

CITY OF MARSHALLTOWN COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
TUESDAY, DECEMBER 27, 2022, 5:30 PM

A. CALL TO ORDER

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during the discussion of any of the agenda items. You are required to step to the microphone, state your name and address for the record and limit the time used to present your remarks to 3 minutes or less in order for others to 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. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Hoop, Isom, Kell, Ladehoff, Schneider, Thompson, Walker

D. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

1. YEARS OF SERVICE - DECEMBER

- Nick Svoboda - Police - 5 years

E. CONSENT AGENDA

1. APPROVE MINUTES 12/12/22 MEETING AND BILL LIST
\$1,041,665.19

Documents:

[2022-12-12 SIGNED Council Minutes.pdf](#)
[2022-12-27_BILL LIST Summary.pdf](#)
[2022-12-27_BILL LIST Detail.pdf](#)

2. APPROVE LIQUOR LICENSE RENEWALS

- B.P.O.E. LODGE #312, 101 W CHURCH ST
- RUMOURS SPORTS BAR, 309 S 12TH AVE PL
- KWIK STAR #607, 814 S 6TH ST

3. Police Officer - Civil Service List

Documents:

[2022-12-27_CONSENT_Police Civil Service New Hire List
12.19.22.pdf](#)

4. APPROVE OCTOBER 2022 FINANCIAL STATEMENTS

Documents:

[October 2022 Financials Memo.pdf](#)
[October 2022 Financial Statements.pdf](#)

5. REAPPOINT JOHN MAHLSTEDE TO THE BUILDING BOARD OF
APPEALS, TERM 1/1/23-12/31/27

6. REAPPOINT ANDREW POOL TO THE PARK & RECREATION
ADVISORY COMMITTEE, TERM 1/1/22-1/1/24

7. REAPPOINT CINDY BRODIN AND STEVE STORJOHANN TO THE
PARK & RECREATION ADVISORY COMMITTEE, TERM 1/1/23-
1/1/25

8. ACCEPT TERM DATE 12/31/22 FOR JEFFREY SOGGE AND
MATT TULLIS ON THE PARK AND RECREATION ADVISORY
COMMITTEE

9. APPOINT JILLIAN HERINK AND NEIL DALAL TO THE PARK &
RECREATION ADVISORY COMMITTEE, TERM 1/1/23-1/1/25

10. ACCEPT TERM DATE 12/31/22 FOR JERRY YOUNG ON THE
WATER WORKS BOARD OF TRUSTEES

11. APPOINT NICK LONEY TO THE WATER WORKS BOARD OF
TRUSTEES, TERM ENDING 04/30/23

Completing Jerry Young's term.

12. RESOLUTION 2022-361 APPROVING AMENDED
PROFESSIONAL SERVICES AGREEMENT FOR FIRE CODE
COMPLIANCE INSPECTION SERVICES WITH IOWA
INSPECTIONS, LLC

Documents:

[2022-12-27_2022-361_Resolution Iowa Inspections
Agreement Amendment.pdf](#)
[2022-12-27_2022-361_Memo Iowa Inspection
Amendment.pdf](#)
[2022-12-27_2022-361_Iowa Inspections Contract.pdf](#)

13. RESOLUTION 2022-362 APPROVING CITY FEE SCHEDULE

Documents:

[2022-12-27_2022-362_Resolution Approving City Fee Schedule.pdf](#)
[2022-12-27_2022-362_MASTER Fee Schedule 12-27-22.pdf](#)

14. RESOLUTION 2022-363 APPROVING AN AGREEMENT WITH REGION 6 RESOURCE PARTNERS TO PROVIDE PARATRANSIT SERVICES

Documents:

[2022-12-27_2022-363_Resolution Approving Region 6 PeopleRides Paratransit Agreement.pdf](#)
[2022-12-27_2022-363_Memo Paratransit Agreement.pdf](#)
[2022-12-27_2022-363_PeopleRides Contract 12.13.22 FINAL.pdf](#)

15. RESOLUTION 2022-364 APPROVING AN AMENDED FACILITIES MASTER AGREEMENT WITH YOUTH AND SHELTER SERVICES OF MARSHALL COUNTY

Documents:

[2022-12-27_2022-364_Resolution Approving Amended YSS Facility Agreement.pdf](#)
[2022-12-27_2022-364_YSS Facility Master Agreement.pdf](#)

16. RESOLUTION 2022-365 AMENDING THE CITY OF MARSHALLTOWN COUNCIL MANUAL

Documents:

[2022-12-27_2022-365_Resolution Amending Council Manual.pdf](#)
[2022-12-27_2022-365_2023 City Council Manual.pdf](#)

17. RESOLUTION 2022-366 ADOPTING THE 2023-2024 STRATEGIC PLAN

Documents:

[2022-12-27_2022-366_Resolution Adopting 2023-2024 Strategic Plan.pdf](#)
[2022-12-27_2022-366_FINAL 2023-2024 Strategic Plan.pdf](#)

18. RESOLUTION 2022-367 AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN AND GOVHR USA FOR A CLASSIFICATION AND COMPENSATION STUDY OF NON-BARGAINING POSITIONS AND USE OF COUNCIL-DESIGNATED LOCAL OPTION SALES TAX

Documents:

[2022-12-27 2022-367 Resolution Approving Contract with](#)

19. RESOLUTION 2022-368 ADOPTING THE ADMINISTRATIVE POLICY AND PROCEDURES FOR THE RENTAL HOUSING INSPECTIONS PROGRAM

Documents:

2022-12-27_2022-368_RES Adopting the Policy for Rental Housing Inspections Program.pdf
2022-12-27_2022-368_MEMO Policy and Procedures Rental Housing Inspections Program.pdf
2022-12-27_2022-368_Policy and Procedures for Rental Housing Inspections Program.pdf

20. RESOLUTION 2022-369 APPROVING CONTRACT CHANGE ORDER #15 FOR THE AIRPORT HANGAR, TERMINAL AND SITE IMPROVEMENTS PROJECT #ARP19001, A DECREASE OF \$49,910.23

Documents:

2022-12-27_2022-369_Resolution Approving CO15 ARP19001 Decrease.pdf
2022-12-27_2022-369_Memo_ARP 19-001_CO 15.pdf
2022-12-27_2022-369_4482 Hangar-Terminal - Change Order 15 RevisedGC ENG.pdf

F. REPORTS

1. MPACT Quarterly Report

G. RESOLUTIONS

1. RESOLUTION 2022-370 SELECTING FOTH INFRASTRUCTURE & ENVIRONMENT LLC TO COMPLETE THE STEP 3 OF SITE CERTIFICATION STUDIES

Documents:

2022-12-27_2022-370_Resolution Approving Site Certification Study RFP.pdf
2022-12-27_2022-370_Memo Site Certification Studies.pdf
2022-12-27_2022-370_Invitation to Step 3 - Marshalltown Industrial Site.pdf
2022-12-27_2022-370_Step 3 Site Certification Work_Foth.pdf

2. RESOLUTION 2022-371 APPROVING A 2022 YEAR-END INFLATIONARY PAYMENT FOR FULL-TIME AND PART-TIME EMPLOYEES TO BE FUNDED WITH COUNCIL-DESIGNATED LOCAL OPTION SALES TAX

Documents:

[2022-12-27_2022-371_Resolution Approving Year-End Inflationary Payment.pdf](#)
[2022-12-27_2022-371_Memo Mid-Year Inflationary Payment.pdf](#)

3. RESOLUTION 2022-372 AUTHORIZING PROCUREMENT OF MATERIALS FOR THE CENTER STREET VIADUCT REPAIR PROJECT (STR 21-002) PER THE CITY OF MARSHALLTOWN PURCHASING POLICY FOR EMERGENCY PURCHASES

Documents:

[2022-12-27_2022-372_Resolution Authorizing Material Procurement Center St Viaduct STR21002.pdf](#)
[2022-12-27_2022-372_Memo_Material Procurement Center St Viaduct STR21002.pdf](#)

H. ORDINANCES

1. ORDINANCE 15055 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 70: GENERAL PROVISIONS TO PROVIDE REGULATIONS FOR AUTOMATED TRAFFIC ENFORCEMENT

3RD READING

Documents:

[2022-12-27_ORD 15055 MEMO Automated Traffic Enforcement Ordinance.pdf](#)
[2022-12-27_ORD 15055_Amend CH 70 Automated Traffic Enforcement.pdf](#)

2. ORDINANCE 15056 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 53: STORM WATER TO ESTABLISH A STORM WATER ADVISORY COMMITTEE

1ST READING

Documents:

[2022-12-27_ORD 15056_CH 53 Storm Water Advisory Committee.pdf](#)
[2022-12-27_ORD 15056_Memo Storm Water Advisory Committee.pdf](#)

I. DISCUSSION

1. DISCUSSION - Park Update

J. 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 meeting laws.

K. ADJOURNMENT

MISSION STATEMENT

The City of Marshalltown collaborates to provide a welcoming, safe, vibrant, and growing community.

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 PROCEEDINGS
DECEMBER 12, 2022**

Mayor Greer called the meeting to order at 5:30 pm, December 12, 2022, at the City Hall Council Chambers, 10 W State Street, and led the pledge of allegiance. Roll call—Present: Hoop, Kell, Ladehoff, Schneider, Thompson, Walker; Absent: Isom. Mayor Greer announced there will be a ceremony on Wednesday, December 14th, at 5:30 pm, at the Coliseum to recognize Boards and Commission members for their years of service milestones. Councilor Ladehoff shared that the City website redesigned is complete with improved navigation. Mayor Greer gave his condolences for the passing of Nan Ryden.

CONSENT AGENDA

Motion by Walker, second by Schneider to adopt the consent agenda, less item 4, 5, 6, 9, 17: APPROVE MINUTES 11/28/22 AND 12/06/22 MEETING AND BILL LIST \$1,566,839.33; APPROVE SEPTEMBER 2022 FINANCIAL STATEMENTS; RECEIPT OF BUILDING PERMIT REPORT, NOV 2022; RESOLUTION 2022-344 ACCEPTING AND AWARDED THE BID FOR PARK STUMP REMOVAL IN THE CITY OF MARSHALLTOWN, IOWA TO CSW SERVICES IN THE AMOUNT OF \$53,040; RESOLUTION 2022-345 ACCEPTING BID AND AUTHORIZING THE PURCHASE OF A 2024 INTERNATIONAL DUMP TRUCK HV507 WITH PREWET SYSTEM FOR THE PRICE OF \$212,415 AND A 2024 INTERNATIONAL DUMP TRUCK FOR THE PRICE OF \$207,865 FROM O'HALLORAN FOR USE IN THE STREET DEPARTMENT; RESOLUTION 2022-347 TO APPROVE TRANSFERRING FUNDS FOR FISCAL YEAR 2023 THROUGH SEPTEMBER 30, 2023; RESOLUTION 2022-348 APPROVING A TEMPORARY EASEMENT AGREEMENT WITH ITC MIDWEST LLC; RESOLUTION 2022-349 APPROVING CONTRACT CHANGE ORDERS #1 AND #2 FOR THE SIDEWALK GAPS YEAR 2 PROJECT #SDW20002, A DECREASE OF \$14,091.55; RESOLUTION 2022-350 APPROVING ENGINEER'S STATEMENT OF COMPLETION AND ACCEPTING BOULDER CONTRACTING, SIDEWALK GAP PROJECT SDW20002; RESOLUTION 2022-351 APPROVING CONTRACT CHANGE ORDER #5 FOR THE 4TH AND MEADOW LANE STORM SEWER ENHANCEMENTS PROJECT #SMW17001, AN INCREASE OF \$14,039.15; RESOLUTION 2022-352 APPROVING CONTRACT CHANGE ORDER #6 FOR THE 4TH AND MEADOW LANE STORM SEWER ENHANCEMENTS PROJECT #SMW17001, AN DECREASE OF \$34,500; RESOLUTION 2022-353 APPROVING THE MARSHALLTOWN MUNICIPAL AIRPORT FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM. Motion carried 6-0.

Motion by Schneider, second by Ladehoff to adopt RESOLUTION 2022-341 APPROVING COUNCIL-DESIGNATED LOCAL OPTION SALES TAX TO FOR THE PURCHASE OF SITE FURNISHINGS FOR THE FUTURE PHASES OF THE DOWNTOWN IMPROVEMENT PLAN AND AUTHORIZING THE PURCHASE OF SITE FURNISHINGS. Motion by Thompson, second by Ladehoff to table this resolution in order to put the site furnishings out to bid to local vendors. Motion failed 2-4, Hoop, Kell, Schneider, and Walker dissenting. The original motion carried 5-1, Thompson dissenting.

Motion by Ladehoff, second by Schneider to adopt RESOLUTION 2022-342 APPROVING SETTLEMENT AGREEMENT FOR 107 EAST LINCOLN STREET, MARSHALLTOWN.

Public comment: Mark Eaton, 1007 S 10th Ave, assumes it costs the city more than \$2,000 for a 657A case and believes she could file a no-contest order in court. Motion carried 6-0.

Motion by Ladehoff, second by Schneider to adopt RESOLUTION 2022-343 APPROVING ENGINEER'S STATEMENT OF COMPLETION AND ACCEPTING PILLAR INC FOR THE VETERANS COURTYARD PROJECT #PRK20002. Motion carried 6-0.

Motion by Schneider, second by Ladehoff to adopt RESOLUTION 2022-346 APPROVING AN AGREEMENT TO PROVIDE WASTEWATER SAMPLES TO VERILY LIFE SCIENCES LLC FOR THE WPC WASTEWATER TESTING PROJECT, IN THE CITY OF MARSHALLTOWN, IOWA. Motion carried 5-1, Schneider dissenting.

Motion by Kell, second by Schneider to adopt RESOLUTION 2022-354 APPROVING USE OF FUND 360 2019 GO BOND FUNDS IN LIEU OF LOCAL OPTION SALES TAX- CAPITAL FUNDS FOR THE CREEKSIDE ESTATES STREET ADDITION. Jessica Kinser, City Administrator advised there are remaining 2019 bond funds to be used for street improvements and to avoid arbitrage payment to the IRS for earnings on the investment, this project would be reallocated to use these funds and free up the LOST capital funds for further street improvements. Motion carried 5-1, Thompson dissenting.

MOTIONS

Motion by Thompson, second by Ladehoff to APPROVE NEW SPECIAL CLASS C RETAIL ALCOHOL LICENSE FOR HAMPTON INN AND SUITES, 20 IOWA AVE WEST. Motion carried 6-0.

Motion by Ladehoff, second by Schneider to APPROVE FY2024 BUDGET SCHEDULE INCLUDING SPECIAL MEETING JANUARY 30, 2023 AT 5:30 P.M. Motion carried 6-0.

Motion by Ladehoff, second by Schneider to SET THE LAST COUNCIL MEETING IN DECEMBER 2023 FOR FRIDAY, DECEMBER 22, 2023 AT NOON. Motion carried 6-0.

RESOLUTIONS

Motion by Schneider, second by Walker to adopt RESOLUTION 2022-355 APPROVING AMENDMENT 1 TO THE BUILDING DEPARTMENT SERVICES AGREEMENT WITH VEENSTRA & KIMM, INC. Michelle Spohnheimer, Housing & Community Development Director advised the contract amendment would implement a Trade Permit to cover plumbing, mechanical, and electrical permitting, along with enforcement and inspections. Motion carried 5-1, Thompson dissenting.

Motion by Schneider, second by Ladehoff to adopt RESOLUTION 2022-356 APPROVING CITY FEE SCHEDULE. Michelle Spohnheimer, Housing & Community Development Director advised the schedule includes the new Trade Permit fee and updates to the rental property inspection fee schedule effective January 1, 2023. David Rierison, Fire Chief advised the schedule includes the annual update to the Hazmat schedule and a new fee for the administrative warrant process that may be used when a business owner refuses entry to conduct a fire code compliance inspection.

Public comment: Leigh Bauder, 401 Orchard Drive suggested the inspection company arrange inspections with the building owner versus the renters. Motion carried 6-0.

Motion by Schneider, second by Walker to adopt RESOLUTION 2022-357 SETTING A SPECIAL ELECTION TO AMEND THE ELECTRIC FRANCHISE AGREEMENT WITH INTERSTATE POWER AND LIGHT COMPANY TO IMPLEMENT A FRANCHISE FEE ON ELECTRIC SERVICES. Jessica Kinser, City Administrator advised the special election will be scheduled for March 7, 2023. Public comment: Doris Kinnick, 2020 Catalina Place does not agree with this idea due to already increased energy costs citizens are dealing with working paycheck to paycheck. Motion carried 5-2, Hoop and Thompson dissenting.

Motion by Ladehoff, second by Schneider to adopt RESOLUTION 2022-358 SETTING A SPECIAL ELECTION TO AMEND THE GAS FRANCHISE AGREEMENT WITH INTERSTATE POWER AND LIGHT COMPANY TO IMPLEMENT A FRANCHISE FEE ON GAS SERVICES. Motion carried 5-2, Hoop and Thompson dissenting.

Motion by Ladehoff, second by Kell to adopt RESOLUTION 2022-359 OF SUPPORT FOR THE CITY OF MARSHALLTOWN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY FUNDING FOR INFILL FOR SALE HOUSING. Written comment: Tom Wertzberger, 806 W Merle Hibbs Blvd asks the council to oppose this resolution, questioning the city's role as a developer competing with the private sector and encouraging the city to incentivize private developers for the infill lots. Public comment: Mark Eaton, 1007 S 10th Ave does not agree with the city being a developer and should instead help developers apply for the grant. Motion carried 5-2, Schneider and Thompson dissenting.

Mayor Greer opened a public hearing at 6:13 pm for a Marshalltown Community Development and Housing Needs Assessment and Review of Applications for HUD Community Development Block Grant (CDBG) Derecho Disaster Funds. Michelle Spohnheimer, Housing and Community Development Director advised the Community Development and Housing Needs Assessment that was given at the public hearing on November 28, 2022, is valid for one year. Marty Wymore, Director of Region 6 Resource Partners advised the Huegerich Holdings Series 2 LLC project is \$1,526,550 to build 6 owner occupied townhome units at 601 E South St, with a grant share of \$860,000. Mayor Greer closed the public hearing at 6:15 pm. Motion by Ladehoff, second by Thompson to adopt RESOLUTION 2022-360 OF SUPPORT FOR HUEGERICH HOLDINGS SERIES 2 LLC APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY FUNDING FOR INFILL FOR-SALE HOUSING. Motion carried 6-0.

Mayor Greer opened a public hearing at 6:16 pm for the Status of Funding Update for the Iowa Economic Development Authority Community Development Block Grant (CDBG) Public Facilities Grant Program for the Elks Park Improvement Project. Geoff Hubbard, Park and Recreation Director provided the status of funds for the Community Development Block Grant for the Elks Park Project. As of 12/12/22, a large portion of the park has been graded to provide more usable space in the park for activities. Sidewalks and handicapped accessible parking have also been added, along with new park signage. To date, total expenses of \$97,280.10 have been incurred for this project, with \$63,025 being CDBG share and \$35,478.10 being the city share. To complete the project, the City will install 2 new picnic tables and 1 new grill in the coming weeks. Lighting

will also be installed at the shelter in this park this upcoming spring 2023 as the final step of this project. Due to increasing construction costs, the total cost to complete the project has increased since the time the CDBG application was submitted from \$82,400 to \$103,925.57. The CDBG grant will still provide \$66,400, while the City of Marshalltown will be covering the remaining \$37,525.57 needed to complete the project. Mayor Greer closed the public hearing at 6:18 pm.

ORDINANCES

Motion by Thompson, second by Ladehoff to adopt the third reading of ORDINANCE 15054 TO REPEAL CHAPTER 152: HOUSING CODE OF THE MUNICIPAL CODE OF THE CITY OF MARSHALLTOWN, IOWA AND TO ADOPT BY REFERENCE THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE WITH AMENDMENTS. Motion carried 6-0.

Motion by Ladehoff, second by Kell to adopt the second reading of ORDINANCE 15055 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 70: GENERAL PROVISIONS TO PROVIDE REGULATIONS FOR AUTOMATED TRAFFIC ENFORCEMENT. Councilor Thompson has received extensive citizen feedback opposed to this ordinance so he will be changing his vote to no. Captain Chris Jones clarified that typically across the State ATE programs see 50% compliance, with collection processes we should reach 75-80% compliance. Public comment: Linda Clark, 306 S 2nd Ave stated we can't put cameras everywhere, they aren't going to control those going too fast. Mark Eaton, 1007 S 10th Ave stated a former police officer does not think they are legal. Doris Kinnick, 2020 Catalina Place, inquired if the cameras are mobile. Chief Tupper confirmed they are legal and the goal of the program is to not issue any citations but to reach speed compliance. The public will be notified where the cameras are fixed and where the mobile unit will be utilized. Motion carried 4-2, Schneider and Thompson dissenting.

DISCUSSION

Heather Thomas, Public Works Director presented proposed changes to the Agreement for Paratransit Services with Region 6 Resource Partners/Peoplerides. In the current agreement, the city compensates Peoplerides \$40 per hour, less the \$2 per ride with the proposed change being \$25 per ride which would result in an approximately 17.4% increase. It is also proposed to allow for more paratransit eligible riders by transporting from nursing homes and non-private facilities. Performing paratransit in-house is still not cost-effective with this increase. We are required to provide paratransit services under our Federal and State Department of Transportation grant agreements. Motion by Thompson, second by Schneider to bring forward a resolution for the renewal of the Agreement for Paratransit Service with Region 6 Resource Partners/Peoplerides. Motion carried 5-1, Hoop dissenting.

Marty Wymore, Region 6 Resource Partners/Peoplerides requested funding for the approximate 1,000 rides per year that fall outside the parameters for paratransit and requested the authority to provide these rides. If the city does not wish to subitize, the cost per ride will increase from \$7 to \$15. The current agreement would need to be amended to authorize these rides. Councilors would like to see a needs study done to assess which riders need to complete paratransit applications before considering any funding. Public comment: Leigh Bauder, 401 Orchard Dr works with many people who need transportation and help filling out paratransit applications. Doris Kinnick, 2020

Catalina Place stated her son utilizes paratransit, and the need for paratransit affects many older people and those needing to get to a job.

Jessica Kinser, City Administrator presented the draft of the 2023-2024 Strategic Plan. The format has significantly changed from an action list to high-level strategies. A resolution will come forward to the next meeting for adoption.

Diana Steiner, Finance Director inquired about accounting for the Automated Traffic Enforcement program. Motion by Walker, second by Schneider to establish a new function 1011 under the police department's general fund for revenues and expenses related to the program. Motion carried 6-0.

Councilor Ladehoff proposed a one-time payment of \$1,000 to full-time employees and \$500 to part-time employees to compensate for the inflationary pressures experienced over the last year. Upon review, other Iowa cities and governmental agencies are doing this also. Motion by Ladehoff, second by Schneider to bring forward a resolution for a year-end inflationary payment to full-time and part-time employees as of December 30th, excluding the Mayor and Councilors. Motion carried 5-2, Hoop and Thompson dissenting.

Jessica Kinser, City Administrator advised we received 7 RFP responses for the non-union compensation survey with the low bid being GovHR at \$23,400. The study would review wages for 98 non-union employees in 63 different positions and take approximately 3-4 months. The last wage study was completed in 2008. Motion by Kell, second by Ladehoff to bring forward a resolution to approve a contract with GovHR for a Non-Union Compensation Survey. Motion carried 5-1, Thompson dissenting.

Jessica Kinser, City Administrator presented proposed amendments to the council manual to include the requirements for a City Attorney to be present, moving public comment after roll call, removing public comment from each resolution and ordinance, and requiring them to be made during the general public comment period, requiring a motion and a second to remove items from the consent agenda, and when reports are used. Motion by Thompson, second by Schneider to amend the requirement for the City Attorney to attend all meetings. Motion carried 6-0. Motion by Walker, second by Kell to move public comment to the beginning of the meeting. Motion carried 6-0. Councilors did not support removing public comment from resolutions and ordinances. Public comment: Tyler Casady, 705 Joan Terrace, agrees it would be good to have public comment at the beginning but don't eliminate public comment on resolution items as public comment can be beneficial. Motion by Schneider, second by Ladehoff to set a deadline of noon the day of the meeting to remove items from the consent agenda. Motion carried 6-0. It was also discussed to allow for work sessions with community members or groups to broaden discussions versus presenting a report during a meeting.

PUBLIC COMMENT

Leigh Bauder, 401 Orchard Dr shared the city did not receive the Destination Iowa Grant to go towards the Water Plaza and would like to know if the budget can be streamlined to move forward with a splash pad.

Linda Clark, 306 S 2nd Ave stated citizens used to be able to talk to their councilors about issues, and action was brought forward but now it is just the councilors deciding what is acted upon.

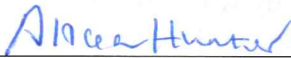
CLOSED SESSION

Motion by Ladehoff, second by Schneider to go into closed session pursuant to Section 21.5, Subsection (1) Paragraph (i) OF THE CODE OF IOWA to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. The City of Marshalltown has an attorney-client relationship with Lynch Dallas P.C., by Council Resolution 2022-161, approved 06/13/22. There may be council action by motion following the closed session if directed by the city's attorney. Steven Leidinger, City Attorney advised he deems it legally appropriate to enter into closed session. Motion carried 6-0 and the Council entered closed session at 8:03 pm. Motion by Schneider, second by Ladehoff to come out of closed session. Motion carried 6-0 and the Council adjourned with no further action at 8:53 pm.

ADJOURNMENT

The meeting adjourned at 8:53 pm.

Respectfully Submitted,



Alicia Hunter, City Clerk

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

BILL LIST 12/27/22

Consulting & Professional Fees

Bernie.Lowe/2	16.65
Bolton&Menk.Inc/1	10,860.00
FOX Strand/1	25,277.85
Impact.7G.Inc/2	2,725.00
Lynch.Dallas.PC/8	7,973.75
Mediacom Broad/4	876.00

Contracts

Chamber.Commerc/1	121,678.09
Controlled.Acce/2	79.00
Devig,T/2	323.35
IAInspections/1	1,800.00
Impact.7G.Inc/2	31,088.48
Inteconnect.Inc/1	459.50
Marsh.Co.Landfi/1	100.75
Midw.Auto.Fire/1	335.70
Morford.Constr/1	2,650.00
Mtwn.Alarm.Inc./2	715.00
Premier.Equip/2	36.74
Schendel.Pest.C/2	114.45
Schumacher.Elev/2	476.68
Sirsi.Corp/1	19,461.92
TriTech Softwar/3	11,614.18
Veenstra&Kimms/2	3,751.55
Ziegler/1	202,906.46

Debt Service

UMB.Bank.NA/14	3,850.00
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Equipment/Minor

Ziegler/1	730.25
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Library Books

Baker.Taylor/46	2,849.04
BRODART.CO/5	688.98
Cengage.Learn/5	351.62
CenterPoint.Prn/1	93.48
MicroMarketing./6	349.94
OVERDRIVE,INC./9	2,185.22
Proquest.Info/1	1,078.40
Servicemaster/1	1,847.00

Medical

Bernie.Lowe/2	331.39
Unity Point-Occ/2	126.00

Payroll.Net

Payroll/1	313,750.92
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Rebates

Menards/6	-119.70
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Refund/Reimbursed

Arnold, Johanna/1	21.99
Baker.Taylor/4	64.43
BRODART.CO/1	47.79
Cengage.Learn/9	674.08
Findaway.World/1	19.99
Kopel, Beth/1	62.20
Mason,M/1	245.72
Sanchez, Erica/1	146.17
Youngblood,J/1	83.97

Youngdahl,Lydia/1	189.71
Zahnd,S/1	497.60

Service/Repairs

AAA.Septic/1	115.00
Advance.Garage./8	490.00
Ariens Co/1	1,916.46
BDH/1	93.00
Central.Ia.Prop/1	50.00
Century.Link/26	325.43
Gale-Hazen,K/1	315.00
IA.Pump.Works/1	8,573.21
Ia.State.Reserv/1	180.00
Lynch.Dallas.PC/1	255.00
Menards/3	22.56
Mtwn.Aviation/1	5,500.00
QMG.Inc./1	65.00
Ragsdale, Zach/1	550.00
Raven Creek/1	388.00
Schumacher.Elev/1	450.00
TOP.NOTCH.TREE./1	1,200.00
Tri.State.Lock/2	538.00
Union Pac RR Co/2	1,005.00
WW.Grainger/4	604.32
Zavala, Artemio/1	550.00
Ziegler/3	6,317.24

Supplies/Parts

AERZEN.USA/1	530.73
Arnold.Motor.Su/10	1,515.20
Atticus Enter/5	34,645.00
Baker.Taylor/9	522.07
BDH/1	1,243.96
Biller.Press/1	259.59
Bobcat.Ames/2	2,078.14
Bound.Tree.Medi/2	377.47
City.Laundering/5	285.99
Cntrl.IA.Distr/1	383.80
Cntrl.IA.Machin/1	245.75
CTI Ready Mix/1	273.09
Dash.Medical/1	179.80
DEMCO.INCORP./1	330.56
Envisionware/1	558.00
Fastenal.Co/1	80.18
Fire Serv Trn/1	50.00
FireSrvTrnBur/1	50.00
Galls.LLC/8	2,332.34
Gervich.Sons/1	222.00
Gillig.LLC/2	399.74
IA.D.O.T/2	732.58
IA.NAHRO/1	25.00
Interstate Batt/1	635.90
ISCIA/1	175.00
Kieslers/1	3,891.30
Kriss.Premium/1	331.71
LIBRARY.STORE/1	1,197.56
Macqueen.Equip/1	211.40

BILL LIST 12/27/22

Menards/12	607.94
Midland.Scienti/4	1,129.49
Napa.Auto/2	29.07
Nikkel.Associat/1	7,402.00
Northern.Lights/1	343.44
Northern.Tool.E/4	323.27
Office.Express/5	577.47
Oreilly.Automot/2	18.02
Raven Creek/2	1,978.70
Redvector.com/1	3,579.65
Sandry.Fire.Sup/1	673.00
SE.Jones.Indust/1	266.75
Shetler,D/1	24.85
ShoBiz,Minutema/2	108.11
Sign.Creations/1	30.00
Spahn.Rose.Lmbr/1	405.79
Supr.Welding/1	94.68
Thiesens.Supply/9	253.52
Tri.State.Lock/3	190.00
Tyler.Forms/2	706.53
Vajgrt.R/1	183.18
Travel/Training	
Allen, Justin/1	28.13
Utilities	
Alliant.Energy/61	50,907.49
Consumr.Energy/2	428.71
New.CenturyFS/1	1,713.90
WoodRiver.Enrgy/2	1,786.82
Wage Assignment	
American.Educa./1	64.41
Collection.Svs./5	1,274.03
Colonial.Life/1	384.52
Fidelity.Securt/2	421.68
I.R.S./6	86,242.00
IA.Treasurer/2	18,590.07
Polk.Co.Sheriff/1	579.84
United.Way/4	1,563.76
Total/442	1,041,665.19

BILL LIST 12/27/22

Account Number	Vendor Name	Description (Item)	Amount
690.8050.5380.000	AAA SEPTIC SERVICE INC	December toilet rental- Transit	\$ 115.00
001.1099.5410.000	Advance Garage Doors Inc	service call/ maint garage door/ opener wash bay	\$ 19.50
001.1099.5410.000	Advance Garage Doors Inc	garage door remotes-carwash bays, grandstand, etc	\$ 29.50
001.4030.5410.000	Advance Garage Doors Inc	service call/ maint garage door/ opener wash bay	\$ 19.50
001.4030.5410.000	Advance Garage Doors Inc	garage door remotes-carwash bays, grandstand, etc	\$ 29.50
110.2010.5410.000	Advance Garage Doors Inc	service call/ maint garage door/ opener wash bay	\$ 78.00
110.2010.5410.000	Advance Garage Doors Inc	garage door remotes-carwash bays, grandstand, etc	\$ 118.00
690.8050.5410.000	Advance Garage Doors Inc	service call/ maint garage door/ opener wash bay	\$ 78.00
690.8050.5410.000	Advance Garage Doors Inc	garage door remotes-carwash bays, grandstand, etc	\$ 118.00
610.8015.5600.000	AERZEN USA CORPORATION	Tubro Blower #4 cooling fan assy	\$ 530.73
001.1010.5464.000	Allen, Justin	meals during training	\$ 28.13
001.1030.5481.000	ALLIANT ENERGY	Tornado siren	\$ 19.35
001.1030.5481.000	ALLIANT ENERGY	2801 S 12th St EMG Sirens	\$ 21.62
001.1030.5481.000	ALLIANT ENERGY	25 N Center St Civil Defense Sirens	\$ 100.00
001.4010.5481.000	ALLIANT ENERGY	Library - 105 W Boone St	\$ 2,728.63
001.4030.5481.000	ALLIANT ENERGY	108 N 2nd Ave Alley - Farmers Market	\$ 18.38
001.4030.5481.000	ALLIANT ENERGY	JUDGE PARK	\$ 19.07
001.4030.5481.000	ALLIANT ENERGY	602 W Merle Hibbs Blvd	\$ 19.07
001.4030.5481.000	ALLIANT ENERGY	802 S 3rd St Skate Park	\$ 19.36
001.4030.5481.000	ALLIANT ENERGY	801 WOODLAND ST SHOP	\$ 30.07
001.4030.5481.000	ALLIANT ENERGY	RIVERVIEW PARK EAST SIDE	\$ 110.37
001.4030.5481.000	ALLIANT ENERGY	402 Woodland St BATH HOUSE	\$ 159.30
001.4030.5482.000	ALLIANT ENERGY	402 Woodland St BATH HOUSE	\$ 32.41
001.4030.5482.000	ALLIANT ENERGY	Reunion Hall	\$ 71.01
001.4030.5482.000	ALLIANT ENERGY	402 WOODLAND ST COMM BLDG	\$ 87.44
001.4030.5482.000	ALLIANT ENERGY	905 E MAIN ST PARK SHOP	\$ 138.55
001.4065.5481.000	ALLIANT ENERGY	10 W State St COLISEUM	\$ 2,921.00
001.4065.5482.000	ALLIANT ENERGY	10 W State St COLISEUM	\$ 1,270.15
001.6050.5481.000	ALLIANT ENERGY	24 N Center St Municipal Bldg	\$ 94.71
001.6051.5481.000	ALLIANT ENERGY	36 N Center St- Carnegie Bldg	\$ 1,140.05
001.6051.5482.000	ALLIANT ENERGY	36 N Center St- Carnegie Bldg	\$ 833.86
110.2010.5481.000	ALLIANT ENERGY	2107 S Center St irrigation system	\$ 19.07
110.2010.5481.000	ALLIANT ENERGY	905 E Main PW Bldg	\$ 967.73
110.2030.5481.000	ALLIANT ENERGY	211 S 9TH ST FRONT TERRACE	\$ 19.22
110.2030.5481.000	ALLIANT ENERGY	17 N Center St metered	\$ 25.09
110.2030.5481.000	ALLIANT ENERGY	N 18th Ave Bridge	\$ 31.50
110.2030.5481.000	ALLIANT ENERGY	36 E Main St Alley	\$ 49.89
110.2030.5481.000	ALLIANT ENERGY	220 E MAIN ST ALLEY	\$ 51.47
110.2030.5481.000	ALLIANT ENERGY	120 E MAIN ST ALLEY	\$ 52.60
110.2030.5481.000	ALLIANT ENERGY	MARKET ST BRIDGE LIGHTS	\$ 76.42
110.2030.5481.000	ALLIANT ENERGY	404 1/2 S Center St Viaduct	\$ 87.24
110.2030.5481.000	ALLIANT ENERGY	HWY 14 & HWY 30 STREET LIGHTS	\$ 87.69
110.2030.5481.000	ALLIANT ENERGY	407 Player St Bridge Light	\$ 89.33
110.2040.5481.000	ALLIANT ENERGY	502 E SOUTHRIDGE RD	\$ 19.39
110.2040.5481.000	ALLIANT ENERGY	219 Westwood flashing lights	\$ 19.84
110.2040.5481.000	ALLIANT ENERGY	E Anson St cnr 4th Ave	\$ 19.84
110.2040.5481.000	ALLIANT ENERGY	5 N 5th St cnr State St	\$ 19.84
110.2040.5481.000	ALLIANT ENERGY	N 18TH AVE & E MAIN	\$ 27.36
110.2040.5481.000	ALLIANT ENERGY	S 6TH ST CNR OLIVE	\$ 30.53
110.2040.5481.000	ALLIANT ENERGY	RIVERSIDE DR CNR 3RD AVE	\$ 30.70
110.2040.5481.000	ALLIANT ENERGY	S CENTER ST CNR LINN	\$ 32.23
110.2040.5481.000	ALLIANT ENERGY	S 12TH AVE E OLIVE ST	\$ 36.27
110.2040.5481.000	ALLIANT ENERGY	S CENTER ST & W BERLE	\$ 36.91
110.2040.5481.000	ALLIANT ENERGY	W Southridge Rd Cnr Center	\$ 36.93
110.2040.5481.000	ALLIANT ENERGY	13 S 13TH ST CNR MAIN	\$ 39.64
110.2040.5481.000	ALLIANT ENERGY	S Center St Cnr Hibbs	\$ 40.09
110.2040.5481.000	ALLIANT ENERGY	S CENTER ST CNR BOONE	\$ 43.53
110.2040.5481.000	ALLIANT ENERGY	S CENTER ST N OF MALL	\$ 43.61
610.8015.5481.000	ALLIANT ENERGY	RIVERVIEW PARK LIFTSTATION	\$ 19.07
610.8015.5481.000	ALLIANT ENERGY	JBS 402 N 10TH AVE	\$ 20.38
610.8015.5481.000	ALLIANT ENERGY	N 3rd Ave River Sign	\$ 23.69
610.8015.5481.000	ALLIANT ENERGY	1001 Woodland St Water Pollution	\$ 25,318.26
610.8015.5482.000	ALLIANT ENERGY	1001 WOODLAND ST DISP PLANT	\$ 11,349.15
610.8016.5481.000	ALLIANT ENERGY	1511 Rolling Meadows Rd	\$ 93.76
610.8016.5481.000	ALLIANT ENERGY	S 12TH AVE CNR E MAIN	\$ 95.56

610.8016.5481.000	ALLIANT ENERGY	Marion St - WPCP	\$	150.06
610.8016.5481.000	ALLIANT ENERGY	608 Turner St Pump Station	\$	235.41
610.8016.5482.000	ALLIANT ENERGY	1001 Woodland St Shed	\$	309.01
690.8050.5481.000	ALLIANT ENERGY	905 E Main PW Bldg	\$	645.15
740.8065.5481.000	ALLIANT ENERGY	301 N 18TH AVE LIFTSTATION	\$	262.00
740.8065.5481.000	ALLIANT ENERGY	N 3rd Ave - WPCP	\$	368.37
750.8070.5481.000	ALLIANT ENERGY	COMPOST PILE	\$	149.26
999.1121.000	American Education Services	ACCOUNT #6481652230	\$	64.41
312.2080.5348.000	Ariens Co	Airport 30 inch snow blower	\$	1,916.46
001.1010.5565.000	ARNOLD MOTOR SUPPLY LLP	PD 516 radiator cap	\$	6.69
001.4030.5565.000	ARNOLD MOTOR SUPPLY LLP	Parks power service anti-gel	\$	129.90
110.2010.5600.000	ARNOLD MOTOR SUPPLY LLP	nitrile gloves	\$	22.79
110.2010.5600.000	ARNOLD MOTOR SUPPLY LLP	Street #17 front floor liner	\$	144.95
110.2010.5600.000	ARNOLD MOTOR SUPPLY LLP	power service anti gel	\$	155.88
110.2010.5600.000	ARNOLD MOTOR SUPPLY LLP	dry graphite lube	\$	200.16
110.2010.5600.000	ARNOLD MOTOR SUPPLY LLP	Street dept power service 911	\$	212.28
110.2010.5718.000	ARNOLD MOTOR SUPPLY LLP	cap filter wrench	\$	10.79
110.2010.5718.000	ARNOLD MOTOR SUPPLY LLP	impact wrench socket	\$	24.57
110.2010.5718.000	ARNOLD MOTOR SUPPLY LLP	Street dept air impact wrench	\$	607.19
001.4010.5980.000	Arnold, Johanna	returned lost book	\$	21.99
341.5010.5609.000	Atticus Enterprises LLC	West End Park tree	\$	175.00
341.5010.5609.000	Atticus Enterprises LLC	Spring 2022 Trees	\$	3,390.00
341.5010.5609.000	Atticus Enterprises LLC	Trees Forever Give Away	\$	7,750.00
341.5010.5609.000	Atticus Enterprises LLC	Trees for Fall Planting - Trees Forever	\$	11,375.00
341.5010.5609.000	Atticus Enterprises LLC	Trees for Fall Planting - Trees Forever	\$	11,955.00
001.4010.5730.000	BAKER & TAYLOR INCORP	reference book	\$	11.37
001.4010.5730.000	BAKER & TAYLOR INCORP	reference book	\$	11.97
001.4010.5730.000	BAKER & TAYLOR INCORP	reference book	\$	14.24
001.4010.5730.000	BAKER & TAYLOR INCORP	reference book	\$	14.99
001.4010.5730.000	BAKER & TAYLOR INCORP	reference book	\$	17.99
001.4010.5730.000	BAKER & TAYLOR INCORP	reference books	\$	27.58
001.4010.5730.000	BAKER & TAYLOR INCORP	reference books	\$	33.98
001.4010.5730.000	BAKER & TAYLOR INCORP	reference books	\$	35.78
001.4010.5730.000	BAKER & TAYLOR INCORP	reference books	\$	354.17
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	4.37
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	5.39
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	6.99
001.4010.5732.000	BAKER & TAYLOR INCORP	adult graphic novel	\$	10.19
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	13.99
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	13.99
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	14.24
001.4010.5732.000	BAKER & TAYLOR INCORP	adult graphic novel	\$	14.97
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	14.97
001.4010.5732.000	BAKER & TAYLOR INCORP	adult graphic novel	\$	15.00
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	15.39
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	16.14
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	17.05
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	17.07
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	18.60
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	20.39
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	20.99
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	21.58
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	31.17
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	34.28
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	34.98
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	35.68
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	36.16
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	36.38
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	39.14
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	43.87
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	54.10
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	59.46
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	61.58
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	62.92
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	64.20
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	68.56
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	79.05
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	86.88

001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	86.92
001.4010.5732.000	BAKER & TAYLOR INCORP	adult non-fiction books	\$	91.10
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	93.48
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	104.93
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	105.36
001.4010.5732.000	BAKER & TAYLOR INCORP	DVD's	\$	105.63
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	122.59
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	168.33
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	171.37
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	189.28
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	248.26
001.4010.5732.000	BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	272.07
001.4010.5734.000	BAKER & TAYLOR INCORP	lost and replaced book	\$	17.99
170.4010.5734.000	BAKER & TAYLOR INCORP	memorial book	\$	11.39
170.4010.5734.000	BAKER & TAYLOR INCORP	Memorial book	\$	16.52
170.4010.5734.000	BAKER & TAYLOR INCORP	memorial/ honor book	\$	18.53
001.1050.5410.000	BDH INFORMATION TECHNOLOGY LLC	Power supply unit replacement & install	\$	93.00
001.6050.5718.000	BDH INFORMATION TECHNOLOGY LLC	Security cameras in City Hall	\$	1,243.96
881.1010.5230.000	BERNIE LOWE & ASSOC Inc	paid medical claims	\$	3.89
881.1010.5339.000	BERNIE LOWE & ASSOC Inc	paid medical claims	\$	84.45
881.1050.5230.000	BERNIE LOWE & ASSOC Inc	paid medical claims	\$	12.76
881.1050.5339.000	BERNIE LOWE & ASSOC Inc	paid medical claims	\$	246.94
001.1050.5600.000	BILLER PRESS	Fire code violation parking tickets	\$	259.59
001.4030.5565.000	BOBCAT OF AMES	Parks filters	\$	504.04
001.4030.5718.000	BOBCAT OF AMES	Bristles for Parks shop	\$	1,574.10
364.4030.5233.000	Bolton & Menk Inc	Interactive Water Plaza Design	\$	10,860.00
001.1050.5630.000	Bound Tree Medical LLC	OB kit with umbilical scissors	\$	87.09
001.1050.5630.000	Bound Tree Medical LLC	pediatric stat padzz 11	\$	290.38
001.4010.5732.000	BRODART CO	juvenile books	\$	57.07
001.4010.5732.000	BRODART CO	juvenile books	\$	74.49
001.4010.5732.000	BRODART CO	juvenile books	\$	109.64
001.4010.5732.000	BRODART CO	juvenile books	\$	152.73
001.4010.5732.000	BRODART CO	juvenile books	\$	295.05
001.4010.5734.000	BRODART CO	lost and replaced juvenile books	\$	47.79
001.4010.5732.000	CENGAGE LEARNING INC	Adult books	\$	26.24
001.4010.5732.000	CENGAGE LEARNING INC	adult books	\$	58.48
001.4010.5734.000	CENGAGE LEARNING INC	lost and replaced book	\$	20.99
001.4010.5734.000	CENGAGE LEARNING INC	lost and replaced book	\$	29.24
001.4010.5734.000	CENGAGE LEARNING INC	lost and replaced books	\$	83.96
001.4010.5734.000	CENGAGE LEARNING INC	lost and replaced books	\$	91.46
001.4010.5734.000	CENGAGE LEARNING INC	Lost and replaced books	\$	138.70
001.4010.5734.000	CENGAGE LEARNING INC	memorial and lost books	\$	240.00
170.4010.5732.000	CENGAGE LEARNING INC	Tye grant books	\$	24.74
170.4010.5732.000	CENGAGE LEARNING INC	Tye grant books	\$	99.71
170.4010.5732.000	CENGAGE LEARNING INC	Tye grant and memorial books	\$	142.45
170.4010.5734.000	CENGAGE LEARNING INC	memorial and lost books	\$	15.00
170.4010.5734.000	CENGAGE LEARNING INC	Tye grant and Spanish books	\$	26.99
170.4010.5734.000	CENGAGE LEARNING INC	Spicer memorial book	\$	27.74
170.4010.5732.000	CENTER POINT LARGE PRINT	Tye grant books	\$	93.48
001.4010.5600.000	CENTRAL IOWA DISTRIBUTING INC	Library- restroom supplies	\$	383.80
110.2010.5600.000	CENTRAL IOWA MACHINE SHOP INC	SS blades and materials	\$	245.75
184.5030.5280.000	CENTRAL IOWA PROPERTY ASSOC	annual membership	\$	50.00
001.1010.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	58.80
001.1050.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	21.38
001.1070.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.1071.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.1075.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.4010.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	10.69
001.4030.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.4040.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.4045.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	10.69
001.4065.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.4065.5450.000	CENTURYLINK	Coliseum Backup Analog Lines	\$	79.52
001.6010.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.6012.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.6020.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35
001.6021.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	21.33
001.6025.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$	5.35

110.2010.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
110.2040.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
110.2060.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
184.5030.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 10.69
189.3040.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
610.8015.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 16.04
610.8016.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 6.41
690.8050.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
740.8065.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 4.28
750.8070.5450.000	CENTURYLINK	Non published direct dial lines fees 9853	\$ 5.35
110.2010.5132.000	CITY LAUNDERING COMPANY	Street dept uniform cleaning	\$ 54.75
110.2010.5132.000	CITY LAUNDERING COMPANY	Street dept uniform cleaning	\$ 136.22
110.2040.5132.000	CITY LAUNDERING COMPANY	uniform cleaning Utility Dept.	\$ 22.64
690.8050.5132.000	CITY LAUNDERING COMPANY	uniform cleaning-Transit dept	\$ 36.19
690.8050.5132.000	CITY LAUNDERING COMPANY	uniform cleaning-Transit dept	\$ 36.19
999.1121.000	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 102.11
999.1121.000	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 139.77
999.1121.000	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 146.76
999.1121.000	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 423.86
999.1121.000	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 461.53
999.1133.000	COLONIAL LIFE	COLONIAL LIFE INSURANCE	\$ 384.52
110.2030.5481.000	CONSUMERS ENERGY CO-OP	City of Marshalltown	\$ 354.24
110.2040.5481.000	CONSUMERS ENERGY CO-OP	City of Marshalltown	\$ 74.47
610.8015.5344.000	Controlled Access	December 2022 LiftMaster capxl subscription	\$ 39.50
750.8070.5344.000	Controlled Access	December 2022 LiftMaster capxl subscription	\$ 39.50
740.8065.5600.000	CTI Ready Mix Inc	408 Springfield Dr storm sewer repair	\$ 273.09
001.1010.5600.000	DASH MEDICAL	nitrile exam gloves	\$ 179.80
001.4010.5600.000	DEMCO INCORP	book jacket covers	\$ 330.56
001.4010.5342.000	DEVIG, TAYLOR	landfill fee	\$ 73.35
001.4010.5342.000	DEVIG, TAYLOR	clean out squatter area and remove two couches	\$ 250.00
001.4010.5600.000	ENVISIONWARE	blank labels	\$ 558.00
110.2010.5600.000	FASTENAL COMPANY	drill bits	\$ 80.18
999.1125.000	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	\$ 104.07
999.1125.000	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	\$ 317.61
001.4010.5734.000	FINDAWAY WORLD LLC	lost and replaced book	\$ 19.99
001.1050.5460.000	Fire Services Training Bureau	certification fees driver operator pumper	\$ 50.00
001.1050.5460.000	FIRE SERVICES TRAINING BUREAU- loan	certification fees instructor 1	\$ 50.00
615.8015.5233.000	FOX Strand	WPC21001 WPCP Headworks & Digester Const Phase	\$ 25,277.85
001.4040.5358.000	GALE-HAZEN, Karen A	classes 10/16-12/10	\$ 315.00
001.1010.5132.000	GALLS LLC	PD promotion chevrons	\$ 63.58
001.1010.5132.000	GALLS LLC	SWAT duty gear	\$ 210.54
001.1010.5132.000	GALLS LLC	PD employee clothing allowance	\$ 215.90
001.1010.5132.000	GALLS LLC	PD new office duty gear	\$ 251.12
001.1010.5132.000	GALLS LLC	SWAT duty gear	\$ 639.27
001.1010.5132.000	GALLS LLC	PD new officer duty gear	\$ 776.20
001.1050.5132.000	GALLS LLC	Fire dept safety vest	\$ 24.74
001.1050.5132.000	GALLS LLC	Fire dept employee boots	\$ 150.99
110.2010.5600.000	GERVICH & SONS INC	2x2 steel tubes	\$ 222.00
690.8050.5565.000	GILLIG LLC	Transit bus 011 height control valve	\$ 138.76
690.8050.5565.000	GILLIG LLC	Transit bus 013 pressure wave switch	\$ 260.98
133.2900.5342.000	Impact 7G Inc	Brownfields Assistance Contract	\$ 22,425.98
189.3040.5342.000	Impact 7G Inc	125 Homes LI/RA and HHA	\$ 8,662.50
355.1075.5230.000	Impact 7G Inc	918 & 920 N5th Ave	\$ 875.00
355.1075.5230.000	Impact 7G Inc	817, 819 & 901 N 5th Ave	\$ 1,850.00
001.1099.5342.000	Inteconnect Inc	Public Safety bldg/ PD/FD security system repairs	\$ 459.50
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$ 13,715.21
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$ 28,240.87
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$ 4,341.32
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$ 26,948.34
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$ 4,008.86
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$ 8,987.40
690.8050.5565.000	Interstate Batteries of Upper Iowa	Transit bus battery	\$ 635.90
001.1010.5600.000	IOWA DEPT OF TRANSPORTATION	PD thermal paper	\$ 493.92
110.2010.5626.000	IOWA DEPT OF TRANSPORTATION	post wood sign 20ft	\$ 238.66
001.1050.5342.000	Iowa Inspections	commerical business inspections	\$ 1,800.00
184.5030.5460.000	IOWA NAHRO	Mental Health First Aid	\$ 25.00
610.8015.5410.000	IOWA PUMP WORKS, INC.	Primarty sludge pump #1 rebuild	\$ 8,573.21
001.1010.5280.000	IOWA STATE RESERVE LAW OFFICERS ASSN	Annual dues	\$ 180.00

001.1010.5460.000	ISCIA	Lageschulte	\$	175.00
001.1010.5610.000	KIESLER'S	PD ammunition	\$	3,891.30
610.8015.5980.000	Kopel, Beth	Sewer refund 2022 - trees	\$	62.20
001.6050.5600.000	KRISS PREMIUM PRODUCTS INC	Boiler chemicals City Hall/ YSS	\$	331.71
030.4030.5342.000	LEROY MORFORD CONSTRUCTION	Timber creek sidewalk repairs	\$	2,650.00
001.4010.5600.000	LIBRARY STORE INC, THE	laminate	\$	1,197.56
001.6040.5230.000	LYNCH DALLAS PC	General matters	\$	40.00
001.6040.5234.000	LYNCH DALLAS PC	Real Estate	\$	478.50
001.6040.5234.000	LYNCH DALLAS PC	General matters	\$	5,442.75
312.2080.5234.000	LYNCH DALLAS PC	General matters	\$	396.00
355.1075.5230.000	LYNCH DALLAS PC	Nuisance / enforcement	\$	133.00
355.1075.5234.000	LYNCH DALLAS PC	Nuisance / enforcement	\$	625.50
355.1075.5250.000	LYNCH DALLAS PC	Nuisance / enforcement	\$	255.00
610.8015.5234.000	LYNCH DALLAS PC	General matters	\$	82.50
690.8050.5234.000	LYNCH DALLAS PC	General matters	\$	775.50
110.2070.5565.000	MACQUEEN EQUIPMENT	Tow brackets	\$	211.40
110.2010.5342.000	MARSHALL COUNTY LANDFILL	tires	\$	100.75
001.4030.5342.000	MARSHALLTOWN ALARM INC	Aquatic center monthly phone line test	\$	357.50
142.4030.5342.000	MARSHALLTOWN ALARM INC	Softball monthly monitoring phone line	\$	357.50
312.2080.5348.000	MARSHALLTOWN AVIATION INC	Hangar/terminal delayed completion	\$	5,500.00
001.5900.5331.000	MARSHALLTOWN CHAMBER OF COMMERCE	hotel/motel tax for FY23 July-Sept	\$	121,678.09
610.8015.5980.000	Mason, Michael	sewer refund 2021 & 2022 - seeding & trees	\$	245.72
121.5900.5230.000	Mediacom Broadband LLC	Display	\$	68.00
121.5900.5230.000	Mediacom Broadband LLC	Display	\$	200.00
121.5900.5230.000	Mediacom Broadband LLC	Display	\$	200.00
121.5900.5230.000	Mediacom Broadband LLC	Display	\$	408.00
001.4030.4879.000	MENARDS	rebate 63009 62616	\$	(28.50)
001.4030.4879.000	MENARDS	rebate 62980 53680	\$	(19.08)
001.4030.4879.000	MENARDS	rebate 63026 38961	\$	(9.88)
001.4030.4879.000	MENARDS	rebate 62863 98247	\$	(6.55)
001.4030.4879.000	MENARDS	rebate 629993 48334	\$	(6.14)
001.4030.5600.000	MENARDS	roller frames, batteries, charger, tape	\$	61.61
001.4030.5611.000	MENARDS	wire sleeves, polyester rope	\$	26.93
001.4030.5611.000	MENARDS	circular saw blades	\$	59.96
001.4030.5611.000	MENARDS	broom, pail, dust pan, syringe, steering fluid	\$	83.57
001.4065.5410.000	MENARDS	coliseum washing machine material	\$	2.58
001.4065.5410.000	MENARDS	pipe insulation for Coliseum washing machine	\$	15.51
001.6050.5410.000	MENARDS	flux & brushes for soldering copper, general bldgs	\$	4.47
110.2010.4879.000	MENARDS	rebate check 63026 61847	\$	(49.55)
110.2010.5132.000	MENARDS	gloves	\$	55.96
110.2010.5600.000	MENARDS	weldable sheet 6x24	\$	6.19
110.2010.5600.000	MENARDS	light bars	\$	144.95
140.4030.5600.000	MENARDS	movers dolly	\$	15.97
610.8016.5600.000	MENARDS	door knobs for forming shop	\$	22.18
610.8016.5600.000	MENARDS	32 gallon garbage can , bin, straight claw, tape	\$	69.50
740.8065.5600.000	MENARDS	door knobs for forming shop	\$	14.79
740.8065.5600.000	MENARDS	32 gallon garbage can , bin, straight claw, tape	\$	46.33
001.4010.5732.000	MICROMARKETING LLC	audio book	\$	19.99
001.4010.5732.000	MICROMARKETING LLC	audio book	\$	39.99
001.4010.5732.000	MICROMARKETING LLC	audio book	\$	40.00
001.4010.5732.000	MICROMARKETING LLC	audio books	\$	44.99
001.4010.5732.000	MICROMARKETING LLC	audio books	\$	79.99
001.4010.5732.000	MICROMARKETING LLC	audio books	\$	124.98
610.8015.5603.000	MIDLAND SCIENTIFIC INC	lab supplies - wash bottles	\$	49.68
610.8015.5603.000	MIDLAND SCIENTIFIC INC	lab supplies - potassium phosphate	\$	80.71
610.8015.5603.000	MIDLAND SCIENTIFIC INC	lab supplies- EZCOD recycling center	\$	477.20
610.8015.5603.000	MIDLAND SCIENTIFIC INC	lab supplies - adj. pipet	\$	521.90
110.2010.5344.000	MIDWEST AUTOMATIC FIRE SPRINKLER CO	fire sprinkler/ backflow annual inspection- Street	\$	335.70
001.4030.5565.000	NAPA AUTO PARTS	miniature blaster packs	\$	6.49
690.8050.5565.000	NAPA AUTO PARTS	Transit white paint	\$	22.58
001.2080.5484.000	NEW CENTURY FS INC	Airport LP Bulk gas	\$	1,713.90
610.8015.5718.000	NIKKEL & ASSOCIATES INC	Final clarifiers #1-2 replacement light fixtures	\$	7,402.00
001.4066.5613.000	NORTHERN LIGHTS DISTRIBUTING	Coliseum resale products	\$	343.44
110.2010.5132.000	NORTHERN TOOL & EQUIPMENT CO	employee clothinbg	\$	58.37
110.2010.5600.000	NORTHERN TOOL & EQUIPMENT CO	impact wrench covers, fastener storahge container	\$	49.00
110.2010.5600.000	NORTHERN TOOL & EQUIPMENT CO	impact wrench covers, fastener storahge container	\$	88.00
110.2010.5600.000	NORTHERN TOOL & EQUIPMENT CO	impact wrench covers, fastener storahge container	\$	127.90
001.1010.5370.000	OFFICE EXPRESS	PD notary stamps	\$	56.60

001.1010.5600.000	OFFICE EXPRESS	PD desk pad, air fresheners	\$	20.36
001.1010.5605.000	OFFICE EXPRESS	PD ink cartridge	\$	44.36
001.4010.5600.000	OFFICE EXPRESS	Library copy paper	\$	56.25
001.6900.5600.000	OFFICE EXPRESS	10 cases copy paper	\$	399.90
001.4030.5565.000	OREILLY AUTOMOTIVE INC	charger return	\$	(35.95)
001.4030.5565.000	OREILLY AUTOMOTIVE INC	John Deere strobe light on cab	\$	53.97
001.4010.5732.000	OVERDRIVE,INC.	audio book	\$	65.00
001.4010.5732.000	OVERDRIVE,INC.	audio book	\$	69.99
001.4010.5732.000	OVERDRIVE,INC.	audio book	\$	72.07
001.4010.5732.000	OVERDRIVE,INC.	audio book	\$	95.00
001.4010.5732.000	OVERDRIVE,INC.	audio books	\$	212.98
001.4010.5732.000	OVERDRIVE,INC.	E-books	\$	422.40
001.4010.5732.000	OVERDRIVE,INC.	audio books	\$	540.96
001.4010.5732.000	OVERDRIVE,INC.	audio books	\$	697.85
001.4010.5736.000	OVERDRIVE,INC.	library databases	\$	8.97
Payroll	Payroll	Payroll #26	\$	313,750.92
999.1121.000	Polk County Sheriff	CASE #SCSC035950	\$	579.84
001.4010.5344.000	PREMIER OFFICE EQUIPMENT	overage copies	\$	9.99
001.4010.5344.000	PREMIER OFFICE EQUIPMENT	Copier contract and copies	\$	26.75
001.4010.5736.000	PROQUEST INFO & LEARNING CO	reference database	\$	1,078.40
110.2010.5410.000	QMG Inc	truck #3 windshield rock chip repair	\$	65.00
189.3040.5433.000	Ragsdale, Zachary	Lead Hazard Reduction program allowance	\$	550.00
110.2010.5410.000	Raven Creek Repair	Patch wagon, loader, truck 39 repairs	\$	388.00
110.2010.5565.000	Raven Creek Repair	Patch wagon, loader, truck 39 repairs	\$	428.70
110.2040.5565.000	Raven Creek Repair	Tires for 2017 utility ladder truck	\$	1,550.00
001.1050.5460.000	Redvector.com LLC	2023 TargetSolutions maint fee and membership	\$	3,579.65
610.8015.5980.000	Sanchez, Erica	Sewer refund 2022 - sod	\$	146.17
156.1050.5413.000	SANDRY FIRE SUPPLY LLC	vehicle mount charger	\$	673.00
001.4065.5342.000	SCHENDEL PEST CONTROL INC	Coliseum	\$	49.05
001.6050.5342.000	SCHENDEL PEST CONTROL INC	City Hall	\$	65.40
001.4065.5410.000	SCHUMACHER ELEVATOR COMPANY	Coliseum quarterly elevator maintenance	\$	450.00
001.6050.5344.000	SCHUMACHER ELEVATOR COMPANY	City Hall Elevator Maintenance	\$	237.14
001.6051.5344.000	SCHUMACHER ELEVATOR COMPANY	Carnegie Bldg elevator	\$	239.54
110.2010.5718.000	SE Jones Industries Inc	Street dept impact sockets	\$	266.75
001.4010.5732.000	SERVICEMASTER OF M'TOWN INC	December Janitorial services- Library	\$	1,847.00
001.1010.5132.000	Shetler, Dennis	PD embroidery	\$	24.85
184.5030.5605.000	Sho Biz Inc dba Minuteman	folders, correction tape	\$	53.16
690.8050.5605.000	Sho Biz Inc dba Minuteman	Transit copy paper	\$	54.95
001.4010.5600.000	SIGN CREATIONS	Public Library decals	\$	30.00
030.4010.5347.000	SIRSI CORP	BLUECloud MobileStaff 11/1/22-10/31/23	\$	19,461.92
110.2050.5600.000	SPAHN & ROSE LUMBER CO	lumber for dump box trucks	\$	405.79
110.2010.5600.000	SUPERIOR WELDING SUPPLY	connectors	\$	94.68
110.2010.5132.000	THEISENS SUPPLY INC	hose mender, leather gloves	\$	25.98
110.2010.5132.000	THEISENS SUPPLY INC	payment and return clairification	\$	37.99
110.2010.5132.000	THEISENS SUPPLY INC	Street dept employee clothing	\$	38.24
110.2010.5132.000	THEISENS SUPPLY INC	Street dept employee clothing	\$	39.99
110.2010.5600.000	THEISENS SUPPLY INC	hose mender, leather gloves	\$	4.69
110.2010.5600.000	THEISENS SUPPLY INC	pipe sleeves	\$	23.92
110.2010.5600.000	THEISENS SUPPLY INC	mouse bait	\$	24.99
110.2010.5600.000	THEISENS SUPPLY INC	reducer bushing	\$	27.78
110.2010.5600.000	THEISENS SUPPLY INC	hitch pin with clip	\$	29.94
110.2010.5352.000	Top Notch Tree Service Inc	tree removal 313 Swayze St	\$	1,200.00
999.1102.000	TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$	5,794.17
999.1102.000	TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$	12,795.90
001.4045.5410.000	TRI STATE LOCK SERVICE	door levers and service call	\$	80.00
001.4045.5410.000	TRI STATE LOCK SERVICE	door levers and service call	\$	458.00
110.2010.5600.000	TRI STATE LOCK SERVICE	Street dept	\$	120.00
110.2010.5611.000	TRI STATE LOCK SERVICE	Street dept service call and rekey	\$	10.00
110.2010.5611.000	TRI STATE LOCK SERVICE	Street dept service call and rekey	\$	60.00
110.2010.5347.000	TriTech Software Systems	Street Equipment assest mangement	\$	2,322.83
610.8016.5347.000	TriTech Software Systems	Sanitary Sewer asset management	\$	5,574.81
740.8065.5347.000	TriTech Software Systems	Storm Sewer asset management	\$	3,716.54
001.6021.5605.000	Tyler Business Forms	Envelopes for 1099 forms	\$	65.00
001.6021.5605.000	Tyler Business Forms	W-2, 1099 and Envelopes	\$	641.53
200.7010.5830.000	UMB Bank NA	GO 2016A bond fees	\$	102.00
200.7010.5830.000	UMB Bank NA	GO 2016A bond fees storm water	\$	148.00
200.7010.5830.000	UMB Bank NA	GO bond 2019 fee sanitary sewer	\$	218.00
200.7010.5830.000	UMB Bank NA	GO 2012A bond fee	\$	250.00

200.7010.5830.000	UMB Bank NA	GO 2012B fee	\$ 250.00
200.7010.5830.000	UMB Bank NA	GO 2015 bond fee	\$ 250.00
200.7010.5830.000	UMB Bank NA	GO Bond 2016B fee	\$ 250.00
200.7010.5830.000	UMB Bank NA	IA GO 2017 bond fee	\$ 250.00
200.7010.5830.000	UMB Bank NA	GO 2018 bond fee	\$ 300.00
200.7010.5830.000	UMB Bank NA	GO bond 2019 fee	\$ 382.00
200.7010.5830.000	UMB Bank NA	GO 2021 bond fee	\$ 600.00
355.6021.5830.000	UMB Bank NA	Taxable GO 2022B fee	\$ 300.00
364.6021.5830.000	UMB Bank NA	GO 2022A fee	\$ 300.00
610.8016.5830.000	UMB Bank NA	Sewer Revolving 2013 bond fee	\$ 250.00
001.4030.5380.000	UNION PACIFIC RAILROAD COMPANY	Annual lease for bike trail area	\$ 250.00
363.2012.5251.000	UNION PACIFIC RAILROAD COMPANY	UPRR permit application fee	\$ 755.00
999.1112.000	UNITED WAY	UNITED WAY	\$ 33.00
999.1112.000	UNITED WAY	UNITED WAY	\$ 33.00
999.1112.000	UNITED WAY	UNITED WAY	\$ 748.88
999.1112.000	UNITED WAY	UNITED WAY	\$ 748.88
610.8015.5339.000	Unity Point- Occupational Medicine	drug and alcohol screening	\$ 42.00
886.2010.5339.000	Unity Point- Occupational Medicine	drug and alcohol screening	\$ 84.00
110.2010.5600.000	Vajgrt, Roger	refill 100 lb propane tank	\$ 183.18
001.1070.5342.000	Veenstra & Kimms Inc	Building inspection services	\$ 2,071.55
001.1072.5342.000	Veenstra & Kimms Inc	Contracted Electrical Inspections	\$ 1,680.00
110.2010.5482.000	WoodRiver Energy LLC	905 E Main St	\$ 1,072.09
690.8050.5482.000	WoodRiver Energy LLC	905 E Main St	\$ 714.73
001.1099.5410.000	WW GRAINGER	HVAC filters for library and public safety bldg	\$ 126.24
001.2080.5410.000	WW GRAINGER	HVAC filters at Airport	\$ 88.72
001.4010.5410.000	WW GRAINGER	HVAC filters for library and public safety bldg	\$ 214.36
001.6050.5410.000	WW GRAINGER	replacment valve for boiler	\$ 175.00
610.8015.5980.000	Youngblood, James	Sewer refund 2022 - seeding/ landscaping	\$ 83.97
610.8015.5980.000	Youngdahl, Lydia	Sewer refund 2022 - seeding	\$ 189.71
610.8015.5980.000	Zahnd, Steven	Sewer refund 2022 - sod	\$ 497.60
189.3040.5433.000	Zavala, Hernandez Artemio	Lead hazard reduction program allowance	\$ 550.00
110.2010.5750.000	ZIEGLER INC	2022 Cat Wheel loader 926M	\$ 202,906.46
610.8015.5410.000	ZIEGLER INC	generator C27 maintenance & repair thermostat	\$ 1,109.40
610.8015.5410.000	ZIEGLER INC	WPCP portable generator maintenance levels 1,5	\$ 2,494.02
610.8016.5412.000	ZIEGLER INC	YMCA San. LS generator maintenance level 1	\$ 730.25
740.8065.5387.000	ZIEGLER INC	Stormwater LS generator maintenance levels 1, 5	\$ 2,713.82
TOTAL			\$ 1,041,665.19



Joel Greer, Mayor
Jessica Kinser, City Administrator
Michael W. Tupper, Chief of Police
909 South 2nd Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5725
Fax - (641) 752-1211

DECEMBER 19, 2022

TO: CIVIL SERVICE COMMISSION
FROM: MICHAEL W. TUPPER, CHIEF OF POLICE
RE: CERTIFIED HIRE LIST
POSITION: POLICE OFFICER

AFTER REVIEWING ALL APPLICANTS AND THEIR QUALIFICATIONS, THE FOLLOWING PERSONS WERE TESTED, INTERVIEWED AND CONSIDERED TO BEST MEET THE QUALIFICATIONS FOR THE ABOVE LISTED POSITION AND ARE RANKED BY FINAL SCORE AS FOLLOWS;

EMILIO HERNANDEZ* (224.05)
CRAIG BEAVERS* (179.55)

*VETERANS PREFERENCE

THIS LIST WILL BE VALID FOR A PERIOD NOT TO EXCEED DECEMBER 19, 2023.

