

Public Participation in a City Council Meeting:

The Public Comment portion of the meeting is the time to address the Mayor and City Council on topics not on the agenda. If a member of the public wishes to comment on an item on the agenda, they may do so while that item is being discussed by coming to the microphone and stating your name and address. Comments should be limited to 3 minutes or less and should be addressed to the Mayor and Council as a whole and not individually. Response from elected officials or staff is at the Mayor's discretion.

**CITY OF MARSHALLTOWN COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
JANUARY 22, 2024, 5:30 PM**

A. CALL TO ORDER**B. PLEDGE OF ALLEGIANCE****C. ROLL CALL**

Hoop, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson

D. 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.

E. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

1. YEARS OF SERVICE RECOGNITION - COUNCILOR GABRIEL ISOM
2. YEARS OF SERVICE - JANUARY
 - o Christian Case - Fire - 5 years
 - o Geoff Hubbard - Park & Rec - 5 years

F. CONSENT AGENDA

1. APPROVE MINUTES 01/08/24 AND 01/15/24 MEETING AND BILL LIST \$1,268,824.06

Documents:

[2024-01-08 SIGNED Council Minutes.pdf](#)
[2024-01-15 SIGNED Council Minutes.pdf](#)
[2024-01-22_BILL LIST Summary.pdf](#)
[2024-01-22_BILL LIST Detail.pdf](#)

2. APPROVE ALCOHOL LICENSE RENEWAL FOR OCEAN CITY CHINESE RESTAURANT, 5 W MAIN ST
3. APPROVE NOVEMBER 2023 FINANCIAL STATEMENTS

Documents:

[November 2023 Financials Memo.pdf](#)
[November 2023 Financial Statements.pdf](#)

4. RESOLUTION 2024-007 ADOPTING SUPPLEMENT S-8 TO THE CODE OF ORDINANCES OF THE CITY OF MARSHALLTOWN, IOWA, THROUGH ORDINANCE 15078

Documents:

[2024-01-22_2024-007_Resolution Approving Code of Ordinances Supplement.pdf](#)

5. RESOLUTION 2024-008 SETTING A PUBLIC HEARING ON AN AMENDMENT TO THE 28E AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN AND THE MARSHALL COUNTY COMMUNICATIONS COMMISSION FOR THE USE OF SPACE AT 909 S 2ND STREET

Documents:

[2024-01-22_2024-008_Resolution Setting PH MCCC 28E Agreement.pdf](#)
[2024-01-22_2024-008_Memo Set PH Communication Council Agreement.pdf](#)
[2024-01-22_2024-008_Amended 28E Agreement City of Marshalltown and Marshall County Communications Commission.pdf](#)

6. RESOLUTION 2024-009 APPROVING CONTRACT CHANGE ORDER #16 FOR THE AIRPORT TERMINAL HANGAR, AND SITE IMPROVEMENTS PROJECT #ARP19001, A DECREASE OF \$6,147.00

Documents:

[2024-01-22_2024-009_Resolution Approving CO16 Decrease Hangar Terminal ARP19001.pdf](#)
[2024-01-22 2024-](#)

[009_Memo_ARP19001_HangarTerminal_CO 16.pdf](#)
[2024-01-22_2024-](#)
[009_ARP19001_HangarTerminal_CO 16.pdf](#)

7. RESOLUTION 2024-010 APPROVING ENGINEER'S STATEMENT OF COMPLETION AND ACCEPTING GARLING CONSTRUCTION, INC. FOR THE AIRPORT HANGAR TERMINAL, AND SITE IMPROVEMENTS PROJECT #ARP19001

Documents:

[2024-01-22_2024-010_Resolution Approving Statement of Completion Hangar Terminal.pdf](#)
[2024-01-22_2024-010_Memo_ARP 19-001_HangarTerminal_Final Completion.pdf](#)
[2024-01-22_2024-010_ARP 19-001_HangarTerminal_Completion Statement_HAT Markup.pdf](#)

G. MOTIONS

1. MOTION TO APPROVE GARBAGE & REFUSE, RECYCLABLE, YARD WASTE HAULER LICENSE FOR PRAIRIE WASTE SOLUTIONS LLC
Previously Stone Sanitation (Waste Connections of Iowa)

Documents:

[2024-01-10_Praire Waste Solutions.pdf](#)

H. RESOLUTIONS

1. RESOLUTION 2024-011 AUTHORIZING THE FIRE DEPARTMENT TO ENTER INTO AN AGREEMENT TO PURCHASE A 2023 LIGHT RESCUE VEHICLE THROUGH RELIANT FIRE APPARATUS WITH FY26 CIP FUNDS

Documents:

[2024-01-22_2024-011_Resolution Authorizing Purchase Agreement for FD Light Rescue Vehicle.pdf](#)
[2024-01-22_2024-011_Memo FD Light Rescue Vehicle.pdf](#)

2. RESOLUTION 2024-012 AMENDING THE CITY OF MARSHALLTOWN COUNCIL MANUAL

Documents:

[2024-01-22_2024-012_Resolution Amending Council Manual.pdf](#)
[2024-01-22_2024-012_Memo Approve Council Manual Updates.pdf](#)
[2024-01-22 2024-012 2024 City Council](#)

Manual_Revision MarkUp.pdf
2024-01-22_2024-012_2024 City Council
Manual_FINAL.pdf

3. RESOLUTION 2024-013 APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR \$50,000 WITH SNYDER AND ASSOCIATES FOR DESIGN SERVICES FOR THE TRAILHEAD AND BRIDGE PROJECT

Documents:

2024-01-22_2024-013_Resolution Approving RFP Trailhead and Bridge Project.pdf
2024-01-22_2024-013_Memo on RFP Trailhead and Bridge Project.pdf
2024-01-22_2024-013_RFP Trailhead and Bridge Design.pdf
2024-01-22_2024-013_Snyder Trailhead and Bridge Proposal.pdf
2024-01-22_2024-013_Snyder and Associates Agreement_2024-01-18_Signed.pdf

4. RESOLUTION 2024-014 APPROVING THE AMENDMENT OF THE COMPREHENSIVE PLAN OF 2030, CHANGING PARCEL 8318-11-426-012 (201 E MERLE HIBBS BLVD) TO GENERAL COMMERCIAL (GC)

Documents:

2024-01-22_2024-014_Resolution Amend Comprehensive Plan for 201 E Merle Hibbs.pdf
2024-01-22_2024-014_Memo Amend Comprehensive Plan_201 E Merle Hibbs Blvd.pdf

5. RESOLUTION 2024-015 APPROVING THE FINAL PLAT OF EDGEWOOD INDUSTRIAL PARK ADDITION AND ACCEPTING THE DEDICATION OF THE PUBLIC LANDS AND PUBLIC IMPROVEMENTS IDENTIFIED THEREIN

Documents:

2024-01-22_2024-015_Resolution Approving Final Plat Edgewood Industrial Park.pdf
2024-01-22_2024-015_Memo Final Plat Edgewood Industrial Park.pdf
2024-01-22_2024-015_FINAL PLAT - EDGEWOOD EXTENSION, FIRST ADDITION.pdf
2024-01-22_2024-015_Legal Documents Edgewood Industrial Park.pdf

6. RESOLUTION 2024-016 SETTING A PUBLIC HEARING FOR THE PROPOSED SALE AND CONVEYANCE OF TITLE OF LOT 6 OF EDGEWOOD INDUSTRIAL PARK ADDITION FROM THE CITY OF MARSHALLTOWN, IOWA, TO BOOST RUN LLC

Documents:

[2024-01-22_2024-016_Resolution Setting PH Sale of Lot 6 Edgewood Industrial Park.pdf](#)
[2024-01-22_2024-016_Memo Set Pub Hearing Sale of Edgewood Lot 6.pdf](#)

7. PUBLIC HEARING AND RESOLUTION 2024-017 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 112 NORTH 2ND AVENUE FROM THE CITY OF MARSHALLTOWN, IOWA TO FARST FOUNDATION

Documents:

[2024-01-22_2024-017_Resolution Approving Conveyance 112 N 2nd Ave.pdf](#)
[2024-01-22_2024-017_Memo Public Hearing Sale of City Lots.pdf](#)

8. PUBLIC HEARING AND RESOLUTION 2024-018 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 105 NORTH 2ND AVENUE FROM THE CITY OF MARSHALLTOWN, IOWA TO FARST FOUNDATION

Documents:

[2024-01-22_2024-018_Resolution Approving Conveyance 105 N 2nd Ave.pdf](#)
[2024-01-22_2024-018_Memo Public Hearing Sale of City Lots.pdf](#)

9. PUBLIC HEARING AND RESOLUTION 2024-019 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 103 NORTH 3RD AVENUE FROM THE CITY OF MARSHALLTOWN, IOWA TO HECTOR GEOVANI MARTINEZ-LOBO

Documents:

[2024-01-22_2024-019_Resolution Approving Conveyance 103 N 3rd Ave.pdf](#)
[2024-01-22_2024-019_Memo Public Hearing Sale of City Lots.pdf](#)

10. PUBLIC HEARING AND RESOLUTION 2024-020 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 510 BROMLEY STREET FROM THE CITY OF MARSHALLTOWN, IOWA TO BRAULIO PEREYRA

Documents:

[2024-01-22_2024-020_Resolution Approving Conveyance 510 Bromley St.pdf](#)
[2024-01-22_2024-020_Memo Public Hearing Sale of City Lots.pdf](#)

11. PUBLIC HEARING AND RESOLUTION 2024-021 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 910 SOUTH 2ND AVENUE FROM THE CITY OF MARSHALLTOWN, IOWA TO ESTEBAN C. OCHOA

Documents:

[2024-01-22_2024-021_Resolution Approving Conveyance 910 S 2nd Ave.pdf](#)
[2024-01-22_2024-021_Memo Public Hearing Sale of City Lots.pdf](#)

12. PUBLIC HEARING AND RESOLUTION 2024-022 PROVIDING FOR THE CONVEYANCE AND TRANSFER OF TITLE FOR 918 NORTH 5TH AVENUE FROM THE CITY OF MARSHALLTOWN, IOWA TO JOEL F. DUDEN

Documents:

[2024-01-22_2024-022_Resolution Approving Conveyance 918 N 5th Ave.pdf](#)
[2024-01-22_2024-022_Memo Public Hearing Sale of City Lots.pdf](#)

I. DISCUSSION

1. DISCUSSION - SPECIAL MEETING FOR JANUARY 29, 2024

J. CLOSED SESSION - PERSONNEL

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.

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 at www.marshalltown-ia.gov.



**MARSHALLTOWN
MORE THAN EVER**

COUNCIL PROCEEDINGS
JANUARY 8, 2024

Mayor Greer called the meeting to order at 5:30 p.m., January 8, 2024, at the City Hall Council Chambers, 10 W State Street, and led the pledge of allegiance. Roll call—Present: Hoop, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson.

PUBLIC COMMENT

- Deb Millizer, Director of the Marshalltown Central Business District thanked all the entities who have volunteered funds, goods and services for the ice-skating rink. The official ribbon cutting will be held 1/15, 11 am – 1 pm (edit: event is rescheduled for 1/17, 3:30-6 pm).
- Jim Shaw, 522 N 2nd Street shared a story of a recent pit bull attack in Fort Dodge.

MAYOR, COUNCIL, ADMINISTRATOR COMMENTS

- Councilor Thompson advised the soft opening of the ice-skating rink is scheduled for 1/12. The rink can be used when the green flags are up.
- Mr. Gaa invited the public to attend the Special City Council Budget Work Session on 1/15 at 5 pm.
- Mayor Greer thanked city staff and supporting entities for work on the ice rink.

CONSENT AGENDA

Motion by Nichols, second by Schneider to adopt the consent agenda less item 3: APPROVE MINUTES 12/22/23 MEETING AND BILL LIST \$1,218,688.74; APPROVE LIQUOR LICENSE RENEWALS FOR DAVE'S 207 E MAIN ST, MARSHALLTOWN ARTS & CIVIC CENTER, 709 S CENTER ST; RECEIPT OF BUILDING & TRADE PERMIT REPORT-DECEMBER 2023; APPROVE OCTOBER 2023 FINANCIAL STATEMENTS; RESOLUTION 2024-001 APPROVING CITY FEE SCHEDULE; RESOLUTION 2024-002 SETTING A PUBLIC HEARING FOR THE CONVEYANCE AND TRANSFER OF TITLE OF CITY OWNED VACANT LOTS; RESOLUTION 2024-003 APPROVING AMENDMENT 4 TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE IEDA DOWNTOWN REVITALIZATION GRANT (DTR), WITH RDG IA INC, IN THE AMOUNT OF A \$2,520 DEDUCT. Motion carried 7-0.

Motion by Schneider, second by Nichols to adopt APPOINTMENT OF GARY THOMPSON AS AN ALTERNATE ON THE SOLID WASTE COMMISSION, TERM ENDING 12/31/26. Motion carried 6-0, Thompson abstaining.

RESOLUTIONS

Motion by Ladehoff, second by Kell to adopt RESOLUTION 2024-004 ACCEPTING BID AND PURCHASE OF A 2023 CHEVROLET 5500 CHASSIS FROM MCGRATH AUTOMOTIVE GROUP. Motion carried 7-0.

Motion by Schneider, second by Kell to adopt RESOLUTION 2024-005 ACCEPTING IOWA DOT OFFER OF CITY BRIDGE FUNDING FOR THE CENTER STREET VIADUCT PROJECT, #STR21002. Heather Thomas, Public Works Director, advised the engineer's cost estimate is \$4,181,400 with \$4,071,400 budgeted with this grant. The council will discuss

additional funding once costs are finalized. The first phase of the project will replace the roller bearings/finger expansion joints, repaint beam and pedestrian railing, partial overlay of bridge deck, replace deck drains, repair north vaulted abutment and south abutment slab. Motion carried 7-0.

Motion by Schneider, second by Kell to adopt RESOLUTION 2024-006 APPROVING A FUNDING AGREEMENT FOR A SURFACE TRANSPORTATION BLOCK GRANT (STBG) WITH IOWA DOT FOR STBG-SWAP-4797(628)—SG-64, THE HIGHLAND ACRES ROAD RECONSTRUCTION PROJECT, #STR21001. Heather Thomas, Public Works Director, advised the funding agreement is for a maximum of \$3.9M but no more than 80% of construction costs. The project must be obligated within 3 years. The city has general obligation bond funds allocated for the project. Motion carried 7-0.

DISCUSSION

Joe Gaa, City Administrator, presented City Council Manual revisions to include allowing the Mayor or City Administrator to approve the tentative agenda, clarifying the language on the waiving of ordinance readings, and changing the time frame for a motion to reconsider from 10 days to the next regularly scheduled council meeting. Councilor Ladehoff inquired about adding provisions allowing the Mayor to vote when there is a tie vote. Mr. Gaa will review Iowa Code to see if that is permitted with our form of government. Public comment: Mark Eaton, 1007 S 10th Ave, suggested taking out the term substantive change on items to be reconsider and let the council decide if an item should be brought back.

Heather Thomas, Public Works Director, presented discussion on the option of \$2M loan forgiveness on the \$13.125M loan for the Water Pollution Control Headworks & Digester Project and the Sanitary Sewer CIPP Project or pursuing the Sponsored Project with a grant of \$1.3M for permeable pavers in the City Hall pedestrian alley and parking lot T. Pursuing loan forgiveness would make the City ineligible to continue with the Sponsored Project. The City has \$490,000 budgeted through a general obligation bond for the sponsored project, these funds could still be utilized with a reduced project scope to increase safety measures such as lighting. Motion by Thompson, second by Schneider to proceed with loan forgiveness on the Sewer Revenue Bond. Motion carried 7-0.

ADJOURNMENT

The meeting adjourned at 6:19 p.m.

Respectfully Submitted,



Alicia Hunter, City Clerk

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

COUNCIL PROCEEDINGS
JANUARY 15, 2024

Mayor Pro-Tem Ladehoff called the special meeting for a budget work session to order at 5:00 p.m., January 15, 2024, at the City Hall Council Chambers, 10 W State Street, and led the pledge of allegiance. Roll call—Present: Hoop, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson. Mayor Greer arrived at 5:30 pm.

DISCUSSION

Joe Gaa, City Administrator, advised this special meeting was scheduled to discuss upcoming budget issues. There may be a need for additional special meetings. The city has not received tax valuations yet therefore only an overview was provided. New this year is a required tax levy hearing that is scheduled for a special meeting on Monday, April 1st. The Marshall County Auditor must send notice of this hearing to all taxpayers by March 20th.

The impact of House File 718 on revenues and expenses was discussed. Options were reviewed for the FY25 Consolidated Levy which includes a total of \$610,794 for the emergency, library, civic center, and community band levies.

Local Option Sales Tax provides 78% to property tax relief and 22% to council-designated funds. FY24 allocates 17% of LOST to the cash reserve, which the council would like to maintain in FY25. LOST is also used to buy down the levy rate to keep it steady at \$16, provide transfer funds to any general fund deficit, the new home buyer incentive program, and fireworks display. LOST renewal is scheduled for a Special Election on 3/5/24. If the voters do not approve LOST, the debt service levy will increase from \$2.42 to approximately \$6.00.

The first draft of the Capital Improvement Plan was reviewed. There is no reoccurring funding source for 031 since the franchise fee did not pass so those projects will need reviewed.

ADJOURNMENT

The meeting adjourned at 5:59 p.m.

Respectfully Submitted,

CITY OF MARSHALLTOWN, IOWA



Alicia Hunter, City Clerk

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

BILL LIST 01/22/24

Advertising

FirstIntBank/3 665.00

Buildings/Improvements

I.C.A.P./1 263.00

Consulting & Professional Fees

AMERICAN.LEGAL./1 2,171.13
Arts+Culture AI/1 31,250.00
Bolton&Menk.Inc/7 63,181.00
Cox Comm/1 50.00
FirstIntBank/1 75.00
Health.Partners/1 11,653.94
Iowa.One.Call/2 168.50
YSS Grants Bill/2 2,131.47

Contracts

AAA.Septic/1 415.00
Allmax Software/1 7,000.00
City.Laundering/3 153.92
Construct/1 20,064.89
Diamond Vogel/1 19,069.67
FirstIntBank/6 461.52
Ia.Dpt.Pbl.Sfty/2 600.00
Impact.7G.Inc/1 11,818.56
Ind.Ag.Services/1 1,011.70
Insight.Public./1 6,720.26
Iowa.Hometown.S/14 4,110.00
KELTEK.INC/1 10,157.26
Library Market/1 2,000.00
Marshall.Co.Aud/1 2,500.00
Mtn.Wtrwrks/2 10,332.68
Nagle.Signs/1 2,913.02
PerkinElmer US/1 11,811.00
Premier.Equip/1 296.10
Safe Building/1 5,520.00
Schendel.Pest.C/5 163.50
Schumacher.Elev/2 488.93
Sensys Gatso/1 21,245.00
Servicemaster/1 1,897.00
Stericycle.Inc/2 120.22
Stone.Sanit/10 1,978.92
WRH Inc/1 106,877.96
Xerox.Corp/1 59.35

Debt Service

UMB.Bank.NA/1 600.00

Library Books

Baker.Taylor/26 2,961.29
BRODART.CO/6 1,014.52
Cengage.Learn/4 272.88
FirstIntBank/8 226.87
MicroMarketing./2 89.98
OVERDRIVE,INC./2 847.86
Playaway Prod/2 2,504.25
Proquest.Info/3 3,977.77
Tumbleweed.Pres/1 499.00

Medical

HARTFORD.ACCTS/2 6,631.69
Health.Partners/3 66,518.92
Hunter Lane LLC/2 1,262.46
TELUS Health/1 407.23

Payroll.Net

Payroll/1 323,493.00

Rebates

Menards/1 -5.24

Refund/Reimbursed

Baker.Taylor/9 203.84
BRODART.CO/3 314.65
Cantrell,Trixie/1 25.99

FirstIntBank/14 356.77
Johnson, Patric/1 7.99
Ohrt,Freeman/1 10.99
Wiarda, Stephen/1 45.94

Rents/Leases

Elwayne.Inc./2 599.00
Friendly.Valley/1 197.00
Manship,W/1 432.00

Service/Repairs

AAA.Septic/1 115.00
Bound.Tree.Medi/1 401.97
Centurylink.Id/2 11.55
Cline, Troy/1 65.00
Corn, Garrett/1 43.50
FirstIntBank/55 5,863.71
Global Paymt/1 435.22
Heart.of.Iowa/13 3,479.13
Ia.State.Reserv/1 20.00
K&K Preferred/2 24,482.85
Language.Line.S/1 1,339.27
M.Co.Recorder/1 49.00
Macqueen.Equip/1 914.36
McAtee.Tire/1 500.00
Mediacom/1 448.65
Menards/3 30.17
Midwest.Liq.Sys/1 1,984.91
Scharnweber.Wtr/1 27.00
T.S.Y.S./2 534.69
Thiesens.Supply/1 12.51
TR/1 236.60
WICKHAM,M/1 560.00
Woodman.Control/1 406.25

Supplies/Parts

Adland.Engrvg/1 54.75
Airgas.U.S.A./1 226.42
Arnold.Motor/23 4,718.26
Baker.Taylor/9 680.73
Bert.Gurney.Asc/1 610.78
Bound.Tree.Medi/2 358.44
Browns.Shoe.Fit/1 67.46
City.Laundering/12 323.80
Cntrl.IA.Distr/1 2,496.50
CTI Ready Mix/1 291.00
FirstIntBank/89 12,998.21
Galls.LLC/2 201.06
Gillig.LLC/2 821.65
Hawkeye.Truck/1 3,070.00
Hogeland.Auto.P/1 330.00
Interstate Batt/1 675.80
Jensen.Inc/1 164.41
Kieslers/1 3,840.30
LIBRARY.STORE/3 2,033.71
Macqueen.Equip/1 235.95
Marsh.Co.Engr/22 17,958.99
Menards/10 334.56
Midland.Scienti/4 710.79
Napa.Auto/3 147.61
Northern.Lights/1 430.90
Nutrien.Ag.Sol/2 692.70
Playaway Prod/1 180.62
Ray O'Herron/1 1,246.93
Reliant.Fire.Ap/1 886.56
SE.Jones.Indust/1 131.00
Shetler,D/1 27.00
ShoBiz.Minutema/2 73.74
SMI.Co/1 1,641.00
Sprayer,Special/1 90.25
STATE.HYGIENIC/1 2,520.50

BILL LIST 01/22/24

Strands Inc/1	138.13
Thiesens.Supply/4	353.83
Titus,K/1	200.00
Van.Meter.Inc/1	1,462.68
Witmer.Public.S/2	450.61
Travel/Training	
FirstIntBank/9	1,615.55
GovFinOffAssoc/1	420.00
Utilities	
Alliant.Energy/46	40,074.86
FirstIntBank/1	44.86
Mtn.Wtrwrks/2	887.75
WoodRiver.Enrgy/4	5,838.46
Wage Assignment	
American.Educa./1	64.41
Collection.Svs./5	1,228.86
Colonial.Life/1	321.13
Fidelity.Securt/2	450.91
FirstIntBank/7	977.29
I.P.E.R.S./7	85,616.34
I.R.S./6	89,476.08
IA.Treasurer/2	17,239.39
ICMA457Mission/13	15,893.11
M.F.P.R.S.I./4	126,489.25
Meh, Pa/1	25.00
MondragonGar,R/1	25.00
Polk.Co.Sheriff/2	386.39
United.Way/4	1,018.30
Total/612	1,268,824.06

BILL LIST 01/22/24

Account Number	Vendor Name	Description (Item)	Amount
001.4030.5342.000	AAA SEPTIC SERVICE INC	pump grease trap at Coliseum	\$ 415.00
690.8050.5380.000	AAA SEPTIC SERVICE INC	January rental by Fisher Comm Center	\$ 115.00
001.6011.5600.000	ADLAND ENGRAVING CO INC	Isom City council plate	\$ 54.75
610.8015.5603.000	AIRGAS USA, LLC	lab argon for AA	\$ 226.42
001.1030.5481.000	ALLIANT ENERGY	2801 S 12th St EMG Sirens	\$ 22.41
001.4030.5481.000	ALLIANT ENERGY	220 N 13th St Rest room	\$ 49.80
001.4030.5481.000	ALLIANT ENERGY	N 13th St	\$ 77.51
001.4030.5481.000	ALLIANT ENERGY	Riverview Park east side	\$ 156.82
001.4030.5481.000	ALLIANT ENERGY	402 Woodland St Bath House	\$ 160.47
001.4030.5481.000	ALLIANT ENERGY	516 N 3rd St Elks Park	\$ 28.54
001.4030.5481.000	ALLIANT ENERGY	407 Marion St	\$ 27.40
001.4030.5481.000	ALLIANT ENERGY	801 WOODLAND ST SHOP	\$ 30.23
001.4030.5481.000	ALLIANT ENERGY	602 W Merle Hibbs Blvd	\$ 19.73
001.4030.5482.000	ALLIANT ENERGY	402 Woodland St Bath House	\$ 35.77
001.4030.5482.000	ALLIANT ENERGY	Reunion Hall	\$ 70.78
001.4030.5482.000	ALLIANT ENERGY	905 E MAIN ST PARK SHOP	\$ 139.28
001.4030.5482.000	ALLIANT ENERGY	402 Woodland St Comm Bldg	\$ 87.52
110.2010.5481.000	ALLIANT ENERGY	2107 S Center St irrigation system	\$ 19.73
110.2010.5481.000	ALLIANT ENERGY	905 E Main PW Bldg	\$ 1,116.57
110.2030.5481.000	ALLIANT ENERGY	N 18th Ave Bridge	\$ 35.14
110.2030.5481.000	ALLIANT ENERGY	HWY 14 & HWY 30 St Lights	\$ 86.59
110.2030.5481.000	ALLIANT ENERGY	N 13th Street lights	\$ 169.74
110.2030.5481.000	ALLIANT ENERGY	25 N 13th St	\$ 77.90
110.2030.5481.000	ALLIANT ENERGY	207 W Main St	\$ 57.21
110.2030.5481.000	ALLIANT ENERGY	211 S 9th St Front Terrace	\$ 20.03
110.2040.5481.000	ALLIANT ENERGY	S Center St & W Berle	\$ 39.02
110.2040.5481.000	ALLIANT ENERGY	N 18TH AVE & E MAIN	\$ 30.39
110.2040.5481.000	ALLIANT ENERGY	13 S 13th St cnr Main St	\$ 39.32
110.2040.5481.000	ALLIANT ENERGY	S 12TH AVE E OLIVE ST	\$ 39.56
110.2040.5481.000	ALLIANT ENERGY	S Center St North of Mall	\$ 44.40
110.2040.5481.000	ALLIANT ENERGY	N 3rd Ave Cnr State	\$ 128.43
110.2040.5481.000	ALLIANT ENERGY	W Southridge Rd Cnr Center	\$ 40.22
110.2040.5481.000	ALLIANT ENERGY	S Center St Cnr Hibbs	\$ 41.08
110.2040.5481.000	ALLIANT ENERGY	Riverside Dr cnr 3rd Ave	\$ 33.88
110.2040.5481.000	ALLIANT ENERGY	502 E Southridge Rd	\$ 21.20
610.8015.5481.000	ALLIANT ENERGY	N 3rd Ave River Sign	\$ 26.11
610.8015.5481.000	ALLIANT ENERGY	Riverview Park liftstation	\$ 21.04
610.8015.5481.000	ALLIANT ENERGY	1001 Woodland St Water Pollution	\$ 24,649.02
610.8015.5481.000	ALLIANT ENERGY	JBS 402 N 10TH AVE	\$ 20.38
610.8015.5482.000	ALLIANT ENERGY	1001 WOODLAND ST DISP PLANT	\$ 9,947.40
610.8016.5481.000	ALLIANT ENERGY	608 Turner St Pump Station	\$ 239.24
610.8016.5481.000	ALLIANT ENERGY	N 22nd St	\$ 62.41
610.8016.5481.000	ALLIANT ENERGY	S 12TH AVE CNR E MAIN	\$ 122.44
610.8016.5481.000	ALLIANT ENERGY	Marion St - WPCP	\$ 170.32
610.8016.5481.000	ALLIANT ENERGY	1511 Rolling Meadows Rd	\$ 105.81
610.8016.5482.000	ALLIANT ENERGY	1001 Woodland St Shed	\$ 212.33
690.8050.5481.000	ALLIANT ENERGY	905 E Main PW Bldg	\$ 744.38
740.8065.5481.000	ALLIANT ENERGY	301 N 18TH AVE LIFTSTATION	\$ 318.48
740.8065.5481.000	ALLIANT ENERGY	N 3rd Ave - WPCP	\$ 402.99
750.8070.5481.000	ALLIANT ENERGY	901 Woodland St Compost Pile	\$ 85.84
610.8016.5347.000	Allmax Software Inc	operator 10 Antero, Synexus annual support	\$ 7,000.00
999.1121.000	American Education Services	Wage Withholding	\$ 64.41
001.6020.5230.000	American Legal Publishing Corp	2023 S-8 supplemental pages	\$ 2,171.13
001.1050.5600.000	Arnold Motor Supply	Fire dept oil dry	\$ 147.24
001.2080.5565.000	Arnold Motor Supply	Airport Equipment Diesel Treat & Fluid	\$ 212.59
001.2080.5565.000	Arnold Motor Supply	Airport equipment filters	\$ 34.06
110.2010.5565.000	Arnold Motor Supply	oil seal, elec brakes	\$ 453.14
110.2010.5565.000	Arnold Motor Supply	drive in dome caps	\$ 40.40
110.2010.5565.000	Arnold Motor Supply	oil seal, elec brake 12x2	\$ 142.07
110.2010.5565.000	Arnold Motor Supply	drive in dome caps	\$ 13.47
110.2010.5565.000	Arnold Motor Supply	serpentine drive belt #33	\$ 82.26
110.2010.5565.000	Arnold Motor Supply	accessory relay truck 44	\$ 60.22
110.2010.5565.000	Arnold Motor Supply	air filters	\$ 287.81
110.2010.5565.000	Arnold Motor Supply	filters, battery cleaners, fuel/water separators	\$ 526.48
110.2010.5600.000	Arnold Motor Supply	Street - glass cleaner and 8qt oil	\$ 127.26
110.2010.5600.000	Arnold Motor Supply	Street supplies	\$ 169.34
110.2010.5600.000	Arnold Motor Supply	100' 18AWG wire	\$ 97.02
110.2010.5600.000	Arnold Motor Supply	hydraulic fittings	\$ 107.29
110.2010.5600.000	Arnold Motor Supply	hydraulic fittings	\$ 307.90

110.2010.5600.000 Arnold Motor Supply	power anti gels , air filters	\$	433.24
110.2010.5600.000 Arnold Motor Supply	filters, battery cleaners, fuel/water separators	\$	139.35
690.8050.5565.000 Arnold Motor Supply	fuel and engine oil filters	\$	36.25
690.8050.5565.000 Arnold Motor Supply	Transit engine oil filters	\$	24.19
690.8050.5565.000 Arnold Motor Supply	Transit engine oil filters and oil	\$	969.40
690.8050.5565.000 Arnold Motor Supply	separator and fuel filters	\$	108.14
690.8050.5565.000 Arnold Motor Supply	separator filter	\$	199.14
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	20.89
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	104.85
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	49.19
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	234.84
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	47.99
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	26.27
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	52.50
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	92.05
001.4010.5730.000 BAKER & TAYLOR INCORP	reference books	\$	52.15
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	105.79
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	17.10
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	580.91
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	51.27
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	19.94
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	20.38
001.4010.5732.000 BAKER & TAYLOR INCORP	adult graphic novels	\$	297.87
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	11.99
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	256.39
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	122.81
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	110.84
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	104.47
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	146.35
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	31.91
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	75.61
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	30.78
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	334.06
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	76.37
001.4010.5732.000 BAKER & TAYLOR INCORP	adult graphic novels	\$	10.19
001.4010.5732.000 BAKER & TAYLOR INCORP	Adult non fiction or fiction books	\$	101.63
001.4010.5732.000 BAKER & TAYLOR INCORP	DVD's	\$	31.48
001.4010.5732.000 BAKER & TAYLOR INCORP	DVD's	\$	125.90
001.4010.5732.000 BAKER & TAYLOR INCORP	DVD's	\$	232.89
001.4010.5732.000 BAKER & TAYLOR INCORP	DVD's	\$	17.49
001.4010.5732.000 BAKER & TAYLOR INCORP	DVD's	\$	16.09
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	9.59
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	4.79
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	16.14
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	21.66
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	43.82
001.4010.5734.000 BAKER & TAYLOR INCORP	Lost and replaced books	\$	18.58
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	38.73
001.4010.5734.000 BAKER & TAYLOR INCORP	lost and replaced books	\$	12.34
170.4010.5732.000 BAKER & TAYLOR INCORP	Tye grant book	\$	30.78
170.4010.5734.000 BAKER & TAYLOR INCORP	West memorial books	\$	38.19
610.8015.5600.000 BERT GURNEY & ASSOCIATES INC.	solenoid valve-polymer machines	\$	610.78
001.5040.5230.000 Bolton & Menk Inc	Urban renewal map	\$	450.00
311.2012.5233.000 Bolton & Menk Inc	Storm Water Planning, Analysis & Design	\$	10,582.00
363.2012.5233.000 Bolton & Menk Inc	Professional Services - State Street Reconstruction	\$	17,083.00
364.2012.5233.000 Bolton & Menk Inc	Design & Bidding Downtown Phase 2A & 2B	\$	24,127.00
364.4030.5233.000 Bolton & Menk Inc	Riverview Park Phase 1 Design and Engineering	\$	7,167.50
740.8065.5230.000 Bolton & Menk Inc	MS4iD or Data Updates (Storm)	\$	3,219.50
740.8067.5230.000 Bolton & Menk Inc	Levee	\$	552.00
001.1050.5360.000 Bound Tree Medical LLC	FD thermometers and shearts	\$	401.97
001.1050.5630.000 Bound Tree Medical LLC	Nasal airway tubes	\$	289.44
001.1050.5630.000 Bound Tree Medical LLC	FD nasal cannula	\$	69.00
001.4010.5732.000 BRODART CO	Juvenile books	\$	85.47
001.4010.5732.000 BRODART CO	Juvenile books	\$	189.17
001.4010.5732.000 BRODART CO	Juvenile books	\$	145.48
001.4010.5732.000 BRODART CO	Juvenile books	\$	238.10
001.4010.5732.000 BRODART CO	juvenile books	\$	207.68
001.4010.5732.000 BRODART CO	juvenile books	\$	148.62
001.4010.5734.000 BRODART CO	lost and replaced books	\$	220.70
001.4010.5734.000 BRODART CO	Lost and replaced juvenile books	\$	49.35
001.4010.5734.000 BRODART CO	lost and replaced books	\$	44.60
001.1010.5132.000 BROWNS SHOE FIT CO	PD employee shoes	\$	67.46
001.4010.5980.000 Cantrell, Trixie	returned lost book	\$	25.99

