hardin County Trails Commission, and the City of Marshalltown. The maximum funding available is \$100,000.

III. Study Area

The seven communities located along the corridor of the future Iowa River Trail offer a diversity of amenities, attractions, celebrations and events, and many places for trail users to discover. With towns conveniently separated by only a few miles along the entire corridor, trail users will have many options for trips. Whether making a short trip between one or two communities to spending an entire weekend or several days exploring the whole corridor, the Iowa River Trail can become a premier trail for people of all abilities.

The communities located along the future Iowa River Rail Trail corridor include the following:

MARSHALLTOWN (Pop. 27, 552)

Marshalltown, a vibrant city located in the heart of Iowa, is the largest community along the corridor of the Iowa River Rail Trail and is the southern terminus for the trail. Marshalltown is home to several major employers; Marshalltown Community College, the Iowa Veterans Home, the Fisher Community Center Art Gallery, a number of major retail stores, several parks and trails, and a charming downtown area full of shops, restaurants and other businesses. It is the county seat of Marshall County and a

regional trade center for many of the surrounding communities. Marshalltown will feature a full complement of amenities for trail users including many lodging options, camping, a bicycle shop, food and dining, supplies, and medical facilities.

ALBION (Pop. 505)

Albion, a pleasant community located along Highway 330 which links the Des Moines metro area with Waterloo-Cedar Falls, overlooks the Iowa River valley. It is home to a newly constructed library and museum, a large community center, and the "Market Off Main", a unique store offering locally produced foods and items. Timmons Grove, a popular campground and nature preserve, is located southwest of Albion on the banks of the Iowa River. Albion is part of the Marshalltown School District. Trail amenities in Albion will include food and dining, a convenience store, and nearby camping.

LISCOMB (Pop. 301)

"Just a little street where old friends meet" describes Liscomb, a former railroad town along the Iowa River Railroad. Liscomb is part of the BCLUW (Beaman, Conrad, Liscomb, Union, Whitten) School District.

UNION (Pop. 397)

Union is located in the southeast corner of Hardin County on the bluffs of the beautiful Iowa River and is part of the Iowa River Greenbelt. While the community was historically a hub for lumber, flour and coal, today Union's primary industry is agriculture. Each summer, the community supports Tar Heel Days, which celebrates the first settlers who came from North Carolina. Union features a golf course with a restaurant and is in close proximity to two Hardin County parks along the Iowa River, including Daisy Long Park which features a campground. Union is also part of the BCLUW (Beaman, Conrad, Liscomb, Union, Whitten) School District.

GIFFORD (Unincorporated)

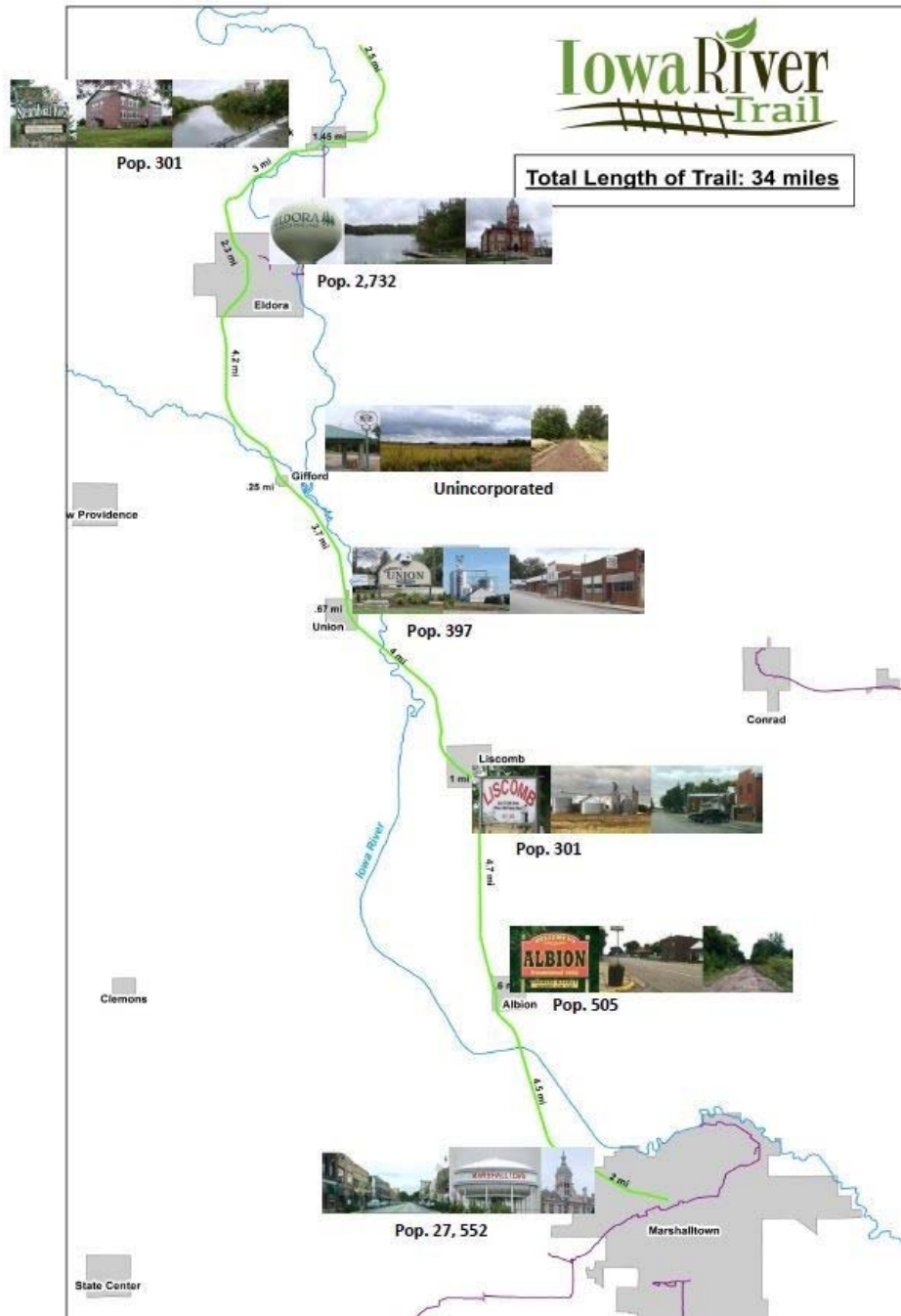
Nestled in the Iowa River valley half way between Union and Eldora is Gifford. This community was once a major railroad junction town where the north-south railroad line of the Iowa River Railroad intersected with the east-west line of the Chicago Northwestern Railroad. Today Gifford is home to several friendly residents; a couple of small businesses including a cafe and an active quarry, and a local church. Every year on the Fourth of July, Gifford draws hundreds of people from around the area for one of the largest July 4th parades in this part of Central Iowa. Trail amenities in Gifford will consist of food/dining.