CERTIFIED BY CIVIL SERVICE COMMISSION ON THE 19TH DAY OF DECEMBER 2022.

NANCY HARRIS, CIVIL SERVICE COMMISSION CHAIR

CITY COUNCIL

Dex Walker, Al Hoop, Gabriel Isom, Mike Ladehoff,
Barry Kell, Gary Thompson, Jeff Schneider

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Diana Steiner, Finance Director
DATE: 12/20/2022
RE: October 2022 Monthly Financial Statements

Policy Issue: N/A

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Maintain a financially healthy organization

Recommendation: Staff recommends approving the October 2022 monthly financial statements

Budget Impact: N/A

Description/Background: The Finance department has prepared and reconciled the October 2022 financial statements for your review. The original FY23 budget that was adopted in March 2022 is reflected in the statements.

The attached reports include the following:

- Fund Balance Report, which includes the beginning balance at 6/30/22, the year-to-date revenues and expenses for 4 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:

- *\$5,215,237 of property tax revenues were received and \$164,206 of TIF revenues were received.
- *In fund 311, \$921,267 was spent for the Edgewood Str & 8th Ave Extension
- *In fund 741, \$368,049 was spent for the 4th & Meadow Lane Storm Sewer project

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



MARSHALLTOWN

IOWA

FUND BALANCE REPORT AS OF 10/31/22

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
001 - GENERAL FUND	3,567,795.12	5,448,937.89	5,545,204.17	3,471,528.84
010 - CASH FLOW RESERVE FUND	2,597,495.17	15,272.84	-	2,612,768.01
030 - CAPITAL RESERVE	-	150,664.88	190,890.00	(40,225.12)
031 - CAPITAL RSRV-BLDG MAINT	260,113.94	1,194.40	16,773.42	244,534.92
110 - ROAD USE TAX	6,303,147.02	1,606,348.83	1,026,128.79	6,883,367.06
112 - EMPLOYEE BENEFITS FUND	3,417,943.48	1,126,908.80	699,202.87	3,845,649.41
117 - POLICE/FIRE RETIREMENT	582,899.93	463,870.87	301,044.46	745,726.34
119 - EMERGENCY FUND	-	96,061.39	7,446.23	88,615.16
121 - LOCAL OPTION SALES TAX	6,654,632.96	1,243,879.10	846,747.62	7,051,764.44
125 - TAX INCREMENT FINANCING	469,295.69	182,421.07	-	651,716.76
130 - CITY TORT LIABILITY	82,551.75	191,093.61	109,670.41	163,974.95
132 - GRANTS-STATE/LOCAL AGENCIES	(226,794.55)	93,863.00	290,340.38	(423,271.93)
133 - UNDESIGNATED FEDERAL GRANTS	(27,785.30)	66,363.48	46,490.46	(7,912.28)
140 - PARK & REC DONATION FUND	270,158.41	67,811.52	12,703.38	325,266.55
141 - MTOWN TENNIS ASSOC	2,821.58	13.37	-	2,834.95
142 - SOFTBALL ASSOCIATION FUND	(19,744.23)	30,000.00	16,130.67	(5,874.90)
144 - LIVE HEALTHY IOWA	6,128.83	29.04	-	6,157.87
145 - TORNADO GENERAL	231,916.46	45,532.94	7,450.00	269,999.40
148 - FEMA-COVID19	(16,057.20)	-	2,742.46	(18,799.66)
149 - FEMA - WINDS	(4,564,245.98)	3,398,726.92	2,297.79	(1,167,816.85)
150 - LOCAL PD GRANTS	(2,067.29)	12,680.55	23,364.31	(12,751.05)
151 - DEPT OF JUSTICE GRANTS	(32,359.86)	35,770.12	24,270.44	(20,860.18)
152 - POLICE UNDESIGNATED GRANTS	(36,541.82)	59,794.76	38,423.14	(15,170.20)
153 - POLICE DEPT DONATION FUND	68,938.82	1,588.18	2,720.85	67,806.15
156 - FIRE DEPT DONATION FUND	61,515.49	2,701.88	4,494.41	59,722.96
160 - ECONOMIC DEVELOPMENT GIFT	53,662.00	254.28	-	53,916.28
161 - SURETY DEPOSITS/SUBDIVIDER	11,195.29	53.04	-	11,248.33
170 - LIBRARY DONATION FUND	122,407.61	6,966.78	4,785.92	124,588.47
177 - SEIZED ASSETS (POLICE)	25,431.36	1,153.25	2,082.59	24,502.02
183 - FY 08 EDI (ECON DEV INCENTIVE)	(13,389.25)	-	-	(13,389.25)
184 - VOUCHERS - 002, 003	177,459.99	444,057.36	408,703.27	212,814.08
189 - #6 HUD LEAD GRANT	23,925.54	357,498.57	266,421.84	115,002.27
200 - GO BONDS DEBT FUND	172,476.91	1,109,650.16	-	1,282,127.07
300 - CIP COLLECTION FUND	545,652.93	242,660.29	150,045.79	638,267.43
310 - FEDERAL STREET GRANTS	-	-	-	-
311 - RISE STREET GRANTS	-	-	2,389,611.23	(2,389,611.23)
312 - AIRPORT PROJECT FUND	(47,352.21)	466,083.41	187,051.06	231,680.14
320 - SPECIAL ASSESSMENT PROJECTS	(14,510.95)	-	-	(14,510.95)
321 - SIDEWALK ASSESSMENTS	-	-	-	-
340 - BIKE PATH PROJECT FUND	(61,197.07)	-	43,005.10	(104,202.17)
341 - TREES FOREVER PROJECT	34,323.40	24,114.79	-	58,438.19
350 - GO BONDS CAPITAL PROJECTS	9,120.40	43.22	-	9,163.62
354 - POLICE & FIRE STATIONS	741.00	-	741.00	-
355 - 2015 GO BONDS (D&D)	476,711.83	20,323.17	318,992.37	178,042.63
360 - 2019 GO BONDS & PROJECTS	1,333,276.13	3,086.60	1,273,450.30	62,912.43
361 - LIBRARY BUILDING ADDITION	1,587.78	7.52	-	1,595.30
362 - 2020 GO BONDS	721,249.58	3,398.83	6,170.02	718,478.39
363 - 2021 GO BONDS	8,432,914.27	268,224.81	236,302.39	8,464,836.69
364 - 2022 GO BONDS	-	-	10,337.00	(10,337.00)
389 - AMERICAN RESCUE PLAN	1,805,687.80	1,993,589.41	14,185.11	3,785,092.10
392 - TIF DISTRICT III CAP PROJECTS	7,208.04	34.16	-	7,242.20
395 - ECONOMIC DEVELOPMENT PROJECT FUND	-	344,190.08	492,960.45	(148,770.37)
610 - WATER POLLUTION CONTROL	-	1,467,411.16	1,467,411.16	-
611 - WPCP REVENUE	18,918,270.02	2,829,156.75	1,467,398.13	20,280,028.64
614 - WPCP CAPITAL IMPROVEMENT RSRV	1,094,108.09	5,184.39	-	1,099,292.48
615 - WPCP PLANT & IMPROVEMENTS	-	54,079.79	92,640.00	(38,560.21)
616 - SANITARY SEWER REHAB PROJECT	-	-	90,821.39	(90,821.39)
617 - SANITARY SEWER NEW CONSTRUCTN	147,976.84	3,990.00	-	151,966.84
690 - TRANSIT OPERATING	638,326.81	248,148.90	319,372.79	567,102.92
740 - STORM SEWER UTILITY	1,941,702.25	453,880.13	407,814.16	1,987,768.22
741 - 2016 GO STORM WATER PROJ	1,340,270.37	5,235.35	529,331.22	816,174.50
750 - COMPOSTING FACILITY	139,211.51	42,404.08	16,353.29	165,262.30
760 - P&R CONCESSIONS ENTERPRISE	(18,805.93)	13,273.66	26,839.46	(32,371.73)
881 - OCCUPATIONAL INSURANCE ESCROW	57,443.95	52,240.73	31,166.36	78,518.32
884 - GROUP HEALTH INSURANCE ESCROW	768,496.99	979,909.78	1,409,282.94	339,123.83
886 - WORKMAN'S COMP DEDUCTIBLE FUND	35,520.03	167.11	403.88	35,283.26
913 - 911 COMMISSION	(84,021.46)	336,181.84	336,067.31	(83,906.93)
952 - SURETY BONDS/DEPOSITS	4,331.42	195.01	-	4,526.43
	58,453,171.69	26,118,377.85	21,214,283.79	63,357,265.75

Account	Name	Ending Balance	Interest Rate
BalObject: 0110 - P&R Deposits			
999.0110.100	GWB P&R Deposits	317,455.87	2.00
	Total BalObject: 0110 - P&R Deposits :	317,455.87	
BalObject: 0111 - Operating			
999.0111.100	GWB Operating	978,913.32	2.00
	Total BalObject: 0111 - Operating:	978,913.32	
BalObject: 0113 - Payroll			
999.0113.100	GWB Payroll	350,000.00	2.00
	Total BalObject: 0113 - Payroll:	350,000.00	
BalObject: 0114 - Dev Inspections			
999.0114.100	GWB Dev Inspections	33,226.95	2.00
	Total BalObject: 0114 - Dev Inspections:	33,226.95	
BalObject: 0115 - HUD Admin			
999.0115.100	GWB HUD Admin	193,387.86	2.00
	Total BalObject: 0115 - HUD Admin:	193,387.86	
BalObject: 0116 - HUD HAP			
999.0116.100	GWB HUD HAP	34,614.85	2.00
	Total BalObject: 0116 - HUD HAP:	34,614.85	
BalObject: 0117 - Police			
999.0117.100	GWB Police	26,113.20	2.00
	Total BalObject: 0117 - Police:	26,113.20	
BalObject: 0120 - PETTY CASH			
001.0120.000	PETTY CASH - RECORDS	100.00	0.00
750.0120.000	PETTY CASH	300.00	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: 0124 - PETTY CASH-LIBRARY			
001.0125.000	PETTY CASH-LIBRARY	200.00	0.00
	Total BalObject: 0124 - PETTY CASH-LIBRARY:	200.00	
BalObject: 0125 - PETTY CASH-PARK			
001.0125.000	PETTY CASH-PARK	225.00	0.00
	Total BalObject: 0125 - PETTY CASH-PARK:	225.00	
BalObject: 0130 - CASH HELD BY INSUR ADMIN			
885.0130.000	CASH HELD BY INSUR ADMI	1.00	0.00
	Total BalObject: 0130 - CASH HELD BY INSUR ADM	1.00	
BalObject: 0215 - IPAIT MONEY MARKET			
999.0215.000	IPAIT MONEY MARKET	130.66	2.61
	Total BalObject: 0215 - IPAIT MONEY MARKET:	130.66	
BalObject: 0216 - GREAT WESTERN BANK MM			
999.0216.000	GREAT WESTERN BANK MM	26,375,760.28	2.00
	Total BalObject: 0216 - GREAT WESTERN BANK MI	26,375,760.28	
BalObject: 0240 - MIDWEST ONE CD (91-365 DAYS)			
611.0240.000	MIDWEST ONE CD	8,017,574.60	1.90 -- 2.70
999.0240.000	MIDWEST ONE CD	17,000,000.00	2.90 -- 4.00
	Total BalObject: 0240 - MIDWEST ONE CD	25,017,574.60	
BalObject: 0243 - GNB INV			
999.0243.000	GNB CD	5,000,000.00	3.41 -- 3.87
	Total BalObject: 0243 - GNB INV	5,000,000.00	
BalObject: 0246 - PINNACLE INV			
999.0246.000	PINNACLE CD	3,000,000.00	4.50
	Total BalObject: 0246 - PINNACLE CD	3,000,000.00	
BalObject: 0273 - IPAIT GOV SEC			
121.0273.000	IPAIT GOV INV	999,965.82	2.21
611.0273.000	IPAIT GOV INV	999,965.83	2.21
	Total BalObject: 0273 - IPAIT GOV SEC	1,999,931.65	
BalObject: 0999 - POOLED CASH			
999.0999.000	POOLED CASH	29,030.51	0.00
	Total BalObject: 0999 - POOLED CASH:	29,030.51	
		63,357,265.75	



City of Marshalltown, IA

Monthly Budget Report - Marshalltown Group Summary

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 001 - GENERAL FUND					
Revenue	3,172,095.73	5,741,507.88	5,448,937.89	-292,569.99	17,225,737.00
Expense	1,230,573.01	5,740,153.32	5,545,204.17	194,949.15	17,225,737.23
Total Fund: 001 - GENERAL FUND:	1,941,522.72	1,354.56	-96,266.28	-97,620.84	-0.23
Fund: 010 - CASH FLOW RESERVE FUND					
Revenue	2,491.16	38,158.40	15,272.84	-22,885.56	114,512.00
Total Fund: 010 - CASH FLOW RESERVE FUND:	2,491.16	38,158.40	15,272.84	-22,885.56	114,512.00
Fund: 030 - CAPITAL RESERVE					
Revenue	606.00	265,533.00	150,664.88	-114,868.12	796,599.00
Expense	40,844.21	265,473.16	190,890.00	74,583.16	796,599.00
Total Fund: 030 - CAPITAL RESERVE:	-40,238.21	59.84	-40,225.12	-40,284.96	0.00
Fund: 031 - CAPITAL RSRV-BLDG MAINT					
Revenue	233.15	500.00	1,194.40	694.40	1,500.00
Expense	389.42	19,577.12	16,773.42	2,803.70	58,750.00
Total Fund: 031 - CAPITAL RSRV-BLDG MAINT:	-156.27	-19,077.12	-15,579.02	3,498.10	-57,250.00
Fund: 110 - ROAD USE TAX					
Revenue	328,388.04	1,163,333.32	1,606,348.83	443,015.51	3,490,000.00
Expense	164,801.89	1,676,140.12	1,026,128.79	650,011.33	5,028,771.00
Total Fund: 110 - ROAD USE TAX:	163,586.15	-512,806.80	580,220.04	1,093,026.84	-1,538,771.00
Fund: 112 - EMPLOYEE BENEFITS FUND					
Revenue	1,040,357.46	1,000,540.92	1,126,908.80	126,367.88	3,001,623.00
Expense	0.00	978,020.28	699,202.87	278,817.41	2,935,235.00
Total Fund: 112 - EMPLOYEE BENEFITS FUND:	1,040,357.46	22,520.64	427,705.93	405,185.29	66,388.00
Fund: 117 - POLICE/FIRE RETIREMENT					
Revenue	425,645.76	411,648.28	463,870.87	52,222.59	1,234,945.00
Expense	0.00	403,682.64	301,044.46	102,638.18	1,211,048.00
Total Fund: 117 - POLICE/FIRE RETIREMENT:	425,645.76	7,965.64	162,826.41	154,860.77	23,897.00
Fund: 119 - EMERGENCY FUND					
Revenue	88,615.16	85,302.60	96,061.39	10,758.79	255,908.00
Expense	0.00	85,293.00	7,446.23	77,846.77	255,879.00
Total Fund: 119 - EMERGENCY FUND:	88,615.16	9.60	88,615.16	88,605.56	29.00
Fund: 121 - LOCAL OPTION SALES TAX					
Revenue	196,902.02	1,411,333.32	1,243,879.10	-167,454.22	4,234,000.00

Monthly Budget Report - Marshalltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	1,437.00	1,673,895.88	846,747.62	827,148.26	5,023,547.00
Total Fund: 121 - LOCAL OPTION SALES TAX:	195,465.02	-262,562.56	397,131.48	659,694.04	-789,547.00
Fund: 125 - TAX INCREMENT FINANCING					
Revenue	164,827.37	162,675.64	182,421.07	19,745.43	488,027.00
Expense	0.00	253,732.64	0.00	253,732.64	761,198.00
Total Fund: 125 - TAX INCREMENT FINANCING:	164,827.37	-91,057.00	182,421.07	273,478.07	-273,171.00
Fund: 130 - CITY TORT LIABILITY					
Revenue	3,617.41	13,666.64	191,093.61	177,426.97	41,000.00
Expense	22,359.18	13,333.32	109,670.41	-96,337.09	40,000.00
Total Fund: 130 - CITY TORT LIABILITY:	-18,741.77	333.32	81,423.20	81,089.88	1,000.00
Fund: 132 - GRANTS-STATE/LOCAL AGENCIES					
Revenue	89,004.00	1,269,789.68	93,863.00	-1,175,926.68	3,810,867.00
Expense	64,522.09	1,265,124.56	290,340.38	974,784.18	3,796,822.00
Total Fund: 132 - GRANTS-STATE/LOCAL AGENCIES:	24,481.91	4,665.12	-196,477.38	-201,142.50	14,045.00
Fund: 133 - UNDESIGNATED FEDERAL GRANTS					
Revenue	38,578.18	77,885.48	66,363.48	-11,522.00	233,750.00
Expense	7,328.88	60,666.64	46,490.46	14,176.18	182,000.00
Total Fund: 133 - UNDESIGNATED FEDERAL GRANTS:	31,249.30	17,218.84	19,873.02	2,654.18	51,750.00
Fund: 140 - PARK & REC DONATION FUND					
Revenue	2,965.66	16,966.64	67,811.52	50,844.88	50,900.00
Expense	5,146.63	18,299.92	12,703.38	5,596.54	54,900.00
Total Fund: 140 - PARK & REC DONATION FUND:	-2,180.97	-1,333.28	55,108.14	56,441.42	-4,000.00
Fund: 141 - MTOWN TENNIS ASSOC					
Revenue	2.70	6.64	13.37	6.73	20.00
Total Fund: 141 - MTOWN TENNIS ASSOC:	2.70	6.64	13.37	6.73	20.00
Fund: 142 - SOFTBALL ASSOCIATION FUND					
Revenue	0.00	10,260.00	30,000.00	19,740.00	30,780.00
Expense	759.81	10,250.40	16,130.67	-5,880.27	30,780.00
Total Fund: 142 - SOFTBALL ASSOCIATION FUND:	-759.81	9.60	13,869.33	13,859.73	0.00
Fund: 144 - LIVE HEALTHY IOWA					
Revenue	5.87	2,512.32	29.04	-2,483.28	7,540.00
Expense	0.00	2,515.40	0.00	2,515.40	7,547.00
Total Fund: 144 - LIVE HEALTHY IOWA :	5.87	-3.08	29.04	32.12	-7.00
Fund: 145 - TORNADO GENERAL					
Revenue	45,532.94	0.00	45,532.94	45,532.94	0.00
Expense	0.00	0.00	7,450.00	-7,450.00	0.00
Total Fund: 145 - TORNADO GENERAL:	45,532.94	0.00	38,082.94	38,082.94	0.00
Fund: 148 - FEMA-COVID19					
Revenue	0.00	2,833.32	0.00	-2,833.32	8,500.00

Monthly Budget Report - Marshelltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	0.00	0.00	2,742.46	-2,742.46	0.00
Total Fund: 148 - FEMA-COVID19:	0.00	2,833.32	-2,742.46	-5,575.78	8,500.00
Fund: 149 - FEMA - WINDS					
Revenue	88,717.07	0.00	3,398,726.92	3,398,726.92	0.00
Expense	0.00	0.00	2,297.79	-2,297.79	0.00
Total Fund: 149 - FEMA - WINDS:	88,717.07	0.00	3,396,429.13	3,396,429.13	0.00
Fund: 150 - LOCAL PD GRANTS					
Revenue	0.00	18,326.00	12,680.55	-5,645.45	55,000.00
Expense	6,665.35	18,564.16	23,364.31	-4,800.15	55,715.00
Total Fund: 150 - LOCAL PD GRANTS:	-6,665.35	-238.16	-10,683.76	-10,445.60	-715.00
Fund: 151 - DEPT OF JUSTICE GRANTS					
Revenue	760.00	41,916.52	35,770.12	-6,146.40	125,800.00
Expense	-24.00	41,156.84	24,270.44	16,886.40	123,520.00
Total Fund: 151 - DEPT OF JUSTICE GRANTS:	784.00	759.68	11,499.68	10,740.00	2,280.00
Fund: 152 - POLICE UNDESIGNATED GRANTS					
Revenue	10,875.45	37,323.64	59,794.76	22,471.12	111,979.00
Expense	11,138.65	36,489.84	38,423.14	-1,933.30	109,507.00
Total Fund: 152 - POLICE UNDESIGNATED GRANTS:	-263.20	833.80	21,371.62	20,537.82	2,472.00
Fund: 153 - POLICE DEPT DONATION FUND					
Revenue	264.65	899.96	1,588.18	688.22	2,700.00
Expense	90.00	9,479.88	2,720.85	6,759.03	28,450.00
Total Fund: 153 - POLICE DEPT DONATION FUND:	174.65	-8,579.92	-1,132.67	7,447.25	-25,750.00
Fund: 156 - FIRE DEPT DONATION FUND					
Revenue	367.94	666.64	2,701.88	2,035.24	2,000.00
Expense	0.00	2,333.32	4,494.41	-2,161.09	7,000.00
Total Fund: 156 - FIRE DEPT DONATION FUND:	367.94	-1,666.68	-1,792.53	-125.85	-5,000.00
Fund: 157 - FIRE DEPT GRANTS					
Revenue	0.00	20.00	0.00	-20.00	60.00
Total Fund: 157 - FIRE DEPT GRANTS:	0.00	20.00	0.00	-20.00	60.00
Fund: 160 - ECONOMIC DEVELOPMENT GIFT					
Revenue	51.41	116.64	254.28	137.64	350.00
Total Fund: 160 - ECONOMIC DEVELOPMENT GIFT:	51.41	116.64	254.28	137.64	350.00
Fund: 161 - SURETY DEPOSITS/SUBDIVIDER					
Revenue	10.72	61.64	53.04	-8.60	185.00
Total Fund: 161 - SURETY DEPOSITS/SUBDIVIDER:	10.72	61.64	53.04	-8.60	185.00
Fund: 170 - LIBRARY DONATION FUND					
Revenue	1,364.17	35,758.32	6,966.78	-28,791.54	107,275.00
Expense	371.26	50,152.20	4,785.92	45,366.28	150,487.00

Monthly Budget Report - Marshelltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Total Fund: 170 - LIBRARY DONATION FUND:	992.91	-14,393.88	2,180.86	16,574.74	-43,212.00
Fund: 177 - SEIZED ASSETS (POLICE)					
Revenue	44.28	1,082.92	1,153.25	70.33	3,250.00
Expense	0.00	1,332.92	2,082.59	-749.67	4,000.00
Total Fund: 177 - SEIZED ASSETS (POLICE):	44.28	-250.00	-929.34	-679.34	-750.00
Fund: 184 - VOUCHERS - 002, 003					
Revenue	113,946.15	415,209.80	444,057.36	28,847.56	1,245,630.00
Expense	99,309.99	407,596.00	408,703.27	-1,107.27	1,223,256.00
Total Fund: 184 - VOUCHERS - 002, 003:	14,636.16	7,613.80	35,354.09	27,740.29	22,374.00
Fund: 189 - #6 HUD LEAD GRANT					
Revenue	197,387.35	535,180.64	357,498.57	-177,682.07	1,605,541.99
Expense	15,763.61	534,915.56	266,421.84	268,493.72	1,605,324.00
Total Fund: 189 - #6 HUD LEAD GRANT:	181,623.74	265.08	91,076.73	90,811.65	217.99
Fund: 200 - GO BONDS DEBT FUND					
Revenue	279,981.94	1,956,409.88	1,109,650.16	-846,759.72	5,871,254.00
Expense	0.00	1,948,689.24	0.00	1,948,689.24	5,846,502.00
Total Fund: 200 - GO BONDS DEBT FUND:	279,981.94	7,720.64	1,109,650.16	1,101,929.52	24,752.00
Fund: 300 - CIP COLLECTION FUND					
Revenue	222,146.12	213,589.96	242,660.29	29,070.33	640,770.00
Expense	0.00	265,533.00	150,045.79	115,487.21	796,599.00
Total Fund: 300 - CIP COLLECTION FUND:	222,146.12	-51,943.04	92,614.50	144,557.54	-155,829.00
Fund: 311 - RISE STREET GRANTS					
Revenue	0.00	1,470,572.08	0.00	-1,470,572.08	4,413,371.00
Expense	921,531.86	1,469,848.80	2,389,611.23	-919,762.43	4,411,311.00
Total Fund: 311 - RISE STREET GRANTS:	-921,531.86	723.28	-2,389,611.23	-2,390,334.51	2,060.00
Fund: 312 - AIRPORT PROJECT FUND					
Revenue	220.90	55,555.32	466,083.41	410,528.09	166,666.00
Expense	0.00	0.00	187,051.06	-187,051.06	0.00
Total Fund: 312 - AIRPORT PROJECT FUND:	220.90	55,555.32	279,032.35	223,477.03	166,666.00
Fund: 320 - SPECIAL ASSESSMENT PROJECTS					
Revenue	0.00	1,666.64	0.00	-1,666.64	5,000.00
Total Fund: 320 - SPECIAL ASSESSMENT PROJECTS:	0.00	1,666.64	0.00	-1,666.64	5,000.00
Fund: 340 - BIKE PATH PROJECT FUND					
Revenue	0.00	120,084.64	0.00	-120,084.64	360,254.00
Expense	5,532.50	200,846.60	43,005.10	157,841.50	602,540.00
Total Fund: 340 - BIKE PATH PROJECT FUND:	-5,532.50	-80,761.96	-43,005.10	37,756.86	-242,286.00
Fund: 341 - TREES FOREVER PROJECT					
Revenue	55.72	3,333.32	24,114.79	20,781.47	10,000.00

Monthly Budget Report - Marshelltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	0.00	6,666.64	0.00	6,666.64	20,000.00
Total Fund: 341 - TREES FOREVER PROJECT:	55.72	-3,333.32	24,114.79	27,448.11	-10,000.00
Fund: 350 - GO BONDS CAPITAL PROJECTS					
Revenue	8.74	0.00	43.22	43.22	0.00
Total Fund: 350 - GO BONDS CAPITAL PROJECTS:	8.74	0.00	43.22	43.22	0.00
Fund: 354 - POLICE & FIRE STATIONS					
Expense	0.00	0.00	741.00	-741.00	0.00
Total Fund: 354 - POLICE & FIRE STATIONS:	0.00	0.00	741.00	-741.00	0.00
Fund: 355 - 2015 GO BONDS (D&D)					
Revenue	0.00	206,753.28	20,323.17	-186,430.11	620,500.00
Expense	110,093.96	256,109.52	318,992.37	-62,882.85	768,600.00
Total Fund: 355 - 2015 GO BONDS (D&D):	-110,093.96	-49,356.24	-298,669.20	-249,312.96	-148,100.00
Fund: 360 - 2019 GO BONDS & PROJECTS					
Revenue	59.98	3,332.00	3,086.60	-245.40	10,000.00
Expense	50,618.38	297,980.76	1,273,450.30	-975,469.54	894,300.00
Total Fund: 360 - 2019 GO BONDS & PROJECTS:	-50,558.40	-294,648.76	-1,270,363.70	-975,714.94	-884,300.00
Fund: 361 - LIBRARY BUILDING ADDITION					
Revenue	1.52	0.00	7.52	7.52	0.00
Total Fund: 361 - LIBRARY BUILDING ADDITION:	1.52	0.00	7.52	7.52	0.00
Fund: 362 - 2020 GO BONDS					
Revenue	685.04	125,024.28	3,398.83	-121,625.45	375,223.00
Expense	0.00	309,034.00	6,170.02	302,863.98	927,473.00
Total Fund: 362 - 2020 GO BONDS:	685.04	-184,009.72	-2,771.19	181,238.53	-552,250.00
Fund: 363 - 2021 GO BONDS					
Revenue	8,070.86	1,141,985.00	268,224.81	-873,760.19	3,427,326.00
Expense	19,169.87	2,442,837.60	236,302.39	2,206,535.21	7,328,513.00
Total Fund: 363 - 2021 GO BONDS:	-11,099.01	-1,300,852.60	31,922.42	1,332,775.02	-3,901,187.00
Fund: 364 - 2022 GO BONDS					
Revenue	0.00	3,332,000.00	0.00	-3,332,000.00	10,000,000.00
Expense	10,337.00	3,332,000.00	10,337.00	3,321,663.00	10,000,000.00
Total Fund: 364 - 2022 GO BONDS:	-10,337.00	0.00	-10,337.00	-10,337.00	0.00
Fund: 389 - AMERICAN RESCUE PLAN					
Revenue	0.00	662,046.04	1,993,589.41	1,331,543.37	1,986,933.00
Expense	0.00	1,045,669.00	14,185.11	1,031,483.89	3,138,147.00
Total Fund: 389 - AMERICAN RESCUE PLAN:	0.00	-383,622.96	1,979,404.30	2,363,027.26	-1,151,214.00
Fund: 392 - TIF DISTRICT III CAP PROJECTS					
Revenue	6.91	0.00	34.16	34.16	0.00
Total Fund: 392 - TIF DISTRICT III CAP PROJECTS:	6.91	0.00	34.16	34.16	0.00

Monthly Budget Report - Marshelltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND					
Revenue	0.00	528,095.28	344,190.08	-183,905.20	1,584,781.00
Expense	52,577.51	454,907.96	492,960.45	-38,052.49	1,365,270.00
Total Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND:	-52,577.51	73,187.32	-148,770.37	-221,957.69	219,511.00
Fund: 610 - WATER POLLUTION CONTROL					
Revenue	310,560.53	3,983,324.00	1,467,411.16	-2,515,912.84	11,949,972.00
Expense	306,922.37	3,982,990.72	1,467,411.16	2,515,579.56	11,949,972.00
Total Fund: 610 - WATER POLLUTION CONTROL:	3,638.16	333.28	0.00	-333.28	0.00
Fund: 611 - WPCP REVENUE					
Revenue	685,819.55	4,050,498.56	2,829,156.75	-1,221,341.81	12,151,496.00
Expense	310,560.53	4,251,102.52	1,467,398.13	2,783,704.39	12,753,333.00
Total Fund: 611 - WPCP REVENUE:	375,259.02	-200,603.96	1,361,758.62	1,562,362.58	-601,837.00
Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV					
Revenue	1,048.13	8,333.32	5,184.39	-3,148.93	25,000.00
Total Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV:	1,048.13	8,333.32	5,184.39	-3,148.93	25,000.00
Fund: 615 - WPCP PLANT & IMPROVEMENTS					
Revenue	0.00	2,666,666.64	54,079.79	-2,612,586.85	8,000,000.00
Expense	6,540.00	2,802,053.28	92,640.00	2,709,413.28	8,406,160.00
Total Fund: 615 - WPCP PLANT & IMPROVEMENTS:	-6,540.00	-135,386.64	-38,560.21	96,826.43	-406,160.00
Fund: 616 - SANITARY SEWER REHAB PROJECT					
Expense	89,688.64	0.00	90,821.39	-90,821.39	0.00
Total Fund: 616 - SANITARY SEWER REHAB PROJECT:	89,688.64	0.00	90,821.39	-90,821.39	0.00
Fund: 617 - SANITARY SEWER NEW CONSTRUCTN					
Revenue	393.00	5,166.64	3,990.00	-1,176.64	15,500.00
Total Fund: 617 - SANITARY SEWER NEW CONSTRUCTN:	393.00	5,166.64	3,990.00	-1,176.64	15,500.00
Fund: 650 - URBAN TREE FUND					
Revenue	0.00	41,148.00	0.00	-41,148.00	123,444.00
Expense	0.00	40,306.68	0.00	40,306.68	120,959.00
Total Fund: 650 - URBAN TREE FUND:	0.00	841.32	0.00	-841.32	2,485.00
Fund: 690 - TRANSIT OPERATING					
Revenue	30,193.23	326,287.56	248,148.90	-78,138.66	978,863.00
Expense	75,639.31	326,750.24	319,372.79	7,377.45	980,540.00
Total Fund: 690 - TRANSIT OPERATING:	-45,446.08	-462.68	-71,223.89	-70,761.21	-1,677.00
Fund: 740 - STORM SEWER UTILITY					
Revenue	106,003.78	454,000.00	453,880.13	-119.87	1,362,000.00
Expense	50,259.24	658,998.28	407,814.16	251,184.12	1,977,520.00
Total Fund: 740 - STORM SEWER UTILITY:	55,744.54	-204,998.28	46,065.97	251,064.25	-615,520.00
Fund: 741 - 2016 GO STORM WATER PROJ					
Revenue	778.19	666.40	5,235.35	4,568.95	2,000.00

Monthly Budget Report - Marshelltown

For Fiscal: Current Period Ending: 10/31/2022

Account Typ...	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	368,049.19	0.00	529,331.22	-529,331.22	0.00
Total Fund: 741 - 2016 GO STORM WATER PROJ:	-367,271.00	666.40	-524,095.87	-524,762.27	2,000.00
Fund: 750 - COMPOSTING FACILITY					
Revenue	11,609.28	20,099.84	42,404.08	22,304.24	60,300.00
Expense	3,352.71	22,927.28	16,353.29	6,573.99	68,798.00
Total Fund: 750 - COMPOSTING FACILITY:	8,256.57	-2,827.44	26,050.79	28,878.23	-8,498.00
Fund: 760 - P&R CONCESSIONS ENTERPRISE					
Revenue	0.00	13,666.64	13,273.66	-392.98	41,000.00
Expense	466.95	15,182.76	26,839.46	-11,656.70	45,558.00
Total Fund: 760 - P&R CONCESSIONS ENTERPRISE:	-466.95	-1,516.12	-13,565.80	-12,049.68	-4,558.00
Fund: 881 - OCCUPATIONAL INSURANCE ESCROW					
Revenue	11,369.49	0.00	52,240.73	52,240.73	0.00
Expense	12,677.66	0.00	31,166.36	-31,166.36	0.00
Total Fund: 881 - OCCUPATIONAL INSURANCE ESCROW:	-1,308.17	0.00	21,074.37	21,074.37	0.00
Fund: 884 - GROUP HEALTH INSURANCE ESCROW					
Revenue	243,667.09	0.00	979,909.78	979,909.78	0.00
Expense	417,366.69	0.00	1,409,282.94	-1,409,282.94	0.00
Total Fund: 884 - GROUP HEALTH INSURANCE ESCROW:	-173,699.60	0.00	-429,373.16	-429,373.16	0.00
Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND					
Revenue	33.64	0.00	167.11	167.11	0.00
Expense	0.00	0.00	403.88	-403.88	0.00
Total Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND:	33.64	0.00	-236.77	-236.77	0.00
Fund: 913 - 911 COMMISION					
Revenue	183,446.79	0.00	336,181.84	336,181.84	0.00
Expense	75,286.24	0.00	336,067.31	-336,067.31	0.00
Total Fund: 913 - 911 COMMISION:	108,160.55	0.00	114.53	114.53	0.00
Report Total:	3,551,670.64	-3,547,291.88	4,903,899.05	8,451,190.93	-10,650,535.24

Fund Summary

Fund	October Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
001 - GENERAL FUND	1,941,522.72	1,354.56	-96,266.28	-97,620.84	-0.23
010 - CASH FLOW RESERVE F	2,491.16	38,158.40	15,272.84	-22,885.56	114,512.00
030 - CAPITAL RESERVE	-40,238.21	59.84	-40,225.12	-40,284.96	0.00
031 - CAPITAL RSRV-BLDG M	-156.27	-19,077.12	-15,579.02	3,498.10	-57,250.00
110 - ROAD USE TAX	163,586.15	-512,806.80	580,220.04	1,093,026.84	-1,538,771.00
112 - EMPLOYEE BENEFITS F	1,040,357.46	22,520.64	427,705.93	405,185.29	66,388.00
117 - POLICE/FIRE RETIREME	425,645.76	7,965.64	162,826.41	154,860.77	23,897.00
119 - EMERGENCY FUND	88,615.16	9.60	88,615.16	88,605.56	29.00
121 - LOCAL OPTION SALES T	195,465.02	-262,562.56	397,131.48	659,694.04	-789,547.00
125 - TAX INCREMENT FINAN	164,827.37	-91,057.00	182,421.07	273,478.07	-273,171.00
130 - CITY TORT LIABILITY	-18,741.77	333.32	81,423.20	81,089.88	1,000.00
132 - GRANTS-STATE/LOCAL	24,481.91	4,665.12	-196,477.38	-201,142.50	14,045.00
133 - UNDESIGNATED FEDER	31,249.30	17,218.84	19,873.02	2,654.18	51,750.00
140 - PARK & REC DONATION	-2,180.97	-1,333.28	55,108.14	56,441.42	-4,000.00
141 - MTOWN TENNIS ASSOC	2.70	6.64	13.37	6.73	20.00
142 - SOFTBALL ASSOCIATIO	-759.81	9.60	13,869.33	13,859.73	0.00
144 - LIVE HEALTHY IOWA	5.87	-3.08	29.04	32.12	-7.00
145 - TORNADO GENERAL	45,532.94	0.00	38,082.94	38,082.94	0.00
148 - FEMA-COVID19	0.00	2,833.32	-2,742.46	-5,575.78	8,500.00
149 - FEMA - WINDS	88,717.07	0.00	3,396,429.13	3,396,429.13	0.00
150 - LOCAL PD GRANTS	-6,665.35	-238.16	-10,683.76	-10,445.60	-715.00
151 - DEPT OF JUSTICE GRAI	784.00	759.68	11,499.68	10,740.00	2,280.00
152 - POLICE UNDESIGNATEI	-263.20	833.80	21,371.62	20,537.82	2,472.00
153 - POLICE DEPT DONATIO	174.65	-8,579.92	-1,132.67	7,447.25	-25,750.00
156 - FIRE DEPT DONATION F	367.94	-1,666.68	-1,792.53	-125.85	-5,000.00
157 - FIRE DEPT GRANTS	0.00	20.00	0.00	-20.00	60.00
160 - ECONOMIC DEVELOPMI	51.41	116.64	254.28	137.64	350.00
161 - SURETY DEPOSITS/SUE	10.72	61.64	53.04	-8.60	185.00
170 - LIBRARY DONATION FU	992.91	-14,393.88	2,180.86	16,574.74	-43,212.00
177 - SEIZED ASSETS (POLIC	44.28	-250.00	-929.34	-679.34	-750.00
184 - VOUCHERS - 002, 003	14,636.16	7,613.80	35,354.09	27,740.29	22,374.00
189 - #6 HUD LEAD GRANT	181,623.74	265.08	91,076.73	90,811.65	217.99
200 - GO BONDS DEBT FUND	279,981.94	7,720.64	1,109,650.16	1,101,929.52	24,752.00
300 - CIP COLLECTION FUND	222,146.12	-51,943.04	92,614.50	144,557.54	-155,829.00
311 - RISE STREET GRANTS	-921,531.86	723.28	-2,389,611.23	-2,390,334.51	2,060.00
312 - AIRPORT PROJECT FUN	220.90	55,555.32	279,032.35	223,477.03	166,666.00
320 - SPECIAL ASSESSMENT	0.00	1,666.64	0.00	-1,666.64	5,000.00
340 - BIKE PATH PROJECT FL	-5,532.50	-80,761.96	-43,005.10	37,756.86	-242,286.00
341 - TREES FOREVER PROJ	55.72	-3,333.32	24,114.79	27,448.11	-10,000.00
350 - GO BONDS CAPITAL PR	8.74	0.00	43.22	43.22	0.00

Monthly Budget Report - Marshelltown
For Fiscal: Current Period Ending: 10/31/2022

354 - POLICE & FIRE STATION	0.00	0.00	-741.00	-741.00	0.00
355 - 2015 GO BONDS (D&D)	-110,093.96	-49,356.24	-298,669.20	-249,312.96	-148,100.00
360 - 2019 GO BONDS & PROJ	-50,558.40	-294,648.76	-1,270,363.70	-975,714.94	-884,300.00
361 - LIBRARY BUILDING ADD	1.52	0.00	7.52	7.52	0.00
362 - 2020 GO BONDS	685.04	-184,009.72	-2,771.19	181,238.53	-552,250.00
363 - 2021 GO BONDS	-11,099.01	-1,300,852.60	31,922.42	1,332,775.02	-3,901,187.00
364 - 2022 GO BONDS	-10,337.00	0.00	-10,337.00	-10,337.00	0.00
389 - AMERICAN RESCUE PL	0.00	-383,622.96	1,979,404.30	2,363,027.26	-1,151,214.00
392 - TIF DISTRICT III CAP PR	6.91	0.00	34.16	34.16	0.00
395 - ECONOMIC DEVELOPMI	-52,577.51	73,187.32	-148,770.37	-221,957.69	219,511.00
610 - WATER POLLUTION COI	3,638.16	333.28	0.00	-333.28	0.00
611 - WPCP REVENUE	375,259.02	-200,603.96	1,361,758.62	1,562,362.58	-601,837.00
614 - WPCP CAPITAL IMPROV	1,048.13	8,333.32	5,184.39	-3,148.93	25,000.00
615 - WPCP PLANT & IMPROV	-6,540.00	-135,386.64	-38,560.21	96,826.43	-406,160.00
616 - SANITARY SEWER REH/	-89,688.64	0.00	-90,821.39	-90,821.39	0.00
617 - SANITARY SEWER NEW	393.00	5,166.64	3,990.00	-1,176.64	15,500.00
650 - URBAN TREE FUND	0.00	841.32	0.00	-841.32	2,485.00
690 - TRANSIT OPERATING	-45,446.08	-462.68	-71,223.89	-70,761.21	-1,677.00
740 - STORM SEWER UTILITY	55,744.54	-204,998.28	46,065.97	251,064.25	-615,520.00
741 - 2016 GO STORM WATEF	-367,271.00	666.40	-524,095.87	-524,762.27	2,000.00
750 - COMPOSTING FACILITY	8,256.57	-2,827.44	26,050.79	28,878.23	-8,498.00
760 - P&R CONCESSIONS EN	-466.95	-1,516.12	-13,565.80	-12,049.68	-4,558.00
881 - OCCUPATIONAL INSUR/	-1,308.17	0.00	21,074.37	21,074.37	0.00
884 - GROUP HEALTH INSUR/	-173,699.60	0.00	-429,373.16	-429,373.16	0.00
886 - WORKMAN'S COMP DEI	33.64	0.00	-236.77	-236.77	0.00
913 - 911 COMMISSION	108,160.55	0.00	114.53	114.53	0.00
Report Total:	3,551,670.64	-3,547,291.88	4,903,899.05	8,451,190.93	-10,650,535.24

**RESOLUTION APPROVING AMENDED PROFESSIONAL SERVICES AGREEMENT
FOR FIRE CODE COMPLIANCE INSPECTION SERVICES WITH IOWA
INSPECTIONS, LLC**

WHEREAS the City of Marshalltown, Iowa, through the Fire Department, enforces the Fire Code and conducts related inspection services; and

WHEREAS the City identified a need for assistance with fire code compliance inspection services and approved a professional services agreement with Iowa Inspections, LLC; and

WHEREAS the City has identified a need to adjust the fee schedule for inspection services.

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

Section 1. That the Marshalltown City Council authorizes the City staff and Mayor to execute an amended contract for fire code compliance inspection services with Iowa Inspections, LLC.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: David Rierson
DATE: 12/27/22
RE: Revised Professional Services Agreement with Iowa Inspections, LLC

Policy Issue: Revision to Fee Schedule

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Approval of a revised Professional Services Agreement.

Recommendation: Staff recommends approval of the agreement.

Budget Impact: There is no budget impact as the fee's collected are pass through.

Description/Background: In January of this year the Council approved a Professional Services agreement for fire code compliance inspections with Iowa Inspections, LLC. As we near year end, we have determined that the fee schedule for inspections needs adjustment. It was determined that for the smaller occupancies (under 1500 sq/ft), the \$100 fee was too high as the amount of time required to complete the inspection was minimal. However, the time required to complete inspections of larger occupancies (over 12,000 sq/ft) is significantly greater. To that end, we created a new fee for the under 1500 sq/ft occupancies (\$50) and two new fee's for occupancies over 12,000 sq/ft (\$500 and \$600).

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



IOWA INSPECTIONS, LLC

TO: City of
Marshalltown, Iowa
24 North Center
Marshalltown, Iowa
50158

FROM: Iowa Inspections, LLC
11855 200th Lane
Ackworth, Iowa 50001

RE: Contract for Commercial Fire Safety Inspections for the City of Marshalltown, Iowa

This agreement, entered into this _____ day of January, 2023 by and between THE CITY OF MARSHALLTOWN, IOWA (CITY) and Iowa Inspections, LLC (CONTRACTOR), witnessed:

In order to accomplish the objectives of the Marshalltown Commercial Fire Safety Business Inspection Program:

1. The CONTRACTOR, Iowa Inspections, LLC will serve as the inspection service for commercial properties within the City of Marshalltown.
2. The CITY will maintain a database of commercial businesses within the City of Marshalltown and notify owners of renewal due date and inspection requirements.
3. The CONTRACTOR will provide timely scheduled inspections, which are conducted in accordance with the city code and the Commercial Fire Safety Business Inspection Program Administrative Policy.
4. Fee Schedule (following the provisions of the adopted ordinance):
 - 1500 sq. ft. or less = \$50
 - 1500 - 3000 = \$100
 - 3001 – 6000 = \$200
 - 6001 – 9000 = \$300
 - 9001 – 12,000 = \$400
 - 12,001 – 15,000 = \$500
 - 15,001 sq ft or more = \$600

There are no other fees associated with the provision of this service, and inspection fees shall not increase for the duration of this contract. Inspections will be invoiced monthly.

5. When the building owner complies with the provisions of the Marshalltown City Code, the adopted building/fire codes and the Commercial Business Administrative Policy, the CONTRACTOR shall notify the CITY that the building complies.
6. This contract is effective upon date of execution through the next calendar year, at which point it will automatically renew for another year.
 - a. The CITY may terminate this agreement by giving a 30-day notice by certified mail to the CONTRACTOR at:

Iowa Inspections, LLC
11855 200th Lane
Ackworth, Iowa 50001
 - b. The CONTRACTOR may terminate this agreement by giving a 30-day notice by certified mail to the City Manager.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED THIS _____ DAY OF _____, 2023.


Jason Van Ausdall
Iowa Inspections, LLC

City OFFICIAL

RESOLUTION APPROVING CITY FEE SCHEDULE

WHEREAS, the City of Marshalltown has established various fees to cover the costs of issuing permits, inspections and other direct services; and

WHEREAS, the City Clerk has prepared an Exhibit of the updated fee schedule for the Fire Department Occupancy Permit schedules per the Iowa Inspections contract amendment; and

WHEREAS, these fees are authorized by law and have been previously established by the City of Marshalltown; and

WHEREAS, it is appropriate to review and confirm the fees.