170.4010.5732.000 CENGAGE LEARNING INC	Tye grant books	\$	47.98
170.4010.5732.000 CENGAGE LEARNING INC	Tye grant books	\$	83.96
170.4010.5732.000 CENGAGE LEARNING INC	Tye grant books	\$	46.48
170.4010.5732.000 CENGAGE LEARNING INC	Tye grant books	\$	94.46
610.8015.5600.000 CENTRAL IOWA DISTRIBUTING INC	WPCP operation supplies	\$	2,496.50
001.1099.5450.000 CENTURYLINK long distance	Long distance lines	\$	0.98
001.6050.5450.000 CENTURYLINK long distance	Long distance lines	\$	10.57
110.2010.5132.000 CITY LAUNDERING COMPANY	uniform cleaning	\$	6.06
110.2010.5132.000 CITY LAUNDERING COMPANY	uniform cleaning	\$	6.06
110.2010.5132.000 CITY LAUNDERING COMPANY	uniform cleaning	\$	6.06
110.2010.5342.000 CITY LAUNDERING COMPANY	other services	\$	15.55
110.2010.5342.000 CITY LAUNDERING COMPANY	other services	\$	120.04
110.2010.5342.000 CITY LAUNDERING COMPANY	other services	\$	18.33
110.2010.5600.000 CITY LAUNDERING COMPANY	supplies	\$	26.54
110.2010.5600.000 CITY LAUNDERING COMPANY	supplies	\$	27.94
110.2010.5600.000 CITY LAUNDERING COMPANY	supplies	\$	27.94
110.2040.5132.000 CITY LAUNDERING COMPANY	Utility dept - uniform cleaning	\$	23.51
110.2040.5132.000 CITY LAUNDERING COMPANY	Utility dept - uniform cleaning	\$	40.00
110.2040.5132.000 CITY LAUNDERING COMPANY	Utility dept - uniform cleaning	\$	40.00
690.8050.5132.000 CITY LAUNDERING COMPANY	Transit dept - uniform cleaning	\$	37.35
690.8050.5132.000 CITY LAUNDERING COMPANY	Transit dept - uniform cleaning	\$	41.17
690.8050.5132.000 CITY LAUNDERING COMPANY	Transit dept - uniform cleaning	\$	41.17
001.1075.5262.000 Cline, Troy	911 Jackson snow removal	\$	65.00
999.1121.000 COLLECTION SERVICES CENTER	Child Support	\$	139.77
999.1121.000 COLLECTION SERVICES CENTER	Child Support	\$	423.86
999.1121.000 COLLECTION SERVICES CENTER	Child Support	\$	101.59
999.1121.000 COLLECTION SERVICES CENTER	Child Support	\$	102.11
999.1121.000 COLLECTION SERVICES CENTER	Child Support	\$	461.53
999.1133.000 COLONIAL LIFE	COLONIAL LIFE INSURANCE	\$	321.13
363.2012.5342.000 CONSTRUCT INC	STR21004 State Street Reconstruction	\$	20,064.89
110.2010.5251.000 Corn, Garrett	CDL license, lift airbrake	\$	43.50
001.1010.5230.000 Cox Communication	subpoena for phone call detail	\$	50.00
740.8065.5600.000 CTI Ready Mix Inc	7th & Olive storm sewer repair	\$	291.00
110.2010.5750.000 DIAMOND VOGEL INC	Ride-On Paint Striper	\$	19,069.67
184.5030.5242.000 ELWAYNE INC	Assistance	\$	100.00
184.5030.5242.000 ELWAYNE INC	Assistance	\$	499.00
999.1125.000 FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	\$	335.37
999.1125.000 FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	\$	115.54
001.1010.5132.000 First Interstate Bank	PATROL CLOTHING	\$	39.91
001.1010.5132.000 First Interstate Bank	PISTOL TACO MAG POUCHES	\$	64.00
001.1010.5132.000 First Interstate Bank	PISTOL TACO MAG POUCHES	\$	76.00
001.1010.5132.000 First Interstate Bank	DUTY HOLSTER	\$	164.66
001.1010.5132.000 First Interstate Bank	PINS FOR PATROL	\$	32.97
001.1010.5132.000 First Interstate Bank	PINS FOR PATROL	\$	59.95
001.1010.5132.000 First Interstate Bank	NEW HIRE CLOTHING	\$	160.83
001.1010.5132.000 First Interstate Bank	PATROL COAT	\$	22.49
001.1010.5132.000 First Interstate Bank	NEW HIRE CLOTHING	\$	46.80
001.1010.5132.000 First Interstate Bank	NEW HIRE CLOTHING	\$	44.61
001.1010.5132.000 First Interstate Bank	NEW HIRE CLOTHING	\$	333.45
001.1010.5132.000 First Interstate Bank	NEW HIRE CLOTHING	\$	22.10
001.1010.5132.000 First Interstate Bank	PANTS FOR PATROL	\$	125.80
001.1010.5230.000 First Interstate Bank	INTEL REQUESTS	\$	75.00
001.1010.5280.000 First Interstate Bank	DIGITAL CREATOR MONTHLY SUBSCRIPTION	\$	14.99
001.1010.5280.000 First Interstate Bank	MONTHLY SUBSCRIPTION CHARGE	\$	16.00
001.1010.5280.000 First Interstate Bank	MEMBERSHIP RENEWAL	\$	75.00
001.1010.5280.000 First Interstate Bank	MEMBERSHIP RENEWAL	\$	125.00
001.1010.5280.000 First Interstate Bank	MEMBERSHIP RENEWAL	\$	75.00
001.1010.5360.000 First Interstate Bank	POSTAGE	\$	19.99
001.1010.5370.000 First Interstate Bank	BUSINESS CARDS	\$	98.69
001.1010.5370.000 First Interstate Bank	BUSINESS CARDS	\$	41.99
001.1010.5460.000 First Interstate Bank	TRAINING REGISTRATION	\$	95.00
001.1010.5460.000 First Interstate Bank	TRAINING REGISTRATION	\$	95.00
001.1010.5462.000 First Interstate Bank	LUGGAGE FOR TRAINING TRAVEL	\$	30.00
001.1010.5462.000 First Interstate Bank	LUGGAGE FOR TRAINING TRAVEL	\$	30.00
001.1010.5462.000 First Interstate Bank	PARKING DURING TRAINING	\$	5.00
001.1010.5462.000 First Interstate Bank	PARKING DURING TRAINING	\$	9.00
001.1010.5462.000 First Interstate Bank	PARKING DURING TRAINING	\$	8.00
001.1010.5465.000 First Interstate Bank	HOTEL DURING TRAINING	\$	454.63
001.1010.5600.000 First Interstate Bank	WIFI DIGITAL CAMERA AND ACCESSORIES	\$	168.92
001.1010.5600.000 First Interstate Bank	WIFI DIGITAL CAMERA AND ACCESSORIES	\$	169.20
001.1010.5600.000 First Interstate Bank	HEAT GUN	\$	23.19
001.1010.5600.000 First Interstate Bank	PLUNGERS	\$	65.50
001.1010.5600.000 First Interstate Bank	BATTERIES	\$	15.98

001.1010.5600.000 First Interstate Bank	BOOKS FOR LEADERSHIP	\$	143.80
001.1010.5600.000 First Interstate Bank	DRONE SUPPLES	\$	149.99
001.1010.5600.000 First Interstate Bank	TRASH BAGS	\$	33.18
001.1010.5600.000 First Interstate Bank	JANITOR SUPPLIES	\$	315.96
001.1010.5605.000 First Interstate Bank	ENVELOPES	\$	151.68
001.1050.5210.000 First Interstate Bank	WFCB Daily Dispatch- Fire Chief employment ad	\$	405.00
001.1050.5280.000 First Interstate Bank	NFPA subscription renewal 2024	\$	114.99
001.1050.5360.000 First Interstate Bank	USPS Fire dept certified mail	\$	24.36
001.1050.5360.000 First Interstate Bank	USPS Fire dept certified mail	\$	63.20
001.1050.5460.000 First Interstate Bank	EB First responder training	\$	107.48
001.1050.5470.000 First Interstate Bank	Menards furring	\$	79.92
001.1050.5600.000 First Interstate Bank	Theisens electrical tape	\$	30.97
001.1050.5600.000 First Interstate Bank	Menards pails	\$	51.71
001.1050.5605.000 First Interstate Bank	Amazon - printer ink	\$	124.67
001.1071.5360.000 First Interstate Bank	Edicia online postage fee	\$	9.95
001.4010.5210.000 First Interstate Bank	advertising for library program	\$	10.00
001.4010.5210.000 First Interstate Bank	board member photograph	\$	250.00
001.4010.5280.000 First Interstate Bank	American Library Association membership K. Fink	\$	247.00
001.4010.5280.000 First Interstate Bank	Iowa Library Association membership K. Fink	\$	130.00
001.4010.5342.000 First Interstate Bank	shredding services	\$	51.52
001.4010.5450.000 First Interstate Bank	AT&T charges	\$	33.52
001.4010.5450.000 First Interstate Bank	internet	\$	135.14
001.4010.5450.000 First Interstate Bank	bookmobile phone & internet	\$	91.55
001.4010.5470.000 First Interstate Bank	homeless training webinars	\$	699.00
001.4010.5600.000 First Interstate Bank	employee nametage	\$	10.95
001.4010.5600.000 First Interstate Bank	operating supplies - toner cartridge	\$	101.89
001.4010.5600.000 First Interstate Bank	cleanser, tissues, towels, batteries	\$	107.98
001.4010.5600.000 First Interstate Bank	DVD cleaning kits	\$	352.39
001.4010.5601.000 First Interstate Bank	program supplies - pencils, jingle bells	\$	26.74
001.4010.5601.000 First Interstate Bank	program supplies - kits, games, books	\$	66.60
001.4010.5605.000 First Interstate Bank	office supplies - pens, markers	\$	15.88
001.4010.5605.000 First Interstate Bank	office supplies - rubber bands, sign holder	\$	71.95
001.4010.5605.000 First Interstate Bank	office supplies - scissors	\$	14.65
001.4010.5605.000 First Interstate Bank	office supplies - wall calendar	\$	12.21
001.4010.5605.000 First Interstate Bank	office supplies - marker pens	\$	33.00
001.4010.5605.000 First Interstate Bank	office supplies - day planner	\$	23.42
001.4010.5605.000 First Interstate Bank	office supplies - bottled water	\$	15.20
001.4010.5605.000 First Interstate Bank	office supplies - small business envelopes	\$	22.56
001.4010.5605.000 First Interstate Bank	office supplies - ruled paper, chrome bell	\$	25.59
001.4010.5732.000 First Interstate Bank	adult fiction/non-fiction books	\$	8.24
001.4010.5732.000 First Interstate Bank	adult fiction/non-fiction books	\$	20.92
001.4010.5732.000 First Interstate Bank	adult fiction/non-fiction books	\$	32.09
001.4010.5732.000 First Interstate Bank	adult fiction/non-fiction books	\$	21.99
001.4010.5732.000 First Interstate Bank	juvenile books	\$	78.65
001.4010.5732.000 First Interstate Bank	DVDs	\$	24.98
001.4010.5732.000 First Interstate Bank	DVDs	\$	22.61
001.4010.5732.000 First Interstate Bank	juvenile books	\$	17.39
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	15.99
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	23.01
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	14.12
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	49.32
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	8.89
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	18.98
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	75.22
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	30.67
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	9.49
001.4010.5734.000 First Interstate Bank	lost and replaced books	\$	94.94
001.4010.5734.000 First Interstate Bank	lost and replaced book	\$	10.94
001.4010.5734.000 First Interstate Bank	lost and replaced book	\$	10.32
001.4010.5734.000 First Interstate Bank	refund lost and replaced books	\$	(14.12)
001.4010.5734.000 First Interstate Bank	lost and replaced book	\$	9.00
001.4030.5132.000 First Interstate Bank	Theisens -Parks employee clothing	\$	81.97
001.4030.5132.000 First Interstate Bank	Theisens- Parks employee clothing	\$	292.48
001.4030.5132.000 First Interstate Bank	Parks employee clothing	\$	84.98
001.4030.5251.000 First Interstate Bank	IA Dept Ag- pesticide app certification	\$	60.00
001.4030.5565.000 First Interstate Bank	Arnold Parks vehicle parts	\$	58.99
001.4030.5565.000 First Interstate Bank	Arnold Parks vehicle parts	\$	96.37
001.4030.5565.000 First Interstate Bank	Amazon - under seat storage unit	\$	119.95
001.4030.5600.000 First Interstate Bank	Amazon Ice rink flags	\$	14.50
001.4030.5718.000 First Interstate Bank	VanWall cutting edge	\$	150.87
001.4030.5718.000 First Interstate Bank	VanWall - scraper	\$	180.51
001.4041.5358.000 First Interstate Bank	YMCA lifeguard & CPR training	\$	100.00
001.4041.5358.000 First Interstate Bank	YMCA lifeguard and CPR training	\$	200.00

001.4041.5601.000	First Interstate Bank	Amazon swim goggles for classes	\$	145.93
001.4045.5280.000	First Interstate Bank	American Red Cross lifeguarding review	\$	42.00
001.4045.5470.000	First Interstate Bank	Red Cross - lifeguard dues/membership	\$	300.00
001.4045.5600.000	First Interstate Bank	Amazon Wifi leak detector	\$	59.99
001.4065.5489.000	First Interstate Bank	AED Superstore- Coliseum AED electrode system	\$	1,757.00
001.4065.5600.000	First Interstate Bank	Amazon Coliseum fridge lock	\$	18.04
001.4065.5600.000	First Interstate Bank	Walmart- Coliseum hangers and trash cans	\$	76.39
001.4065.5600.000	First Interstate Bank	Amazon refund	\$	(58.49)
001.4065.5600.000	First Interstate Bank	Amazon refund	\$	(59.99)
001.4065.5600.000	First Interstate Bank	Amazon leaf blower	\$	71.99
001.4066.5280.000	First Interstate Bank	Sams Club - 2024 membership renewal	\$	50.00
001.4066.5600.000	First Interstate Bank	Walmart Coliseum resale and supplies	\$	4.81
001.4066.5613.000	First Interstate Bank	HyVee Coliseum resale products	\$	46.43
001.4066.5613.000	First Interstate Bank	Amazon- Coliseum kitchen supplies	\$	25.41
001.4066.5613.000	First Interstate Bank	HyVee - Coliseum resale products	\$	88.98
001.4066.5613.000	First Interstate Bank	Walmart Coliseum resale and supplies	\$	129.57
001.4066.5613.000	First Interstate Bank	Amazon liquor bottle pourers and scoops	\$	73.96
001.6011.5600.000	First Interstate Bank	Vistaprint- business cards- Mitchell, Thompson	\$	61.99
001.6012.5280.000	First Interstate Bank	ICMA 2024 membership	\$	1,170.00
001.6021.5605.000	First Interstate Bank	Amazon- mounting putty and envelope moisteners	\$	21.11
001.6050.5410.000	First Interstate Bank	AMAZON- TOILET HANDLE KIT	\$	14.04
001.6051.5410.000	First Interstate Bank	TRI STATE LOCK -CARNEGIE BLD DOOR HANDLE REPAI	\$	22.00
110.2010.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	41.27
110.2010.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	41.27
110.2010.5450.000	First Interstate Bank	Verizon - PW cell services	\$	51.80
110.2030.5410.000	First Interstate Bank	Amazon replacement LED driver for Street lights	\$	44.00
110.2030.5410.000	First Interstate Bank	Amazon replacement LED driver for Street lights	\$	44.00
110.2040.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	61.92
110.2060.5251.000	First Interstate Bank	Iowa PE license 2024-2025	\$	100.00
110.2060.5280.000	First Interstate Bank	ASCE membership 2024	\$	281.00
110.2060.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	44.92
110.2060.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	44.92
110.2060.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	41.27
110.2060.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	41.27
110.2060.5605.000	First Interstate Bank	AMAZON -ENGINEERING POST IT NOTES	\$	25.95
130.2030.5410.000	First Interstate Bank	Menards replacement photo-eye	\$	7.65
140.4030.5450.000	First Interstate Bank	Mediacom -	\$	149.95
156.1050.5413.000	First Interstate Bank	Show	\$	595.00
170.4010.5450.000	First Interstate Bank	Hotspots for library	\$	400.10
170.4010.5601.000	First Interstate Bank	program supplies - books for Reach Out and Read	\$	26.99
177.1010.5600.000	First Interstate Bank	DRONE	\$	2,847.00
610.8015.5132.000	First Interstate Bank	Theisens WPCP employee clothing	\$	89.98
610.8015.5132.000	First Interstate Bank	Theisens WPCP employee clothing	\$	229.98
610.8015.5344.000	First Interstate Bank	Controlled Access December liftstation subsc	\$	39.50
610.8015.5344.000	First Interstate Bank	Controlled Access November Liftmaster subscption	\$	39.50
610.8015.5360.000	First Interstate Bank	USPS -stamps, ship sample to Keystone	\$	78.60
610.8015.5360.000	First Interstate Bank	USPS ship sample to Keystone	\$	12.60
610.8015.5380.000	First Interstate Bank	concrete saw rental	\$	460.00
610.8015.5410.000	First Interstate Bank	Central IA Machine Shop cut steel for grinder	\$	13.60
610.8015.5410.000	First Interstate Bank	Central IA Machine grinder base plate fab	\$	191.25
610.8015.5410.000	First Interstate Bank	Central IA Machine grind multi-chopper blades	\$	39.58
610.8015.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	44.92
610.8015.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	59.92
610.8015.5450.000	First Interstate Bank	January 2024 Mediacom	\$	75.00
610.8015.5484.000	First Interstate Bank	Home Rental propane	\$	44.86
610.8015.5600.000	First Interstate Bank	AMERICAN AED-PADS FOR WPCP BLDG	\$	79.00
610.8015.5600.000	First Interstate Bank	Quill- operator chair	\$	182.74
610.8015.5600.000	First Interstate Bank	Menards sump pump, chore gloves	\$	158.97
610.8015.5600.000	First Interstate Bank	Menards non shirink grout	\$	32.90
610.8015.5600.000	First Interstate Bank	Grainger C-frame motor	\$	18.04
610.8015.5600.000	First Interstate Bank	Amazon DAF vent fan	\$	11.50
610.8015.5600.000	First Interstate Bank	Menards insulation roll, cord	\$	101.94
610.8015.5603.000	First Interstate Bank	NCL of Wisconsin	\$	359.97
610.8015.5603.000	First Interstate Bank	NCL of Wisconsin BOD/ GGA standard	\$	71.17
610.8015.5605.000	First Interstate Bank	Minuteman WPCP letterhead and envelopes	\$	96.65
610.8016.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	24.76
610.8016.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	24.76
610.8016.5450.000	First Interstate Bank	Verizon - PW cell services	\$	24.98
610.8016.5615.000	First Interstate Bank	Tri State Lock 2 door knob locks sanitary lift	\$	240.00
690.8050.5280.000	First Interstate Bank	Community Transportation 2024 membership	\$	475.00
690.8050.5342.000	First Interstate Bank	ROSCO Transit GPS service	\$	252.00
690.8050.5718.000	First Interstate Bank	Amazon - brake bar, wrench set, plier set, wrench	\$	309.20
740.8065.5344.000	First Interstate Bank	Controlled Access December liftstation subsc	\$	39.50

740.8065.5344.000	First Interstate Bank	Controlled Access November Liftmaster subscription	\$	39.50
740.8065.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	16.51
740.8065.5450.000	First Interstate Bank	ATT/ Firstnet PW cell phone	\$	16.51
740.8065.5450.000	First Interstate Bank	Verizon - PW cell services	\$	16.65
760.8080.5280.000	First Interstate Bank	Sams Club - 2024 membership renewal	\$	60.00
999.1164.000	First Interstate Bank	FRAUDULANT CHARGE	\$	209.76
999.1164.000	First Interstate Bank	FUEL DURING TRAINING	\$	22.33
999.1164.000	First Interstate Bank	FRAUDULANT CHARGE	\$	54.34
999.1164.000	First Interstate Bank	FUEL DURING TRAINING	\$	60.43
999.1164.000	First Interstate Bank	FRAUDULANT CHARGE	\$	115.55
999.1164.000	First Interstate Bank	FRAUDULANT CHARGE	\$	226.88
999.1164.000	First Interstate Bank	FRAUDULANT CHARGE	\$	288.00
184.5030.5242.000	FRIENDLY VALLEY APARTMENTS INC	Assistance	\$	197.00
001.1010.5132.000	GALLS LLC	PD employee clothing	\$	125.80
001.1050.5132.000	GALLS LLC	Fire dept job shirt	\$	75.26
690.8050.5565.000	GILLIG LLC	Transit oil filters, ballast	\$	636.87
690.8050.5565.000	GILLIG LLC	bus 101 fuel water separators	\$	184.78
001.4030.5215.000	Globalpayments	Park & Rec credit card fee	\$	435.22
001.6021.5470.000	Government Finance officers Association	Training- Annual Comp Financial Report	\$	420.00
884.7010.5337.000	HARTFORD- PRIORITY ACCTS	January Insurance premium	\$	6,243.71
913.1013.5337.000	HARTFORD- PRIORITY ACCTS	January Insurance premium	\$	387.98
030.4030.5718.000	HAWKEYE TRUCK EQUIPMENT INC	Parks truck-grip steps, rack, light bar, labor	\$	3,070.00
884.7010.5230.000	Health Partners	Fees	\$	11,653.94
884.7010.5337.000	Health Partners	Premiums	\$	27,890.88
884.7010.5339.000	Health Partners	Heath Claims 12/28-01/03	\$	35,391.94
884.7010.5339.000	Health Partners	Dental claims 12/28-01/03	\$	3,236.10
001.1099.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Police & Fire Bldg	\$	2,130.14
001.4045.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Aquatic Center	\$	80.14
001.4065.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Coliseum	\$	62.00
001.6050.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	City Hall	\$	145.14
110.2010.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	55.04
610.8015.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Jan 2024 Direct Conn Internet PW/WPCP	\$	433.24
610.8015.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	42.57
610.8016.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Jan 2024 Direct Conn Internet PW/WPCP	\$	259.94
610.8016.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	33.03
610.8016.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	25.54
740.8065.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	Jan 2024 Direct Conn Internet PW/WPCP	\$	173.30
740.8065.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	22.02
740.8065.5450.000	HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	17.03
881.1010.5339.000	Hunter Lane LLC	paid claims 12/16-12/31	\$	166.09
881.1050.5339.000	Hunter Lane LLC	paid claims 12/16-12/31	\$	1,096.37
001.4030.5300.000	ICAP	skating rink 12/29/23-3/31/24	\$	263.00
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417	\$	820.83
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417ICMA DEF C	\$	5,272.23
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEFERRED COMP	\$	1,033.30
999.1131.000	ICMA 457-Mission Square Retirement	ICMA LOAN REPAYMENT	\$	352.68
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEF COMP	\$	230.76
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	1,216.92
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	2,543.45
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417ICMA DEF C	\$	1,225.00
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEF COMP	\$	269.23
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	129.31
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	875.00
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	965.00
999.1150.000	ICMA 457-Mission Square Retirement	EMPLOYEE RHS CONTRIBUTION	\$	959.40
133.2900.5342.000	Impact 7G Inc	Brownfields Assistance Contract	\$	11,818.56
610.8015.5342.000	INDEPENDENT AG SERVICES LLC	Fall sampling- 2023 Biosolids	\$	1,011.70
030.6070.5741.000	INSIGHT PUBLIC SECTOR	license for Tyler server	\$	6,720.26
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$	28,947.72
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$	14,395.78
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$	27,446.30
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$	5,274.26
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$	9,064.26
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$	4,347.76
001.1050.5565.000	Interstate Batteries of Upper Iowa	FD 2013 Pierce Quint	\$	675.80
001.1010.5344.000	IOWA DEPT PUBLIC SAFETY	Qtr July-Sept 2023 Iowa Systems	\$	300.00
001.1010.5344.000	IOWA DEPT PUBLIC SAFETY	Iowa Systems	\$	300.00
001.1010.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	61.80
001.2080.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	648.00
001.4010.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	1,044.00
001.4030.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	100.80
001.4030.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	92.70
001.4065.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	648.00

001.6051.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	648.00
110.2010.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	61.80
110.2010.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	201.60
610.8015.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	216.30
610.8016.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	92.70
690.8050.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	201.60
740.8065.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	61.80
750.8070.5344.000	Iowa Hometown Security INC	Annual Fire and Building monitoring	\$	30.90
610.8016.5230.000	IOWA ONE CALL	Sewer dept underground locators	\$	101.10
740.8065.5230.000	IOWA ONE CALL	Sewer dept underground locators	\$	67.40
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	35,058.58
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	199.45
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	7,449.00
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	35,776.42
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	Rounding	\$	0.05
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	199.45
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	6,933.39
001.1010.5280.000	IOWA STATE RESERVE LAW OFFICERS ASSN	membership 2024	\$	20.00
001.1010.5565.000	JENSEN INC	valve exhaust gasket	\$	164.41
001.4010.5980.000	Johnson, Patricia	lost book returned	\$	7.99
001.5020.5410.000	K & K Preferred Properties LLC	Facade 119 E. Main North & West sides	\$	20,098.52
001.5020.5410.000	K & K Preferred Properties LLC	Facade 123 E. Main north side	\$	4,384.33
030.1010.5750.000	Keltek Inc	New Vehicle Installation and Uninstallation #522	\$	10,157.26
001.1010.5610.000	KIESLER'S	PD ammunition	\$	3,840.30
001.1010.5431.000	LANGUAGE LINE SERV INC	over the phone interpretation	\$	1,339.27
001.4010.5565.000	LHOGELAND AUTO PLAZA LLC	courtesy inspection book mobile	\$	330.00
001.4010.5347.000	Library Market	annual subscription 2024	\$	2,000.00
001.4010.5600.000	LIBRARY STORE INC, THE	previous payment	\$	(200.00)
001.4010.5600.000	LIBRARY STORE INC, THE	Library- laminate	\$	(50.00)
001.4010.5600.000	LIBRARY STORE INC, THE	Library- laminate	\$	2,283.71
110.2070.5410.000	MACQUEEN EQUIPMENT	Street sweeper repairs	\$	914.36
110.2070.5565.000	MACQUEEN EQUIPMENT	Street sweeper repairs	\$	235.95
184.5030.5242.000	Manship, Wyatt	Assistance	\$	432.00
001.5900.5230.000	MARSHALL COUNTY ARTS + CULTURE ALLIANCE IN	Implement Arts & Culture Master Plan	\$	31,250.00
001.6040.5331.000	MARSHALL COUNTY AUDITOR	prosecution of traffic/ simple misdemeanor offense	\$	2,500.00
001.1010.5570.000	Marshall County Engineer	December fuel purchases	\$	5,594.37
001.1010.5570.000	Marshall County Engineer	December fuel purchases	\$	12.42
001.1050.5570.000	Marshall County Engineer	December fuel purchases	\$	169.73
001.1050.5571.000	Marshall County Engineer	December fuel purchases	\$	771.93
001.1071.5570.000	Marshall County Engineer	December fuel purchases	\$	23.13
001.1075.5570.000	Marshall County Engineer	December fuel purchases	\$	81.87
001.4030.5570.000	Marshall County Engineer	December fuel purchases	\$	460.61
001.4030.5571.000	Marshall County Engineer	December fuel purchases	\$	343.69
001.6050.5570.000	Marshall County Engineer	December fuel purchases	\$	161.01
110.2010.5570.000	Marshall County Engineer	December fuel purchases	\$	44.98
110.2010.5570.000	Marshall County Engineer	December fuel purchases	\$	578.84
110.2010.5571.000	Marshall County Engineer	December fuel purchases	\$	57.78
110.2010.5571.000	Marshall County Engineer	December fuel purchases	\$	1,368.07
110.2040.5570.000	Marshall County Engineer	December fuel purchases	\$	120.17
110.2060.5570.000	Marshall County Engineer	December fuel purchases	\$	154.79
110.2070.5571.000	Marshall County Engineer	December fuel purchases	\$	1,704.31
610.8015.5570.000	Marshall County Engineer	December fuel purchases	\$	250.73
610.8016.5570.000	Marshall County Engineer	December fuel purchases	\$	290.78
690.8050.5570.000	Marshall County Engineer	December fuel purchases	\$	517.32
690.8050.5571.000	Marshall County Engineer	December fuel purchases	\$	4,971.89
740.8065.5570.000	Marshall County Engineer	December fuel purchases	\$	86.71
740.8065.5570.000	Marshall County Engineer	December fuel purchases	\$	193.86
001.6020.5250.000	MARSHALL COUNTY RECORDER	quit claim deed and certificate	\$	49.00
001.4065.5483.000	MARSHALLTOWN WATER WORKS	Coliseum 10/20-12/19	\$	165.34
149.2900.5331.600	MARSHALLTOWN WATER WORKS	Street signs well power line	\$	9,857.45
149.2900.5331.600	MARSHALLTOWN WATER WORKS	curb damage water main repair emergency protection	\$	475.23
610.8015.5483.000	MARSHALLTOWN WATER WORKS	Plant Water Usage December 2023	\$	722.41
690.8050.5410.000	MCATEE TIRE SALES & SERVICE INC	balance due on labor	\$	500.00
001.1099.5450.000	MEDIACOM	Police and Fire internet	\$	448.65
999.1166.000	Meh, Pa	parking ticket overpayment	\$	25.00
001.1050.5600.000	MENARDS	Fire dept dry erase board	\$	7.29
001.4030.4879.000	MENARDS	rebate check	\$	(5.24)
001.4030.5410.000	MENARDS	aluminum polishing kit	\$	19.99
001.4030.5410.000	MENARDS	St barn garage water line repairs	\$	2.03
001.6050.5600.000	MENARDS	replacement broom handle	\$	6.49
110.2010.5410.000	MENARDS	St barn garage water line repairs	\$	8.15
110.2010.5600.000	MENARDS	lock deicer 18gallons	\$	10.15
140.4030.5611.000	MENARDS	Campground supplies	\$	81.07

610.8016.5565.000 MENARDS	Sewer dept silocone beam	\$	20.39
610.8016.5600.000 MENARDS	Sewere dept cleaning products	\$	15.55
690.8050.5600.000 MENARDS	Transit shop vac , Zep cleaner, caulk, dish soap	\$	114.99
690.8050.5600.000 MENARDS	Transit shop vac, Zep cleaner, caulk, dish soap	\$	54.67
740.8065.5565.000 MENARDS	Sewer dept silocone beam	\$	13.59
740.8065.5600.000 MENARDS	Sewere dept cleaning products	\$	10.37
001.4010.5732.000 MICROMARKETING LLC	audio books	\$	49.99
001.4010.5732.000 MICROMARKETING LLC	Audio books	\$	39.99
610.8015.5603.000 MIDLAND SCIENTIFIC INC	lab supplies - latex gloves	\$	119.24
610.8015.5603.000 MIDLAND SCIENTIFIC INC	lab chemicals	\$	166.36
610.8015.5603.000 MIDLAND SCIENTIFIC INC	lab supplies - bottle adapters	\$	74.03
610.8015.5603.000 MIDLAND SCIENTIFIC INC	lab supplies -peroxide	\$	351.16
001.2080.5410.000 MIDWEST LIQUID SYSTEMS INC	Airport Fuel Lead Detection Equipment Repair	\$	1,984.91
999.1166.000 Mondragon Garcia, Rodolfo	overpayment on parking ticket	\$	25.00
999.1105.000 MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	29,453.14
999.1105.000 MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	34,186.08
999.1105.000 MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	29,379.64
999.1105.000 MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	33,470.39
030.4030.5750.000 Nagle Signs Inc	Highway 14 South Entrance Sign	\$	2,913.02
001.1050.5565.000 NAPA AUTO PARTS	Fire dept wiper blades	\$	39.66
110.2010.5600.000 NAPA AUTO PARTS	lamp and plug	\$	13.99
690.8050.5565.000 NAPA AUTO PARTS	26oz power service	\$	93.96
001.4066.5613.000 NORTHERN LIGHTS DISTRIBUTING	Coliseum resale products	\$	430.90
001.1050.5571.000 NUTRIEN AG SOLUTIONS INC	DEF 55 gallon drum	\$	135.30
001.2080.5571.000 NUTRIEN AG SOLUTIONS INC	Airport Diesel for Equipment	\$	557.40
001.4010.5980.000 Ohrt, Freeman	lost and returned book	\$	10.99
001.4010.5732.000 OVERDRIVE,INC.	Ebooks	\$	838.89
001.4010.5736.000 OVERDRIVE,INC.	library data base	\$	8.97
Payroll Payroll	Payroll #2	\$	323,493.00
610.8015.5344.000 PerkinElmer US LLC	Lab AA Preventative Contract Maintenance	\$	11,811.00
001.4010.5600.000 Playaway Products LLC	cases and locks for playaway launchpads	\$	180.62
001.4010.5732.000 Playaway Products LLC	Juvenile audion books	\$	793.10
170.4010.5732.000 Playaway Products LLC	Juvenile audio books	\$	1,711.15
999.1121.000 Polk County Sheriff	Wage Withholding	\$	53.87
999.1121.000 Polk County Sheriff	Wage Withholding	\$	332.52
001.4010.5344.000 PREMIER OFFICE EQUIPMENT	Library contract and copies	\$	296.10
001.4010.5736.000 PROQUEST INFO & LEARNING CO	Hertitage Quest online 12/23-12/24	\$	1,116.14
001.4010.5736.000 PROQUEST INFO & LEARNING CO	2024 reference databases	\$	1,405.69
001.4010.5736.000 PROQUEST INFO & LEARNING CO	Ancestry Library 2024	\$	1,455.94
030.1010.5718.000 Ray O'Herron	PD Firearm supplies	\$	1,246.93
001.1050.5413.000 RELIANT FIRE APPARATUS inc	Fire pumper 171 repair	\$	886.56
001.1071.5342.000 Safe Building	December rental inspections	\$	5,520.00
610.8015.5380.000 SCHARNWEBER WATER CONDITIONING INC	December 2023 water softener lease	\$	27.00
001.1010.5342.000 SCHENDEL PEST CONTROL INC	PD monthly service	\$	49.05
001.4030.5342.000 SCHENDEL PEST CONTROL INC	City Hall/ Carnegie Bldg/ Parks office	\$	21.58
001.4065.5342.000 SCHENDEL PEST CONTROL INC	Coliseum	\$	49.05
001.6050.5342.000 SCHENDEL PEST CONTROL INC	City Hall/ Carnegie Bldg/ Parks office	\$	21.58
001.6051.5342.000 SCHENDEL PEST CONTROL INC	City Hall/ Carnegie Bldg/ Parks office	\$	22.24
001.6050.5344.000 SCHUMACHER ELEVATOR COMPANY	City Hall Elevator Maintenance	\$	243.23
001.6051.5344.000 SCHUMACHER ELEVATOR COMPANY	Carnegie Bldg elevator	\$	245.70
110.2010.5718.000 SE Jones Industries Inc	24V circuit tester	\$	131.00
001.1011.5342.000 Sensys Gatso USA Inc.	Sensys Gatso ATE Tickets PD	\$	21,245.00
001.4010.5342.000 SERVICEMASTER OF M'TOWN INC	January Library services	\$	1,897.00
001.1010.5132.000 Shetler, Dennis	rank patches on two shirts	\$	27.00
110.2060.5605.000 Sho Biz Inc dba Minuteman	36" roll plotter paper	\$	45.74
181.3040.5605.000 Sho Biz Inc dba Minuteman	Flores- notary stamp	\$	28.00
030.4030.5718.000 SMI Co	Parks- safety fiber	\$	1,641.00
110.2050.5600.000 SPRAYER SPECIALTIES INC	hose for salt brine tank	\$	90.25
610.8015.5603.000 State Hygienic Lab	WPCP lab analysis	\$	2,520.50
001.1010.5344.000 Stericycle Inc	PD shredding services	\$	74.42
184.5030.5344.000 Stericycle Inc	Housing services	\$	45.80
001.1099.5342.000 STONE SANITATION	Police & Fire Bldg	\$	118.78
001.4010.5342.000 STONE SANITATION	Library - 105 W Boone St	\$	115.56
001.4030.5342.000 STONE SANITATION	All Park barrels	\$	544.88
001.4030.5342.000 STONE SANITATION	Parks roll offs	\$	511.74
001.4030.5342.000 STONE SANITATION	All Park barrels	\$	36.62
001.5010.5342.000 STONE SANITATION	Central Business District	\$	200.00
001.6050.5342.000 STONE SANITATION	City Hall	\$	118.78
110.2010.5342.000 STONE SANITATION	Street Dept	\$	118.78
110.2010.5342.000 STONE SANITATION	Bullpen Woodland Dr	\$	95.00
610.8015.5342.000 STONE SANITATION	Waste Plant	\$	118.78
001.4030.5600.000 Strands Inc	paint for Picnic tables	\$	138.13
884.7010.5337.000 TELUS Health (US) Ltd	January employee asst program	\$	407.23

110.2010.5132.000 THEISENS SUPPLY INC	Street employee clothing	\$ 44.99
110.2010.5132.000 THEISENS SUPPLY INC	Street employee clothing	\$ 102.90
110.2010.5410.000 THEISENS SUPPLY INC	clip for Salt storage building	\$ 12.51
110.2010.5600.000 THEISENS SUPPLY INC	plate pintle, spring hanger, 10 ton forged pintle	\$ 175.97
110.2010.5718.000 THEISENS SUPPLY INC	utility knife	\$ 29.97
184.5030.5280.000 TIMES REPUBLICAN	52 week subscription	\$ 236.60
001.4030.5132.000 TITUS, KRISTIN	clothing	\$ 200.00
999.1102.000 TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$ 11,590.98
999.1102.000 TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$ 5,648.41
001.4010.5215.000 TSYS	Library credit card transaction fees	\$ 235.23
001.6021.5215.000 TSYS	Finance credit card transaction fees	\$ 299.46
001.4010.5736.000 Tumbleweed Press Inc	9/23-9/24 reference subscription	\$ 499.00
610.8016.5830.000 UMB Bank NA		\$ 600.00
999.1112.000 UNITED WAY	UNITED WAY	\$ 484.15
999.1112.000 UNITED WAY	UNITED WAY	\$ 25.00
999.1112.000 UNITED WAY	UNITED WAY	\$ 484.15
999.1112.000 UNITED WAY	UNITED WAY	\$ 25.00
610.8016.5615.000 VAN METER INC	2 Pump soft starts Y-lift	\$ 1,462.68
001.4010.5980.000 Wiarda, Stephen	returned lost books	\$ 45.94
001.4040.5380.000 WICKHAM, MICHAEL L	classes 1/8-2/12/24	\$ 560.00
001.1050.5132.000 Witmer Public Safety Group Inc	Firefighter badge	\$ 99.62
001.1050.5600.000 Witmer Public Safety Group Inc	Technical rescue supplies	\$ 350.99
001.4010.5410.000 WOODMAN CONTROLS CO	Library acuator repair	\$ 406.25
001.1099.5482.000 WoodRiver Energy LLC	Police & Fire Bldg 11672	\$ 3,362.52
001.4045.5482.000 WoodRiver Energy LLC	SWIMMING POOL 7077	\$ 77.22
110.2010.5482.000 WoodRiver Energy LLC	905 E Main St	\$ 1,439.23
690.8050.5482.000 WoodRiver Energy LLC	905 E Main St	\$ 959.49
615.8015.5342.000 WRH Inc	WPC21001 Headworks & Digester Impro	\$ 106,877.96
610.8015.5344.000 XEROX CORPORATION	December 2023 Xerox and copies	\$ 59.35
152.1010.5230.000 YSS Grants Billing	Community Advocate benefits	\$ 384.36
152.1010.5230.000 YSS Grants Billing	Community Advocate- regular pay	\$ 1,747.11
TOTAL		\$ 1,268,824.06

MARSHALLTOWN

— I O W A —

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor Greer and City Council
FROM: Diana Steiner, Finance Director
DATE: January 18, 2024
RE: November 2023 Monthly Financial Statements

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Plan Objective: N/A

Recommendation: Staff recommends approving the November 2023 monthly financial statements.