ELDORA (Pop. 2,732)

The county seat of Hardin County is Eldora, which is a prosperous community home to the historic Hardin County Courthouse and downtown square which has been recently revitalized. Eldora features a new aquatic center, several restaurants, retail shops and unique businesses, a renovated movie theater, several major employers and is home to the South Hardin High School. Adjacent to Eldora across the Iowa River is Pine Lake State Park, one of Central Iowa's most popular state areas offering camping, fishing, paddle sports, hiking and a host of other outdoor recreation opportunities. Plans call for a paved trail through Pine Lake State Park connecting Eldora and Steamboat Rock, which will complete a several mile loop.

STEAMBOAT ROCK (Pop. 310)

Steamboat Rock, the "Valley of Friendliness", is a picturesque community nestled in the beautiful Iowa River greenbelt and is the current northern terminus of the Iowa River Trail. The Steamboat Rock school building is a converted school now serving as a multipurpose facility hosting a number of community events, shops and a restaurant. Between Memorial Day and Labor Day, the Steamboat Rock Boat Club serves breakfast every Sunday morning drawing people from a wide area. Steamboat Rock is part of the AGWSR (Ackley-Geneva-Wellsburg-Steamboat Rock) School District. Trail amenities in Steamboat Rock will include food/dining, a convenience store and camping.



IV. Scope of Work

The following Scope of Work is provided as a guide for areas that are priorities to be addressed in the Placemaking Master Plan.

1. Catalyst Project Concept Development – A Placemaking Master Plan for the Iowa River Trail will give Trails Inc. and all communities and counties along the Iowa River Trail a guidebook for placemaking. The Iowa River Trail should have a feeling of connectivity from community to community, but highlight the individual communities on the trail and their unique qualities. The plan should also identify areas along the Iowa River Trail which could be potential project areas with unique and innovative designs.
 - a) Signage and Aesthetics – A consistent sign aesthetic which can be customized for each community along the trail.
 - b) Bridges – Identify signature bridges in order to draw attention to the trail to promote local economic development and encourage people to ride the full length of the trail.
 - c) Trailhead and Amenity Development – Will offer dedicated locations for users to have direct access to the trail, rest along their route and discover local amenities.
 - d) Public Art – Recommend areas which would be the best opportunity for public art installations.
2. Implementation Funding – Identify incentives and financing options available, which can be used in the implementation phase.

V. Submission Requirements

Those intending to respond to the City of Marshalltown Request for Proposal are required to submit the following items in order to be considered:

1. Cover Letter - Include the name and address of the project manager who will direct the work for the firm.
2. Introduction to the Consultant Firms(s) - The following information shall be included for all firms included in the submittal.
 - a. Firm name and business address, including telephone number and email contact.
 - b. History of the firm.
 - c. Identify the state in which the firm was organized or incorporated.
 - d. Type of ownership, and name and location of parent company and subsidiaries, if any.
 - e. Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.
3. Qualifications and Experience of the Consultant Firm(s) - Describe recent experience relevant to this project with emphasis placed on projects managed by the key personnel to be assigned to this project. Submit at least three references with names, addresses

and phone numbers of those familiar with the consultant's ability, experience and reliability in the performance and management of projects of a similar nature.