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

Section 1. The fees are established as shown on the attached fee Exhibit are approved and effective January 1, 2023.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Admin	Collections	Accounts Receivable - Admin Fee - Collection		Resolution	15.00		annual		
Admin	Collections	Assessments fee general		Resolution	45.00		per property tax assessment filing for unpaid property related charges		
Admin	Collections	Income/offset filing with the state (annual fee)		Resolution	15.00		per customer account processed for offset		
Admin	Collections	Parking tickets overdue (annual fee) per ticket		Resolution	5.00		per ticket		
Admin	Collections	Returned Item Overdraft Fee (NSF)		Resolution	30.00				
Admin	FOIA	Non-routine requests		Resolution			see policy		
Admin	FOIA	Routine requests		Resolution			see policy		
Admin	Lease	Parking Spaces in City Lots - policy establishing lease	Rent	Resolution	25.00		\$25 per month per space for no longer than 3 year terms		
Admin	Other	Alcohol >50% gross Sales	112.003	No Charge	-		food sales exceeding 60% gross sales allows minor in estab without parents		
Admin	Other	Animal Rescue League - Kennel and Disposition Chgs	90.052	Ordinance	-		ARL administers		
Admin	Permit	Cable Franchise Application Fee	114.002	Ordinance	100.00				
Admin	Permit	Cable Franchise Fee	114.002	Resolution	-		5% of revenue paid quarterly		
Admin	Permit	Carnivals	113.006	Resolution	100.00		\$100 first day, \$50 additional days		
Admin	Permit	Circuses Or menageries	113.002	Resolution	200.00		\$200 per first day, \$100 additional days		
Admin	Permit	Hauler - Garbage & Refuse	50.020 - 50.026	Resolution	100.00		Annual		
Admin	Permit	Hauler - Recycling	50.020 - 50.026	Resolution	25.00		Annual		
Admin	Permit	Hauler - Yard Waste	50.020 - 50.026	Resolution	15.00		Annual		
Admin	Permit	License Required to Carry on Business	110.002		-		varies -		
Admin	Permit	Liquor Licensing	State N/A	State	-		Annual - see state's schedule		
Admin	Permit	Secondhand Dealers, Itinerant Dealers, Pawnbrokers	117.004	Resolution	50.00		Annual		
Admin	Permit	Peddler or Solicitor (per person)	118.011	Resolution	10.00		Per day, per person		
Admin	Permit	Tobacco/Nicotine/Vape	State N/A	State	100.00		Annual permit issued by city		
Admin	Permit	Transient Merchant - annual	118.011	Resolution	200.00		Annual		
Admin	Permit	Transient Merchant - annual (brick & mortar operation owner)	118.011	Resolution	25.00		Annual		
Admin	Permit	Transient Merchant - 24-hr license	118.011	Resolution	50.00		Operation on private or public property		
Admin	Permit	Vicious Animal	90.050	Resolution	15.00		Annual		
Admin	Rent	Lease with School District	Rent	Resolution	1.00		\$1.00 per year for ten years - Anson Parking Lot		
Admin	Rent	Marshall County 911 Commission	Rent	Resolution	1.00		TBD (\$228 per month estab 3/10/2003 Res 2003-046) - See New 28E Agreement		
Admin	Rent	Marshall County Arts & Culture Alliance - ECHO	Rent	Resolution	1.00		1 per year - through 2038		
Admin	Rent	Rent - Iowa River OHV Club	Rent	Resolution	1.00		1.00 per year for fifteen year lease - exp 4-25-2025		
Admin	Rent	Rent - Marshalltown Football League	Rent	Resolution	1.00		1.00 per year for 3 years, payable in advance		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Admin	Rent	Rent - Marshalltown Little League	Rent	Resolution	1.00		1.00 per year for 10 years		
Admin	Rent	Rent - Marshalltown Softball Association	Rent	Resolution	1.00		1.00 per year for 3 years, exp 12/31/2020 softball complex		
Admin	Rent	Rent - Radio Flyers	Rent	Resolution	100.00		in advance for ten years - \$10 per year		
Admin	Rent	Rent - American Legion	Rent	Resolution	2.50		\$2.50 per year, payable in advance. Lease expires 12-15-2033		
Admin	Rent	Rent - Central Iowa River Gun	Rent	Resolution	1.00		1.00 per year for 10 years		
Admin	Rent	Rent - Community Theatre	Rent	Resolution	10.00		10 per year, 20 years, exp 1-1-2023		
Admin	Rent	Rent - Great Western Bank - 113 E State St Parking lot 1/2	Rent	Resolution	600.00		per year		
Admin	Rent	Rent - Marshall Gun Club	Rent	Resolution	75.00		\$75 per acre, term of 3 years		
Admin	Rent	Rent - Steve Ames - 113 E State St Parking lot 1/2	Rent	Resolution	600.00		per year		
Airport	Rent	Rent - Airport Lights	Rent	Resolution	420.00		Airport 6-1-2024		
Airport	Rent	Rent - Aviation	Rent	Resolution	2,164.36		Airport 6-1-2024		
Airport	Rent	Rent - Aviation Svc fee	Rent	Resolution	50.00		Airport 6-1-2024		
Airport	REnt	Fixed-Base Operation Lease & Fuel Agreement	111.004	Resolution 2021-355	-		set by Management Contract		
Airport	REnt	Airport Services	111-004	Resolution	-		set by Management Contract		
Fire	Accident	Response Fee Non-Resident		Resolution	331.61		Hazmat fee sch - min 1 hr + materials		
Fire	Accident	Response Fee Resident		Resolution	Materials		Cost of materials; over 1 hr bill 15 min increments per HAZMAT sch		
Fire	Accident	Spill pad	OTHER FEES		3.50				
Fire	Accident	Oil dry	OTHER FEES		12.00				
Fire	Accident	Vehicle Leaking Fluid		Resolution	Materials		Cost of materials; over 1 hr bill 15 min increments per HAZMAT sch		
Fire	HazMat	HazMat-Heavy Response Apparatus with 4 Personnel		Iowa Fire Service	357.14		per hour (minimum 1 hr, billed in 15 min increments after 1st hr)	12/12/2022	
Fire	HazMat	HazMat-Light Response Apparatus with 2 Personnel		Iowa Fire Service	284.63		per hour (minimum 1 hr, billed in 15 min increments after 1st hr)	12/12/2022	
Fire	HazMat	HazMat-Extra Response Personnel		Iowa Fire Service	27.53		per hour (minimum 1 hr, billed in 15 min increments after 1st hr)	12/12/2022	
Fire	HazMat	HazMat-Expended Materials (replacement cost including shipping)		Iowa Fire Service	cost+		actual cost, labor and shipping		
Fire	HazMat	HazMat-Equipment Repair or Cleaning (cost plus labor including shipping)		Iowa Fire Service	cost+		actual cost, labor and shipping		
Fire	HazMat	HazMat-Damaged Equipment/Property (replacement/repair cost including shipping)		Iowa Fire Service	cost+		actual cost, labor and shipping		
Fire	HazMat	HazMat-Other (Contracted services, contracted equip, evacuation of people, etc.)		Iowa Fire Service	Cost		Billed as used		
Fire	IllegalBurn	Illegal Burn - 1st Offense	91.026	Resolution	110.00				
Fire	IllegalBurn	Illegal Burn - 2nd Offense	91.026	Resolution	210.00				
Fire	IllegalBurn	Illegal Burn - 3rd Offense	91.026	Resolution	310.00				
Fire	IllegalBurn	Illegal Burn - Commercial Property	91.026	Resolution	Permit fee		Shall be charged the permit fee for violations		
Fire	IllegalBurn	Illegal Burn - Late Fee (past due 30 days)		Resolution	20.00		Violations will be assessed a late fee after 30 days	10/24/2022	

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Fire	Admin	Administrative Warrant - Building Inspection		Resolution	350.00		Fee to obtain administrative warrant when business is non-compliant in request for building inspection.	12/12/2022	
Fire	Annual Permit	Aerosol Products	IFC 105.6.1	Ordinance	65.00				
Fire	Annual Permit	Amusement Buildings	IFC 105.6.2	Ordinance	65.00				
Fire	Annual Permit	Assembly <50 occupants	IFC 105.6.36	ordinance	40.00				
Fire	Annual Permit	Assembly 50-100 occupants	IFC 105.6.36	Ordinance	50.00				
Fire	Annual Permit	Assembly 101-300 occupants	IFC 105.6.36	Ordinance	70.00				
Fire	Annual Permit	Assembly 301-500 occupants	IFC 105.6.36	Ordinance	90.00				
Fire	Annual Permit	Assembly 501+ occupants	IFC 105.6.36	Ordinance	110.00				
Fire	Annual Permit	Aviation Facilities	IFC 105.6.3	Ordinance	70.00				
Fire	Annual Permit	Carbon Dioxide Systems	IFC 105.6.4	Ordinance	70.00				
Fire	Annual Permit	Carnivals & Fairs	IFC 105.6.5	Ordinance	70.00				
Fire	Annual Permit	Cellulose Nitrate Film or Storage	IFC 105.6.6	Ordinance	70.00				
Fire	Annual Permit	Combustible Dust Producing Ops	IFC 105.6.7	ordinance	70.00				
Fire	Annual Permit	Combustible Fiber Storage Permit	IFC 105.6.8	Ordinance	70.00				
Fire	Annual Permit	Compressed Gases	IFC 105.6.9	Ordinance	70.00				
Fire	Annual Permit	Commercial Burn Permit	91.021	Resolution	225.00				
Fire	Annual Permit	Confined Space Response	OTHER FEES	Resolution	2,500.00		annual beginning 7/1/2011, three years		
Fire	Annual Permit	Confined Space Permit- Lennox	OTHER FEES	Resolution	2,500.00		Annual		
Fire	Annual Permit	Covered/Open Mall buildings	IFC 105.6.10	Ordinance	70.00				
Fire	Annual Permit	Cryogenic Fluids	IFC 105.6.11	Ordinance	70.00				
Fire	Annual Permit	Cutting/Welding	IFC 105.6.12	Ordinance	70.00				
Fire	Annual Permit	Dry Cleaning	IFC 105.6.13	Ordinance	70.00				
Fire	Annual Permit	Exhibits/Trade Shows	IFC 105.6.14	Ordinance	70.00				
Fire	Annual Permit	Explosives/Fireworks	IFC 105.6.15	Ordinance	85.00				
Fire	Annual Permit	Fire Excessive Alarm (6-9)	32.003	Ordinance	65.00		First 5 free, fee per alarm		
Fire	Annual Permit	Fire Excessive Alarm (10-14)	32.003	Ordinance	90.00		First 5 free, fee per alarm		
Fire	Annual Permit	Fire Excessive Alarm (15+)	32.003	Ordinance	115.00		First 5 free, fee per alarm		
Fire	Annual Permit	Fire Hydrants/Valves	IFC 105.6.16	Ordinance	70.00				
Fire	Annual Permit	Flammable/Combustible Liquids <1000 gal	IFC 105.6.17	Ordinance	70.00				
Fire	Annual Permit	Flammable/Combustible Liquids 1001-10,000 gal	IFC 105.6.17	Ordinance	90.00				
Fire	Annual Permit	Flammable/Combustible Liquids >10,001 gal	IFC 105.6.17	Ordinance	115.00				

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Fire	Annual Permit	Floor Finishing >350 sq ft using class 1/2 liquids	IFC 105.6.18	Ordinance	70.00				
Fire	Annual Permit	Fruit/Crop Ripening	IFC 105.6.19	Ordinance	70.00				
Fire	Annual Permit	Fumigation/Insecticide Fogging	IFC 105.6.20	Ordinance	70.00				
Fire	Annual Permit	Hazardous Materials	IFC 105.6.21	Ordinance	80.00				
Fire	Annual Permit	HPM Facilities-Use/Storage (Hazardous Production Materials	IFC 105.6.22	Ordinance	70.00				
Fire	Annual Permit	High-Piles Storage	IFC 105.6.23	Ordinance	70.00				
Fire	Annual Permit	Hot Work Operations	IFC 105.6.24	Ordinance	70.00				
Fire	Annual Permit	Industrial Ovens	IFC 105.6.25	Ordinance	70.00				
Fire	Annual Permit	Liquid/Gas-Fueled Equipment in Assembly	IFC 105.6.27		70.00				
Fire	Annual Permit	LP Gas/Use/Storage/Dispensing <5,000 gal	IFC 105.6.28	Ordinance	70.00				
Fire	Annual Permit	LP Gas/Use/Storage/Dispensing 5-10,000 gal	IFC 105.6.28	Ordinance	90.00				
Fire	Annual Permit	LP Gas/Use/Storage/Dispensing 10,000+ gal	IFC 105.6.28	Ordinance	115.00				
Fire	Annual Permit	Lumber yard/Woodworking Plants	IFC 105.6.26	Ordinance	70.00				
Fire	Annual Permit	Magnesium Use	IFC 105.6.29	Ordinance	70.00				
Fire	Annual Permit	Misc Combustible Storage	IFC 105.6.30	Ordinance	70.00				
Fire	Annual Permit	Motor Fuel Dispensing Facilities 1-1,000 gal	IFC 105.6.31	Ordinance	70.00				
Fire	Annual Permit	Motor Fuel Dispensing Facilities 1,001-10,000 gal	IFC 105.6.31	Ordinance	90.00				
Fire	Annual Permit	Motor Fuel Dispensing Facilities 10,001+ gal	IFC 105.6.31	Ordinance	115.00				
Fire	Annual Permit	Open Flames & Torches	IFC 105.6.33	Ordinance	70.00				
Fire	Annual Permit	Open Flames & Candles	IFC 105.6.34	Ordinance	70.00				
Fire	Annual Permit	Organic Coatings	IFC 105.6.35	Ordinance	70.00				
Fire	Annual Permit	Pyrotechniques/Special Effects	IFC 105.6.38	Ordinance	265.00				
Fire	Annual Permit	Pyroxylin Plastics >25# storage, assembly, manufacturing	IFC 105.6.39	Ordinance	70.00				
Fire	Annual Permit	Refrigeration Equipment/Commercial	IFC 105.6.40	Ordinance	70.00				
Fire	Annual Permit	Repair Garages/Fuel Dispensing Facilities	IFC 105.6.41	Ordinance	70.00				
Fire	Annual Permit	Rooftop Heliports	IFC 105.6.42	Ordinance	70.00				
Fire	Annual Permit	Spraying and Dipping	IFC 105.6.43	Ordinance	70.00				
Fire	Annual Permit	Scrap Tire Storage	IFC105.6.44	Ordinance	70.00				
Fire	Annual Permit	Temporary Membrane/Tent Structures	IFC 105.6.45	Ordinance	70.00				
Fire	Annual Permit	Tire Rebuilding Plants	IFC 105.6.46	Ordinance	70.00				
Fire	Annual Permit	Waste Handling - wrecking & junk yards, waste handling facilities	IFC 105.6.47	Ordinance	70.00				

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Fire	Annual Permit	Liquor License/Mercantile Inspection		Resolution	70.00				
Fire	PlanReview	Plan Review - Alarm System		Resolution	110.00		*does not include 3rd party reviewer charges for factory, hazardous, educational, institutional, storage occupancy		
Fire	PlanReview	Plan Review - Building		Resolution	110.00				
Fire	PlanReview	Plan Review - Sprinkler System		Resolution	110.00				
Fire	Biennial Permit	Commercial Space 1,500 or less sq/ft (initial)		Resolution		50.00		12/27/2022	
Fire	Biennial Permit	Commercial Space 1,500 or less sq/ft (Reinspection)		Resolution		50.00		12/27/2022	
Fire	Biennial Permit	Commercial Space 1,501-3,000 sq/ft (initial)		Resolution	100.00				
Fire	Biennial Permit	Commercial Space 1,501-3,000 sq/ft (Reinspection)		Resolution	100.00				
Fire	Biennial Permit	Commercial Space 3,001-6,000 sq/ft (initial)		Resolution	200.00				
Fire	Biennial Permit	Commercial Space 3,001-6,000 sq/ft (Reinspection)		Resolution	200.00				
Fire	Biennial Permit	Commercial Space 6,001-9,000 sq/ft (initial)		Resolution	300.00				
Fire	Biennial Permit	Commercial Space 6,001-9,000 sq/ft (Reinspection)		Resolution	300.00				
Fire	Biennial Permit	Commercial Space 9,001-12,000 sq/ft (initial)		Resolution	400.00				
Fire	Biennial Permit	Commercial Space 9,001-12,000 sq/ft (Reinspection)		Resolution	400.00				
Fire	Biennial Permit	Commercial Space 12,001-15,000 sq/ft (initial)		Resolution		500.00		12/27/2022	
Fire	Biennial Permit	Commercial Space 12,001-15,000 sq/ft (Reinspection)		Resolution		500.00		12/27/2022	
Fire	Biennial Permit	Commercial Space 15,001 or more sq/ft (initial)		Resolution		600.00		12/27/2022	
Fire	Biennial Permit	Commercial Space 15,001 or more sq/ft (Reinspection)		Resolution		600.00		12/27/2022	
Housing	Building	Backflow Prevention	153.002	Ordinance	10.00				
Housing	Building	Building Investigation Fee		Resolution	-				
Housing	Building	Building Permit	Current Schedule	Resolution	-		Int'l Code Council Building Valuation Data Table & Schedule		
Housing	Building	Solar: Single-Family Residential (Solar Base: simple plan review & 2 inspection trips, admin fee)	154.058	Resolution	95.00			12/12/2022	
Housing	Building	Trade Permit (Plumbing, Mechanical & Electrical) - Residential - New home construction		Resolution	125.00			12/12/2022	
Housing	Building	Trade Permit (Plumbing, Mechanical & Electrical) - Residential - Alteration		Resolution	85.00			12/12/2022	
Housing	Building	Trade Permit (Plumbing, Mechanical & Electrical) - Residential - Minor equipment/appliance replacement		Resolution	62.00			12/12/2022	
Housing	Building	Trade Permit (Plumbing, Mechanical & Electrical) - Commercial (inc. all uses other than single-family)		Resolution	Valuation		\$50 for first \$1,000 then \$5 for each additional \$1,000 valuation	12/12/2022	
Housing	Building	Demolition Permit - Residential		Resolution	50.00		Each building		
Housing	Building	Demolition Permit - Commercial		Resolution	100.00		Each building		
Housing	Building	Plan Review Fees	151.002		Valuation		Based on 65% of building permit valuation schedule for projects with valuation over \$500,000	12/12/2022	
Housing	Code Enf	Certified Mail Fee		Ordinance	cost		recoup actual cost for nuisance cleanup		
Housing	Code Enf	Code Enforcement Admin Fee		Resolution	100.00		per cleanup		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Housing	Code Enf	Landfill Fee - Nuisance		Ordinance	cost		recoup actual cost for nuisance cleanup		
Housing	Code Enf	Nuisance Abatement Cleanup Fee		Ordinance	cost		recoup actual cost for nuisance cleanup		
Housing	Code Enf	Nuisance Vehicle - Impound Fee	95.009	Resolution	cost		reasonable fee for less than 14 days storage		
Housing	Code Enf	Towing Fee - Nuisance charges		Ordinance	cost		recoup actual cost for nuisance cleanup		
Housing	Code Enf	Vacant Property Code Registration		Resolution	100.00		Annual Registration		
Housing	Code Enf	Vacant Property Code Uninsured Property Fee		Resolution	3,000.00				
Housing	Lead Program	Lead hazard Control Grant Program Subordination		Resolution	100.00				
Housing	Rental	Application Fee - new rental properties (unoccupied)		Resolution	50.00				
Housing	Rental	Application Fee - new rental properties (occupied)		Resolution	500.00				
Housing	Rental	Assessment fee - rental housing	152.005	Resolution	25.00		per parcel item assessed to taxes		
Housing	Rental	Complaint - Housing Advisory Board	152.008	Resolution	-		Per instance \$100 deposit		
Housing	Rental	Rental Property Inspection - 1st Unit per Parcel	152.004	Resolution & Service Agreement	90.00		Per rental unit inspection per parcel	12/12/2022	
Housing	Rental	Rental Property Inspection - 2nd Unit per Parcel	152.004	Resolution & Service Agreement	50.00		Per rental unit inspection per parcel	12/12/2022	
Housing	Rental	Rental Property Inspection -3rd-15th Unit per Parcel	152.004	Resolution & Service Agreement	20.00		Per rental unit inspection per parcel	12/12/2022	
Housing	Rental	Rental Property Inspection -16 Units and above per Parcel	152.004	Resolution & Service Agreement	400.00		Max fee for large complex per parcel	12/12/2022	
Housing	Rental	Rental Property Registration - Annual Fee	152.004	Resolution	15.00		Per rental unit/annual fee	12/12/2022	
Housing	Zoning	Annexation - Voluntary for non taxable property		Resolution	250.00				
Housing	Zoning	Final Subdivision Plat		Resolution	100 + 50/ac.				
Housing	Zoning	Home Occupation Special Use Permit		Resolution	50.00				
Housing	Zoning	Home Occupation Special Use Permit		Resolution	150.00				
Housing	Zoning	Ordinance change request		Resolution	500.00				
Housing	Zoning	Planned Unit Development Amendment (no requiring hearings)		Resolution	200.00				
Housing	Zoning	Planned Unit Development Amendment (requiring hearings)		Resolution	500.00				
Housing	Zoning	Planned Unit Development base fee		Resolution	300 + 50/ac		\$300 base fee plus \$50 per acre		
Housing	Zoning	Rezoning Request		Resolution	500.00				
Housing	Zoning	Severance Fee		Resolution	250.00				
Housing	Zoning	Sidewalk Deferment Application	57.039	Resolution	250.00				
Housing	Zoning	Sign Permit		Resolution	50.00				
Housing	Zoning	Special Use Permit		Resolution	300.00				
Housing	Zoning	Subdivision Final Plat base fee		Resolution	100.00				

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Housing	Zoning	Subdivision Final Plat per acre fee		Resolution	50.00				
Housing	Zoning	Subdivision Preliminary Plat Base fee		Resolution	250.00				
Housing	Zoning	Subdivision Preliminary Plat per acre fee		Resolution	50.00				
Housing	Zoning	Variance - any other building		Resolution	200.00				
Housing	Zoning	Variance - owner occupied dwelling		Resolution	150.00				
Housing	Zoning	Zoning Verification Letter (Multi-family, Commercial, Industrial, Non-SF)		Resolution	100.00				
Housing	Zoning	Zoning Verification Letter (Single Family Residential)		Resolution	25.00				
Parks	Aquatic	Adult/Tot Swim (T,Th, Sat) 15-pass scan card		Resolution	40.00				
Parks	Aquatic	Adult/Tot Swim (T,Th, Sat) daily		Resolution	3.00				
Parks	Aquatic	Aquatic center admission - 10-tickets sheet		Resolution	45.00				
Parks	Aquatic	Aquatic center admission - after 5 pm		Resolution	3.00				
Parks	Aquatic	Aquatic center admission - daily		Resolution	5.00				
Parks	Aquatic	Birthday Splash - 10 plus hot dog and drink		Resolution	50.00				
Parks	Aquatic	Birthday Splash - 10 plus pizza and drink		Resolution	60.00				
Parks	Aquatic	Birthday Splash - 10 plus small drink		Resolution	70.00				
Parks	Aquatic	Doggie Dip (per dog)		Resolution	5.00				
Parks	Aquatic	Rental - Entire aquatic center		Resolution	600.00				
Parks	Aquatic	Season Pass - 1-person		Resolution	110.00				
Parks	Aquatic	Season Pass - 2-person family		Resolution	180.00				
Parks	Aquatic	Season Pass - additional family members		Resolution	30.00				
Parks	Aquatic	Season Pass - nanny		Resolution	95.00				
Parks	Aquatic	Splash Dance		Resolution	3.00				
Parks	Aquatic	Swimming Lesson- indoor learn to swim		Resolution	40.00				
Parks	Aquatic	Swimming Lesson- indoor preschool		Resolution	40.00				
Parks	Aquatic	Swimming Lesson- outdoor learn to swim		Resolution	42.00				
Parks	Aquatic	Swimming Lesson- outdoor preschool		Resolution	32.00				
Parks	Aquatic	Water walking / lap swim - 15-pass scan card		Resolution	40.00				
Parks	Aquatic	Water walking / lap swim - daily		Resolution	3.00				
Parks	Campground	Camping - Electric only	93.001	Resolution	20.00		per day		
Parks	Campground	Camping - Full Hookup	93.001	Resolution	25.00		per day		
Parks	Campground	Camping - no electric	93.001	Resolution	15.00		per day		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Parks	Dog Park	Dog Park Pass-Intact Animal		Resolution	25.00		ANNUAL		
Parks	Dog Park	Dog Park Pass-Spayed or Neutered Animal		Resolution	20.00		ANNUAL		
Parks	Memorial	Memorial Bench		Resolution	2,000.00		Includes installation on concrete pad		
Parks	Memorial	Memorial Plaque		Resolution	100.00				
Parks	Memorial	Memorial Tree		Resolution	400.00				
Parks	Shelter	Adding Alcohol to Rental		Resolution	30.00		Daily Rate		
Parks	Shelter	Shelter - Anson (seasonal)		Resolution	80.00		Daily Rate		
Parks	Shelter	Shelter - Riverview Community Bldg		Resolution	150.00		Daily Rate		
Parks	Shelter	Shelter - Kiwanis (seasonal)		Resolution	70.00		Daily Rate		
Parks	Shelter	Shelter - Riverview Log Cabin (seasonal)		Resolution	45.00		Daily Rate		
Parks	Shelter	Shelter - Riverview Reunion Hall		Resolution	125.00		Daily Rate		
Parks	Terrace	Tree Planting- terrace		Resolution	-		None issued - moratorium		
PARKS	VMC	SUMMER BLAST			95.00		per child per week		
Parks	VMC	Half Gym - 1 court (hourly/weekday)		Res 2020-360	25.00		Hourly/weekday		
Parks	VMC	Half Gym - 1 court (all day/weekday)		Res 2020-360	300.00		Allday/weekday		
Parks	VMC	Half Gym - 1 court (hourly/weekend)		Res 2020-360	50.00		Hourly/weekend		
Parks	VMC	Half Gym - 1 court (hourly/weekend)		Res 2020-360	400.00		Allday/weekend		
Parks	VMC	Whole Gym (hourly/weekday)		Res 2020-360	50.00		Hourly/weekday		
Parks	VMC	Whole Gym (all day/weekday)		Res 2020-360	600.00		Allday/weekday		
Parks	VMC	Whole Gym (hourly/weekend)		Res 2020-360	100.00		Hourly/weekend		
Parks	VMC	Whole Gym (hourly/weekend)		Res 2020-360	800.00		Allday/weekend		
Parks	VMC	Flex Rooms (hourly/weekday)		Res 2020-360	25.00		Hourly/weekday		
Parks	VMC	Flex Rooms (all day/weekday)		Res 2020-360	300.00		Allday/weekday		
Parks	VMC	Flex Rooms (hourly/weekend)		Res 2020-360	50.00		Hourly/weekend		
Parks	VMC	Flex Rooms (hourly/weekend)		Res 2020-360	400.00		Allday/weekend		
Parks	VMC	Multi-Room Discount (hourly/weekday)		Res 2020-360	5.00		Hourly/weekday		
Parks	VMC	Multi-Room Discount (all day/weekday)		Res 2020-360	50.00		Allday/weekday		
Parks	VMC	Multi-Room Discount (hourly/weekend)		Res 2020-360	5.00		Hourly/weekend		
Parks	VMC	Multi-Room Discount (hourly/weekend)		Res 2020-360	50.00		Allday/weekend		
Parks	VMC	Conference Room (hourly/weekday)	*Free to non-profit/service clubs, M-F 7am-5pm	Res 2020-360	25.00		Hourly/weekday		
Parks	VMC	Conference Room (all day/weekday)	*Free to non-profit/service clubs, M-F 7am-5pm	Res 2020-360	300.00		Allday/weekday		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Parks	VMC	Conference Room(hourly/weekend)	*Free to non-profit/service clubs, M-F 7am-5pm	Res 2020-360	50.00		Hourly/weekend		
Parks	VMC	Conference Room (hourly/weekend)	*Free to non-profit/service clubs, M-F 7am-5pm	Res 2020-360	400.00		All day/weekend		
Parks	VMC	Daily Drop-in Fee (Adults)		Res 2020-360	3.00		per hr		
Parks	VMC	Bounce House		Res 2020-360	75.00		for 2 hours		
Parks	VMC	Tournament Fee		Res 2020-360	200.00		Day		
Parks	VMC	Large Event Fee (Setup, tear down, Fri setup, Sun cleanup)		Res 2020-360	600.00		per event		
Parks	VMC	Deposit for all day events, large events, tournaments		Res 2020-360	500.00				
Police	Alarm	Alarm- failure to notify PD of service changes	33.024	Resolution	-				
Police	Alarm	Alarm Police - Failure to Notify PD Service Fee	33-024	Ordinance	25.00				
Police	Alarm	Alarm Police - False	33.022	Resolution	40.00		First two in calendar year are free		
Police	Alarm	Malfunctioning Alarm - Service fee to disable	33.023		-				
Police	Noise Control	Noise Permit for 24 hours or less	134.006	Ordinance	25.00		Each		
Police	Noise Control	Noise Permit for one to seven days	134.006	Ordinance	40.00		Each date		
Police	Operations	Social Host Ordinance Enforcement fee	112.040	Ordinance	cost		Officers time on investigation		
Police	Operations	X-duty Police Security Services		Resolution	80.00		per hour		
Police	Operations	Towing Admin Fee		Ordinance	50.00				
Police	Parking	Parking - impounded pursuant to 72.071			50.00				
Police	Parking	Parking Violations	72.001	Ordinance	20.00		per ticket		
Police	Parking	Parking Violations - Over 30 days	72.001	Ordinance	5.00		per ticket		
Police	Parking	Parking Ticket - multiple offenses and charges	72.001, 72-002, 72.003 - 72.999	Ordinance	varies				
Police	Parking	Skof Tow Fee	72.070 - 72.0076		50.00				
Police	Records	Copying of Public Records		Resolution	-		Actual cost for providing digital media		
Police	Records	Copying of Public Records		Resolution	0.25		per page		
Police	Records	Copying of Public Records		Resolution	1.00		per DVD/CD		
Police	Records	Fingerprinting services		Resolution	20.00		No card limit, waive fee for MCSO staff		
Police	Records	Local Criminal History		Resolution	13.00				
Public Works	Compost	Yard Waste and tree Debris Disposal - Kraft bag disposal	50.006	Resolution	1.00				
Public Works	Compost	Yard Waste and tree Debris Disposal - Resusable Container	50.006	Resolution	3.00		minimum		
Public Works	Compost	Yard Waste and tree Debris Disposal - Car/Van/SUV	50.006	Resolution	6.00				
Public Works	Compost	Yard Waste and tree Debris Disposal - Pickup Truck Under 8' bed length	50.006	Resolution	15.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Pickup Truck 8' and over bed length	50.006	Resolution	20.00			8/8/2022	

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	Compost	Yard Waste and tree Debris Disposal - Dump Truck Small (1 ton)	50.006	Resolution	30.00				
Public Works	Compost	Yard Waste and tree Debris Disposal - Dump Truck Medium (single axle)	50.006	Resolution	65.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Dump Truck Large (tandem axle)	50.006	Resolution	115.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Semi-Truck & Trailer	50.006	Resolution	200.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Trailer Under 8' long	50.006	Resolution	25.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Trailer 8' to 10' long	50.006	Resolution	40.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Trailer Over 10' long (with sides <18")	50.006	Resolution	60.00			8/8/2022	
Public Works	Compost	Yard Waste and tree Debris Disposal - Trailer Over 10' long (with sides >=18")	50.006	Resolution	105.00			8/8/2022	
Public Works	Compost	Loading Fee - Compost or Mulch/Wood Chips	50.006	Resolution	20.00				
Public Works	Compost	Sale of Compost - Reusable Container	50.006	Resolution	3.00		minimum		
Public Works	Compost	Sale of Compost - Pickup Truck Under 8' bed length	50.006	Resolution	20.00				
Public Works	Compost	Sale of Compost - Pickup Truck 8' bed length	50.006	Resolution	30.00				
Public Works	Compost	Sale of Compost - Dump Truck Small (1 ton)	50.006	Resolution	50.00				
Public Works	Compost	Sale of Compost - Dump Truck Medium (single axle)	50.006	Resolution	90.00				
Public Works	Compost	Sale of Compost - Dump Truck Large (tandem axle)	50.006	Resolution	180.00				
Public Works	Compost	Sale of Mulch/Wood Chips (processed) - Reusable Container	50.006	Resolution	3.00				
Public Works	Compost	Sale of Mulch/Wood Chips (processed) - Pickup Truck 8' bed length	50.006	Resolution	30.00				
Public Works	Compost	Sale of Mulch/Wood Chips (processed) - Dump Truck Small (1 ton)	50.006	Resolution	40.00				
Public Works	Compost	Sale of Mulch/Wood Chips (processed) - Dump Truck Medium (single axle)	50.006	Resolution	80.00				
Public Works	Compost	Unprocessed firewood & mulch available on a first come basis (loading fee applies)	50.006	Resolution	-			8/8/2022	
Public Works	Compost	Access fee to compost in off season		Resolution	500.00				
Public Works	Electrical	Electrical Contractor License	154.085 - renewal 154.088	Ordinance	100.00		Annual, expires 12/31		
Public Works	Electrical	Electrical License - Apprentice	154.058	Ordinance	20.00		Annual, expires 12/31		
Public Works	Electrical	Electrical work by homeowner	154.058	Resolution	-		Annual, expires 12/31		
Public Works	Electrical	Journeyman Electric License	154.085 - renewal 154.088	Ordinance	30.00		Annual, expires 12/31		
Public Works	Electrical	Restricted Electrician	154.085 - renewal 154.088	Ordinance	70.00		Annual, expires 12/31		
Public Works	Electrical	Electrical Vehicle Charging Station - Energy Cost	N/A	Resolution	1.80		per hour energy cost while charging w/ free parking	10/24/2022	
Public Works	Electrical	Electrical Vehicle Charging Station - Parking Cost (after 1 hr grace period after charging stops)	N/A	Resolution	5.00		per hour	10/24/2022	
Public Works	Engineering	Construction Bond	57.023	Resolution	10,000.00				
Public Works	Engineering	Driveway Application Non-Standard	72.039	Resolution	34.00		EACH		
Public Works	Engineering	Driveway Approach Inspection	72.039	Resolution	34.00		EACH		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	Engineering	Driveway Approach Permit	72.039	Resolution	34.00		EACH		
Public Works	Engineering	Driveway Approach Re-Inspection Fee	72.039	Resolution	27.00		EACH		
Public Works	Engineering	Driveway Extension w/Authorization	72-039	Resolution	47.00		EACH		
Public Works	Engineering	Driveway Extension w/o Authorization	72-039	Resolution	97.00		EACH		
Public Works	Engineering	Entrance/Curb Cut	57.016	Resolution	26.00		EACH		
Public Works	Engineering	Excavation Bond - Annual	57.023	Resolution	10,000.00				
Public Works	Engineering	Excavation Bond - Site Specific	57.023	Resolution	10,000.00				
Public Works	Engineering	Excavation Permit (Work with the ROW)	57.021	Resolution	23.00		EACH		
Public Works	Engineering	Excavation Permit (Work within the ROW)	57.021	Resolution	23.00		EACH		
Public Works	Engineering	Failure to Obtain Permit Before Starting Work		Resolution	50.00				
Public Works	Engineering	Flood Plain Survey		Resolution	-		we do not perform surveys - requires licensed surveyor		
Public Works	Engineering	Mailbox - max reimbursement for city-damaged post	59.007 - 59.008	Resolution	50.00		max reimb for replacement		
Public Works	Engineering	Moving Building		Resolution	50.00		Each Building		
Public Works	Engineering	Moving Building (loads exceeding vehicle weight limits)		Resolution	200.00		Each building		
Public Works	Engineering	Public Works Sale of Asphalt Millings, per ton	OTHER FEES	Resolution	5.00		per ton		
Public Works	Engineering	Sewer Cutoff			31.00				
Public Works	Engineering	Sewer Repair			31.00				
Public Works	Engineering	Sidewalk Inspection Fee (Full Sidewalk Construction)	57.042		45.00		EACH		
Public Works	Engineering	Sidewalk Inspection Fee (Partial Construction)	57.042		34.00		EACH		
Public Works	Engineering	Solid Waste Management Assessment- Commercial	51.001	Resolution	72.60		Annual - billed by waterworks		
Public Works	Engineering	Solid Waste Management Assessment-Agricultural with a water meter	51.001	Resolution	8.40		Annual - billed by waterworks		
Public Works	Engineering	Solid Waste Management Assessment-Industrial	51.001	Resolution	72.60		Annual - billed by waterworks		
Public Works	Engineering	Solid Waste Management Assessment-Multiple Family Residential, per family unit	51.001	Resolution	8.40		Annual - billed by waterworks		
Public Works	Engineering	Solid Waste Management Assessment-Single Family Residential	51.001	Resolution	8.40		Annual - billed by waterworks		
Public Works	Engineering	Solid Waste Management Assessment-Trailer Court / each lot	51.001	Resolution	8.40		Annual - billed by waterworks		
Public Works	Engineering	Street Patch Inspection			34.00		EACH		
Public Works	Engineering	Tunneling Permit	57.017	Resolution	34.00				
Public Works	Sewer	Sewer Connection Fee(New Div)	52-007	Resolution	300.00				
Public Works	Sewer	Sewer Connection Fee(WPCP)	52-004	Resolution	3,200.00				
Public Works	Sewer	Sewer Cutoff		Resolution	31.00				
Public Works	Sewer	Sewer Repair		Resolution	31.00				

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	Sewer	Sanitary Sewer Connection - after 1/1/1974	52.005	Ordinance	3,200.00		Each connection		
Public Works	Sewer	Sanitary Sewer Connection - assessed	52.005	Ordinance	-		Each connection		
Public Works	Sewer	Sanitary Sewer Connection - assessed - deferred	52.005	Ordinance	3,200.00		Each connection		
Public Works	Sewer	Sanitary Sewer Connection - before 1/1/1974	52.005	Ordinance	-		Each connection		
Public Works	Sewer	Sanitary Sewer connection fee - non assessed properties	52.005		-				
Public Works	Sewer	Sanitary Sewer Connection to existing line	52.007	Ordinanc	300.00				
Public Works	Sewer	Sanitary Sewer Utility Conn-City Constructed		Ordinance	3,200.00		Each connection		
Public Works	Sewer	Sanitary Sewer Utility Conn-Developer Constructed		Ordinance	300.00		Each connection		
Public Works	Sewer	Sanitary Sewer Utility Connection	52.007	Ordinance	3,200.00		Each connection		
Public Works	Sewer	Sewer Deposit	52.006	Ordinance	40.00				
Public Works	Sewer	assessment of costs when required to make connection	52.004		-				
Public Works	Sewer	New Sewer Connection			34.00		EACH		
Public Works	Sewer	Sewer Connection Fee(City Installed)			3,200.00		EACH		
Public Works	Sewer	Sewer Connection Fee(Subdivision Installed)			300.00		EACH		
Public Works	Sewer	Sewer Cutoff			31.00		EACH		
Public Works	Sewer	Sewer Repair			31.00		EACH		
Public Works	Sewer	Sewer Equip Chg 4" Pump (4 hour minimum)	52.074	Resolution	7.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg 6" Pump (4 hour minimum)	52.074	Resolution	13.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Air Compressor	52.074	Resolution	25.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Back Hoe	52.074	Resolution	50.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Back Hoe w/ Hammer or tamper	52.074	Resolution	65.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Concrete Saw	52.074	Resolution	45.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Dump Truck (2.5 ton)	52.074	Resolution	35.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg End loader	52.074	Resolution	65.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Hole Coring Saw	52.074	Resolution	20.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Jet Truck	52.074	Resolution	65.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Jet Vacuum truck	52.074	Resolution	90.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg One Ton Truck	52.074	Resolution	15.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Pickup Truck	52.074	Resolution	12.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Equip Chg Television truck	52.074	Resolution	90.00		Per hour. Note: All time for equipment shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Sewer Tap Charge 4" Service Lateral Connection	52.074	Resolution	200.00		(including labor, equipment & saddle)		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	Sewer	Sewer Tap Charge 6" Service Lateral Connection	52.074	Resolution	225.00		(including labor, equipment & saddle)		
Public Works	Sewer	Personnel Chgs Sewer Dept. Labor			40.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Personnel Chgs Sewer Dept. Labor Overtime			60.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Sewer	Personnel Chgs Sewer Superintendent			55.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	Storm Sewer	COSESCO Permit - per acre plus \$20 additional acre or portion thereof		Resolution	120.00		PER ACRE PLUS ADDL FEE \$20 PER ACRE		
Public Works	Storm Sewer	Major Erosion Control Permit	55.003-55.013	Resolution	-		based on parcel size 120 per acre + 20 addl acre		
Public Works	Storm Sewer	Minor Erosion Control Permit	55.004 - 55.013	Resolution	-		based on parcel size 120 per acre + 20 addl acre		
Public Works	Storm Sewer	Public Works Construction Site Erosion Sediment	55.013	Resolution	-		based on parcel size 120 per acre + 20 addl acre		
Public Works	Storm Sewer	Storm Sewer Revision		Resolution	31.00		Each		
Public Works	Storm Sewer	Storm Water Rate	53.006 - 55.013	Ordinance	4.00		per ERU (2800 aq ft)		
Public Works	Storm Sewer	Storm water runoff - detention exception fee: commercial	53.026	Ordinance	13,500.00		per acre, \$.90 runoff coefficient		
Public Works	Storm Sewer	Storm water runoff - detention exception fee: industrial	53.026	Ordinance	12,000.00		per acre, \$.80 runoff coefficient		
Public Works	Storm Sewer	Storm water runoff - detention exception fee: low density and single/two family residential	53.026	Ordinance	6,000.00		per acre, \$.40 runoff coefficient		
Public Works	Storm Sewer	Storm water runoff - medium-high-density and multi-family residential	53.026	Ordinance	12,000.00		per acre, \$.80 runoff coefficient		
Public Works	Storm Sewer	Storm Water Utility rate - exemption and credit application fee	53.024	Resolution	100.00		100 for non residential and \$50 for residential properties		
Public Works	Storm Sewer	SUDAS - in lieu of Detention-Commercial	53.026	Ordinance	13,500.00		per acre		
Public Works	Storm Sewer	SUDAS - in lieu of Detention-Industrial	53.026	Ordinance	12,000.00		per acre		
Public Works	Storm Sewer	SUDAS - in lieu of Detention-Low Density	53.026	Ordinance	6,000.00		per acre		
Public Works	Storm Sewer	SUDAS - in lieu of Detention-Medium High	53.026	Ordinance	12,000.00		per acre		
Public Works	Storm Sewer	Utility Rate - per ERU	53.006	Ordinance	4.00		per month		
Public Works	Street	Special Events Trailer (delivery/pickup)	130.003	Ordinance	150.00				
Public Works	Street	Special Events (delivery/pickup 2+ barricades at specific locations)	130.003	Ordinance	300.00				
Public Works	Street	Special Events (delivery/pickup 1 or 2 barricades)	130.003	Ordinance	75.00				
Public Works	WPCP	Annual Inspection	52.074	Resolution	65.00		per hour		
Public Works	WPCP	Copies			0.25		per policy		
Public Works	WPCP	Copies - min 15 minutes labor charge			-		per policy		
Public Works	WPCP	Digestion (Emergency)	52.074	Resolution	20.00				
Public Works	WPCP	Digestion Fee (Metals)	52.074	Resolution	10.00				
Public Works	WPCP	Hourly pH	52.074	Resolution	15.00				
Public Works	WPCP	Investigation of Accidental Discharges/Slug Discharge	52.074	Resolution	62.00		per hour		
Public Works	WPCP	Lab Analysis Alkalinity			10.00				

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	WPCP	Lab Analysis Ammonia Nitrogen			15.00				
Public Works	WPCP	Lab Analysis Arsenic Furnace			19.00				
Public Works	WPCP	Lab Analysis BOD/CBOD			20.00				
Public Works	WPCP	Lab Analysis Cadmium Flame			12.00				
Public Works	WPCP	Lab Analysis Cadmium Furnace			19.00				
Public Works	WPCP	Lab Analysis Chromium (Hexavalent)			12.00				
Public Works	WPCP	Lab Analysis Chromium (Total) Flame			12.00				
Public Works	WPCP	Lab Analysis Chromium (Total) Furnace			19.00				
Public Works	WPCP	Lab Analysis COD			15.00				
Public Works	WPCP	Lab Analysis Copper Flame			12.00				
Public Works	WPCP	Lab Analysis Cyanide			28.00				
Public Works	WPCP	Lab Analysis Hach TKN			20.00				
Public Works	WPCP	Lab Analysis Lead Flame			12.00				
Public Works	WPCP	Lab Analysis Molybdenum			19.00				
Public Works	WPCP	Lab Analysis Nickel Furnace			12.00				
Public Works	WPCP	Lab Analysis Nitrogen (Nitrate)			13.00				
Public Works	WPCP	Lab Analysis Oil & Grease			20.00				
Public Works	WPCP	Lab Analysis pH			5.00				
Public Works	WPCP	Lab Analysis Potassium			12.00				
Public Works	WPCP	Lab Analysis Selenium			19.00				
Public Works	WPCP	Lab Analysis Settleable Solids			7.00				
Public Works	WPCP	Lab Analysis Silver Flame			12.00				
Public Works	WPCP	Lab Analysis TKN EPA Method			25.00				
Public Works	WPCP	Lab Analysis Total Phosphorus			20.00				
Public Works	WPCP	Lab Analysis Total Solids			10.00				
Public Works	WPCP	Lab Analysis Total Suspended Solids (TSS)			10.00				
Public Works	WPCP	Lab Analysis Total Volatile Solids			10.00				
Public Works	WPCP	Lab Analysis Vol. Suspended Solids			10.00				
Public Works	WPCP	Lab Analysis Volatile Acids			20.00				
Public Works	WPCP	Lab Analysis Zinc Flame			12.00				
Public Works	WPCP	Monthly Billing for Lab Analysis			10.00		per month		

Dept	Div.	License or Permit Type	Code Section	How Fee Set	Fee	NEW FEE AMOUNT	License Term / per unit charge	Revised	Notes
Public Works	WPCP	Mudpit Facility Registration			100.00		Annual		
Public Works	WPCP	Personnel Charges - Administrative Secretary			43.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	WPCP	Personnel Charges - Director			70.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	WPCP	Personnel Charges - Lab Chemist			52.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	WPCP	Personnel Charges - Plant Maintenance Overtime			69.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	WPCP	Personnel Charges - Plant Maintenance Personnel			49.00		Per hour. Note: All time for personnel shall be charged a minimum of one hour unless otherwise noted.		
Public Works	WPCP	Sample Handling	52.074	Resolution	20.00				
Public Works	WPCP	Sampling Equipment / per day	52.074	Resolution	40.00		per day		
Public Works	WPCP	Waste Hauler	52.046	Ordinance	50.00		Annual - per vehicle		
Public Works	WPCP	Waste Water Appeal Filing Fee	52.074		100.00				
Public Works	WPCP	Waste Water Discharger Application Fee	52.074		125.00				
Public Works	WPCP	Waste Water Discharger Permit	52.075	Ordinance	250.00		establishes fee		
Public Works	WPCP	Waste Disposal - Grease Trap - In City		Ordinance	0.135		per gallon		
Public Works	WPCP	Waste Disposal - Grease Trap - Out of City	52.051	Ordinance	0.270		per gallon		
Public Works	WPCP	Waste Disposal - Septage Waste	52.051	Ordinance	0.118		per gallon		
Public Works	WPCP	Waste Disposal - Septage Waste - meter reading fee	52.051	Ordinance	10.00				
Public Works	WPCP	Waste Disposal - Mudpit Waste - In City	52.051	Ordinance	50.00		min per vehicle plus \$25 for more than 2 cu. yd.		
Public Works	WPCP	Work Order	52.074	Resolution	10.00		each		

**RESOLUTION APPROVING AN AGREEMENT WITH REGION 6 RESOURCE
PARTNERS TO PROVIDE PARATRANSIT SERVICES**

WHEREAS, the Americans with Disabilities Act requires the City of Marshalltown to provide complimentary paratransit services because we offer a fixed route service; and

WHEREAS, the City of Marshalltown and Marshalltown Municipal Transit have historically provided this service through a contractual relationship with Region 6 Resource Partners through the PeopleRides program; and

WHEREAS, the current Paratransit Agreement is set to expire on June 30, 2023; and

WHEREAS, it is in the best interests of the City to continue utilizing Region 6 Resource Partners and the PeopleRides program to provide this mandated service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the Agreement for Paratransit Service with Region 6 Resource Partners is hereby approved and the Mayor is directed to execute the Agreement.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Jessica Kinser, City Administrator
DATE: December 5, 2022
RE: Paratransit Agreement

Policy Issue: The City Council is required to approval a renewal of the agreement for Paratransit Services

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Objective 4: Review existing functions for efficiencies

Recommendation: To move the contract forward to the 12/27 meeting for approval

Budget Impact: Estimated at \$50,000 annually

Description/Background: The City contracts with Region 6/PeopleRides for a majority of our paratransit services. We do keep some services in-house, like Dialysis and Adult Day Services, which we call subscription services. Otherwise the non-subscription items are handled through Region 6. Our agreement with Region 6 for paratransit services expires June 30, 2023, and needs to be renewed. Renewal now will help formulate tax levy needs fro the upcoming budget process.

There are changes in the revised agreement compared to the existing agreement. First, we are proposing a cost increase to the City of \$25 per ride, whereas this is currently set at \$40 per hour. Region 6 has said they cannot operate the paratransit service for less than \$25 per ride. We are also providing a way for Region 6 to increase the number of paratransit riders by allowing them to go into a facility to pick up a client. For example, the driver could go into a nursing home and retrieve the rider, but could not go into a private residence. Increasing the number of eligible riders has a cost impact to the City but will increase ridership and therefore State and Federal funding.

We do believe there are many riders currently using PeopleRides for non-paratransit services who would qualify as paratransit riders. We have offered to work with Region 6 to help send out applications to encourage more use of the service, which is a lower cost to the rider.

Should the economics of the services change, we have left the door open for the City to consider providing this service after 3 years. There is a threshold where the City would be paying Region 6 more than it would cost us to operate the service. But we are not there yet, nor do we have a way to quickly mobilize the vehicles and personnel to be able to provide the service by the end of the current contract.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



AGREEMENT FOR PARATRANSIT SERVICE

This Agreement for Paratransit Services (“Agreement”) is made as of the date of last signature below between the **CITY OF MARSHALLTOWN, IOWA** (“City”), an Iowa municipal corporation, and **REGION 6 RESOURCE PARTNERS dba PEOPLERIDES** (“Peoplerides”), a voluntary association of local governments.

RECITALS

WHEREAS, Marshalltown Municipal Transport (“MMT”) has been officially designated as the urban transit system for the City of Marshalltown pursuant to Iowa Code §324.A.1; and

WHEREAS, MMT does not have sufficient staffing, equipment, or dispatching capabilities to provide paratransit service within the City of Marshalltown; and

WHEREAS, Peoplerides, a division of Region 6 Resource Partners, currently provides paratransit service within the City of Marshalltown and throughout Region 6 (Hardin, Marshall, Poweshiek, and Tama Counties); and

WHEREAS, Peoplerides has sufficient staffing, equipment, experience, and dispatching capabilities to effectively and efficiently provide paratransit service within the City of Marshalltown.

AGREEMENT

NOW THEREFORE, in consideration of the compensation, mutual covenants, and other good and valuable consideration set forth in this Agreement, the City and Peoplerides agree as follows:

A. **PURPOSE.** The purpose of this Agreement shall be to provide for public paratransit service under the auspices of MMT, the officially designated public transit system for the City.

B. **TERM; TERMINATION.** This term of this Agreement shall commence July 1, 2023, and shall expire June 30, 2026. The City may, upon provision of written notice to Peoplerides and submitted prior to the expiration of the current term, renew this Agreement for up to two additional fiscal years. This Agreement may be terminated by either party through written notice to the other party provided at least 30 days prior to the date of termination.

C. **SERVICES.**

1. All services provided pursuant to this Agreement shall be provided in vehicles that are open and available to the public without discrimination.

2. Service shall consist of ADA paratransit service available the same days and hours as MMT fixed route services (7:20 AM to 6:00 PM Monday-Friday). All

passengers shall undergo a paratransit review process jointly administered by the City and Peoplerides to determine whether they are ADA paratransit eligible prior to utilizing paratransit service. Paratransit service shall include service that requires Peoplerides' staff to pass through a door to a facility (i.e., senior housing, nursing homes, assisted living homes, and medical facilities) to assist the rider. Rides that require Peoplerides' staff to pass through a door of a private residence to assist the rider shall not be considered paratransit service.

3. Members of the general public may obtain access to paratransit service by contacting Peoplerides at (641) 752-6202 between the hours of 7:00 AM to 4:00 PM Monday-Friday.

D. COMPENSATION.

1. For purposes of this Agreement, a ride shall be defined as each time an eligible rider boards a Peoplerides vehicle providing paratransit service.

2. The City shall pay Peoplerides \$25.00 per ride for paratransit service.

3. The cost to eligible passengers residing within $\frac{3}{4}$ mile of the MMT fixed-route system shall be \$2.00 per ride. The cost to eligible passengers residing beyond $\frac{3}{4}$ mile of the MMT fixed-route system, and eligible riders requesting day-of-call service, shall be \$7.00 per ride (hereinafter referred to as "premium rides").

4. The City shall retain \$2.00 of every rider charge, or \$7.00 if it is considered a premium ride, to offset its expense pursuant to this Agreement.

5. Riders shall be provided one warning for not riding on the vehicle at a pre-scheduled time (hereinafter referred to as a "no show"). After this first warning, a rider shall be charged the regular fee for all no shows. To avoid charges for no shows, riders shall contact Peoplerides at least 30 minutes prior to their scheduled pick-up time by calling (641) 752-6202. A live person, or staff-monitored voicemail, is available 24 hours a day / 7 days a week that is checked by drivers/dispatchers.

6. Failure to pay for regular trips or no shows will result in Peoplerides suspending a rider's paratransit service until the rider's balance is paid in full. The rider, however, may appeal this suspension to the City Public Works Director and Region 6 Executive Director. Peoplerides shall provide a rider written notice of this appeal process prior to suspending services. The Peoplerides transit manager is responsible for any decision to refuse service to a rider.

7. All rider revenues shall be applied to the costs of paratransit 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 local revenue sources or state and federal resources available to

Peoplerides decrease, service hours may be decreased and/or prices may be increased.

E. RESPONSIBILITIES OF PEOPLERIDES

1. Peoplerides shall serve as an independent contractor and Peoplerides' employees shall under no circumstances be considered employees of the City.

2. Peoplerides shall employ and train clean and courteous personnel as necessary to provide the services described in this Agreement. All drivers shall have commercial drivers' licenses, annual criminal background checks, and current Iowa Department of Transportation ("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 shall provide a copy of motor vehicle records ("MVR") to the City. Peoplerides shall follow all FTA Drug & Alcohol testing procedures. Nobody shall be permitted to drive any Peoplerides' vehicle except authorized Peoplerides staff.

3. Peoplerides shall, in the exercise of its responsibilities pursuant to this Agreement, comply with all applicable state and federal laws and regulations, including but not limited to equal employment opportunity laws, nondiscrimination laws, traffic laws, motor vehicle equipment laws, confidentiality laws, and freedom of information laws.

4. Peoplerides' provision of services pursuant to this Agreement shall include scheduling and dispatching support.

5. Peoplerides shall maintain accounting and records for all services rendered.

6. Peoplerides shall, upon request of the City, secure and provide an independent audit of its transportation program, including services provided pursuant to this Agreement.

7. Upon request of the City, Peoplerides shall permit inspection of its vehicles, services, books, and records.

8. When an individual calls Peoplerides 641-752-6202 for ride information, Peoplerides shall adhere to the following procedure:

i. Peoplerides' staff shall answer the line "Peoplerides."

ii. When a paratransit eligible individual requests a ride within the City of Marshalltown, the City will be invoiced for those rides.

iii. When an individual requests a ride and is not paratransit eligible or is not presumed to be paratransit eligible under the ADA, and the individual is not requesting a ride to a medical appointment that is financially supported by Unity Point – Marshalltown or Medicaid, that individual will be referred to the MMT

fixed route system at (641) 754-5719.

9. Peoplerides shall provide rides for Premium riders at the rates specified in this Agreement.

10. Peoplerides shall wait 3 minutes at a location to pick up a rider. If a rider is not ready within that time the vehicle will depart. In such an event, Peoplerides will follow the hereinabove described no-show policy.

11. Peoplerides shall not be responsible for contacting any scheduled riders to confirm that they will be riding at their scheduled time.

12. Peoplerides shall provide a copy of all incident and/or accident reports involving riders covered under this Agreement within 10 days of occurrence.

13. Peoplerides shall require all wheelchairs to be secured to the extent possible. Peoplerides will still transport a rider if the rider's wheelchair cannot be secured. All common wheelchairs will be transported. A rider may only be refused transport if the rider's 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 rider).

14. Peoplerides may request, but not require, a rider in a scooter or a structurally weak wheelchair to transfer to a vehicle seat.

15. Peoplerides shall transport service animals aboard vehicles. Peoplerides may inquire if the animal is a pet or service animal and/or how the animal communicates to the owner but may not request a demonstration or in any other manner require a rider to prove the animal an actual service animal.

16. Peoplerides may not require a rider in a wheelchair to use a seatbelt unless everyone else on the vehicle is required to use a seatbelt. Peoplerides' written policy states that all riders shall use a seatbelt.

17. Peoplerides shall allow a rider to bring a "personal supply of oxygen" on board the vehicle. Peoplerides may require that an oxygen tank be safely secured which may require a special seating location.

18. All Peoplerides drivers shall be trained in both the power and manual methods of operating wheelchair lifts and/or ramps.

19. Peoplerides shall provide paratransit brochures, upon request, to the public.

20. All ADA equipment, including lifts or ramps, must be checked daily. Upon request, Peoplerides will provide copies of vehicle inspection reports.

21. Peoplerides uses Relay Iowa for hearing impaired people. Large print

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

22. Peoplerides offices and meeting rooms shall be accessible to individuals with disabilities and on a bus route. Meetings about paratransit service shall be jointly scheduled with MMT. MMT shall provide any special accommodations for disabled attendees.

23. Peoplerides wheelchair lifts and ramps and their safety interlock systems shall be in good working order. Otherwise, a replacement vehicle shall be substituted.

24. Visitors to Marshalltown are to be considered as eligible to ride the paratransit service for up to 21 days. Beyond that time, an application shall be required for continued service.

25. Peoplerides shall accept a paratransit card from any U.S. public transit system, no different than an MMT paratransit card.

26. Peoplerides shall not place any restrictions on how often a disabled individual may ride. There are no restricted purposes either.

27. Each ADA eligible rider may have one personal care attendant and one companion ride with him or her. Additional members of a group may ride to the extent there is sufficient room in the vehicle, as determined by the driver in the driver's discretion. There shall be no charge for a personal care attendant if the individual can attend to the eligible rider.

28. If Peoplerides cannot, at any time, provide vehicles or drivers to satisfy its responsibilities pursuant this Agreement it shall immediately contact MMT for assistance.

29. All vehicles utilized by Peoplerides to provide services pursuant to this Agreement shall be part of the Peoplerides fleet and be rotated/changed as needed. Peoplerides shall be solely responsible for its vehicles including all necessary maintenance, repair, and replacement.

30. Peoplerides shall indemnify and hold the City harmless for any losses related to this Agreement.

31. All services funded pursuant to this Agreement and all uses made of vehicles provided by Peoplerides shall be insured by Peoplerides with the following coverages:

i. Commercial Automobile Liability - Combined Single Limit \$2,000,000; and

ii. Uninsured and underinsured motorist - \$250,000

32. Peoplerides shall operate no charter services or school bus services under this Agreement.

F. RESPONSIBILITIES OF THE CITY OF MARSHALLTOWN.

1. The City shall pay all justified billings in a timely basis.
2. The City shall comply with all state and federal laws regarding nondiscrimination in relation to the services provided pursuant to this Agreement.
3. The City shall work with Peoplerides to determine if individuals are paratransit eligible. Peoplerides will issue application materials upon request.

G. **REPORTING.** Peoplerides shall provide ridership, hours, and mileage data to MMT monthly. Trip denials and no shows shall be provided to MMT quarterly. All quarterly statistics (miles, hours, passengers) shall be provided to MMT within 30 days after the end of every quarter. MMT will count all statistics. MMT may also review Peoplerides dispatch sheets upon request. All materials shall be on Peoplerides' forms. Peoplerides shall bill the City of Marshalltown monthly for services provided pursuant to this Agreement. Transportation invoices must be submitted the month after services were rendered. Should Peoplerides not provide the City data required for reimbursement and the State of Iowa does not reimburse the City for costs incurred, the City shall have no obligation to pay Peoplerides for the unreimbursed services.

H. ASSIGNABILITY AND SUBCONTRACTING.

1. This Agreement is not assignable to any other party without the express written approval of the other party.
2. No part of the paratransit services described in this Agreement may be subcontracted by Peoplerides without the express written approval of the City and the Iowa DOT Office of Public Transit. Notwithstanding the foregoing, 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 shall be notified in advance, if possible, each time this provision is invoked.

I. **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 Peoplerides. 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. Should any provision of this Agreement be deemed unenforceable by a court of law, all other provisions shall remain in effect.

J. **COUNCIL APPROVAL.** This Agreement is expressly contingent upon approval by the City Council of Marshalltown, Iowa.

K. **EXECUTION.** When and if executed by both the City and Peoplerides, this Agreement shall become a binding contract.

**REGION 6 RESOURCE PARTNERS dba
PEOPLERIDES**, a voluntary association of
local governments

CITY OF MARSHALLTOWN, IOWA,
an Iowa municipal corporation

Dated this ____ day of _____ 2022

Dated this ____ day of _____ 2022

By: _____

By: _____

Joel T.S. Greer, Mayor

(Print Name), (Print Title)

Attest: _____

Alicia Hunter, City Clerk

Address: 903 East Main Street
Marshalltown, IA 50158

Address: Marshalltown City Hall
P.O. Box 155
24 North Center Street
Marshalltown, IA 50158

Telephone: (641) 752-6202

Telephone: (641) 754-5701

**RESOLUTION APPROVING AN AMENDED FACILITIES MASTER AGREEMENT
WITH YOUTH AND SHELTER SERVICES OF MARSHALL COUNTY**

WHEREAS, Youth and Shelter Services of Marshall County owns 22 North Center Street; and

WHEREAS, their facility has connected systems with 24 North Center Street-City Hall; and

WHEREAS, the Agreement requires an annual review to make updates, which in December.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the attached amended Facilities Master Agreement is hereby approved and the Mayor is hereby directed to execute the agreement.

Passed this 27th day of December 2022, and signed this _____ day of December, 2022.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

FACILITY MASTER AGREEMENT FOR 22 AND 24 NORTH CENTER STREETS

As Amended - December 2022

WHEREAS, the City of Marshalltown ("City") has entered into an agreement to transfer the property located at 22 North Center Street ("Property") to Youth and Shelter Services of Marshall County ("YSS"); and

WHEREAS, the City owns and occupies the building located at 24 North Center Street ("City Hall"); and

WHEREAS, the Property and City Hall have many shared systems which the City and YSS find mutually beneficial to continue to work cooperatively to operate; and

WHEREAS, the City and YSS have reached an agreement for the maintenance and use of the shared systems.

Now therefore be it agreed to as follows:

1. Building Systems

The following building systems are impacted through the joint use and/or location within the Property and City Hall.

a. Heating/Boiler and Control System

The boiler located in the Property will continue to be owned, operated, and maintained by the City of Marshalltown to service both the Property and City Hall. The control system for the boiler will continue to be operated and maintained by the City. **The City and YSS will pay an equal portion of boiler inspection, maintenance (including filters) and repair fees, regardless of who is billed.**

The City will continue to examine options for having a boiler or heat system independent of the Property. If the City does obtain an independent boiler system, 120 days notice shall be provided to YSS, and at that time the ownership and maintenance of the boiler and control system shall be transferred to YSS.

The City agrees to 50% shared costs of natural gas expense. YSS will invoice the city quarterly for reimbursement.

b. Fire Alarm System and Sprinkler System

The fire alarm system will continue to operate as is for now, which is to notify City staff of any fire notification for 22 North Center Street. The City agrees that YSS staff should be added as a contact for the fire notifications at 24 and 36 North Center

Street, as the buildings are physically attached. YSS will pay one-third the yearly cost for monitoring and testing of the system. This will be bill annually.

The sprinkler system covers 22 North Center and the basement of 24 North Center. Costs related to the maintenance of this system, including annual inspections, will be evenly disbursed between the City and YSS. Should repairs be required, each party will be responsible for the portion attributed to their facility.

In the future, if the alarm system at the Property needs to be upgraded due to the occupancy status of the building, YSS will be responsible for that upgrade, with a decision to keep the systems connected to be made at that point in time.

c. Elevator

The City will continue to maintain the elevator located in City Hall which has access points into the Property. YSS agrees to reimburse the City 25 percent of annual maintenance and repairs for the elevator.

d. Generator

The Onan 75 KW generator will remain located on the second floor of the Property. The City will continue to maintain the generator and its fuel source which is located in City Hall. Fuel purchases will be shared at 50 percent cost to each party. The City will invoice YSS as purchases are made. YSS and the City will also split maintenance (including filters) and repair costs for the generator.

e. Hot Water Heater

YSS agrees to allow the City access to the hot water heater located in the Property until a new hot water heater can be purchased and installed in City Hall. Once a new hot water heater has been installed, the hot water heater in the Property will be owned, operated and maintained by YSS.

f. Points of Access

The City shall be responsible for the replacement of the roof access door on the Property, which was damaged by the tornado.

YSS shall be responsible for installing new doors and locks at any shared points of egress between the Property and City Hall. If new lock is installed, YSS agrees to provide a key to the Facilities Maintenance Supervisor in order to allow for access to the boiler and control systems and elevator.

2. Exterior Property Maintenance

The City will remove snow in front of the Property when removing snow from City Hall and other city-owned adjacent areas. YSS will be responsible for maintaining the

sidewalk in a condition free and clear of ice accumulations. YSS agrees to pay the City \$250 annually for the snow removal service.

3. Payment of Fees/Charges

The City will generate an annual invoice to YSS for the facility-related items where there is a shared expense. Invoices will be due within 30 days of the date of the invoice.

Large dollar repair or replacement projects will be discussed with YSS in advance of any work occurring, barring an emergency situation.

4. Termination

This agreement shall automatically terminate should YSS transfer the Property or should the City transfer City Hall. Any other termination of the agreement as a whole or provisions of this agreement shall require ninety (90) days notice to each party.

5. Annual Review

YSS and the City should meet at least annually to discuss the facilities listed in this agreement.

Dated this ____ day of _____, 2022.

CITY OF MARSHALLTOWN

YOUTH AND SHELTER SERVICES

by_____

by_____

Joel T.S. Greer, Mayor

ATTEST

City Clerk

**RESOLUTION AMENDING THE CITY OF MARSHALLTOWN
COUNCIL MANUAL**

WHEREAS, the City Council of the City of Marshalltown adopted a new Council Manual in October 2017; and

WHEREAS, the City Council amended the Council Manual on September 13, 2021; and

WHEREAS, recent organizational changes with the City Attorney and discussion at the strategic planning session brought about the need for additional review and amendment, which includes changes to the role of the City Attorney, the location of public comment in the order of business, and additional rules on the consent agenda;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the attached Council Manual is hereby updated and directed for distribution.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

CITY OF MARSHALLTOWN, IOWA

Council Manual

Rules and Procedures

Adopted October 9, 2017

Amended September 13, 2021

Amended December 27, 2022

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AUTHORITY

Iowa Code Section 372.13(5) provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended or new rules adopted.