Budget Impact: N/A

Description/Background: The Finance Department has prepared and reconciled the November 2023 financial statements for your review. The FY24 budget was approved in April 2023.

The attached reports include the following:

- Fund Balance Report, which includes the beginning balance at 6/30/23, the year-to-date revenues and expenses for 5 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:

- \$1,210,398 was received from IDOT for the RISE Grant Edgewood Project in Fund 311. Payments of \$93,932 were made this month.
- Utility Excise Tax was received in the amount of \$756,330 into various funds.
- Quarterly hotel/motel tax of \$207,080 was received. The same quarter last year was \$217,282.
- Fund 615 includes payments of \$1,077,533 for payments on the WPC Headworks & Digester SRF project
- Fund 363 includes payments of \$446,312 for State Street Reconstruction
- Bond payments of \$1,049,778 were made from funds 200 and 610.

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



MARSHALLTOWN

IOWA

FUND BALANCE REPORT AS OF 11/30/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
001 - GENERAL FUND	3,567,795.12	7,573,578.66	7,019,440.69	4,121,933.09
010 - CASH FLOW RESERVE FUND	2,755,575.96	42,157.78	-	2,797,733.74
030 - CAPITAL RESERVE	-	168,188.12	168,188.12	-
031 - CAPITAL RSRV-BLDG MAINT	248,847.16	9,992.33	-	258,839.49
032 - CIP LARGE VEHICLE/EQUIPMENT	93,755.00	-	-	93,755.00
110 - ROAD USE TAX	7,872,965.91	1,792,169.72	854,664.16	8,810,471.47
112 - EMPLOYEE BENEFITS FUND	3,768,809.74	1,265,674.92	820,284.38	4,214,200.28
117 - POLICE/FIRE RETIREMENT	642,477.91	523,183.15	303,438.93	862,222.13
119 - EMERGENCY FUND	-	134,796.11	5,804.59	128,991.52
121 - LOCAL OPTION SALES TAX	6,012,923.56	1,986,144.36	1,079,226.65	6,919,841.27
125 - TAX INCREMENT FINANCING	169,545.77	590,459.73	191,823.81	568,181.69
130 - CITY TORT LIABILITY	128,206.16	3,756.08	13,366.33	118,595.91
132 - GRANTS-STATE/LOCAL AGENCIES	(1,237,771.42)	221,165.04	199,241.39	(1,215,847.77)
133 - UNDESIGNATED FEDERAL GRANTS	(26,937.26)	46,084.89	255,841.36	(236,693.73)
140 - PARK & REC DONATION FUND	301,596.26	66,616.73	29,730.64	338,482.35
141 - MTOWN TENNIS ASSOC	2,890.06	44.21	-	2,934.27
142 - SOFTBALL ASSOCIATION FUND	(6,149.75)	3,298.62	15,887.90	(18,739.03)
144 - LIVE HEALTHY IOWA	6,277.56	96.05	-	6,373.61
145 - TORNADO GENERAL	287,863.02	-	-	287,863.02
148 - FEMA-COVID19	(12,143.15)	-	-	(12,143.15)
149 - FEMA - WINDS	334,019.33	-	2,525.80	331,493.53
150 - LOCAL PD GRANTS	(4,019.97)	11,955.90	26,792.80	(18,856.87)
151 - DEPT OF JUSTICE GRANTS	(18,454.98)	35,542.87	54,806.78	(37,718.89)
152 - POLICE UNDESIGNATED GRANTS	(10,240.50)	36,378.54	45,169.93	(19,031.89)
153 - POLICE DEPT DONATION FUND	122,990.71	6,668.26	34,332.13	95,326.84
156 - FIRE DEPT DONATION FUND	82,179.22	1,145.21	19,538.31	63,786.12
160 - ECONOMIC DEVELOPMENT GIFT	54,964.15	840.90	-	55,805.05
161 - SURETY DEPOSITS/SUBDIVIDER	11,466.96	175.43	-	11,642.39
170 - LIBRARY DONATION FUND	114,613.95	35,953.22	11,525.75	139,041.42
177 - SEIZED ASSETS (POLICE)	24,663.16	2,351.72	6,766.68	20,248.20
184 - VOUCHERS - 002, 003	212,388.44	610,026.93	559,863.71	262,551.66
189 - #6 HUD LEAD GRANT	81,342.03	252,044.34	545,581.76	(212,195.39)
200 - GO BONDS DEBT FUND	216,257.80	2,127,650.39	855,399.07	1,488,509.12
300 - CIP COLLECTION FUND	389,865.65	345,477.86	167,128.12	568,215.39
311 - RISE STREET GRANTS	(3,632,998.53)	1,210,397.52	1,387,318.13	(3,809,919.14)
312 - AIRPORT PROJECT FUND	122,392.82	1,702.49	21,625.58	102,469.73
320 - SPECIAL ASSESSMENT PROJECTS	(14,510.95)	-	-	(14,510.95)
340 - BIKE PATH PROJECT FUND	(1,511.60)	-	291.00	(1,802.60)
341 - TREES FOREVER PROJECT	25,667.35	8,879.35	13,855.04	20,691.66
350 - GO BONDS CAPITAL PROJECTS	9,341.72	142.92	-	9,484.64
355 - 2015 GO BONDS (D&D)	380,907.57	48,186.56	176,681.51	252,412.62
361 - LIBRARY BUILDING ADDITION	1,626.33	-	1,626.33	-
362 - 2020 GO BONDS	713,101.88	10,896.97	3,298.26	720,700.59
363 - 2021 GO BONDS	7,376,741.08	89,601.90	2,548,593.22	4,917,749.76
364 - 2022 GO BONDS	9,627,478.41	267,246.63	126,939.45	9,767,785.59
365 - 2023 GO BONDS	-	197,439.69	-	197,439.69
389 - AMERICAN RESCUE PLAN	3,105,941.21	-	37,518.29	3,068,422.92
395 - ECONOMIC DEVELOPMENT PROJECT FUND	-	-	62,903.02	(62,903.02)
610 - WATER POLLUTION CONTROL	-	1,572,785.29	1,572,785.29	-
611 - WPCP REVENUE	20,994,624.06	3,986,123.96	1,572,730.21	23,408,017.81
614 - WPCP CAPITAL IMPROVEMENT RSRV	1,120,657.22	17,145.03	-	1,137,802.25
615 - WPCP PLANT & IMPROVEMENTS	-	2,829,828.79	2,345,261.81	484,566.98
616 - SANITARY SEWER REHAB PROJECT	-	-	1,879,545.71	(1,879,545.71)
617 - SANITARY SEWER NEW CONSTRUCTN	156,657.20	12,928.65	-	169,585.85
690 - TRANSIT OPERATING	1,005,655.70	296,504.46	359,721.31	942,438.85
740 - STORM SEWER UTILITY	1,751,034.24	584,976.80	273,343.15	2,062,667.89
741 - 2016 GO STORM WATER PROJ	797,609.06	12,202.69	-	809,811.75
750 - COMPOSTING FACILITY	200,498.34	50,800.45	19,179.99	232,118.80
760 - P&R CONCESSIONS ENTERPRISE	(25,565.37)	28,069.05	31,795.63	(29,291.95)
881 - OCCUPATIONAL INSURANCE ESCROW	120,913.02	67,428.15	59,993.20	128,347.97
884 - GROUP HEALTH INSURANCE ESCROW	24,141.74	1,578,162.17	1,787,268.83	(184,964.92)
886 - WORKMAN'S COMP DEDUCTIBLE FUND	34,883.61	532.78	79.13	35,337.26
913 - 911 COMMISSION	(6,957.22)	260,944.82	541,421.71	(287,434.11)
952 - SURETY BONDS/DEPOSITS	5,004.16	319.08	-	5,323.24
	<u>70,081,896.61</u>	<u>31,026,864.27</u>	<u>28,110,145.59</u>	<u>72,998,615.29</u>

MARSHALLTOWN

IOWA

CASH AND INVESTMENTS
AS OF 11/30/2023

Account	Name	Ending Balance	Interest Rate
BalObject: 0110 - P&R Deposits			
999.0110.100	First Interstate Bank P&R Deposits	636,863.43	2.25
	Total BalObject: 0110 - P&R Deposits :	636,863.43	
BalObject: 0111 - Operating			
999.0111.100	First Interstate Bank Operating	977,626.12	2.25
	Total BalObject: 0111 - Operating:	977,626.12	
BalObject: 0113 - Payroll			
999.0113.100	First Interstate Bank Payroll	350,000.00	2.25
	Total BalObject: 0113 - Payroll:	350,000.00	
BalObject: 0114 - Dev Inspections			
999.0114.100	First Interstate Bank Dev Inspections	34,023.76	2.25
	Total BalObject: 0114 - Dev Inspections:	34,023.76	
BalObject: 0115 - HUD Admin			
999.0115.100	First Interstate Bank HUD Admin	257,178.75	2.25
	Total BalObject: 0115 - HUD Admin:	257,178.75	
BalObject: 0116 - HUD HAP			
999.0116.100	First Interstate Bank HUD HAP	14,602.42	2.25
	Total BalObject: 0116 - HUD HAP:	14,602.42	
BalObject: 0117 - Police			
999.0117.100	First Interstate Bank Police	26,739.44	2.25
	Total BalObject: 0117 - Police:	26,739.44	
BalObject: 0117 - ACH			
999.0118.100	First Interstate Bank ACH	1,000.00	2.25
	Total BalObject: 0118 -ACH	1,000.00	
BalObject: 0120 - PETTY CASH			
001.0120.000	PETTY CASH - RECORDS	100.00	0.00
750.0120.000	PETTY CASH	300.00	0.00
760.0120.000	PETTY CASH	-	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	

Account	Name	Ending Balance	Interest Rate
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 ADM	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	13,974,166.59	5.10
	Total BalObject: 0215 - IPAIT MONEY MARKET:	13,974,166.59	
BalObject: 0216 - FIRST INTERSTATE BANK MM			
999.0216.000	First Interstate Bank MM	11,651,207.83	2.25
	Total BalObject: 0216 - FIRST INTERSTATE BANK M	11,651,207.83	
BalObject: 0240 - MIDWEST ONE CD (91-365 DAYS)			
364.0240.000	MIDWEST ONE CD	2,000,000.00	5.32 - 5.35
999.0240.000	MIDWEST ONE CD	16,024,197.26	4.75-5.52
	Total BalObject: 0240 - MIDWEST ONE CD	18,024,197.26	
BalObject: 0243 - GNB INV			
364.0243.000	GNB CD	-	4.74
999.0243.000	GNB CD	13,000,000.00	4.65-5.53
	Total BalObject: 0243 - GNB INV	13,000,000.00	
BalObject: 0246 - PINNACLE INV			
364.0246.000	PINNACLE CD	-	4.95
999.0246.000	PINNACLE CD	8,000,000.00	5.64-5.69
	Total BalObject: 0246 - PINNACLE CD	8,000,000.00	
BalObject: 0265 - IPAIT CD			
999.0265.000	IPAIT CD	6,000,000.00	4.71-5.6
	Total BalObject: 0265 - IPAIT CD	6,000,000.00	
BalObject: 0273 - IPAIT GOV SEC			
999.0273.000	IPAIT GOV INV	-	4.71-5.6
	Total BalObject: 0273 - IPAIT GOV SEC	-	
BalObject: 0999 - POOLED CASH			
999.0999.000	POOLED CASH - prepaid work comp and outstanding AP	49,883.69	0.00
	Total BalObject: 0999 - POOLED CASH:	49,883.69	
	TOTAL	72,998,615.29	



City of Marshalltown, IA

Monthly Budget Report - Marshalltown

Group Summary

For Fiscal: 2023-2024 Period Ending: 11/30/2023

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 001 - GENERAL FUND					
Revenue	1,450,994.94	7,507,987.20	7,573,578.66	65,591.46	18,020,483.00
Expense	1,271,567.27	7,506,045.55	7,019,440.69	486,604.86	18,020,483.00
Total Fund: 001 - GENERAL FUND:	179,427.67	1,941.65	554,137.97	552,196.32	0.00
Fund: 010 - CASH FLOW RESERVE FUND					
Revenue	9,064.44	144,952.00	42,157.78	-102,794.22	348,000.00
Total Fund: 010 - CASH FLOW RESERVE FUND:	9,064.44	144,952.00	42,157.78	-102,794.22	348,000.00
Fund: 030 - CAPITAL RESERVE					
Revenue	44,002.33	290,060.15	168,188.12	-121,872.03	696,423.00
Expense	44,002.33	290,172.30	168,188.12	121,984.18	696,423.00
Total Fund: 030 - CAPITAL RESERVE:	0.00	-112.15	0.00	112.15	0.00
Fund: 031 - CAPITAL RSRV-BLDG MAINT					
Revenue	838.62	1,250.00	9,992.33	8,742.33	3,000.00
Expense	0.00	58,852.55	0.00	58,852.55	141,275.00
Total Fund: 031 - CAPITAL RSRV-BLDG MAINT:	838.62	-57,602.55	9,992.33	67,594.88	-138,275.00
Fund: 032 - CIP LARGE VEHICLE/EQUIPMENT					
Revenue	0.00	39,202.50	0.00	-39,202.50	94,086.00
Total Fund: 032 - CIP LARGE VEHICLE/EQUIPMENT:	0.00	39,202.50	0.00	-39,202.50	94,086.00
Fund: 110 - ROAD USE TAX					
Revenue	334,045.58	1,553,916.60	1,792,169.72	238,253.12	3,729,400.00
Expense	76,774.40	1,749,215.15	854,664.16	894,550.99	4,198,134.00
Total Fund: 110 - ROAD USE TAX:	257,271.18	-195,298.55	937,505.56	1,132,804.11	-468,734.00
Fund: 112 - EMPLOYEE BENEFITS FUND					
Revenue	264,887.54	970,925.30	1,265,674.92	294,749.62	2,330,221.00
Expense	0.00	1,279,529.55	820,284.38	459,245.17	3,070,871.00
Total Fund: 112 - EMPLOYEE BENEFITS FUND:	264,887.54	-308,604.25	445,390.54	753,994.79	-740,650.00
Fund: 117 - POLICE/FIRE RETIREMENT					
Revenue	109,399.83	414,078.20	523,183.15	109,104.95	993,788.00
Expense	0.00	491,728.30	303,438.93	188,289.37	1,180,148.00
Total Fund: 117 - POLICE/FIRE RETIREMENT:	109,399.83	-77,650.10	219,744.22	297,394.32	-186,360.00
Fund: 119 - EMERGENCY FUND					
Revenue	28,352.83	109,572.40	134,796.11	25,223.71	262,974.00

Monthly Budget Report - Marshalltown

For Fiscal: 2023-2024 Period Ending: 11/30/2023

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	0.00	109,572.50	5,804.59	103,767.91	262,974.00
Total Fund: 119 - EMERGENCY FUND:	28,352.83	-0.10	128,991.52	128,991.62	0.00
Fund: 121 - LOCAL OPTION SALES TAX					
Revenue	444,442.26	1,583,333.30	1,986,144.36	402,811.06	3,800,000.00
Expense	850.00	1,902,128.15	1,079,226.65	822,901.50	4,565,385.00
Total Fund: 121 - LOCAL OPTION SALES TAX:	443,592.26	-318,794.85	906,917.71	1,225,712.56	-765,385.00
Fund: 125 - TAX INCREMENT FINANCING					
Revenue	100,245.77	464,392.05	590,459.73	126,067.68	1,114,541.00
Expense	191,823.81	451,026.65	191,823.81	259,202.84	1,082,464.00
Total Fund: 125 - TAX INCREMENT FINANCING:	-91,578.04	13,365.40	398,635.92	385,270.52	32,077.00
Fund: 130 - CITY TORT LIABILITY					
Revenue	384.24	17,083.30	3,756.08	-13,327.22	41,000.00
Expense	12,360.30	16,666.65	13,366.33	3,300.32	40,000.00
Total Fund: 130 - CITY TORT LIABILITY:	-11,976.06	416.65	-9,610.25	-10,026.90	1,000.00
Fund: 132 - GRANTS-STATE/LOCAL AGENCIES					
Revenue	0.00	1,128,458.40	221,165.04	-907,293.36	2,709,360.00
Expense	0.00	1,022,042.25	199,241.39	822,800.86	2,453,883.00
Total Fund: 132 - GRANTS-STATE/LOCAL AGENCIES:	0.00	106,416.15	21,923.65	-84,492.50	255,477.00
Fund: 133 - UNDESIGNATED FEDERAL GRANTS					
Revenue	0.00	164,146.75	46,084.89	-118,061.86	394,050.00
Expense	17,686.50	160,605.05	255,841.36	-95,236.31	385,550.00
Total Fund: 133 - UNDESIGNATED FEDERAL GRANTS:	-17,686.50	3,541.70	-209,756.47	-213,298.17	8,500.00
Fund: 140 - PARK & REC DONATION FUND					
Revenue	52,131.37	21,666.60	66,616.73	44,950.13	52,000.00
Expense	3,747.95	57,142.40	29,730.64	27,411.76	137,175.00
Total Fund: 140 - PARK & REC DONATION FUND:	48,383.42	-35,475.80	36,886.09	72,361.89	-85,175.00
Fund: 141 - MTOWN TENNIS ASSOC					
Revenue	9.51	8.30	44.21	35.91	20.00
Total Fund: 141 - MTOWN TENNIS ASSOC:	9.51	8.30	44.21	35.91	20.00
Fund: 142 - SOFTBALL ASSOCIATION FUND					
Revenue	75.00	12,825.40	3,298.62	-9,526.78	30,781.00
Expense	2,258.47	12,813.45	15,887.90	-3,074.45	30,781.00
Total Fund: 142 - SOFTBALL ASSOCIATION FUND:	-2,183.47	11.95	-12,589.28	-12,601.23	0.00
Fund: 144 - LIVE HEALTHY IOWA					
Revenue	20.65	3,144.55	96.05	-3,048.50	7,547.00
Expense	0.00	3,144.25	0.00	3,144.25	7,547.00
Total Fund: 144 - LIVE HEALTHY IOWA :	20.65	0.30	96.05	95.75	0.00
Fund: 145 - TORNADO GENERAL					
Expense	0.00	75,410.00	0.00	75,410.00	181,000.00

Monthly Budget Report - Marshalltown

For Fiscal: 2023-2024 Period Ending: 11/30/2023

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Total Fund: 145 - TORNADO GENERAL:	0.00	75,410.00	0.00	75,410.00	181,000.00
Fund: 148 - FEMA-COVID19					
Revenue	0.00	5,597.90	0.00	-5,597.90	13,435.00
Total Fund: 148 - FEMA-COVID19:	0.00	5,597.90	0.00	-5,597.90	13,435.00
Fund: 149 - FEMA - WINDS					
Revenue	0.00	27,072.50	0.00	-27,072.50	65,000.00
Expense	2,525.80	3,418.25	2,525.80	892.45	8,208.00
Total Fund: 149 - FEMA - WINDS:	-2,525.80	23,654.25	-2,525.80	-26,180.05	56,792.00
Fund: 150 - LOCAL PD GRANTS					
Revenue	0.00	24,990.00	11,955.90	-13,034.10	60,000.00
Expense	4,241.90	24,990.00	26,792.80	-1,802.80	60,000.00
Total Fund: 150 - LOCAL PD GRANTS:	-4,241.90	0.00	-14,836.90	-14,836.90	0.00
Fund: 151 - DEPT OF JUSTICE GRANTS					
Revenue	935.00	23,663.95	35,542.87	11,878.92	56,800.00
Expense	29,603.98	23,665.25	54,806.78	-31,141.53	56,800.00
Total Fund: 151 - DEPT OF JUSTICE GRANTS:	-28,668.98	-1.30	-19,263.91	-19,262.61	0.00
Fund: 152 - POLICE UNDESIGNATED GRANTS					
Revenue	10,553.66	45,609.65	36,378.54	-9,231.11	109,507.00
Expense	12,592.08	45,612.30	45,169.93	442.37	109,507.00
Total Fund: 152 - POLICE UNDESIGNATED GRANTS:	-2,038.42	-2.65	-8,791.39	-8,788.74	0.00
Fund: 153 - POLICE DEPT DONATION FUND					
Revenue	508.85	1,333.30	6,668.26	5,334.96	3,200.00
Expense	4,238.01	12,849.80	34,332.13	-21,482.33	30,850.00
Total Fund: 153 - POLICE DEPT DONATION FUND:	-3,729.16	-11,516.50	-27,663.87	-16,147.37	-27,650.00
Fund: 156 - FIRE DEPT DONATION FUND					
Revenue	206.66	1,249.95	1,145.21	-104.74	3,000.00
Expense	5,355.84	7,083.30	19,538.31	-12,455.01	17,000.00
Total Fund: 156 - FIRE DEPT DONATION FUND:	-5,149.18	-5,833.35	-18,393.10	-12,559.75	-14,000.00
Fund: 160 - ECONOMIC DEVELOPMENT GIFT					
Revenue	180.80	416.65	840.90	424.25	1,000.00
Total Fund: 160 - ECONOMIC DEVELOPMENT GIFT:	180.80	416.65	840.90	424.25	1,000.00
Fund: 161 - SURETY DEPOSITS/SUBDIVIDER					
Revenue	37.72	77.05	175.43	98.38	185.00
Total Fund: 161 - SURETY DEPOSITS/SUBDIVIDER:	37.72	77.05	175.43	98.38	185.00
Fund: 170 - LIBRARY DONATION FUND					
Revenue	3,042.16	343,531.20	35,953.22	-307,577.98	824,475.00
Expense	4,041.01	347,808.15	11,525.75	336,282.40	834,740.00
Total Fund: 170 - LIBRARY DONATION FUND:	-998.85	-4,276.95	24,427.47	28,704.42	-10,265.00

Monthly Budget Report - Marshalltown

For Fiscal: 2023-2024 Period Ending: 11/30/2023

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 177 - SEIZED ASSETS (POLICE)					
Revenue	49.36	1,457.80	2,351.72	893.92	3,500.00
Expense	0.00	1,666.15	6,766.68	-5,100.53	4,000.00
Total Fund: 177 - SEIZED ASSETS (POLICE):	49.36	-208.35	-4,414.96	-4,206.61	-500.00
Fund: 184 - VOUCHERS - 002, 003					
Revenue	120,560.39	520,407.75	610,026.93	89,619.18	1,248,980.00
Expense	109,508.37	534,847.50	559,863.71	-25,016.21	1,284,128.00
Total Fund: 184 - VOUCHERS - 002, 003:	11,052.02	-14,439.75	50,163.22	64,602.97	-35,148.00
Fund: 189 - #6 HUD LEAD GRANT					
Revenue	703.00	659,520.80	252,044.34	-407,476.46	1,582,850.00
Expense	72,012.01	659,615.20	545,581.76	114,033.44	1,583,162.00
Total Fund: 189 - #6 HUD LEAD GRANT:	-71,309.01	-94.40	-293,537.42	-293,443.02	-312.00
Fund: 200 - GO BONDS DEBT FUND					
Revenue	266,609.38	2,968,527.60	2,127,650.39	-840,877.21	7,124,597.00
Expense	854,199.07	2,928,837.05	855,399.07	2,073,437.98	7,031,413.00
Total Fund: 200 - GO BONDS DEBT FUND:	-587,589.69	39,690.55	1,272,251.32	1,232,560.77	93,184.00
Fund: 300 - CIP COLLECTION FUND					
Revenue	73,026.63	276,431.60	345,477.86	69,046.26	663,436.00
Expense	44,002.33	329,378.75	167,128.12	162,250.63	790,509.00
Total Fund: 300 - CIP COLLECTION FUND:	29,024.30	-52,947.15	178,349.74	231,296.89	-127,073.00
Fund: 311 - RISE STREET GRANTS					
Revenue	1,210,397.52	10,412.50	1,210,397.52	1,199,985.02	25,000.00
Expense	93,932.25	10,416.65	1,387,318.13	-1,376,901.48	25,000.00
Total Fund: 311 - RISE STREET GRANTS:	1,116,465.27	-4.15	-176,920.61	-176,916.46	0.00
Fund: 312 - AIRPORT PROJECT FUND					
Revenue	331.99	88,124.95	1,702.49	-86,422.46	211,500.00
Expense	9,604.95	58,958.30	21,625.58	37,332.72	141,500.00
Total Fund: 312 - AIRPORT PROJECT FUND:	-9,272.96	29,166.65	-19,923.09	-49,089.74	70,000.00
Fund: 320 - SPECIAL ASSESSMENT PROJECTS					
Revenue	0.00	208.30	0.00	-208.30	500.00
Total Fund: 320 - SPECIAL ASSESSMENT PROJECTS:	0.00	208.30	0.00	-208.30	500.00
Fund: 340 - BIKE PATH PROJECT FUND					
Revenue	0.00	660,339.50	0.00	-660,339.50	1,584,815.00
Expense	0.00	682,308.25	291.00	682,017.25	1,637,540.00
Total Fund: 340 - BIKE PATH PROJECT FUND:	0.00	-21,968.75	-291.00	21,677.75	-52,725.00
Fund: 341 - TREES FOREVER PROJECT					
Revenue	67.04	14,916.60	8,879.35	-6,037.25	35,800.00
Expense	5,668.70	16,666.65	13,855.04	2,811.61	40,000.00
Total Fund: 341 - TREES FOREVER PROJECT:	-5,601.66	-1,750.05	-4,975.69	-3,225.64	-4,200.00

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 350 - GO BONDS CAPITAL PROJECTS					
Revenue	30.73	83.30	142.92	59.62	200.00
Total Fund: 350 - GO BONDS CAPITAL PROJECTS:	30.73	83.30	142.92	59.62	200.00
Fund: 355 - 2015 GO BONDS (D&D)					
Revenue	817.80	12,706.60	48,186.56	35,479.96	30,500.00
Expense	332.26	120,533.80	176,681.51	-56,147.71	289,365.00
Total Fund: 355 - 2015 GO BONDS (D&D):	485.54	-107,827.20	-128,494.95	-20,667.75	-258,865.00
Fund: 361 - LIBRARY BUILDING ADDITION					
Revenue	0.00	12.45	0.00	-12.45	30.00
Expense	0.00	0.00	1,626.33	-1,626.33	0.00
Total Fund: 361 - LIBRARY BUILDING ADDITION:	0.00	12.45	-1,626.33	-1,638.78	30.00
Fund: 362 - 2020 GO BONDS					
Revenue	2,335.02	267,834.55	10,896.97	-256,937.58	642,803.00
Expense	3,042.26	508,563.70	3,298.26	505,265.44	1,220,553.00
Total Fund: 362 - 2020 GO BONDS:	-707.24	-240,729.15	7,598.71	248,327.86	-577,750.00
Fund: 363 - 2021 GO BONDS					
Revenue	15,933.13	2,303,793.65	89,601.90	-2,214,191.75	5,529,105.00
Expense	586,205.11	4,499,310.35	2,548,593.22	1,950,717.13	10,798,365.00
Total Fund: 363 - 2021 GO BONDS:	-570,271.98	-2,195,516.70	-2,458,991.32	-263,474.62	-5,269,260.00
Fund: 364 - 2022 GO BONDS					
Revenue	25,167.03	285,293.20	267,246.63	-18,046.57	684,750.00
Expense	25,872.50	1,805,104.05	126,939.45	1,678,164.60	4,332,250.00
Total Fund: 364 - 2022 GO BONDS:	-705.47	-1,519,810.85	140,307.18	1,660,118.03	-3,647,500.00
Fund: 365 - 2023 GO BONDS					
Revenue	197,439.69	4,731,666.65	197,439.69	-4,534,226.96	11,356,000.00
Expense	0.00	4,731,583.30	0.00	4,731,583.30	11,356,000.00
Total Fund: 365 - 2023 GO BONDS:	197,439.69	83.35	197,439.69	197,356.34	0.00
Fund: 389 - AMERICAN RESCUE PLAN					
Expense	17,224.10	1,096,607.65	37,518.29	1,059,089.36	2,632,863.00
Total Fund: 389 - AMERICAN RESCUE PLAN:	17,224.10	1,096,607.65	37,518.29	1,059,089.36	2,632,863.00
Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND					
Revenue	0.00	2,916.65	0.00	-2,916.65	7,000.00
Expense	0.00	2,916.65	62,903.02	-59,986.37	7,000.00
Total Fund: 395 - ECONOMIC DEVELOPMENT PROJECT FUND:	0.00	0.00	-62,903.02	-62,903.02	0.00
Fund: 610 - WATER POLLUTION CONTROL					
Revenue	417,012.41	3,318,729.55	1,572,785.29	-1,745,944.26	7,964,951.00
Expense	417,012.41	3,318,377.55	1,572,785.29	1,745,592.26	7,964,951.00
Total Fund: 610 - WATER POLLUTION CONTROL:	0.00	352.00	0.00	-352.00	0.00

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Fund: 611 - WPCP REVENUE					
Revenue	784,417.35	3,371,958.25	3,986,123.96	614,165.71	8,092,700.00
Expense	416,976.41	3,803,479.50	1,572,730.21	2,230,749.29	9,128,351.00
Total Fund: 611 - WPCP REVENUE:	367,440.94	-431,521.25	2,413,393.75	2,844,915.00	-1,035,651.00
Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV					
Revenue	3,686.39	10,416.65	17,145.03	6,728.38	25,000.00
Total Fund: 614 - WPCP CAPITAL IMPROVEMENT RSRV:	3,686.39	10,416.65	17,145.03	6,728.38	25,000.00
Fund: 615 - WPCP PLANT & IMPROVEMENTS					
Revenue	0.00	2,184,395.80	2,829,828.79	645,432.99	5,242,550.00
Expense	1,077,533.15	2,184,395.75	2,345,261.81	-160,866.06	5,242,550.00
Total Fund: 615 - WPCP PLANT & IMPROVEMENTS:	-1,077,533.15	0.05	484,566.98	484,566.93	0.00
Fund: 616 - SANITARY SEWER REHAB PROJECT					
Revenue	0.00	291,437.50	0.00	-291,437.50	699,450.00
Expense	0.00	291,437.40	1,879,545.71	-1,588,108.31	699,450.00
Total Fund: 616 - SANITARY SEWER REHAB PROJECT:	0.00	0.10	-1,879,545.71	-1,879,545.81	0.00
Fund: 617 - SANITARY SEWER NEW CONSTRUCTN					
Revenue	8.65	3,541.65	12,928.65	9,387.00	8,500.00
Total Fund: 617 - SANITARY SEWER NEW CONSTRUCTN:	8.65	3,541.65	12,928.65	9,387.00	8,500.00
Fund: 690 - TRANSIT OPERATING					
Revenue	34,757.83	420,419.45	296,504.46	-123,914.99	1,009,007.00
Expense	85,395.47	497,495.60	359,721.31	137,774.29	1,194,302.00
Total Fund: 690 - TRANSIT OPERATING:	-50,637.64	-77,076.15	-63,216.85	13,859.30	-185,295.00
Fund: 740 - STORM SEWER UTILITY					
Revenue	123,026.73	566,875.00	584,976.80	18,101.80	1,360,500.00
Expense	55,641.45	632,150.60	273,343.15	358,807.45	1,517,361.00
Total Fund: 740 - STORM SEWER UTILITY:	67,385.28	-65,275.60	311,633.65	376,909.25	-156,861.00
Fund: 741 - 2016 GO STORM WATER PROJ					
Revenue	2,623.73	833.00	12,202.69	11,369.69	2,000.00
Total Fund: 741 - 2016 GO STORM WATER PROJ:	2,623.73	833.00	12,202.69	11,369.69	2,000.00
Fund: 750 - COMPOSTING FACILITY					
Revenue	12,506.23	29,708.20	50,800.45	21,092.25	71,300.00
Expense	2,524.39	37,524.95	19,179.99	18,344.96	90,072.00
Total Fund: 750 - COMPOSTING FACILITY:	9,981.84	-7,816.75	31,620.46	39,437.21	-18,772.00
Fund: 760 - P&R CONCESSIONS ENTERPRISE					
Revenue	0.00	20,000.00	28,069.05	8,069.05	48,000.00
Expense	0.00	16,784.65	31,795.63	-15,010.98	40,291.00
Total Fund: 760 - P&R CONCESSIONS ENTERPRISE:	0.00	3,215.35	-3,726.58	-6,941.93	7,709.00
Fund: 881 - OCCUPATIONAL INSURANCE ESCROW					
Revenue	12,292.50	0.00	67,428.15	67,428.15	0.00

Account Type	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Expense	1,448.30	0.00	59,993.20	-59,993.20	0.00
Total Fund: 881 - OCCUPATIONAL INSURANCE ESCROW:	10,844.20	0.00	7,434.95	7,434.95	0.00
Fund: 884 - GROUP HEALTH INSURANCE ESCROW					
Revenue	373,019.48	0.00	1,578,162.17	1,578,162.17	0.00
Expense	446,488.37	0.00	1,787,268.83	-1,787,268.83	0.00
Total Fund: 884 - GROUP HEALTH INSURANCE ESCROW:	-73,468.89	0.00	-209,106.66	-209,106.66	0.00
Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND					
Revenue	114.49	0.00	532.78	532.78	0.00
Expense	0.00	0.00	79.13	-79.13	0.00
Total Fund: 886 - WORKMAN'S COMP DEDUCTIBLE FUND:	114.49	0.00	453.65	453.65	0.00
Fund: 913 - 911 COMMISSION					
Revenue	106.50	0.00	260,944.82	260,944.82	0.00
Expense	90,117.21	0.00	541,421.71	-541,421.71	0.00
Total Fund: 913 - 911 COMMISSION:	-90,010.71	0.00	-280,476.89	-280,476.89	0.00
Report Total:	432,990.04	-6,496,967.15	2,916,399.60	9,413,366.75	-15,602,574.00

Fund Summary

Fund	November Activity	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
001 - GENERAL FUND	179,427.67	1,941.65	554,137.97	552,196.32	0.00
010 - CASH FLOW RESERVE FUN	9,064.44	144,952.00	42,157.78	-102,794.22	348,000.00
030 - CAPITAL RESERVE	0.00	-112.15	0.00	112.15	0.00
031 - CAPITAL RSRV-BLDG MAIN	838.62	-57,602.55	9,992.33	67,594.88	-138,275.00
032 - CIP LARGE VEHICLE/EQUIP	0.00	39,202.50	0.00	-39,202.50	94,086.00
110 - ROAD USE TAX	257,271.18	-195,298.55	937,505.56	1,132,804.11	-468,734.00
112 - EMPLOYEE BENEFITS FUNC	264,887.54	-308,604.25	445,390.54	753,994.79	-740,650.00
117 - POLICE/FIRE RETIREMENT	109,399.83	-77,650.10	219,744.22	297,394.32	-186,360.00
119 - EMERGENCY FUND	28,352.83	-0.10	128,991.52	128,991.62	0.00
121 - LOCAL OPTION SALES TAX	443,592.26	-318,794.85	906,917.71	1,225,712.56	-765,385.00
125 - TAX INCREMENT FINANCI	-91,578.04	13,365.40	398,635.92	385,270.52	32,077.00
130 - CITY TORT LIABILITY	-11,976.06	416.65	-9,610.25	-10,026.90	1,000.00
132 - GRANTS-STATE/LOCAL AGE	0.00	106,416.15	21,923.65	-84,492.50	255,477.00
133 - UNDESIGNATED FEDERAL C	-17,686.50	3,541.70	-209,756.47	-213,298.17	8,500.00
140 - PARK & REC DONATION FU	48,383.42	-35,475.80	36,886.09	72,361.89	-85,175.00
141 - MTOWN TENNIS ASSOC	9.51	8.30	44.21	35.91	20.00
142 - SOFTBALL ASSOCIATION FL	-2,183.47	11.95	-12,589.28	-12,601.23	0.00
144 - LIVE HEALTHY IOWA	20.65	0.30	96.05	95.75	0.00
145 - TORNADO GENERAL	0.00	-75,410.00	0.00	75,410.00	-181,000.00
148 - FEMA-COVID19	0.00	5,597.90	0.00	-5,597.90	13,435.00
149 - FEMA - WINDS	-2,525.80	23,654.25	-2,525.80	-26,180.05	56,792.00
150 - LOCAL PD GRANTS	-4,241.90	0.00	-14,836.90	-14,836.90	0.00
151 - DEPT OF JUSTICE GRANTS	-28,668.98	-1.30	-19,263.91	-19,262.61	0.00
152 - POLICE UNDESIGNATED GR	-2,038.42	-2.65	-8,791.39	-8,788.74	0.00
153 - POLICE DEPT DONATION FI	-3,729.16	-11,516.50	-27,663.87	-16,147.37	-27,650.00
156 - FIRE DEPT DONATION FUN	-5,149.18	-5,833.35	-18,393.10	-12,559.75	-14,000.00
160 - ECONOMIC DEVELOPMENT	180.80	416.65	840.90	424.25	1,000.00
161 - SURETY DEPOSITS/SUBDIV	37.72	77.05	175.43	98.38	185.00
170 - LIBRARY DONATION FUND	-998.85	-4,276.95	24,427.47	28,704.42	-10,265.00
177 - SEIZED ASSETS (POLICE)	49.36	-208.35	-4,414.96	-4,206.61	-500.00
184 - VOUCHERS - 002, 003	11,052.02	-14,439.75	50,163.22	64,602.97	-35,148.00
189 - #6 HUD LEAD GRANT	-71,309.01	-94.40	-293,537.42	-293,443.02	-312.00
200 - GO BONDS DEBT FUND	-587,589.69	39,690.55	1,272,251.32	1,232,560.77	93,184.00
300 - CIP COLLECTION FUND	29,024.30	-52,947.15	178,349.74	231,296.89	-127,073.00
311 - RISE STREET GRANTS	1,116,465.27	-4.15	-176,920.61	-176,916.46	0.00
312 - AIRPORT PROJECT FUND	-9,272.96	29,166.65	-19,923.09	-49,089.74	70,000.00
320 - SPECIAL ASSESSMENT PRO	0.00	208.30	0.00	-208.30	500.00
340 - BIKE PATH PROJECT FUND	0.00	-21,968.75	-291.00	21,677.75	-52,725.00
341 - TREES FOREVER PROJECT	-5,601.66	-1,750.05	-4,975.69	-3,225.64	-4,200.00
350 - GO BONDS CAPITAL PROJEC	30.73	83.30	142.92	59.62	200.00

Monthly Budget Report - Marshalltown

For Fiscal: 2023-2024 Period Ending: 11/30/2023

355 - 2015 GO BONDS (D&D)	485.54	-107,827.20	-128,494.95	-20,667.75	-258,865.00
361 - LIBRARY BUILDING ADDITC	0.00	12.45	-1,626.33	-1,638.78	30.00
362 - 2020 GO BONDS	-707.24	-240,729.15	7,598.71	248,327.86	-577,750.00
363 - 2021 GO BONDS	-570,271.98	-2,195,516.70	-2,458,991.32	-263,474.62	-5,269,260.00
364 - 2022 GO BONDS	-705.47	-1,519,810.85	140,307.18	1,660,118.03	-3,647,500.00
365 - 2023 GO BONDS	197,439.69	83.35	197,439.69	197,356.34	0.00
389 - AMERICAN RESCUE PLAN	-17,224.10	-1,096,607.65	-37,518.29	1,059,089.36	-2,632,863.00
395 - ECONOMIC DEVELOPMENT	0.00	0.00	-62,903.02	-62,903.02	0.00
610 - WATER POLLUTION CONTR	0.00	352.00	0.00	-352.00	0.00
611 - WPCP REVENUE	367,440.94	-431,521.25	2,413,393.75	2,844,915.00	-1,035,651.00
614 - WPCP CAPITAL IMPROVEM	3,686.39	10,416.65	17,145.03	6,728.38	25,000.00
615 - WPCP PLANT & IMPROVEN	-1,077,533.15	0.05	484,566.98	484,566.93	0.00
616 - SANITARY SEWER REHAB P	0.00	0.10	-1,879,545.71	-1,879,545.81	0.00
617 - SANITARY SEWER NEW CO	8.65	3,541.65	12,928.65	9,387.00	8,500.00
690 - TRANSIT OPERATING	-50,637.64	-77,076.15	-63,216.85	13,859.30	-185,295.00
740 - STORM SEWER UTILITY	67,385.28	-65,275.60	311,633.65	376,909.25	-156,861.00
741 - 2016 GO STORM WATER PI	2,623.73	833.00	12,202.69	11,369.69	2,000.00
750 - COMPOSTING FACILITY	9,981.84	-7,816.75	31,620.46	39,437.21	-18,772.00
760 - P&R CONCESSIONS ENTERI	0.00	3,215.35	-3,726.58	-6,941.93	7,709.00
881 - OCCUPATIONAL INSURANC	10,844.20	0.00	7,434.95	7,434.95	0.00
884 - GROUP HEALTH INSURANC	-73,468.89	0.00	-209,106.66	-209,106.66	0.00
886 - WORKMAN'S COMP DEDUC	114.49	0.00	453.65	453.65	0.00
913 - 911 COMMISION	-90,010.71	0.00	-280,476.89	-280,476.89	0.00
Report Total:	432,990.04	-6,496,967.15	2,916,399.60	9,413,366.75	-15,602,574.00

**RESOLUTION ADOPTING SUPPLEMENTS S-8 TO THE CODE OF ORDINANCES
OF THE CITY OF MARSHALLTOWN, IOWA, THROUGH ORDINANCE 15078**

WHEREAS, on June, 10, 2019, the City Council, pursuant to Ordinance No. 14983, readopted the Code of Ordinances of the City of Marshalltown, Iowa, in its entirety; and

WHEREAS, since the Adoption of Ordinance 14983, the City Council of the City of Marshalltown, Iowa, has adopted certain ordinances amending the Code of Ordinances and said amendments have been printed as supplements to the Code of Ordinances; and

WHEREAS, Supplement 2019-S1, includes Ordinances through No. 14985; Supplement 2020-S2 includes Ordinances through No. 14995; Supplement 2020-S3 includes Ordinances through 14996; Supplement 2021-S4 includes Ordinances through 15020; Supplement 2022-S5 includes Ordinances through No. 15044; Supplement 2023-S6 includes Ordinances through No. 15057; Supplement 2023-S7 includes Ordinances through No. 15069; Supplement 2023-S8 includes Ordinances through No. 15078 and

WHEREAS, Section 380.8 of the Code of Iowa provides that supplements, by resolution, become part of the Code of Ordinances.