4. Qualifications and Experience of Key Staff - Identify key individuals to be assigned to this project and include the function and/or responsibility of each identified individual. Experience summaries of these key individuals must be provided with emphasis on previous experience in similar roles on comparable projects.
5. Project Understanding/Methodology - This should demonstrate the firm's understanding of the nature of the work and approach to be taken. This should include addressing project objectives, scope of work, the proposed approach, and any other pertinent elements. Creative alternative approaches are encouraged.
6. Public Engagement Plan - Describe your plan to engage the public throughout the communities along the trail in the planning process. Outline how you will work with the Steering Committee as well as communicate to the general public.
7. Proposed Timeline- Provide a proposed timeline which the firm believes they can accomplish the scope of work, including milestone dates. The NEA grant is scheduled to end July 31, 2019 but it may be extended if needed.
8. Proposed Fee - Provide proposed fee based on the stated Scope of Work, which includes all reimbursable items like mileage and printing. Once the desired consultant has been identified, the City reserves the right to negotiate the final fee.
9. Compliance with Federal funding – This project is partially funded with Federal funding. Describe your firm(s) experience working on grant funding projects and complying with Federal reporting requirements.

VI. Evaluation Criteria

The City of Marshalltown will evaluate each proposal fairly and impartially utilizing the following criteria. An evaluation committee consisting of steering committee members and City staff will be utilized to evaluate all proposals received.

1. Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project (15 points)
2. Similar projects completed by the firm (10 points)
3. Overall project understanding (15 points)
4. Clarity of the proposal and creativity/thoroughness in addressing the tasks required (25 points)
5. Public Engagement Plan (20 points)
6. Time needed to complete the study (10 points)

7. Completeness of submitted proposal with all elements required by the RFP (5 points)

VII. Timeline and Submittal Information

The City has set the following timeline and process for this Request for Proposal

- | | |
|---|--------------------------------|
| • Friday, March 15, 2019: | Issue Request for Proposal |
| • Monday, March 25, 2019, At 12PM: | Deadline for Questions |
| • Friday, April 5, 2019 at 12PM: | Proposals Due |
| • April 15 th – 17 th , 2019: | Interviews with Finalists |
| • Monday, April 22, 2019: | Recommendation to City Council |

All questions related to this request for proposal must be submitted in writing via e-mail to Jessica Kinser no later than 12PM on Monday, March 25, 2019.

Proposals must be sealed and submitted in hard copy no later than 12PM on Friday, April 5, 2019, to the following:

City of Marshalltown
Attn: City Clerk
24 N. Center St.
Marshalltown, IA 50158

Proposals must reference “RFP for IRT Placemaking Plan” on the exterior of the sealed bid. Any proposal received after due date and time will not be considered.

One printed copy and an electronic version (pdf format) of the proposal shall be included in the sealed bid on a USB drive or CD.

Prior to the final selection, Vendors may be required to submit additional information regarding the Vendor’s qualifications and experience that the City may deem necessary to further evaluate the proposal’s qualifications.

The City shall not reimburse Vendors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

The City reserves the right to reject any or all proposals and waive any irregularities. The City also reserves the right to choose the proposal that is deemed in the best interest of the City based on any or all criteria, etc. In addition, the City reserves the right to negotiate any or all items and terms of proposal.

A proposal may not be withdrawn before the expiration of sixty (60) days from the proposal due date.

VIII. General Terms and Conditions

- a. Contract: Any award of a contract resulting from this RFP will be made only by written authorization from City of Marshalltown upon approval by the City of

Marshalltown City Council. The contract between City of Marshalltown and the Vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the proposal submitted by the Vendor in response to the RFP. In the event of a conflict in language between these two documents, the provisions and requirements set forth and/or referenced in the RFP shall govern. The City also reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Vendor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern. The City reserves the right to amend the contract to include and Federal requirements specifically associated with the funding allocation and program compliance.

- b. Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the Vendor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- c. Incurred Expenses: This RFP does not commit the City to award a contract, nor shall the City be responsible for any cost or expense that may be incurred by the Vendor in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the Vendor prior to the execution of a contract agreement.
- d. Insurance: The successful bidder must provide the City a certificate of insurance with the following coverage limits and maintain said coverages at all times during the term of a Contract. The City shall be names as an additional insured under the liability policy required above.
 - Comprehensive General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Worker's Compensation as required by law
 - Professional Liability for Errors and Omissions \$2,000,000
- e. Independent Contractor: Nothing contained in this RFP is intended or should be construed as creating the relationship of co-partners or joint ventures within the City. The Contractor shall remain an independent contractor, and all employees of the Contractor or its subcontractors shall remain the employees of the Contractor or subcontractor and shall not become the employees of the City.
- f. Nondiscrimination: All Contractors agree that during the life of the contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status, disability, sexual orientation, age, religion, or status with regard to public assistance, and shall intend a similar provision in all subcontracts entered into for the performance thereof.

MARSHALLTOWN

I O W A

April 22, 2019

To: Mayor, Members of the City Council and City Administrator

From: Michelle Spohnheimer, Housing & Community Development Director

Re: Iowa Great Places Designation

Policy Issue: The Iowa Department of Cultural Affairs is accepting applications for designation as an Iowa Great Places Community. The application is due May 1, 2019. Marshalltown has been a designated community since our grant award in 2014 for our projects involving Echo and Drills. In 2014, the Marshall County Arts & Culture Alliance acted as the lead applicant. It is important that the entity, which may apply for future funding, is also the applicant for the designation, which is why we are proposing the City submit the application this year. Every five years a community can reapply for the designation. Funding for projects are a separate application and generally operate under a three-year grant term.