The Iowa Open Meetings Law, Chapter 21 of the Code of Iowa, is the governing law of public meetings held by the City of Marshalltown. Direct references to the law are not made throughout the document but are noted as the authority being followed. Chapter 22 of the Code of Iowa is the Iowa Open Records Law, which is also a governing law of public records of the City of Marshalltown.

INTERPRETATION OF THE RULES OF PROCEDURE

The City Attorney shall act as parliamentarian and rule on any questions regarding the application or interpretation of these rules and procedures. In the absence of the City Attorney, the City Administrator shall be considered the final authority on the rules of procedure for the conduct of City Council business. Any good faith, non-intentional error in the application of these rules shall not void any public action taken if, notwithstanding the good faith, non-intentional error, the action taken otherwise complied with the Marshalltown Code of Ordinances and the Iowa Code.

RULE ENFORCEMENT

The presiding officer, whether it be the Mayor, Mayor Pro Tem or Acting Mayor Pro Tem, shall enforce these rules and procedures. Any Council member who believes the presiding officer is failing to enforce the rules may call attention to it by making a point of order referencing the Rule or Procedure the Council member believes is applicable. The raising of a point of order has the effect of requiring the presiding officer to make a ruling on the question involved and, if appropriate, to enforce the applicable rule.

Unless otherwise specified by law or these rules, all business will be conducted by the majority rule of those present and voting.

Following any adverse ruling on a point of order, any Council member may move to appeal the decision of the presiding officer and, in so doing, state the appropriate action which the Council member believes should have been taken. If this motion receives the required second, the City Council may, by majority vote, adopt the alternative ruling stated in the motion.

SUSPENSION AND AMENDMENT OF THESE RULES

These rules may be temporarily suspended by a vote of two-thirds of all Council members, or the unanimous consent of all the Council members present if fewer than five are present.

Temporary Suspension.

These rules may be temporarily suspended by the unanimous consent of all the Council members present, or by a vote of two-thirds of all the Council members. The vote on any such suspension shall be taken by “yeses” and “nos” and entered upon the record.

Amendment of These Rules.

These rules may be amended or new rules adopted, by a majority vote of all Council members and shall, at a minimum, be reviewed every two (2) years.

Supplemental Rules.

The current edition of Robert’s Rules of Order is adopted to supplement these rules, if not in conflict with these rules. However, any good faith, non-intentional error in the application of Roberts Rules of Order shall not void any public action taken if, notwithstanding the good faith, non-intentional error, the action taken otherwise complied with the Marshalltown Code of Ordinances and the Iowa Code.

CITY GOVERNMENT STRUCTURE

Mayor.

The Mayor is the chief executive officer of the City and carries out the responsibilities specified in the Code of Ordinances. When present, the Mayor is the presiding officer at meetings of the City Council. The Mayor has veto powers authorized by the Iowa Code. The Mayor appoints all board and commission members as provided for in these rules. The roles of these committees are detailed in the Board and Commission Manual, which is consistent with Iowa Code § 372.14.

Mayor Pro Tem.

The Mayor Pro Tem is vice president of the City Council. When the Mayor is absent or unable to act, the Mayor Pro Tem shall perform the Mayor’s duties. The Mayor Pro Tem retains all of the powers of a Council member while performing the duties of the Mayor.

City Council.

The City Council is the legislative body elected by the citizens of Marshalltown to make laws and policies for the community. The Council approves the budget and determines the tax rate, among other required duties set forth in the Iowa Code and Code of Ordinances. The Council is responsible for major issues, such as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The Council appoints the City Administrator, who is tasked under the Code of Ordinances with the supervision of the City staff and with carrying out most day-to-day functions of the City government when the Council is not in session. The Council supervises and evaluates the City Administrator’s performance.

The role of a City Council member is similar to being a member of the board of directors of a large business. The City Council provides a focal point or the conscience of the community. It is not the job of Council members to become directly involved in the daily operations of the City. The City Administrator and the Department Directors are responsible for overseeing the implementation of services. The Council sets the level of services and the policies by which the City operates.

City Administrator.

The City Council shall select a City Administrator, who serves as the Chief Administrative Officer and shall evaluate his or her performance on a routine basis. The City Administrator shall work with, coordinate and supervise the Department Directors who have the knowledge, ability, and expertise to manage their departments, including day-to-day operations, personnel supervision and assignment, expenditures within the limitations of the City budget, the administration of laws, rules and regulations applicable to their departments, and staffing. Except for the purposes of fact-finding, City Council members shall deal with the administrative agencies of the City through the City Administrator.

MAYOR'S DUTIES**Chairperson.**

The Mayor, when present, shall act as presiding officer of all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall act as presiding officer. In the absence of both the Mayor and the Mayor Pro Tem, the longest-serving Council member, including all combined terms and years of service on the Council, shall act as presiding officer.

Substitution Procedure for Presiding Officer.

In the case of the Mayor's absence or recusal due to conflict of interest, the Mayor will call on the Mayor Pro Tem, or the longest-serving Council member then present and available, to temporarily preside over the meeting. Said temporary arrangement shall not continue beyond adjournment, or cessation of discussion of the matter requiring recusal.

Council Rules.

These rules, including any amendments to these rules which may be made from time to time, shall be effective when adopted by a majority vote of the entire Council.

Call to Order.

The meetings of the Council shall be formally called to order by the presiding officer.

Right of Floor.

Any Council member desiring to speak shall be first recognized by the Mayor unless requested to be recognized or seconding a motion. Council members shall confine their remarks to the subject under consideration.

Order and Decorum.

The presiding officer shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the Council. The presiding officer shall ensure that debate and discussion of an agenda item focuses on the item and the policy in question. The presiding officer shall abide by the following rules when controlling discussion:

- a) Debate on policy is healthy and necessary, but ad hominem criticisms of other Council members is not. The Mayor has the right to stop discussion which is

personal in nature, abusive, unduly loud, inappropriate, repetitive, or excessively time-consuming.

- b) One person shall have the floor at a time, and the speaker shall be recognized by the presiding officer before proceeding to speak.

Veto Authority.

While the Mayor does not get to vote on matters before the City Council, the Mayor does have the authority to veto a resolution, ordinance or amendment to an ordinance within 14 days after the Council passes it. The mayor must give the council a written explanation of the reasons for the veto at the time of the veto. The Mayor cannot veto a simple motion. Within 30 days after the veto, the council may re-pass the resolution, ordinance or amendment with a two-thirds vote of the Council.

ROLE OF CITY STAFF AT COUNCIL MEETINGS

City Administrator.

The City Administrator or designee shall attend all meetings of the Council unless excused by the Mayor. The City Administrator shall make recommendations to the Council when appropriate, either in writing prior to the meeting, or orally as necessary during the meeting.

City Attorney.

The City Attorney shall attend all closed session meetings of the City Council. The Mayor and City Administrator shall determine other instances when the City Attorney shall be required to attend a Council meeting in-person or virtually. When present, the City Attorney shall act as the Council's parliamentarian.

City Clerk.

The City Clerk or designee shall attend all meetings of the Council, unless excused by the Mayor or the City Administrator, and shall keep the official minutes and perform such other duties at the meeting as may be requested by the Council.

City Employees.

Department heads or other designated employees of the City shall attend those Council meetings where an item on the agenda may require some departmental explanation, unless excused by the Mayor or the City Administrator.

TYPES OF MEETINGS, NOTICE, PROCEDURES

Notices of, and agendas for, all meetings of the City Council meetings shall be given in compliance with the requirements of Iowa Code Section 21.4. Meeting notices shall be posted by the City Clerk, or designee, at least twenty-four (24) hours prior to the meeting.

The City Council meeting agenda and pertinent packet information shall be posted on the City's website, www.marshalltown-ia.gov. The Mayor and Council members should contact the City

Clerk with any routine questions concerning the agenda prior to the meeting. Questions regarding policy issues on the agenda and clarification of action items should be directed to the City Administrator ahead of the meeting, whenever possible.

All official meetings of the Council shall be open to the public, except those legally designated as closed sessions. Regular Council meetings shall be held in a building or room that is accessible to persons with disabilities, which shall normally be the Council Chambers at the Marshalltown City Hall, located on the second floor of the building at 10 West State Street. For Council meetings held in part or in whole at other locations for any purpose, that meeting space shall be accessible to persons with disabilities to the maximum extent possible. Special arrangements for the hearing impaired, or for interpreters, will be considered upon request to the City Clerk's Office.

Regular Meeting.

The regular Council meetings will be held the second and fourth Mondays of every month. Meetings will commence at 5:30 p.m., unless the Council directs otherwise. When the regular meeting date is a holiday, the meeting will be held at 5:30 p.m. on the following day or at such other time .

Work Sessions.

The Council may meet informally as needed in work sessions which are open to the public. Starting times will be dependent on the number of items scheduled for discussion. The purposes for work sessions include, but are not limited to, budget sessions, joint meetings, reviewing upcoming programs, receiving progress reports on current programs, receiving information from the City Administrator or discussing other matters of concern. No formal action on any item may be taken at a work session, but matters may, by motion, be placed on the agenda for a later City Council meeting.

Items may be placed on the work session agenda by the City Administrator, Mayor or a Council member. The City Attorney or other City staff may place items on the agenda if approved by the City Administrator. Agenda items must be submitted at least five (5) days prior to the scheduled work session. No public comment shall be permitted during a work session unless public comment is specifically called for on the agenda, or unless solicited by the presiding officer.

Special Meetings.

Special meetings of the City Council may be held if called by the Mayor, with the required public notice under Chapter 21. In such cases, the Mayor shall provide written notice to each Council member by email or other appropriate means. The cost of calling a special Council meeting for approval of a permit, license or similar instrument is \$500.00 and shall be the responsibility of the petitioner unless waived by the Mayor or City Administrator.

Budget Process.

Annually, the City Council works with staff to review and adopt a budget for the next fiscal year. The budget process typically requires meetings outside of the regular City Council meetings to cover the different funds and topics necessary. The Finance Director will work with the Mayor and Council to bring forth a budget calendar near the end of each calendar year to ensure open communication about meetings outside the regular meeting times.

Open Session.

Except as provided in the Iowa Code, all actions and discussions at meetings of governmental bodies, whether formal or informal, shall be conducted and executed in open session.

Closed and Exempt Sessions.

Iowa Code Section 20.17 permits public bodies to hold exempt sessions (i.e., not subject to the Open Meetings Law) to discuss collective bargaining with their bargaining representatives. Iowa Code Sections 21.5 and 21.9 permit closed sessions for certain limited, and narrowly defined, reasons. A vote to go into a closed session requires an affirmative vote of either two-thirds (2/3) of the Council members or all of the Council members present at the meeting. No ordinance, resolution, motion or other formal action may be taken in closed session.

In the case of any exempt or closed session, the agenda shall be drafted with the assistance of legal counsel to state the specific statutory basis under which the closed session will be held. The City Attorney or other legal counsel shall provide, in writing, the legal basis for the closed session and provide the same to the Mayor and Council prior to the meeting or, in the alternative, the City Attorney or outside legal counsel shall attend the meeting and state publicly the basis for the closed session. The written or oral opinion shall specify the particular Iowa Code section which allows the exempt or closed session and a short statement of why the subject matter to be discussed in closed session makes the section applicable. The Council shall not enter closed session until this opinion is provided.

PUBLIC ACCESS AND PARTICIPATION

One of the goals of the City Council rules is to create an atmosphere of efficiency, fairness and maximum participation. It is the responsibility of the Mayor, Council members, City staff and members of the public to maintain common courtesy and decorum throughout any meeting. The Mayor, Council members, City staff, and members of the public should speak one at a time in a civil and courteous manner to be heard by all persons in attendance.

All official meetings of the City Council shall be open to the public and the media. All meetings may be recorded by radio, television, and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

Members of the public have the right to attend City Council meetings, subject to the need to maintain order and space limitations. The City Council meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all Council discussions and votes. All cell phones or other communication devices should be silenced during City Council meetings. No one should take a voice phone call during a Council meeting without first leaving the Council chambers and closing the chamber doors.

In the event that the State of Iowa and/or the City implement closure requirements or restrict in-person access to a meeting, the City will utilize an electronic meeting service, like GoToMeeting, for the public to participate in a City Council meeting. An electronic meeting service will not be a

method for the public to participate if City Council Chambers are open to the public with no restrictions.

In addition to attending the meeting in person, the public can access a live stream of the City Council meetings by going to <https://www.marshalltown-ia.gov/731/City-Council-Meetings>. The archive of past Council meetings available on YouTube is also available on this webpage.

Rules of Public Participation.

All persons attending are asked to observe the following when speaking:

- a) Only persons recognized by the Mayor will be allowed to speak. During public hearings or at other allowable times, members of the public will not address items on the agenda unless and until recognized by the presiding officer.
- b) A person recognized to speak should approach the podium, state his or her name and address, and make his or her statement as brief as possible. Speaking times are limited to three (3) minutes.
- c) All speakers shall speak clearly and direct their comments to the Mayor and City Council as a whole and not to any Council member specifically.
- d) A person recognized to speak should maintain a courteous and polite demeanor, as well as refrain from using inappropriate, combative, profane, or abusive language, or attacking the character of City officials and employees in a personal manner.
- e) Persons may address the City Council for the reading of protests, petitions or communications relating to any matter over which the Council has jurisdiction. When anyone appears before the City Council stating he or she has a petition, the Mayor will accept the petition and the minutes will reflect that action.
- f) A person should not address the City Council about issues that are known to be within the responsibility of other City staff/officials and have not been previously presented to that responsible party.
- g) Persons should not engage other members of the public while addressing the City Council or engage individual Council members in a discussion, except as permitted by the Mayor.
- h) The Mayor and City Council are not permitted to respond to or engage in debate or discussion concerning subjects raised by members of the public which are not on the posted agenda. Council members may, in their individual discretion, make themselves available to persons attending the meeting before or after the City Council meeting.

AGENDA PREPARATION

Agenda Deadline.

Except in cases of pressing need or emergency, no business may be submitted for placement on the regular Council agenda after 12:00 p.m. of the 5th day (Wednesday) prior to the meeting day. Items may be placed on the agenda by the City Administrator, Mayor, or a Council member. The City Attorney or other City staff may place items on the agenda if approved by the City Administrator. When a holiday falls on a Friday, the City Clerk may revise the agenda cutoff time and shall, with the concurrence of the City Administrator, notify all staff, the Mayor and Council members of the same.

Agenda and Agenda Packet Preparation.

The Mayor, City Administrator, and City Clerk are responsible for the preparation of the agenda and packet. Council members should promptly review their packets and contact the City Administrator if there are any questions regarding the information. The Mayor and City Administrator, after considering any requests for agenda items, shall approve the tentative agenda. Any request for an agenda item from the general public shall not be placed on the agenda unless and until timely requested by the Mayor or City Administrator. Staff may also place on the agenda items brought forward by the public if approved by the City Administrator.

Council members should, whenever possible, avoid using Council meeting time as a fact-finding exercise. Council members are instead encouraged to consult with the City Administrator ahead of the meeting to clarify any packet materials that are unclear. Meeting time should be used, as much as possible, for bona fide debate of public matters, rather than fact gathering which could have been accomplished with due diligence before the meeting.

Agendas for public meetings shall be posted at City Hall – 24 North Center Street ADA entrance. Individuals signing up for notifications on www.marshalltown-ia.gov will be notified as soon as an agenda is posted. Elected officials, city staff and the public will need to access the agenda on the City's website, as paper copies are no longer distributed.

Withdrawn Items.

Agenda items may be withdrawn by either the Mayor or the City Administrator prior to agenda distribution. Further, under circumstances where unforeseen problems are discovered with an agenda item after distribution of the agenda, the agenda may be modified as necessary by the Mayor.

Consideration of Emergency Matters.

If, under Iowa Code 21.4(2), and after conferring with the City Attorney, the City Council determines by majority vote that an emergency exists, agenda items may be added without twenty-four (24) hours' notice to the public. In such cases, the reasons for said emergency shall be noted in the minutes and, particularly, the reasons why the Council determined the items could not reasonably be deferred to a later meeting. Such action should rarely occur, and only when the Council believes irreparable harm may or will likely occur if action is not taken immediately.

ORDER OF BUSINESS

The order of business shall be as contained in the agenda. The order of business may also be changed by a majority vote of Council members present, for reasons of efficiency. Reasons of efficiency include, but may not be limited to, the convenience of persons attending the meeting, the lateness of the hour, and similar concerns.

Meetings shall normally be conducted in the following order:

- a) CALL MEETING TO ORDER
- b) PLEDGE OF ALLEGIANCE
- c) ROLL CALL
- d) PUBLIC COMMENT. Members of the general public may, during the allotted timeframe on the meeting agenda, make comments on any item that was not on the agenda. The proposed speaker shall, after being recognized by the presiding officer, 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 presiding officer. The speaker shall direct comments to the presiding officer and the Council as a whole. The presiding officer and Council members shall not engage in discussion or debate on items raised by members of the public. No action may be taken on items raised in public comments.
- e) COMMENTS BY THE MAYOR, COUNCIL MEMBERS, CITY ADMINISTRATOR AND PRESENTATIONS. Informational, explanatory, or educational comments by the Mayor, Council members and City Administrator that do not require any action. These comments may also include announcements of events, welcoming special guests or recognition of an achievement.
- f) CONSENT AGENDA. The consent agenda shall consist of non-controversial, routine items such as, but not limited to, refunds, routine appointments requiring Council approval, department reports, applications, simple service contracts already vetted by City staff, and not requiring Council attention, and communications not requiring action. The items comprising the consent agenda will not be considered individually, but will be adopted on one motion. Council members or the Mayor may remove any item on the consent agenda for individual discussion, or to abstain from a vote because of a potential conflict of interest, or to register a vote against the item, by notifying the City Administrator or Mayor of the removal and the reason for it by 12PM the day of a meeting. No second shall be required to remove an item and no vote on such a request shall be required.
- g) REPORTS. The Council may request reports from cooperating agencies or private groups who are working with the Council on official projects or other community initiatives.

- h) **MOTIONS.** Motions are proposals to move a matter forward or to take some action in circumstances where no written resolution has been prepared. Council members should make a motion when there is new or non-routine business requiring Council discussion prior to a vote, including, but not limited to, new liquor licenses and cigarette permits. Example: “I move the liquor license for XYZ Restaurant be approved.” Any motions concerning any procedural matter, such as the order of business or the general conduct of the meeting, may be made prior to the consideration of other business.
- i) **RESOLUTIONS.** Resolutions are written directives of the City Council directing certain actions, such as the approval of contracts. Resolutions typically direct the Mayor to sign the resolution and frequently direct the City Clerk to take whatever actions are necessary to carry out the resolution, such as to “place the contract on file in the usual manner.” Resolutions are necessary for more formal actions where a definite record of Council action is important. Resolutions presented and seconded shall first be discussed by the City Council and Mayor. After discussion by the Council and Mayor, a resolution may be addressed by members of the general public upon the same conditions provided under public comments.

A resolution pertaining directly to other items of business should be placed first in order of resolutions being considered. Resolutions requiring a public hearing shall be considered immediately following the public hearing. Resolutions requiring a public hearing will be considered last in order of resolutions. When a blank is to be filled, and different sums or times are proposed, the question shall be taken first on the largest sum, or the longest time.

- j) **ORDINANCES.** Ordinances are the laws of the City. Ordinances must be read, considered and passed three separate times at three separate meetings of the City Council in order to become law. However, if the agenda provides the required public notice, a motion may be made to allow all three readings to occur at one meeting. If the motion is approved by three-fourths (3/4) of all Council members (i.e., not just those Council members present), then the requirement of making the readings at three separate meetings may be waived, and all three readings may occur at the present meeting. Such a motion to waive the three meetings requirement may occasionally be appropriate when an ordinance is not controversial and where time is of the essence. After discussion by the Council, members of the general public may address an ordinance, upon the same conditions as provided under public comments.

An ordinance that requires a public hearing prior to adoption will be placed last in the order of ordinances being considered. In the case of any ordinance to amend or repeal an ordinance or section of an ordinance, the proposed amendment shall contain the entire text of the ordinance or section to be amended or repealed. Ordinances amending or repealing existing ordinances shall be drafted to repeal the former ordinance or section in its entirety, and set forth the entire text of the proposed ordinance or section, as amended.

- k) **DISCUSSION.** Items placed on the agenda solely for discussion purposes will not be acted upon. Such discussion items determined to require action may be placed on a

subsequent agenda by motion or, if no motion is made, by the placement of the item on a subsequent meeting agenda through the usual process described in the “Agenda Preparation” section of these rules.

- l) **ADJOURNMENT.** When the City Council has finished its business, the Mayor may declare the meeting adjourned.

PUBLIC HEARINGS

Informal Public Hearings.

An informal public hearing is called in order to give the public an opportunity to comment on a matter of public interest before the Council. Informal hearings are not required by State law or City ordinance. The board, committee or commission concerned may set rules for notifying the public of an informal hearing, establish a time frame and conduct the hearing in any fair manner it chooses.

Formal Public Hearings.

A formal public hearing is required by State laws or City ordinances and is designed to solicit comment from the general public.

Hearing Procedures.

Hearings shall be fair and impartial. If a Council member has a personal interest in the outcome of a hearing, such that there is a legally recognized conflict of interest, he or she should disqualify himself or herself from participation.

Persons and groups who may be affected by the matter being discussed in the hearing shall be provided at least the minimum statutory notice of the time and place of the hearing. Such persons and groups attending the hearing shall be given a reasonable opportunity to be heard. Persons or groups requesting to address the Council may be represented by legal counsel and may present oral and documentary evidence.

The presiding officer should open the hearing and explain the hearing procedures. The presiding officer should inquire whether any comment on the public matter at issue has been received in the Clerk’s office, and the Clerk should then relate any such comments for the record.

Following the report of the Clerk, the public should be invited to address the Council. If there are numerous persons representing the same views and opinions, the presiding officer may ask that a spokesperson be selected to speak on behalf of the group. If this arrangement cannot be made, the presiding officer may restrict each speaker to a limited time (generally three minutes) so that all may be heard. Irrelevant comments or speakers who run over the time allotted may be ruled out of order by the presiding officer.

Following comments from the public, staff persons who have information to present should be invited to present their respective reports.

When all interested persons (except as reasonably limited by the presiding officer, as stated above) have had the opportunity to speak, the hearing is closed, ending audience participation. Council members may then discuss and take action on the proposal following the hearing if notice of such action is stated on the meeting agenda.

OTHER MEETING PROCEDURES

Individual Electronic Participation.

An absent Council member may participate electronically in any City Council meeting by speaker phone or other device, provided the comments of the Council member are plainly audible to the public. This could include an electronic meeting service if requested by a Council member. With advance notice, staff members and select consultants may be available via phone or an electronic meeting service.

Quorum.

A quorum is necessary for the conduct of business. A majority of the Council members shall constitute a quorum. If a quorum is not present, those in attendance may elect to discuss items, but may not take official action, except to adjourn to a later date.

Recording of Votes.

Affirmative and negative votes shall be recorded on all motions, resolutions, and ordinances and entered into the official minutes of the City Council. The name of the Council member making the motion shall be recorded in the minutes, along with the “Ayes” and “Nays.” The outcome of a vote on a motion shall be announced by the Mayor and recorded by the Clerk.

Action by Verbal Motion.

Verbal motions of the Council shall be stated clearly. In the case of an ambiguous or confusing motion capable of several interpretations, the presiding officer shall, as soon as practicable following the initial statement of the motion, clarify the intent of the motion to ensure all Council members understand its meaning and intent. In such cases, Council members should be asked to amend their motions by friendly amendment.

Majority Vote Required.

Unless otherwise provided by State Code, an affirmative vote of at least four (4) Council members shall be necessary to pass an ordinance or resolution. When any vote is called, each Council member shall respond: “yes,” “no” or “abstain.” An “abstain” vote of a Council member is a “no” vote, unless the Council member states he or she has a conflict of interest and states the nature of the conflict. In the case of a conflict of interest, the number of votes to approve any action is recalculated to exclude the abstaining Council member. For example, if two Council members abstain due to a conflict of interest, an item could pass on a three to two vote (provided the vote does not require a majority of the entire Council).

Ordinance and Resolution Passage Procedure.

When passed by the City Council, an ordinance or resolution shall be signed by the legally required person (normally the Mayor) and shall be attested to by the City Clerk. It shall be immediately filed and thereafter preserved in the office of the City Clerk.

Making a Motion.

When a Council member wishes to propose an idea for discussion and possible action, the Council member must make a motion. In order to make a motion, these steps must be taken:

1. The Council member asks to be recognized by the presiding officer.
2. After being recognized, the Council member makes the motion (“I move...”).
3. Another Council member seconds the motion.
4. The presiding officer states the motion and asks for discussion.
5. When there has been sufficient discussion, the presiding officer will close the debate (“Are you ready for the question?” or “Is there any further discussion?”).

If no one requests to make additional comments, the presiding officer puts the question to vote. After the vote, the presiding officer announces the outcome of the motion (“The motion is carried” or “Motion fails”).

Until the presiding officer states the motion (step 4), the Council member making the motion may rephrase (amend) or withdraw it. After an amendment, the motion as amended must still be seconded and then voted upon. It is particularly important when a motion is amended that the presiding officer restate the motion, as amended.

In making a motion, Council members must avoid combining multiple proposals in the same motion. If a Council member prefers to see proposals divided and voted upon separately, the Council member should ask the presiding officer to divide the motion into separate motions for consideration. The presiding officer may then proceed to treat each distinct proposal as a distinct motion, each requiring its own second, and to be acted upon separately. The presiding officer should solicit motions when the situation demands by either inviting a motion or suggesting a motion to the Council members.

Debate Procedures and Rules.

No motion or resolution shall be debated unless seconded. When a matter is seconded, the Mayor shall restate the motion or resolution and open the floor for debate.

- a) **Three-minute Rule.** Council members speaking on a matter shall confine their remarks strictly to the matter under consideration, and shall limit their remarks to three minutes in duration.
- b) **Vote Required when Present.** Every Council member present when a question is stated from the presiding officer shall vote thereon, unless the Council member has declared a conflict of interest in the outcome of the question under consideration.
- c) **Motion or Resolution Withdrawn.** After a motion or resolution is seconded and stated by the Mayor, it may be withdrawn at any time before decision, but if any

amendment has been proposed and adopted, it shall not be withdrawn without the consent of the mover of such amendment.

- d) Several Distinct Propositions. If the question in debate contains several distinct propositions, any Council member may have the same divided, and the item(s) considered separately.

TYPES OF MOTIONS

Please see the Table of Motions on page 23 for more information as to whether the motion is debatable, amendable, and the vote required. Specific State laws require the passage of motions, resolutions and ordinances greater than that of a simple majority. During debate and discussion of a motion, the maker of the motion on the floor may, at any time, interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Mayor may ask the person who seconded the motion if he or she wishes to make the motion, and any other Council member may make the motion, if properly recognized.

Main Motion.

The main motion is to put forward a decision for consideration. Example: “I move that we create a five-member committee to plan the annual fundraiser.” This is the most common motion used in a Council meeting to conduct business and bring forth items on the agenda for consideration.

Subsidiary Motions.

The following are considered subsidiary motions, which can be utilized by the City Council in handling the main motion.

- a) To amend. Changes a basic motion under consideration. Example: “I move we amend the motion to have a ten-member committee.” A motion to amend requires a second and must be decided before the Council returns to consideration of the original motion.
- b) To amend an amendment. Seeks to modify an amendment. Example: “I move we amend the amended motion to have an eight-member committee.” A motion to amend an amendment requires a second and cannot be amended further.
- c) To postpone to a date certain or indefinitely. Proposes delay in further discussion of the matter under consideration until a specific, stated time at which the item will be debated further or indefinitely. Example: “I move we postpone further discussion of this item until our first regular meeting in October.” This motion is not debatable except the date certain.
- d) To lay on the table. Postpones discussion of an item indefinitely, unless taken off the table. Example: “I move we table this item.” Tabling an item leaves it on the table and no specific time is stated for further discussion. It stays “on the table,” until a later agenda item provides notice it will be brought from the table for further discussion. This motion is not debatable.

- e) To take from the table. Considers bringing forth a tabled motion for further discussion or action. Example: “I move to remove item X from the table.” This cannot be debated or amended. Once a majority vote in favor, the original tabled item can be acted upon.
- f) To End Debate or the “Previous Question.” The most common form of this motion is to say: “I move the previous question,” or “I move the question,” or “I call for the question.” When a Council member makes such a motion, the Council member is really saying, “I’ve had enough debate. Let’s get on with the vote.” The motion requires a second. If the motion carries by two-thirds (2/3) majority of those Council members present, all further debate is concluded, and the question put in this order: first upon the amendments pending, and then upon the main proposition before the Council.
- g) To limit debate. An alternative to the previous question is a motion to limit debate, which includes, by its stated terms, a time limit. For example: “I move we limit debate on this agenda item to fifteen minutes.” The motion to limit debate requires a two-thirds (2/3) vote of the Council.
- h) To Refer to Committee. This motion directs that the item under consideration be sent to a committee for further analysis and recommendations. More information about committees can be found on page 20.

Motion to Reconsider.

After a vote is taken, the matter is deemed concluded and is subject to reconsideration only upon a timely motion. A motion to reconsider shall only be made by a Council Member who voted with the majority on the original motion. A motion to reconsider requires a two-thirds (2/3) vote of the City Council to pass, with the following limitations:

-A motion to reconsider may be made at the meeting where the item was first voted on at any time before adjournment.

-A motion to reconsider may be made at a subsequent meeting within ten (10) days of the original measure’s failure.

If the motion to reconsider passes, then the original matter is back before the City Council, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time. Once a matter has been duly reconsidered, no further motion to reconsider the issue can or shall be made without the unanimous consent of the City Council.

No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. This rule does not prevent substantively different iterations of the measure from being brought forth at later meetings of the Council. Further, once a new City Council is seated following the next regular election, any matter may be revived.

Motions Limiting Debate and Discussion.

Debate and discussion should be focused, but free and open. At the same time, the Mayor may limit the time allotted to speakers, including Council members, in the interest of efficiently and effectively using time. Generally, a Council member will not be interrupted by other Council members, but may be under the following circumstances:

- a) To Object to Consideration. This motion is not debatable and, if passed, precludes the Council from even considering an item on the agenda. It also requires a two-thirds (2/3) vote. Normally, such a motion is unnecessary, because the objectionable item is usually tabled or defeated. However, when Council members do not wish there to be any consideration of an item, such a motion is in order.
- b) To Request a Point of Privilege. The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the comfort of the meeting participants. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.
- c) To Raise a Point of Order. The proper statement by a Council member would be: "Point of Order." The Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the Mayor moved to a vote on a motion that permits debate without allowing discussion or debate.
- d) To Appeal. If the Mayor makes a ruling with which a Council member disagrees, that Council member may appeal the ruling of the Mayor to the Parliamentarian. This motion is not debatable.
- e) To Call for Orders of the Day. This is another way of saying, "Let's return to the agenda." If a Council member believes the Council has drifted from the agenda, such a motion may be made. It does not require a second or a vote. When the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the Council to return to the agenda item properly before them.
- f) To Recess. This motion, if passed, requires the Council to immediately take a recess. Normally, the presiding officer determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.
- g) To Fix the Time to Adjourn. This motion, if passed, requires the Council to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
- h) To Adjourn. This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote. This would occur outside of the adjournment in the Order of Business, which is called for by the Mayor.

REQUIRED PUBLICATIONS

Minutes of all proceedings of the City Council shall be kept by the City Clerk or designee, and shall be entered in the official record of the Council. Minutes of the proceedings shall be open to public inspection, except those of closed sessions. Minutes shall be published in the Times Republican within fifteen (15) days of the Council meeting, as required by the Iowa Code. Additions and corrections to the minutes may be made only in public meetings, with the approval of the Council, and not by the private request of individual Council members.

City Council policy does not require that minutes be recorded verbatim. Minutes record the essence of decisions made and of actions taken. Minutes shall show the date, time, and place of the meeting, Council members present, action taken, the results of each vote taken, and information sufficient to indicate the vote of each Council member present.

Minutes of meetings and closed session recordings are retained as required by State law. Minutes of all meetings must be prepared by the City Clerk or the City Clerk's designee. A copy of all such minutes must be filed with the City Clerk's office. Personal notes or recordings made by the City Clerk for personal reference and convenience in preparing minutes shall not be considered part of the record and need not be preserved.

In addition to the publication of the minutes, all ordinances, public hearing or other notices will be published in the Times Republican.

CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

As permitted by the Iowa Code and the Marshalltown Code of Ordinances, the Mayor and/or the City Council may create committees, boards, and commissions to assist with such public duties as the Council may specify. When a board, committee, or commission is established by the City Council, the specific duties of the group are set forth in the ordinance or resolution which created it. If a commission, board, or committee determines its activities should be expanded beyond its existing authority, the commission, board or committee should formally request specific authorization from the City Council to consider the additional matters and to formulate recommendations accordingly.

Any special or ad-hoc committee will be formally approved by the City Council. Special committees shall report their findings and recommendations in writing. Committees will make reports to the City Council as requested by the Council. All committee recommendations, decisions, or proposed actions shall be subject to the final approval and adoption of the City Council. Upon submission of a final report to the City Council, the special or ad-hoc committee shall dissolve, unless tasked with additional work by the Council.

Special committees of the City Council shall be empowered to require the attendance of witnesses, and for that purpose, the chairperson of such committee is authorized to issue subpoenas.

Subpoenas shall be provided to the Chief of Police, who shall immediately cause service of the same on the summoned individuals, in the usual manner required by law.

The abolishment or modification of a board or commission shall be done in accordance with applicable State law or City Code.

Steering committees are sometimes used by City staff members to provide broader viewpoints on specific projects or plans. A steering committee is not considered a special committee of the City Council unless the Council takes such actions to form it as a special committee. Steering committee members will be determined in consultation with the Mayor and City staff. Membership of a steering committee ceases to exist when a plan or project is brought to fruition.

MEETING CONDUCT

Disorderly Conduct.

No person shall disrupt the orderly conduct of a Council meeting. Prohibited disruptive behavior includes, but is not limited to, shouting, making disruptive noises, such as boos or hisses, creating or participating in a physical disturbance, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, entering into or remaining in an area of the meeting room that is not open to the public, or approaching the Council table without consent. Any message to or contact with any Council member while the Council is in session must be made through the City Clerk. Other rules include the following:

- a) Council members shall not address the meeting until recognized by the presiding officer.
- b) When two or more Council members request to be recognized at once, the presiding officer shall recognize and name the Council member who is to speak first.
- c) No Council member shall be recognized to speak twice on the same matter until every Council member desiring to comment on the matter has spoken.
- d) The Mayor, Council members, City Administrator, and City staff shall at all times conduct themselves civilly. No person shall be permitted to shout, curse or use personally offensive language directed at other individuals.
- e) Any person called to order by the presiding officer shall immediately desist in the objectionable behavior.
- f) While any person is addressing the meeting, who has been duly recognized by the presiding officer, no person shall hold any disruptive or distracting private conversation.

g) Any of the following shall be sufficient cause for law enforcement personnel, by order of the presiding officer, to remove any person from the Council chambers or meeting hall for the duration of the meeting:

1. Unreasonably loud or disruptive language, noise or conduct which obstructs the work of conducting of the business of the Council.
2. Willful injury of furnishings or the interior of the Council chambers or meeting hall.
3. Refusal to obey the rules of conduct, including the limitations on occupancy and seating capacity.
4. Refusal to obey an order of the presiding officer or an order approved by a majority of the Council present.

Except where a disruptive person presents a physical danger to others (in which case law enforcement personnel will immediately apprehend and remove the person), the presiding officer shall give a warning to a disruptive person before ordering the person's removal. If a meeting is disrupted by more than one member of the audience and where it appears a general breakdown of order has occurred or will occur, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared.

Enforcement of Decorum.

The presiding officer is the Sergeant-at-Arms of the Council meetings. That person maintains order and decorum at the Council meetings. Physical removal, when necessary, will be undertaken by law enforcement personnel.

TABLE OF MOTIONS

Motion	Reference	Debatable	Amendable	Required Vote
To suspend the rules	Page 4	Yes	No	2/3 Council or unanimous of all present
To go into closed or exempt session	Page 9	Yes	No	2/3 Council or unanimous of all present
To change the order of business	Page 11	Yes	Yes	Majority of Council Members present
To approve a resolution	Page 12	Yes	Yes	Majority of all Council Members
To approve an ordinance reading	Page 13	Yes	Yes	Majority of all Council Members
To waive readings of an ordinance	Page 13	Yes	Yes	¾ of all Council Members
To amend	Page 17	Yes	Yes	Majority of all Council Members
To amend an amendment	Page 17	Yes	No	Majority of all Council Members
To postpone to a date certain	Page 17	Yes	Yes	Majority of all Council Members
To lay on the table	Page 17	No	No	Majority of all Council Members
To take from the table	Page 17	No	No	Majority of all Council Members
To end debate (previous question)	Page 18	No	No	2/3 of all Council Members
To limit debate	Page 18	No	Yes	2/3 of all Council Members
To refer to a committee	Page 18	No	Yes	Majority of all Council Members
To reconsider	Page 18	No	No	2/3 of all Council Members
To object to consideration	Page 19	No	Yes	2/3 of all Council Members
To request a point of privilege	Page 19	No	No	Mayor
To raise a point of order	Page 19	No	No	Mayor
To appeal	Page 19	No	No	Parliamentarian
To call for orders of the day	Page 19	No	No	Mayor
To recess	Page 19	No	Yes	Majority of all Council Members
To fix a time for adjournment	Page 19	No	Yes	Majority of all Council Members
To adjourn (prior to adjournment on agenda)	Page 19	No	Yes	Majority of all Council Members

RESOLUTION ADOPTING THE 2023-2024 STRATEGIC PLAN

WHEREAS, annually the Mayor and City Council meet to discuss the future work of the City in order to put forth a strategic plan to communicate and guide the activities of the organization; and

WHEREAS, the Mayor and City Council held this strategic planning session on November 1, 2022, which was facilitated by Susan Park of Sparker Solutions; and

WHEREAS, the City Council reviewed a draft of the goals and objectives at the December 12, 2022, special City Council meeting and found the draft to be an acceptable for 2023 and 2024;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the attached strategic plan, including mission, values, strategies and objectives are hereby adopted.

Passed this 27th day of December 2022, and signed this ____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk



**MARSHALLTOWN
MORE THAN EVER**

STRATEGIC PLAN 2023-2024

MISSION

The City of Marshalltown collaborates to provide a welcoming, safe, vibrant, and growing community.

Mayor Joel Greer

City Council Members

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,

Jeff Schneider, Gary Thompson, Dex Walker

STRATEGY 1

Expand and improve development in the community

Part of our mission is to be a growing community, which is why development of housing, commercial and retail opportunities, and industrial providers is so important. In order to expand and improve development in the community, we will do the following...

⇒ **Plan for and construct new infrastructure**

Infrastructure (streets, water, sewer) are needed for development to occur. Whether for residential, commercial or industrial opportunities, plans will be developed for the Council to consider proactively to spur development or reactively to respond to a developer need.

⇒ **Increase housing opportunities at all levels**

Marshalltown must have new housing opportunities in order for the community to grow. Each type of housing – single family, multi-family, attached, detached, market rate, income restricted – is important to providing the most options possible for residential growth.

⇒ **Incentivize redevelopment of existing buildings**

Marshalltown has buildings throughout the community which provide economic value but need a renovation or repurposing in order to remain productive. We will seek to incentivize redevelopment at the malls, the old hospital campus and other locations which contribute to a strong tax base.

⇒ **Invest in Downtown redevelopment**

As the owner of vacant lots and two buildings, the City will play a vital role in the redevelopment of Downtown Marshalltown. We will consider all options and continue to enhance infrastructure to make Downtown an economic contributor to the community.

⇒ **Enhance the public assets of both the Linn Creek District and the 13th Street District**

To be the destination for people to live, work, play and learn, Marshalltown needs amenities to grow our population and grow our tourism dollars. Both districts contribute to quality of life, and we will invest in quality of life projects to see growth and development.

KEY INDICATORS

- # of new single family/ owner-occupied residential units
- # of new rental units
- Total building permit valuation by year
- Assessed Valuation growth by Urban Renewal Area
- Community Survey Data
 - Overall economic health rating
 - Vibrancy of Downtown
 - Variety of housing options
 - Overall utility infrastructure



**MARSHALLTOWN
MORE THAN EVER**

STRATEGY 2

Enhance Marshalltown's public image

Community pride is a key facet to both the internal and external image a community portrays. Our mission puts safety, vibrancy, and welcoming as priorities to work towards, all of which contribute to how others view Marshalltown.

In order to enhance our public image, we will do the following...

⇒ **Enhance the attractiveness of the entrances to the community**

First impressions mean a lot when it comes to showcasing a community, and the entry points into Marshalltown – Highway 14 North and South, West Lincolnway, Iowa Avenue – need to be enhanced.

⇒ **Identify creative placemaking opportunities in City projects**

Working towards being known as a destination for public arts requires the City to be a participant in finding ways to use public projects to advance this initiative.

⇒ **Reduce blight and promote safety in neighborhoods**

Dilapidated and dangerous buildings decrease adjacent property values and contribute towards neighborhood decline. We will continue to pursue blighted properties and find ways to promote property maintenance to keep structures from being demolished.

⇒ **Identify public projects where aesthetics can be enhanced through functional improvements**

The City's Capital Improvement Plan is a great resource to identify ways in which aesthetic improvements can happen as part of an overall project. Whether moving curbs for more parking, plantings to enhance an area, or many other options, the City will use capital projects as opportunities to enhance beauty in functionality.

⇒ **Communicate with citizens to better promote Marshalltown**

Communication is constantly changing with new technologies and platforms. In Marshalltown it also means communicating in multiple languages to conduct business with the City. We will look at multiple ways to manage resources available to effectively issue City information.

KEY INDICATORS

- # of demolition permits issued
- # of City demolitions
- # of nuisance cases opened/closed by year
- # of Facebook followers
- # of website news subscribers
- Community Survey Data
 - Overall image of Marshalltown
 - Overall appearance of Marshalltown
 - Overall image or reputation
 - Sense of civic pride
 - Marshalltown as a place to live
 - Public information services rating
 - Marshalltown as a place to visit

STRATEGY 3

Continually improve and sustain the City's infrastructure, organization, and services

The City as an organization has to be a strong, viable organization in order to provide services to the community. In order to continually improve our organization, we will do the following...

⇒ **Plan and fund improvements to the City's infrastructure and buildings**

A plan is the basis for progress and multiple plans will be developed as part of ensuring Marshalltown's infrastructure and buildings last many years.

⇒ **Review City policies, procedures, plans, ordinances, programs and services for updates and efficiencies**

The rules which we operate by require review from time-to-time. Conducting reviews in a way which maximizes operational efficiency and ensures cost effectiveness is necessary to remain a strong organization.

⇒ **Focus on employee retention and training**

A strong, prepared workforce is at the heart of everything we do. Ensuring employees have the tools and training needed to exceed expectations will improve customer service and employee retention.

KEY INDICATORS

- Bond rating by year
- Employer Modification Factor by year
- Community Survey Data
 - City service ratings
 - Value of services for taxes paid
 - Overall employee customer service
 - Variety of housing options
 - Overall utility infrastructure

OUR VALUES

Inclusion

We strive to provide equal access to all community members.

Innovation

We seek to challenge the status quo to provide a better benefit in the delivery of services.

Stewardship

We respect and care for the human, financial, natural resources and infrastructure of the community.

Trust

We are responsible and reliable public servants.

Integrity

We demonstrate accountability, transparency and professional respect.

Excellence

We strive to perform at the highest level.

STRATEGY 4

Partner with citizens, for-profit, non-profit, and others to improve quality of life

A vibrant and welcoming community requires a number of partners focusing on areas the City typically does not. Our mission is to collaborate, and we excel in this area. To improve quality of life through partnerships, we will do the following...

⇒ **Identify partners to address community issues like homelessness and mental health**

There are many issues in Marshalltown where the City is not the backbone organization. Homelessness and mental health take a team approach of multiple groups working together. We will learn what resources are available and identify ways in which the City can play a role.

⇒ **Facilitate relationships to provide more recreational opportunities in Marshalltown**

A variety of recreational opportunities and facilities contributes to a high quality of life. While the City has a role in recreation, many other entities also work in this space. To overcome hurdles for lacking facilities and programs, we will work with community partners to ensure Marshalltown residents can live, learn, work and play in Marshalltown.

⇒ **Partner with Trails Inc. for the building of the River's Edge Trail**

The City owns a vital asset in the Iowa River's Edge Trail, and Trails Inc. is our development partner. We will work with Trails Inc. towards the end goal of getting the trail to the Marshall County line.

⇒ **Utilize the Arts and Culture Master Plan to partner with the Arts & Culture Alliance on projects and initiatives**

Arts and culture are vital components to quality of life, and a partnership with the Arts & Culture Alliance is necessary to work towards community goals to enhance opportunities.

KEY INDICATORS

- Community Survey Data
 - Community support for the arts
 - Opportunities to attend cultural/arts/music activities
 - Opportunities to attend special events
 - Overall health and wellness opportunities
 - Availability of walking paths/trails



**MARSHALLTOWN
MORE THAN EVER**

Our Process

Each year, the Mayor and City Council members come together to have a discussion about the future of Marshalltown and the role the City plays in the future. This year, the Council met on November 1, 2022, with Susan Parker of Sparker Solutions. The Strategic Plan for 2023-2024 and beyond is the product of the discussions and ideas proposed in that session.

**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF
MARSHALLTOWN AND GOVHR USA FOR A CLASSIFICATION AND
COMPENSATION STUDY OF NON-BARGAINING POSITIONS AND USE OF
COUNCIL-DESIGNATED LOCAL OPTION SALES TAX**

WHEREAS, the City of Marshalltown solicited proposals for the completion of a Classification and Compensation Study of non-bargaining positions; and

WHEREAS, GovHR USA submitted a proposal to complete the scope of work for \$23,400 in a timeframe of three to four months; and

WHEREAS, staff recommends utilizing GovHR USA to complete the Classification and Compensation Study.

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

Section 1. The Mayor and City Clerk are hereby authorized and directed to execute any and all documents required to effectuate this Resolution.

Section 2. Council-designated local option sales tax not-to-exceed \$23,400 is hereby authorized as the funding source for this Agreement.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk



CONTRACT
MARSHALLTOWN, IOWA
and
GovHR USA, LLC

The City of Marshalltown agrees to retain GovHR USA, LLC ("GovHR") to conduct a Classification and Compensation Study in accordance with GovHR's proposal dated October 26, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

Total Cost: \$23,400

Payment Terms: : 40% of the professional fees (\$9,360) will be due after the initial project meeting, 40% (\$9,360) after delivery of the preliminary findings, and the balance of fees (\$4,680) will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt.

ACCEPTED:

MARSHALLTOWN, IOWA

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

630 Dundee Road, Suite 130, Northbrook, IL 60062
847.380.3240 | GovHRusa.com



October 26, 2022

Ms. Jill Petermeier
Human Resources Director
City of Marshalltown
24 N. Center St.
Marshalltown, IA 50158

RE: Proposal for a Classification and Compensation Study

Dear Ms. Petermeier:

We are pleased to provide the City of Marshalltown with this Proposal for a Classification and Compensation Study for the 98 employees in 63 positions in the organization. GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has conducted more than 100 classification and compensation studies in the past ten years. A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com.

If selected to conduct this Study for the City, GovHR Chief Executive Officer Joellen Cademartori will serve as your Project Manager. Biographies for Ms. Cademartori and the Project Team are attached to the proposal, and Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer, GovHR USA
847-380-3238
Jcademartori@govhrusa.com

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING



the high expectations that have been established in Marshalltown in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

Please contact Ms. Cademartori or me if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Judith Th. Schmittgens'.

Judith Schmittgens
Corporate Secretary and Compliance Manager
630-362-8934
jschmittgens@govhrusa.com
630-362-8934



CITY OF MARSHALLTOWN, IOWA
PROPOSAL FOR A COMPENSATION AND CLASSIFICATION STUDY
October 26, 2022

INTRODUCTION

The City of Marshalltown is interested in a review of its current classification and compensation plan for approximately 98 employees in 63 non-union positions in the organization. The goal is to have a clearly defined compensation plan that will allow for efficient and effective classification processes, offer fair and competitive wages, comply with state and federal laws and confirm to accepted practices, and ensures the recruitment and retention of qualified workers. The Study will also include an evaluation and possibly an update of existing job descriptions. It is a pleasure for GovHR to provide the City of Marshalltown with a proposal for these services.

PROFILE OF THE COMPANY AND KEY PERSONNEL

GovHR, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. We work exclusively in the public sector, and all services are provided solely for public jurisdictions and not-for-profit entities. The company was formed as Voorhees Associates in 2009 and changed its name to GovHR USA in December 2013. Our organization currently has a staff of thirty-five project consultants.

If selected to conduct this Study for the City of Marshalltown, Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA LLC
847-380-3238
icademartori@govhrusa.com

Ms. Cademartori has many years of experience in local government administration in Massachusetts, North Carolina and Illinois. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, Associate Vice President Alice Bieszczat and HR Manager Mysi Hall in study preparation, data gathering and employee interviews. The Project Team is currently conducting several classification and compensation studies around the country, including in Carroll and Indianola, Iowa. These studies are in varying stage of completion, and the Team has the time necessary to devote to this Study for Marshalltown. Biographies for the Consultant Team are attached to this proposal and their client lists are available on our website at www.govhrusa.com.

FIRM EXPERIENCE AND QUALIFICATIONS

GovHR has conducted more than 100 classification and compensation studies in the past 10 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm's studies is included on our website at www.govhrusa.com.

All of these studies included the use of public-sector salary data. All studies included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

METHODOLOGY, TIMELINE and DELIVERABLES

To accomplish the City's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary Survey, Job Analysis.

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (Project Manager).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work, and the data and assistance GovHR will need from the City to accomplish this task. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual, union contracts and any other relevant information related to salaries to make for a more productive initial meeting.

- **Establishing comparables**

DELIVERABLE: List of Comparable Communities

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Marshalltown.

- **Employee Kickoff Meeting**

Shortly after the initial project meeting with the Marshalltown representatives, the Consultant will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary surveys.**

GovHR will design and send out the salary surveys (under City letterhead) to gather salary data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with City representatives to select approximately 30 - 35 benchmark classifications from the City's 63 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in Marshalltown. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those municipalities that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:

- Read each JAQ (up to 98) and corresponding Job Description (up to 63), in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age

Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with City representatives and revise as necessary.
- Make recommendations for each position in the organization regarding its exempt or nonexempt status under the Fair Labor Standards Act (FLSA).

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.
- The Consultants will work with the City at the initial meeting to determine the City's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 63 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

III. Progress Reports

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concern and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative, and, if requested, other key City staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
- assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
- a maintenance plan with recommendations on keeping the plan current, equitable and up to date over the next ten years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc. and whether new policies/collective bargaining agreements will be needed or whether current policies can be used.
- An implementation plan and cost estimates of implementing the Study's findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the City to compare various options.

- Once the City representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the Town.

V. Presentation of Findings

The Project Manager will make a presentation of findings to City management detailing the final results of the Study. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).

VI. Training

GovHR will train the appropriate City representatives on the use of the system so that the City can insert new positions into the plan and keep it up to date for years to come. Additionally, GovHR will provide support services at no additional cost to the City for one (1) year from the date of an executed contract. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

VII. Job Description Update (optional).

GovHR will provide the City with a template to create uniform job descriptions, and will provide the City will information obtained during employee interviews regarding necessary updates and/or revisions. Alternatively, GovHR will update the City's job descriptions after completion of the Study for an additional fee (see Cost Proposal - Optional Services.)

PROPOSED PROJECT SCHEDULE

GovHR is available to start this project within four weeks of acceptance of the proposal. A project of this size would normally take between 90 and 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with City Representative to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary surveys to comparable communities.
- Week 3: Conduct employee meetings; hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary surveys.
- Week 7: Reading of JAQs and job descriptions.
- Week 8: Conduct employee interviews.
- Week 9 to 11: Analyze data; prepare new classification and compensation plans; send draft findings to Marshalltown.
- Week 12: Receive return comments from the City.
- Week 13: Meet with key City representatives to review preliminary findings.
- Week 14: Prepare Draft Report and send to Marshalltown; receive return comments.
- Week 15: Prepare Final Report.
- Week 16: Present Final Report to the City Council and other City personnel.

Update job descriptions as needed after completion of the Study.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES**City of Keokuk, Iowa**

Classification and Compensation Study (2019/2020) – 50 employees, 38 positions

Contact: Cole O'Donnell, City Administrator

Telephone: 319-524-2050 x 109

codonnell@cityofkeokuk.org

City of Dyersville, Iowa (2021)

Classification and Compensation Study (2021) - 19 Positions

Contact: Mick J. Michel, City Administrator

563-875-7724

mmichel@cityofdymersville.com

City of Saint Charles, Illinois

Classification and Compensation Study (2022) – 80 positions

Jennifer McMahon, Director of Human Resources

630.377.4470

jmcmahon@stcharlesil.gov

Town of Falmouth, Massachusetts

Classification and Compensation Study (2020/21) – 83 positions

Contact: Peter Johnson-Staub, Assistant Town Manager

508-495-7320

Peter.johnson-staub@falmouthmass.us

COST PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the City requests any in-person meetings, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be \$23,400 and will agree to complete the study for this **fixed fee of \$23,400** plus other Optional Services – see below. We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 40% of the professional fees (\$9,360) will be due after the initial project meeting, 40% (\$9,360) after delivery of the preliminary findings, and the balance of fees (\$4,680) will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt.

<u>Study Phase Breakdown</u>	<u>Hour Breakdown</u>	<u>Cost</u>
I. Meetings, Salary Survey, Job Analysis		
Study preparation and project meeting (via video/conference call)	2 hours	\$300
Establishing comparables	10 hours	\$1,500
Employee kickoff meetings (via Zoom or video presentation)	2 hours	\$300
Prepare and send out salary surveys	12 hours	\$1,800
Job evaluation analysis and establishment of job classification system		
Reading of JAQs/up to 63 JDs	10 hours	\$1,500
Employee interviews (via Zoom)	40 hours	\$6,000
Analyzing data and establishing classes	10 hours	\$1,500
Assigning of skill levels	6 hours	\$900
Review and evaluation of preliminary analysis with City representatives (via email and conference calls)	6 hours	\$900
Review and recommendations regarding FLSA classification	4 hours	\$600
II. Salary Survey Analysis		
Analyzing salary survey data	16 hours	\$2,400
Establishing new salary schedules	10 hours	\$1,500
III. Meetings with City representatives to Review Data and Job Classifications (via video and conference calls)	6 hours	\$900
IV. Draft and Final Report Preparation		
Writing draft report	12 hours	\$1,800
Final report	4 hours	\$600
V. Presentation of Findings	2 hours	\$300
VI. Training on Use of System	4 hours	\$600
PROJECT HOUR AND COST TOTAL	156 Hours	\$23,400

NOTE: If Marshalltown accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/COST:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the City chooses to have the Consultants make any on-site visits, there would be additional costs for the Consultant's time and expenses.

Benefits Review – If the City would like the Consultant to review its benefits with those in the comparable communities, there will be an additional charge of \$2,700 for the benefits survey and analysis.

Job Descriptions – Updates to existing job descriptions cost \$200.00 each; new job descriptions, if needed, cost \$300.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of \$150 an hour plus expenses, including assistance with employee appeals.

This quote is good for a period of three months, after which prices may increase.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Marshalltown is of the highest caliber and qualifications. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the City on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager

Attachments: Consultant Biographies



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- | | |
|--|-----------|
| • Evanston, IL | |
| Director of Administrative Services | 2009-2011 |
| Director of Human Resources | 2007-2009 |
| • Catawba County, NC | |
| Assistant County Manager | 2004-2007 |
| • Barnstable, MA | |
| Assistant Town Manager | 2000-2003 |
| • Yarmouth, MA | |
| Assistant Town Administrator | 1993-2000 |
| • Northborough, MA | |
| Assistant Town Administrator | 1992-1993 |
| Acting Town Administrator | 1991 |
| Administrative Asst. to the Town Admin | 1988-1990 |
| • Holden, MA | |
| Intern | 1987 |

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)



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RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012





JOAN WALKO



Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and human resources consulting. She most recently served as Director of Interim Services and Consulting with Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resources with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of human resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenance), employee relations, compensation and classification, performance management/improvement, risk management, coaching, and benefits and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master's degree in Human Resources Development. A lifelong learner, she has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She recently completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Towson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

MEMBERSHIPS AND AFFILIATIONS

- Suncoast Human Resources – Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen's Academy
- Largo Citizen's Academy
- First Evangelical Lutheran Church– HR Committee Member
- St. Johns Lane Community Association- Special Events Member
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 - 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-2002
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation, University of Maryland 1992-1995
- Compensation Specialist, John Hopkins Health System 1990-1992





ALICE BIESZCZAT



Alice Bieszcztat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcztat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszcztat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszcztat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszcztat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | |
|---|----------------------|
| • GovHR USA/Voorhees Associates | 2008; 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | 2009 – 2012 |
| • Lurie Children's Hospital of Chicago | 2005 – 2008 |
| • American Diabetes Association | 2004 – 2005 |
| • Accelerated Fundraising Solutions | 2000 – 2003 |
| • Sprint Cellular/Alltel | 1996 – 2000 |





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)



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**RESOLUTION ADOPTING THE ADMINISTRATIVE POLICY AND PROCEDURES
FOR THE RENTAL HOUSING INSPECTIONS PROGRAM**

WHEREAS, the City of Marshalltown has a Rental Housing Inspections Program, which is required by the Code of Iowa Chapter 364.17; and

WHEREAS, a policy addressing enforcement and administrative policy and procedures has been prepared; and

WHEREAS, the City Council finds adopting this policy is in the best interest of the City of Marshalltown.

NOW THEREFORE BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the attached Administrative Policy and Procedures for the Rental Housing Inspections Program is hereby approved.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

TO: Mayor, City Council Members, and City Administrator

FROM: Michelle Spohnheimer, Housing & Community Development Director

DATE: December 27, 2022 Meeting

RE: **Rental Housing Inspections Program Administrative Policy and Procedures**

Policy Issue: The City has the authority to set policy and procedures related to the administration and enforcement of the rental housing inspection program. With the addition of contracted services, there was a need to identify new administrative policy and procedures and the attached was created for adoption.

Strategic Plan Goals:

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: partner with others to improve quality of life

Specific Objective/Action:

- *Goal 3 Objective 1:* Review policies, procedures, and ordinances for updates.

Recommendation: Staff is recommending adoption of the attached Administrative Policy and Procedures for the Rental Housing Inspection Program. These were discussed with the contractor that will be assisting in the administration of the program by completing inspections.

Budget Impact: No impact anticipated.

Background: Council has adopted the new Housing Code including the International Property Maintenance Code and adopted the new fee schedule.

Attachment(s): Resolution and Administrative Policy and Procedures Document

City of Marshalltown
Rental Housing Inspections Program
Administrative Policy and Procedures

Inspection types

- *New Inspection:* An inspection of a newly registered rental property which may include new-construction units or converted units from owner to renter occupied. This inspection is completed by the Contractor and applicable fees will apply.
- *Initial Inspection:* The first inspection that occurs according to the City's approved Inspection Frequency Schedule based on prior compliance. This inspection is completed by the Contractor and applicable fees will apply.
- *Minor Re-inspection:* A Minor Re-inspection can be completed by the City's inspector at no additional cost provided there are five (5) or fewer fail items identified on the Initial Inspection. The City may choose to accept photo verification if physical inspection is not necessary. If a two-family or multi-family unit has one or more units that exceed five (5) fail items the Contractor will be required to perform all re-inspections and applicable fees will apply.
- *Standard Re-inspection:* A Standard Re-inspection must be completed if there are six (6) or more fail items in any unit. This inspection is completed by the Contractor and applicable fees will apply.
- *Complaint Inspection:* Complaint inspections will be conducted by the City inspector. Consultation with the Contractor may be requested by the City. There shall be no cost for the complaint inspection and one re-inspection to ensure compliance.

Inspection Frequency Schedule

- Single-family & two-family (duplex) units:
 - Passing inspection on the 1st attempt – Next re-inspection in 4 years
 - Passing inspection on the 2nd attempt – Next re-inspections within 3 years of the initial inspection.
 - Passing inspection requires 3 or more attempts – Next re-inspection within 2 years of the initial inspection.
- Multi-family (3 or more) units:
 - Passing inspection of all units on the 1st or 2nd attempt – Next re-inspection of entire building within 3 years of the initial inspection.
 - Passing inspection of all units requires 3 or more attempts – Next re-inspection of entire building within 2 years of the initial inspection.

Property Designation

- Inspection compliance information is public information and as requested by Council will be made available for prospective tenants and the public. The City intends on maintaining a property designation list which will identify the current frequency schedule for each property.

Inspection scheduling

- The City will notify the property owner of the scheduled date and time of any required inspections.

- Cancellation of an inspection requires a 48-hour advance notice with the City. Failure to cancel in advance or to show for a scheduled inspection may result in a fee.
- In order to re-schedule an inspection the property owner must contact the City.