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

Section 1. That Supplement No. S-8, dated November 13, 2023, of the Code of Ordinances filed in the Office of the City Clerk of the City of Marshalltown, Iowa is hereby adopted and becomes part of the Code of Ordinances of the City of Marshalltown, Iowa.

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

**RESOLUTION SETTING PUBLIC HEARING FOR 28E AGREEMENT FOR LEASE
OF SPACE WITH MARSHALL COUNTY COMMUNICATIONS COMMISSION OF
MARSHALLTOWN, IOWA**

WHEREAS, there has been presented to the Marshalltown City Council a form of lease for approval by the City of Marshalltown, Iowa, and the MARSHALL COUNTY COMMUNICATIONS COMMISSION of Marshalltown, Iowa for an indefinite term from and after the 1st day of September, 2019, as per the 28E Agreement, made a part of this Resolution, for the use and occupancy by lessees of the area used to operate a joint communications services and ancillary services at 909 South Second Street, in Marshalltown, Iowa; and

WHEREAS, pursuant to Section 364.7 of the Iowa Code, leases longer than three years require a public hearing; and

WHEREAS, this Council has considered the terms, conditions and intended use of such room or space, together with the provisions provided for termination, and rights of inspection by the City, which is to be without cost or expense of the City for any remodeling, repair or maintenance and that such lease is in the best interest of the city.

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

Section 1. The City of Marshalltown, Iowa, by this Tentative Resolution proposes to consent to the lease agreement with the MARSHALL COUNTY COMMUNICATIONS COMMISSION of Marshalltown, Iowa, which is incorporated and made a part of this tentative resolution, for an indefinite term from and after the 1st day of September, 2019, as per the 28E Agreement, made a part of this Resolution, for the use and occupancy by lessees of the area used to operate a joint communications services and ancillary services at 909 South Second Street:

Section 2. The lease shall be paid by the MARSHALL COUNTY COMMUNICATIONS COMMISSION without invoice and is due prior to October 31 of each year. The lease may be paid in advance without refund should the 28E Agreement be renegotiated or terminated.

Section 3. The City Clerk shall cause to be published the notice required by law, by publication once in the Marshalltown Times-Republican, a newspaper having general circulation in the City of Marshalltown, Iowa, and published at least once weekly, the publication to be not less than four (4) nor more than twenty (20) days prior to the date hereinafter fixed for public hearing concerning this matter. Said public hearing is hereby fixed the 12th day of February 2024, at the Council meeting to commence at 5:30 PM in the Council Chambers, 10 W. State Street, Marshalltown, Iowa. Said public hearing shall convene to consider any and all comments filed with the City Clerk or made in open council meeting in response to the proposed action as recited herein, and the Council shall have authority to take final action at that time.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 16, 2024
RE: Set Public Hearing on Proposed Amendment to MCCC 28E Agreement

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On December 22, 2023 the Council discussed a proposed amendment to the Marshall County Communication Council 28E agreement for the dispatch center located in the Marshalltown Police and Fire Building. The proposed changes included:

- Updated language to reflect continued operation.
- Added the word "rent" in #2.
- Added a new #4 establishing an annual utility reimbursement of \$12,000/year. This is based on 10% of the total buildings annual electric and gas usage. Language includes evaluating the amount each budget cycle.

After discussing the item, the Council consensus was to present the proposed agreement to the Communication Commission at their January 4th meeting. At that meeting the Commission tentatively agreed to the proposed terms. As this is a long-term lease agreement, a public hearing is required. An item has been placed on the January 22nd agreement to set a public hearing for February 12th. A resolution to set the public hearing is attached for your review. After the public hearing and approval by the City Council, the Communication Council will need to have a public hearing and subsequent approval at their April 2024 meeting. The agreement will go into effect July 1, 2024.

CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,
Greg Nichols, Jeff Schneider, Gary Thompson



**Amendment to the 28E Agreement Between the City of Marshalltown and the Marshall County
Communications Commission for the Use of Space at 909 South Second Street**

WHEREAS, the Marshall County Communications Commission was created on January 16, 2018 following the adoption of a 28E agreement by the City of Marshalltown, Marshall County, the 911 Joint Services Board, and the Marshall County Emergency Management Commission; and

WHEREAS, the City of Marshalltown and the Marshall County Communications Commission adopted a 28E agreement that became effective on September 1, 2019 for the use of space as the county-wide 911 communications center in the southern portion of the second floor in the Marshalltown Police and Fire Department Headquarters located at 909 South Second Street in Marshalltown, Iowa; and

WHEREAS, both parties desire to maintain the existing relationship at said location for the foreseeable future and understand the need to update the agreement and therefore enter into this amended 28E agreement for use of facilities as authorized by Iowa Code section 28E.18.

IT IS THEREFORE AGREED AS FOLLOWS:

1. The City of Marshalltown agrees to continue to operate and maintain a building for joint communications services and ancillary services. The Marshall County Communications Commission shall continue to operate and provide 911 Communications services for Marshall County at the Marshalltown Police and Fire Department Headquarters located at 909 South Second Street, Marshalltown, Iowa for the duration that the facility is occupied for Marshalltown Police or Fire.
2. The Marshall County Communications Commission shall pay \$1 per year as rent for consideration for the use of space.
3. The Marshall County Communications Commission shall provide insurance coverage for all the personnel, equipment and property belonging to the Commission in use at 909 South Second Street at the following coverage levels:
 - a. Comprehensive General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
 - b. Worker's Compensation as required by law
 - c. Professional Liability for Errors and Omissions \$2,000,000

The Commission shall also name the City of Marshalltown as an additional insured party and include a non-waiver of governmental immunity endorsement/clause in their coverage.

4. The Marshall County Communications Commission agrees to pay the City of Marshalltown \$12,000 annually each fiscal year beginning in FY2025, payable at the beginning of each quarter, as a utility reimbursement. This amount is based on approximately 10% of the annual electric and gas utility charges for the building. This amount will be evaluated during each annual budget cycle and is subject to change, while staying consistent with 10% of electric and gas costs, upon a affirmative vote by the Marshall County Communications Commission.

5. This agreement shall remain in effect until the property at 909 South Second Street is no longer used for the operations of 911 communications in Marshall County.
6. This agreement may be canceled upon a 1-year written notice by either party to the other.

City of Marshalltown, Mayor

Date

Marshall County Communication Commission, Chair

Date

Marshall County 911 Service Board, Chair

Date

**RESOLUTION APPROVING CONTRACT CHANGE ORDER #16 FOR
THE AIRPORT TERMINAL HANGAR, AND SITE IMPROVEMENTS
PROJECT #ARP19001, A DECREASE OF \$6,147.00**

WHEREAS, the City of Marshalltown, Iowa, has heretofore entered into a contract with Garling Construction, Inc. for the Airport 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 #16 for the Airport Hangar, Terminal and Site Improvements Project #ARP19001, in the decrease amount of \$6,147.00 is hereby accepted and approved.

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor Greer and City Council
FROM: Heather Thomas, Public Works Director
DATE: January 22, 2024
RE: Airport Hangar, Terminal, and Site Improvements – Change Order #16,
ARP 19-001/ARP 19-002 (Use ARP 19-001 for PO)

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☒ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Plan Objective:

2 – Enhance the attractiveness of the entrances to the community (the airport serves as an entrance to the city for those traveling by air)

3 – Plan and fund improvements to the City's infrastructure and buildings.

Recommendation: City staff recommend approval of Change Order #16.

Budget Impact: Change order #16 is a decrease of \$6,147.00. Of that, approximately \$2,000.00 of it will be earmarked towards some weed and feeding that is anticipated to be needed to help finish getting the lawn established – which the City will contract for as needed.

Description/Background:

This change order finalizes out remaining items in the contract with Garling Construction. The items included are:

Seeding deduct – Garling has made multiple attempts to establish the required weed free grass; however, the grass has not yet been established to the 70% level we require and does contain weeds. Garling had a weed and feed completed this past year that helped some; however, with the dry conditions – the lawn has more work to get it where we would like. This \$2,000 is a negotiated amount to accept the condition it is and allow the city to have a weed and feed completed in 2024 when hopefully ground moisture will allow a better overall lawn establishment.

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



Delay deduct – Substantial completion of all aspects on the project was completed in 2022 as outlined below.

Project Phase	Substantial Completion Date
Site Phase 1	Prior to 02/28/22
Terminal	08/22/22
Hangar	09/27/22
Site Phase 3	11/10/22

In the winter of 2022/2023, it became apparent that the HVAC system was not performing to a level that was satisfactory to the city nor Marshalltown Aviation. The cause of this HVAC issue was largely debated between whether it was a design or construction issue. The design team felt it was a construction issue; and conversely, the construction team felt it was a design issue. The design team hired a consultant to review closer and perform envelope testing. The report noted some construction concerns and also questioned some design aspects. The design team added all construction concerns in a punch list and provided to Garling. Garling has addressed all items on that list; however, the timeliness of addressing them was not as quick as it could have been and what either the design team or city would have liked. This is, in part, due to Garling feeling like the overall issue is a design issue and in part due to some staff turnover at Garling. In one case, Garling did cut a hole in a wall to expose an area the design team felt was incorrect. The hole determined the construction method was as shown on the plans. Garling repaired the wall at no cost.

Over the past year, there have been a other items pop up in relation to a roof cricket, vestibule flashing, hangar epoxy issue, and some smaller items that were added to the punch list. Garling feels these all could have been handled as warranty items and not held up close-out. All of these items have been addressed.

HVAC issues continue in the airport terminal; however, neither the design team, nor the city are aware of any construction concerns that are causing the issues. As of 12/27/23 – Garling has addressed any and all outstanding items including HVAC requested corrections, punch list items, and known warranty items (except the seeding which has a negotiated deduct).

The City Administrator and I have met with both CGA (design team lead) and Garling to discuss close-out and remaining issues. CGA has requested additional engineering expenses in the amount of \$41,474.60 for work after December 1, 2022 that they feel is above / outside of the scope they have contracted with the city for. The City does not feel that amount is all the responsibility of Garling nor the City, as we continue to have HVAC issues that are a design issue and much of this time is related to the HVAC issues. In addition, CGA has also had significant staff turnover that has caused additional hours on their part (and City/Garling/Marshalltown Aviation) in order to work through the close-out of this project. The City Administrator and I met with Garling to discuss.

The city is recommending accepting a deduct of \$4,147 in relation to the delays Garling caused in 2023 to this project.

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CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



Project: Hangar, Terminal and Site Improvements		Change Order # 16	
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 makes adjustments based on negotiations between the City and the Contractor for project close-out. - Deduct Item No. BP2-9.01, Hydraulic Seeding, Fertilizing, and Mulching (20/42)*LS @ \$4,200.00/LS..... - Add Item No. BP2-CO16-1, Deduct related to fees and delays during 2023 1 @ -\$4,147.00/LS.....			-\$2,000.00 -\$4,147.00
Net Change This Order (+ or -)			-\$6,147.00
Net Changes Previous Orders:			\$-27,543.60
Total Net Changes to Date:			-\$33,690.60
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: 1-18-24
By: 		Title: President	
Recommended	By: 	Title: Project Manager	Date: 01-18-2024
Approved	By:	Title:	Date:

**RESOLUTION APPROVING ENGINEER'S STATEMENT OF COMPLETION AND
ACCEPTING GARLING CONSTRUCTION, INC. FOR THE AIRPORT HANGAR
TERMINAL, AND SITE IMPROVEMENTS PROJECT #ARP19001**

WHEREAS, the City of Marshalltown, Iowa has heretofore entered into a contract for labor and material for the Airport Hangar, Terminal, and Site Improvements project #APR19001; and

WHEREAS, said project has been completed by Garling Construction, Inc., pursuant to the plans and specifications all as is set forth in the Engineer's Statement of Completion covering said project.

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

Section 1. That the labor and material for the Airport Hangar, Terminal, and Site Improvements project #APR19001, is hereby accepted pursuant to the Engineer's Statement of Completion and the City Clerk is hereby authorized and directed to do all things necessary to complete the contract with Garling Construction, Inc., including the payment of the items called for in said contract and Statement of Completion.

Passed this 22nd day of January 2024 and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor Greer and City Council
FROM: Heather Thomas, Public Works Director
DATE: January 22, 2024
RE: Airport Hangar, Terminal, and Site Improvements – Completion,
ARP 19-001/ARP 19-002 (Use ARP 19-001 for Project Records)

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☒ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Plan Objective:

2 – Enhance the attractiveness of the entrances to the community (the airport serves as an entrance to the city for those traveling by air)

3 – Plan and fund improvements to the City's infrastructure and buildings.

Recommendation: City staff recommend approval of completion with Garling Construction.

Budget Impact: The contract with Garling Construction for this work is within the budgeted project amount through various grants, airport entitlement money, and the city's GO Bond funding allocated to this project.

Description/Background: Substantial completion of all aspects on the project was completed in 2022 as outlined below. The project also required a 2-Year maintenance bond.

Project Phase	Substantial Completion Date	Maintenance Bond – 2 Years from Acceptance
Site Phase 1	Prior to 02/28/22	02/27/24
Terminal	08/22/22	08/21/24
Hangar	09/27/22	09/26/24
Site Phase 3	11/10/22	11/09/24

Much of 2023 was spent investigating HVAC issues, remaining punch list items, and addressing some warranty items. Remaining HVAC issues have been determined to not be issues caused by the Contractor, Garling Construction; therefore, we are recommending to proceed with accepting Final Completion.

With the Council's approval this evening of completion, the city intends to release remaining project retainage after holding for the required 30-days. There is \$132,844.18 in retainage withheld; however, due to an overpayment on the last pay estimate – the amount planned to be released is \$124,710.81.

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CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



Engineer's Statement of Completion

Project: Hangar Improvements and Terminal and Site Improvements
Marshalltown Municipal Airport
Marshalltown, IA

Contractor: Garling Construction, Inc.
1120 11th Street
Belle Plaine, IA 52208

To City of Marshalltown, Iowa:

I hereby state that the Hangar Improvements (Bid Package No. 1) and the Terminal and Site Improvements (Bid Package No. 2) project at the Marshalltown Municipal Airport by a Contract dated August 27, 2020, has been substantially completed in general compliance with the terms, conditions, and stipulations of said Contract.

I further state that the total amount due to the Contractor for the fulfillment of said Contract is Two Million Six Hundred Eighty Two Thousand Four Hundred Seventy Six Dollars and Ninety Three Cents (\$2,682,476.93) The derivation of this total amount is tabulated on the attached sheets.

This contract was a sales tax exempt project so the Contractor did not pay sales tax and so a certification of the amount of sales tax paid was not required. Therefore the remaining balance of the total amount earned, as detailed in the attached sheets, can now be paid. The Contractor will receive interest on any unpaid balance at the maximum legal rate from and after forty (40) days following the initial thirty (30) day waiting period following acceptance of the project by the Council.

CLAPSADDLE-GARBER ASSOCIATES, INC.



Theresa M. Stromberg-Murphy, P.E.
Iowa License No. 16934

Date: January 18, 2024

Accepted by: _____
Resolution: _____ Date: _____

Distribution: Engineer
Contractor
FAA
City

Signed: _____

Attest: _____

CONSTRUCTION PROGRESS REPORT

Project Description: Hangar, Terminal and Site Improvements
Marshalltown Municipal Airport
Marshalltown, Iowa

Date of Contract: August 27, 2020

Estimate : No.: 16

Completion Date:

Contractor: Garling Construction, Inc.
1120 11th Street
Belle Plaine, IA 52208

Owner: City of Marshalltown, Iowa

Base Contract Price	\$ 2,716,167.50	Construction Completed (See Attached Tab)	\$2,682,476.93
Change Order #1	\$ 8,937.56		
Change Order #2	\$ 20,397.65		
Change Order #3	\$ 9,866.97	Stored Materials	\$0.00
Change Order #5	\$ 3,670.68		
Change Order #6	\$ 9,267.96	Total Amount Earned	\$2,682,476.93
Change Order #7	\$ (9,899.24)		
Change Order #8	\$ (28,947.32)	Less 0% Retainage	\$0.00
Change Order #9	\$ 4,658.19		
Change Order #10	\$ 43,910.92	Subtotal	\$2,682,476.93
Change Order #11	\$ 5,086.66	Rounding Correction	\$0.01
Change Order #12	\$ (36,450.00)	Less Previous Payment	\$2,549,632.74
Change Order #13	\$ (2,633.37)		\$2,549,632.75
Change Order #14	\$ (5,500.00)		
Change Order #15	\$ (49,910.23)		
Change Order #16	\$ (6,147.00)		
			\$132,844.18
Total Contract Amount	\$ 2,682,476.93	AMOUNT DUE THIS ESTIMATE	\$132,844.19

Requested by Contractor:

Garling Construction, Inc.

Title

Date

Recommended by Engineer:

Clapsaddle-Garber Associates, Inc.

Project Engineer
Title

Date

Approved by Owner:

City of Marshalltown, Iowa

Title

Date

Prepared by:
CGA Consultants
Marshalltown, Iowa 50158

CGA Project No. 4482.06

Tabulation of Construction Quantities
Hangar, Terminal and Site Improvements
Marshalltown Municipal Airport
Marshalltown, Iowa

Period Ending: December 8, 2023
Estimate No.: 16

Item No	Description	Unit	Unit Bid Price	Contract		Completed	
				Quantity	Amount	Quantity	Amount
Hangar - FAA AIP 3-19-0058-017-2020							
BP1-1	Mobilization	LS	\$6,000.00	1	\$6,000.00	1.00	\$6,000.00
BP1-2	Traffic Control	LS	\$11,900.00	1	\$11,900.00	1.00	\$11,900.00
BP1-3	Engineers Field Office	MONTHS	\$350.00	11	\$3,850.00	11.00	\$3,850.00
BP1-4	Subgrade Prep, 12" - Hangar	SY	\$4.60	4,350	\$6,075.00	4,350.00	\$6,075.00
BP1-5	Modified Subbase, 8" - Hangar	SY	\$20.00	1,200	\$24,000.00	1,200.00	\$24,000.00
BP1-6	PCC Paving, 9" - Hangar Floor	SY	\$88.00	1333.20	\$117,321.60	1333.20	\$117,321.60
BP1-7	100' X 120' Hangar Building - Complete	LS	\$985,000.00	1	\$985,000.00	1.000	\$985,000.00
BP1-8	Concrete Stoop	EA	\$1,500.00	1	\$1,500.00	1.00	\$1,500.00
BP1-9	400A Fused Disconnect	LS	\$950.00	1	\$950.00	1.00	\$950.00
BP1-CO2-1	Zone 4 In Floor Heating	LS	\$20,397.65	1	\$20,397.65	1.00	\$20,397.65
BP1-CO3-1	Footing Overexcavation Material Replacement	LS	\$3,152.31	1	\$3,152.31	1.00	\$3,152.31
BP2-CO7-2	Transfer Switch Customizations	LS	\$7,292.64	1	\$7,292.64	1.00	\$7,292.64
BP1-CO8-1	Knee Wall Flashing	LS	\$3,639.87	1	\$3,639.87	1.00	\$3,639.87
BP2-CO9-1	Painting of interior and exterior jambs of bypass door, window jambs, and motor compartments	LS	\$4,658.19	1	\$4,658.19	1.00	\$4,658.19
BP1-CO12-1	Credit for Damage to Charcoal Gray Wall Panels on Hangar	LS	(\$36,000.00)	1	(\$36,000.00)	1.00	(\$36,000.00)
BP1-CO12-2	Credit for Damage to Dove Gray Wall Panels on Hangar	LS	(\$450.00)	1	(\$450.00)	1.00	(\$450.00)
BP1-CO13-1	Credit for crooked hose spigot	LS	(\$350.00)	1	(\$350.00)	1.00	(\$350.00)
BP1-CO14-1	Deduct from payment due to the contractor	LS	(\$5,500.00)	1	(\$5,500.00)	1.00	(\$5,500.00)
BP1-Alternate Bid 1 (Additional Flood Lighting for Apron)							
BP1-A1-10	Provide Additional Flood Lighting for Hangar Approach	LS	\$5,000.00	1	\$5,000.00	1.00	\$5,000.00
BP1-Alternate Bid 4 (Subgrade Treatment)							
BP1-4	Deduct - Subgrade Prep, 12" - Hangar	SY	\$4.60	(4,350)	(\$6,075.00)	-4,350.00	(\$6,075.00)
BP1-A4-13	Cement Treated Subgrade Prep, 12" Hangar	SY	\$8.75	1333.30	\$11,666.38	1333.30	\$11,666.38
BP1-A4-14	Cement	Ton	\$185.00	29.50	\$5,457.50	29.50	\$5,457.50
BP1-Alternate Bid 5 (Upgrade to 400A Transfer Switch with Generator Connections)							
BP1-9	Deduct - 400A Fused Disconnect	LS	\$500.00	(1)	(\$500.00)	-1.00	(\$500.00)
BP1-A5-15	400A Transfer Switch with Generator Connections	LS	\$9,000.00	1	\$9,000.00	1.00	\$9,000.00
BP1-Alternate Bid 6 (Provide 240V,125A,Receptacle at Ext. Junction Box to Power Aircraft Power Cart)							
BP1-A2-11	240V (125A) Power Cart Receptacle, Wiring and Conduit	LS	\$2,500.00	1	\$2,500.00	1.00	\$2,500.00
Total for Hangar				\$1,180,486.13		\$1,180,486.13	
Retainage for Hangar						\$0.00	
Previous Work Paid						\$1,121,461.83	
Current Work Paid						\$59,024.30	
Work to Date Paid						\$1,180,486.13	
Rotating Beacon - IDOT Contract No. 22652							
BP2-1.01	Traffic Control, Mobilization and Safety Plan	LS	\$7,500.00	1	\$7,500.00	1.00	\$7,500.00
BP2-11.05	2" PVC Conduit, Telephone, Including Trenching And Backfill	LF	\$2.00	50	\$100.00	50.00	\$100.00
BP2-11.06	2" PVC Conduit, Internet, Including Trenching And Backfill	LF	\$5.00	80	\$400.00	80.00	\$400.00
BP2-11.07	2" PVC Conduit, Fuel Monitor, Including Trenching And Backfill	LF	\$2.00	313	\$626.00	313.00	\$626.00
BP2-11.08	Fuel Monitor Cable	LF	\$5.00	313	\$1,565.00	313.00	\$1,565.00
BP2-11.09	Relocate Fuel Monitor From Existing Terminal To FBO Building	LS	\$1,300.00	1	\$1,300.00	1.00	\$1,300.00
BP2-11.10	2" PVC Conduit, Av Gas Power, Including Trenching And Backfill	LF	\$2.00	0	\$0.00	0.00	\$0.00
BP2-11.11	Av Gas Power Cable	LF	\$3.00	0	\$0.00	0.00	\$0.00
BP2-11.13	Relocate Vault Controls To Hangar Electrical Room	LS	\$9,000.00	1	\$9,000.00	1.00	\$9,000.00
BP2-11.14	Relocate Vault Radio Control Antenna To 100' x 120' Hangar Building	LS	\$3,000.00	1	\$3,000.00	1.00	\$3,000.00
BP2-11.15	L-867 Electrical Handhole, Size D, 24" Deep	EA	\$550.00	3	\$1,650.00	3.00	\$1,650.00
BP2-11.16	Construct ASOS Room In FBO Hangar Building	LS	\$4,500.00	1	\$4,500.00	1.00	\$4,500.00
BP2-11.17	Electrical Improvements and Electrical Reconfiguration To Interior of FBO Hangar	LS	\$7,500.00	1	\$7,500.00	1.00	\$7,500.00
Total for Rotating Beacon				\$37,141.00		\$37,141.00	
Retainage for Rotating Beacon						\$0.00	
Previous Work Paid						\$35,283.95	
Current Work Paid						\$1,857.05	
Work to Date Paid						\$37,141.00	
Site Preparation - Iowa DOT Contract No. 21627							
BP2-1.01	Traffic Control, Mobilization and Safety Plan	LS	\$17,500.00	1	\$17,500.00	1.00	\$17,500.00
BP2-2.01	Unclassified Excavation, Class 13	CY	\$20.00	1,050	\$21,000.00	1050.00	\$21,000.00
BP2-2.02	Topsoil, Offsite, Borrow	CY	\$70.00	0	\$0.00	0.00	\$0.00
BP2-2.03	Subgrade Prep, 12" - Parking	SY	\$6.60	999	\$6,659.00	999.00	\$6,659.00
BP2-2.04	Subgrade Prep, 12" - Sidewalk	SY	\$20.00	139.8	\$2,796.00	139.80	\$2,796.00
BP2-2.06	Subgrade Prep, 12" - Approach	SY	\$14.00	799	\$7,700.00	799.00	\$7,700.00
BP2-2.07	Subbase, Modified, 6" - Parking	SY	\$15.00	735.5	\$11,032.50	735.50	\$11,032.50
BP2-2.08	Subbase, Modified, 6" - Sidewalk	SY	\$14.00	198.3	\$2,776.20	198.30	\$2,776.20
BP2-2.10	Subbase, Modified, 8" - Approach	SY	\$14.00	582.80	\$8,159.20	582.80	\$8,159.20
BP2-2.11	Removal and Replacement of Unsuitable Material	CY	\$80.00	42.29	\$3,383.20	42.29	\$3,383.20
BP2-4.01	Sanitary Sewer Gravity Main, Trenched, 8" PVC, SDR-26	LF	\$65.00	92.80	\$6,032.00	92.80	\$6,032.00
BP2-4.02	6" PVC Sanitary Sewer Service, Trenched, Temporary	LF	\$75.00	70	\$5,250.00	70.00	\$5,250.00
BP2-4.03	Sanitary Sewer Abandonment, Fill and Plug	LF	\$25.00	192	\$4,800.00	192.00	\$4,800.00
BP2-4.04	Removal of Sanitary Sewer, 8" CIP	LF	\$25.00	244	\$6,100.00	244.00	\$6,100.00
BP2-4.05	Storm Sewer, Trenched, 4" HDPE, Temporary	LF	\$47.50	20	\$950.00	20.00	\$950.00
BP2-4.06	Storm Sewer Trenched, 8" PVC	LF	\$92.00	70.60	\$6,495.20	70.60	\$6,495.20
BP2-4.07	Storm Sewer Trenched, 10" PVC	LF	\$47.00	163	\$7,661.00	163.00	\$7,661.00
BP2-4.08	Storm Sewer Trenched, 12" RCP	LF	\$95.00	122.5	\$11,637.50	122.50	\$11,637.50
BP2-4.09	Down Spout Connections	EA	\$500.00	4	\$2,000.00	4.00	\$2,000.00
BP2-4.10	Removal of Storm Sewer, 12" RCP	LF	\$35.00	370	\$12,950.00	370.00	\$12,950.00
BP2-4.11	Pipe Apron, 10" HDPE	EA	\$325.00	1	\$325.00	1.00	\$325.00
BP2-4.12	Sanitary Sewer Service, Trenched, 4" PVC	LF	\$60.00	29	\$1,740.00	29.00	\$1,740.00
BP2-5.01	Water Main, Trenched, PVC, 6"	LF	\$75.00	125	\$9,375.00	125.00	\$9,375.00
BP2-5.02	Water Service, 1-1/2" Copper	LF	\$135.00	20	\$2,700.00	20.00	\$2,700.00
BP2-5.03	Water Service, 1-1/2" Copper - Temporary	LF	\$105.00	0	\$0.00	0.00	\$0.00
BP2-5.04	Removal of Pipe, Existing Water Main	LF	\$35.00	350	\$12,250.00	350.00	\$12,250.00
BP2-6.01	Manhole, SW-301, 48" Sanitary Sewer	EA	\$4,500.00	2	\$9,000.00	2.00	\$9,000.00
BP2-6.02	Intake, SW-502, Circular Single Grate	EA	\$4,000.00	1	\$4,000.00	1.00	\$4,000.00
BP2-6.03	Intake, SW-512, 18" Dia. Circular Area	EA	\$3,500.00	1	\$3,500.00	1.00	\$3,500.00
BP2-6.04	Intake, SW-512, 36" Dia. Circular Area	EA	\$5,000.00	1	\$5,000.00	1.00	\$5,000.00
BP2-6.05	Remove, Storm Sewer, Manhole or Intake	EA	\$650.00	6	\$3,900.00	6.00	\$3,900.00
BP2-6.06	Remove, Manhole, Sanitary Sewer	EA	\$2,000.00	2	\$4,000.00	2.00	\$4,000.00
BP2-7.01	PCC Paving, 7" Parking	SY	\$50.00	731.7	\$36,585.00	731.70	\$36,585.00
BP2-7.02	PCC Paving, 9" Approach	SY	\$60.00	563	\$33,780.00	563.00	\$33,780.00
BP2-7.03	Sidewalk, PCC, 4"	SY	\$56.00	139.8	\$7,828.80	139.80	\$7,828.80
BP2-7.04	Pavement Removal, HMA	SY	\$11.00	1,429.3	\$15,722.30	1429.30	\$15,722.30
BP2-7.05	Pavement Removal, PCC	SY	\$28.00	101.5	\$2,842.00	101.50	\$2,842.00
BP2-7.06	Pavement Removal, Sidewalk	SY	\$16.00	339.6	\$5,433.60	339.60	\$5,433.60
BP2-8.01	Pavement Markings, Waterborne	LS	\$650.00	1	\$650.00	1.00	\$650.00
BP2-9.01	Hydraulic Seeding, Fertilizing And Mulching	LS	\$4,200.00	0.5238	\$2,200.00	0.5238	\$2,200.00