Recommendation: City staff along with collaborating community organizations support the application for Iowa Great Places Designation. The designation is a marketing tool for tourism and development and provides us with the opportunity to apply for funding as it becomes available.

Background: In 2014, the City was designated an Iowa Great Places community and received \$350,000 in grant funds for public art on 13th Street and at the Roundhouse.

Budget Impact: n/a

Attachment: Resolution of support to apply.

**RESOLUTION SPPORTING IOWA GREAT PLACES DESIGNATION APPLICATION FOR
THE CITY OF MARSHALLTOWN**

WHEREAS the City of Marshalltown (hereinafter referred to as the “City”), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the “State”); and;

WHEREAS the City previously worked in partnership with the Marshall County Arts & Culture Alliance to submit an Iowa Great Places designation and grant application in 2014; and

WHEREAS every five years a community is eligible to re-apply for the designation as an Iowa Great Places through the Iowa Department of Cultural Affairs; and

WHEREAS City staff along community representatives are recommending an application for designation be submitted by the City of Marshalltown as the lead applicant; and

WHEREAS the City Council has found the request to apply for the Iowa Great Places designation to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. This Council hereby agrees to apply for the Iowa Great Places designation.

Passed this ____ day of April 2019 and signed this ____ day of April 2019.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

RESOLUTION APPROVING A COST SHARING AGREEMENT BETWEEN
CASEY'S MARKETING COMPANY AND THE CITY OF MARSHALLTOWN,
IOWA, REGARDING UNDERGROUND STORM WATER CELLS FOR STORM
SEWER DRAINAGE, AT PROPERTY EAST OF 111 N 3RD AVENUE, 303 1/2 -305
BROMLEY STREET.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY
OF MARSHALLTOWN, IOWA:

Section 1. That the attached agreement with Casey's is hereby approved in all respects
and particulars.

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute
said Agreement on behalf of the City of Marshalltown.

Passed this 22nd day of April, 2019, and signed this ____ day of April, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk



Joel T.S. Greer, Mayor
Jessica Kinser, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

April 19, 2019

**To: Mayor Joel T.S. Greer
Members of the City Council**

From: Justin Nickel, P.E.
Public Works Director

Re: Casey's Cost Share Agreement

Policy Issue: City Policy requires Council approval of agreements in excess of \$45,000

Recommendation: Approval of the Casey's Cost Share Agreement

Background: The Casey's store at 111 N 3rd Avenue was destroyed during the tornado. Casey's is reconstructing and enhancing the store to the east. The expansion of impervious parking area triggers the requirement for stormwater detention per Marshalltown City Code. Topographic and financial constraints led to this agreement between Casey's and the City to make future stormwater improvements in the vicinity of the store.

Budget Impact: The estimated costs of storm sewer enhancements to handle the additional runoff is \$103,984.00. Casey's has agreed to fund 25% of the estimated cost, \$25,996.00. The City will hold this payment in escrow until the future storm water enhancements are constructed. Enhancement are anticipated to be constructed as part of the Highway 14/ N 3rd Avenue project.

Attachment: Agreement

cc: Jessica Kinser, City Administrator

City Council
Leon Lamer, Mike Gowdy, Joel Greer, Al Hoop
Bill Martin, Dan Kester, Bethany Wirin



CONSTRUCTION COST SHARING AGREEMENT

This Construction Cost Sharing Agreement (“Agreement”) is made as of the date of last signature below between the **CITY OF MARSHALLTOWN, IOWA**, an Iowa municipal corporation (“CITY”), and **CASEY’S MARKETING COMPANY**, an Iowa corporation (“CASEY’S”).

RECITALS

WHEREAS, CASEY’S owns and operates a convenience store (“Convenience Store”) situated upon real property locally known as 111 N. 3rd Avenue in the City of Marshalltown, and legally described as follows:

The North Half (N 1/2) of Lots Six (6) and Seven (7) in Block Four (4), Town of Marshalltown, Marshall County, Iowa, EXCEPTING therefrom that part conveyed to the State of Iowa by Warranty Deed dated January 30, 1957, and filed of record on March 12, 1957, in Book A-8, Page 329, more particularly described as follows: A right triangle in the Northwest corner of Lot Seven (7) Block Four (4), Town of Marshalltown, Marshall County, Iowa; with five (5) foot legs along the North and West thereof.

AND ALSO the North Forty-five (45) feet of the South Ninety (90) feet of Lots Six (6) and Seven (7) in Block Four (4), Town of Marshalltown, Marshall County, Iowa; and

WHEREAS, CASEY’S has acquired additional parcels of real property situated adjacent to the Convenience Store (“Additional Parcels”) locally known as 303^{1/2} Bromley Street and 305 Bromley Street, respectively, and legally described as follows:

303^{1/2} Bromley Street:

The South 50 feet of Lot 5, Block 4, Town of Marshalltown, Marshall County, Iowa; and

305 Bromley Street:

Lot 4, Block 4, Town of Marshalltown, Marshall County, Iowa, subject to easements and restrictions of record; and

WHEREAS, CASEY’S desires to develop the Additional Parcels in conjunction with the reconstructing and enhancement of the Convenience Store (“Redevelopment”); and

WHEREAS, constructing underground detention cells to handle additional storm water runoff generated by the Redevelopment (“Additional Runoff”) is economically infeasible for CASEY’S; and