Annual Rental Registration and Fee

- The City will send an annual rental registration invoice for each registered property at the beginning of the City's fiscal year which starts July 1st.
- Payments will be due back to the City by the designated due date.
- Late payments will be subject to the \$25 late fee plus interest charges.

Inspection Fees

- The Contractor will invoice the City for applicable inspection fees.
- The City will invoice the property owner for applicable inspection fees and payment must be received in order to receive a Certificate of Compliance.

Enforcement Authority

- The Housing and Community Development Director, authorized City staff and the designated Contractor shall be responsible for the administration and enforcement of the applicable codes and program policy and procedures adopted by the City Council.
- The Housing and Community Development Director shall be authorized to make decisions as needed on areas not specifically covered by this policy.

Adopted: 12/27/2022

**RESOLUTION APPROVING CONTRACT CHANGE ORDER #15 FOR THE
AIRPORT HANGAR, TERMINAL AND SITE IMPROVEMENTS PROJECT
#ARP19001, A DECREASE OF \$49,910.23**

WHEREAS, the City of Marshalltown, Iowa, has heretofore entered into a contract with Garling Construction, for the labor and material for the Hangar, Terminal and Site Improvements Project #ARP19001; 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:

Section 1. That the contract Change Order #15 for the Hangar, Terminal and Site Improvements Project, in the decreased amount of \$49,910.23 is hereby accepted and approved.

Passed this 27th day of December 2022, and signed this _____ day of December, 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

IOWA

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Heather Thomas, Public Works Director
DATE: December 27, 2022
RE: Airport Hangar, Terminal, and Site Improvements – Change Order #15,
ARP 19-001/ARP 19-002 (*Use ARP 19-001 for PO*)

Policy Issue: Change orders must be approved by City Council if the change order increases the cost of the project by more than \$25,000.

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☒ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Goal 2: Objective 2 – Design and construct capital projects which enhance the aesthetics of the community & Goal 3: Objective 2: Develop comprehensive plans for City infrastructure and improvements.

Recommendation: Staff recommends approval of Change Order #15.

Budget Impact: Change order #15 decreases the cost of the project \$49,910.23. There are still a few minor items that may result in change orders such as yard restoration and issues with the HVAC system. There are still incoming bills for work the city is performing as part of this project as “By Owner” items such as the connection of utilities, signage, etc. Current projections of [local cost if Change Order #15 is approved is \\$1,930,000](#). Local funding for this project is provided through [bond funding which currently stands at \\$2,057,631](#). once premium and interest earned is included. Preliminary discussions are underway about applying any airport bond funds above the local cost of this project to the water and sewer issues at the airport.

Description/Background: This change order adjusts (mostly deducts) quantities and therefore contract price for the project based upon final field measurements. Bid items included in the project to provide for unknowns, such as replacement of unsuitable material, that were not needed are also included in this change order.

Attachments: ARP 19-001, Change Order #15

i:\public works\council items\2022\airport change order - city\memo_arp 19-001_co #11_2022 09 12.docx

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



Project: Hangar, Terminal and Site Improvements	Change Order # 15
AIP No. 3-19-0058-017-2020, DOT No. 22652, 21627, 21653	CGA PN: 4482.06
Owner: City of Marshalltown	Contract Date: August 27, 2020
Contractor: Garling Construction, Inc.	Contract Amount: \$2,716,167.50
<i>List below or on a separate sheet each change proposed in this order describing briefly and giving reasons for the changes. Attach copy of supplemental agreement covering any contract amendment.</i>	
PROPOSED CHANGES	Amount Increase or Decrease
This Change Order adjust plan quantities to final field measured quantities.	
• Deduct Item No. BP2-2.04, Subgrade Prep, 12" - Sidewalk 110.2 SY @ \$20.00/SY	-\$2,204.00
• Deduct Item No. BP2-2.07, Subbase, Modified, 6" - Parking 164.5 SY @ \$15.00/SY	-\$2,467.50
• Deduct Item No. BP2-2.08, Subbase, Modified, 6" - Sidewalk 51.7 SY @ \$14.00/SY	-\$723.80
• Deduct Item No. BP2-2.11, Removal and Replacement of Unsuitable Material 207.71 CY @ \$80.00/CY	-\$16,616.80
• Deduct Item No. BP2-4.08, Storm Sewer Trenched, 12" RCP 13.5 LF @ \$95.00/LF	-\$1,282.50
• Deduct Item No. BP2-7.01, PCC Paving, 7" Parking 18.3 SY @ \$50.00/SY	-\$915.00
• Deduct Item No. BP2-7.03, Sidewalk, PCC, 4" 20.2 SY @ \$56.00/SY	-\$1,131.20
• Deduct Item No. BP2-7.04, Pavement Removal HMA 120.7 SY @ \$11.00/SY	-\$1,327.70
• Deduct Item No. BP2-7.05, Pavement Removal, PCC 8.5 SY @ \$28.00/SY	-\$238.00
• Deduct Item No. BP2-7.06, Pavement Removal, Sidewalk 60.4 SY @ \$16.00/SY	-\$966.40
• Deduct Item No. BP2-9.02 Silt Fence, Installation and Removal 500 LF @ \$2.00/LF	-\$1,000.00
• Deduct Item No. BP2-9.03, Silt Fence Cleanout 500 LF @ \$1.00/LF	-\$500.00
• Deduct Item No. BP2-9.04, Filter Sock, Installation, Cleanout And Removal 85 LF @ \$2.00/LF	-\$170.00
• Deduct Item No. BP2-9.05, Rolled Erosion Control Products 100 SQ @ \$20.00/SQ	-\$2,000.00
• Deduct Item No. BP2-2.03, Add – Subgrade Prep, 12" – Parking (Alternate 2) 58.4 SY @ \$7.00/SY	-\$408.80
• Deduct Item No. BP2-2.04, Add – Subgrade Prep, 12" – Sidewalk (Alternate 2) 110.2 SY @ \$20.00/SY	-\$425.00
• Deduct Item No. BP2-2.07, Add – Subbase, Modified, 6" – Parking (Alternate 2) 164.5 SY @ \$15.00/SY	-\$817.60
• Deduct Item No. BP2-2.08, Add – Subbase, Modified, 6" – Sidewalk (Alternate 2) 51.7 SY @ \$14.00/SY	-\$910.00
• Deduct Item No. BP2-11.15, L-867 Electrical Handhole, Size D, 24" Deep 1 EA @ \$550.00/EA	-\$3,500.00
• Deduct Item No. BP2-11.11, Av Gas Power Cable 40 LF @ \$3.00/LF	-\$16.80
• Deduct Item No. BP2-CO8-5, Rubber Mulch Perimeter Landscaping 125.71 SY @ \$33.21/SY	-\$4,174.83

PROPOSED CHANGES			Amount Increase or Decrease	
- Deduct Item No. BP2-11.05, 2" PVC Conduit, Telephone, Including Trenching and Backfill 350 LF @ \$2.00/LF - Deduct Item No. BP2-11.07, 2" PVC Conduit, Fuel Monitor, Including Trenching and Backfill 17 LF @ \$2.00/LF - Deduct Item No. BP2-11.08, Fuel Monitor Cable 77 LF @ \$5.00/LF - Deduct Item No. BP2-11.10, 2" PVC Conduit, Av Gas Power, Including Trenching and Backfill 40 LF @ \$2.00/LF - Deduct Item No. BP2-11.11, Av Gas Power Cable 40 LF @ \$3.00/LF - Deduct Item No. BP2-11.15, L-867 Electrical Handhole, Size D, 24" Deep 1 EA @ \$550.00/EA - Deduct Item No. BP2-A4-2.12 Cement Treated Subgrade Prep, 12" – Parking 295.60 SY @ \$10.50/SY..... - Deduct Item No. BP2-A4-2.15 Cement Parking 21.69 TON @ \$190.00/TON..... - Add Item BP2-2.03 Deduct – Subgrade Prep, 12" – Parking (From Alternate Bid 2) 58.4 SY @ \$6.50/SY..... - Add Item BP2-11.18 Deduct – Perimeter Landscaping (From Alternate Bid 2) 40 SY @ \$15.00/SY.....			-\$700.00 -\$34.00 -\$385.00 -\$80.00 -\$120.00 -\$550.00 -\$3,103.80 -\$4,121.10 +\$379.60 +\$600	
Net Change This Order (+ or -)			-\$49,910.23	
Net Changes Previous Orders:			+\$22,366.63	
Total Net Changes to Date:			-\$27,543.60	
Contract Completion Date Site Phase 1: 2/28/22 Terminal: 8/22/22 Hangar: 9/27/22 Site Phase 3: 11/10/22	Days Increased	Days Decreased	Revised Completion Date	
<i>If and when approved, I hereby accept this order both as to work to be performed and prices on which payment shall be based.</i>				
Contractor: Garling Construction, Inc.			Date: 12-8-22	
By: 		Title: President		
Recommended	By: 	Title: Project Manager	Date: 12/8/22	
Approved	By:	Title:	Date:	

**RESOLUTION SELECTING FOTH INFRASTRUCTURE & ENVIRONMENT LLC TO
COMPLETE THE STEP 3 OF SITE CERTIFICATION STUDIES**

WHEREAS, the City of Marshalltown, Iowa, started the Site Certification process with the Iowa Economic Development Authority in early 2022, seeking site certification of 100 acres of City-owned farm land located north of 18th Avenue and Marion Street to help promote and further industrial development in Marshalltown; and

WHEREAS, the City has been invited to Step 3, which requires a number of studies and other requirements to be completed as part of the process; and

WHEREAS, the City issued a Request for Proposal to solicit the proposals from qualified consultants to complete the required scope of work; and

WHEREAS, a selection committee has determined Foth Infrastructure & Environment LLC to be the most qualified firm to complete the work;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA that City staff is authorized to negotiate an agreement with Foth Infrastructure & Environment LLC for a final scope of work and cost, which will come back to the City Council for approval.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Jessica Kinser, City Administrator
DATE: December 20, 2022
RE: Consultant for Site Certification Studies

Policy Issue: Council must authorize agreements exceeding \$45,000

☒ Goal 1: Expand and improve development	☐ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Objective 2: Support and promote commercial and industrial development

Recommendation: Approve the resolution as proposed

Budget Impact: TBD

Description/Background: The Iowa Economic Development Authority provides public and private entities the ability to pursue site certification working with a consultant which helps the land owner and state promote the turn key land assets available in the state (<https://www.iowaeda.com/locations/>). The site certification process requires the entity selling the land to undertake a lot of processes/studies that let a developer know more about the site in regards to development, which helps "de-risk" the location process of a larger industrial or commercial user.

We started the process for 100 acres of City-owned farm land located north of Marion Street and 18th Avenue earlier in 2022, and we have successfully made it to Step 3, which is where costs to the City really begin. The packet includes the studies and work needed for Step 3, which requires an outside consultant.

We issued an RFP and received 4 responses (1 disqualified) for the scope of work. Of the three responses, Foth has the most experience doing this work and a highly qualified team to do it. They have proposed a cost of nearly \$114,000, which we will negotiate further, as we do not fully understand what all is included in their cost proposal.

The action requested tonight is to authorize staff to negotiate an agreement with Foth for the scope of work, which would come back to the Council to approve funding for in the near future.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker





November 10, 2022

John Hall
President & CEO
Marshalltown Area Chamber of Commerce
1011 South 3rd Ave
Marshalltown, IA 50158

Dear Mr. Hall,

Thank you for your continued participation in the Iowa Economic Development Authority (IEDA) Certified Site Program. After reviewing the information submitted to date and completing the site visit, we would like to invite the **Marshalltown Industrial Site to proceed with Step 3** as a **General Industrial Site**. Please note that this is an invitation to Step 3 but does not guarantee that the property will be certified. Quest will make the final decision regarding certification based on the contents of the Step 3 Certification Application.

During our evaluation of the materials you have submitted thus far, we noticed some items that we want to bring to your attention as you work on your Step 3 Certification Application.

- The current farm lease expires February 28, 2023. If a new lease is entered into for 2023, provide a copy of this lease with the Step 3 application.
 - Additionally, certification criteria requires that the termination clause in a lease indicate the timeframe for a buyer to take possession of the property. This timeframe must allow a buyer to take possession no later than 90 days following deed transfer (although we recommend a shorter timeframe). The current lease does not include a timeframe for termination, so if a new lease is entered into in 2023, please ensure that this termination language is included. An addendum to the lease would be sufficient for the purposes of certification.
- Provide the abstract and easement documentation to the surveyor to ensure that all the easements are shown on the survey.
- Since improvements are required to provide the required level of natural gas service at the site, please provide Attachment 33. The proposed route, the detailed costs, and schedule estimates will be required. The location of the easements will also be required.
- Since water capacities are currently being studied, provide the updated information during the Step 3 process. Include the capacity information for the 6" distribution line.
- If you are able to make contact with CenturyLink during the Step 3 process, please provide their utility specification information for the deliverable.

Please note that these are not the only criteria that need to be met in order for Marshalltown Industrial Site. **All of the items in the IEDA Certified Site Program Certification Guidebook – 2022 Round II will need to be satisfied.**



The Step 3 Certification Application must be submitted no later than **May 10, 2023**, but we encourage you to submit the application as soon as possible to achieve certification sooner. Please upload the submission to the Sharefile site. If you have any questions or concerns, please do not hesitate to contact me. We look forward to working with you during this exciting process.

Sincerely,

A handwritten signature in black ink that reads 'Lindsey M. Cannon'. The signature is written in a cursive, flowing style.

Lindsey M. Cannon
Director

cc: Amy Kuhlers, IEDA
cc: Taylor Dietz, Quest

Please note that you are proceeding at your own risk if you complete Step 2 or 3 items before being invited to each of those steps

STEP 3 REQUIRED ATTACHMENTS

Depending on the results of the due diligence studies and/or necessary utility improvements, additional follow-up may be required as outlined in the list below.

Also submit any items from Step 1 or 2 (including questionnaires) that have been updated.

Attachment #	Step 3 Required Attachments
Property Availability	
29	IEDA Reimbursement Agreement (s) signed by applicant(s). Landowner(s) must also sign acknowledgement if different than applicant.
30	Title attorney's opinion must be submitted that shows clear title to the property. Documentation must indicate: • The owner has a saleable interest in the property • Any restrictions on the use of the property (covenants or easements) • Any liens that may exist against the property. <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
31	Survey for the property that at a minimum shows property boundaries, total acreage, and easements/rights-of-way (with corresponding acreages). <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
Developability	
32	If existing impediments (structures, roads, etc.) are present on the developable acreage, provide a cost and schedule estimate to have the impediments removed. The property's developable acreage must be free of existing impediments or be able to be removed within 90 days (180 days for Mega Site).
33	If there is filling in designated flood areas of the property, the applicant must provide an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards.
34	If filling is anticipated for the property, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas. Filling must be able to be completed within 90 days (180 days for Mega Site). If the schedule for filling is longer than 90 days (180 days for Mega Site), filling must be completed prior to certification.
35	Topographic survey or topographic analysis of the property indicating the two-foot contours of the property.

Attachment #		Step 3 Required Attachments
Developability (continued)		
36	a	Engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the property. To complete this estimate, the applicant should assume a square or rectangular graded pad of a minimum of the following square feet: • 250,000 square feet (General Industrial Site, General Industrial Park) • 500,000 square feet (Large Site) • 750,000 square feet (Super Site, Super Park) • 1,000,000 square feet (Mega Site)
	b	A visual indicating the location of the proposed pad on the property.
37		Phase I Environmental Site Assessment (ESA), conducted in accordance with ASTM Standard E1527-13. <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
38		Wetlands Delineation and approved Jurisdictional Determination letter from the U.S. Army Corps of Engineers. <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
39		Threatened and Endangered Species report. <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
40		Cultural Resources Identification Survey (CRIS) and concurrence letter from the State Historic Preservation Office (SHPO). <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
41		Geotechnical Investigation. <i>Additional details and requirements are outlined in Section 6 - Due Diligence Overview.</i>
Roads <i>If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:</i>		
42	a	Letter of Intent from an appropriate authority stating access will be upgraded to required standards when the property is developed. This letter should contain specific details about all road improvements necessary to allow access to the property.
	b	A plan including itemized cost and schedule estimates for making all necessary upgrades to the property access. All necessary upgrades must be able to be completed within the required timeframe.
	c	A written plan to finance all necessary upgrades to the property access.

Attachment #		Step 3 Required Attachments
Rail (if applicable)		
43	a	Potential rail layout for the property with property boundaries identified.
	b	Plan (including the route, a cost, and a schedule) for providing rail service to the property. Rail extension must be able to be completed within 12 months.
	c	If rail is not to the property boundary, proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner(s) or an option.
Electric		
If the infrastructure to provide the required level of service (MW) is not at the property, the applicant must submit the following documentation:		
44	a	An engineer's detailed plan for extending electric infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and detailed schedule. Electric infrastructure extension must be able to be completed within the required timeframe, including permitting.
	b	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is within a public right-of-way (i.e., state or county roads).
Natural Gas		
If the infrastructure to provide the required level of service (mcf per month) is not at the property, the applicant must submit the following documentation:		
45	a	An engineer's detailed plan for extending natural gas infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and detailed schedule. The extension must be able to be completed within the required timeframe, including permitting.
	b	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is within a public right-of-way (i.e., state or county roads).
Water Infrastructure		
If the infrastructure to provide the required level of service (gallons per day) is not at the property, the applicant must submit the following documentation:		
46	a	An engineer's detailed plan for extending water infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and detailed schedule. The extension must be able to be completed within the required timeframe, including permitting.
	b	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is within a public right-of-way (i.e., state or county roads).
	c	A written plan to finance the water extension upon request for service.

Attachment #		Step 3 Required Attachments
Water System <i>If the <u>system</u> is not capable of providing the required level of capacity (gallons per day), the applicant must submit the following documentation:</i>		
47	a	An engineer's detailed plan for expanding the existing water treatment system. The plan must include an itemized cost estimate and detailed schedule. The water system expansion must be able to be completed within the required timeframe, including permitting.
	b	A written plan to finance the water system upgrade upon request for service.
Wastewater Infrastructure <i>If the <u>infrastructure</u> to provide the required level of service (gallons per day) is not at the property, the applicant must submit the following documentation:</i>		
48	a	An engineer's detailed plan for extending wastewater infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and detailed schedule. The extension must be able to be completed within the required timeframe, including permitting.
	b	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. <i>No documentation is needed if proposed extension is within a public right-of-way (i.e., state or county roads).</i>
	c	A written plan to finance the wastewater extension upon request for service.
Wastewater Treatment Plant <i>If the <u>wastewater treatment plant</u> is not capable of providing the required level of treatment capacity (gallons per day), the applicant must submit the following documentation:</i>		
49	a	An engineer's detailed plan for expanding the existing wastewater treatment system. The plan must include an itemized cost estimate and detailed schedule. The wastewater treatment plant expansion must be able to be completed within the required timeframe, including permitting.
	b	A written plan to finance the wastewater system upgrade upon request for service.
Telecommunications <i>If the <u>infrastructure</u> to provide the required level of service (fiber) is not at the property, the applicant must submit the following documentation:</i>		
50	a	An engineer's detailed plan for extending telecommunications infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and detailed schedule. The extension must be able to be completed within the required timeframe, including permitting.
	b	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. <i>No documentation is needed if proposed extension is within a public right-of-way (i.e., state or county roads).</i>

Attachment #		Step 3 Required Attachments
Other – <u>SITE Categories Only</u>		
51		A Site Concept Plan must be provided that shows: • Total and developable acreage • Road access points • Location of existing and proposed utilities • Potential rail layout that coordinates with Attachment 43 (if applicable) The Site Concept Plan should take into consideration and note the location and size of development limitations such as wetlands, floodplains, and permanent easements.
52		A complete LOIS database record for the site must be completed including all applicable site information, description, and sale pricing and/or lease price/terms.
Other – <u>PARK Categories Only</u>		
51		A draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control.
52		A Master Development Plan that shows: • Total and developable acreage • Proposed lot locations and sizes (including the total and developable acreage for each lot) • Road access points and proposed roads within the park • Location of existing and proposed utilities • Potential rail layout that coordinates with Attachment 43 (if applicable) The Master Development Plan should take into consideration and note the location and size of development limitations, such as wetlands, floodplains, and permanent easements.
53		A complete LOIS database record for the park must be completed including all applicable site information, description, and sale pricing and/or lease price/terms.

An aerial photograph of a large agricultural field, likely corn, with a rectangular pond on the left side. In the bottom left corner, there is a residential area with houses and a parking lot. The image is framed by a blue and white diagonal graphic in the top left and bottom right corners.

MARSHALLTOWN
— I O W A —

City of Marshalltown, Iowa
Step 3 Site Certification Work

December 16, 2022

Alicia Hunter, City Clerk | 24 N Center Street | Marshalltown, IA 50158

Iowa Client Team Lead

Josh DeBower, PE, CFM
(515) 783-5302
Josh.DeBower@Foth.com

Project Manager National Planning Lead

Jeff Muenkel, AICP, CECd, EDFP
(414) 916-6465
Jeff.Muenkel@Foth.com



Foth Infrastructure & Environment, LLC

Primary Office Location
8191 Birchwood Court, Suite L
Johnston, IA 50131
(515) 254-1393

Secondary Office Location
411 6th Avenue SE, Suite 400
Cedar Rapids, IA 52401
(319) 365-9565

Dear Ms. Hunter:

On behalf of the Foth team, thank you for the opportunity to present our proposal for the city's Step III Site Certification Work. We are excited to help the City of Marshalltown as it continues to grow and welcome new business and job opportunities to the region. Our history of providing a wide range of site certification services to Iowa municipalities will allow us to efficiently and effectively work with city staff in partnership with the Iowa Economic Development Authority (IEDA) and Quest.

Completing this type of certification effort requires a team that understands the IEDA and Quest process and is insightful about the master planning for a particular site. Our team has the knowledge and experience to deliver Marshalltown's certification needs, along with the following benefits:



A Team of Planners and Engineers. The Step III certification process requires unique skills and complementary knowledge of due diligence. We leverage our planners' experience in coordinating the IEDA adopted certification process and conceptual development needs with our engineers' understanding of infrastructure requirements, survey, and environmental reporting and analyses to create successful outcomes.



Iowa Certification Knowledge. Our team has long-standing relationships with IEDA and Quest. Over the past five years alone, our work has included thousands of acres of new site certification work and numerous recertification efforts. We are currently in Step III for another Iowa site! Through this relationship, we have built an understanding of the unique challenges of the site certification process. We also have a partnership with Alliant Energy and direct capabilities for natural gas review that will benefit this process.



Customer Service. At Foth, our business is based on customer service. To us, customer service means being fully invested in your needs. It also means providing work that is personalized and client-centered, and being readily available to answer questions or discuss any concerns that arise. The goal of this approach is building trust with our clients. This trust is the foundation for long-term relationships that benefit our clients and their communities--now and in the future.

We will be fully invested in the community's site certification needs. Should you have questions to assist you in making your decision, please do not hesitate to contact me on my cell phone at (515) 783-5302.

Sincerely,
Foth Infrastructure & Environment, LLC

Josh C. DeBower, PE, CFM
Iowa Client Team Lead

Jeff Muenkel, AICP, CECd, EDFP
Project Manager & National Planning Lead

2

FIRM INTRODUCTION Business and Historical.

Established in 1938 as a small firm with only four employees, Foth has since grown to more than 600 experts who provide personalized, client-centered service on a daily basis. For nearly 85 years, we have delivered smart solutions to a variety of government, industrial, and commercial clients across the Infrastructure, Environment, and Production Solution industries.

Our planning team will work diligently to provide a successful site certification framework for the City of Marshalltown. In doing so, we will draw upon the knowledge and experience garnered from years of serving other Iowa communities, our ability to maintain an accurate understanding of the city's regulatory framework, and our belief in providing efficient, responsive services.



Foth Infrastructure & Environment, LLC

411 6th Ave SE #400 • Cedar Rapids, IA • (319) 365-9565
8191 Birchwood Ct • Johnston, IA • (515) 254-1393



1938

Founded in Green Bay, WI • Corporate Office



600+

Full-time Employees



Main Contact

Josh DeBower, PE, CFM
(515) 783-5302
Josh.DeBower@Foth.com



Thank you for working so hard to keep us informed and more importantly, for having a well thought through plan to see commerce thrive in spite of it. We can't wait to see the finished product!

Local Business | Cedar Falls, IA | University Avenue Reconstruction

3

QUALIFICATIONS/EXPERIENCE Team Resumes.

Based on recent, hands-on experience in business park development planning and engineering, we have crafted a team specific to your needs. Each team member has led numerous site certifications, and their expertise translates into efficient outcomes for the city.

The team outlined below consists of planners who will complete the majority of certification efforts and orchestrate the main coordination with IEDA and Quest, surveyors and civil engineers responsible for infrastructure analyses and necessary environmental studies, and partner subs accountable for geotech services and cultural studies.

MARSHALLTOWN IOWA

City of Marshalltown

Jessica Kinser, City Administrator
Alicia Hunter, City Clerk
John Hall, CEcD (Partner: Chamber)



Josh DeBower, PE, CFM
IA Client Team Leader

Client Liaison and Quality Control



Jeff Muenkel, AICP, CEcD, EDFP
Project Manager

Project Management, IEDA/Quest
Coordination, and Cost Analyses



Eva Moritz
**Lead Environmental
Engineer**

Phase I ESA
T&E Report
Wetland Delineation



Jody Budde, RLS
Lead Surveyor

Property
Topographic Surveys
Easements
Legals



Dave Kapler, PE,
Lead Engineer

Infrastructure Assessments
Grading Analysis



Shaun Mularkey
Planner I

Site Concept Plan
GIS Mapping
Graphics
Renderings



Cultural Resources Identification Survey



Geotechnical Investigation



Joshua C. DeBower, PE, CFM

Client Team Leader | BSCE Iowa State University

Professional Engineer, Certified Floodplain Manager - Iowa
Professional Engineer in IA

Josh is the municipal client team leader for Iowa. He will ensure the right team is assigned to your planning and engineering needs, and he will monitor work plans, schedules, and budgets. Josh will also be responsible for making sure team members conform to quality control measures, keep city staff apprised of project concerns, and seek win-win resolutions. He will attend board and departmental meetings as requested, serving as an extension to your staff. Josh's engineering expertise is as a lead civil engineer with an extensive experience in planning, design, and construction of urban roadway corridors. His emphasis is on drainage networks, water main and sanitary sewer designs, and development of project plans and specifications.

Recent Related Project Experience

- Little Beaver Creek Sanitary Sewer Extension, City of Johnston, IA
- City of Waukee Development Reviews, Waukee Public Works, IA
- Triumph Park, City of Waukee, IA Parks and Recreation
- City of Johnston Development Review, City of Johnston Community Development



Jeff Muenkel, CEcD, AICP, EDFP

Project Manager

BA Urban Planning, University of Wisconsin - Green Bay

AICP Certified Planner | International Economic Development Council |
National Development Council

Jeff has 22 years of experience in a wide range of community and economic planning initiatives in both the private and public sectors and is Foth's national planning lead. He is a certified planner (AICP), economic developer (CEcD), and economic development finance professional (EDFP) and serves as project manager for all of Foth's economic development and planning efforts. Jeff has a special passion for leading new business park creation tasks for municipalities and has had the privilege of managing numerous site certification efforts across Iowa and Wisconsin over the past five years.

Each future business park property is unique, with its own target industries, and Jeff strategically looks at the local market and engages local stakeholders to discover the issues and opportunities of each site. His unique understanding and background in developing new business opportunities allow Jeff to provide truly efficient, market-driven solutions for our clients.

Recent Related Project Experience

- Step III Certification, Alliant Energy, Clinton, IA (Current)
- Airport Development Plan, Des Moines International Airport (DSM), Des Moines, IA
- Business Park Creation and Site Certification, Prairie View Industrial Center, Ames, IA
- Airport Master Development Plan, The Eastern Iowa Airport (CID), Cedar Rapids, IA
- Business Park Creation and Site Certification, Big Cedar Industrial Center, Cedar Rapids, IA
- Business Park Creation and Site Certification, Alliant Energy, Beaver Dam, WI



Eva Moritz, PE

Lead Enviro. Engineer

BS Agriculture Engineering
Iowa State University

Eva will provide environmental and NEPA expertise for Marshalltown. She specializes in wetland delineation and environmental documentation. Eva's skills also include:

- NEPA Analysis and Report Preparation
 - Archaeological, Cultural, and Historical Information Collection
 - State, Federal, and Tribal Agency Correspondence
 - Alternative Analysis for Roadways and Developments
 - Categorical Exclusion Documentation
-
- Step III Certification; Alliant Energy, Clinton, IA (Current)
 - Business Park Creation and Site Certification, Prairie View Industrial Center, Ames, IA
 - Business Park Creation and Site Certification, Big Cedar Industrial Center, Cedar Rapids, IA



Dave Kapler, PE

Lead Engineer

MS Civil Engineering
Iowa State University

Dave has extensive experience in all phases of site development, transportation, and aviation projects. His expertise includes planning, design, construction, and project management for projects of all sizes. As Senior Vice President and Infrastructure Division Leader, Dave is well-versed in coordinating with state and federal agencies, elected officials, city staff, and other concerned stakeholders on projects of varying complexity.

-
- Step III Certification, Alliant Energy, Clinton, IA (Current)
 - Business Park Creation and Site Certification, Eastern IA Airport (CID) Super Park, Cedar Rapids, IA
 - Business Park Creation and Site Certification, Prairie View Industrial Center, Ames, IA
 - Business Park Creation and Site Certification, Big Cedar Industrial Center, Cedar Rapids, IA



Shaun Mularkey

Planner 1

MS Urban Planning/BS Architecture
University of WI-Milwaukee

Shaun has 21 years of community planning experience, including a history of site certification and business park creation efforts for numerous clients. He provides ongoing planning efforts related to ordinance creation and revision, design guidelines, comprehensive plans, and neighborhood revitalization and corridor plans. His expertise also includes streetscaping, site development, and public participation. Shaun is particularly skilled in 2D/3D urban design and GIS mapping, and he will lead such services in our efforts for the Step III Certification for Marshalltown.

-
- Step III Certification, Alliant Energy, Clinton, IA (Current)
 - Business Park Creation and Site Certification, Prairie View Industrial Center, Ames, IA
 - Business Park Creation and Site Certification, Big Cedar Industrial Center, Cedar Rapids, IA
 - Business Park Creation and Site Certification, Alliant Energy, Beaver Dam, WI



Jody Budde, PLS

Lead Surveyor

AAS Engineering/Construction Tech
Hawkeye Community College

Jody delivers state-of-the art geospatial accuracy to clients and project teams. Using the latest technology and standards, he has comprehensive experience in geospatial activities, including data acquisition and management, LiDAR acquisition and post processing, and project control. He is also skilled in geodetic control networks, boundary survey, right-of-way establishment, and topographic survey. In addition to his work in the field, Jody leads Foth's geospatial department. In this role, he keeps our survey teams up-to-date on technology and industry standards.

-
- Step III Certification, Alliant Energy, Clinton, IA (Current)
 - Business Park Creation & Site Certification, Prairie View Industrial Center, Ames, IA
 - Business Park Creation & Site Certification, Big Cedar Industrial Center, Cedar Rapids, IA



DSM Airport Development Planning - Des Moines, IA



Cultural Resources Identification Survey (CRIS)

Since 1983, Bear Creek has successfully completed over 1,570 projects and has surveyed 100,000+ acres, resulting in identification of 2,172 previously unrecorded archaeological sites. Their projects include more than 1,400 Phase I surveys, Phase II testing of 130 sites, and 41 large-scale Phase III data recovery projects

24091 York Avenue, PO Box 347 • Cresco, IA 52136 • (563) 547-4545



Geotechnical Investigation

Terracon is an industry leader with access to one of the nation's largest owned-and-operated fleets of geotechnical exploration equipment. They also have a network of more than 140 laboratories, which includes the largest network of accredited and validated laboratories of any geotechnical firm in the country. With more than 175 locations serving all 50 states, Terracon's highly qualified geophysicists routinely work with a wide array of clients to provide essential geophysical information for the exploration, planning, design, locating, and evaluation of a broad spectrum of project sites.

2640 12th St SW • Cedar Rapids, IA 52404-3440 • (319) 366-8321

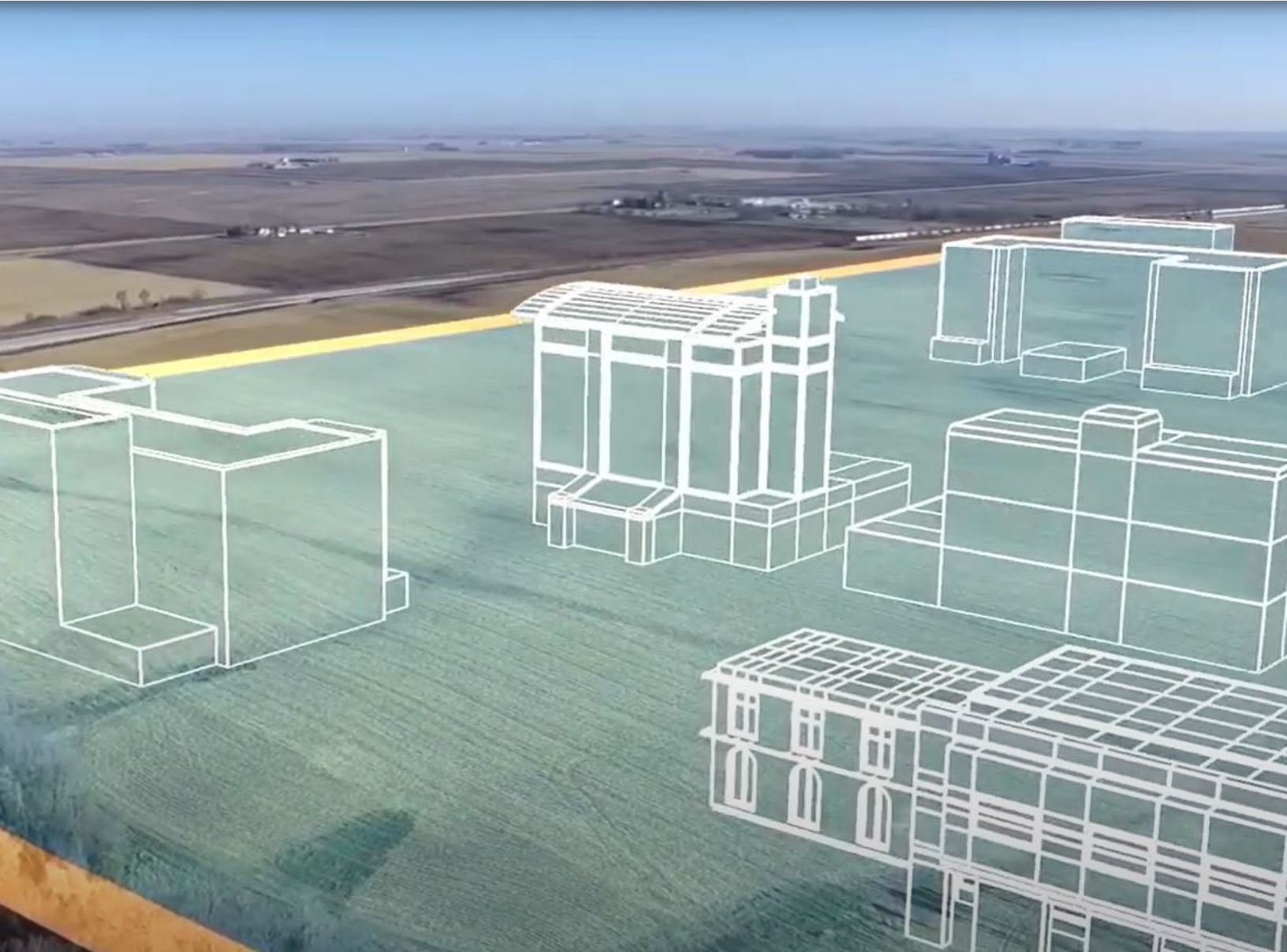


3

QUALIFICATIONS/EXPERIENCE Team Resumes.

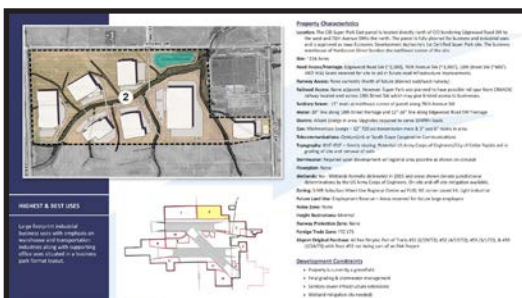
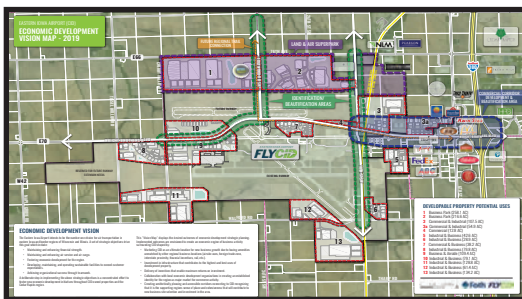
Our planning and engineering teams have provided complete site certification processes to our client partners for years. These efforts are tailored to the needs of the individual properties and the specific state site certification processes required. Our historic understanding of how to maximize lands for new business park uses—along with our ability to efficiently navigate a state's site certification process—results in greater peace of mind for our clients that they will be receiving a quality product!

Our experience with site certification needs in Cedar Rapids, Ames, and Beaver Dam highlight the skills and experience we bring to Marshalltown.





Land and Air Super Park City of Cedar Rapids, IA (2014 - Present)



Foth's partnership on the Land and Air Super Park started back in 2014, when we worked with The Eastern Iowa Airport (CID) to create the first Super Park in the State of Iowa. Not only did we navigate IEDA's full site certification process in 2014, but we successfully recertified the park while updating numerous due diligence studies as required. The initiative didn't stop there; we have since partnered with CID to expand the business development options surrounding the Super Park by creating a full economic development plan for more than 1,300 acres of property surrounding the airport, including direct options for expanding the Land and Air Super Park further west.

The past eight years have required many infrastructure cost analyses for grading, roads, sewer, water, and private utilities. These cost analyses have been re-tailored to meet the needs of new potential developments based on their size, access, and utility load requirements. Foth has completed all necessary certification due diligence studies, including Phase I ESAs, wetland delineations, surveys, cultural studies, and geotechnical reports. Master development plans continue evolving today.

CID is a prime tourism generator in the State of Iowa, and we leveraged this economic development benefit by creating partnerships between CID, the City of Cedar Rapids, and the Metro Economic Alliance during the course of the site certification efforts. The result is a prime space for light industrial and commercial applications, positioning companies for market success.

REFERENCE

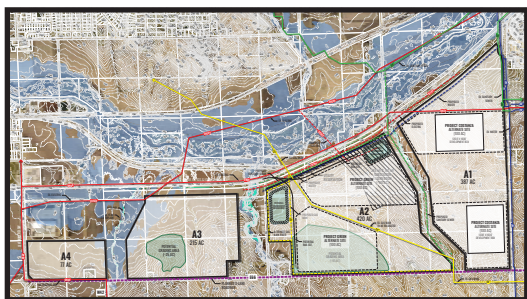
Marty Lenss, Airport Director
(319) 362-8336 | m.lenss@flycid.com

www.cidsuperpark.com

2515 Arthur Collins Parkway SW
Cedar Rapids, IA 52404-8952



Big Cedar Industrial Center City of Cedar Rapids, IA (2018 - Present)



Foth led certification efforts for the Big Cedar Industrial Center in IEDA's first certified Mega Site within the State of Iowa. Given that the center totals 1,391 acres of size on more than 3 miles of road frontage, vast amounts of time and intricate analyses were required for this massive effort.

We completed the IEDA site certification steps along with all necessary due diligence studies, including the T&E species report, cultural surveys, geotech studies, wetland delineations, and Phase I ESAs. Further steps were required for environmental characteristics with a wetland mitigation study. Survey requirements included ALTA, topo, and various title and easement reviews.

Robust infrastructure analyses took place in order to determine pad-ready costs for grading, sewer, water, stormwater, electric, gas, and telecommunications. The resultant analyses displayed needs for over \$5M in sewer/water utilities and roughly \$2M in grading. Various master development plans were created showing potential for millions of square feet of new industrial development.

Foth continues to provide site selection activities for Alliant Energy today. This includes partnering with the City of Cedar Rapids and local economic development organizations in marketing the site to new site selectors. We update

cost analyses as required and create new concept plans for potential new businesses that are unique to their needs.

We will be embarking on recertification of the Big Cedar Industrial Center in the latter part of 2023.

REFERENCE

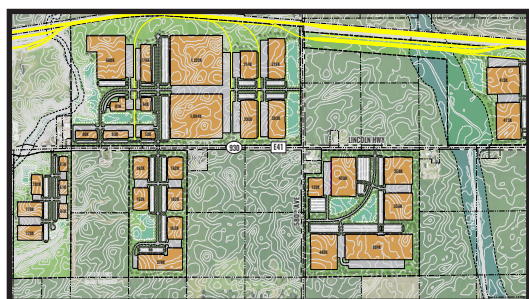
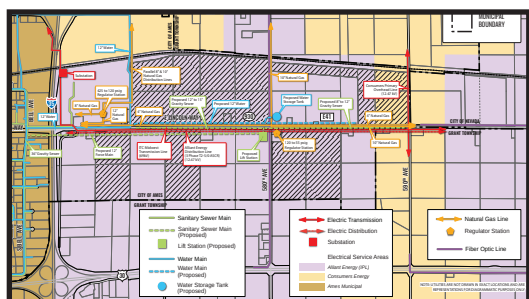
Mark Seckman, AE
Senior Business Attraction Manager
(319) 786-4392
markseckman@alliantenergy.com

[www.iowaeda.com/certified-site/
big-cedar-industrial-center](http://www.iowaeda.com/certified-site/big-cedar-industrial-center)

200 1st St SE.
Cedar Rapids, IA 52401



Prairie View Industrial Center City of Ames, IA (2018 - Present)



The Prairie View Industrial Center is IEDA's second certified Super Park within the State of Iowa at over 700 acres. Foth was Alliant Energy's prime consultant in preparing this new Ames, IA industrial park and determining the property's readiness. We were the direct contact with IEDA and Quest, providing all three evaluation steps for the Iowa site certification process.

Many unique due diligence tasks were required for Prairie View. The parcels here were disjointed and numerous property owners existed. Various railroad layouts were considered and a variety of transportation access routes were required to support future buildings. Environmental studies included a wetland delineation, geotech, grading analyses, cultural reports, and T&E studies. The Phase I ESA required a Phase II ESA in some instances as well. Survey included ALTA and full topo using drone technology. Infrastructure evaluations occurred for roads, sewer, water, storm, electric, gas, and telecommunications, yielding all potential development costs. We worked with the City of Ames to determine how infrastructure costs might be supported as new business developments arise.

The final product has resulted in numerous master development plan layouts in 2D and 3D forms, creating potential for large manufacturing/warehousing uses and areas for office and supporting commercial uses. Quest and IEDA provide

report cards for consultants leading the site certification efforts, and Foth is proud to have received all As for our work and support in Prairie View.

We continue supporting marketing of the Prairie View Industrial Center today, creating concept plans and cost analyses for Alliant Energy and the City of Ames to entice new developers to the region. [See marketing video here.](#)

REFERENCE

Mason Adams, Key Account Manager

(319) 362-8336
masonadams@alliantenergy.com

www.iowaeda.com/certified-site/prairie-view-industrial-center

1284 XE Place
Ames, IA, 50014



Additional Site Certification Experience

It is important to recognize we have a few other existing and past site certification projects to mention!



Lincolnway Air and Rail Industrial Park North Clinton, IA (Present)

Foth is currently partnering with Alliant Energy in developing this new, 200-acre site certification in Clinton, IA. Step I and II are complete, and Step III is beginning along the same timelines setup for Marshalltown. When complete, this business park will be an extension of the Lincolnway Rail and Air Park, totaling over 500 acres. The site certification is in cooperation with the City of Clinton and the region's economic development organization, Grow Clinton.



Post Site Certification Efforts

Mason City and Boone, IA (2019 - Present)

Working with our partner, Alliant Energy, Foth serves in site selector meetings in conjunction with the local community, IEDA, and local economic development organizations. We provide—and update as necessary—the crucial due diligence data needed to entice new businesses to certified sites in Mason City (Indianhead South) and Boone (Boone Industrial Park - Phase II).



Beaver Dam Commerce Park Beaver Dam, WI (2020)

Foth completed this new 500+ acre business park creation and site certification, leading all due diligence efforts. It was the largest certified site in Wisconsin and required local land use amendments, over \$5M in infrastructure needs assessments, and crucial partnerships with the city, county, and local township. Extensive marketing techniques were also employed, consisting of drone photography and 3D video renderings.

<https://www.youtube.com/watch?v=yR9w59l6dBs>

4

PROPOSED TIMELINE Schedule and Milestone Dates.

The timeline to complete the Step III Certification for Marshalltown is straightforward. All required site certification analyses and IEDA submittals shall be complete for formal submittal prior to the required date of May 10, 2023. Barring unseasonable weather in Spring, submittals should take place in April 2023. We envision a few post-submittal coordination activities thereafter, resulting in total project completion by July 31, 2023.

Step 3 Certification Tasks	2023						
	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Management	■	■	■	■	■	■	■
Steps I / II Review	■	-	-	-	-	-	-
Draft Attachments 29-53	-	■	■	-	-	-	-
Boundary and Topographic Surveys	-	■	■	-	-	-	-
Geotechnical Analysis	-	■	■	-	-	-	-
Cultural Resources Identification Survey (CRIS)	-	-	■	■	-	-	-
Wetland Delineation	-	-	■	■	-	-	-
Topographic Analysis	-	-	■	■	-	-	-
Infrastructure Layouts and Estimates	-	-	■	■	-	-	-
Master Development Plan	-	-	■	■	-	-	-
Finalize Attachments 29-53	-	-	■	■	-	-	-
★ Milestone Date: Submit Step III Required Attachments to IEDA by May 10, 2023	-	-	-	-	■	-	-
Post Step III IEDA/Quest Coordination	-	-	-	-	-	■	■

*Project Management includes all coordination with IEDA/Quest throughout the project.
Biweekly touchpoints with the Marshalltown point-of-contact detailing progress is also anticipated.*

Project Approach

The Foth project approach is one of efficiency simply because we have the historic knowledge of the IEDA/Quest Step III process and necessary document requirements. Upon project kickoff, our team will quickly evaluate the documents previously submitted in Steps I and II. Initial drafts of Attachments 29-53 for Step III will be assembled and necessary Step III studies will be scheduled. Identified Marshalltown staff will consistently be a part of the process, with all documents discussed and shared throughout.

Upon initial completion of the analyses, a Master Development Plan will be completed and refined between the Foth and Marshalltown teams. A final submittal of Attachments 29-53 will be executed and sent for approval to IEDA/Quest. We will support the city in post-submittal updates and requirements as needed until final site certification is delivered. Throughout the process, Foth will partner with Marshalltown, IEDA, and Quest, assuring a successful effort.

5

PROPOSED FEE Conscious of Your Budget.

We propose a lump sum fee in an amount not to exceed **\$113,845** for all services and tasks outlined in the proposed timeline. This fee includes all reimbursables and expenses. The city can be assured that our fee is completely thought-through due to our recent Iowa certification efforts. Foth knows the requirements of coordinating with IEDA and Quest and our fee is built to take any burden off city staff all the way through post-submittal activities to final certification approvals!

Foth understands that the city reserves the right to negotiate the final fee upon selection.



Sandhills Neighborhood Master Plan - Richland County, SC

**RESOLUTION APPROVING A 2022 YEAR-END INFLATIONARY PAYMENT FOR
FULL-TIME AND PART-TIME EMPLOYEES TO BE FUNDED WITH COUNCIL-
DESIGNATED LOCAL OPTION SALES TAX**

WHEREAS, 2022 has seen inflation reach record levels; and

WHEREAS, annual cost of living adjustments made on July 1, 2022, did not reflect current inflation trends; and

WHEREAS, the City Council has recommended a one-time payment to employees to help offset the costs of inflation in calendar year 2022; and

WHEREAS, the recommendation from the City Council includes a \$1,000 payment to 149 full-time employees and a \$500 payment to 16 regular part-time employees, both pre-tax values; and

WHEREAS, this employee count does not include any elected officials;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the one-time 2022 inflationary payment of \$1,000 for full-time employees and \$500 for regular part-time employees is hereby approved; and

BE IT FURTHER RESOLVED, the Finance Director shall utilize Council-designated Local Option Sales Tax in the amount of \$157,000 to support the one-time payment.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

— I O W A —

City Administrator's Office

Joel Greer, Mayor
Jessica Kinser, Administrator
Alicia Hunter, City 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: December 5, 2022
RE: Request for One-Time Inflationary Payment

Council Member Ladehoff requested a discussion of a one-time payment to full-time and part-time employees to compensate for the inflationary pressures experienced over the last year. Upon further research, this is something that other Iowa cities/governmental organizations are doing and deserves further consideration.

The City of Grinnell is doing a \$2,000 payment for full-time and \$1,000 payment to part-time employees. The City of Ottumwa is looking at paying up to \$2,000 total for full-time and \$1,000 total for part-time employees if they were employed from 12/31/21 to 6/30/23, with lesser payments with less time employed during this period. Two municipal utility companies are also implementing a payment. Muscatine Power and Water is giving a 3% payment of total wages up to \$5,000 to every employee, while Des Moines Water Works is doing \$1,000 for full-time and a pro-rated amount for part-time employees. There are likely others out there, but these were who responded on an HR listserv.

Based on the information above, I would propose the Council consider a one-time payment to occur at the end of December, which would be \$1,000 pre-tax for all full-time employees as of December 30th and \$500 for all permanent part-time employees as of December 30th.

	Full-Time	Part-Time
# of Employees	154	30
Cost of Payment	\$154,000	\$15,000

The total expense based on the figures above (estimates until an actual payroll packet is put together) is \$169,000. For funding, I would recommend the Council consider adopting a resolution not-to-exceed \$175,000 of Council-designated local option sales tax to fund this end of year payment. This amount would provide flexibility to ensure no one got excluded. The resolution would need to be on the December 27th agenda in order for a payment to be processed at the end of the year.



Jeff Schneider, Gary Thompson, Dex Walker

**RESOLUTION AUTHORIZING PROCUREMENT OF MATERIALS FOR THE
CENTER STREET VIADUCT REPAIR PROJECT (STR 21-002) PER THE CITY OF
MARSHALLTOWN PURCHASING POLICY FOR EMERGENCY PURCHASES**

WHEREAS, the City Council deems the Center Street Viaduct Repair a critical public infrastructure project; and

WHEREAS, the City Council plans to go out for Public Bid in accordance with Iowa Code Chapter 26 for the said repair project upon authorization from the Union Pacific Railroad; and

WHEREAS, the City Council acknowledges that due to the anticipated authorization from the Union Pacific Railroad needed and long material lead times on critical components, that construction of these repairs during 2023 would be highly unlikely without the material procurement proceeding; and

WHEREAS, the City Council acknowledges there may be outside factors that could still further delay the viaduct repairs but desires to proceed in material procurement to allow the possibility of the repairs being completed in 2023; and

WHEREAS, the City of Marshalltown Purchasing Policy allows for Emergency Purchases when the repair/service is required to continue service to the public or to insure the safety of citizens or employees; and

WHEREAS, the City Council authorizes the Mayor and City Clerk to enter into material purchase agreements for said materials based upon the lowest quote and recommendation by the City's project engineer, Stanley Consultants, Inc; and

WHEREAS, the City of Marshalltown intends to provide the materials procured to the lowest responsive, responsible bidder on the publicly bid Center Street Viaduct Repair project for installation.

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

Section 1. The Mayor and City Clerk are hereby authorized and directed to execute any and all documents required to effectuate this Resolution.

Section 2. The 2021 Series of General Obligation Bonds are hereby authorized as the funding source for these materials.

Passed this 27th day of December 2022, and signed this _____ day of December 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

IOWA

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Heather Thomas, Public Works Director
DATE: December 21, 2022
RE: STR 21-002 Center Street Viaduct – Early Procurement of Certain Material

Policy Issue: Request City Council authorization to allow emergency procurement of certain materials.

☐ Goal 1: Expand and improve development	☐ Goal 3: Continually improve the City's organization & services
☒ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Objective 2: Design and construct capital projects which enhance the aesthetics of the community. – Design and bid the Center Street viaduct repair project.

Recommendation:

City council authorize the procurement directly by the city for specific materials (selected based upon consultation with suppliers of anticipated lead times of critical structural elements) for the Center Street Viaduct project. Procurement would be through competitive quotations from multiple suppliers (of which the modular joint suppliers are pre-approved by the Iowa DOT.) The materials procured would be included in the information that would go out for public bidding of the Center St Viaduct project that would include the contractor installing the materials procured by the city, among other repair aspects.

- a. Materials in relation to the Modular Expansion Joints:
 - 2 - Modular Expansion Joint Assemblies (37.4 Lin. Ft. each, total 74.8 Lin Ft.)
- b. Structural Steel:
 - 10 - Welded plate girder partial replacement (10 ft.) sections and splice plates (Piers 8 and 14).
 - 10 - Sliding bronze lubricated bearings (Piers 8 and 14).
 - 4 - Curb and sidewalk plates (Piers 8 and 14).
 - 32 - C10x30 channel diaphragms (Piers 8 and 14).
 - 4 - C10 edge channel diaphragms (Piers 8 and 14)
 - 2 - 6" x 4" x 1/2" angle expansion joints (North and South Abutment).
 - 8 - Trench deck drains (North and South Abutment, Piers 8 and 14)

Includes all HTS bolts, washers, and heavy hex nuts, galvanized per spec.
All structural steel to be hot dipped galvanized after fabrication.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



Budget Impact:

The Center Street Viaduct is utilizing / will utilize \$121,400 in Road Use Tax (Fund 110) and \$2,450,000 of the 2021 GO Bond (Fund 363) for construction and engineering expenses for this project.

Executed Planning & Design Engineering Agreements total \$343,800

Construction Estimate from Dec 2022 is \$2,112,000

Construction Engineering / Inspection Agreement - TBD

Description/Background:

City staff have been working with our Consultants, Stanley Consultants Inc. on design of the repair to the Center Street Viaduct over the Union Pacific Railroad. Because the viaduct is over the UP's Railroad, the Railroad requires the city submit plans to the UPRR at three different times throughout the design process and address any comments. Stanley Consultants have submitted and addressed comments for the first two submittals. The City is anticipating being unable to go out to bid with UP approval until late February or March, based on latest estimates from Stanley Consultants on when the UPRR will give final approval for the third and final submittal. Due to current longer material lead times, we do not anticipate the materials to be delivered in time that construction of the viaduct repairs to be able to be completed within the 2023 calendar year – construction season.

City staff desire this project to be completed within a single construction season to minimize the length of time the viaduct closure will impact Marshalltown traffic.

City staff also acknowledge the existing finger joints are not functioning as intended which has caused public concern, two very rough bumps for the public, and the bridge engineers hired by the City implementing a 20 Ton Weight Restriction on the viaduct. These non-functioning joints cause maintenance & snow removal challenges to the public work's division. The plow blades hitting the non-functioning finger joints can cause damage to the joints and city equipment – so extra care is being taken to raise the blade to prevent damage which can cause snow and ice accumulation in these areas.

City staff asked Stanley Consultants what options are available to where we can try and best mitigate these issues. The purchase of materials by the city was the recommended path forward. Stanley Consultants discussed this internally with their legal counsel and that correspondence/recommendation is attached. City staff also reviewed applicable portions of Iowa Code and the City's Purchasing Policy (applicable sections included here-in at the end of this memo).

City staff propose to purchase materials based on the lowest competitive quote for the materials listed previously that are projected to have an 8-month lead time and have been working with Stanley Consultants to request quotations (with the understanding that no decision has been made that this is the direction we are heading). Competitive quotations will be due December 29th, 2022 with the request that Council provide authorization to the mayor or his designee to enter into a purchase agreement for these materials on January 3rd, 2023 after Stanley Consultants review and recommendation to award. Based on discussions with suppliers, the city believes this schedule allows for a material delivery in September 2023 – which would allow time during the planned closure in 2023 for these joints to be replaced.

While there are no guarantees, we believe this is the best option the city has at this point to have the Center Street Viaduct Repairs completed in 2023.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



Section from Marshalltown Purchasing Policy and Procedure Manual, Revision 2019-142

EMERGENCY PURCHASES

Emergency purchases are exempt from getting quotes or soliciting bids when the incident could not be foreseen and the repair/service is required to continue service to the public or to insure the safety of citizens or employees. The City Administrator must provide prior authorization for an emergency purchase.

Sections from 2022 Iowa Code; Title IX - LOCAL GOVERNMENT - Chapter 384 - CITY FINANCE Section 384.103 - Bonds authorized — emergency repairs.

Universal Citation: IA Code § 384.103 (2022)

384.103 Bonds authorized — emergency repairs.

1. A governing body may authorize, sell, issue, and deliver its bonds whether or not notice and hearing on the plans, specifications, form of contract, and estimated cost for the public improvement to be paid for in whole or in part from the proceeds of said bonds has been given, and whether or not a contract has been awarded for the construction of the improvement. This subsection does not apply to bonds which are payable solely from special assessment levies against benefited property.

2. a. When emergency repair of a public improvement is necessary and the delay of advertising and a public letting might cause serious loss or injury to the city, the chief officer or official of the governing body of the city or the governing body shall make a finding of the necessity to institute emergency proceedings under this section, and shall procure a certificate from a competent licensed professional engineer or licensed architect, certifying that emergency repairs are necessary.

b. In that event, the chief officer or official of the governing body or the governing body may accept, enter into, and make payment under a contract for emergency repairs without holding a public hearing and advertising for bids, and the provisions of chapter 26 do not apply.

Attachments:

Recommendation from Stanley Consultants
Quotation Package for Modular Expansion Joints
Quotation Package for Structural Steel

i:\public works\council items\2022\emergency procurement of materials - center st viaduct\memo_str21002 center st - early procurement of longer lead time materials.docx

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker





December 21, 2022

Ms. Heather Thomas, P.E.
Public Works Director
City of Marshalltown
1001 E Main Street
Marshalltown, IA 50158

**SUBJECT: Rehabilitation of South Center Street Bridge for 2023 construction season
Project No. STR 21-0012 for City of Marshalltown**

Ms. Thomas:

Per your request, this letter is certifying the emergency need for preordering materials for rehabilitation work for the South Center Street bridge to be completed in the upcoming 2023 construction season.

The City of Marshalltown has scheduled the rehabilitation of the South Center Street Bridge over the Union Pacific Railroad (UPRR) yard and mainline track and Madison Street for letting in March of 2023.

Due to the open finger joints above the roller bearing and steel support system, the bearings, bearing plates, stiffeners, and support beams have severe corrosion. The interior beam supports have the greatest amount of deterioration, which has reduced the load carrying capacity of these supports. Based on current conditions, the bridge has been posted for 20 tons maximum truck load. Due to the reduced capacity and continuing corrosion of the supports it is imperative that the repair take place during the upcoming 2023 construction season.

Preordering of the structural steel and modular joint is recommended because:

- The scheduled March 2023 letting of the project
- The long lead time (6-8 months) for the fabrication of the replacement joints and structural steel.
- The need to complete the project in 2023 and remove the load posting.

Sincerely,



Dean Bierwagen, P.E.
Principal Engineer
Stanley Consultants, Inc.

From: Bierwagen, Dean <BierwagenDean@stanleygroup.com>
Sent: Saturday, December 10, 2022 6:34 AM
To: Heather Thomas; jkoch@marshalltown-ia.gov
Cc: Bower, Tony; Lima, Pedro; Theulen, Taylor; Fullerton, Daniel
Subject: Lead time for material purchase and fabrication of beam repair sections
Attachments: 20221208 South Center St Bridge Repair Cost Estimate.xlsx

CAUTION: This email originated from outside of the City of Marshalltown. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Heather,

I'm forwarding a summary from Dan Fullerton on options for accelerating the construction for the South Center Street Bridge Repair along with an updated cost estimate (See attached file). The combined estimate of \$380,000 for structural steel and the modular joint is based on contractor provided and installed cost, so would be considered a conservative estimate. The plans would be updated to note the structural steel and modular joint would be provided by the city to the contractor for installation. We could schedule a meeting to discuss further with you next week.

Have a good weekend.
Thanks.

From: Fullerton, Daniel <FullertonDaniel@stanleygroup.com>
Sent: Thursday, December 8, 2022 3:33 PM
To: Bierwagen, Dean <BierwagenDean@stanleygroup.com>; Bower, Tony <BowerTony@stanleygroup.com>
Subject: RE: Lead time for material purchase and fabrication of beam repair sections

Here is an approach that was discussed internally with Stanley Consultants legal counsel which in our opinion if followed, could be an option for the City to consider for early procurement of the steel/joint material early. The City would still be publicly bidding the construction of the project and would just recognize the urgency of procuring the long lead time material now. Given the urgency of the situation and severity of joint deterioration, current posted weight restriction, traffic safety and potential of delaying repairs yet another season, to 2024, only worsens the situation. The City would be exercising their emergency procedure since there is all these factors involved. The City would be disrupting normal procurement minimally as possible, because they'd still be competitively bidding the bulk (85-90%) of the project.