BP2-9.02	Silt Fence, Installation And Removal	LF	\$2.00	0	\$0.00	0.00	\$0.00
BP2-9.03	Silt Fence Cleanout	LF	\$1.00	0	\$0.00	0.00	\$0.00
BP2-9.04	Filter Sock, Installation, Cleanout And Removal	LF	\$2.00	415	\$830.00	415.00	\$830.00
BP2-9.05	Rolled Erosion Control Products	EQ	\$20.00	0	\$0.00	0.00	\$0.00
BP2-9.06	Inlet Protection Devices	EA	\$35.00	5	\$175.00	5.00	\$175.00
BP2-11.03	Concrete Stoop	EA	\$1,500.00	6	\$9,000.00	6.00	\$9,000.00
BP2-11.04	Propane Service Line, Copper, Including Trenching And Backfill	LF	\$12.00	220	\$2,640.00	220.00	\$2,640.00
BP2-11.12	2 Way 4" PVC Conduit For Electrical Service From Transformer, Including Trenching And Backfill	LF	\$8.00	90	\$720.00	90.00	\$720.00
BP2-11.18	Perimeter Landscaping	SY	\$16.00	0	\$0.00	0.00	\$0.00
BP2-CO3-2	FBO Downspout Drainage	LS	\$6,714.66	1	\$6,714.66	1.00	\$6,714.66
BP2-CO8-1	Raise Storm Drain	LS	\$3,103.10	1	\$3,103.10	1.00	\$3,103.10
BP2-CO8-5	Rubber Mulch Perimeter Landscaping	SY	\$33.21	74.29	\$2,467.17	74.29	\$2,467.17
BP2-CO8-6	Petroleum Leak Detector Extra Trip	LS	(\$545.80)	1	(\$545.80)	1.00	(\$545.80)
BP2-CO10-1	AV Gas Wire Repair	LS	(\$289.95)	1	(\$289.95)	1.00	(\$289.95)
BP2-CO10-2	Epoxy Coat Floor	LS	\$34,900.00	1	\$34,900.00	1.00	\$34,900.00
BP2-CO10-3	Remove and Replace Hangar #3 Concrete	LS	\$9,300.87	1	\$9,300.87	1.00	\$9,300.87
BP2-CO11-2	ASOS Sidewalk	LS	\$2,819.28	1	\$2,819.28	1.00	\$2,819.28
BP2-CO13-2	Credit for damaged Alliant electric primary	LS	(\$3,879.50)	1	(\$3,879.50)	1.00	(\$3,879.50)
BP2-CO13-4	Additional 15.5 sq ft of concrete work at Hangar #3	LS	\$443.53	1	\$443.53	1.00	\$443.53
BP2-Alternate Bid 2 (Additional Parking)							
BP2-2.01	Add - Unclassified Excavation, Class 13	CY	\$47.00	60	\$2,820.00	60.00	\$2,820.00
BP2-2.03	Add - Subgrade Prep, 12" - Parking	SY	\$25.00	641.6	\$4,491.20	641.60	\$4,491.20
BP2-2.04	Add - Subgrade Prep, 12" - Sidewalk	SY	\$25.00	103	\$2,575.00	103.00	\$2,575.00
BP2-2.07	Add - Subbase, Modified, 6" - Parking	SY	\$14.00	641.6	\$8,982.40	641.60	\$8,982.40
BP2-2.08	Add - Subbase, Modified, 6" - Sidewalk	SY	\$35.00	94	\$3,290.00	94.00	\$3,290.00
BP2-7.01	Add - PCC Paving, 7" - Parking	SY	\$50.00	610	\$30,500.00	610.00	\$30,500.00
BP2-7.03	Add - Sidewalk, PCC, 4"	SY	\$56.00	109.7	\$6,143.20	109.70	\$6,143.20
BP2-11.18	Deduct - Perimeter Landscaping	SY	\$16.00	0	\$0.00	0.00	\$0.00
BP2-A2-11.20	Exterior Lighting Fixtures for Illuminating Additional Parking, including Wire and Conduit	LS	\$2,100.00	1	\$2,100.00	1.00	\$2,100.00
BP2-CO13-3	Parking Lot Pavement Markings (Alternate 2)	LS	\$1,152.60	1	\$1,152.60	1.00	\$1,152.60
BP2-Alternate Bid 3 (Area Light for Base Bid Parking)							
BP2-A3-11.21	Additional Light On Hangar For Base Bid Parking Area	LS	\$2,000.00	1	\$2,000.00	1.00	\$2,000.00
BP2-Alternate Bid 4 (Cement Treating Subgrade-Base Bid)							
BP2-2.03	Deduct - Subgrade Prep, 12" - Parking	SY	\$6.50	(900)	(\$5,850.00)	-900.00	(\$5,850.00)
BP2-2.05	Deduct - Subgrade Prep, 12" - Terminal	SY	\$16.50	(350)	(\$5,775.00)	-350.00	(\$5,775.00)
BP2-2.06	Deduct - Subgrade Prep, 12" - Approach	SY	\$14.00	(200)	(\$2,700.00)	-200.00	(\$2,700.00)
BP2-A4-2.12	Cement Treated Subgrade Prep, 12" - Parking	SY	\$10.50	604.4	\$6,346.20	604.40	\$6,346.20
BP2-A4-2.13	Cement Treated Subgrade Prep, 12" - Terminal	SY	\$11.50	342.30	\$3,936.45	342.30	\$3,936.45
BP2-A4-2.14	Cement Treated Subgrade Prep, 12" - Approach	SY	\$16.00	582.50	\$9,320.00	582.50	\$9,320.00
BP2-A4-2.15	Cement - Parking	TON	\$190.00	13.31	\$2,528.90	13.31	\$2,528.90
BP2-A4-2.16	Cement - Terminal	TON	\$190.00	7.60	\$1,444.00	7.60	\$1,444.00
BP2-A4-2.17	Cement - Approach	TON	\$190.00	12.90	\$2,451.00	12.90	\$2,451.00
BP2-Alternate Bid 5 (Cement Treating Subgrade-Alternate Bid 2)							
BP2-2.03	Deduct - Subgrade Prep, 12" - Parking (From Alternate Bid 2)	SY	\$6.50	(641.6)	(\$4,170.40)	-641.60	(\$4,170.40)
BP2-A5-2.12	Cement Treated Subgrade Prep, 12" - Parking	SY	\$10.50	641.60	\$6,736.80	641.60	\$6,736.80
BP2-A5-2.15	Cement - Parking	TON	\$190.00	12.20	\$2,318.00	12.20	\$2,318.00
Total for Site Preparation					\$448,943.21		\$448,943.21
Retainage for Site Preparation							\$0.00
Previous Work Paid							\$423,836.05
Current Work Paid							\$25,107.16
Work to Date Paid							\$448,943.21
Terminal Building - Iowa DOT Contract No. 21653							
BP2-2.05	Subgrade Prep, 12" - Terminal	SY	\$16.50	350	\$5,775.00	350.00	\$5,775.00
BP2-2.09	Subbase, Modified, 6" - Terminal	SY	\$17.00	323.8	\$5,504.60	323.80	\$5,504.60
BP2-11.01	Terminal Building - Complete	LS	\$950,000.00	1	\$950,000.00	1.00	\$950,000.00
BP2-11.02	PCC Paving, 4" Terminal Floor	SY	\$54.00	337.6	\$18,230.40	337.60	\$18,230.40
BP2-CO1-1	Foundation Footing Changes	LS	\$569.98	1	\$569.98	1.00	\$569.98
BP2-CO1-2	Additional Roller Shades	LS	\$4,116.47	1	\$4,116.47	1.00	\$4,116.47
BP2-CO1-3	Window Position Change	LS	\$4,251.11	1	\$4,251.11	1.00	\$4,251.11
BP2-CO5-1	Move Storage Room Wall	LS	\$836.35	1	\$836.35	1.00	\$836.35
BP2-CO5-2	Replace Canopy R Panel with Standing Seam Panels	LS	\$2,834.33	1	\$2,834.33	1.00	\$2,834.33
BP2-CO6-1	Mezzanine Extension	LS	\$8,631.48	1	\$8,631.48	1.00	\$8,631.48
BP2-CO6-2	Add Window Shade to W13	LS	\$636.48	1	\$636.48	1.00	\$636.48
BP2-CO7-1	Additional Jamb Spray Foam	LS	\$2,408.12	1	\$2,408.12	1.00	\$2,408.12
BP2-CO8-2	Bent Plate at Canopy	LS	\$3,891.61	1	\$3,891.61	1.00	\$3,891.61
BP2-CO8-3	Surge Protection Device	LS	\$4,399.13	1	\$4,399.13	1.00	\$4,399.13
BP2-CO8-4	1 3/4" Mount Kits	LS	\$1,201.15	1	\$1,201.15	1.00	\$1,201.15
BP2-CO11-1	New Lockset	LS	\$775.35	1	\$775.35	1.00	\$775.35
BP2-CO11-3	Change Soffit Can Lights to Photocells	LS	\$1,492.03	1	\$1,492.03	1.00	\$1,492.03
BP2-CO16-1	Deduct related to fees and delays during 2023	LS	(\$4,147.00)	1	(\$4,147.00)	1.00	(\$4,147.00)
BP2-Alternate Bid 6 (Additional P Lam Cabinets in Reception Area and Break Area)							
BP2-A6-11.22	Additional P Lam Cabinets in Reception Area and Break Area	LS	\$4,500.00	1	\$4,500.00	1.00	\$4,500.00
Total for Terminal Building					\$1,015,906.59		\$1,015,906.59
Retainage for Terminal Building							\$0.00
Previous Work Paid							\$969,050.91
Current Work Paid							\$46,855.68
Work to Date Paid							\$1,015,906.59
Total Hangar, Terminal, Site Preparation and Rotating Beacon Improvements (This Period)							\$132,844.19
Total Retainage Hangar, Terminal, Site Preparation and Rotating Beacon Improvements (This Period)							\$0.00
Retainage for Stored Materials							\$0.00
Total Construction Completed							\$2,682,476.93
Previously Paid							\$2,549,632.74

* Correction made to typo in unit price of BP-CO7-2. Price now matches approved CO#7. 7/8/22 TSM

* Correction made to quantity of BP2-11.10 and 11.11. Not installed and existing was hit and repaired during terminal demo. 10/31/22 JLD

Prepared by
Clapsaddle-Garber Associates, Inc.
Marshalltown, Iowa

CGA Project No. 4482.06

CITY OF MARSHALLTOWN, IOWA
APPLICATION FOR A CITY LICENSE

§ 50.021 APPLICATION FOR LICENSE; APPROVAL.

- (A) Application for a license to collect garbage or refuse, yard waste, or recyclables shall be made at the office of the City Clerk on forms provided by the Clerk. The applicant shall file with his or her application a certificate or affidavit of insurance, as set forth in § 10.999 of this code, shall pay the required license fee and garbage haulers present current proof of having passed inspection.
- (B) Licensed Haulers shall provide maps of their coverage area, indicating which areas are to be picked up on what days. Information shall also be provided on the Company's plans or adjustments to pick-up days for Holidays.
- (C) Licensed Haulers shall keep a record of the unique identifiers of each hauler-provided receptacle and make that information available to the City upon request.
- (D) Upon receipt of such application and accompanying documents properly executed and otherwise proper and accurate, including, but not limited to, the certificate or affidavit of insurance, upon receipt of the license fee and inspection approval, the City Clerk shall place the application on a City Council agenda for approval.
- (E) The City Council holds the right to limit the number of licensed haulers operating within the city limits.
- (F) Upon approval by the City Council, the City Clerk will issue the license for no more than one year, as set forth in § 10.999 of this code.

§ 50.022 INSURANCE REQUIRED OF LICENSEE; CERTIFICATE; LIABILITY COVERAGE.

The garbage or refuse hauler, yard waste hauler or recyclable hauler shall not be permitted to commence work under this chapter until he or she has obtained all required insurance and filed proof of such with the City Clerk, pursuant to § 10.009 of this code of ordinances.

License Type: ☒ Garbage and Refuse \$100.00 ☒ Recyclable Hauler \$25.00 ☒ Yard Waste \$15.00

Name of Business: Prairie Waste Solutions LLC

Address of Business: 33061 G Ave Conrad Ia 50621

Business Phone: 641-752-7165 Email: kbolkema@prairiewaste.com

Owner(s) of
Business: _____

If incorporated, is business authorized to transact business in the State of Iowa? ☒ Yes ☐ No

Sales Tax Number: 93-4446671

If title is a trade name, has such name be registered under Chapter 547 Code of Iowa? ☒ Yes ☐ No

Date of Commencement of Business: 12/01/2023

EQUIPMENT TO BE USED: All persons licensed under the terms of this chapter shall use packer-type trucks for normal garbage or refuse collection purposes. Recyclables and yard waste shall be transported in a vehicle, trailer, bin or container, which is enclosed, covered, leak resistant and of an easily cleanable construction.

MAKE/MODEL/YEAR	LICENSE PLATE NUMBERS
Freightliner M2 106 2018 207	OVP 067
Freightliner M2 106 2019	OBP 064
Freightliner M2 106 2020	OBP 062
freightliner M2 106 2015	OBP 071
Kenworth t300 2012	OBP072
International 7000 2009	OBP 063
International 7000 2010	OBP 061
International 7000 2011	OBP 073

By signing this application, you agree to fully comply with the City of Marshalltown Code of Ordinances.


Applicant

12/1/2023
Date

Additional non packer vehicles

Make/ Model /Year	License Plate Numbers
Mack Cv700 2004	OBP 066
Mack granite 2021	OBP 060
Peterbilt 348 2018	OBP 070
Freightliner M2 2016	OBP 069
Freightliner M2 2010	OBP 057
Freightliner M2 2022	OBP 058

REFUSE PACKER TRUCK INSPECTION CHECKLIST

§ 50.030 INSPECTION OF EQUIPMENT.

(A) Every application for a license required by this chapter or a license renewal shall contain a certification by the applicant that the applicant has inspected the equipment to be used in the transportation of garbage or refuse and that the equipment is in good mechanical condition and free of leaks.

(B) It shall be a municipal infraction to operate equipment that leaks or allows garbage or refuse to spill from the equipment.

Company: Prairie Waste Solutions

Date: 12/1/2023

Condition of Packer: good		
Truck & Packer Make & Model: freight m2 mcnelus 207		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: good		
Truck & Packer Make & Model: freight m2 mcnelus208		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☐ Y ☐ N	Hydraulic System Leak Free: ☐ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: good		
Truck & Packer Make & Model: freight m2 mcnelus 307		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: good		
Truck & Packer Make & Model: freight m2 mcnelus 306		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: good		
Truck & Packer Make & Model: kenworth t300 mcneilus 402		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: fair

Truck & Packer Make & Model: international 7000 mcneilus 87		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

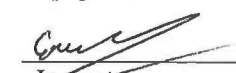
Condition of Packer: fair		
Truck & Packer Make & Model: international 7000 mcneilus 206		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer: good		
Truck & Packer Make & Model: international 7000 mcneilus 305		
Box Water Tight: ☒ Y ☐ N	Seal Leak Free: ☒ Y ☐ N	Hydraulic System Leak Free: ☒ Y ☐ N
Inspection: ☒ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer:		
Truck & Packer Make & Model:		
Box Water Tight: ☐ Y ☐ N	Seal Leak Free: ☐ Y ☐ N	Hydraulic System Leak Free: ☐ Y ☐ N
Inspection: ☐ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

Condition of Packer:		
Truck & Packer Make & Model:		
Box Water Tight: ☐ Y ☐ N	Seal Leak Free: ☐ Y ☐ N	Hydraulic System Leak Free: ☐ Y ☐ N
Inspection: ☐ Pass ☐ Fail	If failed, specify repairs needed:	
Re-Inspection: ☐ Pass ☐ Fail	Date repairs completed:	
Additional Comments:		

I hereby certify that the above listed equipment has been inspected by myself or under my supervision and that each equipment's box is watertight, the seal does not leak, and the hydraulic system does not lose fluids. I understand that it is a Municipal Infraction to operate equipment that leaks or allows garbage or refuse to spill from said equipment.


Inspector

12/1/23
Date


Owner

12-1-2023
Date



PRAIWA-01

BHudson

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

David Chapman Agency, Inc.
P.O. Box 30109
Lansing, MI 48909

CONTACT

NAME:

PHONE (A/C, No, Ext): (517) 321-4600

FAX (A/C, No): (517) 321-9443

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC

INSURER A: Acuity A Mutual Insurance Co.

14184

INSURER B: Liberty Mutual Assigned Risk WC

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Prairie Waste Solutions LLC
2949 Aberdeen Dr
Montgomery, IL 60538-4121

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ZT3917	12/1/2023	12/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ZT3917	12/1/2023	12/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$			ZT3917	12/1/2023	12/1/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC5-33S-B24R46-013	12/1/2023	12/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

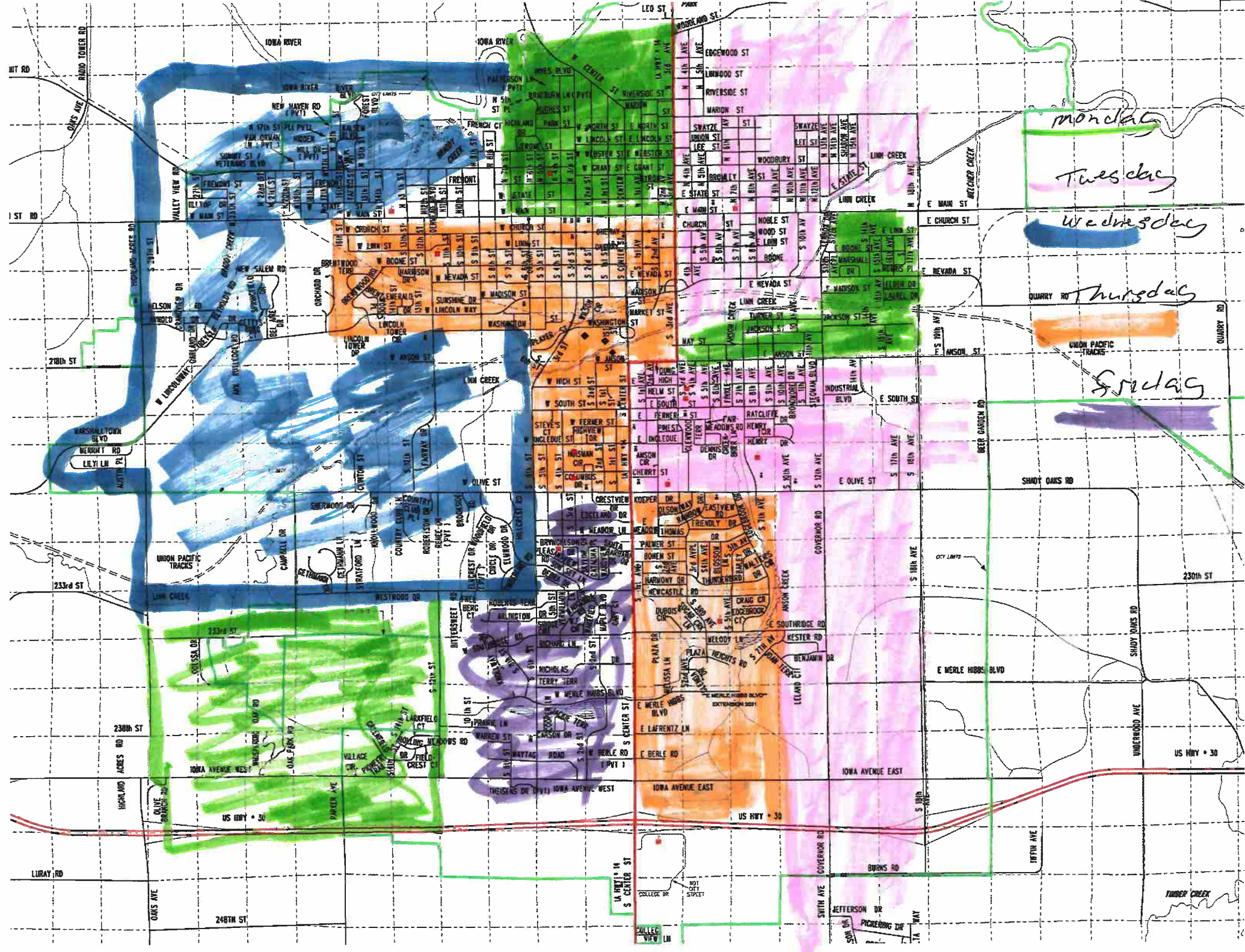
CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



monday

Tuesday

Wednesday

Thursday

Friday

**RESOLUTION AUTHORIZING THE FIRE DEPARTMENT TO ENTER INTO AN
AGREEMENT TO PURCHASE A 2023 LIGHT RESCUE VEHICLE THROUGH
RELIANT FIRE APPARATUS WITH FY26 CIP FUNDS**

WHEREAS, the Marshalltown Fire Department's 2017 light-duty rescue vehicle will reach the end of its service life in 2026; and

WHEREAS, replacement vehicles are taking between 20 and 32 months to complete manufacture and delivery; and

WHEREAS, the Fire Department requests authorization to enter into a purchase agreement with Reliant Fire Apparatus for the purchase of a 2023 light rescue vehicle for \$233,500 to be paid from the FY26 CIP fund; and

WHEREAS, the Council has found this agreement to be in the best interests of the City of Marshalltown, Iowa, and that same should now be approved and accepted.

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

Section 1. The Marshalltown Fire Department is authorized to enter into a purchasing agreement with Reliant Fire Apparatus for the purchase of a 2023 light rescue vehicle for \$233,500 to be paid from the FY26 CIP fund.

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor & City Council
FROM: Chief Rierson
DATE: 01/22/2024
RE: Light Rescue Purchase

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Plan Objective: To enter into an agreement with Reliant Fire Apparatus for the purchase of a 2023 Light Rescue Vehicle.

Recommendation: Staff recommends entering into a contract for the purchase of the vehicle. The vehicle will not be paid for until the 2026 Capital Improvement Plan calendar year.

Budget Impact: \$233,500.00, which has been approved for the 2026 Capital Improvement Plan calendar year.

Description/Background: The current light rescue vehicle will reach its end of service life in 2026. Currently, replacement vehicles are taking between 20 and 32 months to complete manufacture and delivery. The vehicle will not be delivered or paid for until the 2026 Capital Improvement Plan calendar year.

CITY COUNCIL

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



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 December 27, 2022; and

WHEREAS, new revisions include allowing the Mayor or City Administrator to approve the tentative agenda, clarifying the language on the waiving of ordinance readings and a motion to reconsider.

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 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 18, 2024
RE: Resolution to Approve Council Manual Revisions

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☒ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 8th the Council discussion a few proposed revisions to the City Council Manual. The proposed amendments related to agenda items, the process to waive readings of ordinances and motions to reconsider. After discussion the Council instructed staff to move forward and review the changes with legal counsel. Attached you will find the proposed amendments, with minor changes that were made by the City Attorney. A resolution to approve the changes has been placed on the January 22nd agenda.

If there are any other areas the Council members would like to discuss in regards to the Council Manual, please let me know.

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



CITY OF MARSHALLTOWN, IOWA

Council Manual

Rules and Procedures

Adopted October 9, 2017

Amended September 13, 2021

Amended December 27, 2022

Amended January 22, 2024

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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-or~~ 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 waive the second and third readings after the passage of the first reading during the same meeting. 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 second and third reading 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.

- 1) **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 the next regularly scheduled council meeting ~~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, without unanimous consent of the council, 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. No motion for reconsideration is necessary for this provision. This provision does not include special elections for vacancies.

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

CITY OF MARSHALLTOWN, IOWA

Council Manual

Rules and Procedures

Adopted October 9, 2017

Amended September 13, 2021

Amended December 27, 2022

Amended January 22, 2024

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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 or 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 waive the second and third readings after the passage of the first reading during the same 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 second and third reading 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 the next regularly scheduled council meeting 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. .

No question shall be reconsidered more than once, without unanimous consent of the council, 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. No motion for reconsideration is necessary for this provision. This provision does not include special elections for vacancies.

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 APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR \$50,000
WITH SNYDER AND ASSOCIATES FOR DESIGN SERVICES FOR THE TRAILHEAD
AND BRIDGE PROJECT**

WHEREAS, the City would like to build a trailhead in the Linn Creek District and a bridge to connect the trailhead to the Freedom Rock at the American Legion; and

WHEREAS, the City has received Destination Iowa funding for a trailhead and bridge project; and

WHEREAS, the City and a steering committee has interviewed 3 firms to design and provide concepts for the trailhead and bridge; and

WHEREAS, the steering committee has selected Snyder and Associates to provide those services; and

WHEREAS, Snyder and Associates has submitted a Professional Services Agreement for the design and bidding of the Linn Creek Trailhead and Bridge Design at a cost of \$50,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the Professional Services Agreement with Snyder and Associates for the scope of work for the Linn Creek Trailhead and Bridge totaling \$50,000, is hereby approved and the Mayor is directed to execute the Agreement.

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor Greer and City Council
FROM: Geoff Hubbard, Parks & Recreation Director
DATE: January 17, 2024
RE: Linn Creek Trailhead and Bridge Concept Design

Strategic Plan:

- ☐ Strategy 1: Expand and improve development in the community.
- ☒ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☒ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Plan Objective: Enhance Marshalltown's public image by updating and improving parks and amenities in the parks, specifically the design of a Trailhead in the Linn Creek District and a bridge across Linn Creek to then connect the trailhead to the Freedom Rock at the American League. We have also partnered with the Arts and Cultural Alliance on the design phase of the project.

Recommendation: Staff recommends approval of the resolution to approve a contract with Snyder and Associates for the construction design of the trailhead and bridge for \$50,000.

Budget Impact: This project is to be funded with 364 - 2022 GO Bonds, a Destination Iowa grant, and private fundraising. Cost estimates for the trailhead is \$1,263,380 with \$660,000 coming from the GO Bond, \$464,356 coming from the Destination Iowa grant and \$200,000 coming from Trails INC. Cost estimates for the bridge is \$1,108,350 with \$700,000 coming from the GO Bond and \$369,316 from the Destination Iowa grant.

Description/Background: In September of 2022 we received a Destination Iowa grant for the Linn Creek District which includes 4 projects including renovations to the Martha Ellen Tye Playhouse, creating a trailhead and bridge next to the skate park and 6th St Softball Complex, and a water plaza next to Mega-10 Park and the Aquatic Center. This grant was for \$2 million dollars split between the four projects –

Playhouse - \$588,312
Trailhead - \$464,356
Bridge - \$369,316
Water Plaza - \$578,015

Funding for the city projects include –

Trailhead - \$560,000 GO Bonds, \$200,000 Trails Inc
Bridge - \$700,000 GO Bonds
Water Plaza - \$450,000 GO Bonds, \$100,000 Wellmark Grant

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



The trailhead and bridge or almost fulling funded, the only project needing more fundraising is the water plaza.

Attachments - Contract and proposal for Design from Snyder and Associates.

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson





**REQUEST FOR PROPOSAL
TRAILHEAD AND BRIDGE PROJECT
PRELIMINARY DESIGN AND
COST ESTIMATE**

Responses due

Wednesday, January 10 2024, at 10:00AM CST

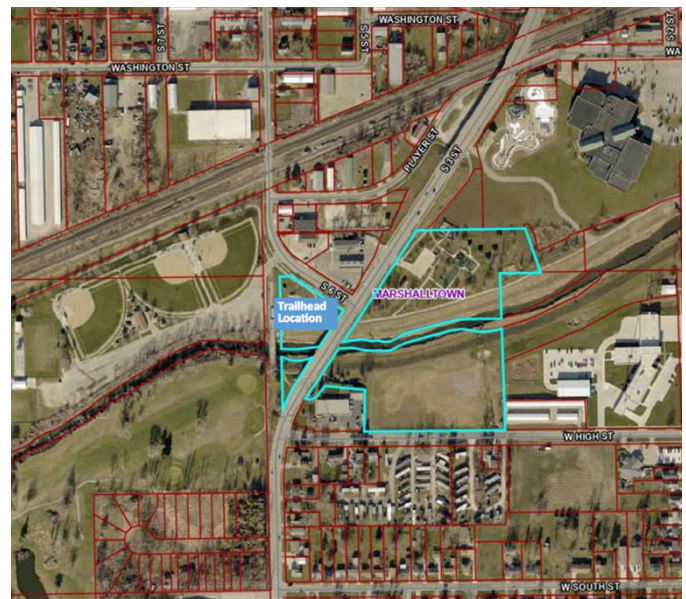
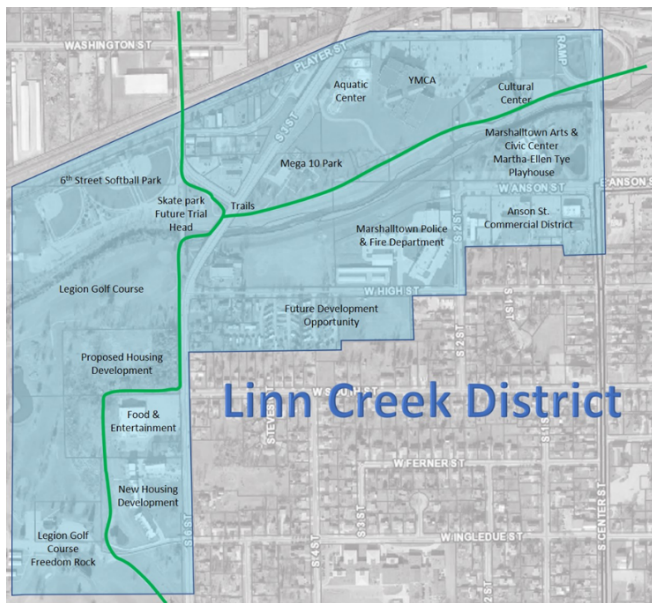
to the following:

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

I. Introduction and Background

The City of Marshalltown, Iowa, (pop. 27,591) is seeking a partner to with a firm for the preliminary design and cost estimate of creating a trailhead and replacing a pedestrian bridge to serve all residents of Marshalltown. This trailhead would be a hub for the east/west Linn Creek Trail, north/south trail along 6th Street, and the start of the Iowa Rivers Edge Trail heading NW to Albion all the way to Steamboat Rock.

The City has identified the Linn Creek District as the ideal location for this trailhead, as it compliments other features of the area like Mega-10 Park, the Marshalltown YMCA, Marshalltown Aquatic Center, Linn Creek Trail, 6th Street Softball Complex, Marshalltown Arts and Civic Center, and more. For an overview of the Linn Creek District, please visit <https://youtu.be/xbEnp0m2Yc4>.



The City has selected a location for the trailhead on slightly less than 1 acre of land east of the 6th St Softball Complex where our skatepark is located. All portions of this land are owned by the City.

The City would like to replace a former vehicular bridge that is currently out of service with a pedestrian bridge to provide access to the new trailhead from a trail planned to be installed in 2024 along the S 6th Street area of the Linn Creek District.

II. Available Funding

This project is being funded locally with general obligation bond proceeds. The concept work and preliminary design shall not exceed \$50,000. If the City decides to move forward, it is anticipated that an amendment will be made to the existing contract of the selected firm to complete the final design and possibly other aspects related to construction.

III. Design and Site Requirements

The City of Marshalltown has identified the following design requirements for this project:

1. The consultant must determine how to utilize the existing plumbing connections in 6th St Softball Complex area as part of this project, as well as provide a site design that encompasses access, restroom building, and seating and other design elements of a unique community destination.
2. The concepts/design must include removal of a 132' x 23.9' pretensioned prestressed concrete beam bridge constructed in 1954 over Linn Creek and replacement with a new bike/pedestrian bridge. Linn Creek has a mapped Floodway and a Levee system in place that will require communication with and approval from Iowa USACE/Iowa DNR. The consultant will need to select the replacement bridge type based on hydraulics and USACE / Iowa DNR requirements, as well as the existing trail grade and in place utilities. Initial discussions have included a truss-type pedestrian bridge that is amplified through art and lighting.
3. The consultant must identify ways in which the site serves all residents and cultural needs in the community.
4. The area is to be for free use of the community and present no barriers for use.
5. The trailhead must have connection trails to the south over the new 6th St bridge as part of this project, and east and west to the Linn Creek Trail.
6. The trailhead design will need to keep or relocate the skate park and graffiti wall within the site, both elements need to stay within the location with the exception of the bike pump track which will be removed.

IV. Scope of Work/Deliverables

The following Scope of Work is what is expected for the preliminary design and cost estimate phase, with deliverables noted.

1. Design Options
The successful consultant will provide at least two design options for a theme for the trailhead which are unique to Marshalltown and the bridge over the Linn Creek.
2. Cost Estimate
The City is anticipating a fundraising campaign as well as the utilization of General Obligation bonds to fund this project. Destination Iowa Grant funds are also planned to be used on this project. A cost estimate for each of the design options that includes all aspects of the site shall be required at the time of presenting the option.
3. Timeline
This project needs to be bid out by December 2024 with work on the project completed and closed out by December 2025.

V. Submission Requirements

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

1. Cover Letter - Include the name and address of the project manager who will direct the work for the firm.
2. Introduction to the Consultant Firms(s) - The following information shall be included for all firms included in the submittal.
 - a. Firm name and business address, including telephone number and email contact.
 - b. History of the firm.
 - c. Identify the state in which the firm was organized or incorporated.
 - d. Type of ownership, and name and location of parent company and subsidiaries, if any.
 - e. Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.
3. Qualifications and Experience of the Consultant Firm(s) - Describe recent experience relevant to this project with emphasis placed on projects managed by the key personnel to be assigned to this project. Submit at least three references with names, addresses and phone numbers of those familiar with the consultant's ability, experience and reliability in the performance and management of projects of a similar nature.
4. Qualifications and Experience of Key Staff and Artist - Identify key individuals to be assigned to this project and include the function and/or responsibility of each identified individual. Experience summaries of these key individuals must be provided with emphasis on previous experience in similar roles on comparable projects. The same information should be included for the Artist if not part of the key staff.
5. Project Understanding/Methodology - This should demonstrate the firm's understanding of the nature of the work and approach to be taken. This should include addressing project objectives, scope of work, the proposed approach, and any other pertinent elements. Creative alternative approaches are encouraged.
6. Proposed Timeline- Provide a proposed timeline which the firm believes they can accomplish the scope of work, including milestone dates.
7. Proposed Fee - Provide proposed fee break-down based on the stated Scope of Work, which includes all reimbursable items like mileage and printing. Once the desired consultant has been identified, the City reserves the right to negotiate the final fee, but has allocated \$50,000 for this scope of work.

VI. Evaluation Criteria

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

1. Qualifications of the firm and personnel to be assigned to this project (25 points)
2. Similar projects completed by the firm (20 points)
3. Overall project understanding (20 points)
4. Clarity, creativity, and thoroughness of the proposal (20 points)
5. Time needed to complete the study (15 points)

VII. Timeline and Submittal Information

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

- Thursday, November 30, 2023: Issue Request for Proposal
- Thursday, December 21 at 12PM: Deadline for Questions
- Wednesday, January 10, 2024 at 10AM: Proposals Due
- January 15-19, 2024: Interviews with Finalists
- Monday, January 22, 2024: Recommendation to City Council

All questions related to this request for proposal must be submitted in writing via e-mail to Joe Gaa, City Administrator jgaa@marshalltown-ia.gov no later than 12PM on Thursday, December 21, 2023. Please be respectful of the limited time of City staff to meet in person to have any discussions.

Proposals must be sealed and submitted as one hard copy and one electronic copy no later than 10AM on Wednesday, January 10, 2024, to the following:

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

Proposals must reference "RFP for Trailhead and Bridge Design" on the exterior of the sealed bid. Any proposal received after due date and time will not be considered.

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

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

The City reserves the right to reject any or all proposals and waive any irregularities. The City also reserves the right to choose the proposal that is deemed in the best

interest of the City based on any or all criteria, etc. In addition, the City reserves the right to negotiate any or all items and terms of proposal.

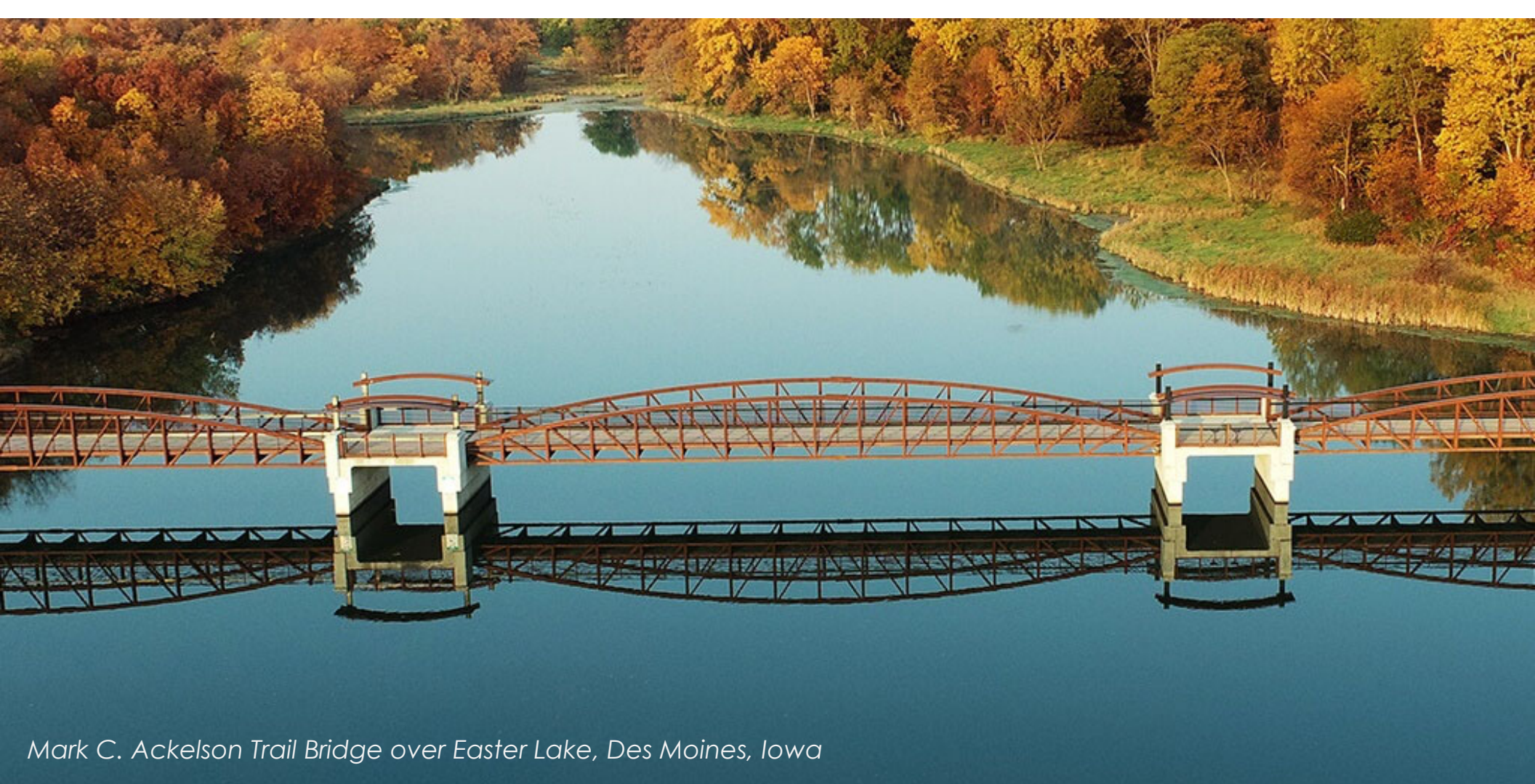
A proposal may not be withdrawn before the expiration of sixty (60) days from the proposal due date.