WHEREAS, the CITY maintains a municipal storm sewer pipe (“Storm Sewer”) in the general vicinity of the Convenience Store and the Additional Parcels; and

WHEREAS, the cost of extending the Storm Sewer to provide drainage for Additional Runoff as provided for in the plans and specifications (“Plans and Specifications”) attached to this Agreement as “Exhibit A” and incorporated by this reference, is estimated to be \$103,984.00; and

WHEREAS, the CITY and CASEY’S desire to share the cost of extending the Storm Sewer.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the CITY and CASEY’S agree as follows:

1. **REDEVELOPMENT.** CASEY’S Redevelopment of the Convenience Store and Adjacent Parcels is ongoing as of the execution of this Agreement. CASEY’S agrees to complete all Redevelopment work within ninety (90) days of signing this Agreement in accordance with applicable local, state, and/or federal laws and regulations.

2. **EXTENSION OF STORM SEWER.** Provided CASEY’S completes Redevelopment of the Convenience Store and Adjacent Parcels in accordance with the terms of this Agreement, the CITY agrees to extend its Storm Sewer to provide drainage for Additional Runoff as provided for in the Plans and Specifications.

3. **PAYMENT.** CASEY’S agrees to pay the CITY twenty-five percent (25%) of the total cost incurred by the CITY to extend its Storm Sewer as provided in this Agreement, with 25% of the estimated total costs of \$103,984.00 (or \$25,996.00) being due and payable to the CITY upon CASEY’S execution of this Agreement to be held by the CITY in trust pending final completion of construction, at which point payment shall be applied with any overage returned to CASEY’S by the CITY or any shortfall paid to the CITY by CASEY’S, but in no event more than Thirty-Five Thousand Dollars (\$35,000). For purposes of this Agreement, total costs include the dollar amount actually paid contractors by the CITY in connection with extension of the Storm Sewer including contract change orders and claims related to such work as approved by the CITY.

4. **OWNERSHIP; MAINTENANCE.** Upon completion of construction, the CITY shall own all portions and components of the Storm Sewer, as extended, which shall become part of the CITY’S municipal storm sewer system and be maintained by the CITY as such without further contribution from CASEY’S.

5. **GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall

apply to and bind the successors in interest of the parties. This Agreement contains the entire agreement of the parties and shall not be amended, except by a written instrument duly signed by the CITY and CASEY'S. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neuter gender according to the context.

6. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery, email, or mailed by certified mail, addressed to the parties at the addresses given below.

7. **THIRD PARTY BENEFICIARIES.** The parties agree no third-party beneficiaries shall be created by this Agreement.

8. **JOINTLY DRAFTED.** This Agreement has been drafted jointly and shall not be construed against any party. The language shall be considered as a whole according to its fair meaning and not strictly for or against any party.

9. **APPROVAL; AUTHORITY.** This Agreement is expressly contingent upon approval by the City Council of Marshalltown, Iowa. In the performance of this Agreement, CITY, as a municipal corporation, shall take all action legally required of a municipal corporation.

10. **SEVERABILITY.** If any provision of this Agreement or any portion hereof, is rendered invalid by operation of law, judgment, or court order, the remaining provisions and/or portions of provisions shall remain valid and enforceable and shall be construed to so remain.

11. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which, when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all parties are not signatories to the original or the same counterpart. Furthermore, the parties may execute and deliver this Agreement by electronic means, such as .pdf or a similar format. The CITY and CASEY'S agree delivery of the Agreement by electronic means shall have the same force and effect as delivery of original signatures and that each of the parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by all parties to the same extent as an original signature.

12. **EXECUTION.** When and if executed by both the CITY and CASEY'S, this Agreement shall become a binding contract.

CASEY'S MARKETING COMPANY,
an Iowa corporation

Dated this _____ day of _____,
2019.

By: _____
Michael R. Richardson, President

Address : One SE Convenience Blvd.
Ankeny, IA 50021

Telephone: (_____) _____-_____

CITY OF MARSHALLTOWN, IOWA,
an Iowa municipal corporation

Dated this ____ day of _____,
2019.

By: _____
Joel Greer, Mayor

Attest:

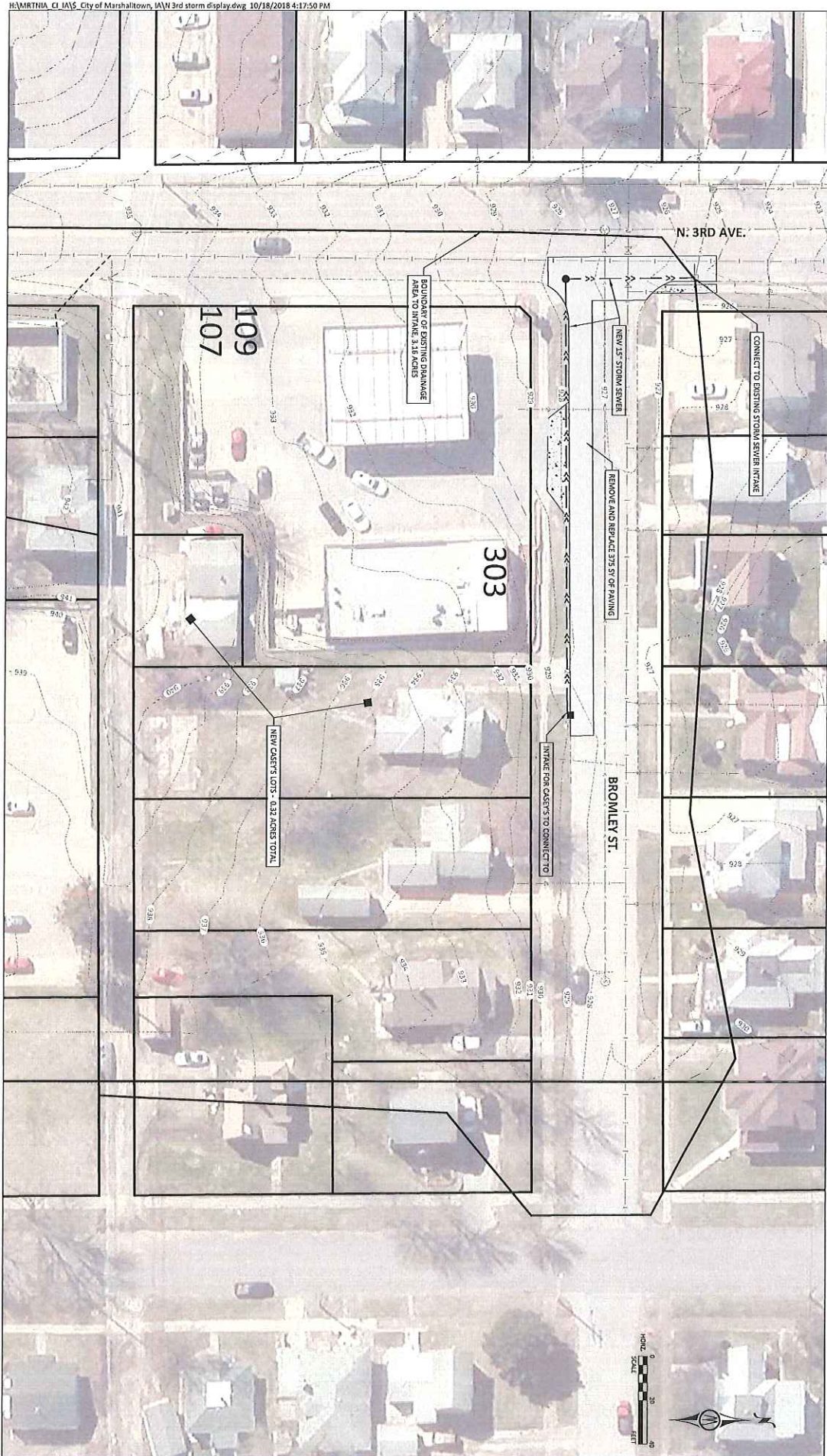
Shari Coughenour, City Clerk

Address: Marshalltown City Hall
24 N Center Street
Marshalltown, IA 50158

Telephone: (319) 646-2154

N. 3rd Storm Sewer Extension
City of Marshalltown

Exhibit
October 2018



CITY OF MARSHALLTOWN
MARSHALLTOWN, IA



**BOLTON
& MENK**

N. 3RD STORM SEWER EXTENSION FOR CASEY'S
10/18/2018

Real People. Real Solutions.

Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$ 6,878.00	\$ 6,878.00
2	Pavement removal	SY	375	\$ 20.00	\$ 7,500.00
3	Unclassified excavation	CY	125	\$ 18.00	\$ 2,250.00
4	Subgrade Preparation	SY	375	\$ 4.00	\$ 1,500.00
5	Aggregate Base	SY	375	\$ 12.00	\$ 4,500.00
6	Storm Sewer - 15 Inch	LF	260	\$ 55.00	\$ 14,300.00
7	Storm Sewer Intake	EA	1	\$ 3,500.00	\$ 3,500.00
8	Storm Sewer Manhole	EA	1	\$ 2,500.00	\$ 2,500.00
9	10" PCC Pavement	SY	375	\$ 65.00	\$ 24,375.00
10	5" Sidewalk	SY	12	\$ 50.00	\$ 600.00
11	7" PCC Driveway	SY	50	\$ 55.00	\$ 2,750.00
12	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00
13					\$ -
14					\$ -
15					\$ -
Subtotal Construction					\$ 75,653.00
Construction Contingencies 20%					\$ 15,131.00
Opinion of estimated Construction Cost					\$ 90,784.00
Design, Plans and Specifications					\$ 6,400.00
Construction Contract Administration					\$ 900.00
Construction Staking					\$ 1,400.00
Resident Project Representative - Part Time					\$ 4,500.00
Subtotal Engineering					\$ 13,200.00
TOTAL OPINION OF IMPROVEMENT COST					\$ 103,984.00

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MARSHALLTOWN

— I O W A —

Municipal Transit Office

Kevin Pigors, Transit Administrator
Marcia Brown, Operations Assistant
905 E. Main Street
Marshalltown, IA 50158
Tel - (641) 754-5719
Fax - (641) 754-5748

April 22, 2019

To: Mayor Joel T. S. Greer
Members of the City Council

From: **Kevin Pigors**
Transit Administrator

Re: Iowa DOT Transit Funding Application

Policy Issue: City policy requires approval by resolution to apply for State funding

Recommendation: Staff recommends approving the resolution authorizing application to the Iowa Department of Transportation for transit funding as expressed by the certifications and assurances enclosed.