Stanley would contact the respective Iowa DOT approved supplier(s) and provide the documents needed to order the materials and quantities, develop schedule and delivery requirements, and review submittals to verify meeting Iowa DOT specifications. Stanley Consultants would then make a recommendation to the City for purchase of materials. In the meantime, the City would be working on preparing their contracting/purchase order vehicle to purchase material ASAP, once we hand them a recommendation.

From the City's Purchasing Policy and Procedure Manual

Emergency purchases are exempt from getting quotes or soliciting bids when the incident could not be foreseen and the repair/service is required to continue service to the public or to insure the safety of citizens or employees. The City Administrator must provide prior authorization for an emergency purchase.

2022 Iowa Code

Title IX - LOCAL GOVERNMENT

Chapter 384 - CITY FINANCE

Section 384.103 - Bonds authorized — emergency repairs.

<https://law.justia.com/codes/iowa/2022/title-ix/chapter-384/section-384-103/>

Otherwise-

If the City does not agree with this Emergency Purchase recommendation, the alternative would be to have Stanley Consultants provide the drawings & Developmental Specification to the City to use and follows the normal procurement procedure for public advertisement/competitive bid. This would need to be on an accelerated schedule and move very quickly through City Council approval, in order to have a bid package sent out, quotes received from suppliers, to enable the City to purchase the materials in January.

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December 16, 2022

SUBJECT: South Center St Bridge Repair - Procurement for Modular Expansion Joint Assembly

To Whom it May Concern:

On behalf of the City of Marshalltown, Stanley Consultants is requesting quotes from modular joint manufacturers DS Brown and Watson Bowman Acme for the fabrication and delivery of two (2) modular joints (37.4 Lin. Ft. each, total 74.8 Lin Ft.) for installation in the South Center Street Bridge repair over UPRR in the city of Marshalltown, Iowa, Project No. STR 21-001. Refer to attached files for plan details and specification for the proposed modular joint replacement. To assure the city that the joints will be available for installation in 2023 construction season, the design and fabrication process must be started before the March 2023 letting of the bridge repair.

This work shall consist of furnishing materials, services, labor, tools, equipment, and incidentals necessary to design, detail, fabricate, inspect, test, and certify the Modular Expansion Joint Assembly (MEJA) as specified herein and shown in the plans and specification provided with this submittal.

The requested schedule for the design and fabrication of the joint is as follows:

- » 12-16-2022 – Quote request sent to Joint Manufacturers
- » 12-29-2022 – Receive quotes for costs of design, detailing, fabrication, and delivery of modular joints to job site. Quote shall indicate expected delivery date assuming shop drawings have been reviewed & returned no later than 02/17/23 so the order can be placed.
- » 01-03-2023 – City to consider accepting a material quote and finalize agreement of supplying joints with the winning manufacturer. [City hall is closed on the 2nd].
- » No later than (*) 01-20-2023 – Supplier shall submit draft shop drawings to City/Stanley Consultants
- » No later than (*) 01-27-2023 – Engineer shall return shop drawings with comments, 7 days for review
- » No later than (*) 02-10-2023 – Supplier shall submit final shop drawings for approval
- » No later than (*) 02-17-2023 – Engineer shall return final shop drawings so final order can be placed.

*The city desires to have materials available to the Contractor as soon as possible. The dates shown are intended to be the latest allowable. Submittal or review of documents ahead of the dates shown is allowed and encouraged.

The city will include the final shop drawings in bid documents for the bridge repair letting by the City of Marshalltown in March 2023.

Supplier shall communicate any updates to the City and Engineer and deliver modular joints to job site in accordance with the date submitted.



Sincerely,

Dean Bierwagen, P.E.
Principal Structural Engineer
Stanley Consultants, Inc.
515-447-4440
BierwagenDean@stanleygroup.com

Enclosures: 1. Specification for Procurement of MEJA
 2. Drawings & Details

Specification for Procurement MEJA

DESCRIPTION.

The work shall consist of furnishing (2 modular joints 37.4 Lin. Ft. each, total of 74.8 Lin Ft.) for the South Center Street Bridge repair for the city of Marshalltown, Iowa, Project No. STR 21-001. This work shall consist of furnishing materials, services, labor, tools, equipment and incidentals necessary to design, detail, fabricate, inspect, test, and certify the Modular Expansion Joint Assembly (MEJA) as specified herein and shown in the plans provided with this submittal.

Construction: Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2015, Plus Applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications and Special Provisions shall apply to Construction Work on this Project.

A. General Requirements.

Construction: Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2015, Plus Applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications and Special Provisions shall apply to Construction Work on this Project.

1. Manufacturer shall provide a MEJA to accommodate the design movements.
Manufacturer shall provide a MEJA that is either a single support bar system with sliding yokes or a welded multiple support bar system furnished by one of the approved manufacturers listed in Iowa Dept of Transportation, Materials I.M. 557, Appendix G.
2. Manufacturer shall provide a MEJA with a single layer preformed elastomeric seal mechanically held in place by steel edge beams and center beams. Support the center beams on individual support bars for a welded multiple support bar system or on common support bars for a single support bar system. Allow for a maximum of 3 inches of movement in each elastomeric seal. Suspend the support bars over the joint opening using support boxes with internal sliding elastomeric bearings. For a welded multiple support bar system, a large support box to enclose the multiple support bars will be permitted. Control the joint opening with equidistant mechanisms that develop their maximum compressive force at the widest joint opening. In addition to any support of the joint from above prior to concreting, support the MEJA in the blockout from below with a positive support system at each support box designed to level the joint to the proper grade and slope.

B. Design and Testing Requirements.

1. The MEJA shall be designed in accordance with the AASHTO LRFD Bridge Design Specifications, 7th edition, plus current interims, including the modifications and exceptions noted herein.
2. Fabrication and construction shall be in accordance with the AASHTO LRFD Bridge Construction Specifications, 3rd edition, including the modifications and exceptions noted herein.
3. Prior to fabrication, submit complete details of the MEJA together with an installation and water tightness plan to the Engineer for approval. The following information shall be included in the submittal:
 - a. Complete reinforcing bar layout for the expansion joint blockouts based on the reinforcing layout and limitations provided in the plans. Integrate this layout with bars extending from the deck slab and if applicable the abutment backwall. The minimum reinforcing steel in the top of the blockout shall be No. 7 bars at 7.5 inches on center,

in both directions. Provide complete details of the blockout reinforcing on design and shop drawings.

- b.** Plan and section views of the MEJA showing dimensions and tolerances. Provide a minimum of 3/8 inch material thickness for all structural steel elements.
- c.** Provide support boxes with a minimum steel thickness for 3/8 inch. For support boxes wider than 16 inches, provide a width to thickness ratio not to exceed 45.
- d.** Design and detail support bar bearing locations to provide adequate bearing stress resistance and avoid excessive edge loading of the blockout concrete. Provide calculations detailing satisfaction of this requirement.
- e.** In addition to the design requirements of AASHTO LRFD 14.5.6.9.4, design the support boxes to transfer stresses from wheel loads applied to the top surface of the box in the blockout areas and transferred through the box to the supporting concrete. Use the AASHTO LRFD tandem axle loads for the Strength Limit State design. Fatigue loading is in accordance with AASHTO 14.5.6.9.4. For the distribution of wheel loads to the support boxes, perform design calculations using a contact area measuring 20 inches (500 mm) wide and 10 inches long in accordance with AASHTO LRFD 3.6.1.2.5. Do not assume any benefit to load distribution from the concrete cover. Apply impact as required for the Strength and Fatigue Limit States.
- f.** Design the joint at the Strength Limit State for effects of snowplow loading in accordance with the requirements of AASHTO LRFD 14.5.1.2.
- g.** Detail all welded and bolted center beam or support bar joints and all shop or field splices.
- h.** When support bars are welded to center beams, use complete penetration groove welds and ultrasonically test 100% of the welds.
- i.** Provide complete details of all components and assemblies incorporated into the MEJA.
- j.** Provide all ASTM, AASHTO or other material designations.
- k.** Provide details of shipping, lifting, support and alignment details.
- l.** Provide temperature adjustment data in accordance with values shown in the plan drawings.
- m.** Provide a certificate of compliance with the AISC Quality Certification Program for Simple Steel Bridges for vendor-fabricated joints. Provide a certificate of compliance with the AISC Quality Certification Program for Major Steel Bridges for joints fabricated using third-party fabricators.
- n.** Provide certification that welding inspectors have current certification under AWS QC1, Standard for Qualification and Certification of Welding Inspectors.
- o.** Document that nondestructive test technicians are certified by ASNT.
- p.** Provide Manufacturer's certificate of compliance for PTFE sheet / fabric.
- q.** Provide sealed engineering drawings and calculations prepared by a Professional Engineer licensed in the State of Iowa for the proposed MEJA including designs for

both the Fatigue and Strength Limit States as described by AASHTO LRFD Bridge Design Specifications, 6th Edition, Section 14.5.6.9 and referenced articles therein. At a minimum, all AASHTO requirements will be followed.

- r. Provide test data and reports indicating the joint type, including all structural details, has been tested for compliance with NCHRP 402 – “Fatigue Design of Modular Bridge Expansion Joints.” Provide certification that the design to be furnished has passed the requirements of the Opening Movement and Vibration Test (OMV), the Seal Push Out Test (SPO) and the Fatigue testing requirements of AASHTO LRFD Bridge Construction Specifications, 3rd Edition, Chapter 19, Appendix A, as verified by an independent testing agency.
 - s. Provide a manufacturer’s recommended maintenance and repair plan for the MEJA for review and approval of the Engineer. The plan should include a detailed description of recommended and required maintenance activities including maintenance inspection requirements, wear tolerances, methods for determining wear or deterioration, and procedures for replacing worn parts.
 - t. Detail any temporary bridging that may be required to allow construction traffic to cross the joint prior to complete installation. If construction traffic will not be permitted to cross the joint, include this in the installation plan as a restriction on operations.
 - u. Provide final accepted versions of all of the above documents to the Contracting Authority on a CD-ROM in Adobe Acrobat PDF format at the completion of the project.
4. In addition to a required longitudinal movement range as specified in the plan drawings for each location, provide a joint having the additional movement capabilities:
- Transverse movement, 1.0 inch.
 - Vertical movement, 1.0 inch.
 - Rotation about longitudinal axis, 1 degree.
 - Rotation about transverse axis, 1 degree.
 - Rotation about vertical axis, 1/2 degree.

MATERIALS.

Furnish materials new and without defects. Remove defective materials from the jobsite at no additional cost. Materials for MEJA shall consist of the following:

- A. Preformed Neoprene Strip Seal and Lubricant Adhesive:** Section 4136 of the Standard Specifications and AASHTO M 220.
- B. Structural Steel:** Section 4152 of the Standard Specifications, hot dip galvanized per Materials I.M. 557, Appendix G. which includes all welded assemblies shall be hot-dip galvanized in accordance with ASTM A123.
- C. Stainless Steel:** ASTM A 240 Type 304, with 2B finish.
- D. Stainless Steel Mating Surfaces:** ASTM A 240/A 240M Type 304. Minimum No. 8 mirror finish for mating surface. Minimum 16 gauge thickness for the stainless steel plate.
- E. PTFE:** 100% virgin Teflon, woven PTFE fabric or dimpled PTFE, AASHTO Section 18.8, Division II.

- F. Bolts, Nuts, Washers and other hardware:** Shall conform to the requirements of Materials I.M. 557, Appendix G including galvanizing.
- G. Urethane Foam:** ASTM D 3574.
- H.** Springs, bearings, and equidistant devices to be the same material composition and formulation, Manufacturer, fabrication procedure, and configuration as those used in the prequalification tests.

CONSTRUCTION.

- A.** Fabricate the modular expansion joint assembly at facilities owned and operated by the manufacturer that is responsible for the design of the joint assembly. The facility must have a current AISC Simple Steel Bridge Certification. Alternately, provide a joint fabricated by an AISC Major Steel Bridge Certified fabricator with experience in fabricating MEJA's. Provide written certification of the fabricators experience. All Welding shall be in Accordance with the Current Bridge Welding Code ANSI/AASHTO/AWS D1.5 and the Latest Revisions and AASHTO Addenda.
beam
- B.** Manufacturer shall thoroughly clean and remove excess galvanizing material from interior portions of steel extrusions prior to installing elastomeric seals.
- C.** Damage to the joint system during shipping or handling shall be cause for rejection of the system.
- D.** Repair damage to the corrosion protection system to the satisfaction of the Engineer.
- E.** Design the MEJA, fabricate and deliver to the job site as a continuous unit. Field welding of the MEJA is not permitted.
- F.** Provide single piece seals. Seals will be installed in the shop, except when indicated otherwise. No splices are permitted. Joint seals are not permitted to extend above the joint. Design and detail the joint to allow for seal removal and replacement with a minimum of 1.25 inch space between adjacent center beams.
- G.** Provide edge beams and center beams machined or extruded to form the required profile. Multiple pieces welded to form the profile or bent / crimped to form the required profile are not permitted.
- H.** Coordinate upturns at the exterior gutter lines with the curb cover plate and conduit expansion and fitting details.
- I.** Provide a minimum of 3 inches of concrete cover above the top of the joint support boxes. As a minimum, install rebar in the blackout as directed on the plans. Provide a minimum of 2 inches of concrete under the support boxes. Provide a minimum of 2 inch clear cover to support boxes and anchor studs to the vertical face of the blockouts. Coordinate these requirements with the design and detailing of the blockouts and girder end copes. Blockout dimensions shall be reduced or enlarged as necessary to accommodate a particular joint design. Submit calculations and drawings documenting all proposed changes from the as-designed drawings. Calculations and drawings shall be sealed by a Professional Engineer licensed in the State of Iowa.
- J.** Furnish a joint such that the bearings and slide assemblies are removable and replaceable.

- K.** Recommendations shall be provided a minimum of 2 weeks preceding installation of the first joint, furnish to the representative, three copies of a detailed installation plan and instructions.
- L.** An employee of the joint manufacturer shall be present during installation of the joint to assist with any technical or construction issues. The manufacturer's representative to certify to the Contracting Authority in writing that the installation adheres to the manufacturers recommended installation procedures.
- M.** The joint shall be fabricated to align with the roadway grade and cross-section.

METHOD OF MEASUREMENT.

Modular Expansion Joint Assembly will be paid for in linear feet at the quantity shown in the contract documents.

BASIS OF PAYMENT.

The contract unit price for the Modular Expansion Joint Assembly will be full and complete payment for all materials, labor, tools, equipment, inspection, services, and incidentals necessary to design, detail, fabricated, and deliver to the job site in Marshalltown, Iowa the modular expansion joint assemblies as specified in these documents.

Drawings & Details

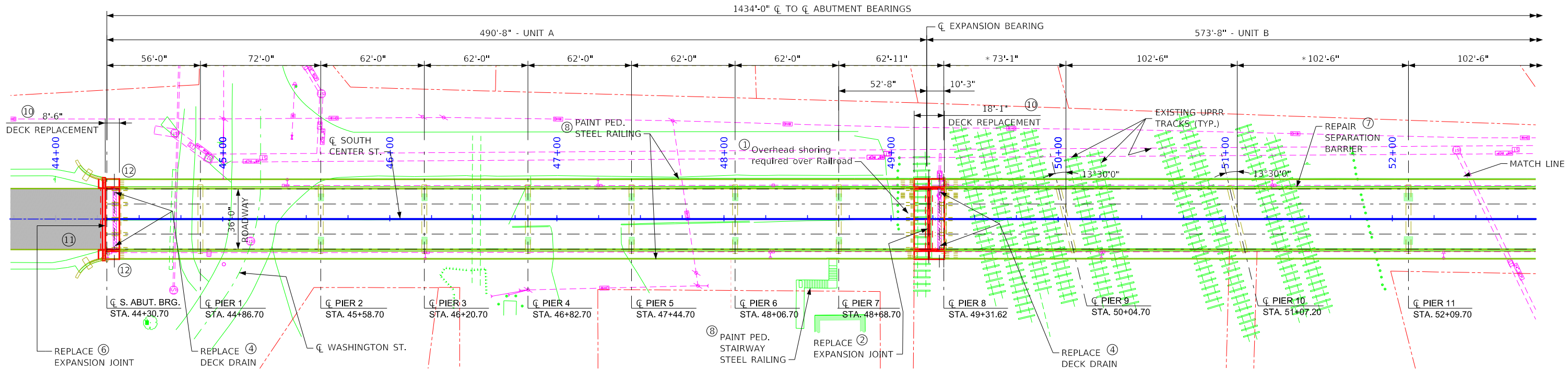
UPRR Clearance

1. PIERS TO REMAIN AS CONSTRUCTED.
2. CURRENT VERTICAL CLEARANCES TO REMAIN UNCHANGED.
3. CURRENT HORIZONTAL CLEARANCES TO REMAIN UNCHANGED.

LONGITUDINAL SECTION ALONG C APPROACH ROADWAY

NOTES:
* - VARIABLE SPAN LENGTHS DUE TO SKEWED PIERS 9 & 10.

EXISTING & PROPOSED PROFILE GRADE (UAC)
(ORIGINAL CONSTRUCTION PROFILE GRADE ELEVATIONS - 1949)



SITUATION PLAN

Location

South Center St. over UPRR,
Washington St., Madison St.,
and Nevada St.
In City of Marshalltown
T-84N R-18W
Section 35
Marshall Township
Marshall County
FHWA No. 035410
Bridge ID No. 64-035410
Latitude 42.042534°
Longitude -92.912868°
RR Crossing DOT #1906224

Traffic Estimate

2013 AADT 11,100 V.P.D.

- ### Repair Items:
- ① REPLACE ROLLER BEARINGS AND BEAM SUPPORTS NEAR PIER 8 AND PIER 14.
 - ② REPLACE EXPANSION JOINTS NEAR PIER 8 AND PIER 14.
 - ③ ZONE PAINT STEEL SUPERSTRUCTURE.
 - ④ REPLACE DECK DRAINS AT SOUTH ABUTMENT, PIER 8, PIER 14, AND NORTH ABUTMENT.
 - ⑤ NORTH VAULTED APPROACH OVERLAY, JOINT REPLACEMENT, AND NEW POURED JOINTS.
 - ⑥ SOUTH ABUTMENT JOINT REPLACEMENT.
 - ⑦ REPAIR SEPARATION BARRIER.
 - ⑧ PAINT PEDESTRIAN RAILING OR REPLACE WITH CHAIN LINK FENCE (ALTERNATIVE OPTION)
 - ⑨ CONCRETE REPAIR VAULTED NORTH ABUTMENT (INSIDE AND OUTSIDE),
AND CONCRETE REPAIR APPROACH RETAINING WALLS.
 - ⑩ REPLACE DECK, BARRIER, AND SIDEWALK IN AREAS OF JOINT REPLACEMENT.
 - ⑪ REPLACE APPROACH SLAB.
 - ⑫ REPLACE SIDEWALK PANEL.

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
18 - Variable Length Interior Spans

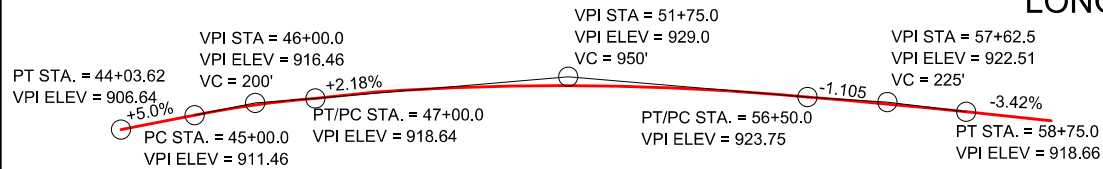
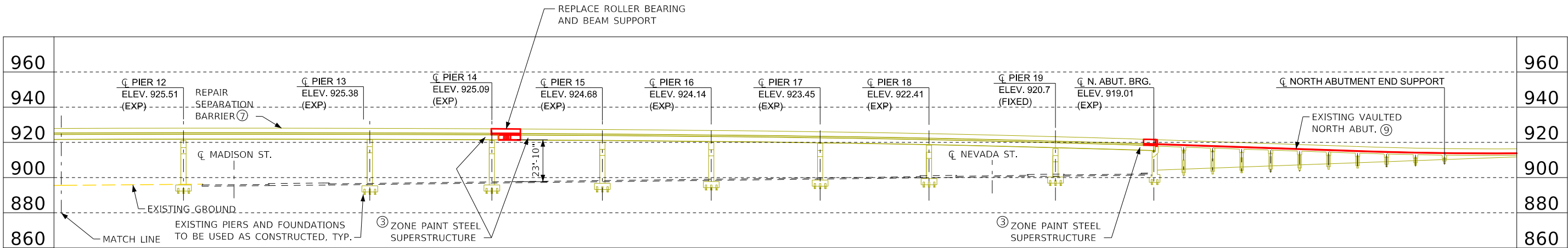
Situation Plan 1 of 2

STA. 51+47.70 (South Center St.) Feb. 2022

City of Marshalltown

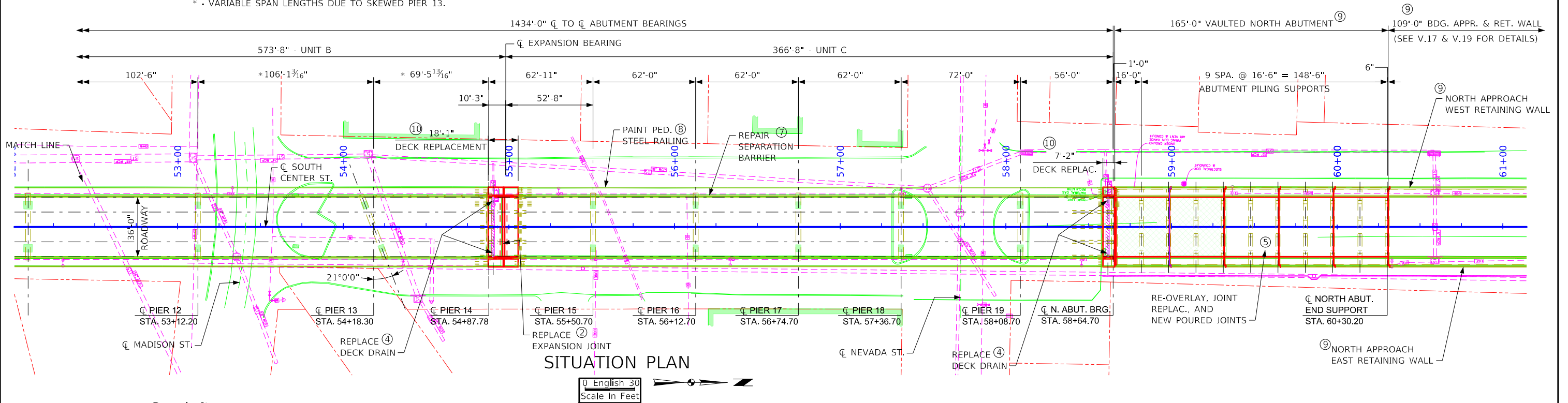
IOWA DEPARTMENT OF TRANSPORTATION

Design No. Design # **Design Sheet No. 1 of 5** FHWA No. 035410



NOTES:

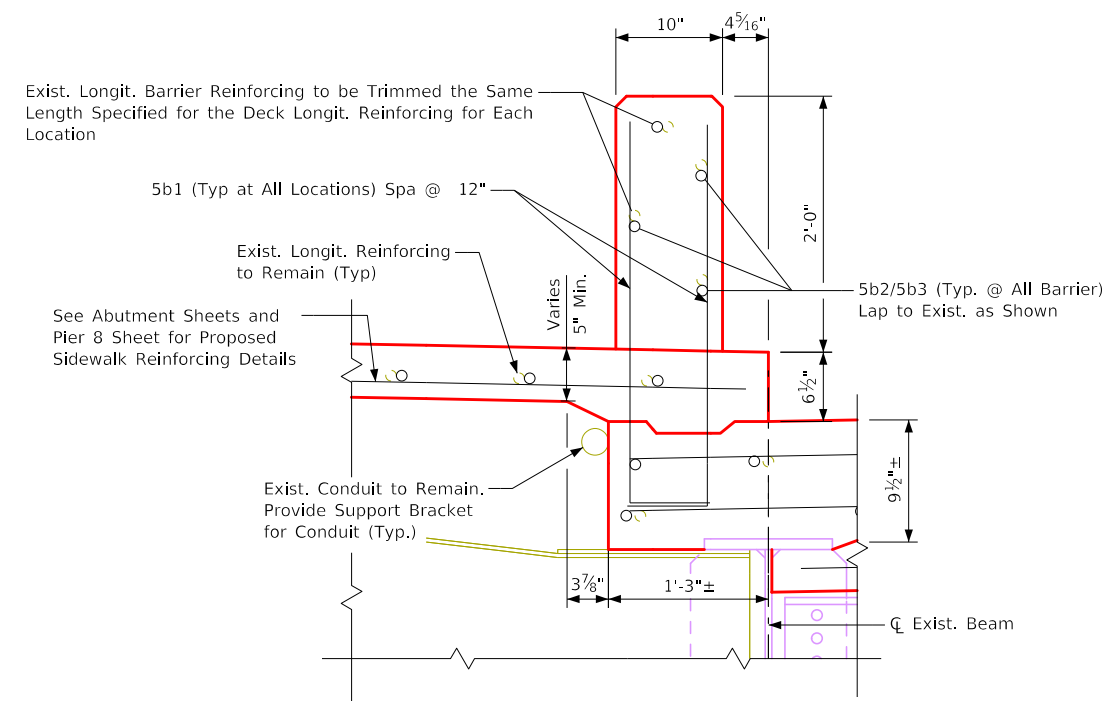
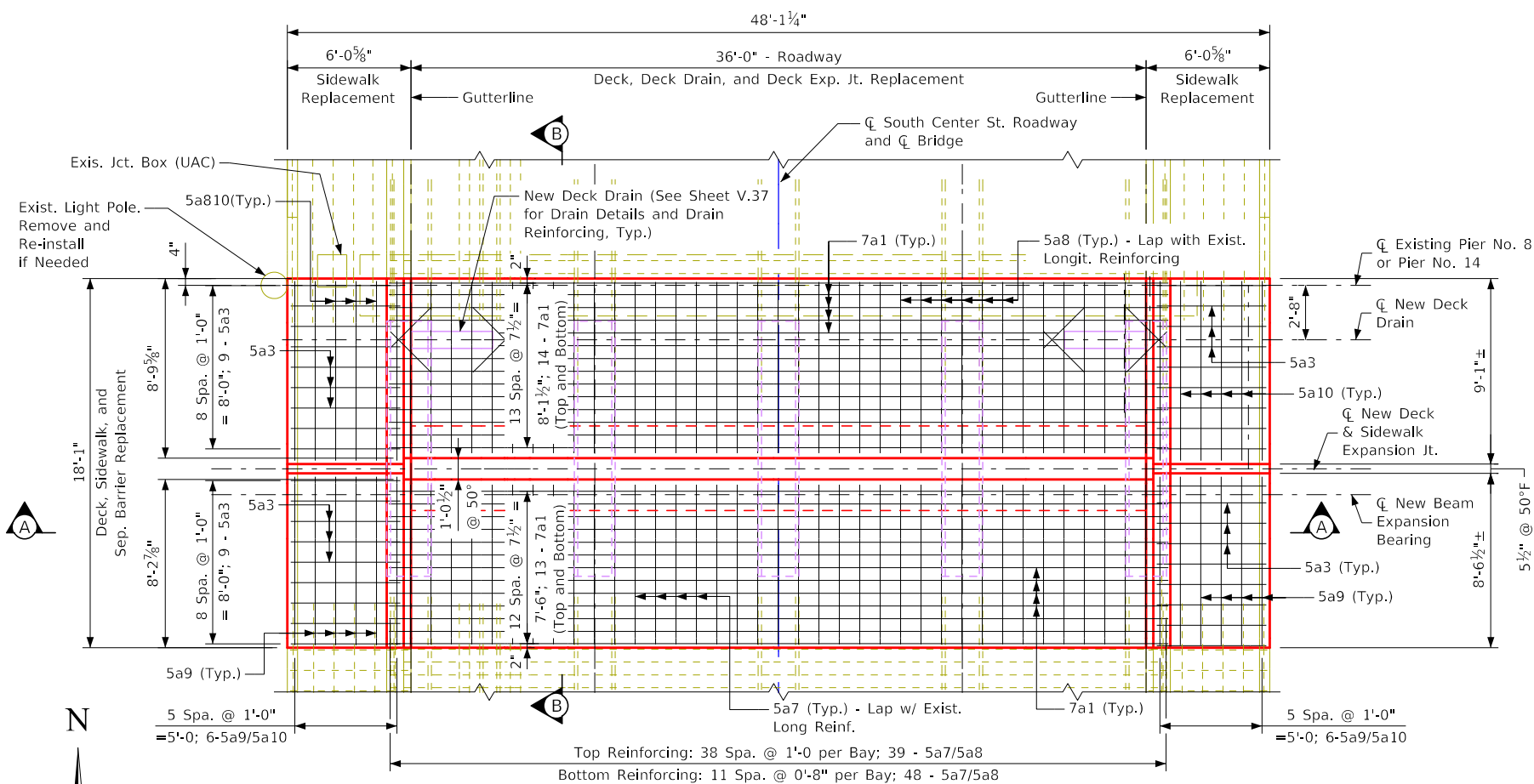
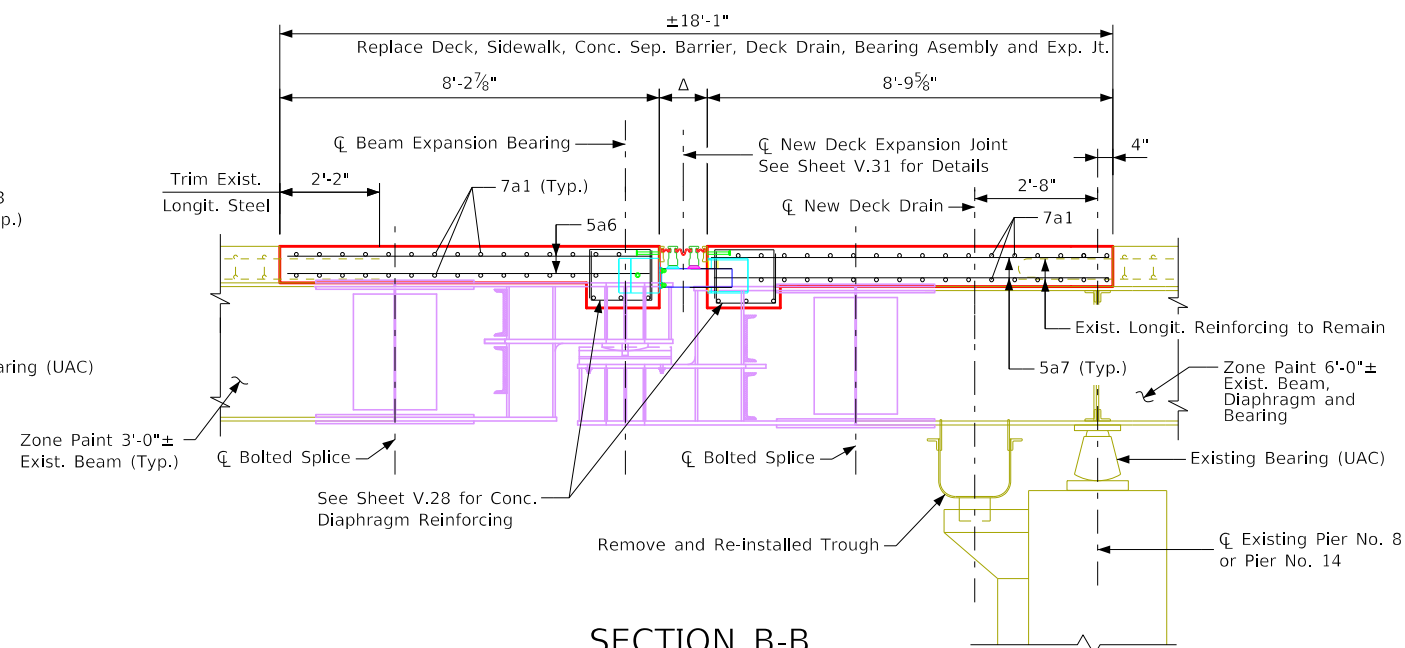
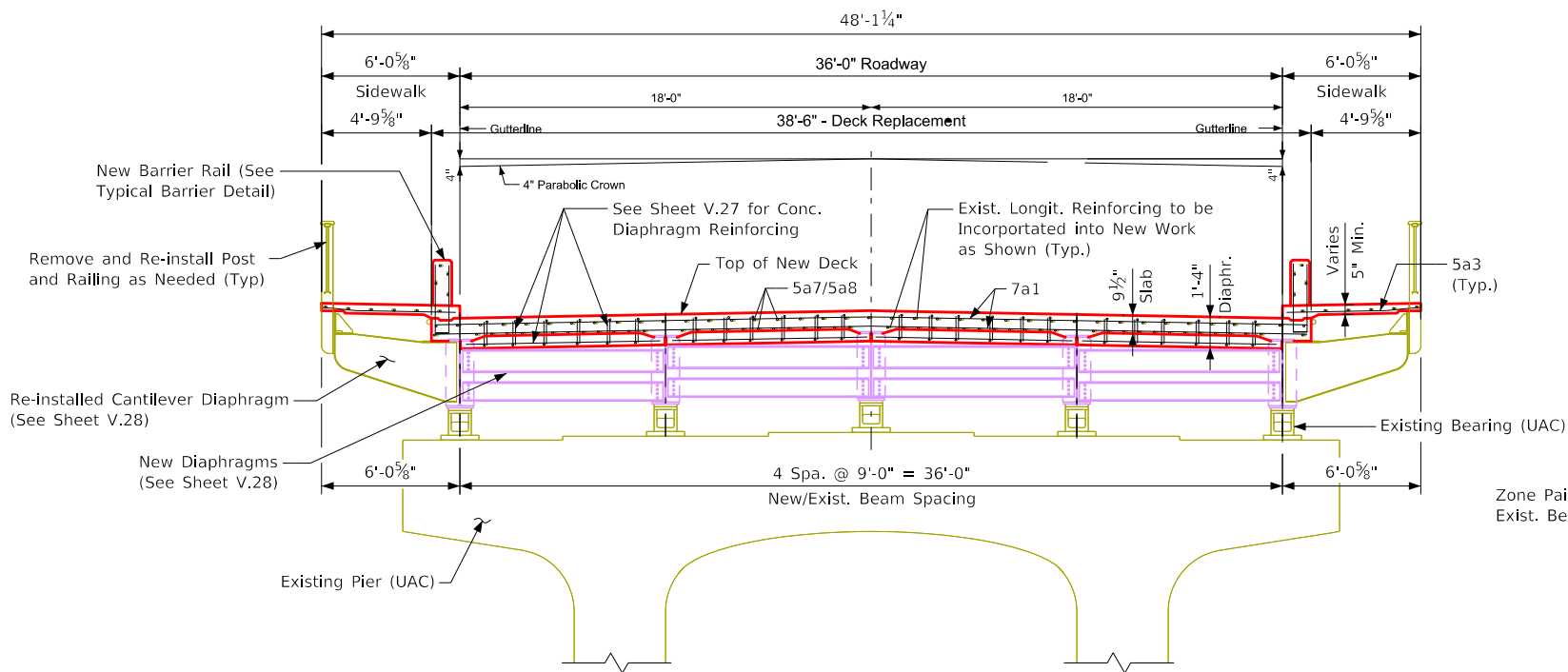
* - VARIABLE SPAN LENGTHS DUE TO SKEWED PIER 13.



Repair Items:

- ① REPLACE ROLLER BEARINGS AND BEAM SUPPORTS NEAR PIER 8 AND PIER 14.
- ② REPLACE EXPANSION JOINTS NEAR PIER 8 AND PIER 14.
- ③ ZONE PAINT STEEL SUPERSTRUCTURE.
- ④ REPLACE DECK DRAINS AT SOUTH ABUTMENT, PIER 8, PIER 14, AND NORTH ABUTMENT.
- ⑤ NORTH VAULTED APPROACH OVERLAY, JOINT REPLACEMENT, AND NEW POURED JOINTS.
- ⑥ SOUTH ABUTMENT JOINT REPLACEMENT.
- ⑦ REPAIR SEPARATION BARRIER.
- ⑧ PAINT PEDESTRIAN RAILING OR REPLACE WITH CHAIN LINK FENCE (ALTERNATIVE OPTION)
- ⑨ CONCRETE REPAIR VAULTED NORTH ABUTMENT (INSIDE AND OUTSIDE), AND CONCRETE REPAIR APPROACH RETAINING WALLS.
- ⑩ REPLACE DECK, BARRIER, AND SIDEWALK IN AREAS OF JOINT REPLACEMENT.
- ⑪ REPLACE APPROACH SLAB.
- ⑫ REPLACE SIDEWALK PANEL.

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Situation Plan 2 of 2
STA. 51+47.70 (South Center St.) Feb. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design # Design Sheet No. 2 of 5 FHWA No. 035410

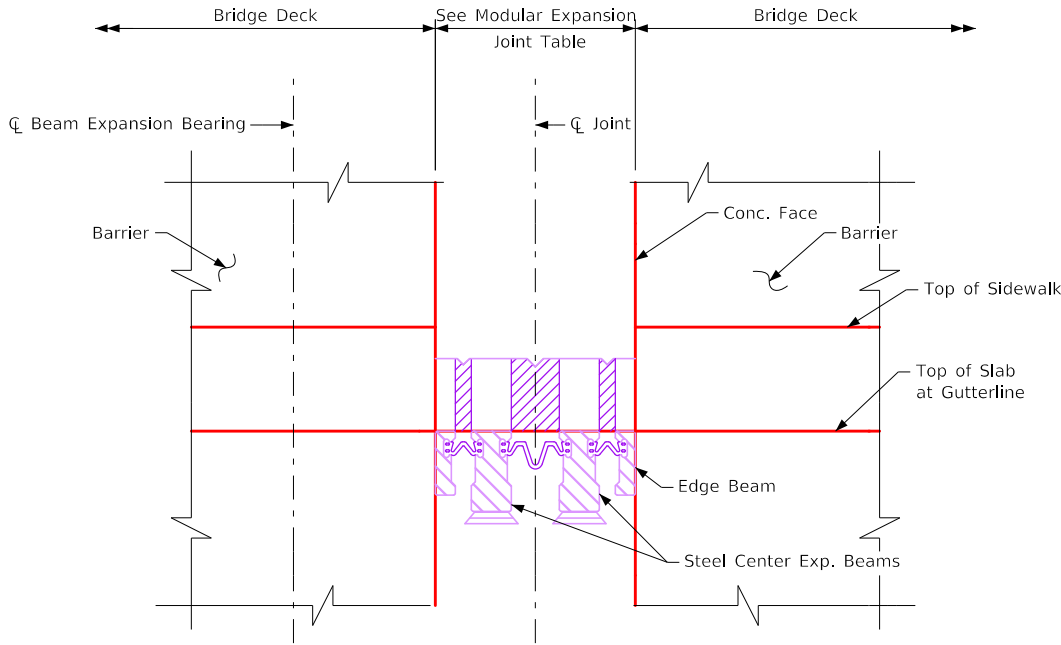


Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Replacement Details at Piers
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design # Design Sheet No. 3 of 5 FHWA No. 035410

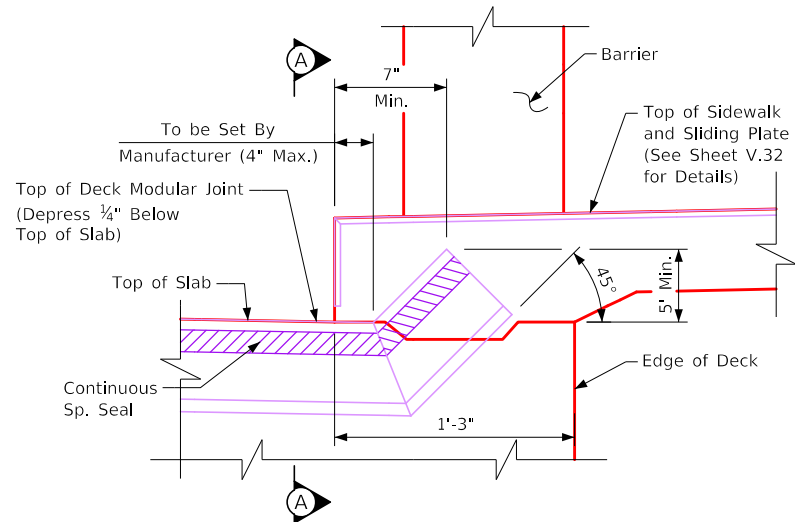
MODULAR EXPANSION JOINT NOTES:

See additional specifications submitted with these details to the modular joint fabricator.

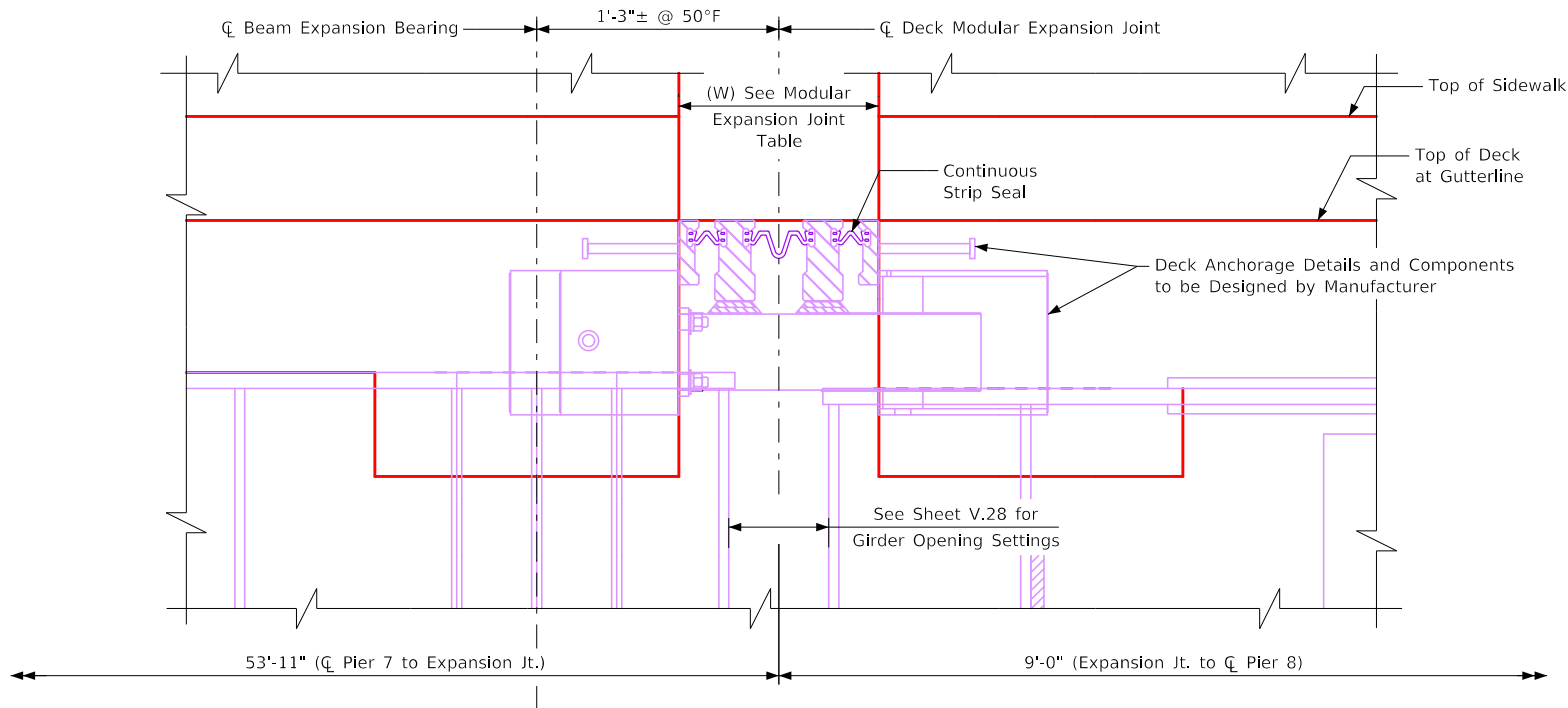
1. The Modular Expansion Joint Supplier shall be the Modular Expansion Joint Manufacturer and Shall Have an AISC Category III Shop Approval.
2. The Joint shall Accommodate the Movements Indicated in the Modular Expansion Joint Data Table.
3. Expansion Joint shall Follow the Roadway Slope and Geometry. All Assemblies shall be Piece Marked during Fabrication.
4. Blockout Details may be Altered from those Shown Provided the Seal may be Installed and Removed if Necessary and the Curb Area Remains Watertight.
5. The Contractor shall Submit Shop Drawings showing All Expansion Joint Materials Including Seal Manufacturer, Seal Model Number, Seal Movement Range, Proposed Method of Installation (Including Block Out Dimensions and Rebar Conflict Adjustments), and Details of Steel Assemblies with All Sizes and Dimensions shown. The Seal Selected shall be a Heavy Duty Bridge Seal Sized to Perform Satisfactorily for the Seal Opening Range Indicated in Accordance with the with the Manufacturer's Recommendations. All Contact Surfaces between the Seal and the Steel Beams shall be Thoroughly Coated with a Lubricant Adhesive before Setting Seal in Place.



SECTION A-A
(Slider Barrier Plate not Shown,
See V.32 for Details)



SECTION AT GUTTERLINE



SECTION THRU JOINT
(Joint near Pier 8 Shown, Joint at Pier 14 Similar)

MODULAR EXPANSION JOINT TABLE (W)													
Location	Joint Opening	Opening Range		Total Movement	W at 10° F	W at 20° F	W at 30° F	W at 40° F	W at 50° F	W at 60° F	W at 70° F	W at 80° F	W at 90° F
		Minimum	Maximum										
Pier 8	Exp. Joint Opening	1'-4¾"	8¾"	8½"	1'-2¾"	1'-2¾"	1'-1½"	1'-1½"	1'-0½"	11"	11¾"	10¾"	10¼"
Pier 14	Exp. Joint Opening	1'-3"	8"	7"	1'-1¾"	1'-0-1⁄16"	1'-0-1⁄16"	11-15⁄16"	11½"	11½"	10¾"	10½"	9¾"

Design For 0° Skew

1434'-0" x 36'-0"

Steel Beam Bridge

56'-0" End Spans 18 - Variable Length Interior Spans

Pier Expansion Device Details

STA. 51+47.70 (South Center St.)

City of Marshalltown

IOWA DEPARTMENT OF TRANSPORTATION

Design No. Design # Design Sheet No. 5 of 5

FHWA No. 035410

Dec. 2022



December 21, 2022

SUBJECT: South Center St Bridge Repair - Procurement for Fabricated Structural Steel

To Whom it May Concern:

On behalf of the City of Marshalltown, Stanley Consultants is requesting quotes from structural steel fabricators for the fabrication and delivery of structural steel for installation in the South Center Street Bridge repair over UPRR in the city of Marshalltown, Iowa, Project No. STR 21-001. Refer to attached files for plan details and specification for the proposed steel fabrication. To assure the city that the structural steel will be available for installation in 2023 construction season, the design and fabrication process must be started before the March 2023 letting of the bridge repair.

This work shall consist of furnishing materials, services, labor, tools, equipment, and incidentals necessary to detail, fabricate, inspect, test, and certify the structural steel sections as specified herein and shown in the plans and specification provided with this submittal. Work will include the following:

- 10 - Welded plate girder partial replacement (10 ft.) sections and splice plates (Piers 8 and 14).
- 10 - Sliding bronze lubricated bearings (Piers 8 and 14).
- 4 - Curb and sidewalk plates (Piers 8 and 14).
- 32 - C10x30 channel diaphragms (Piers 8 and 14).
- 4 - C10 edge channel diaphragms (Piers 8 and 14)
- 2 - 6" x 4" x 1/2" angle expansion joints (North and South Abutment).
- 8 - Trench deck drains (North and South Abutment, Piers 8 and 14)
- Includes all HTS bolts, washers, and heavy hex nuts, galvanized per spec.
- All structural steel to be hot dipped galvanized after fabrication.

The requested schedule for the design and fabrication of the structural steel is as follows:

- » 12-21-2022 – Quote request sent to Steel Fabricators
- » 12-29-2022 – Receive quotes for costs of detailing, fabrication, and delivery of structural steel to job site. Quote shall indicate expected delivery date assuming shop drawings have been reviewed & returned no later than 02/17/23 so the order can be placed.
- » 01-03-2023 – City to consider accepting a material quote and finalize agreement of supplying structural steel with the winning manufacturer. [City hall is closed on the 2nd].
- » No later than (*) 01-20-2023 – Fabricator shall submit draft shop drawings to City/Stanley Consultants
- » No later than (*) 01-27-2023 – Engineer shall return shop drawings with comments, 7 days for review
- » No later than (*) 02-10-2023 – Fabricator shall submit final shop drawings for approval



» No later than (*) 02-17-2023 – Engineer shall return final shop drawings so final order can be placed.

*The city desires to have materials available to the Contractor as soon as possible. The dates shown are intended to be the latest allowable. Submittal or review of documents ahead of the dates shown is allowed and encouraged.

The city will include the final shop drawings in bid documents for the bridge repair letting by the City of Marshalltown in March 2023.

Fabricator shall communicate any updates to the City and Engineer and deliver structural steel to job site in accordance with the date submitted.

Sincerely,

Dean Bierwagen, P.E.
Principal Structural Engineer
Stanley Consultants, Inc.
515-447-4440
BierwagenDean@stanleygroup.com

Enclosures: Drawings, Details, and Specifications.

STA. = 44+03.62
ELEV = 906.64

VPI STA. = 46+00.0
VPI ELEV = 916.46
VC = 200'

+5.0%

PC STA. = 45+00.0
VPI ELEV = 911.46

+2.18%

PT/PC STA. = 47+00.0
VPI ELEV = 918.64

VPI STA. = 51+75.0
VPI ELEV = 929.0
VC = 950'

-1.105

PT/PC STA. = 56+50.0
VPI ELEV = 923.75

-3.42%

PT STA. = 58+75.0
VPI ELEV = 922.51
VC = 225'

LC

NOTES:
* - VARIABLE SPAN LENGTHS DUE TO SKEWED PIERS 9 & 10.

Plan view of the bridge deck showing various components and dimensions. The deck is divided into two main sections: UNIT A (490'-8" long) and UNIT B (573'-8" long). Key features include:

- Dimensions:**
 - UNIT A: 490'-8" (divided into segments of 56'-0", 72'-0", 62'-0", 62'-0", 62'-0", 62'-0", 62'-0", 62'-11", and 52'-8").
 - UNIT B: 573'-8" (divided into segments of 102'-6", 102'-6", and 102'-6").
- Structural Elements:**
 - PIERS:** PIER 1 through PIER 11, with stationing from STA. 44+86.70 to STA. 52+09.70.
 - ABUTMENTS:** S. ABUT. BRG. (STA. 44+30.70) and N. ABUT. BRG. (STA. 52+09.70).
 - Expansion Bearings:** Located at the ends of the bridge deck.
- Other Features:**
 - Deck Replacement:** Indicated by hatched areas.
 - Paint Ped. Steel Railing:** Located along the outer edges of the deck.
 - Overhead Shoring:** Required over the Railroad.
 - Existing UPRR Tracks:** Located to the right of the bridge deck.
 - Repair Separation Barrier:** Located between the bridge deck and the UPRR tracks.
 - Match Line:** Indicated at the end of the deck.

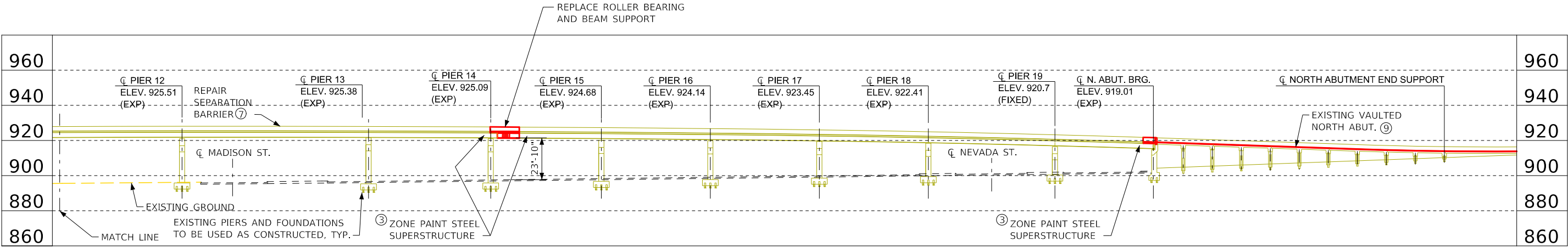
South Center St. over UPRR,
Washington St., Madison St.,
and Nevada St.
In City of Marshalltown
T-84N R-18W
Section 35
Marshall Township
Marshall County
FHWA No. 035410
Bridge ID No. 64-035410
Latitude 42.042534°
Longitude -92.912868°
RR Crossing DOT #1906224

Repair Items:

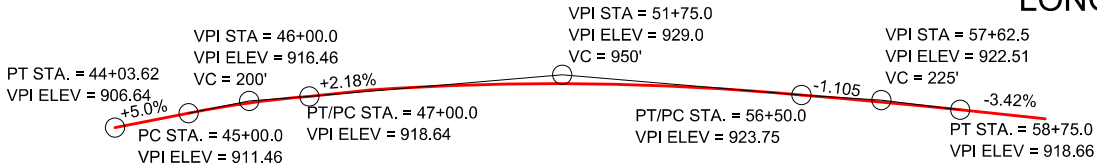
- ① REPLACE ROLLER BEARINGS AND BEAM SUPPORTS NEAR PIER 8 AND PIER 14.
- ② REPLACE EXPANSION JOINTS NEAR PIER 8 AND PIER 14.
- ③ ZONE PAINT STEEL SUPERSTRUCTURE.
- ④ REPLACE DECK DRAINS AT SOUTH ABUTMENT, PIER 8, PIER 14, AND NORTH ABUTMENT.
- ⑤ NORTH VAULTED APPROACH OVERLAY, JOINT REPLACEMENT, AND NEW POURED JOINTS.
- ⑥ SOUTH ABUTMENT JOINT REPLACEMENT.
- ⑦ REPAIR SEPARATION BARRIER.
- ⑧ PAINT PEDESTRIAN RAILING OR REPLACE WITH CHAIN LINK FENCE (ALTERNATIVE OPTION)
- ⑨ CONCRETE REPAIR VAULTED NORTH ABUTMENT (INSIDE AND OUTSIDE),
AND CONCRETE REPAIR APPROACH RETAINING WALLS.
- ⑩ REPLACE DECK, BARRIER, AND SIDEWALK IN AREAS OF JOINT REPLACEMENT.
- ⑪ REPLACE APPROACH SLAB.
- ⑫ REPLACE SIDEWALK PANEL.

THIS SHEET PROVIDED FOR
INFORMATION ONLY TO HELP
IN THE FABRICATION OF
STRUCTURAL STEEL ITEMS
NOTED IN THE COVER MEMO.