VIII. General Terms and Conditions

- a. **Contract:** Any award of a contract resulting from this RFP will be made only by written authorization from City of Marshalltown upon approval by the City of Marshalltown City Council. The contract between City of Marshalltown and the Consultant shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the proposal submitted by the Consultant in response to the RFP. In the event of a conflict in language between these two documents, the provisions and requirements set forth and/or referenced in the RFP shall govern. The City also reserves the right to clarify any contractual relationship in writing with the concurrence of the Consultant, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Consultant's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern. The City reserves the right to amend the contract to include and Federal requirements specifically associated with the funding allocation and program compliance.
- b. **Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the Vendor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- c. **Incurred Expenses:** This RFP does not commit the City to award a contract, nor shall the City be responsible for any cost or expense that may be incurred by the Vendor in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the Vendor prior to the execution of a contract agreement.
- d. **Insurance:** The successful bidder must provide the City a certificate of insurance with the following coverage limits and maintain said coverages at all times during the term of a Contract. The City shall be names as an additional insured under the liability policy required above.
 - Comprehensive General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Worker's Compensation as required by law
 - Professional Liability for Errors and Omissions \$2,000,000
- e. **Independent Contractor:** Nothing contained in this RFP is intended or should be construed as creating the relationship of co-partners or joint ventures within the City.

The Consultant shall remain an independent contractor, and all employees of the Consultant or its subcontractors shall remain the employees of the Consultant or subcontractor and shall not become the employees of the City.

- f. Nondiscrimination: All Contractors agree that during the life of the contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status, disability, sexual orientation, age, religion, or status with regard to public assistance, and shall intend a similar provision in all subcontracts entered into for the performance thereof.



Mark C. Ackelson Trail Bridge over Easter Lake, Des Moines, Iowa



**MARSHALLTOWN
MORE THAN EVER**

City of Marshalltown, Iowa

Trailhead & Bridge Project Preliminary Design & Cost Estimate

Proposal for Professional Services
January 10, 2024

Team Contact:
Richard M. Voelker, PE
rmvoelker@snyder-associates.com





Trestle-to-Trestle Trail Bridge over Beaver Creek, Johnston, Iowa

Cover Letter & Firm Introduction

Dear Mr. Gaa & Evaluation Committee Members,

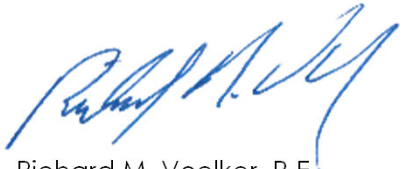
Snyder & Associates is pleased to provide our proposal for the City of Marshalltown's Trailhead and Bridge. Our qualifications and experience are perfectly suited to this project, and we are confident that your team will appreciate the creativity and professionalism of our design team. We are excited about the multimodal connection and gathering space this project will provide for residents and the community and we fully understand that this project will help the City of Marshalltown continue its efforts to achieve regional trail connectivity with the Linn Creek Trail, as well as the Iowa River's Edge Trail. In the committee's review of our proposal, we would like to point out a few key reasons to select the Snyder & Associates team for this project:

- **Experience** – As you will see in our proposal, we have worked on countless projects that are very similar to the City of Marshalltown's current needs for the Trailhead and Bridge project. We have completed miles of trails, numerous trailheads and parks, and dozens of trail bridges throughout the State of Iowa and the Midwest. We can help you select the style of the bridge that will meet your goals while seamlessly enhancing the aesthetics of the trailhead location.
- **Agency Knowledge** – We regularly work on projects that include close collaboration with the U.S. Army Corp of Engineers (USACE) and the Iowa Department of Natural Resources (DNR) to comply with all floodway and levee system parameters, waterway hydraulics, and existing trail grade requirements. These agency relationships and familiarity are essential for keeping projects on budget and schedule.
- **Creativity** – Placemaking and quality of life improvements are key drivers of our practice. We will help you create a trailhead and bridge that are unique to Marshalltown. We don't replicate our style from project to project. Every public space project we design draws insights from local information, history, culture, and aesthetics.

We appreciate this opportunity to present our qualifications and experience and look forward to the committee's favorable consideration.

Respectfully Submitted,

Snyder & Associates, Inc.



Richard M. Voelker, P.E.
Transportation Business Unit Leader

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29	Previous Schedule & Fees
32	Sample Report Documents & Summary

OUR STORY

Snyder & Associates is an Iowa-founded, multi-disciplinary engineering, planning, and design firm serving clients throughout Iowa and the Midwest. **An enduring philosophy of responsive, personal service tailored to individual client needs has guided our employee-owned company for over 45 years.** In 2008, Snyder & Associates acquired Shuck-Britson, adding a structural engineering component to our service offering. As a community of problem solvers, we excel at pioneering sustainable, efficient solutions that help our clients achieve growth, resilience, and connectivity. Our average annual statistics include:

300+ Employees	1400+ Projects	95% Repeat Business	20+ States Served
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From planning and design to cost estimating and fundraising efforts, we are committed to bringing your project to life with creative, dependable solutions. **With the city's goals in mind, we will develop and execute a plan to construct a trailhead area and a pedestrian bridge over Linn Creek that connects residents to the surrounding amenities.** Our team will advocate on your behalf, working to minimize your administration and coordination efforts and provide the solution to fit your needs and vision.

WWW.SNYDER-ASSOCIATES.COM

AREAS OF EXPERTISE

Snyder & Associates is home to a balanced team of transportation and structural engineers, public spaces planners, environmental scientists, and land survey professionals. Our staff specialize in a broad range of disciplines and services, including:

- Transportation Planning
- Trail Design
- Pedestrian Bridge Design
- Public Spaces
- Structural Design
- Trailhead Amenities
- Boundary & Topographic Survey
- Utility Design & Coordination
- Staging Plan Development
- Public Engagement
- Project Management
- State & Federal Funding Procurement & Management
- Construction Planning
- Cost Estimating

Project Manager

Richard M. Voelker, P.E.
(515)964-2020 ext. 2552
Transportation Business Unit Leader

Ankeny Office Headquarters

2727 SW Snyder Blvd.
Ankeny, Iowa 50023

We're driven by possibility and take pride in our ability to guide project success.

Complex challenges and constrained resources don't break our stride — they inspire us.



OFFICE LOCATIONS
13 Offices in 5 States

OUR TRAIL & PEDESTRIAN BRIDGE DESIGN EXPERIENCE

The Snyder & Associates trail design practice began in the early 1990s and has grown exponentially since then — along with our team's expertise. Over three-plus decades, we have helped plan and design over 400 miles of paved trails, along with countless trailhead facilities.

Additionally, we have designed and constructed over 150 pedestrian structures bridges ranging from 13 feet to 2,560 feet long. As the Midwest's industry leader in the development of multi-use trails, our planners are intensely committed to advancing the safety and efficiency of active transportation networks.

The design work for a trail bridge will be performed by our structural engineers at Shuck-Britson, Inc. (SBI). SBI is a wholly owned subsidiary of Snyder & Associates and is comprised of approximately 20 professional engineers and designers focusing on bridges and vertical infrastructure.

Our teams consistently strive to balance design standards and funding requirements while minimizing the environmental impact of trails, trailheads, and pedestrian bridge projects by harmonizing with the surrounding environment. Through the creation of safe, efficient, and attractive public spaces, we can promote health and fitness, reduce traffic congestion, and encourage economic development, all while increasing property values for adjacent property owners.

WHY SNYDER & ASSOCIATES?

Destination Locations - The creation of iconic trail bridges and trailheads is our specialties. Our proven track record of successful projects illustrates how our planning and implementation processes are unrivaled. **The bridges we design are not just pipe dreams of what could be, but rather achievable structures, fully accessible to everyone.** These projects often become special places for people to create their own memorable life experiences — from senior photo settings to marriage proposals and even weddings. We are constantly awed by the positive impact these projects have, and we are always thankful for the opportunity to create the next one.

Visual Communication Tools - We guide, we advise, and we facilitate, but ultimately this signature bridge will become your vision. **Our capability to employ powerful 3D visualization tools allows anyone to experience the structure from the user's standpoint, the view from the creek bed, from above, or from anywhere.** Time-of-day settings can be manipulated to observe the views throughout the day and into the night to envision how the shadows play and observe the effectiveness of lighting schemes, whether functional or decorative.

Consensus Building - Our team has a knack for communicating well at all levels — whether it's a project with multiple government agencies, diverse stakeholders, or the public. By the time we start implementation planning, everyone is pulling in the same direction. The energy created through this process is often an unstoppable force.

Cost Estimating - Our accurate cost estimating, and our successful funding and implementation strategies will set the course to completion. **Not many firms can say they have won an award for their implementation strategy on a signature trail bridge — we have.** All the bridge projects listed in this proposal have been built or are awaiting letting for construction with full funding secured. **We look forward to this next challenge.**



OUR COMPREHENSIVE LANDSCAPING & PUBLIC ART EXPERIENCE

Unique and welcoming trailheads and public spaces offer more than just gathering places to reach a specific trail — they play a vital role in enhancing the local environment and reflecting a community's unique culture and values. Whether we're talking about a small trailhead or expansive green areas, the creation of engaging community spaces requires careful planning and collaboration.

At Snyder & Associates, our approach begins with an in-depth exploration of your community's recreational objectives. We partner with various community organizations to gather data and facilitate public input to better understand the diverse needs and preferences of different user groups.

We pay close attention to how design details can impact public safety, water quality, aesthetics, and the preservation of natural habitats. **The influence of amenities such as decorative lighting, informative signage, and artistic elements is also considered.** By the time your project is completed, it will not only promote but also add value to its surroundings. Our designs are driven by the community's established goals and needs, ensuring practical and intelligent solutions.

As a firm providing comprehensive services, we can handle nearly every facet of your project by tailoring our solutions to match your specific needs and resources.



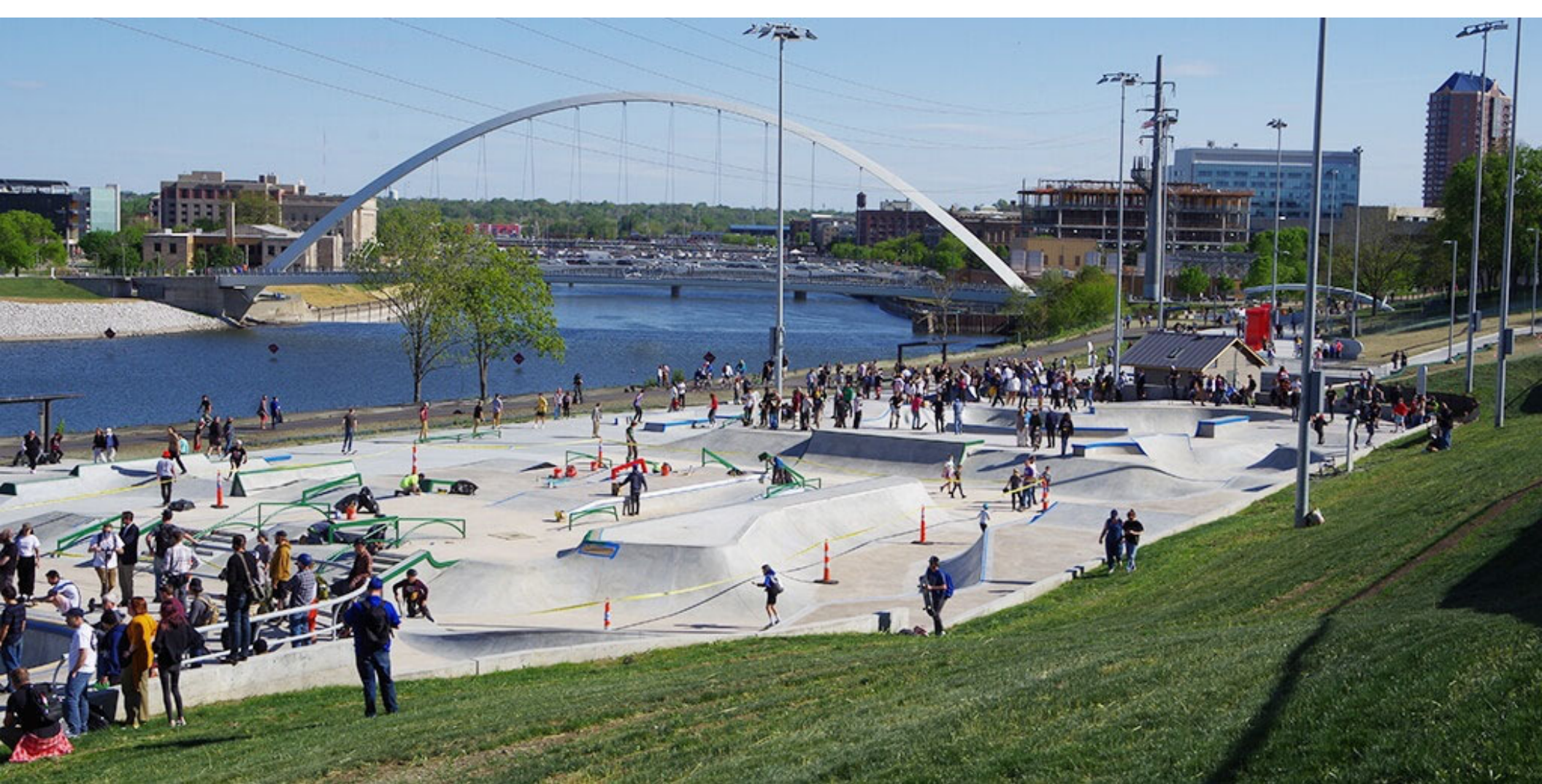
*Gallery Garden Park,
Marshalltown, Iowa*



*Prairie Heritage Plaza,
Altoona, Iowa*



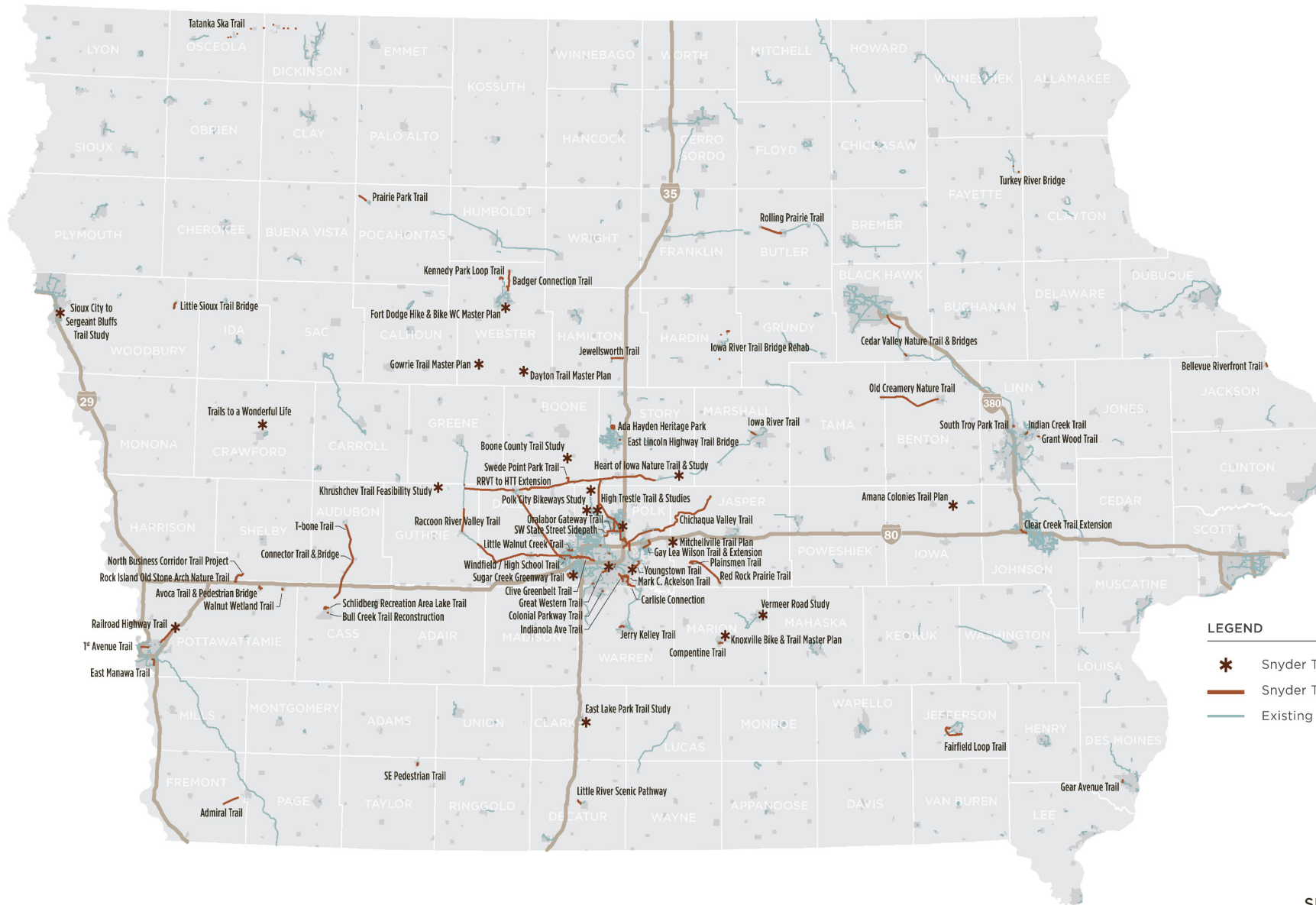
*Peter Melendy Park,
Cedar Falls, Iowa*



Lauridsen Skate Park, Des Moines, Iowa

Firm Experience

OUR TRAIL PROJECT EXPERIENCE



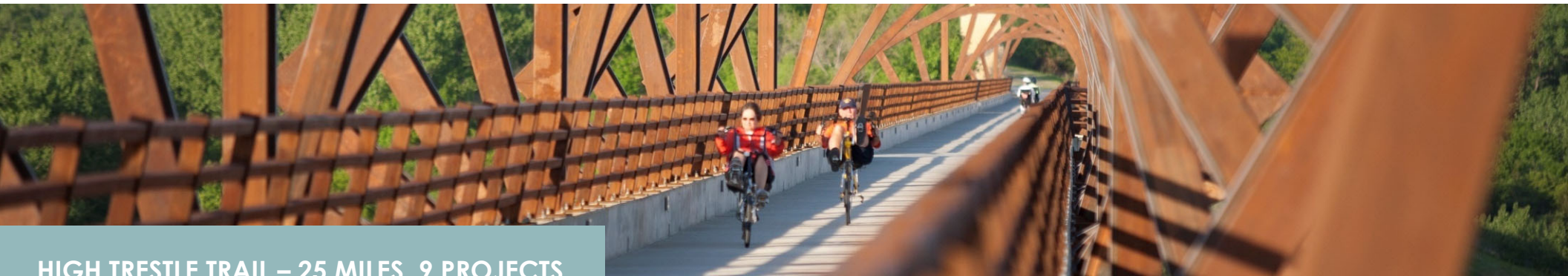
OVER
400
MILES OF
TRAIL
PROJECTS

20+
MASTER
PLAN &
FEASIBILITY
STUDIES

LEGEND

- * Snyder Trail Master Plan & Studies
- Snyder Trail Projects
- Existing Trails

SNYDER-ASSOCIATES.COM



HIGH TRESTLE TRAIL – 25 MILES, 9 PROJECTS

Client:
Polk County
Conservation

Contact:
Rich Leopold
Director
(515) 323-5300

Team:
Snyder & Associates,
Inc.
Shuck-Britson, Inc.
RDG-Dahlquist Art
Studio

Services:
Civil Engineering
Structural Engineering
Planning
Environmental
Survey
Construction
Observation
Trail Alignment &
Profile Design

Project Concept

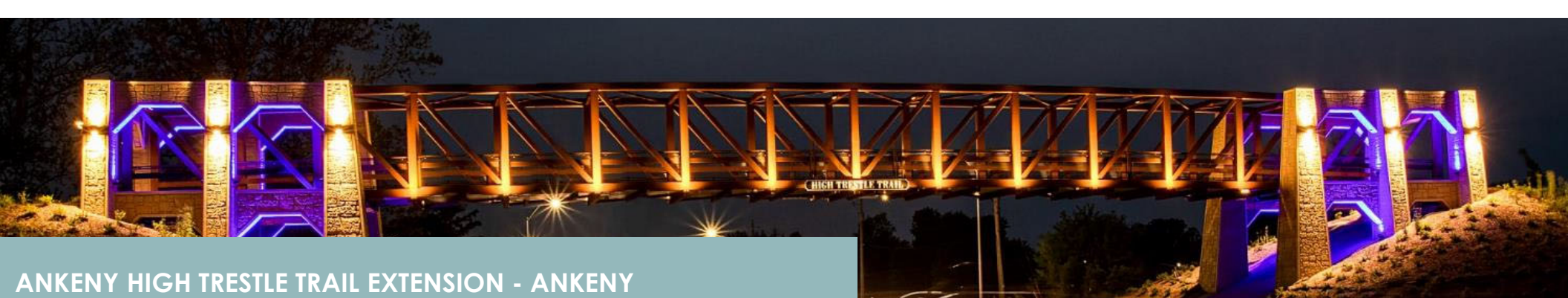
The High Trestle Trail is a 25-mile-long project located in five cities and four counties. The trail was paved 10' wide and follows a rail-banked railroad corridor. The project was divided into smaller construction packages for funding purposes. One segment was constructed in 2006, two in 2007 and two in 2008. Construction of the bridge over the Des Moines River began in 2009 and was completed in 2011.

Achievements

Snyder & Associates, Inc. was the lead design firm on this project. Beyond the efforts to design the trail, one of our largest roles was to develop a project management and construction plan. We knew that with an effective plan, we could successfully build all 25 miles of trail and create the focal point of the project, which is the 2530-foot long and up to 130-foot-tall bridge over the Des Moines River, with the limited funding available. Federally appropriated funds helped to set the project in motion and our plan helped to secure additional funding.

As we completed another 8.5 miles of concrete trail, 11 miles of asphalt trail, and rehabilitated 8 smaller bridges in 2008, excitement grew over the new trail and the envisioned Des Moines River Bridge. The bridge was constructed in 2009 and 2010. In April 2011, upon completion of the Des Moines River Bridge, Snyder & Associates, Inc. helped host a VIP event at the bridge. Several elected officials, including the Governor, and the media were given a sneak peek of the project. Shortly after, we also assisted with the Grand Celebration which welcomed over 3,000 visitors. Our involvement hasn't ceased after the grand opening. Snyder & Associates, Inc. has continued to assist the project team with signage coordination and maintenance recommendations.





ANKENY HIGH TRESTLE TRAIL EXTENSION - ANKENY

Client:
City of Ankeny

Contacts:
Jim Haberichter, P.E.
City of Ankeny
515-963-3536
jhaberichter@ankenyio
wa.gov

Team:
Rich Voelker, PE
Andy Burke, PE

Services:
Trail Design
Structural Engineering
Environmental Services
Right of Way
Survey
Construction Services
Utility Coordination
Construction
Administration
Grant Administration
Topographic Survey

Project Concept
Shortly after the High Trestle Trail Bridge over the Des Moines River was completed in 2011, the focus quickly shifted to continuing the trail south through the Ankeny community to link up with other trail networks on the south side of Oralabor Road. The trail would need to traverse two busy roadways, Ankeny Boulevard and Oralabor Road. The Snyder & Associates team continued with their high-level trail planning and design work to develop plans for a pedestrian tunnel and bridge that would tie the trail network together. At the same time, the new amenities would incorporate design aesthetics that mimic the northerly trail sections and the High Trestle Trail Bridge between Madrid and Woodward.

Achievement
Our team designed a cast-in-place pedestrian tunnel under Ankeny Boulevard to create a safe path for users. Formliners were used to provide added detail and visual appeal to the concrete walls of the tunnel. A gravity drainage stormwater system was able to be designed for this location, negating the need for a pump station, and resulting in substantial cost savings. The tunnel design included lighting, landscaping, and the ability to configure new or additional design elements in the future.

At the Oralabor Road location, the Gay Lea Wilson, Oralabor Gateway, and High Trestle Trails were brought together with an attractive pedestrian bridge over the roadway. Our team worked in close collaboration with city leaders to determine specific aesthetic details that would be included in the bridge. Our team used an array of visualization tools and imagery to communicate detailed bridge designs and the relative costs needed to cover the construction. Switchback sidewalks on either side of the roadway allow trail users to descend to the street level.





EASTER LAKE, MARK C. ACKELSON TRAIL & BRIDGES – DES MOINES, IOWA

Client:
Polk County
Conservation

Contacts:
Adam Fendrick, PLA
Polk County
Conservation
(515) 323-5309;
adam.fendrick@polkcountyia.gov

Team:
Rich Voelker, PE
Steven Kunz, PE

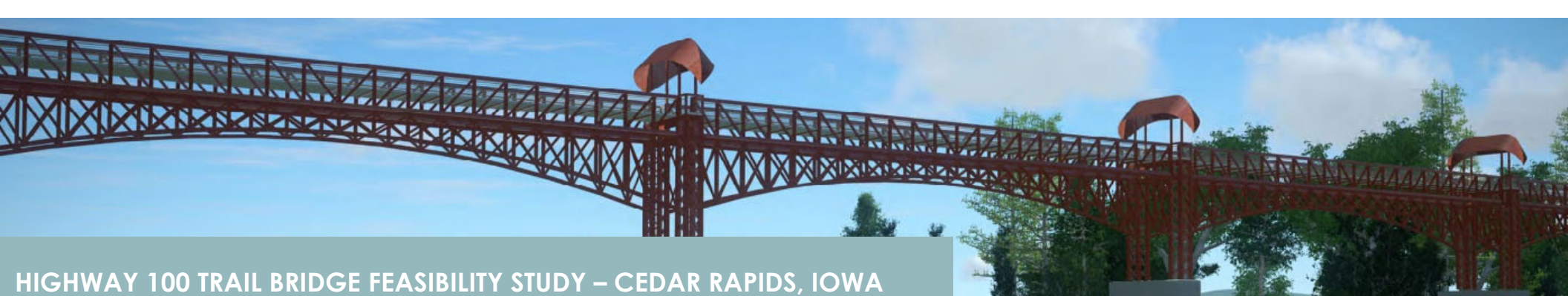
Services:
Civil Engineering
Structural Engineering
Environmental Services
Right-of-Way
Trail Design
Construction Review
Services
Administration

Project Concept
The Mark C. Ackelson Trail project included conceptual, preliminary, and final design of more than five miles of 12-foot-wide PCC recreational trail encompassing Easter Lake within Easter Lake Park and Ewing Park.

The trail design and construction were completed in four phases as funding allowed. Specific phases of the trail were coordinated with the associated improvements to the lake itself, including the draining of the lake for dredging, habitat enhancement, and shoreline protection operations. The trail features four trail bridges varying in length from 32 feet to 443 feet. The signature bridge across the lake was designed using three pre-engineered truss spans with expanded piers jutting over the lake to create four overlooks. The bridge was constructed in concert with a forebay dike below the bridge, which limits further siltation into the rest of Easter Lake.

This project received a 2020 Engineering Excellence Award from the American Council of Engineering Companies. The award recognizes the complexity and creativity of the engineering solutions, as well as the quality of the improvements. The signature bridge, loop trail, significantly improved lake habitat, and special-use areas have changed Easter Lake Park into a regional destination.





HIGHWAY 100 TRAIL BRIDGE FEASIBILITY STUDY – CEDAR RAPIDS, IOWA

Client:
Linn County
Conservation &
Corridor MPO

Contacts:
Dennis Goemaat;
Executive Director;
Linn County
Conservation
(319) 892-6454;
[Dennis.Goemaat@linn
countyia.gov](mailto:Dennis.Goemaat@linncountyia.gov)

Team:
Rich Voelker, PE
Steven Kunz, PE

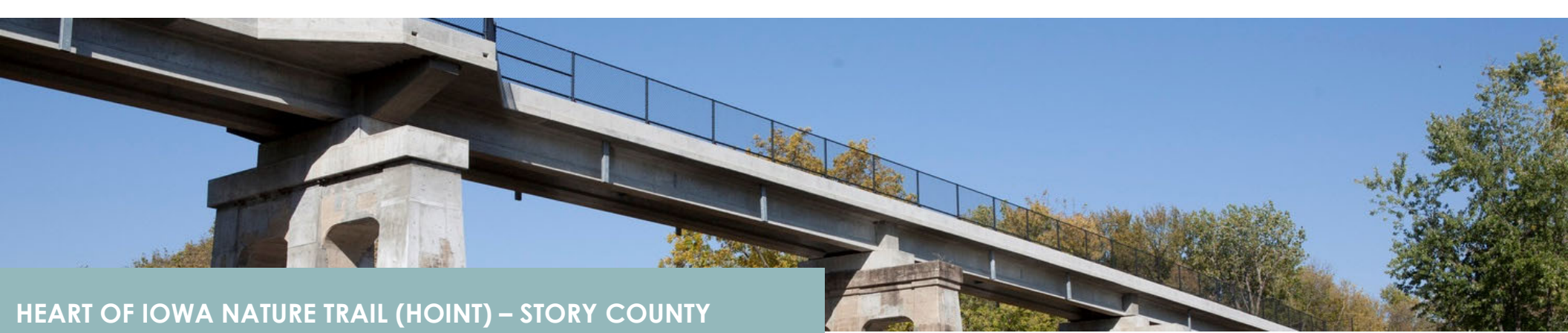
Services:
Civil Engineering
Structural Engineering
Environmental Services

Project Concept
The Highway 100 Trail is envisioned as a regional trail extension around the western perimeter of the Cedar Rapids metro. The trail connects to bike lanes on 42nd Street NE, passes Xavier High School, and then enters the Rock Island Botanical State Preserve. The northwest limit of the preserve is the former railroad grade of the Chicago Milwaukee & St. Paul Railroad, otherwise known as the “Milwaukee Road.”

The subject bridge of this study is where that railroad grade crossed the Cedar River. The superstructure of the bridge was removed in the early 1980s, but the substructures remain. At the request of Linn County Conservation and the Corridor MPO, this study reviewed the condition of the substructures to determine their suitability as supports for a new trail bridge, as well as consider span types, overlooks, and general bridge aesthetics to determine a preferred concept.

Our team provided the client with numerous options for developing the trail bridge, including the reuse of the existing pier structures, the reinforcement of the piers, and the option to bypass the old piers instead of constructing new piers. We also provided numerous truss span configurations, railing designs, overlook options, and several artistic details to give the bridge a signature appearance.





HEART OF IOWA NATURE TRAIL (HOINT) – STORY COUNTY

Client:
Story County, Iowa
Conservation

Contact:
Patrick Shehan;
Special Projects
Ranger;
(515) 232-2516;
pshehan@storycounty.iowa.gov

Team:
Rich Voelker, P.E.
Tim Monson, P.E.
Steven Kunz, P.E.
Cindy Spencer, P.E.

Services:
Civil Engineering;
Structural Engineering;
Construction
Administration;
Planning
Topographic Survey;
Structural Evaluation;
Construction Review
Services;
Trail Design

Project Concept

The Heart of Iowa Natural Trail (HOINT), part of the Central Iowa Trail system, is generally located along the former Chicago, Milwaukee, and St. Paul Railroad lines. Story County Conservation utilized this abandoned railroad line with its existing structures, originally constructed in 1912, to provide a critical link in the trail system. The HOINT extends from its connection with the High Trestle Trail in Slater, through Story County, to Melbourne in Marshall County, where it connects to the Iowa Highway 330 Trail.

The portion of the trail included in this project extends between Cambridge and County Road S14. This section crosses an active rail line, the Skunk River, and traverses through several areas that had been heavily overgrown after the abandonment of the railroad in the 1970s. The project included the construction of a 10-foot-wide granular surfaced trail with a 10-foot-wide equestrian path adjacent to the trail. In areas where the trail grade was steep, an asphalt surface was paved to protect from erosion. Only the abutments and four existing concrete piers remained of the existing bridge over the Skunk River. The four piers were repaired and utilized to support new pretensioned, prestressed concrete beams.

Achievement

Our trail and structural teams coordinated with the Iowa DOT and the Iowa DNR to complete this project. The trail profile near the Skunk River Bridge was lowered from the original rail line profile to accommodate the height of the existing piers and reduce the required bridge length. Concrete repairs and reinforcing details were carefully prepared to restore the structural integrity of the piers. The new abutments were located to avoid interference with the remaining massive abutments that were largely left intact below grade. An overlook was provided over the main channel of the river to provide users a safe rest interval to gaze over the treetops along the river valley.

Our entire project team was available throughout the construction phase for coordination of construction issues, review of materials and submittals, and periodic inspections to ensure substantial compliance with the contract documents to obtain full reimbursement of eligible funds.





INDIAN CREEK TRAIL – MARION, IOWA

Client:
City of Marion

Contact:
Kesha Billings
Associate Planner
319-743-6320

Team:
Rich Voelker, P.E.
Lindsay Beaman, P.E.
Tim Monson P.E.
John DeVries, P.E.

Services:
Trail Design
Topographic Survey
Structural Engineering
ROW & Boundary Survey
Preliminary & Final Design
Wetland Mitigation
Design
Permitting
Construction Drawings
Opinions of Probable
Cost
Construction
Administration
Construction
Observation

Project Concept

Designed by our professionals, the 2.2-mile-long section of the Indian Creek Trail was aligned to run adjacent to Indian Creek within the Marion city limits. The trail connects Boyson Trail in Donnelly Park to the newly constructed section of Tower Terrace Road on the north side of town, passing by Linn-Mar High School and Indian Creek Elementary School along the way. The trail was designed to utilize as many existing bridge and box culvert structures as possible along the alignment, with most of the necessary street crossings occurring below bridges.

Achievements

One area that required an at-grade crossing was near the Linn-Mar Community Schools building. The heavy traffic along 29th Avenue posed risks to pedestrians attempting to cross without assistance. Our team recommended a High-Intensity Activated Crosswalk (HAWK) signal for this mid-block crossing.

The trail corridor also includes three new prefabricated bridges. Our team designed the bridge abutments and coordinated with the supplier to ensure a product that will withstand high floodwaters that are consistent with the characteristics found in this floodplain. Hydraulics were analyzed to set the bridges at an appropriate elevation to provide clearance for small storm events which will also reduce maintenance costs associated with debris collection on and around the structures.

The Indian Creek Trail design team also worked closely with another team working on a joint bridge and roadway project crossing the trail alignment. This project included the construction of a large box culvert that was designed and sized to accommodate the trail passage. The extensive coordination between both teams successfully created a project that interlocked designs while creating clear boundaries for construction.





CLEAR CREEK TRAIL & BRIDGE PROJECT, CORALVILLE, IOWA

Client:

City of Coralville

Contact:

Scott Larson, PE
City Engineer
319.248.1728

Team:

Richard Voelker, PE
AJ Barry, PE
Troy Culver, PE
Jerome Hatlewick, PE
Steve Kunz, PE
Tyler Thorson, E.I.

Services:

Trail Design
Topographic Survey
Bridge Design
Structural Engineering
ROW & Boundary Survey
Preliminary & Final Design
Wetland Mitigation
Design
Permitting
Construction Drawings
Opinions of Probable
Cost
Construction
Administration
Construction
Observation

Project Concept

Phases 6 & 7 of the Clear Creek Trail project spans 1.88 miles, featuring a 10' wide Portland Cement Concrete (PCC) trail tracing the Clear Creek banks in Johnson County. This newly aligned trail seamlessly links the City of Coralville to the City of Tiffin, ingeniously navigating beneath major interstates I-80 and I-380 via innovative infrastructure. The trail's intricately planned course incorporates two newly constructed bridge crossings, a side creek passage through a proposed box culvert, and 10 pipe culverts designed within its corridor. Snyder & Associate subsidiary, Shuck-Britson, designed the impressive 120'-0 and 130'-0 continuous concrete slab bridges, complemented by ornate railings and textured concrete, enhancing the trail's aesthetic appeal.

Achievements

This monumental undertaking required meticulous planning and coordination, evident in the achievement of several milestones. Notably, the project was guided by a Wetland Delineation Report, ensuring no impact on National Wetlands. Further, a comprehensive Hydrologic and Hydraulic review adeptly addressed potential backwater effects from the new trail bridges and a sizable 10' x 10' box culvert. Remarkably, there was no rise observed at the existing interstate bridges, showcasing the project's careful engineering. The coordination efforts extended to acquiring right-of-way and floodplain permits, engaging with the Department of Transportation (DOT), Department of Natural Resources (DNR), and even aligning with the I-80 & I-380 Interchange Project. This collaborative effort resulted in not only the functional linkage of two cities but also the construction of innovative, resilient infrastructure serving the community's needs.



REFERENCES

Snyder & Associates has performed numerous successful trail and trail planning projects for many County Conservation Boards. The following references can attest to the quality and value of our work.