Background: Each year we apply for funding from the Iowa Department of Transportation to receive both state and federal dollars to cover the day-to-day expenses of the transit division for the following fiscal year. We are anticipating \$221,605 from the state and \$245,427 from the Federal Transit Administration.

Budget Impact: There is no expenditure with this Agreement. It is revenue for the daily operations of the transit division for the fiscal year 2019 - 2020.

Attachment: Certifications and Assurances

cc: Jessica Kinser, City Administrator

City Council
Bill Martin, Al Hoop, Leon Lamer,
Susan Cahill, Mike Gowdy, Bethany Wirin

PUBLIC HEARING NOTICE

Notice is hereby given that the City of Marshalltown will be holding a public hearing on the FY 2020 Consolidated Transit Funding Application for the Marshalltown Municipal Transit public transit program on April 22, 2019 at 5:30 p.m. at the Marshalltown City Hall Council Chambers at 10 W State St, Marshalltown. Copies of the application are available for viewing at the Marshalltown Municipal Transit office at 905 E. Main Street, Marshalltown. Phone 641-754-5719.

Marshalltown Transit will be applying for the following projects:

\$221,605	State Transit Assistance
\$245,427	Federal Transit Administration (FTA) – 5311 Nonurbanized Formula Program

The federal/state funds listed above will be matched with local funds.

Kevin Pigors
Marshalltown Municipal Transit

3/25/19

Justin Nickel
City of Marshalltown
24 N Center St.
Marshalltown, IA 50158

Mr. Nickel,

I am writing to you on behalf of Marshalltown Company, for whom we are constructing a new addition to their existing facility on the corner of S. 8th Ave and East Main street. It is exciting to see a company so engrained in the rich history of Marshalltown expanding and investing back into the City they originated. Marshalltown Company places high value on the safety of not only their employees and suppliers, but also the safety of the surrounding public. In an effort to eliminate a potential future safety hazard, on their behalf, I would like to request for the City to consider to regulate parking in specific areas of concern outlined in this letter.

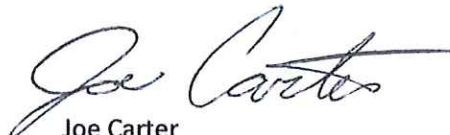
The areas of concern are clouded on page 1 of the attached document. You can see the area extends east from the S. 8th Ave on both sides of Main street past the Marshalltown Co. east property line (approx.. dimensions given on page 2). On page 2 you will see an engineered drawing illustrating the typical turning movement of trucks going in and out of the truck bay space. In that drawing, it is shown that various locations on both the north and south side of main street that are now allowable parking spaces will be infringed upon in order to properly back a truck onto the property. Those paths are rather precise and we anticipate that the various skill levels of truck drivers will significantly expand margin for error and increase the turning movement overall area, in turn, affecting more spaces than what is represented on the attached.

For safety of both the truck drivers and the public, we are requesting that the City change the locations shown to "No Parking" in an effort to avoid potential hazards.

Thank you for your consideration.