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Situation Plan 1 of 2
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 1 of 13 FHWA No. 035410

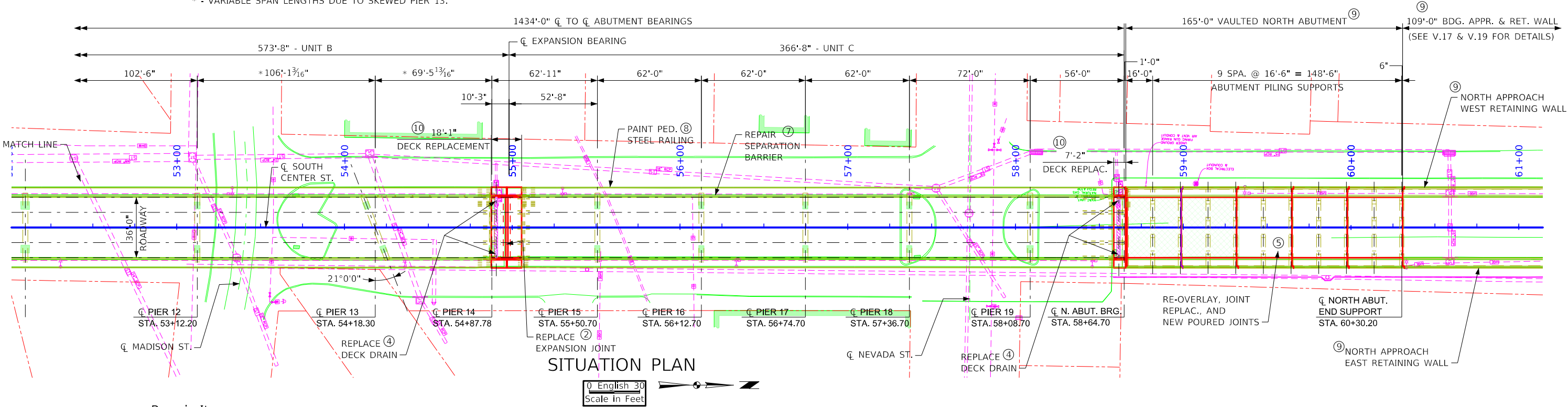


LONGITUDINAL SECTION ALONG CL APPROACH ROADWAY



EXISTING & PROPOSED PROFILE GRADE (UAC)
(ORIGINAL CONSTRUCTION PROFILE GRADE ELEVATIONS - 1949)

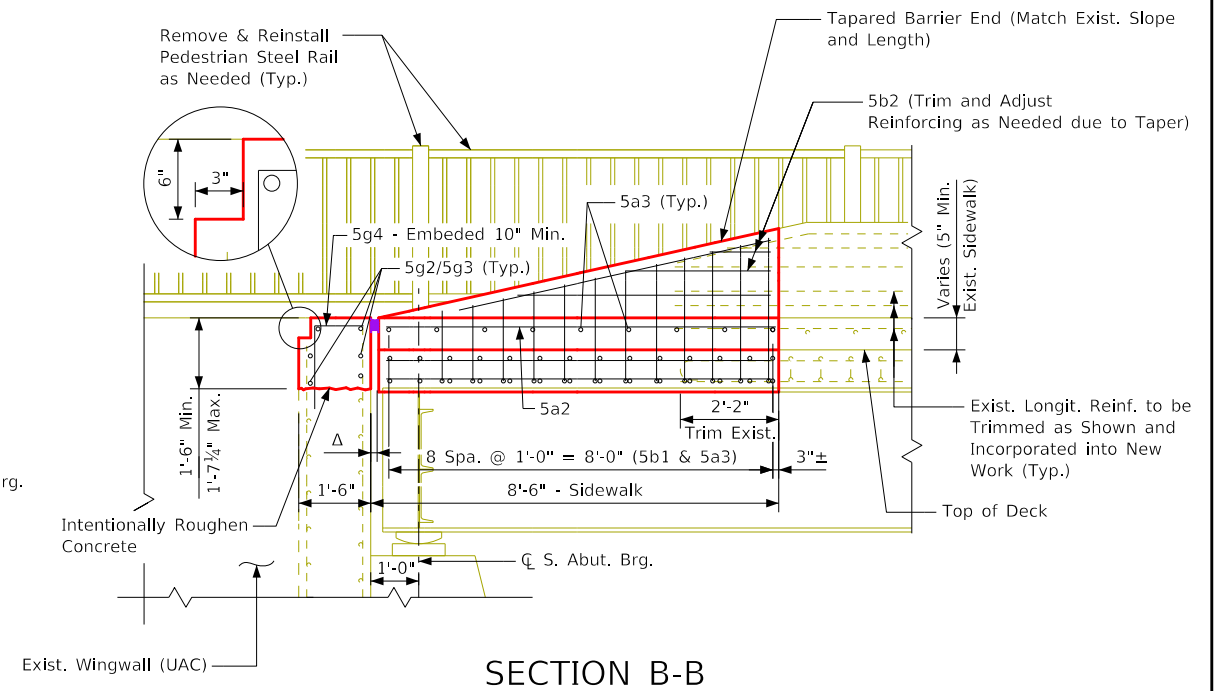
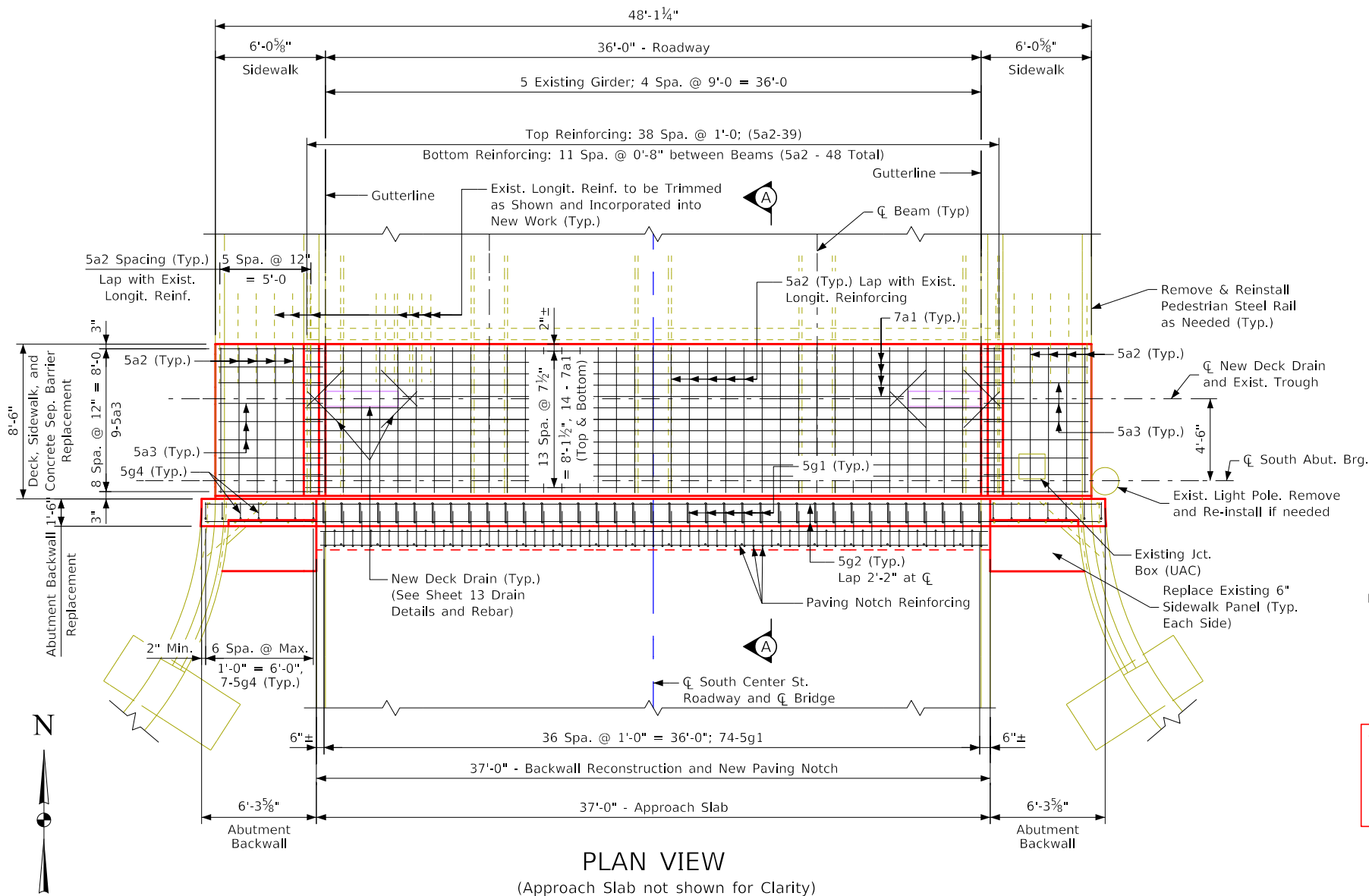
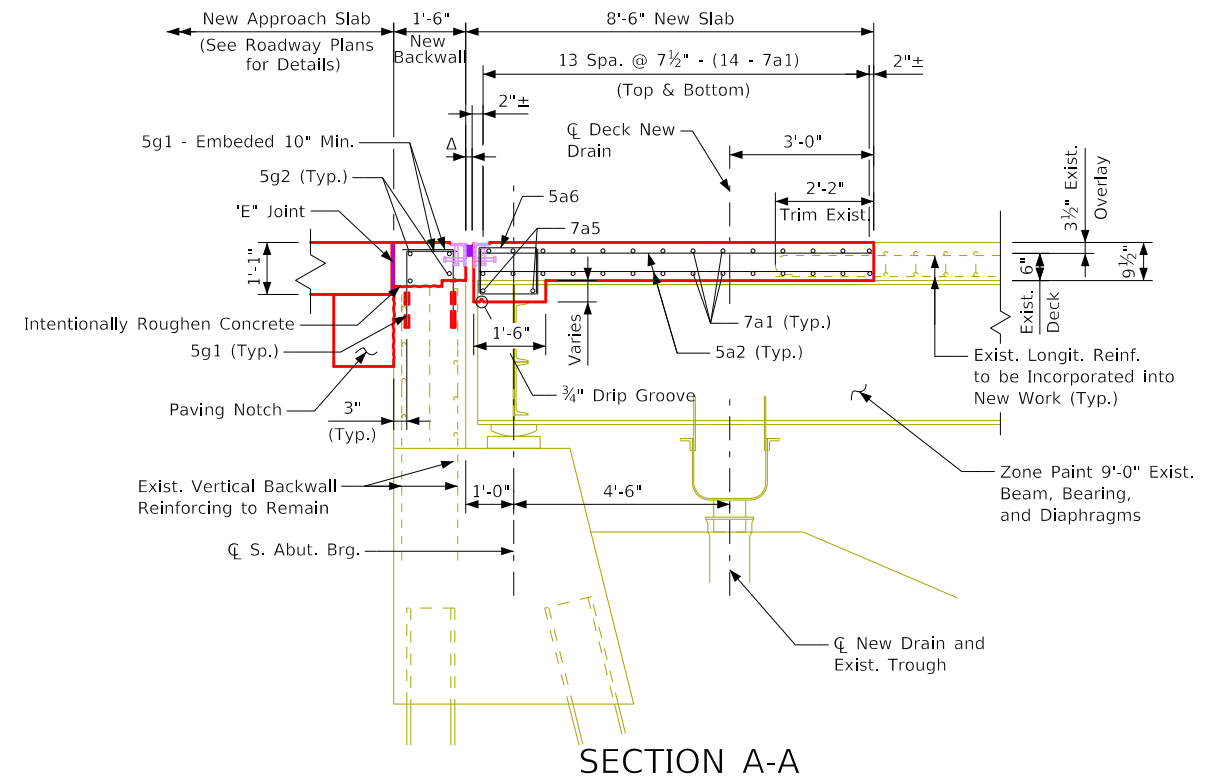
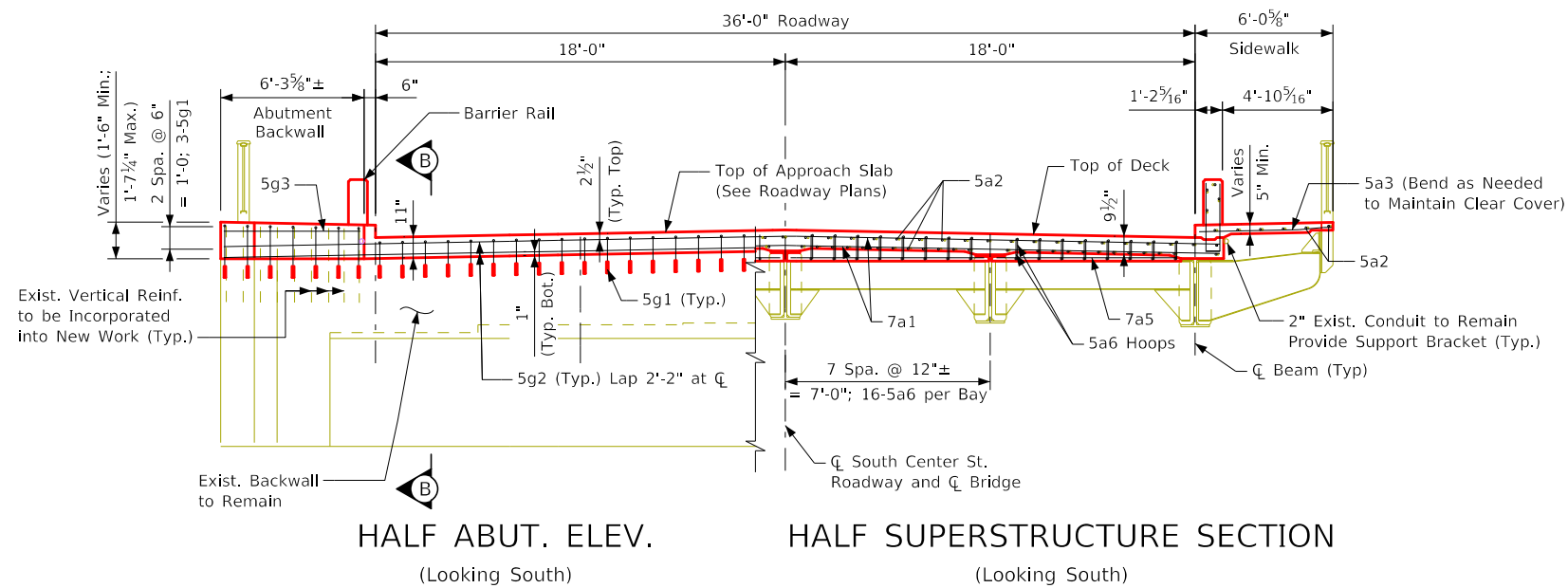
NOTES:
* - VARIABLE SPAN LENGTHS DUE TO SKEWED PIER 13.



- Repair Items:
- ① REPLACE ROLLER BEARINGS AND BEAM SUPPORTS NEAR PIER 8 AND PIER 14.
 - ② REPLACE EXPANSION JOINTS NEAR PIER 8 AND PIER 14.
 - ③ ZONE PAINT STEEL SUPERSTRUCTURE.
 - ④ REPLACE DECK DRAINS AT SOUTH ABUTMENT, PIER 8, PIER 14, AND NORTH ABUTMENT.
 - ⑤ NORTH VAULTED APPROACH OVERLAY, JOINT REPLACEMENT, AND NEW POURED JOINTS.
 - ⑥ SOUTH ABUTMENT JOINT REPLACEMENT.
 - ⑦ REPAIR SEPARATION BARRIER.
 - ⑧ PAINT PEDESTRIAN RAILING OR REPLACE WITH CHAIN LINK FENCE (ALTERNATIVE OPTION)
 - ⑨ CONCRETE REPAIR VAULTED NORTH ABUTMENT (INSIDE AND OUTSIDE), AND CONCRETE REPAIR APPROACH RETAINING WALLS.
 - ⑩ REPLACE DECK, BARRIER, AND SIDEWALK IN AREAS OF JOINT REPLACEMENT.
 - ⑪ REPLACE APPROACH SLAB.
 - ⑫ REPLACE SIDEWALK PANEL.

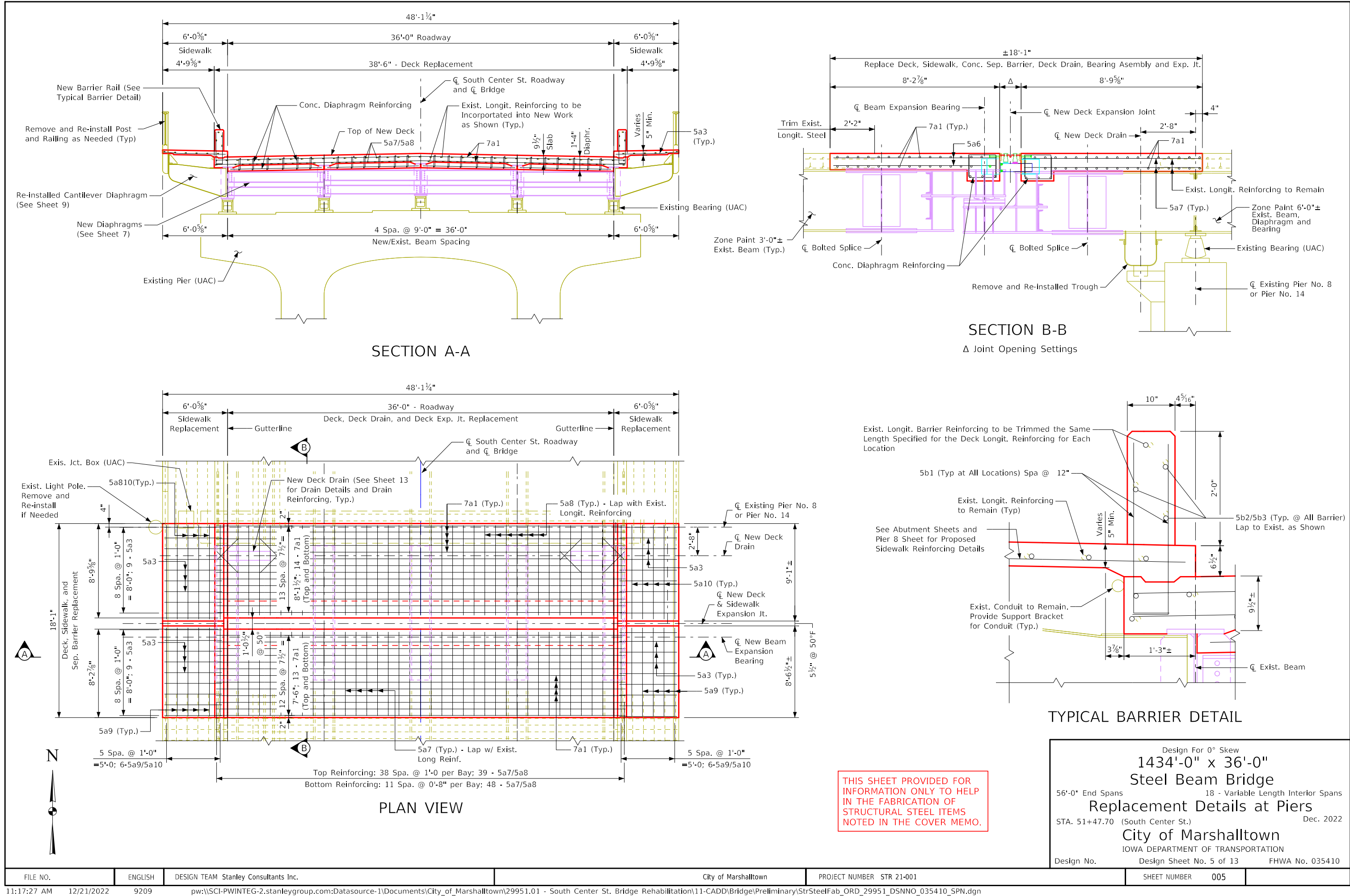
THIS SHEET PROVIDED FOR
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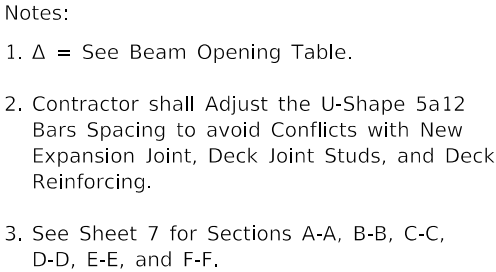
Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Situation Plan 2 of 2
STA. 51+47.70 (South Center St.)
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 2 of 13 FHWA No. 035410
Dec. 2022



THIS SHEET PROVIDED FOR INFORMATION ONLY TO HELP IN THE FABRICATION OF STRUCTURAL STEEL ITEMS NOTED IN THE COVER MEMO.

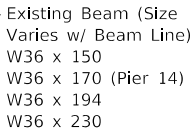
Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Replacement Details - South Abut.
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 4 of 13 FHWA No. 035410



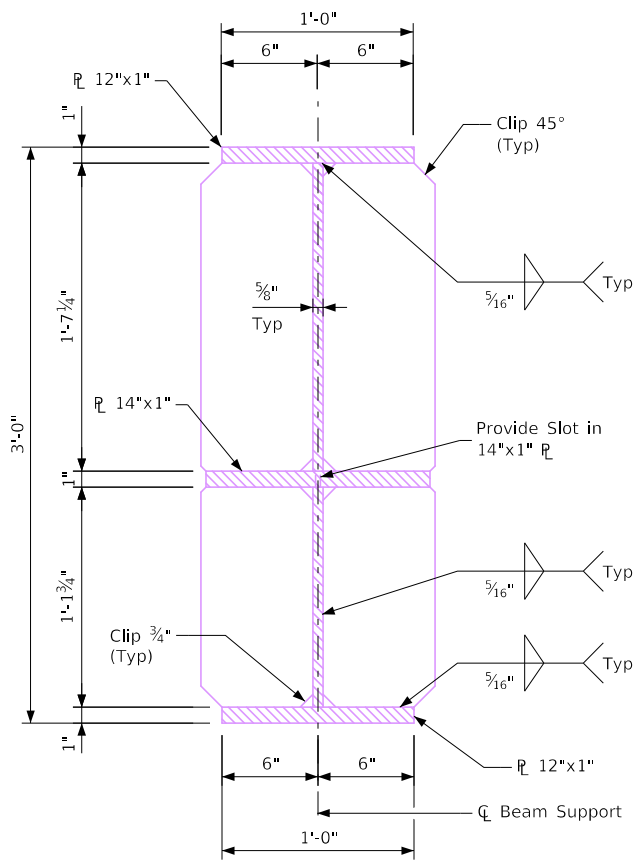


BEAM ASSEMBLY & DECK DETAILS

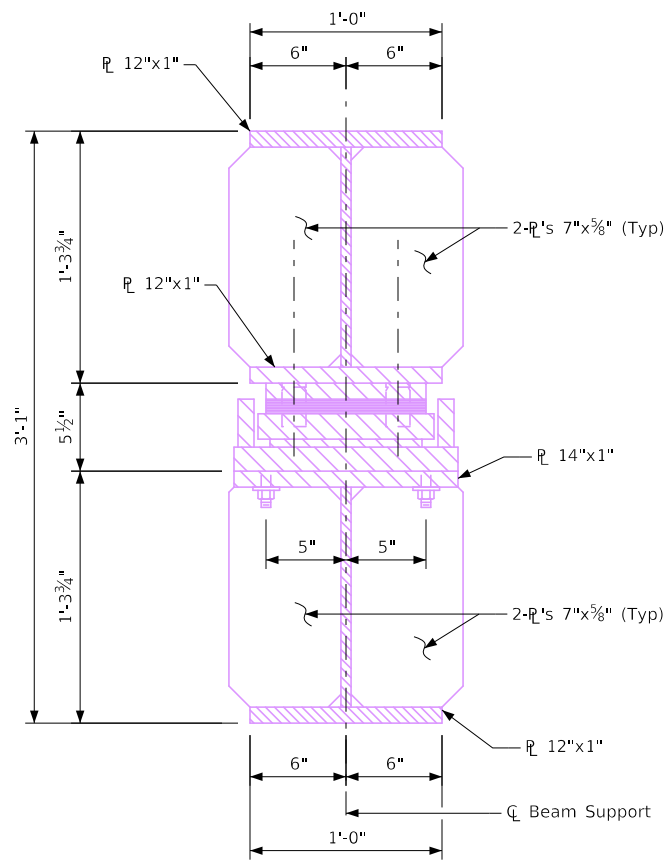
(Pier No. 8 shown, Pier No. 14 Similar)



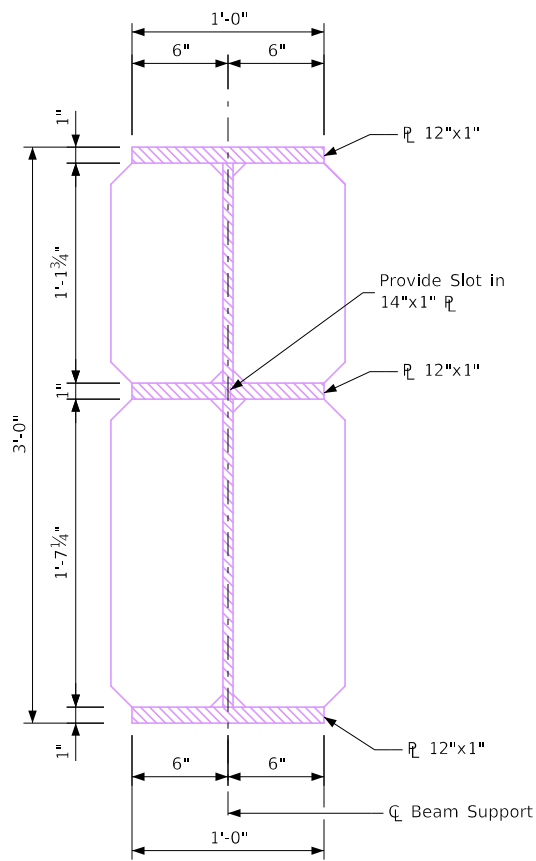
Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Beam Replacement Details 1
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 6 of 13 FHWA No. 035410



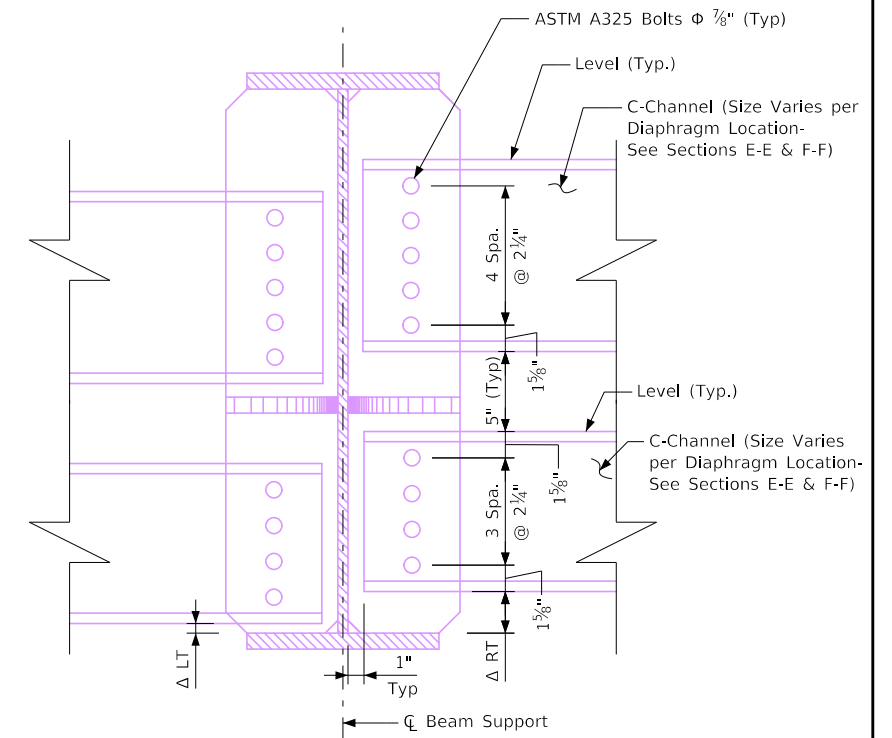
SECTION A-A



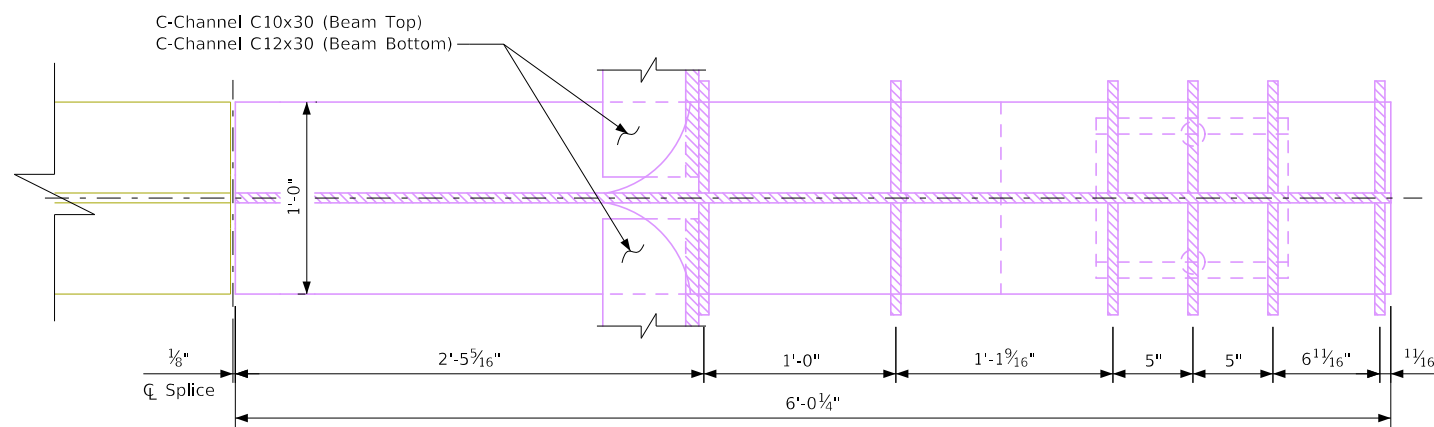
SECTION B-B



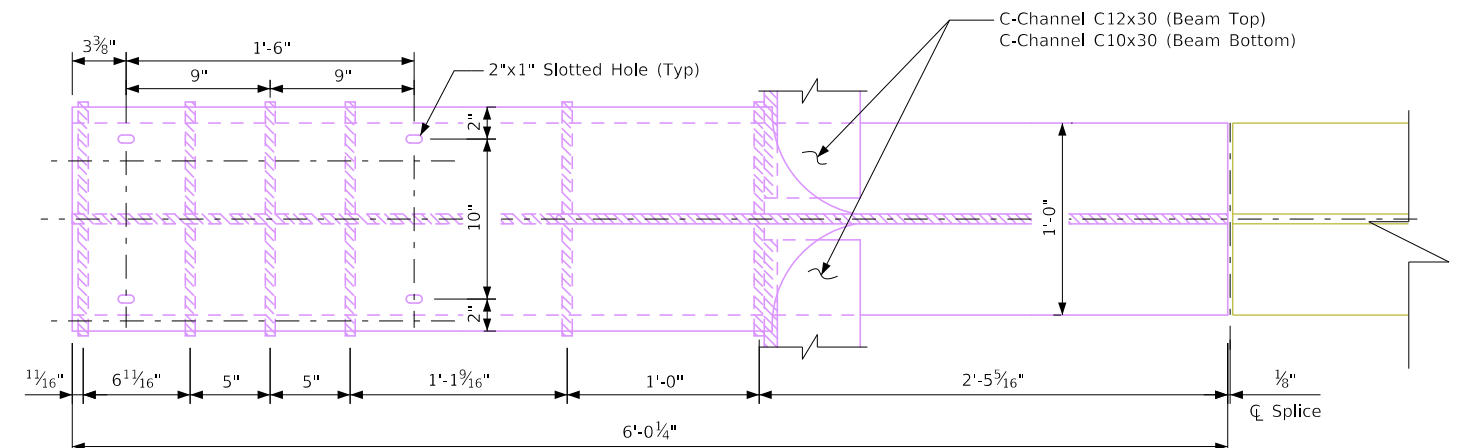
SECTION C-C



SECTION D-D



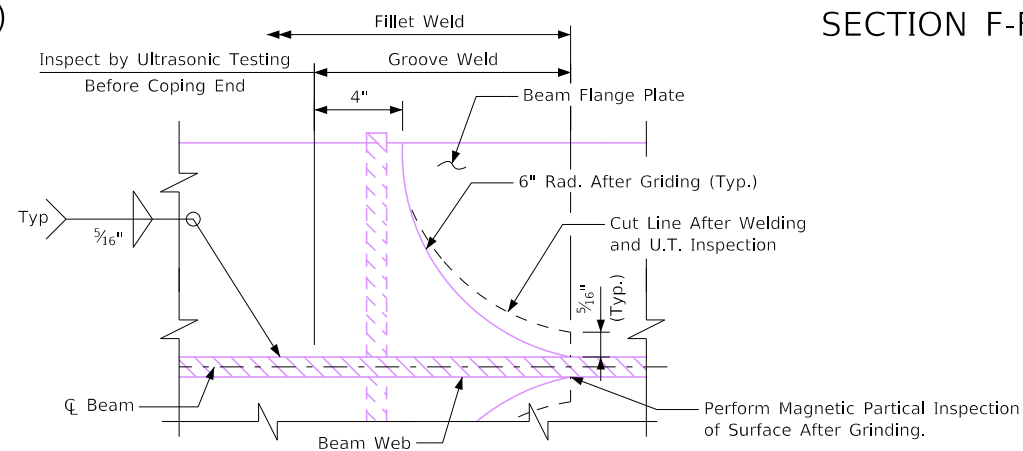
SECTION E-E - (BEAM SIDE FAR FROM PIER)



SECTION F-F - (BEAM SIDE NEAR PIER)

Diaphragm Location Table				
Beam Type	Diaphragm at Near Pier		Diaphragm Far from Pier	
	Δ LT*	Δ RT*	Δ LT*	Δ RT*
Beam 1	-	3"	-	6"
Beam 2	1"	3"	4"	6"
Beam 3	1"	1"	4"	4"
Beam 4	3"	1"	6"	4"
Beam 5	3"	-	6"	-

* Dimensions looking Ahead Station



FLANGE END CONNECTION TO WEB

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Beam Replacement Details 2
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 7 of 13 FHWA No. 035410

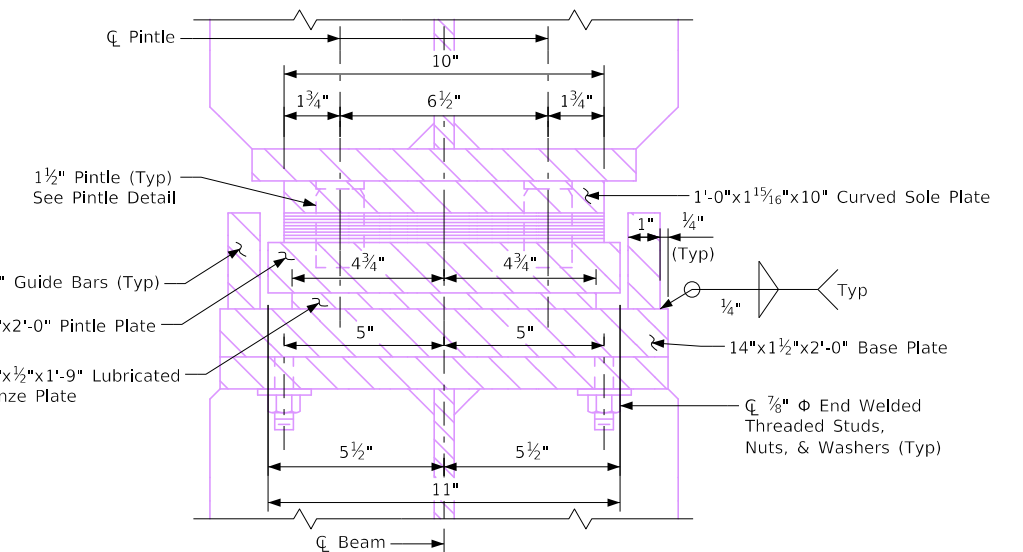


Technical drawing of a beam-to-column connection. The drawing shows a side view of a beam (labeled 'Beam') connected to a column. The connection is a moment-resisting joint, indicated by the 'M' in the title. The drawing includes the following dimensions and details:

- Overall Dimensions:**
 - Overall width: 3'-2"
 - Overall height: 11 1/2"
- Beam Dimensions:**
 - Beam width: 4"
 - Beam height: 7"
- Column Dimensions:**
 - Column width: 2"
 - Column height: 5 3/4"
- Bolt Layout:**
 - Two rows of bolts are shown, with 5 bolts per row.
 - Center-to-center spacing between bolts: 5 Spacing @ 3" = 1'-3"
 - Distance from the beam centerline to the first bolt row: 2 1/4"
 - Distance from the beam centerline to the second bolt row: 2 1/4"
 - Distance from the column centerline to the first bolt row: 2"
 - Distance from the column centerline to the second bolt row: 2"
- Labels:**
 - Beam
 - Column
 - Bolt Size 7/8" (Typ)

Beam Type	Inside Fill $\varnothing$ Flange	Outside Fill $\varnothing$ Flange	Fill $\varnothing$ Web
W36x150	-	$11\frac{1}{2}" \times \frac{1}{16}"$	-
W36x170*	$4\frac{5}{8}" \times \frac{1}{16}"$	$11\frac{1}{2}" \times \frac{1}{16}"$	$10" \times \frac{1}{16}"$ (EF)
W36x194	-	$11\frac{1}{2}" \times \frac{1}{16}"$	$10" \times \frac{1}{16}"$ (EF)
W36x230	$4\frac{5}{8}" \times \frac{1}{16}"$	$11\frac{1}{2}" \times \frac{1}{16}"$	$10" \times \frac{1}{16}"$ (EF)

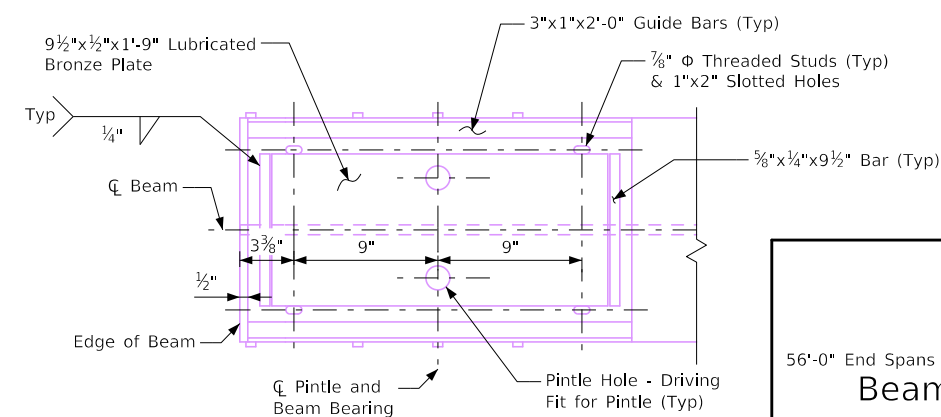
* Pier 14 Only



Technical drawing of a Pintle Plate Assembly. The drawing shows a cross-section of the assembly with the following dimensions and components:

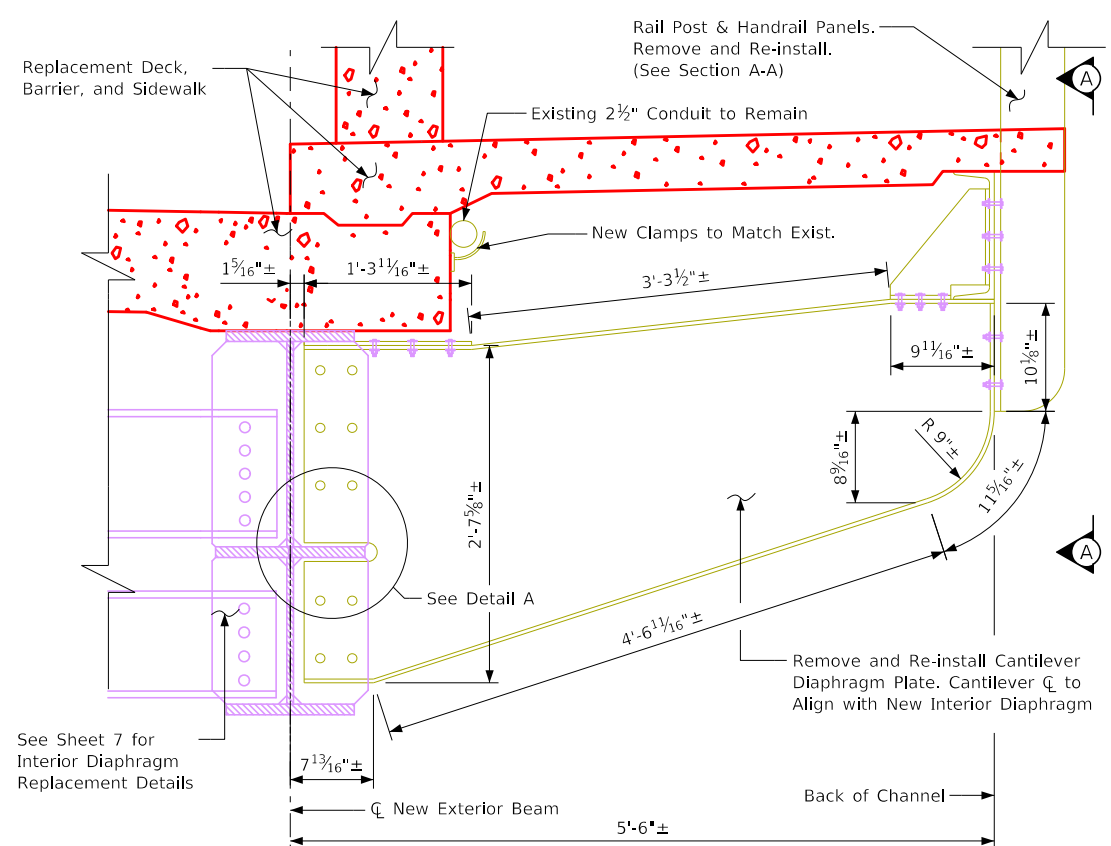
- Curved Sole Plate**: The top curved component.
- Top of Pintle Plate (Galvanized)**: The top surface of the main plate.
- Driving Fit Into Pintle Plate**: The interface between the sole plate and the main plate.
- ¼"Φ Drain Hole**: A hole at the bottom of the assembly.
- Dimensions**:
 - Vertical dimensions on the left: 1/8", 7/8", 1", 1/2".
 - Horizontal dimensions: 1 5/8"Φ (width of the sole plate), 1 1/2"Φ (width of the main plate), and R=1 3/4" (radius of the sole plate).

Note: See Sheet 3 for Structural Steel Notes
and for Bearing Notes.

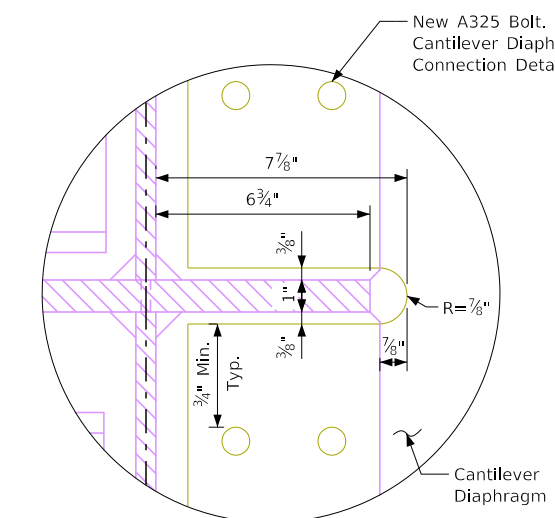


PLAN OF BASE PLATE
AND BRONZE PLATE

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Beam Replacement Details 3
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 8 of 13 FHWA No. 035410



CANTILEVER DIAPHRAGM PART SECTION AT EXPANSION JOINT LOCATION



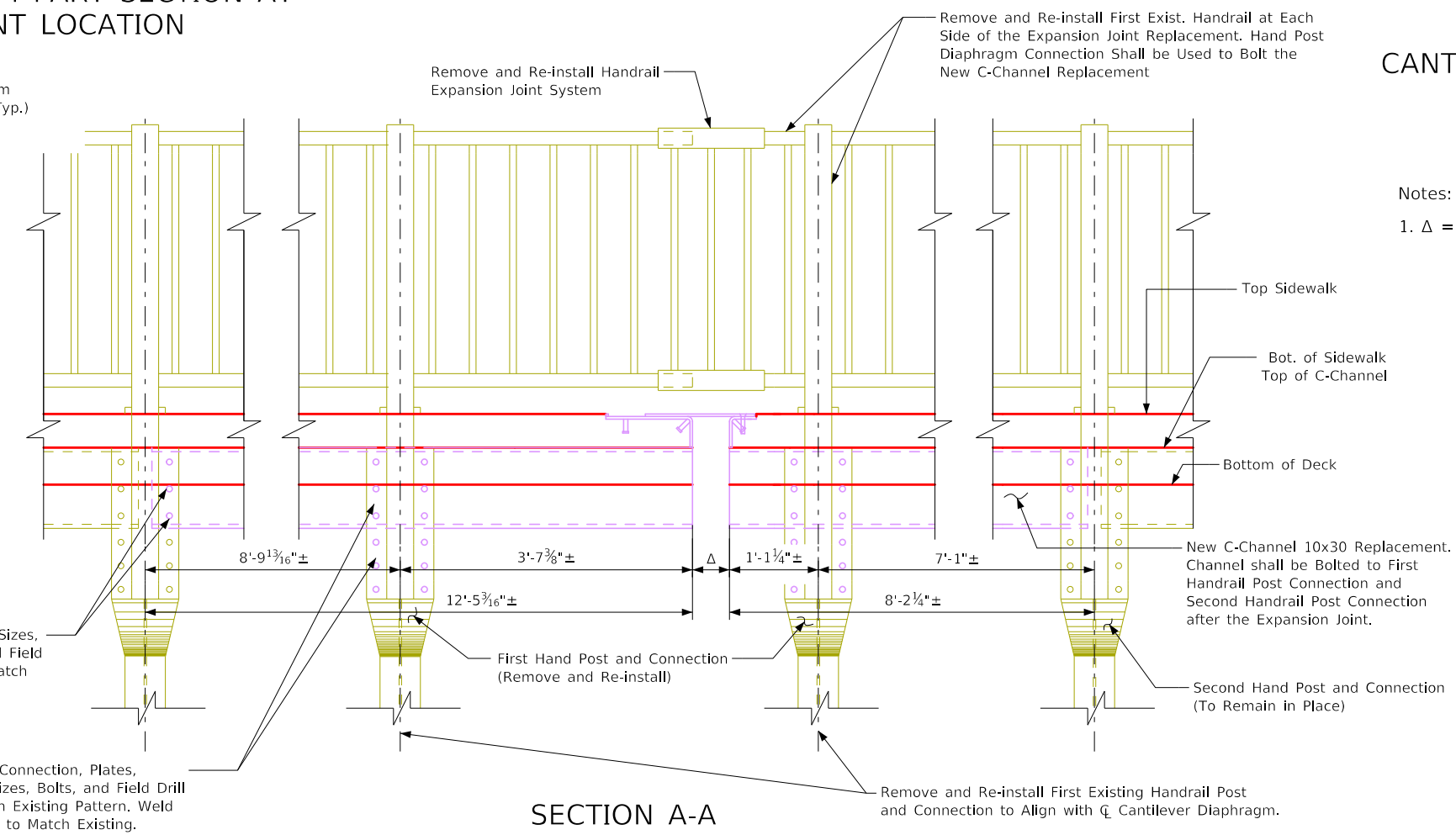
DETAIL A - CANTILEVER DIAPHRAGM CUT OPENING

New A325 Bolt Sizes, Dimensions, and Field Drill Holes to Match Exist. Pattern.

Handrail Post Connection, Plates, Dimensions, Sizes, Bolts, and Field Drill Holes to Match Existing Pattern. Weld Size and Type to Match Existing.

Remove and Re-install Handrail Expansion Joint System

Remove and Re-install First Exist. Handrail at Each Side of the Expansion Joint Replacement. Hand Post Diaphragm Connection Shall be Used to Bolt the New C-Channel Replacement



SECTION A-A

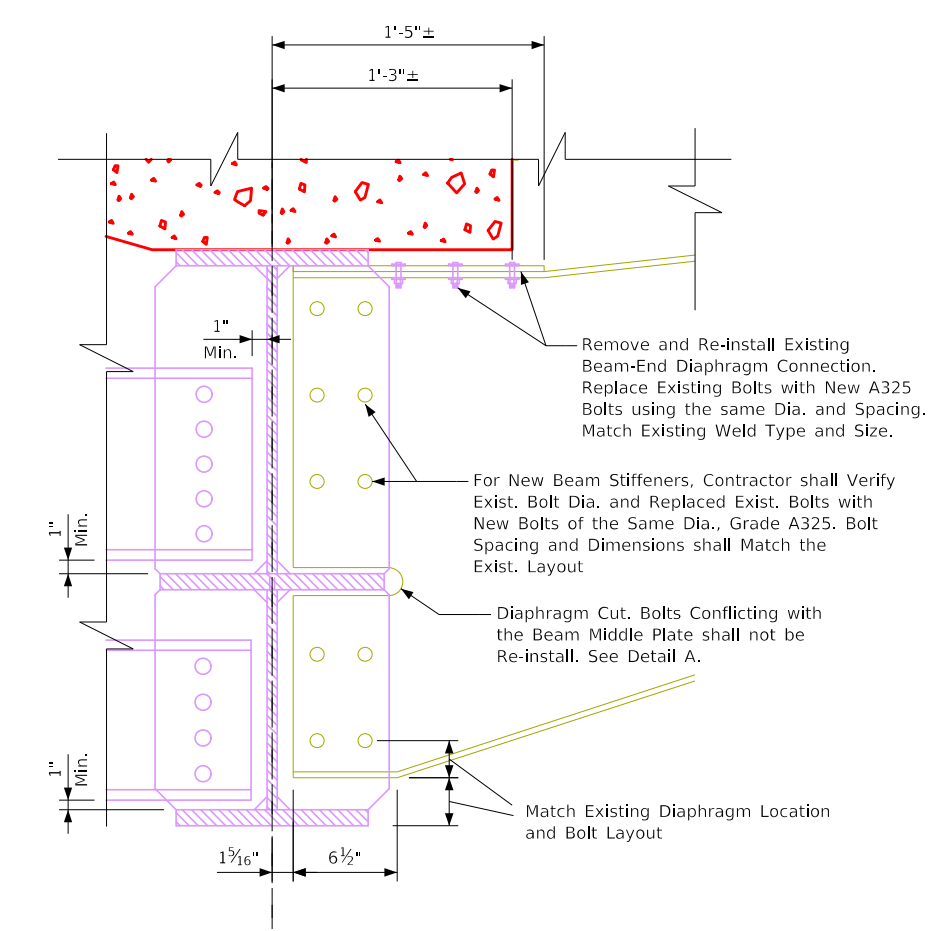
CANTILEVER PLATE, CHANNEL, AND RAIL POST CONNECTION DETAIL

Remove and Re-install Existing Plate.

C-Channel Replacement (See Section A-A)

New Bolts to Match Hole Size Existing Pattern.

Exist. Handrail Posts. Remove and Re-install. (See Section A-A)

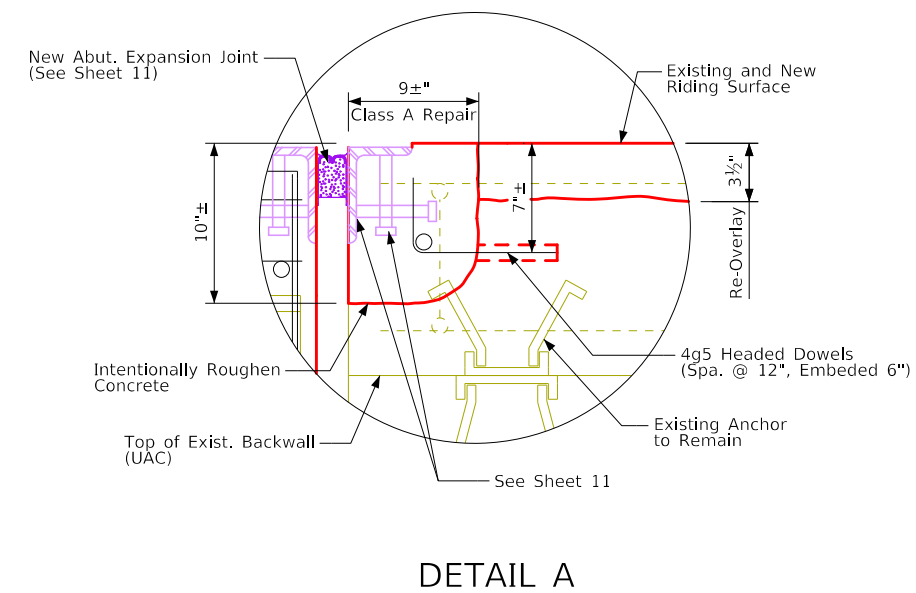
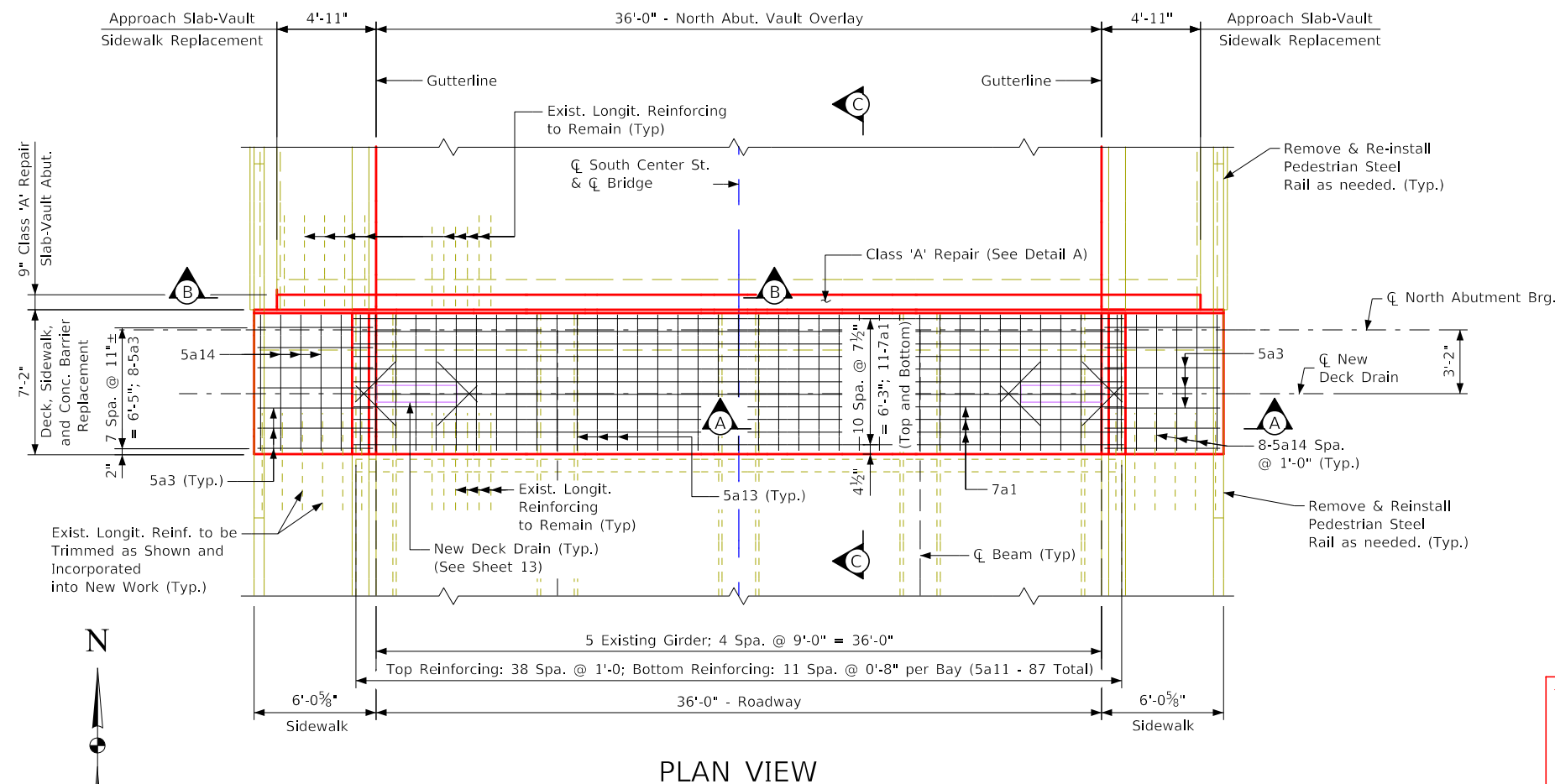
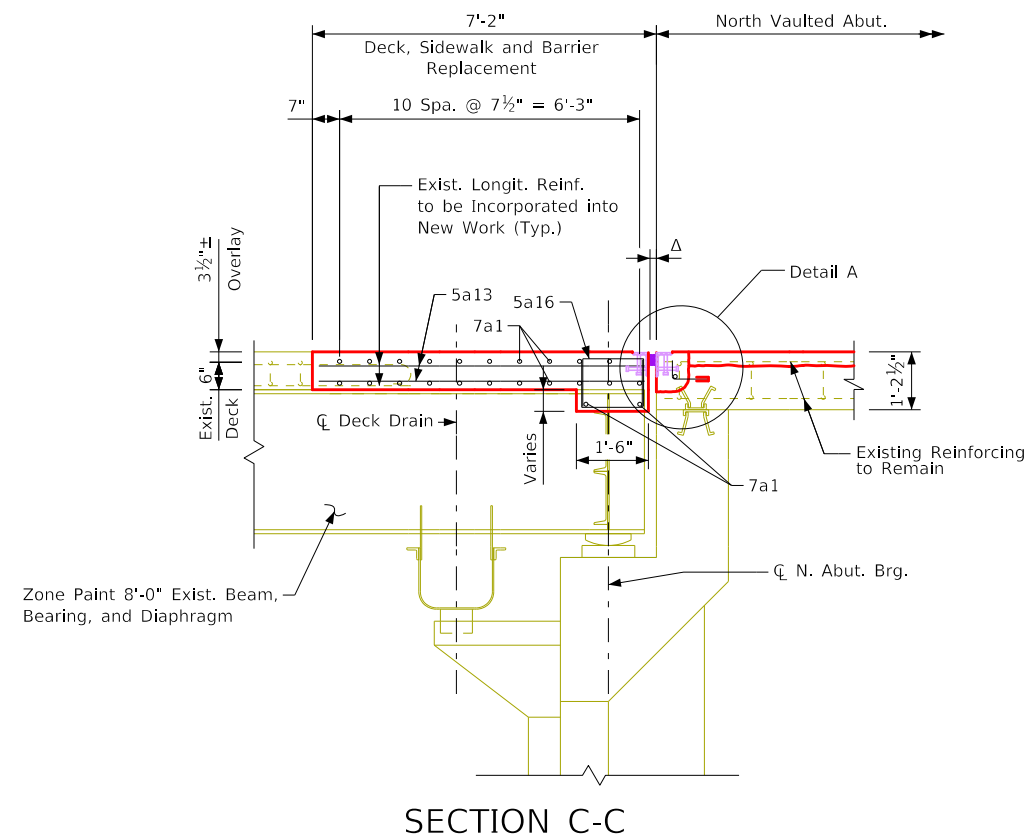
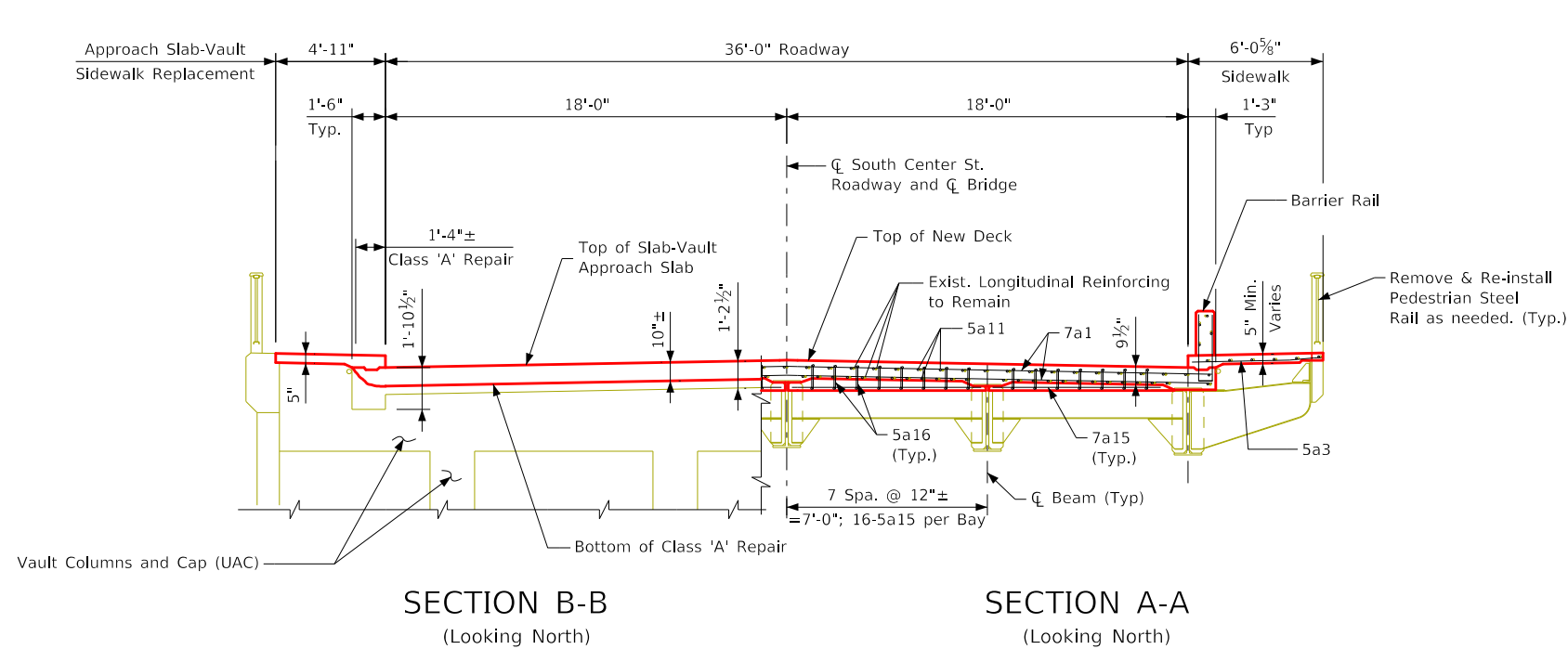


CANTILEVER DIAPHRAGM CONNECTION DETAIL

Notes:
1. Δ = 5 1/2" at 50°.

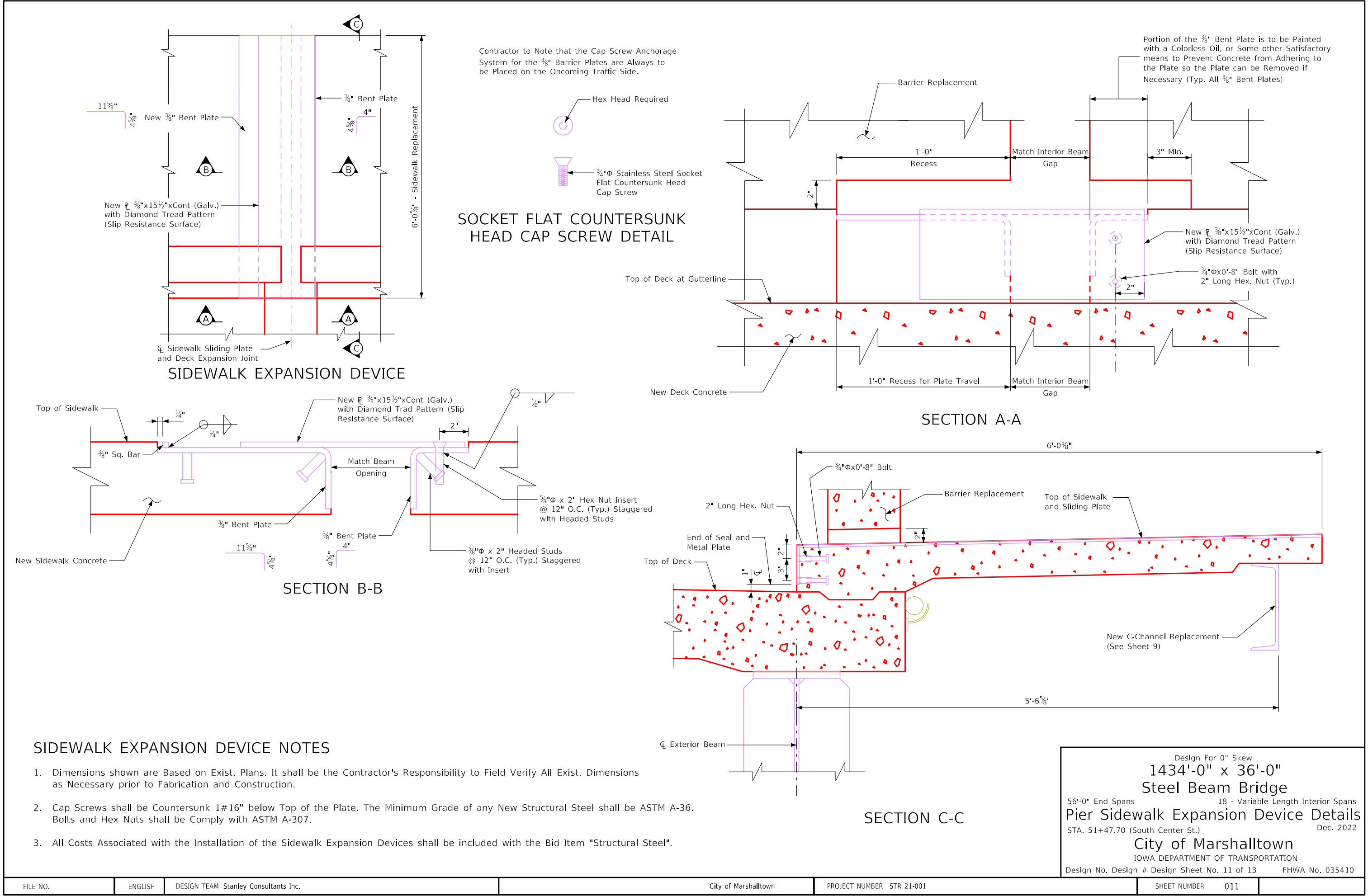
THIS SHEET PROVIDED FOR INFORMATION ONLY TO HELP IN THE FABRICATION OF STRUCTURAL STEEL ITEMS NOTED IN THE COVER MEMO.