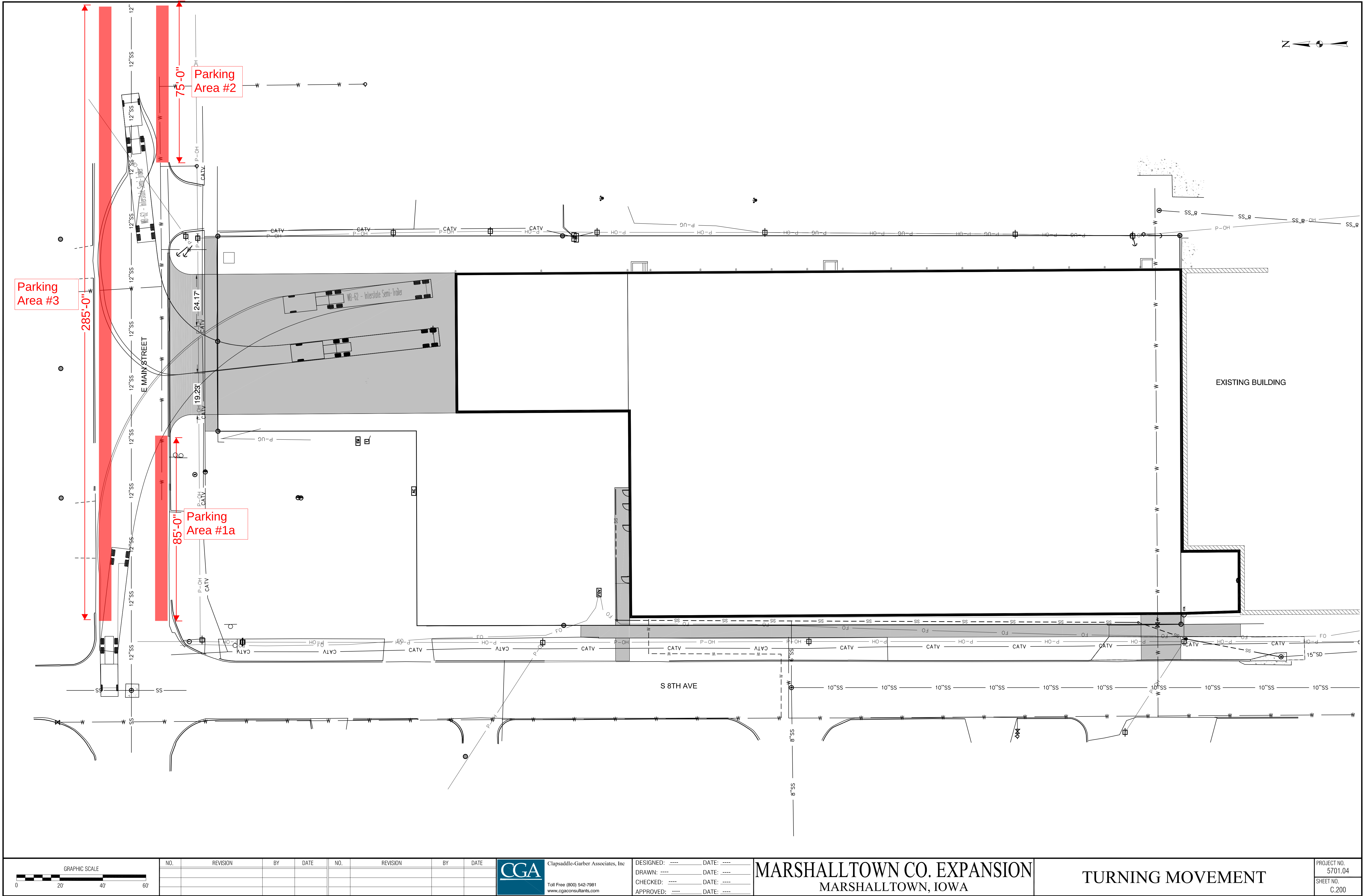
Sincerely,


John Mallen
NE Region Vice President
Woodruff Construction


Joe Carter
President
Marshalltown Company



J:\5701\wg\Exhibits\5701 - Turning Movement.dwg - C:200 LAYOUT PLAN - 11:28:18 - 10/20am - B:6293



ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA BY
AMENDING CHAPTER 20, SECTION 20-161 NO PARKING ANYTIME, BY ADDING NO PARKING ON
EAST MAIN STREET BETWEEN 8TH AVENUE AND 9TH AVENUE

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. The Code of Ordinances, City of Marshalltown, Iowa is hereby amended by inserting the following line into the table listed in Section 20-161. No parking anytime. The parking of vehicles is hereby prohibited at all times on certain streets and locations hereafter set forth as follows:

Side		On Street	From	To
BOTH	W	MAIN ST	8 th AVE	9 TH AVE

Section 2. That this ordinance shall be in full force and effect after its passage and publication as by law.

Passed this __ day of _____, 2019, and signed this __ day of _____, 2019.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk

I, Shari L. Coughenour, CMC, City Clerk of the City of Marshalltown, Iowa, do hereby certify that the foregoing ORDINANCE was passed and approved by the City Council of the City of Marshalltown, Iowa, on the __ day of _____, 2019, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the __ day of _____, 2019.

Shari L. Coughenour, CMC, City Clerk

MARSHALLTOWN

— I O W A —

City Administrator's Office

Joel Greer, Mayor
Jessica Kinser, Administrator
Shari L. Coughenour, Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5799
Fax - (641) 754-5717

To: Mayor Greer and the City Council
From: Geoff Hubbard, Parks & Recreation Director
Date: April 17, 2019
RE: Discussion on applying for an alcohol permit for the Coliseum

Policy Issue:

Recommendation: To give direction on whether to pursue an alcohol permit for the Coliseum

Background: With the fundraising and renovation plans underway for the Coliseum, staff has met with GTG Architects to begin finalizing the plans and specifications. During that discussion it was brought up about the use in the concession stand/catering kitchen area. Some of that discussion also discussed the layout and needs if the City were selling alcohol for events versus just a concession stand or catering kitchen. Staff has done some research and there are other cities in Iowa that hold a liquor license for facilities and golf courses so this isn't something that hasn't been done before. The sale of alcohol can be used to generate extra revenue, offset operating costs, and provide a service that facility renters want and need to put on a good event. The question for Council is would they like to see staff entertain that option and delve into more details and logistics of holding a liquor license and being able to provide it for certain events and be able to create extra revenue for the Coliseum during those events?

The events we are currently thinking about would be for concerts, special events like Oktoberfest, weddings, reunions, company outings, and conferences. We would not sell alcohol during youth events or regular scheduled league games. We would plan to hire staff as City employees to work these special events that were trained and vetted to handle the sale of alcohol appropriately. This would allow more control over who is being served and how much, which may not happen when renters are allowed to bring in their own for sale and consumption. We would of course follow all rules and regulations that go with holding a liquor license with the State.

It is important to decide what uses will occur in the building now so we can better design and locate space within the Coliseum for those needs. It could be more costly to make changes after construction is complete. Any conversation and direction from the Council on this matter would be greatly appreciated.

Budget Impact: If the City were to get an alcohol permit it would increase revenues for the Coliseum operations which are a part of the General Fund. The impact would depend on the number of events using the Coliseum that are permitted to have alcohol annually.

Attachment: none

City Council
Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin