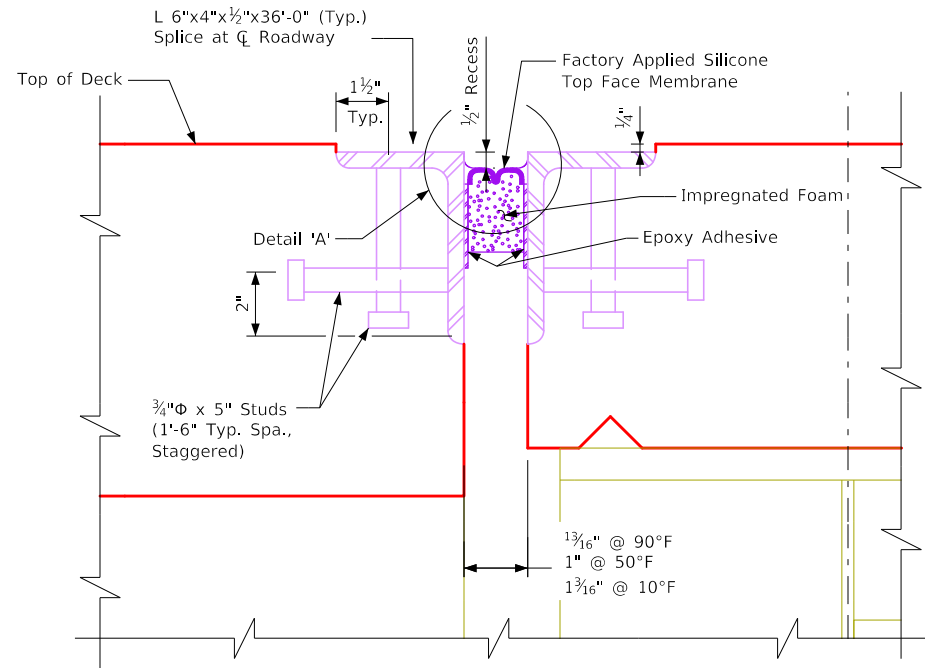
Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Beam Replacement Details 3
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 9 of 13 FHWA No. 035410



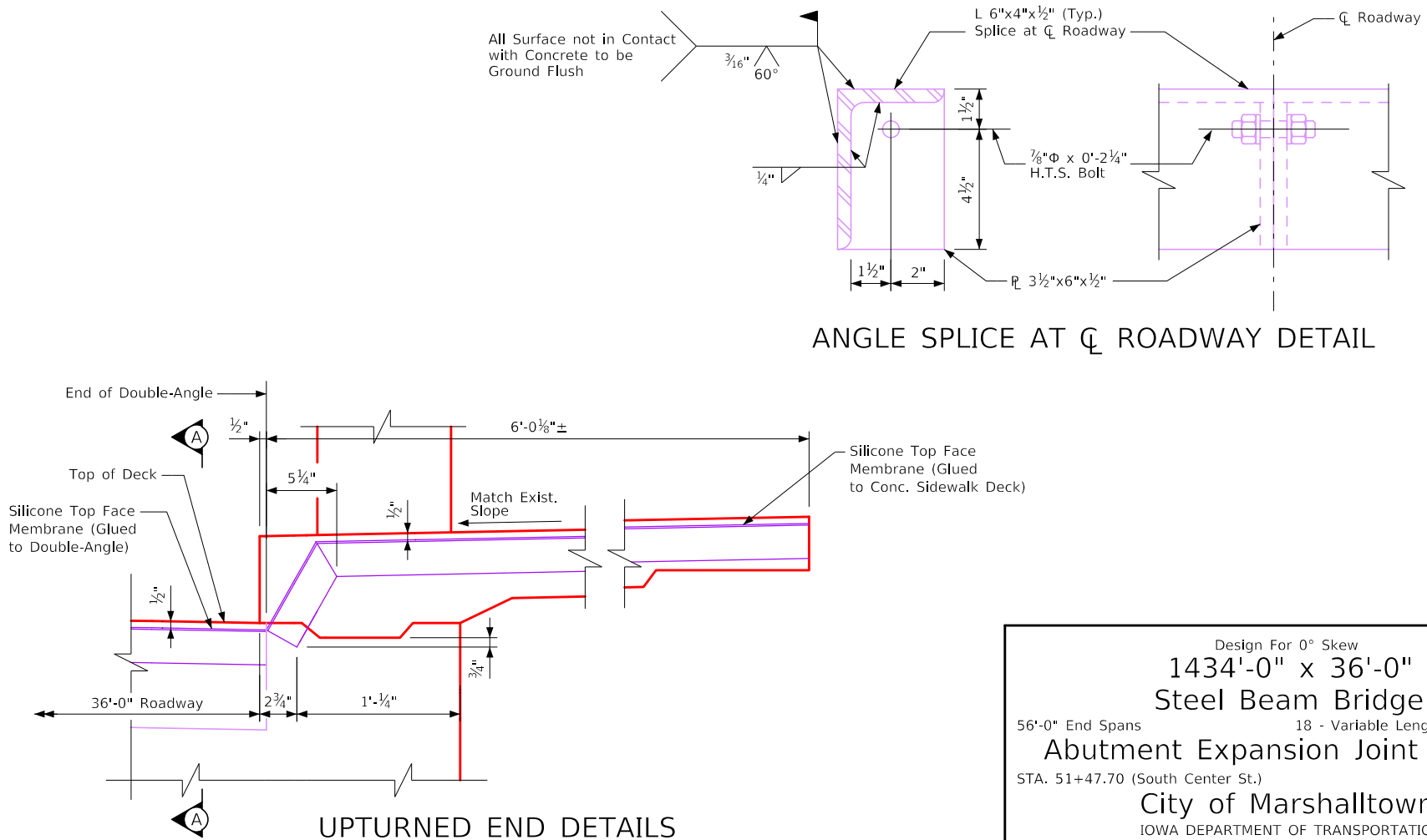
THIS SHEET PROVIDED FOR INFORMATION ONLY TO HELP IN THE FABRICATION OF STRUCTURAL STEEL ITEMS NOTED IN THE COVER MEMO.

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Replacement Details - North Abut.
STA. 51+47.70 (South Center St.) Dec. 2022
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 10 of 13 FHWA No. 035410

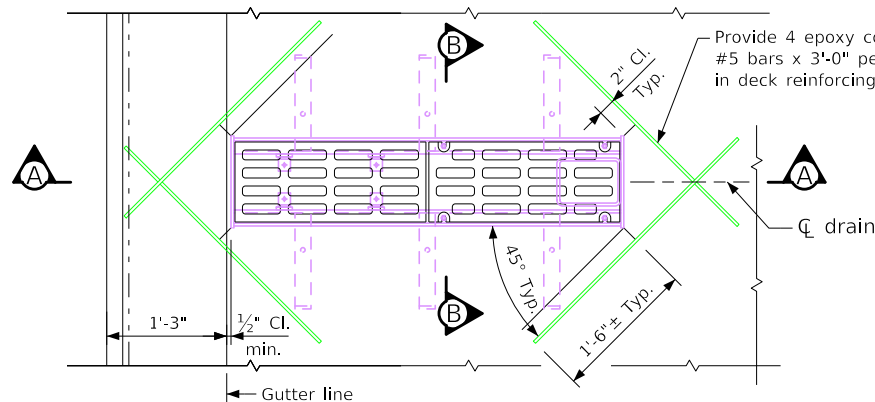




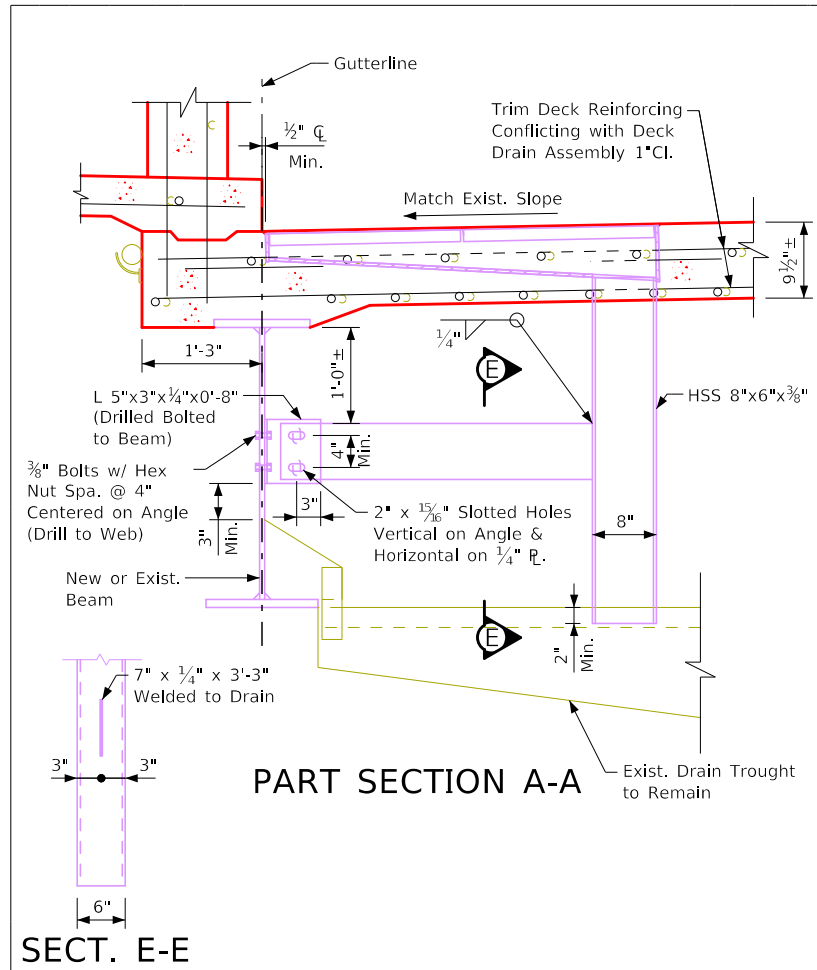
CROSS SECTION A-A THRU EXPANSION JOINT



Design For 0° Skew		
1434'-0" x 36'-0"		
Steel Beam Bridge		
56'-0" End Spans	18 - Variable Length Interior Spans	
Abutment Expansion Joint Details		
STA. 51+47.70 (South Center St.)		
City of Marshalltown		
IOWA DEPARTMENT OF TRANSPORTATION		
Design No.	Design Sheet No. 12 of 13	FHWA No. 035410
Dec. 2022		

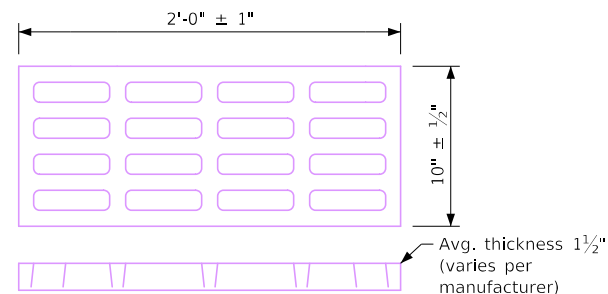


PART PLAN AT DRAIN



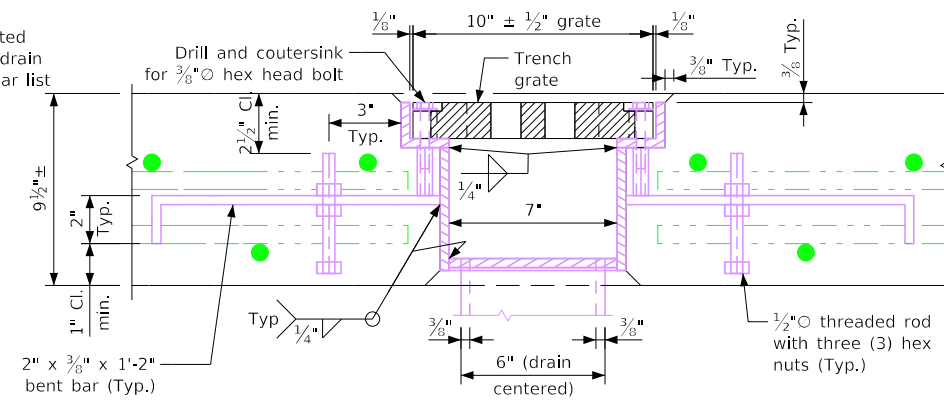
PART SECTION A-A

SECT. E-E



DRAIN TRENCH GRATE DETAILS
(2 GRATES REQUIRED PER DRAIN)

Note: Pattern and direction of grate openings shall be similar to the pattern shown.



PART SECTION B-B - SHOWING DETAIL B OPTION
(DETAIL IS SHOWN USING 10" WIDE GRATE)

DRAIN NOTES

The drains shall be 3/8" inch thick steel. The drain assemblies shall be galvanized after fabrication. The bid item "Deck Drain" shall include all costs associated with fabricating and installing the deck drains as per plan.

The drain trench grates shall be ferrous castings. Metal used in the manufacture of castings shall conform to ASTM A48-83 Class 35B or better gray iron castings in accordance with current Iowa D.O.T. Standard Specifications. Finish of castings shall be smooth and free of defects. Trench grates shall be capable of carrying AASHTO HL-93 loading. Galvanizing of the trench grates is not required.

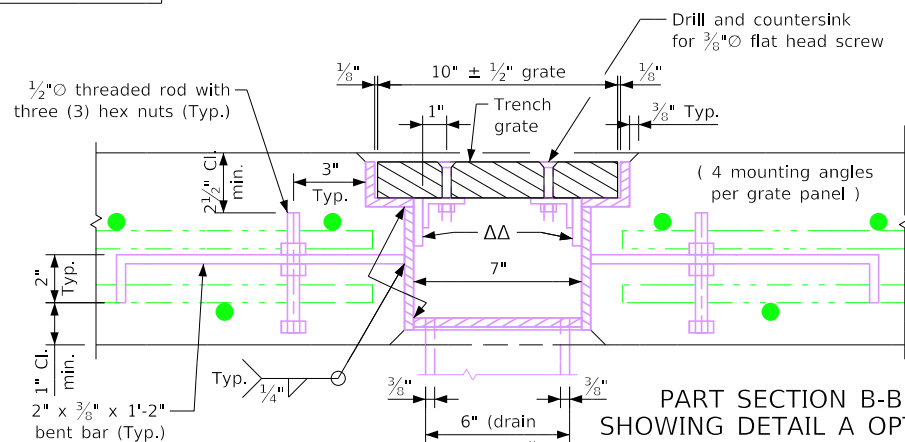
Drains shall be centered over the exist. Drainage Trough from the location designated on the repair details. The bottom transverse deck reinforcing bar shall be cut off to provide 1 inch clearance from the drain. The top transverse deck reinforcing bars on each side of the drain, shall be spaced as necessary to provide 1 inch clearance from the drain. Longitudinal deck reinforcing bars that conflict with the drain shall be cut off to provide 1 inch clearance from the drain. All cut ends of bars shall be coated with epoxy patching material supplied by the manufacturer of the epoxy coating. Longitudinal deck reinforcing bars shall be shifted as necessary to accommodate anchor bars.

MATERIALS

Plates, bars, threaded rods and angles shall meet the requirements ASTM A709 Grade 36. The tube steel shall meet the requirements ASTM A500 Grade B.

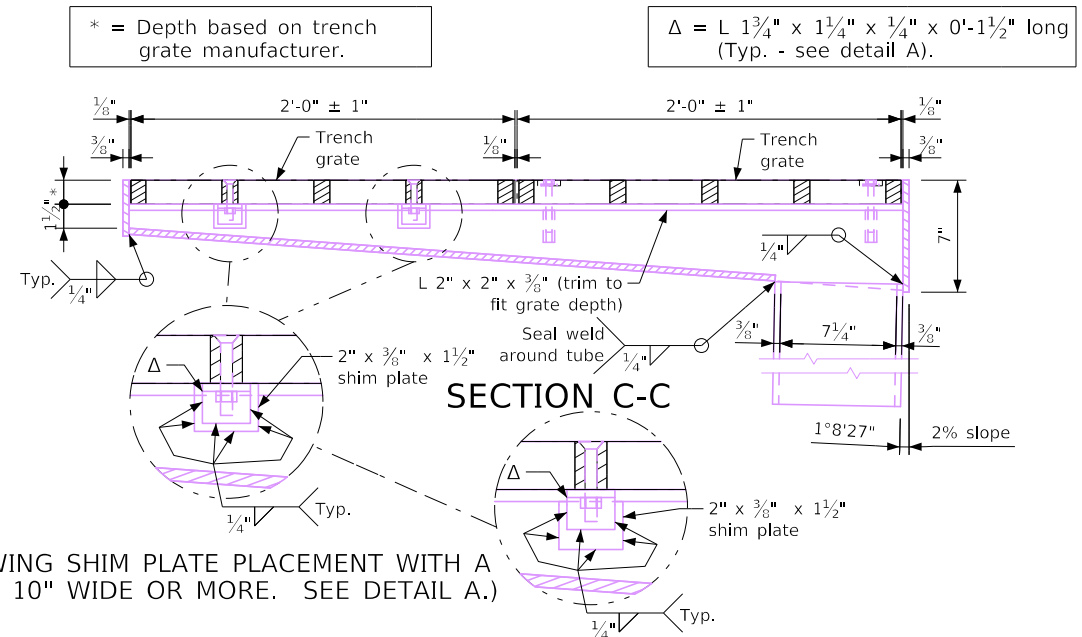
3/8" mechanically galvanized steel flat head screw shall meet the requirements of ASTM B695-04 (2009) and ASTM F835-12.

3/8" mechanically galvanized steel hex head bolt and hex nut shall meet the requirements of ASTM B695-04 (2009) and ASTM A307-12 Grade A.



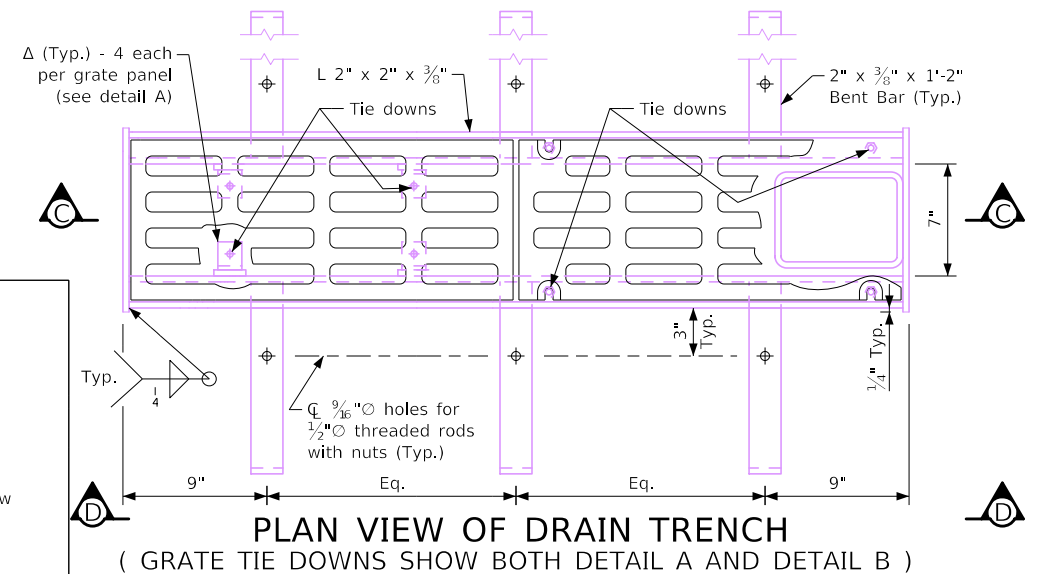
PART SECTION B-B
SHOWING DETAIL A OPTION
(DTL. IS SHOWN USING 10" WIDE GRATE)

ΔΔ = Adjust shim plate according to width of grate.

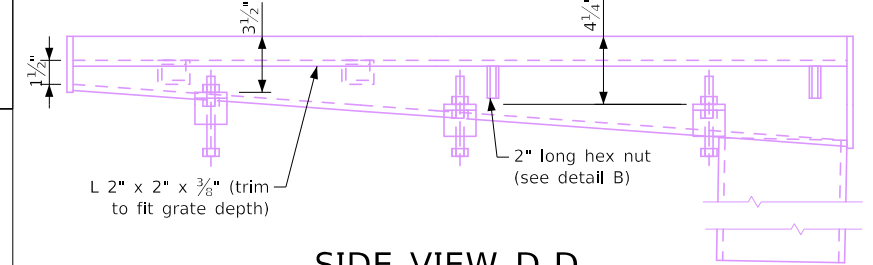


(SHOWING SHIM PLATE PLACEMENT WITH A GRATE 10" WIDE OR MORE. SEE DETAIL A.)

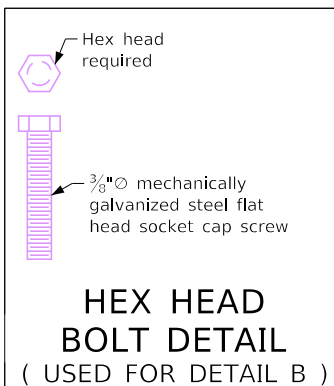
(SHOWING SHIM PLATE PLACEMENT WITH A GRATE LESS THAN 10" WIDE. SEE DETAIL A.)



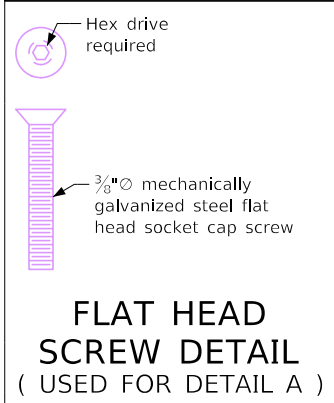
PLAN VIEW OF DRAIN TRENCH
(GRATE TIE DOWNS SHOW BOTH DETAIL A AND DETAIL B)



SIDE VIEW D-D



HEX HEAD BOLT DETAIL
(USED FOR DETAIL B)



FLAT HEAD SCREW DETAIL
(USED FOR DETAIL A)

Design For 0° Skew
1434'-0" x 36'-0"
Steel Beam Bridge
56'-0" End Spans 18 - Variable Length Interior Spans
Deck Drain Details
STA. 51+47.70 (South Center St.)
City of Marshalltown
IOWA DEPARTMENT OF TRANSPORTATION
Design No. Design Sheet No. 13 of 13 FHWA No. 035410
Dec. 2022

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Captain Christopher Jones
DATE: November 8, 2022
RE: Chapter 70 Ordinance Amendment for Automated Traffic Enforcement Regulations

Policy Issue: Council must adopt ordinance amendments.

☐ Goal 1: Expand and improve development	☒ Goal 3: Continually improve the City's organization & services
☐ Goal 2: Enhance Marshalltown's public image	☒ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Objective 1: Review policies, procedures, and ordinances for updates.

Recommendation: Approval of the proposed ordinance to implement an automated traffic enforcement program.

Budget Impact: There is no cost to the city to implement the program which will result in generated revenue for the general fund.

Description/Background: Due to limited resources, many local governments have turned to automated traffic enforcement to enforce city ordinance traffic violations without diverting law enforcement resources from other areas. Speeding is a significant problem that negatively impacts the safety of everyone on the road.

By entering into an automated traffic enforcement contract the City of Marshalltown would be required to create an Automated Traffic Enforcement (ATE) ordinance as part of its proposed ATE program.

Working closely with city leadership and Lynch Dallas, P.C., a proposed ordinance was created for council approval. This ordinance was developed by analyzing the needs of the City of Marshalltown in implementing an ATE program in combination with a thorough review of existing city policies received from the following Iowa cities:

- Des Moines
- Cedar Rapids
- Waterloo
- Muscatine
- Oelwein
- Independence
- LeClaire
- Chester

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



Utilizing existing civil fine structures currently in place within the State of Iowa for ATE and comparing the proposed civil penalties against state-imposed schedule violations for speeding the following civil infraction schedule was developed.

Speed Over the Limit	Civil Fine	Iowa Scheduled Violation
11 through 20 MPH	\$100	\$175.75 - \$193.00
21 through 25 MPH	\$150	\$216.00-\$239.00
26 through 30 MPH	\$250	\$244.00-\$267.75
Over 30 MPH	\$400	\$5 each mile per hour over

*Iowa scheduled violation total includes mandatory court cost and a 15% surcharge

All imposed fines are considered civil penalties and will not be distributed to the Iowa Department of Transportation or a violator's insurance provider.

Challenges to issued violations will be handled through an administrative review and municipal infraction process to ensure due process.

Non-payment of penalties will be entered into a collections process dictated by the City of Marshalltown.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 70: GENERAL PROVISIONS TO PROVIDE REGULATIONS FOR AUTOMATED TRAFFIC ENFORCEMENT

WHEREAS, the City Council of the City of Marshalltown, Iowa established Chapter 70: General Provisions on August 14, 1950, to provide regulations for the administration and enforcement of traffic code; and

WHEREAS, on October 24, 2022, the City Council of the City of Marshalltown, Iowa authorized the Marshalltown Police Department to negotiate an agreement for Automated Traffic Enforcement; and

WHEREAS, the City of Marshalltown desires an amendment to the Code of Ordinances to adopt regulations for Automated Traffic Enforcement; and

WHEREAS, the City Council of the City of Marshalltown finds it is in the best interest of the City to amend Chapter 70: General Provisions of the City Code of Ordinances.

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

Section 1. The Code of Ordinances is hereby amended by adopting the following sections:

§ 70.012 SCHEDULED FINES FOR VIOLATION OF CERTAIN PROVISIONS.

- A) Violations of sections of this chapter specified in this section shall be scheduled violations, and the scheduled fine for each of those violations shall be as found in state law as it relates to city ordinances. The city has adopted the following ordinances, the violation of which may be considered a scheduled violation:
- 1) For excessive speed violations under Chapter 76, Schedule VIII, division (A) of this code of ordinances, and Automated Traffic Enforcement excessive speed violations under 70.072;

AUTOMATED TRAFFIC ENFORCEMENT (ATE)

§ 70.070 DEFINITIONS.

Automated Traffic Citation. Shall mean a notice of violation generated in connection with the automated traffic enforcement system.

Automated Traffic Enforcement Contractor. Shall mean the company or entity, if any, with which the City of Marshalltown contracts to provide equipment and/or services in connection with the Automated Traffic Enforcement System.

Automated Traffic Enforcement System. Shall mean an electronic system consisting of a photographic, video, or electronic camera and a vehicle sensor installed to work in conjunction with an official traffic controller or police department employee to automatically produce photographs, video, or digital images of each vehicle violating a standard traffic control device or speed restriction.

Vehicle Owner. Shall mean the person or entity identified by the Iowa Department of Transportation or identified by any other state vehicle registration office, as the registered owner of a vehicle detected violating traffic law by failing to obey speed regulations within the City. Notwithstanding the foregoing, in the event the Iowa Department of Transportation or any other State vehicle registration office identifies a person or entity as the lessee of the vehicle, that lessee shall be the vehicle owner for purposes of this subsection. In the event, a state registration office does not specify whether a person or entity listed on the registration for the vehicle is the owner or the lessee of the vehicle, any person or entity listed on that vehicle registration may be deemed the vehicle owner and held jointly and respectively responsible for a violation of this section.

§ 70.071 GENERAL.

The City of Marshalltown, in accordance with its police powers, may deploy, erect or cause to be erected an automated traffic enforcement system for capturing images of motor vehicles that violate traffic laws by failing to obey speed regulations within the City. The system may be managed by a private contractor that owns and operates the requisite equipment. The Police Chief shall retain supervisory control over the system and, with prior City Council approval, shall determine the exact deployment of the system components throughout the City. The contractor shall provide photographic and/or video images of any potential violations to the police department to review and, in the event the police department determines a vehicle was operated in violation of the City's traffic code ordinances, the police department shall direct that a notice of Automated Traffic Citation be issued to the vehicle owner in accordance with the provisions of this Section.

§ 70.072 VEHICLE OWNER SUBJECT TO CIVIL FINE FOR AUTOMATED TRAFFIC CITATIONS.

- A) If a vehicle is detected traveling at a speed above the posted limit, the Vehicle Owner shall be subject to a civil fine as scheduled below in subsection 70.074.
- B) Exemptions from this section are outlined in subsection 70.077, and shall not be considered violations for purposes of the Automated Traffic Enforcement System.
- C) In no event will an Automated Traffic Citation be sent or reported to the Iowa Department of Transportation or a similar department of any other state for the purpose of being added to the Vehicle Owner's driving record.

§ 70.073 NOTICE OF AUTOMATED TRAFFIC CITATION.

- A) Upon a Marshalltown Police Officer's determination that the Automated Traffic Enforcement System has detected a violation described in subsection 70.072, a notice of an Automated Traffic Citation will be mailed to the Vehicle Owner for each such violation recorded by the Automated Traffic Enforcement System. The Automated Traffic Enforcement Contractor shall mail the notice within 10 days of receiving information about the Vehicle Owner. The notice shall include the name and address of the Vehicle Owner; the vehicle make if available and readily discernable; the vehicle registration number; the violation alleged; the time, date, and location of the alleged violation; the applicable fine; information as to how the Automated Traffic Citation may be challenged; and that the basis of the notice is a photographic or video record generated by an Automated Traffic Enforcement System.

§ 70.074 FINES.

- A) Any violation of subsection 70.072 above shall be subject to a civil fine as scheduled in the table below, and the fine for any violation committed in a designated construction zone as provided by the Code of Iowa shall be doubled with a maximum fine of \$750, as scheduled below, subject in any event to the limit on fines sought in municipal infractions.

Speed Over the Limit	Civil Fine	Construction Zone Fine
11 through 20 MPH	\$100	\$200
21 through 25 MPH	\$150	\$300
26 through 30 MPH	\$250	\$500
Over 30 MPH	\$400	\$750

§ 70.075 CHALLENGING AN AUTOMATED TRAFFIC CITATION.

Within 30 days from the date appearing at the top of a notice of Automated Traffic Citation sent to the Vehicle Owner, the Vehicle Owner may either pay the fee associated with the citation or challenge the citation by submitting a written challenge to the citation or requesting that a municipal infraction be filed pursuant to Iowa Code §364.22, as amended. Any such written challenge or request must be on a form specified by and available from the City as indicated on the notice, and be sent to the City according to the instructions on the form. Upon receipt of a written challenge, a Marshalltown Police Officer shall determine whether the citation should be rescinded. Within 15 days after the City receives such a challenge, the City shall notify the Vehicle Owner whether the challenge to the Automated Traffic Citation is granted, in which case, the citation shall be rescinded. Otherwise, the citation shall stand. Thereafter, the City may seek voluntary payment and/or file the citation as a municipal infraction against the Vehicle Owner.

§ 70.076 FAILURE TO TIMELY PAY OR CHALLENGE AUTOMATED TRAFFIC CITATION.

If the recipient of an Automated Traffic Citation does not either pay the fine by the due date stated on the original citation or successfully challenge the citation as provided herein above, the City may conduct collection procedures in accordance with all applicable laws. The City holds the right to file a municipal infraction against the Vehicle Owner in accordance with the City of Marshalltown Code Chapter 70 and §364.22 of the Code of Iowa as amended, seeking judgment for the applicable civil fine provided in subsections 70.074 (B) and 70.074 (C) above, plus State mandated filing fee and court costs. If a judgment is entered for the City in the municipal infraction proceeding, the City may, subject to applicable law, pursue enforcement of the judgment together with interest as permitted by law.

§ 70.077 EXEMPTIONS FROM SECTION 70.072.

The following shall not be considered violations for purposes of the Automated Traffic Enforcement System.

- A) The operator of the vehicle in question was issued a uniform traffic citation for the violation in question pursuant to Marshalltown Municipal Code Chapter 76 or Chapter 321 of the Code of Iowa.
- B) The violation occurred at any time after the vehicle in question or its State registration plates were reported to a law enforcement agency as having been stolen, provided, however, the

vehicle or its plates had not been recovered by the Vehicle Owner at the time of the alleged violation.

- C) The vehicle in question was an authorized emergency vehicle.
- D) The foregoing list of exemptions from this section shall not be construed as limiting the defenses available to challenge an Automated Traffic Citation or defend a municipal infraction.

Section 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 4. WHEN EFFECTIVE. This ordinance shall be in full force and effect after its passage and publication as required by law.

Passed this ____ day of _____ 2022, and signed this ____ day of _____, 2022.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

I, Alicia Hunter, 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 _____, 2022, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the ____ day of _____, 2022.

Alicia Hunter, City Clerk

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY
OF MARSHALLTOWN, IOWA, CHAPTER 53: STORM WATER TO
ESTABLISH A STORM WATER ADVISORY COMMITTEE**

WHEREAS, the City Council of the City of Marshalltown, Iowa, has adopted Chapter 53, Storm Water to establish a policy and procedure for managing and controlling the quantity and quality of storm water runoff within the city limits; and

WHEREAS, the State of Iowa regulates the Municipal Separate Storm Sewer Systems (MS4) permitting program that regulates select cities and universities in Iowa (dependent on population or proximity to a metropolitan area) to minimize stormwater runoff; and

WHEREAS, the City of Marshalltown's MS4 permit requires the City to continue implementing a public involvement and participation program that includes a Storm Water Advisory Committee; and

WHEREAS, the City Council of the City of Marshalltown finds it is in the best interest of the City to amend Chapter 53, Storm Water of the City Code of Ordinances to establish such a committee.

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

Section 1. The Code of Ordinances is hereby amended by adopting the following section:

§ 53.010 STORM WATER ADVISORY COMMITTEE.

A. *Created.* There is created and established a Storm Water Advisory Committee consisting of five formal members who have an interest in storm water matters, who have attained the age of 18, and who reside within the corporate limits of the city. Members shall be appointed by the Mayor with the consent and approval of the Council. Committee members shall serve without compensation but may receive reimbursement for expenditure of personal funds related to Committee business upon approval of the city's Finance Director. Reimbursement may require advance approval.

B. *Terms of office.* All Committee members shall be appointed for four years, commencing January 1 of the year of appointment, with staggered end appointment dates for the initial establishment of the committee. The first meeting of this Committee shall be called by the Mayor.

C. *Reappointments.* Any member appointed to a term on the Storm Water Advisory Committee may be reappointed for successive terms without limitation.

D. *Election of officers.* The Storm Water Advisory Committee shall meet and shall elect from its own membership a Chairperson to serve as the presiding officer for two years. A Vice-Chairperson shall also be elected to serve as the presiding officer in the absence of the Chairperson for two years.

E. *Regular meetings.* The Storm Water Advisory Committee shall hold a minimum of one meeting each calendar year and may hold special meetings upon the call of the Chairperson or by three members joining in such call upon at least one day's written notice prior thereto. Three members shall constitute a quorum for the transaction of any matter of business coming before it.

F. *Duties and functions.* The Storm Water Advisory Committee shall:

1. Work in harmony with the City Council, the Public Works Director, and the Storm Water Coordinator to develop a public involvement and participation program;
2. Be and stay informed of the City's NPDES Stormwater Permit;
3. Make recommendations for Public Education and Outreach efforts on Storm Water Impacts;
4. Participate in decision-making, holding public hearings, and working with volunteer groups concerning storm water impacts; and
5. Encourage business owners, developers, homeowners, members of environmental groups, and other members of the public at large to attend Committee meetings and participate in the City's storm water efforts.

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

Passed this ____ day of _____, 2023, and signed this ____ day of _____, 2023.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

I, Alicia Hunter, 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 _____, 2023, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the ____ day of _____, 2023.

Alicia Hunter, City Clerk

MARSHALLTOWN

IOWA

Joel Greer, Mayor
Jessica Kinser, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

TO: Mayor Greer and City Council
FROM: Heather Thomas, Public Works Director
DATE: December 21, 2022
RE: Creation of Storm Water Advisory Committee

Policy Issue: Permanent City Committees are Created through Ordinances. Ordinances go through three readings at City Council meetings.

☐ Goal 1: Expand and improve development	☐ Goal 3: Continually improve the City's organization & services
☒ Goal 2: Enhance Marshalltown's public image	☐ Goal 4: Partner with others to improve quality of life

Specific Objective/Action: Objective 3: Improve communication of City programs and initiatives.

Recommendation: Amend code of ordinance to allow for the creation of a Storm Water Advisory Committee.

Budget Impact: Creation of a committee has no budget impact. Initiatives and priorities that may come from said committee would be funded through Storm Water Utility Fund and be in accordance with city policy. Approval of informational brochures and public outreach efforts will be funded within annual budgeting of the storm water fund (Fund 740). Any larger ideas/projects would be planned for and approved in the Capital Improvement Program.

Description/Background:

The City of Marshalltown is an MS4. Municipal Separate Storm Sewer System (MS4) cities and universities in Iowa must abide by an individual stormwater permit to minimize stormwater runoff. MS4s are determined by the Iowa Department of Natural Resources and primarily dependent on population or proximity to a metropolitan area.

Permitted MS4s are required to have a construction site runoff erosion control ordinance and a post construction stormwater ordinance in place. Their program must also meet 6 minimum requirements.

- Public outreach on stormwater impacts
- Public involvement and participation
- Illicit discharge and elimination program and ordinance
- Construction site regulations and sediment and erosion control ordinance
- Post-construction on stormwater management and ordinance
- Good housekeeping policies

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



As part of that permit requirement, a storm water advisory committee is required. From our permit – the following is required:

1. Storm Water Advisory Committee – The permittee shall continue meeting with a storm water advisory committee to participate in decision making, holding public hearings and working with volunteer groups. Businessmen, developers, homeowners, members of environmental groups and members of the public at large shall be allowed to participate, if interested. However, the permittee may place reasonable limits on the total number of individuals participating in the group. The scope of an existing committee may be expanded to include storm water issues.

Meetings shall be held at least once each calendar year for the duration of the permit.

2. Public Notice Requirements - When implementing a public involvement and participation program, the permittee must comply with all state and local public notice requirements.

In the past, this committee has been informal and most recently was only made up of two members – the City's Storm Water Coordinator and the Public Works Director. No formal annual meetings were held, tracked, or reported in the annual report.

The establishment of a formal committee will be used to meet the requirements of the permit in addition to the objectives of the obtaining public participation in efforts the city continues or takes on in relation to storm water. We wish to establish a formal committee to get a core group of participants; however, we hope to have additional participation and involvement from the public in meetings and any initiatives established by the committee.

We propose the following in relation to the formal Advisory Committee:

- i. five formal members who have an interest in storm water matters,
- ii. 18 years of older
- iii. reside within the corporate limits of the city
- iv. mayoral appointment w/o compensation
- v. four-year term, unlimited terms
- vi. minimum one meeting each calendar year
- vii. tasks/objectives:
 1. Work in harmony with the City Council, the Public Works Director, and the Storm Water Coordinator to develop a public involvement and participation program;
 2. Be and stay informed of the City's NPDES Stormwater Permit;
 3. Make recommendations for Public Education and Outreach efforts on Storm Water Impacts;
 4. Participate in decision making, holding public hearings, and working with volunteer groups concerning storm water impacts; and
 5. Encourage business owners, developers, homeowners, members of environmental groups, and other members of the public at large to attend Committee meetings and participate in the City's storm water efforts.

Attachments: City's MS4 Permit

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CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Jeff Schneider, Gary Thompson, Dex Walker



IOWA DEPARTMENT OF NATURAL RESOURCES

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT

PERMITTEE

City of Marshalltown
1001 Woodland Ave.
Marshalltown, Iowa 50158

IDENTITY AND LOCATION OF FACILITY

City of Marshalltown

IOWA NPDES PERMIT NUMBER: 64-69-0-02

RECEIVING WATERCOURSES

Iowa River, Linn Creek and other, unclassified streams

DATE OF ISSUANCE: August 1, 2021

DATE OF EXPIRATION: July 31, 2026

YOU ARE REQUIRED TO FILE

FOR RENEWAL OF THIS PERMIT BY: February 1, 2026

EPA NUMBER – IA0080039

This permit is issued pursuant to the authority of section 402(b) of the Clean Water Act (33 U.S.C. 1342(b)), Iowa Code section 455B.174, and rule 567--64.13, Iowa Administrative Code. You are authorized to operate the disposal system and to discharge the pollutants specified in this permit in accordance with the monitoring requirements and other terms set forth in this permit.

You may appeal any conditions of this permit by filing written notice of appeal and request for administrative hearing with the director of this department within 30 days of receipt of this permit.

Any existing, unexpired Iowa operation permit or Iowa NPDES permit previously issued by the department for the facility identified above is revoked by the issuance of this Iowa NPDES operation permit.

FOR THE DEPARTMENT OF NATURAL RESOURCES

By _____

Joe Griffin
NPDES Section

PART I. DISCHARGES AUTHORIZED UNDER THIS PERMIT

A. Permit Area

This permit covers all areas within the boundaries of the City of Marshalltown totaling approximately 19.2 square miles which is drained by the city's Municipal Separate Storm Sewer System (MS4) and any other areas added while this permit is in effect.

B. Authorized Discharges

This permit authorizes all existing or new storm water point source discharges to waters of the State from the MS4. This permit also authorizes the discharge of storm water commingled with flows contributed by process wastewater, non-process wastewater, or storm water associated with industrial activity provided such discharges are authorized under separate NPDES permits, as required by law. This permit does not authorize discharges to the MS4.

C. Limitations on Coverage

The following discharges are not authorized or regulated by this permit:

Storm water discharges that are mixed with non-storm water and storm water associated with industrial activity except where such discharges are:

1. in compliance with a separate NPDES permit; or
2. identified by and in compliance with Part IV. of this permit.

PART II. STORM WATER POLLUTION PREVENTION & MANAGEMENT

The permittee shall continue implementing the Best Management Practices (BMPs), measurable goals, implementation dates and frequencies described in the following sections.

A. Public Education and Outreach on Storm Water Impacts

The permittee shall implement a public education and outreach program about the impacts of storm water discharges and measures which the residents of the permittee can implement to reduce pollutants in storm water runoff that includes the following:

1. Telephone Hotline Number – The permittee shall provide a telephone number for the reporting of storm water related problems. The telephone number shall be made available on the website and included in other storm water educational materials. The telephone number need not be a dedicated number used only for storm water matters.

The telephone number shall remain in effect for the duration of the permit.

2. General Storm Water Education Brochure – An informational brochure shall continue to be distributed to all new residents and businesses served by the MS4. The brochure shall present information regarding storm water impacts on water quality and measures residents can implement

to reduce water quality degradation from storm water. The brochure shall also include information regarding the topsoil preservation requirements stipulated in the Department's Storm Water General Permit 2 informing residents that all construction sites, including residential building sites, platted or permitted on or after October 1, 2012 are required to have the topsoil preserved, unless infeasible. Additional information shall be included as appropriate.

The brochure shall be distributed by the permittee to new residents and businesses for the duration of the permit.

3. Storm Water Web Page – The permittee's website shall contain information regarding storm water impacts on water quality, measures residents can implement to reduce pollutants in storm water, regulations, current local topics, information in the brochures and links to other relevant websites. A form for reporting storm water complaints shall be provided on the website. The website shall also include information regarding the topsoil preservation requirements stipulated in the Department's Storm Water General Permit 2 informing residents that all construction sites, including residential building sites, platted or permitted on or after October 1, 2012 are required to have the topsoil preserved, unless infeasible. The website shall be updated as needed.

The storm water web page shall be maintained by the permittee for the duration of the permit.

B. Public Involvement and Participation

The permittee shall continue implementing a public involvement and participation program that includes the following:

1. Storm Water Advisory Committee – The permittee shall continue meeting with a storm water advisory committee to participate in decision making, holding public hearings and working with volunteer groups. Businessmen, developers, homeowners, members of environmental groups and members of the public at large shall be allowed to participate, if interested. However, the permittee may place reasonable limits on the total number of individuals participating in the group. The scope of an existing committee may be expanded to include storm water issues.

Meetings shall be held at least once each calendar year for the duration of the permit.

2. Public Notice Requirements - When implementing a public involvement and participation program, the permittee must comply with all state and local public notice requirements.

C. Illicit Discharge Detection and Elimination

The permittee shall continue implementing and enforcing a discharge detection and elimination program that includes the following:

1. Illicit Discharge Prohibition Ordinance – An ordinance shall continue to be amended as necessary and enforced by the permittee that prohibits anything other than storm water, allowable non-storm water and pollutants for which an NPDES permit has been issued and when the discharge is in compliance with the permit from entering the MS4. The ordinance shall include language that enables the permittee to inspect private property if an illicit discharge is suspected and penalties for non-compliance.

The ordinance shall be enforced by the permittee for the duration of the permit.

2. Illicit Discharge Detection and Elimination Program - A program shall continue to be implemented to identify and eliminate illicit discharge to the MS4. The program shall include annual dry weather flow inspections of all outfalls not already inspected since flows from newly developed or re-developed areas have been discharged from the outfalls, sampling and analyses of these dry weather flows, procedures to identify the sources of the dry weather flows and procedures for disconnecting illicit connections. Dry weather flow inspections may be made at manholes and other points prior to the flows joining larger portions of the MS4 to facilitate detection of illicit discharges. Records shall be kept of when inspections are performed, the results of the inspections and measures taken to identify and, when appropriate, eliminate the sources of any dry weather flows. The plan shall be evaluated annually to assess the effectiveness of the program and any necessary changes made. All illicit discharges found must be eliminated no more than 21 days after discovery. If it is not possible to eliminate an illicit discharge within 21 days of discovery, the permittee shall submit to the Department the reasons why the discharge cannot be eliminated within 21 days of discovery and a plan which contains a timeline of activities which will result in the elimination of the discharge. This statement and plan shall be submitted within 21 days of discovery of the illicit discharge. If the Department does not approve the plan, the permittee will then be required to eliminate the discharge no later than a date specified by the Department. All illicit discharges shall be reported to the Department no later than the end of the first business day after the day of the discovery.

The plan shall be implemented by the permittee for the duration of the permit.

D. Construction Site Storm Water Runoff Control

The permittee shall continue implementing and enforcing a construction site storm water runoff control program to reduce pollutants in any storm water runoff from construction activities for which storm water permit coverage is required and that includes the following:

1. Construction Site Runoff Control Ordinance – An ordinance shall continue to be amended as needed and enforced on all sites for which NPDES permits are required that requires proper soil erosion and sediment control. This ordinance shall also address waste at construction sites that may cause adverse impacts to water quality such as building materials, concrete truck washout, chemicals, solid waste and sanitary waste. Authority to issue an order to terminate activities due to failure to implement or maintain pollution control BMPs, authority for the permittee to enter private property for the purposes of compliance inspections and penalties for non-compliance shall be included. The ordinance shall require site plan and pollution prevention plan review and approval by the permittee prior to issuance of any permits for the site by the permittee. The ordinance shall require compliance with the Department's Storm Water General Permit no. 2.

The ordinance shall be enforced by the permittee for the duration of the permit.

2. Construction Site Review and Inspection Program - The permittee shall require site plan and pollution prevention plan review and approval by the permittee prior to issuance of any permits for the site by the permittee for construction activities for which an NPDES permit is required. The program shall require compliance with the Department's Storm Water General Permit no. 2 and inspections by the permittee of all sites for which coverage under General Permit no. 2 is required. The pollution prevention plan review need not include a review for effectiveness of the proposed controls. The permittee shall ensure that the plans include all the provisions required in GP2 and

approval shall not be granted until all these required provisions are included. The program shall require each of these sites be inspected by the permittee at least once each calendar quarter. City personnel shall ensure that all topsoil preservation requirements stipulated by General Permit no. 2 are implemented on those sites for which they are required.

The program shall be implemented by the permittee for the duration of the permit.

E. Post-construction Storm Water Management

The permittee shall continue implementing and enforcing a program to address storm water runoff from new construction and re-construction projects for which storm water coverage is required. The program must ensure that controls are in place that will prevent or minimize water quality impacts and shall include the following:

1. Post – Construction Site Runoff Control Policy Ordinance – An ordinance shall be amended as necessary and enforced which will address the control of runoff from building activities after construction has been completed. The ordinance shall require water quality and quantity components be considered in the design of new construction and implemented when practical. The ordinance shall promote the use of storm water detention, retention, infiltration, other Best Management Practices specific to each site which address water quality and quantity issues and proper operation and maintenance of these facilities.

The ordinance shall be enforced by the permittee for the duration of the permit.

2. Site Plan Review of Post – Construction Runoff Controls – The permittee shall continue to implement procedures and acceptance criteria for review of post-construction runoff controls for all construction sites for which coverage under NPDES storm water permits are required. The permittee shall not allow construction activities to commence until the plans for post-construction runoff controls have been reviewed and approved.

The program shall be implemented by the permittee for the duration of the permit.

3. Inspection of Runoff Control Devices – Municipally owned storm water control devices and structures shall be inspected and reviewed for proper maintenance. Educational materials shall be developed and made available to landowners which outline proper maintenance procedures. The permittee shall properly maintain its own control devices and structures.

Inspections shall be conducted by the permittee for the duration of the permit. The educational materials shall be made available for the duration of the permit.

4. Watershed Assessment Program – A watershed assessment program and comprehensive land use plan shall continue to be implemented which reduce flooding, reduce erosion in ditches and streams, improve water quality and reduce degradation of habitat for fish and wildlife. The permittee shall then implement the program whenever possible to meet these goals.

The program shall be implemented by the permittee for the duration of the permit.

F. Pollution Prevention/Good Housekeeping

The permittee shall continue implementing an operation and maintenance program, including a training component, that shall prevent or reduce pollutant runoff from municipal operations and that shall include the following:

1. Operation and Maintenance of MS4 – A program for inspecting, maintaining and cleaning all components of the MS4 including street sweeping shall continue to be implemented. All above-ground components of the MS4 shall be inspected at least once each year and maintenance performed as appropriate.

The program shall be implemented by the permittee for the duration of the permit.

2. Pesticide and Fertilizer Management Program – A pesticide and fertilizer management program shall continue to be implemented which shall reduce pollutant discharge associated with storage, application and disposal of pesticides and fertilizers for municipal operations. The program shall identify all municipal entities that apply pesticides and fertilizers, require that application of these chemicals be applied by properly trained individuals, require training on management techniques addressing storage, application and disposal. Data regarding the application rates of pesticides and fertilizers shall be gathered and evaluated to determine if lower rates would be equally effective. Should it be determined that lower application rates would be equally or nearly as effective it shall be required that the lower rates be applied.

The program shall be implemented by the permittee for the duration of the permit.

3. Training Program for Municipal Employees – The permittee shall continue to implement a program for training municipal employees regarding practices to be implemented in city operations to reduce pollutants in storm water.

The program shall be implemented by the permittee for the duration of the permit.

4. City Facilities BMPs – A program shall continue to be implemented to assess BMPs at city facilities to be implemented that reduce pollutants in storm water from these facilities. These measures shall then be implemented whenever practical.

The program shall be implemented by the permittee for the duration of the permit.

PART III. REPORTING REQUIREMENTS

Annual Report

The permittee shall prepare an annual report to be submitted to the Department no later than March 31 of each calendar year. The report shall be submitted to the appropriate Department field office and shall include the following:

1. The status of implementing the components of this permit. Any modifications developed by the permittee and approved by the Department or required by the Department shall also be addressed.

2. A summary of the data, including monitoring data if it exists, that is generated within the reporting period including a narrative description of storm water quality improvements or degradation. This is not to be construed as a requirement to conduct monitoring except in cases where an illicit discharge is suspected.
3. An estimate of the previous fiscal year's expenditures for implementation of the requirements of this permit and the budget for the current fiscal year.
4. A summary describing the number and nature of inspections, enforcement actions, illicit discharges discovered, ordinances adopted, public education programs conducted, components of the MS4 cleaned, stream restoration activities, meetings held and any other actions taken by the permittee required by this permit during the reporting period.

PART IV. SPECIAL CONDITIONS

Only storm water, allowable non-storm water, and pollutants for which an NPDES permit has been issued and when the discharge is in compliance with the permit, are allowed to be discharged to the MS4. The permittee shall not have nor allow any discharge of pollutants from a site, facility or source for which an NPDES permit is required unless an NPDES permit has been issued for the discharge. Upon discovery of any unpermitted discharge for which a permit is required or, if an NPDES permit has been issued for the discharge, a discharge not in compliance with the permit, the permittee shall report the discharge to the Department no later than the end of the next business day after the discharge is discovered. Floor drains and other potential sources of pollutants shall be considered illicit discharges even if no actual pollutants have been observed entering the MS4 from such a source.

The permittee is prohibited from issuing any permit, authorization or license allowing any construction, excavating, clearing, grubbing, or any other soil disturbing activity and is prohibited from allowing a person, persons, company, political unit or other entity, public or private, from doing same for which, in whole or as part of another project, coverage under an NPDES permit is required without first ensuring that a storm water authorization from the Department has been issued for the activity.

A construction site inspection program shall continue to be implemented for construction projects owned or operated by the permittee that include areas of soil disturbance for which NPDES permits are required. The inspection program shall be used to ensure that contractors are correctly implementing BMPs which have been approved in the pollution prevention plan and any additional necessary measures. The program shall require inspections by the permittee at least every 7 days and include any other provisions necessary to ensure compliance by contractors with the storm water General Permit no. 2. Inspections made by the permittee that satisfy the requirements of General Permit no. 2 may be used to satisfy the requirements of this permit.

A map of the MS4, including all outfalls, shall be maintained for the duration of this permit.

All salt storage shall be in a structure impervious to precipitation and any spillage due to handling activities in an area subject to runoff shall be immediately removed.

The permittee may directly place snow, free of trash, into or onto a Water of the State.

The manner in which actions required by this permit are accomplished by the permittee is subject to review and approval by the Department. Should the Department give notice to the permittee that the approach used by the

permittee to comply with any permit provision is unacceptable, the permittee must modify its approach as required in order to be considered in compliance with the permit.

PART V. STANDARD CONDITIONS

A. Permittee's Duty to Comply

The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act (CWA) and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application. Issuance of this permit does not relieve the permittee of the responsibility to comply with all local, state and federal laws, ordinances, regulations or other legal requirements applying to the operation of this facility (see 40 CFR 122.41(a) and 567-64.3(11) IAC).

B. Duty to Provide Information

The permittee shall furnish to the Department, within a time specified by the Department, any information that the Department may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The permittee must also furnish to the Department, upon request, copies of any records required to be kept by this permit.

C. Need to Halt or Reduce Activity Not a Defense

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

D. Signatory Requirements

Storm Water Pollution Prevention Plans, reports, certifications or information either submitted to the Department or that this permit requires be maintained by the permittee, shall be signed as follows:

For a municipality, State, Federal, or other public facility: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes 1) the chief executive officer of the agency, or 2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Certification Any person signing documents shall make the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

E. Duty to Mitigate

The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment.

F. Property Rights

The issuance of this permit does not convey any property rights of any sort, nor any exclusive privileges, nor does it authorize any injury to private property nor any invasion of personal rights, nor any infringement of Federal, State, or local laws or regulations.

G. Severability

The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit shall not be affected thereby.

H. State/Environmental Laws

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable State law or regulation under authority preserved by Section 510 of the Act. No condition of this permit shall release the permittee from any responsibility or requirements under other environmental statutes, regulations or permits.

I. Proper Operation and Maintenance

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the permittee to achieve compliance with the conditions of this permit and with the requirements of storm water pollution prevention plans. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed by the permittee only when necessary to achieve compliance with the conditions of the permit.

J. Inspection and Entry

The permittee shall allow the Department, an authorized representative or an authorized representative of the municipal operator of the separate storm sewer receiving the discharge, upon the presentation of credentials and other documents as may be required by law, to: enter upon the permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this permit; have access to and copy at reasonable times, any records that must be kept under the conditions of this permit; inspect at reasonable times any facilities or equipment (including monitoring and control equipment); and to sample any discharge of pollutants.

K. Permit Actions

This permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or discontinuance, or a notification of planned changes or anticipated noncompliance does not stay any permit condition. This permit may be modified due to conditions or information on which this permit is based, including any new standard the Department may adopt that would change the required effluent limits.

L. Potential or Realized Impacts on Water Quality

If there is evidence indicating potential or realized impacts on water quality or on a listed endangered species due to any storm water discharge associated with industrial activity covered by this permit, the permit shall be modified to include different limitations and/or requirements of the Pollution Prevention Plan and its implementation.

M. Failure to submit fees

This permit may be revoked, in whole or in part, if the appropriate permit fees are not submitted within sixty (60) days of the date of notification that such fees are due.

N. Penalties For Violations of Permit Conditions

Section 309 of the CWA provides significant penalties for a person(s) who violates a permit condition implementing Section 301, 302, 306, 307, 318, or 405 of the CWA, or any permit condition or limitation implementing any such sections in a permit issued under Section 402. Any person(s) who violates any condition of this permit is subject to a civil penalty not to exceed \$25,000 per day of such violation, as well as any other appropriate sanction provided by Section 309 of the CWA.

PART VI. DEFINITIONS

1. Allowable Non-Storm Water means: discharges from fire fighting activities, fire hydrant flushings, potable water sources, waterline flushings, uncontaminated groundwater, foundation or footing drains where flows are not contaminated with process materials such as solvents, springs, riparian habitats, wetlands, irrigation water, air conditioning condensate, exterior building washwater when no detergents or other surfactants are used and pavement washwaters where spills or leaks of toxic or hazardous materials have not occurred and when no detergents or other surfactants are used.
2. Best Management Practices ("BMPs") means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
3. Calendar Quarter means each of the following periods: December thru February, March thru May, June thru August and September thru November.
4. CWA means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972).
5. Department means the Iowa Department of Natural Resources (IDNR) or an authorized representative.
6. Discharge means the release of water and any elements, compounds and particles contained within or upon, from property owned or controlled by an individual, individuals, or entity.
7. Facility means any entity which discharges storm water.
8. Municipal separate storm sewer system means the conveyance or system of conveyances including storm sewers, roadways, roads with drainage systems, catch basins, curbs, gutters, ditches, constructed channels and storm drains owned or operated by the permittee.
9. Permittee means the City of Marshalltown.

10. Point source means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

11. Significant materials includes, but is not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Emergency Planning and Community Right-to-Know Act (EPCRA) Section 313; fertilizers; pesticides; and waste products such as ashes, slag and sludge that have the potential to be released with storm water discharges.

12. Storm water means storm water runoff, snow melt runoff, snow and surface runoff and drainage.

13. Storm water discharge associated with industrial activity means the discharge from any conveyance that is used for collecting and conveying storm water and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program. For the categories of industries identified in paragraphs (i) through (x) of this definition, the term includes, but is not limited to, storm water discharges from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters (as defined at 40 CFR Part 401); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and finished products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to storm water. For the categories of industries identified in paragraph (xi) of this definition, the term includes only storm water discharges from all areas (except access roads and rail lines) listed in the previous sentence where material handling equipment or activities, raw materials, intermediate products, final products, waste materials, by-products, or industrial machinery are exposed to storm water. For the purposes of this paragraph, material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, finished product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with storm water drained from the above described areas. Industrial facilities (including industrial facilities that are Federally, State, or municipally owned or operated that meet the description of the facilities listed in paragraphs (i) to (xi) of this definition) include those facilities designated under 122.26(a)(1)(v). The following categories of facilities are considered to be engaging in "industrial activity" for purposes of this subsection.

- (i) Facilities subject to storm water effluent limitations guidelines, new source performance standards, or toxic pollutant effluent standards under 40 CFR Subchapter N (except facilities with toxic pollutant effluent standards that are exempted under category (xi) of this definition);
- (ii) Facilities classified as Standard Industrial Classifications 24 (except 2434), 26 (except 265 and 267), 28 (except 283 and 285), 29, 311, 32 (except 323), 33, 3441, 373;
- (iii) Facilities classified as Standard Industrial Classifications 10 through 14 (mineral industry) including active or inactive mining operations (except for areas of coal mining operations no longer meeting the definition of a reclamation area under 40 CFR 434.11(l) because the performance bond issued to the facility by the appropriate SMCRA authority has been released, or except for areas of non-coal mining

operations that have been released from applicable State or Federal reclamation requirements after December 17, 1990) and oil and gas exploration, production, processing, or treatment operations, or transmission facilities that discharge storm water contaminated by contact with or that has come into contact with, any overburden, raw material, intermediate products, finished products, byproducts or waste products located on the site of such operations; inactive mining operations are mining sites that are not being actively mined, but that have an identifiable owner/operator;

(iv) Hazardous waste treatment, storage, or disposal facilities, including those that are operating under interim status or a permit under Subtitle C of RCRA;

(v) Landfills, land application sites, and open dumps that have received any industrial wastes (waste that is received from any of the facilities described under this subsection) including those that are subject to regulation under Subtitle D of RCRA;

(vi) Facilities involved in the recycling of materials, including metal scrap yards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093;

(vii) Steam electric power generating facilities, including coal handling sites;

(viii) Transportation facilities classified as Standard Industrial Classifications 40, 41, 42 (except 4221-25), 43, 44, 45 and 5171 that have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility that are either involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations, or that are otherwise identified under paragraphs (i) to (vii) or (ix) to (xi) of this subsection are associated with industrial activity;

(ix) Treatment works treating domestic sewage or any other sewage sludge or wastewater treatment device or system, used in the storage treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge that are located within the confines of the facility, with a design flow of 1.0 mgd or more, or required to have an approved pretreatment program under 40 CFR Part 403. Not included are farm lands, domestic gardens or lands used for sludge management where sludge is beneficially reused and that are not physically located in the confines of the facility, or areas that are in compliance with 40 CFR Part 503;

(x) Construction activity including clearing, grading and excavation activities that result in the disturbance of 1 acre or more of total land area or which result in the disturbance of less than 1 acre but are part of a larger common plan of development or sale of 1 acre or more;

(xi) Facilities under Standard Industrial Classifications 20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 285, 30, 31 (except 311), 323, 34 (except 3441), 35, 36, 37 (except 373), 38, 39, 4221-25, (and that are not otherwise included within categories (i) to (x)).

14. Waters of the State means any river, stream, lake, pond, marsh, watercourse, waterway, well, spring, reservoir, aquifer, irrigation system, drainage system and any other body or accumulation of water, surface or underground, natural or artificial, public or private, which are contained within, flow through or border upon the state or any portion thereof.