Reference:	Ask About:
Mike Wallace , Director, Dallas County Conservation Board P: 515.465.3577 E: Mike.Wallace@dallascountyiaowa.gov	Raccoon River Valley Trail to High Trestle Trail Connector – responsiveness and performance toward a long awaited and difficult connection between major trail systems. Raccoon River Valley Trail Rehabilitation – performance on three major rehabilitation projects on the “south loop” of the RRVV design, including the widening and redecking of historic railroad bridges
Keri Van Zante , Director, Jasper County Conservation Board P: 641.792.9780 E: kvanzante@jaspeia.org	Red Rock Prairie Trail – Ability to help acquire several funding sources, adhere to funding requirements, and ability to translate what DOT Systems Planning is saying.
Dennis Goemaat , Director, Linn County Conservation Board P: 319.892.6454 E: Dennis.Goemaat@linncountyiaowa.gov	Highway 100 Trail Bridge Over the Cedar River Study – in-depth study for the reuse of historic railroad infrastructure as a means of creating a trail crossing of the Cedar River. Linn County and Cedar Rapids Trails and Bikeways Plan – Current project.
Brian Lammers , Director, Hamilton County Conservation Board P: 515.832.9570 E: blammers@hamiltoncounty.org	Jewellsworth Trail – tenacity in seeing the project through numerous funding and other challenges.
Mark Wilson , Director, Warren County Conservation Board P: 515.961.6169 E: markw@warrencountyia.org	Great Western Trail Rehabilitation – zero to funding in under a month (Cares Act).
Adam Fendrick , PLA ASLA, Park Planner, Polk County Conservation Board P: 515.323.5309 E: Adam.Fendrick@polkcountyiaowa.com	Performance on numerous trail projects and trail planning efforts
Katie Taylor , Director, Boone County Conservation Board P: 515.353.4237 E: ktaylor@boonecounty.iowa.gov	High Trestle Trail – Still involved 12 years after completion Boone County Trails Initiative – Leadership in planning efforts



Jewellsworth Trail Bridge near Jewell, Iowa

Project Team

PROJECT TEAM ORGANIZATION

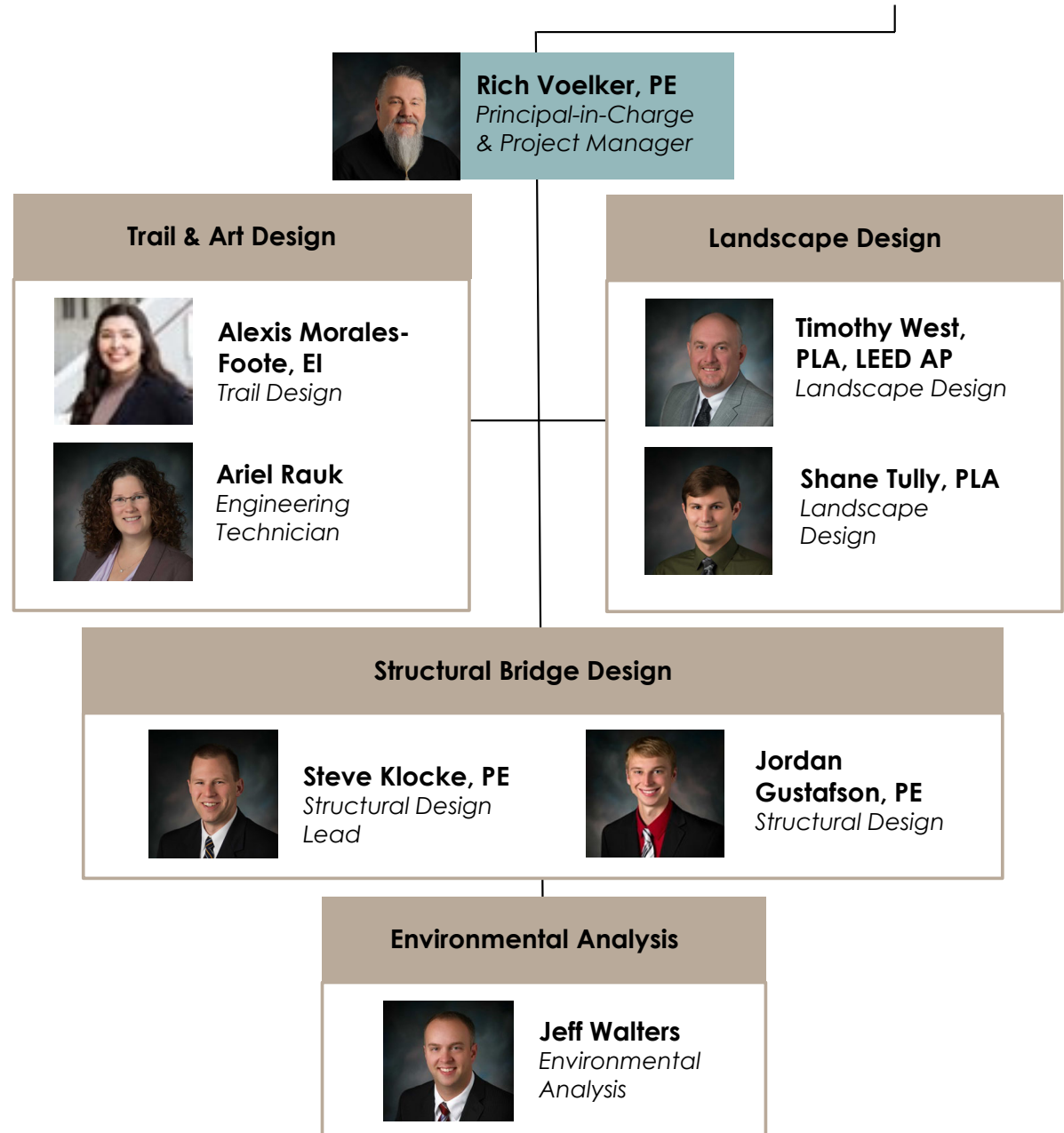


MARSHALLTOWN
MORE THAN EVER

OUR TEAM

We have assembled a team of experts that cover every aspect outlined in the Request for Proposals. Each group leader is supported by a team of professionals with extensive experience in their respective fields. These team members will be active participants throughout the entirety of the project, providing their expertise to meet the City of Marshalltown's goals.

The Project Team leaders shown here have been selected for this project based on their expertise, capabilities, familiarity with the project goals, and commitment to providing quality services to the City of Marion and are intended to be the primary team leaders on your project. If any staff changes become necessary, they will be reviewed with the City of Marshalltown to complete the project at the promised level of quality.





Education

BSCE, Iowa State University,
1991

Registration

Professional Engineer
Iowa 13853 | **Nebraska** E-12153
Oklahoma 28964 | **Wisconsin**
42338

Technical Specialties

Highways and Streets
Intersection Improvements (including roundabouts)
Trails
Pavement Management
Institutional Sites
Pedestrian Accommodations (including ADA compliance)
Corridor Studies
Environmental Documentation
Expert Witness Testimony (Qualified in Federal District Court)

RICH VOELKER, PE

Transportation Business Unit Leader – Principal-in-Charge (Ankeny)

Mr. Voelker is a licensed Professional Engineer in the States of Iowa, Nebraska, Wisconsin, and Oklahoma, and brings over 30 years of transportation engineering and project management experience to the team. With a reputation for innovation and project success, Rich specializes in technically and politically challenging transportation projects, such as urban roadway reconstruction (road diets and Complete Streets), widening roads and intersections in fully-developed areas or constricted rights of way, new roads and trails on new alignments, and projects that involve intergovernmental coordination.

Mr. Voelker is the Bicycle and Pedestrian Practice Leader for Snyder & Associates, Inc. As such, he has provided expert witness testimony for court cases, and is regularly sought for comment from media outlets about bicycle and pedestrian safety. He has been responsible for over 500 miles of trail, bike lane and side path construction in Iowa on numerous Snyder & Associates projects and is intimately familiar with the requirements for design and construction of bicycle and pedestrian facilities, including ADA compliance. Rich co-leads a business unit of over 70 engineers, planners, technicians, inspectors and right-of-way agents specializing in transportation and institutional site design projects.

Select Project Experience

High Trestle Trail - Central Iowa – 12 projects, 14 Bridges, 1 Tunnel
1st Avenue Trail – Council Bluffs, Iowa – 2 projects
HTT to RRVT Connector – Dallas County, Iowa – 7 projects, 2 Bridges
Oralabor Gateway Trail – Polk County and Ankeny, Iowa – 2 projects, 1 Bridge
Mark C. Ackelson Trail - Polk County, Iowa – 4 projects, 4 Bridges
Gay Lea Wilson Trail – Polk County, Ankeny, Altoona – 5 projects, 1 Tunnel
Heart of Iowa Nature Trail – Story County, Iowa – 5 projects, 2 Bridges
Raccoon River Valley Trail Extension - Dallas County – 9 projects, 3 Bridges
Raccoon River Valley Trail Rehabilitation – 3 projects, 25 Bridges
Clive Greenbelt Trail – Clive, Iowa - 2 projects, 3 Bridges
Iowa River Trail – Marshall and Hardin Counties, Iowa – 3 projects, 12 Bridges
Chichaqua Valley Trail Extension – Polk County, Iowa – 2 projects, 3 Bridges
Plainsmen Trail – Prairie City, Iowa, 1 Bridge
Jewellsworth Trail – Hamilton County, Iowa, 3 Bridges
Great Western Trail Extension – Polk County, Iowa
Clear Creek Trail – Coralville, Iowa – 2 projects, 2 Bridges
Old Creamery Nature Trail
Railroad Highway Trail – Pottawattamie County, Iowa – 4 projects, 2 Bridges

Select Study Experience

Five County Trails Alliance
High Trestle Trail Implementation Plan
Heart of Iowa Trail Master Plan
Iowa River Trail Feasibility Study
Amana Colonies Trails Master Plan
Indianola Trails Master Plan
Trails to a Wonderful Life
Hike and Bike Webster County
Knoxville Trails Master Plan
Railroad Highway Trail Study
Great Western Trail Plan
Khrushchev In Iowa Trail Plan
Boone County Trails Initiative
RRVT to HTT Feasibility Study
Clarke County Trail Study
West Papio Trail Study
Hwy 100 Trail Bridge Study
Iowa Bike/Ped Long Range Plan
Linn County Trails and Bikeways Plan



Education

Bachelor of Landscape Architecture, Iowa State University, 1996

Registration

Professional Landscape Architect
Iowa 412

LEED Accredited Professional
2008

Technical Specialties

Site Development
Parks & Recreation Design
Native Plantings
Sustainable Design Practices
Park Programming
Redevelopment Concepts & Strategies
Green Infrastructure
Stormwater Quality Design

TIM WEST, PLA, LEED AP

Landscape Architect, Business Unit Leader – (Ankeny)

Mr. West has been practicing in the field of landscape architecture and park development since 1997. His background experience includes analysis, design, master planning, plans, and construction documents. His park experience includes open space, trails, playgrounds, recreation fields, plazas, and plantings. Tim has substantial experience in facilitating stakeholder meetings and public input meetings.

Tim's urban site development and streetscape experience include the design and development of downtown corridors, public plazas, and wayfinding signage. Additionally, Tim has substantial experience in implementing green infrastructure and stormwater best management practices in site development, parks, and streetscape projects across central Iowa.

Select Project Experience

Central River District Master Plan, Fort Dodge, Iowa

Snyder & Associates was selected to prepare a redevelopment plan for an approximate six-square block area between the Des Moines River and downtown Fort Dodge. Improvements include a multimodal street cross-section connecting downtown to the river, green infrastructure improvements, stormwater quality improvements, trail and recreation connections, streetscape treatments, riverside park design, and concepts for commercial and residential redevelopment in the planning area.

Terra Lake Park, Johnston, Iowa

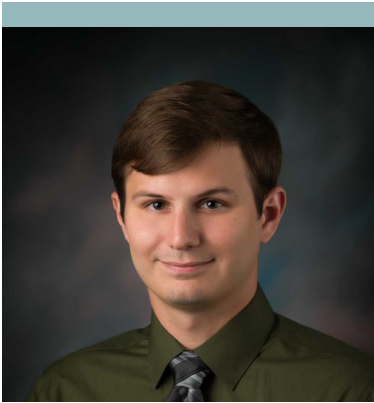
Project manager and landscape architect for the multi-phased regional park including a 10-acre lake, great lawn, regional trail connections, and nature-themed circular playground for the City of Johnston. Design focused on the design and implementation of green infrastructure improvements to protect the water quality of Terra Lake, an IDNR urban fishery program lake.

NW River District Neighborhood Revitalization, Fort Dodge, Iowa

As part of America's Best Communities (ABC) Community Improvement program, Snyder & Associates and the City of Fort Dodge developed a neighborhood revitalization plan for a blighted residential area in northwest Fort Dodge. Tim served as the project manager to prepare a market study, assisted in developing park and recreation concepts, and conducted a public outreach campaign to generate enthusiasm and support for the improvements.

Grant Street/State Street Streetscape Planning, Bettendorf, Iowa

As part of a traffic study to separate a one-way pair of collector streets through downtown Bettendorf, the design team identified redevelopment opportunities and streetscape improvements for a nine-block area in its historic downtown area. Tim served as the project landscape architect and lead designer for the redevelopment concepts and streetscape improvements.



SHANE TULLY, PLA

Landscape Architecture

Mr. Tully is a licensed landscape architect with over 8 years of experience working on projects in multiple states, municipalities, and jurisdictions. His extensive experience ranges from community park projects and recreational skatepark design all the way to construction administration and project close out. Mr. Tully also has technical specialties including playground design, and sports field design, as well as preparing plans from concept 2D/3D graphics to construction plans. He was the lead designer on the Lauridsen Skatepark and the Fort Dodge Skatepark.

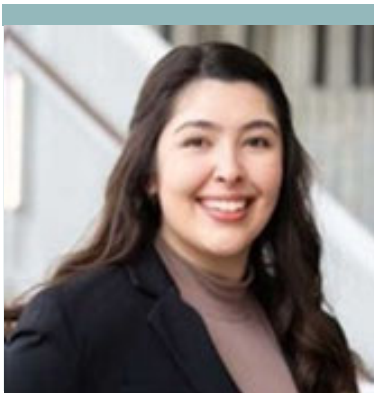
Key Project Highlights

Lauridsen Skatepark, Des Moines

Youngs Park Skatepark and Playground

Fort Dodge Skatepark

Adel Parks Master Plan



ALEXIS MORALES-FOOTE, EI

Art Aspects, Site Enhancements

Ms. Morales-Foote is a spring 2022 graduate of the University of Iowa with dual degrees in Art and Engineering. Her experience thus far heavily involves shared-use path and sidepath design. Key design elements she has experience with include trail geometrics and profiles, ADA pedestrian ramp design and compliance, as well as drainage analysis and design.

Key Project Highlights

Raccoon River Valley Trail to High Trestle Trail Connector, Dallas County, Iowa

Easter Lake Drive Sidepath, Des Moines, Iowa

Goose Creek Trail Phase III, Davenport, Iowa



ARIEL RAUK

Art Aspects, Digital Visualization Specialist

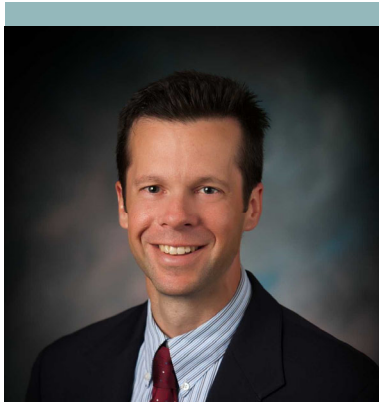
Ms. Rauk is a licensed drone pilot with extensive software application skills. She uses innovative methods based on her experience and understanding of current software to create before and after visual representations of proposed projects. Her work aids in bridging the communication gap between Engineers and the public. Utilizing her visualization skills, she conveys the complexity of a variety of different projects to show the impact they will have on the unbuilt environment. She holds a 2010 BA in Art and Design from Iowa State University.

Key Project Highlights

1st Avenue Trail project visualization across Thomas Jefferson High School - Council Bluffs, IA

High Trestle Trail Extension over Oralabor Road Visualization - Ankeny, IA

I-80/I-380 Systems Interchange Visualization Model and Videos - Coralville, IA



STEVEN KUNZ, PE

Structural Design Lead

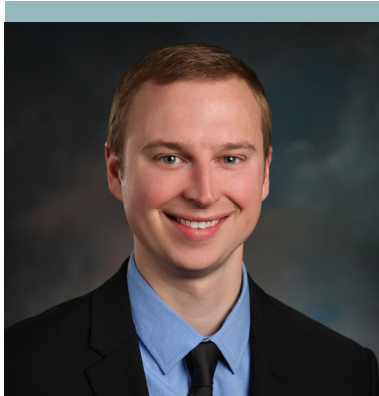
Mr. Kunz has over 31 years of experience as a structural engineer with a diverse background in analysis and design for bridges and special-use structures. He has been the lead engineer for many of the key bridge projects completed by our firm over the past two decades. His diverse bridge experience includes new and replacement bridges of all types, including river crossings, interchanges, roadway overpasses, and railroad overpasses, ranging from constricted urban locations to rural conditions. Steve also has deep experience in developing rehabilitation solutions to extend limited project budgets. He has successfully conceived and implemented cutting-edge materials to preserve and reinforce existing bridge members and extend bridge service life.

Key Project Highlights

Cedar Valley Nature Trail over Cedar R., McFarlane Pk, Black Hawk City, Iowa

Heart of Iowa Nature Trail over S. Skunk River, UPRR Story County, Iowa

High Trestle Trail Bridge, Boone & Dallas Counties, Iowa



JORDAN GUSTAFSON, PE

Structural Design

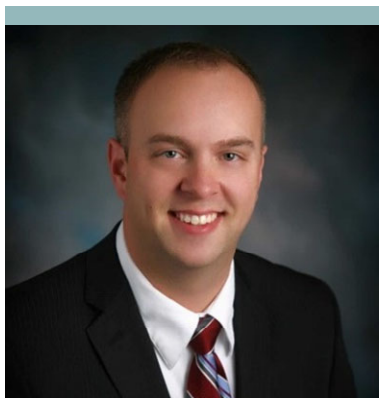
Mr. Gustafson brings 10 years of structural engineering experience to the project team. His experience includes the design of various buildings and many bridge projects throughout Iowa. His project involvement begins with preliminary design, continues through final design, advances to preparing construction documents, and extends through the construction phase. This continued involvement from project inception to completion ensures continuity from initial owner programming through construction. His experience on many Iowa bridge projects enables him to effectively design, detail, and assemble plans efficiently.

Key Project Highlights

Iowa State University – College Creek Pedestrian Crossing, Ames, Iowa

Raccoon River Valley to High Trestle Trail Connector, Dallas Co., Iowa

Ankeny Trail System, Ankeny, Iowa



JEFF WALTERS, PWS

Environmental Scientist

Jeff is a Principal Environmental Scientist with eighteen years of experience specializing in the management of NEPA projects, Wetland Delineations, Permitting, Design, Mitigation, Monitoring, Threatened and Endangered Species Surveys, and Phase I Environmental Site Assessments. He exhibits considerable knowledge of state and federal laws for permitting and designing projects. Jeff leads a workgroup of environmental scientists, planners, and GIS technicians specializing in environmental documentation for various projects. His workgroup completes projects in both public and private sectors, including transportation, planning, utility, and development.

Key Project Highlights

Raccoon River Trail to High Trestle Trail Connector Trail, Dallas County, IA

Alburnett Road Extension, Marion, Iowa

Bowling Street Trail Project, Cedar Rapids, Iowa



Chichaqua Valley Trailhead Park, Bondurant, Iowa

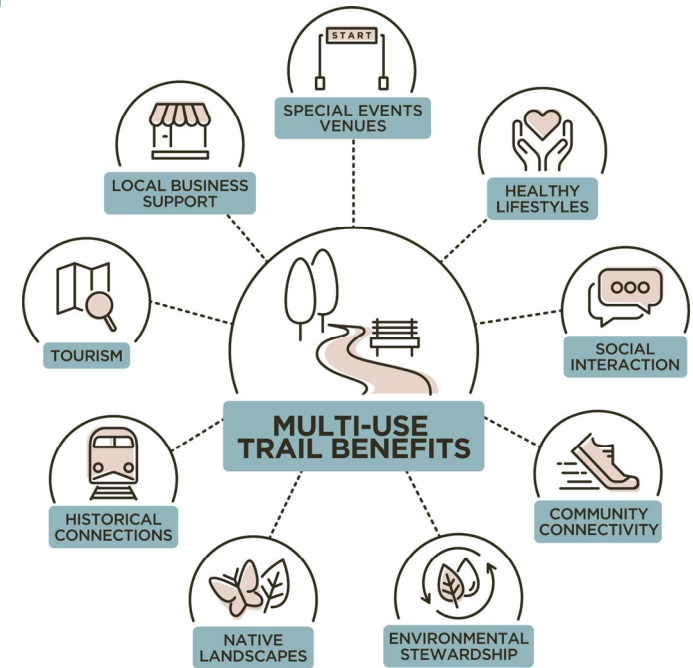
Project Understanding & Approach

PROJECT UNDERSTANDING & APPROACH

The Snyder & Associates team is dedicated to crafting a comprehensive methodology that encompasses the City of Marshalltown's vision for the Linn Creek Trailhead and Pedestrian Bridge Project. Our design approach incorporates innovative design, robust stakeholder engagement, regulatory compliance, and environmental stewardship. Through this multifaceted strategy, we aim to create an enduring, community-centric infrastructure project that seamlessly integrates with the surrounding environment.

Community-Centric Connectivity: At the core of our approach lies the establishment of a dynamic trailhead hub and the replacement of the existing vehicular bridge with a pedestrian-centric structure. By interconnecting vital trails and recreational areas, our goal is to foster a sense of community and inclusivity, catering to the diverse recreational needs of Marshalltown's residents.

Cultural & Environmental Harmony: Positioned within the vibrant Linn Creek District, our design strategy is to embrace and enhance the existing cultural and environmental landscape. We envision a trailhead that not only complements the area's amenities but also celebrates the local identity and heritage, ensuring a harmonious blend with the surrounding environment.



PROJECT UNDERSTANDING & APPROACH

Infrastructure Integration

In addressing the City of Marshalltown's requirement regarding existing plumbing connections at the 6th Street Softball Complex and the site design for the trailhead, our team is committed to a comprehensive approach. Our strategy involves a meticulous evaluation of the existing plumbing infrastructure within the complex to incorporate it effectively into the project.

Our site design will focus on ensuring optimal access, functionality, and aesthetic appeal. We will prioritize the seamless integration of amenities, including restroom facilities, seating arrangements, and other design elements, to create a distinctive and inviting community destination. Our aim is to craft a space that not only meets the practical needs of visitors but also enhances the overall experience, fostering a sense of community and engagement within the Linn Creek District.

Bridge Replacement & Design

Addressing the replacement of the existing 132' x 23.9' pretensioned prestressed concrete beam bridge over Linn Creek with a new bike/pedestrian bridge requires a careful approach to meet regulatory and structural standards. The Snyder & Associates team acknowledges the significance of the mapped Floodway and the existing Levee system, necessitating coordination and approval from Iowa USACE/Iowa DNR.

Our methodology involves a comprehensive assessment of hydraulics, considering USACE/Iowa DNR requirements, trail grade, and utility placements. Initial discussions revolving around a truss-type pedestrian bridge, accentuated with artistic elements and lighting, align with our vision for a structurally sound yet aesthetically appealing solution. Our aim is to select a bridge type that not only meets regulatory specifications but also enhances the visual and experiential aspects of the trailhead, contributing to the community's identity within the Linn Creek District.



PROJECT UNDERSTANDING & APPROACH

Site Functionality, Inclusivity & Connectivity

In adhering to the City of Marshalltown's directives for the site's functionality, inclusivity, and cultural resonance, our planning directive revolves around ensuring the site serves as a cultural hub that caters to the diverse needs of all residents while promoting free and unrestricted community access. Through extensive community engagement, we aim to understand and integrate cultural aspirations into the site's design, ensuring it reflects the identity and values of Marshalltown's populace.

By promoting a space that's open, inviting, and barrier-free, we prioritize inclusivity, aiming to eliminate any physical or social barriers to usage. Our goal is to create a dynamic and welcoming environment that encourages participation, celebrates diversity, and offers a seamless experience for all members of the community.

In addressing the connectivity requirements outlined by the City of Marshalltown, our team is committed to facilitating seamless trail integration. Our approach prioritizes establishing interconnected trails that extend both southward over the new 6th Street Bridge and east-west connections to the existing Linn Creek Trail.

Through careful planning and design, our approach involves creating well-defined pathways that ensure smooth transitions and connectivity between these key trail systems. By aligning with the project's vision, our goal is to provide accessible and intuitive trail connections that enhance the overall accessibility and usability of the trailhead, promoting active community engagement and facilitating convenient access to various recreational areas within Marshalltown.



Dundee Streetscape, Omaha, Nebraska



South Troy Park Trail Bridge, Robins, Iowa

PROJECT UNDERSTANDING & APPROACH

Incorporating Existing Amenities

In addressing the specific requirements regarding the skate park, graffiti wall, and bike pump track within the trailhead design for the City of Marshalltown, our team will focus on preserving key elements while ensuring their seamless integration within the site. Our approach involves careful consideration of the skate park and graffiti wall, aiming to retain both elements within the designated location, aligning with the community's preferences.

The bike pump track, as specified, will be removed, while efforts will be made to relocate or reconfigure the remaining elements to optimize their functionality and accessibility within the site's layout. By prioritizing the retention and thoughtful placement of these recreational features, our goal is to maintain the site's vibrancy, catering to diverse recreational interests while enhancing the overall appeal and usability of the trailhead for residents and visitors alike.



PROJECT UNDERSTANDING & APPROACH

Deliverables

In adhering to the Scope of Work for the preliminary design and cost estimate phase outlined by the City of Marshalltown, the Snyder & Associates team commits to a comprehensive approach encompassing design innovation, financial feasibility, and timely project execution.

Design Options: Our methodology revolves around creativity and uniqueness, aiming to deliver at least two distinct design options for the trailhead and the bridge over Linn Creek, each tailored to reflect Marshalltown's identity. Our team will explore innovative themes and architectural elements that resonate with the city's culture, ensuring that these options stand as hallmark representations of the community's character and aspirations.

Cost Estimate: Understanding the funding parameters, including General Obligation bonds and potential Destination Iowa Grant funds, our commitment extends to providing detailed cost estimates for design options. These estimates will encompass all aspects of the site, ensuring transparency and feasibility in line with the anticipated fundraising campaign. Our aim is to present comprehensive cost projections that align with the city's financial objectives, facilitating informed decision-making regarding the project's implementation.

Timeline: Snyder & Associates is dedicated to meeting the desired deadlines. Our methodology emphasizes efficient project management, ensuring the bid process is initiated by December 2024, followed by the completion and closure of project work by December 2025. In order to facilitate the desired construction timeframe, this study process should be completed by end of May 2024 to allow time for permit applications and approvals.



"Dutch"-Inspired Restroom Building, Kiwanis Park, Pella, Iowa



Doanes Park, Pleasant Hill, Iowa



High Trestle Trail Bridge over Oralabor Road, Ankeny, Iowa

Project Schedule & Fees

PROJECT SCHEDULE

Our staff is available for immediate assignment to this project. We have resources available locally and can begin work as soon as January 2024. Our preliminary schedule for this project includes the following tasks and deliverables shown below:

Phase	Milestone / Task	Proposed Schedule
Task 1 – Existing Conditions & Data Review	Kickoff meeting	End of January 2024
	Review bridge condition and any past coordination	February 2024
	Obtain survey, stream cross sections and UAV scan	February 2024
	Research possible trailhead and bridge themes	Late February 2024
Task 2 – Planning Considerations	Identify bridge replacement type, size and location	March - April 2024
	Develop enhancement opportunities	April 2024
	Preliminary site planning including utility coordination and disposition of existing site features	March – April 2024
	Hydraulic modeling for freeboard and bridge hydraulic performance	March 2024
Task 3 – Public Input	Conduct open house to gather public comment on the draft Plan	Late April 2024
	Compile public comment and insert in Plan	May 2024
Task 4 – Plan Presentation & Adoption	Meet with Client team to review and revise the Plan	May 2024
	Present Final Plan deliverable	End of May 2024

FEE SCHEDULE

FEE SUMMARY

Snyder & Associates proposes the included scope of services be conducted for the following lump sum fee. We are more than willing to alter the scope and fee to meet the needs of the City of Marshalltown.

Task 1: Existing Conditions and Data Collection:	\$15,000
Task 2: Planning Considerations	\$35,000
Task 3: Public Input	\$4,000
Task 4: Plan Presentation & Adoption	\$6,000
Lump Sum Total:	\$50,000



Ada Hayden
Heritage Park Trail
Amenities, Ames,
Iowa

River's Edge Trail
Pedestrian Bridge,
Steamboat Rock,
Iowa





Gallery Garden Park, Marshalltown, Iowa

Sample Report Documents & Summary

SAMPLE REPORT DOCUMENTS



Highway 100 Trail Bridge Study



Bicycle, Pedestrian, and Trails Master Plan – Webster County, Iowa



Bicycle and Trail Master Plan - City of Knoxville, Iowa

SAMPLE REPORT DOCUMENTS

HEART OF IOWA NATURE TRAIL

MASTER PLAN
STORY COUNTY CONSERVATION



Prepared by:



Heart of Iowa Nature Trail Master Plan – Story County Conservation, Iowa

MITCHELLVILLE, IOWA BICYCLE FACILITY MASTER PLAN

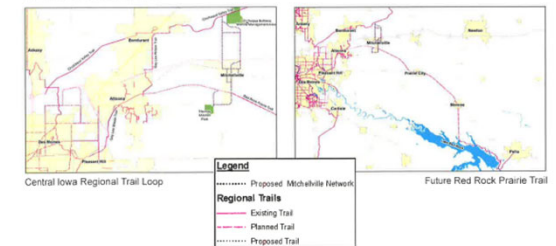
APRIL 2018

INTRODUCTION

The purpose of this plan is to determine potential trail alignment opportunities to connect the Chicaqua Valley Trail to the former railroad grade south of Mitchellville, which is planned to be developed as the Red Rock Prairie Trail between the Cities of Altoona and Pella. The right-of-way between Mitchellville and Pella has been acquired for trail development. Additionally, potential routes were considered to connect key destinations, as well as a possible loop trail.

Mitchellville is uniquely situated between the existing Chicaqua Valley Trail, and the future Red Rock Prairie Trail to Pella. The popularity of the Central Iowa Trails, and Mitchellville's proximity to the Des Moines Metro area provides significant opportunities for trail-based tourism and economic development similar to what has occurred in other towns such as Madrid, Woodward, and Bondurant.

REGIONAL CONTEXT



Bicycle Facility Master Plan – Mitchellville, Iowa



Statewide Bicycle & Pedestrian Long-Range Plan - Iowa DOT

(Snyder was a subconsultant)

SUMMARY STATEMENT

Project Commitment

The team at Snyder & Associates is excited to present our qualifications for designing and supplying a cost opinion for Marshalltown's trailhead and pedestrian bridge project as outlined in the Request for Proposals. **This project will not only create a community destination, but also complete a critical trail connection between the Linn Creek Recreational Trail system and components of the City's trail network.** As the Midwest's industry leader in the development of trailhead parks and multi-use trails, the Snyder & Associate planners and designers are intensely committed to advancing the safety and efficiency of active transportation networks.



**MARSHALLTOWN
MORE THAN EVER**

Keys to Success

- This project will require various permits for it to be completed. Our team is fully versed in the process for obtaining 404, Floodplain, stormwater permits, and obtaining coverage via nationwide permits.
- Projects supported by outside funding sources must often meet rigorous standards and regulations for reimbursement. We will work to complete a design to meet these requirements and make your project successful.
- **Delivering a sound design that will be structurally resilient, provide for the safety of those using it, and be aesthetically pleasing and sustainable for the future is critical. We will provide these services.**



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**Let's work
together.**



STANDARD PROFESSIONAL SERVICES AGREEMENT

(Short Form)

NOW ON THIS 22nd day of January, 2024, **Snyder & Associates, Inc.**
2727 SW Snyder Blvd., P.O. Box 1159, Ankeny, IA 50023, (hereinafter, Professional), and
City of Marshalltown, 24 N. Center Street, Marshalltown, IA 50158

(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: Trailhead and Bridge Project Preliminary Design and Cost Opinion
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services

Exhibit City of Marshalltown

_____(Client)

By: _____
(Authorized agent)

(Printed or typed signature)

Exhibit B Standard Fee Schedule

Exhibit

SNYDER & ASSOCIATES, INC. (Professional)

By:  _____
(Authorized agent)
Digitally signed by Mark A. Land, P.E., CFM
Date: 2024.01.18 12:05:08 -06'00'

Mark A. Land, P.E., CFM

Printed or typed signature)

Route executed copy to:

EXHIBIT A**TRAILHEAD AND BRIDGE PROJECT PRELIMINARY DESIGN AND COST OPINION**

CLIENT: CITY OF MARSHALLTOWN
24 N. CENTER STREET
MARSHALLTOWN, IOWA 50158

PROFESSIONAL: SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BLVD
ANKENY, IOWA 50023

DATE: JANUARY 17, 2024

PROJECT DESCRIPTION

The Story County Conservation Board desires to update the existing Story County Trails and Greenways Plan. This plan will compile data from previous trail planning efforts and expand them into a Trails Plan for Story County that will identify future routes, trail types, trail amenities, design suggestions, and an implementation plan. To that end, the PROFESSIONAL will perform the following tasks.

SCOPE OF SERVICES**I. EXISTING CONDITIONS AND DATA COLLECTION**

- A. **KICK-OFF MEETING** - Conduct a kick-off meeting with the Project Steering Committee. Items to be discussed include desired site amenities for the trailhead (additional parking, restroom, fixit station, gathering areas, existing site conditions and desired disposition of current features, existing bridge condition and desirable features of the new bridge. Will include objectives and goals, review of the project schedule and identification of future meeting dates and locations. Will include brainstorming for concept themes. Meeting minutes will be prepared for each project meeting to ensure clear communication throughout the project.
- B. **DATA GATHERING** - PROFESSIONAL will obtain background data from the CLIENT as available. Once weather is more appropriate, local survey control will be set for drone survey and context capture imagery. Limited topography survey will include stream cross sections for hydraulic modeling purposes. PROFESSIONAL will order and obtain the effective flood model for the project area for further analysis of potential physical changes. The CLIENT will provide the following information if available:

- Bridge inspection data and SI&A report
- Public utility mapping for purposes of services connection to the site
- Destination Iowa Funding Application
- Destination Iowa Funding Agreement
- Other Funding Agreements so the Design Team can understand project commitments that need to be achieved.
- As built plans of existing public infrastructure on or immediately adjacent to the project site.
- Budgetary information to understand the allocated funding levels for use on the project.

ESTIMATED FEES FOR SERVICES \$15,000.00

II. PLANNING CONSIDERATIONS

- A. PROJECT COORDINATION – The PROFESSIONAL will maintain regular communication with the CLIENT regarding project status, scheduling of site visits, and findings. The PROFESSIONAL shall provide the CLIENT with a monthly progress report. If work is not progressing in a manner to comply with the anticipated completion date, the PROFESSIONAL and the CLIENT will develop an action plan to reduce or eliminate any delays in completing the project in accordance with the agreed upon schedule. If substantial delays occur which are beyond the PROFESSIONAL’S control, the schedule will be adjusted to provide adequate time for project completion.
- B. TRAILHEAD CONSIDERATIONS - PROFESSIONAL will review and prepare two site plan layout options for the trailhead park. PROFESSIONAL will work with the Steering Committee to prioritize elements within these options to determine the preferred site plan. Amenities will be reviewed in enough detail to inform a cost opinion for the site improvements.
- C. BRIDGE CONSIDERATIONS – PROFESSIONAL will review existing bridge conditions and will perform hydraulic modeling of Linn Creek to set the design criteria for the replacement bridge. PROFESSIONAL will review applicable bridge span types with the Steering Committee to identify the desired appearance of the span itself. Aesthetic enhancement opportunities will be reviewed with consideration to the potential theming informed by the data gathering process. Two bridge aesthetic alternatives will be reviewed

with the Steering Committee to determine the preferred bridge plan. A cost opinion will be prepared.

ESTIMATED FEES FOR SERVICES..... \$30,000.00

III. PLAN PRESENTATION & ADOPTION

DELIVERABLES – PROFESSIONAL will prepare a final report on the preliminary design of the trailhead and bridge to summarize the work performed and the preferred design and cost opinion. This scope of services shall be complete upon completion and delivery of the following items to the CLIENT:

- Electronic copy of the Final Trailhead and Bridge Plan.
- Cost Opinion for the preferred design.

ESTIMATED FEES FOR SERVICES..... \$5,000.00

IV. SCHEDULE

The PROFESSIONAL is ready to begin work immediately upon notice to proceed. A project completion date will be a date mutually agreed upon between CLIENT AND PROFESSIONAL. The general intent is completion of the preliminary work in April 2024, so that subsequent design effort can submit applicable permits shortly thereafter.

V. COMPENSATION

The professional service fee will be on the basis of a Lump Sum as outlined below. Additional services (including final design, construction services, etc.) can be added on an hourly basis or an agreed additional lump sum calculated from the PROFESSIONAL’S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit B.

Project Task	Fees
Task I – Existing Conditions and Data Collection	\$15,000.00
Task II – Planning Considerations	\$30,000.00
Task III – Plan Presentation and Adoption	\$5,000.00
Total Lump Sum Fee	\$50,000.00

Total fees for services shall not exceed the above total without approval of the CLIENT. If the PROFESSIONAL anticipates that actual costs will exceed

estimated costs, or additional services are necessary, the PROFESSIONAL shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject it. Services will be invoiced monthly in the amount of the percentage complete of the total services.

2024 | STANDARD FEE SCHEDULE

PROFESSIONAL

Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist
 Project Manager, Planner, Right-of-Way Agent, Graphic Designer

Principal II	\$252.00/hour
Principal I	\$237.00/hour
Senior	\$216.00/hour
VIII	\$198.00/hour
VII	\$187.00/hour
VI	\$178.00/hour
V	\$166.00/hour
IV	\$153.00/hour
III	\$141.00/hour
II	\$128.00/hour
I	\$115.00/hour

TECHNICAL

CAD, Survey, Construction Observation

Lead	\$150.00/hour
Senior	\$144.00/hour
VIII	\$134.00/hour
VII	\$124.00/hour
VI	\$111.00/hour
V	\$101.00/hour
IV	\$91.00/hour
III	\$82.00/hour
II	\$75.00/hour
I	\$66.00/hour

ADMINISTRATIVE

II	\$77.00/hour
I	\$63.00/hour

REIMBURSABLES

Mileage	Current IRS standard rate
Outside Services	As Invoiced

RESOLUTION APPROVING THE AMENDMENT OF THE COMPREHENSIVE PLAN OF 2030, CHANGING PARCEL 8318-11-426-012 (201 E MERLE HIBBS BLVD) TO GENERAL COMMERCIAL (GC)

WHEREAS as the request to rezone parcel 8318-11-426-012 (201 E Merle Hibbs Blvd) to General Commercial has been submitted for review and approval to the City; and

WHEREAS the Plan Zoning Commission has found the Comprehensive Plan 2030 must also be amended to General Commercial for parcel 8318-11-426-012 (201 E Merle Hibbs Blvd); and

WHEREAS the Plan Zoning Commission determined that General Commercial is appropriate due to the potential for development in the area; and

WHEREAS the City Council has reviewed the same and found it to be in the best interest of the City.

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

Section 1. That the Comprehensive Plan of 2030 is hereby amended to change parcel 8318-11-426-012 (201 E Merle Hibbs Blvd) to General Commercial as under the conditions as set forth therein.

Passed this 22nd day of January 2024 and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

TO: City Council

FROM: Hector Hernandez, City Planner

DATE: January 22, 2024 Meeting

RE: **Recommendation to amend the Comprehensive Plan of 2030 for the Property 201 E Merle Hibbs Blvd 8318-11-426-012 to General Commercial (GC).**

Policy Issue: The City has adopted previously the Comprehensive Plan of 2030. Currently the Comprehensive Plan shows this area as Low Density Residential. The area to the North, East and South is Low Density Residential. Area to the West is Low Density Residential. North is also Medium Density Residential.



Recommendation: Based on proposed development of the area the Plan Zoning Commission reviewed and made a recommendation to the City Council to amend the Comprehensive Plan of 2030. The highlighted area is proposed to change to General Commercial (GC).

Background: The Comprehensive Plan is a guide for future development and may be amended as development occurs throughout the City. This amendment would support the rezoning request and allow for development of the area.

Budget Impact: None

If you have questions please do not hesitate to contact me at 641-754-5756 or e-mail me at hhernandez@marshalltown-ia.gov

**RESOLUTION APPROVING THE FINAL PLAT OF EDGEWOOD INDUSTRIAL
PARK ADDITION AND ACCEPTING THE DEDICATION OF THE PUBLIC LANDS
AND PUBLIC IMPROVEMENTS IDENTIFIED THEREIN**

WHEREAS, the City of Marshalltown, Iowa is an incorporated City within Marshall County, Iowa; and

WHEREAS, the City of Marshalltown has submitted the Final Plat of Edgewood Industrial Park Addition (“Addition”) for review and final approval; and

WHEREAS, the City of Marshalltown Planning & Zoning Board previously reviewed the Preliminary Plat of Edgewood Industrial Park Addition and recommended its approval, the Council subsequently approving same; and

WHEREAS, the Council finds that the public improvements were installed in substantial compliance with the Preliminary Plat, that the City Engineer performed periodic observation of the public improvements during installation and has taken steps to inspect the public improvements after installation, and that the City Engineer has no objection to the City of Marshalltown approving the final plat and accepting the dedication of the public improvements, including roadways; retention and detention basins; and water, sanitary sewer, and storm sewer improvements located as specified on the Final Plat; and

WHEREAS, the Council finds, based upon the above and foregoing, that the Final Plat of Edgewood Industrial Park Addition should be approved as presented, and that all public land and improvements proposed to be dedicated, should be accepted as public improvements, to be maintained and preserved by the City of Marshalltown for the use, enjoyment, and benefit of the citizens of Marshalltown; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA: that the City Council of Marshalltown, Iowa, does hereby approve the Final Plat of Edgewood Industrial Park Addition and accepts the dedication of all public improvements, including roadways; retention and detention basins; and water, sanitary sewer, and storm sewer improvements located as specified on the Final Plat, all of same having been dedicated to public use and enjoyment by the City of Marshalltown, as subdivider, along with the dedication to the City of all public easements shown upon the Final Plat.

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

IOWA

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

TO: Mayor Greer and City Council
FROM: Hector Hernandez, City Planner
DATE: 01/22/2024
RE: Final Plat of Edgewood Industrial Park Addition

Policy Issue:

☒ Goal 1: Expand and improve development in the community	☐ 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 1: Objective 1: Plan for and construct new infrastructure* Review and approval of commercial subdivision allows for additional lots to be developed.

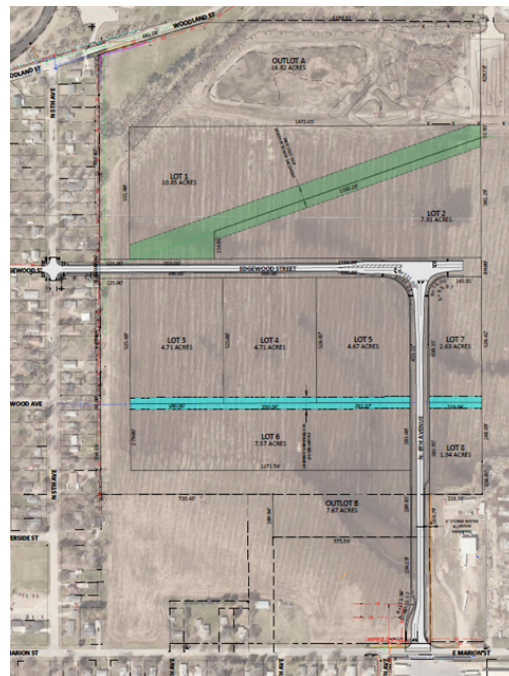
Recommendation: Staff is recommending approval of this Final Plat for Edgewood Industrial Park Addition. Plan and Zoning Commission reviewed the plats and recommended approval at their regular meeting on Wednesday, January 17, 2024.

Budget Impact: None

Description/Background: The City requires the subdivision process be completed whenever a parcel is divided or re-divided into 3 or more parcels. The final plat of Edgewood Industrial Park Addition is comprised of 8 different parcels and 2 outlots, for industrial development. This subdivision lots are located in General Industrial (GI). The lots all meet minimum standards of General Industrial (GI). All proposed lot sizes meet the minimum standards for this General Industrial (GI).

Attachment: Plat & Legal Documents

If you have any questions, please do not hesitate to contact me at 641-754-5756 or email at hhernandez@marshalltown-ia.gov



CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson

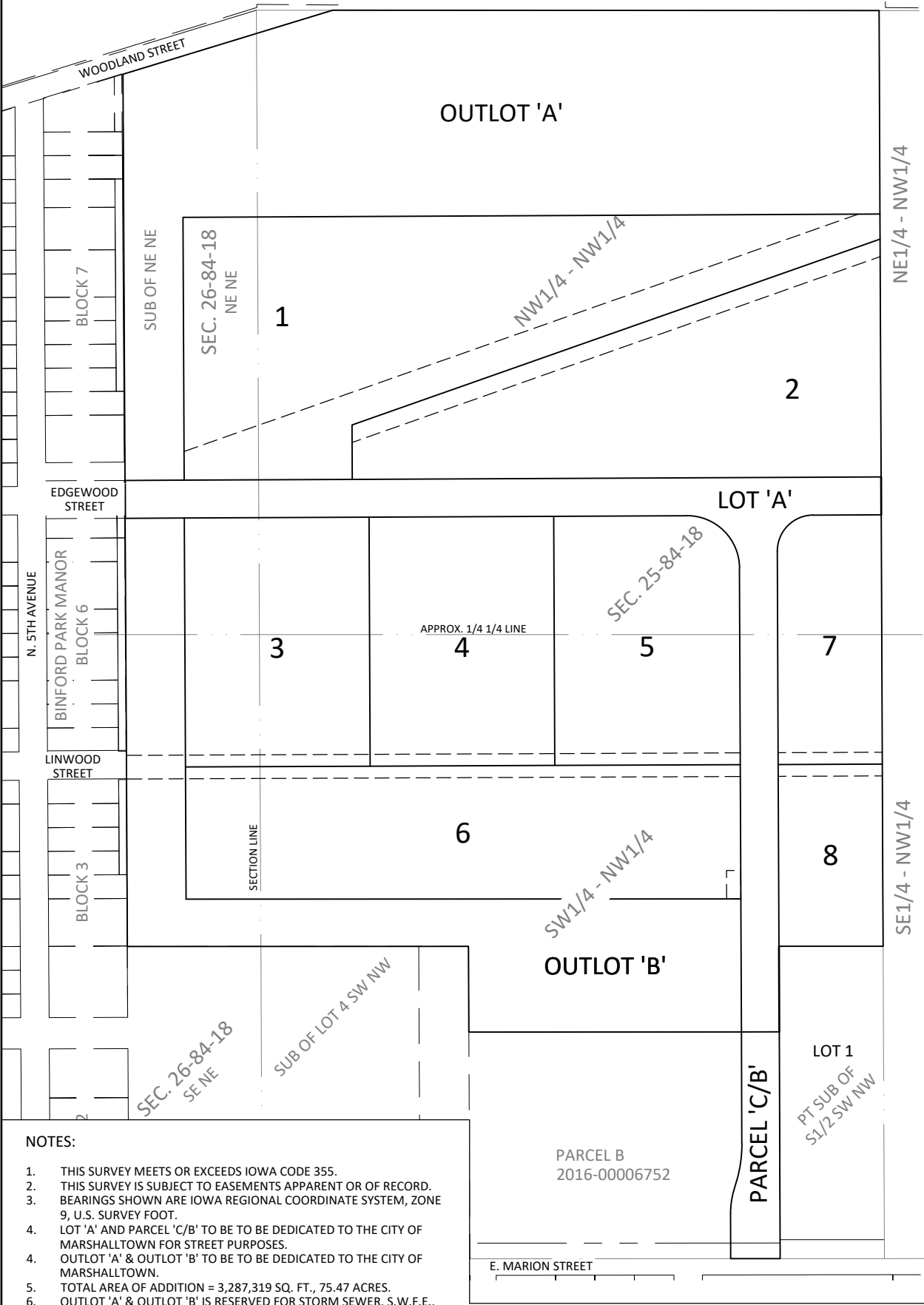


INDEX LEGEND	
LOCATION	PART OF THE NW NW & SW NW OF, SEC. 25-84N-18W AND THE NE NE & SE NE OF SEC. 26-84N-18W, CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA
REQUESTOR:	CITY OF MARSHALLTOWN
PROPRIETOR:	CITY OF MARSHALLTOWN
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DR., AMES, IA 50010 (515)-233-6100

FOR RECORDER USE ONLY

FINAL PLAT - EDGEWOOD INDUSTRIAL PARK ADDITION

PART OF THE NW NW & SW NW OF, SEC. 25, T84N, R18W AND THE NE NE & SE NE OF SEC. 26-84-18, CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA



LEGAL DESCRIPTION:

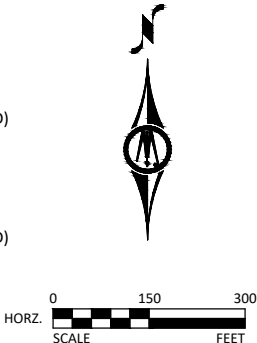
A PART OF THE WEST HALF (W1/2) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 25, AND THE EAST HALF (E1/2) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION 26, ALL IN TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S00°14'40"E, 1976.18 FEET ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°59'07"W, 220.00 FEET; THENCE S00°14'12"E, 659.67 FEET TO THE NORTH RIGHT-OF-WAY LINE OF EAST MARION STREET; THENCE S89°58'12"W, 104.50 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE N00°14'12"W, 94.67 FEET TO THE BEGINNING OF A 174.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE 50.30 FEET NORTHEASTERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 50.13 FEET; THENCE N16°16'44"E, 20.86 FEET TO THE BEGINNING OF A 275.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE 79.41 FEET NORTHERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 79.14 FEET; THENCE N00°14'10"W, 236.19 FEET TO THE NORTH LINE OF PARCEL 'B', INSTRUMENT #2016-00006752; THENCE S89°58'21"W, 575.59 FEET ALONG SAID NORTH LINE; THENCE N00°15'58"W, 180.94 FEET; THENCE S89°59'07"W, 720.43 FEET TO THE EAST LINE OF BINFORD PARK MANOR; THENCE N00°15'10"W, 354.15 FEET ALONG SAID EAST LINE; THENCE N00°21'10"W, 60.00 FEET ALONG SAID EAST LINE; THENCE N00°18'33"W, 500.00 FEET ALONG SAID EAST LINE; THENCE N00°15'34"W, 60.08 FEET ALONG SAID EAST LINE; THENCE N00°16'26"W, 867.83 FEET ALONG SAID EAST LINE TO THE SOUTH RIGHT-OF-WAY LINE OF WOODLAND STREET; THENCE N73°01'59"E, 463.08 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE TO A POINT ON THE NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°58'13"E, 1,153.81 FEET ALONG SAID NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25 TO THE POINT OF BEGINNING.

LINE TABLE		
LINE #	LENGTH	BEARING
L2	125.00'	N89° 44' 04"E
L3	125.00'	N89° 44' 04"E
L4	143.91'	N89° 44' 04"E
L5	80.00'	S0° 14' 40"E
L6	236.19'	N0° 14' 10"W
L7	20.86'	N16° 16' 44"E
L8	94.67'	N0° 14' 12"W
L9	104.50'	S89° 58' 12"W
L10	180.79'	S0° 14' 12"E
L11	60.00'	N0° 21' 10"W
L12	52.93'	S0° 14' 40"E
L13	136.07'	S0° 14' 40"E
L14	60.08'	N0° 15' 34"W
L15	161.19'	N89° 58' 13"W
L16	220.08'	S89° 58' 12"W
L17	114.92'	N0° 15' 56"W
L18	49.05'	S0° 49' 46"E

- NOTES:
- THIS SURVEY MEETS OR EXCEEDS IOWA CODE 355.
 - THIS SURVEY IS SUBJECT TO EASEMENTS APPARENT OR OF RECORD.
 - BEARINGS SHOWN ARE IOWA REGIONAL COORDINATE SYSTEM, ZONE 9, U.S. SURVEY FOOT.
 - LOT 'A' AND PARCEL 'C/B' TO BE TO BE DEDICATED TO THE CITY OF MARSHALLTOWN FOR STREET PURPOSES.
 - OUTLOT 'A' & OUTLOT 'B' TO BE TO BE DEDICATED TO THE CITY OF MARSHALLTOWN.
 - TOTAL AREA OF ADDITION = 3,287,319 SQ. FT., 75.47 ACRES.
 - OUTLOT 'A' & OUTLOT 'B' IS RESERVED FOR STORM SEWER, S.W.F.E., P.U.E., & PEDESTRIAN EASEMENTS COVERING THE ENTIRETY OF THE LOT.

- LEGEND:
- FOUND 1/2" REBAR (UNLESS OTHERWISE NOTED)
 - SET 1/2" x 24" REBAR WITH PINK PLASTIC CAP #24413 (UNLESS OTHERWISE NOTED)
 - SET 5/8" REBAR WITH PINK PLASTIC CAP #24413 (UNLESS OTHERWISE NOTED)
 - ▲ SECTION CORNER FOUND AS NOTED
 - △ SET 1/2" x 24" REBAR WITH PINK PLASTIC CAP #24413 (UNLESS OTHERWISE NOTED)
 - (R) RECORDED DIMENSION
 - P.U.E. PUBLIC UTILITY EASEMENT
 - S.W.F.E. STORM WATER FLOWAGE EASEMENT



PLANNING & ZONING COMMISSION
MAYOR SIGNATURE
ATTEST

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CH LENGTH	CH BEARING
C1	174.41'	111.00'	90° 01' 43"	157.02'	S45° 15' 05"E
C2	119.34'	76.00'	89° 58' 16"	107.45'	S44° 44' 56"W
C3	79.41'	275.50'	16° 30' 56"	79.14'	N8° 01' 16"E
C4	50.30'	174.50'	16° 30' 56"	50.13'	N8° 01' 16"E

FINAL PLAT - EDGEWOOD INDUSTRIAL PARK ADDITION

PART OF THE NW NW & SW NW OF, SEC. 25, T84N, R18W AND THE NE NE & SE NE OF SEC. 26-84-18, CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA



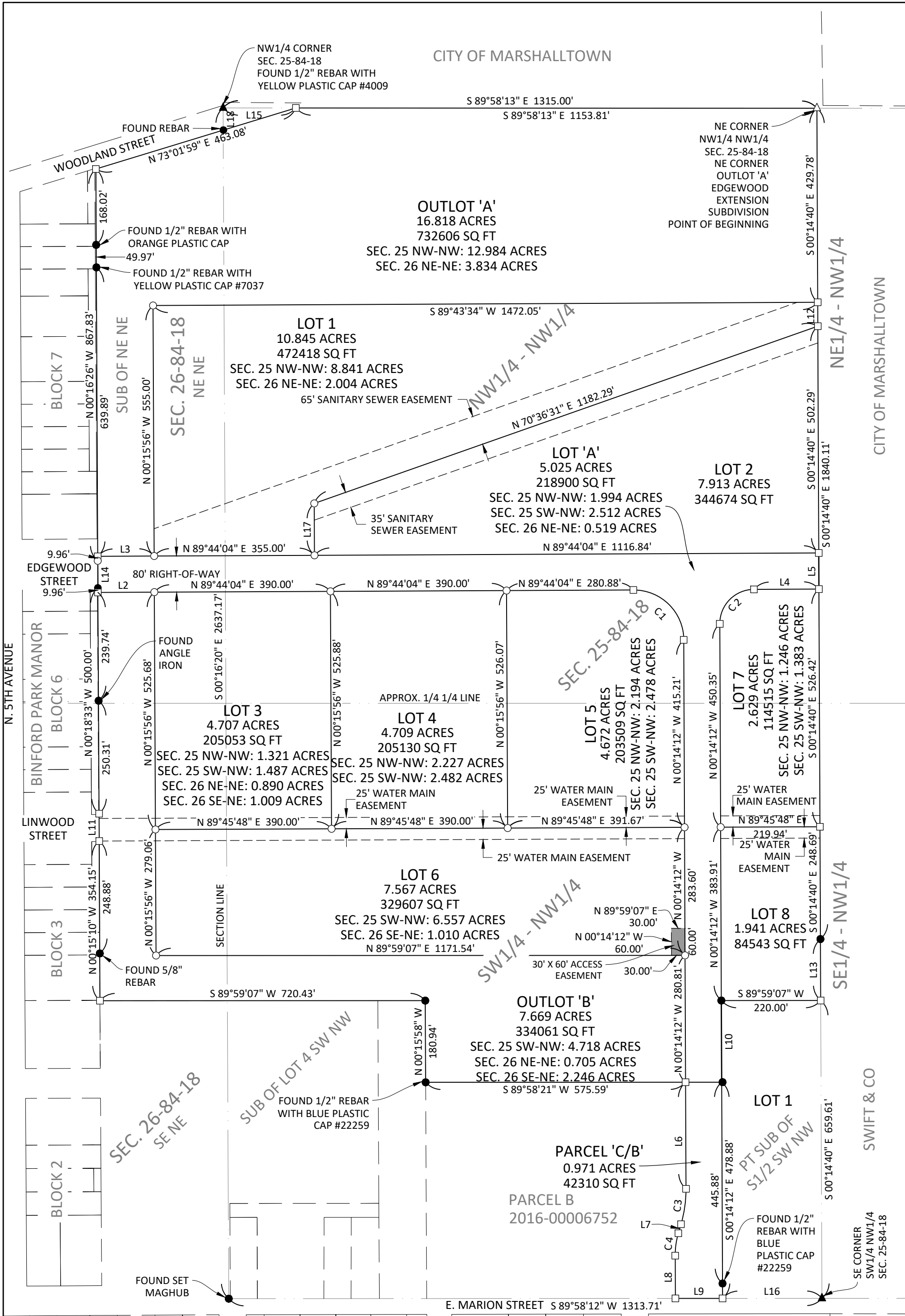
I hereby certify that this land surveying document was prepared by me and the related field work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa

LUKE D. AHRENS L.S.
LICENSE NUMBER 24413 DATE: 12/31/2023
MY LICENSE RENEWAL DATE IS 12/31/2023
PAGES OR SHEETS COVERED BY THIS SEAL:
PAGES 1 THROUGH 2



1519 BALTIMORE DRIVE
AMES, IA 50010
(515) 233-6100

SHEET
1
OF
2



FINAL PLAT - EDGEWOOD INDUSTRIAL ADDITION
PART OF THE NW NW & SW NW OF, SEC. 25, T84N, R18W AND THE NE NE & SE NE OF
SEC. 26-84-18, CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA



**BOLTON
& MENK**

1519 BALTIMORE DRIVE
AMES, IA 50010
(515) 233-6100

SHEET
2
OF
2

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JOB NUMBER: A13.119531

Prepared by: Steven C. Leiding of Lynch Dallas, P.C.
526 Second Avenue SE, Cedar Rapids, IA 52406 Phone: (319) 365-9101
Return To: City of Marshalltown, 24 N Center St, Marshalltown, IA 50158

**MARSHALL COUNTY AUDITOR'S CERTIFICATE
(Iowa Code §354.11)**

I hereby certify that I am the duly elected, qualified and acting Auditor of Marshall County, Iowa.

The name of **EDGEWOOD INDUSTRIAL PARK ADDITION**, which is located in the City of Marshalltown, Iowa, is sufficiently succinct and unique and may be used for the name of a subdivision in Marshall County, Iowa, under Section 354.6(2), Code of Iowa.

This certificate is provided for the sole purpose of complying with Iowa Code §354.11.

Dated this _____ day of January 2024.

Nan Benson
County Auditor
Marshall County, Iowa

Prepared by: Steven C. Leiding of Lynch Dallas, P.C.
526 Second Avenue SE, Cedar Rapids, IA 52406 Phone: (319) 365-9101
Return To: City of Marshalltown, 24 N Center St, Marshalltown, IA 50158

**MARSHALL COUNTY TREASURER'S CERTIFICATE
(Iowa Code §354.11)**

I certify I am Treasurer of Marshall County, Iowa; that I have examined the records in my office and find that the below-described real estate, being part of Parcels 8418-25-101-002, 8418-25-151-001, 8418-26-229-015, 8418-25-151-015, and 8418-25-151-018, is free from certified taxes and certified special assessments:

A PART OF THE WEST HALF (W1/2) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 25, AND THE EAST HALF (E1/2) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION 26, ALL IN TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S00°14'40"E, 1976.18 FEET ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°59'07"W, 220.00 FEET; THENCE S00°14'12"E, 659.67 FEET TO THE NORTH RIGHT-OF-WAY LINE OF EAST MARION STREET; THENCE S89°58'12"W, 104.50 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE N00°14'12"W, 94.67 FEET TO THE BEGINNING OF A 174.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE 50.30 FEET NORTHEASTERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 50.13 FEET; THENCE N16°16'44"E, 20.86 FEET TO THE BEGINNING OF A 275.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE 79.41 FEET NORTHERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 79.14 FEET; THENCE N00°14'10"W, 236.19 FEET TO THE NORTH LINE OF PARCEL 'B', INSTRUMENT #2016-00006752; THENCE S89°58'21"W, 575.59 FEET ALONG SAID NORTH LINE; THENCE N00°15'58"W, 180.94 FEET; THENCE S89°59'07"W, 720.43 FEET TO THE EAST LINE OF BINFORD PARK MANOR; THENCE N00°15'10"W, 354.15 FEET ALONG SAID EAST LINE; THENCE N00°21'10"W, 60.00 FEET ALONG SAID EAST LINE; THENCE N00°18'33"W, 500.00 FEET ALONG SAID EAST LINE; THENCE N00°15'34"W, 60.08 FEET ALONG SAID EAST LINE; THENCE N00°16'26"W, 867.83 FEET ALONG SAID EAST LINE TO THE SOUTH RIGHT-OF-WAY LINE OF WOODLAND STREET; THENCE N73°01'59"E, 463.08 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE TO A POINT ON THE NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°58'13"E, 1,153.81 FEET ALONG SAID NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25 TO THE POINT OF BEGINNING.

This certificate is provided for the sole purpose of complying with Iowa Code §354.11.

Dated this ____ day of January 2024.

Deann S. Tomlinson
County Treasurer
Marshall County, Iowa

Prepared by: Steven C. Leidinger of Lynch Dallas, P.C.
526 Second Avenue SE, Cedar Rapids, IA 52406 Phone: (319) 365-9101
Return To: City of Marshalltown, 24 N Center St, Marshalltown, IA 50158

**CERTIFICATE OF OWNER
AND
DEDICATION OF PLAT OF EDWOOD INDUSTRIAL PARK ADDITION,
A SUBDIVISION IN THE CITY OF MARSHALLTOWN,
MARSHALL COUNTY, IOWA**

The City of Marshalltown, Iowa, an Iowa municipal corporation, does hereby certify it is the owner of the real estate included in the plat of **EDGEWOOD INDUSTRIAL PARK ADDITION**, in the City of Marshalltown, Marshall County, Iowa, as shown and described on the Final Plat attached hereto as Exhibit "A."

The undersigned hereby certifies said plat was made at the owner's request and the subdivision of said real estate, as it appears on said plat, is with the owner's free consent and in accordance with the owner's desire as evidenced by the City Council's approval of the Final Plat as set forth in Resolution 2024-____.

The undersigned further reserves for the public the streets, public utility easements, storm water flowage easements, and pedestrian easements in said subdivision as set forth on the Final Plat.

Dated this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA,
an Iowa municipal corporation

By: _____
Joel T.S. Greer, Mayor

STATE OF IOWA,
COUNTY OF MARSHALL, ss:

This instrument was acknowledged before me on the ____ day of January 2024, by **Joel T.S. Greer**, as Mayor for the City of Marshalltown, Iowa known to me to be the same individual named in and who executed the foregoing document and acknowledged that he executed the same as his voluntary act and deed on behalf of the City of Marshalltown.

Notary Public in and for said State

Attest: _____
Alicia Hunter, City Clerk

STATE OF IOWA,
COUNTY OF MARSHALL, ss:

This instrument was acknowledged before me on the _____ day of January 2024, by **Alicia Hunter**, as City Clerk for the City of Marshalltown, Iowa known to me to be the same individual named in and who executed the foregoing document and acknowledged that she executed the same as her voluntary act and deed on behalf of the City of Marshalltown.

Notary Public in and for said State

Prepared by: Steven C. Leiding of Lynch Dallas, P.C.
526 Second Avenue SE, Cedar Rapids, IA 52406 Phone: (319) 365-9101
Return To: City of Marshalltown, 24 N Center St, Marshalltown, IA 50158

**ATTORNEY OPINION
(Iowa Code §354.11)**

The undersigned, an Iowa licensed attorney, representing the CITY OF MARSHALLTOWN, IOWA, an Iowa municipal corporation, has examined the abstract of title to the following described real estate, upon which real estate EDGEWOOD INDUSTRIAL PARK ADDITION will be platted, said abstract having been last certified by Marshall County Abstract Company to January 1, 2024 at 10:30 A.M.:

A PART OF THE WEST HALF (W1/2) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 25, AND THE EAST HALF (E1/2) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION 26, ALL IN TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S00°14'40"E, 1976.18 FEET ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°59'07"W, 220.00 FEET; THENCE S00°14'12"E, 659.67 FEET TO THE NORTH RIGHT-OF-WAY LINE OF EAST MARION STREET; THENCE S89°58'12"W, 104.50 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE N00°14'12"W, 94.67 FEET TO THE BEGINNING OF A 174.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE 50.30 FEET NORTHEASTERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 50.13 FEET; THENCE N16°16'44"E, 20.86 FEET TO THE BEGINNING OF A 275.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE 79.41 FEET NORTHERLY ALONG SAID CURVE, LONG CHORD BEARS N08°01'16"E, 79.14 FEET; THENCE N00°14'10"W, 236.19 FEET TO THE NORTH LINE OF PARCEL 'B', INSTRUMENT #2016-00006752; THENCE S89°58'21"W, 575.59 FEET ALONG SAID NORTH LINE; THENCE N00°15'58"W, 180.94 FEET; THENCE S89°59'07"W, 720.43 FEET TO THE EAST LINE OF BINFORD PARK MANOR; THENCE N00°15'10"W, 354.15 FEET ALONG SAID EAST LINE; THENCE N00°21'10"W, 60.00 FEET ALONG SAID EAST LINE; THENCE N00°18'33"W, 500.00 FEET ALONG SAID EAST LINE; THENCE N00°15'34"W, 60.08 FEET ALONG SAID EAST LINE; THENCE N00°16'26"W, 867.83 FEET ALONG SAID EAST LINE TO THE SOUTH RIGHT-OF-WAY LINE OF WOODLAND STREET; THENCE N73°01'59"E, 463.08 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE TO A POINT ON THE NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE S89°58'13"E, 1,153.81 FEET ALONG SAID NORTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25 TO THE POINT OF BEGINNING.

It is the opinion of the undersigned the CITY OF MARSHALLTOWN, IOWA, is the proprietor and owner of the real estate under examination, pursuant to a Warranty Deed dated August 11, 1986, and filed for record as Microfile 1531-1986-7; Trustees Deed dated August 24, 1988, and filed September 3, 1998, in Microfile 9805898; and Warranty Deed dated and filed March 16, 2022 in Book 2022, Page 1290, all in

the Office of the Marshall County Recorder, and that the CITY OF MARSHALLTOWN, IOWA'S title is subject to no mortgages, liens, or other encumbrances of record.

This certificate is provided for the sole purpose of complying with Iowa Code §354.11.

A handwritten signature in blue ink, appearing to read "Steven C. Leiding", is written over a horizontal line.

STEVEN C. LEIDINGER, AT0011301

LYNCH DALLAS, P.C.

526 Second Avenue SE

P.O. Box 2457

Cedar Rapids, Iowa 52406-2457

Telephone 319.365.9101

Facsimile 319.365.9512

E-Mail sleidinger@lynchdallas.com

Prepared By/Return to: Alicia Hunter, City of Marshalltown, Iowa,
24 N Center Street, Marshalltown, IA 50158 Phone: (641) 754-5701

CERTIFICATE OF CITY CLERK

STATE OF IOWA, COUNTY OF MARSHALL, ss:

I, Alicia Hunter, City Clerk of the City of Marshalltown, Iowa, do hereby certify that the attached Resolution No. 2024-____ and any attachments thereto, are true and complete copies of the original instruments filed in the Office of the City Clerk of Marshalltown, Iowa. I further certify that the date set forth on the attached Resolution is the date said action was taken by the City Council of the City of Marshalltown, Iowa.

Signed and dated this ____ day of January 2024.

Alicia Hunter, City Clerk

STATE OF IOWA,
COUNTY OF MARSHALL, ss:

Subscribed and sworn to before me by Alicia Hunter, in her capacity as City Clerk of the City of Marshalltown, Iowa on this ____ day of January 2024.

Notary Public in and for said State

GAP SEARCH

FOR: LYNCH DALLAS, P.C.

ATTN: Michelle Barnes

E-MAIL: mbarnes@lynchdallas.com

ABSTRACT NO.: 25620

LEGAL DESCRIPTION: THE EAST 19 ACRES OF THE NORTHEAST QUARTER, **EXCEPT** THE SOUTH 660 FEET AND **EXCEPT** WOODLAND STREET, SECTION 26, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; **AND** THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, **EXCEPT** THE SOUTH 660 FEET IN SECTION 25, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; **AND** LOT 1, **EXCEPT** EAST 220 FEET OF THE NORTH 620 FEET, LOT 1 OF LOT 2, AND LOT 3, **EXCEPT** THE WEST 105 FEET, SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, ALL **EXCEPT** PARCEL 'B' AS SHOWN IN AMENDED PLAT OF SURVEY RECORDED IN DOCUMENT #2016-00006752; **AND** PARCEL 'C' OF 'B' IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, AS SHOWN IN PLAT OF SURVEY RECORDED IN DOCUMENT #2022-00000805, ALL OF THE RECORDS OF THE AUDITOR- RECORDER'S OFFICE, MARSHALL COUNTY, IOWA; **AND** THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, **EXCEPT** WOODLAND STREET, MARSHALL COUNTY, IOWA.

SELLERS/MORTGAGORS: City of Marshalltown

DATE & TIME OF PRIOR SEARCH: 9/5/2023 @ 4:50 P.M.

DATE AND TIME OF THIS CERTIFICATION: 1/11/2024 @ 10:30 A.M.

We have made a search of the Mechanics' Notice and Lien Registry maintained by the Iowa Secretary of State for Marshall County, Iowa, for unexpired Notice and Lien Postings for the effective dates of within Certificate indexed against:

TAX PARCEL #: 8418-26-229-015; 8418-25-151-018; 8418-25-151-015;
8418-25-151-001; 8418-25-101-002

And find: **NONE**

No certification is made as to Mechanic's Liens or Notices which are not properly posted to the said Registry.

ADDITIONALLY We have made a search of the Iowa Judicial Branch Online Court Services, and we make NO Certification as to the accuracy of the records of the Iowa Court System.

The undersigned, acting in its capacity as an Abstractor for the State of Iowa certifies the appropriate records have been searched and that no matters affecting title to the property described have been entered except for the following:

MARSHALL COUNTY IOWA COUNTY/MUNICIPAL MUTUAL AID AGREEMENT filed November 20, 2023 in DOCUMENT #2023-00004557.

MARSHALL COUNTY ABSTRACT COMPANY

By: *Jacki Brown*

Janet Fienup

From: Michelle Barnes <mbarnes@lynchdallas.com>
Sent: Monday, January 8, 2024 3:43 PM
To: Marshall County Abstract Company
Subject: Request for lien search Abstract No 25620

Janet-

On behalf of the City of Marshalltown, would you please prepare a lien search from the last continuation to present at your earliest convenience for Abstract No. 25620?

Please let me know if you need any additional information. Thank you!

Legal:

THE EAST 19 ACRES OF THE NORTHEAST QUARTER, EXCEPT THE SOUTH 660 FEET AND EXCEPT WOODLAND STREET, SECTION 26, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; AND

THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, EXCEPT THE SOUTH 660 FEET IN SECTION 25, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; AND

LOT 1, EXCEPT EAST 220 FEET OF THE NORTH 620 FEET, LOT 1 OF LOT 2, AND LOT 3, EXCEPT THE WEST 105 FEET, SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, ALL EXCEPT PARCEL 'B' AS SHOWN IN AMENDED PLAT OF SURVEY RECORDED IN DOCUMENT #2016-00006752; AND

PARCEL 'C' OF 'B' IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, AS SHOWN IN PLAT OF SURVEY RECORDED IN DOCUMENT #2022-00000805, ALL OF THE RECORDS OF THE AUDITOR - RECORDER'S OFFICE, MARSHALL COUNTY, IOWA; AND THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, EXCEPT WOODLAND STREET, MARSHALL COUNTY, IOWA, FROM ROOT OF TITLE

Michelle D. Barnes

Paralegal
Lynch Dallas, P.C.
526 Second Avenue SE
P.O. Box 2457
Cedar Rapids, Iowa 52406-2457
Direct Line: (319) 200-3701
Phone: (319) 365-9101 ext. 701
Fax: 319-365-9512
Website: www.lynchdallas.com

[Click here to Upload Files](#)

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TODD W. ANDERSON
CORINNE R. BUTKOWSKI
HOLLY A. CORKERY
DOUGLAS D. HERMAN
SAMANTHA R. KUNTZ
STEVEN C. LEIDINGER
JON M. McCRIGHT
MATTHEW G. McQUILLEN
DANIEL M. MORGAN



526 Second Avenue SE
Cedar Rapids, IA 52401
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WILFORD H. STONE
DAVID L. WENZEL

MAILING ADDRESS:
P.O. Box 2457
Cedar Rapids, IA 52406-2457

September 1, 2023

City of Marshalltown, Iowa

Re: Our File No.: 135716.002

To whom it may concern,

I have examined an Abstract of Title last certified to by Marshall County Abstract Company to June 9, 2023, at 8:00 A.M. and containing entries 1-30 for the following described premises:

THE EAST 19 ACRES OF THE NORTHEAST QUARTER, **EXCEPT** THE SOUTH 660 FEET AND **EXCEPT** WOODLAND STREET, SECTION 26, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; **AND**

THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, **EXCEPT** THE SOUTH 660 FEET IN SECTION 25, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA; **AND**

LOT 1, **EXCEPT** EAST 220 FEET OF THE NORTH 620 FEET, LOT 1 OF LOT 2, AND LOT 3, **EXCEPT** THE WEST 105 FEET, SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, ALL **EXCEPT** PARCEL 'B' AS SHOWN IN AMENDED PLAT OF SURVEY RECORDED IN DOCUMENT #2016-00006752; **AND**

PARCEL 'C' OF 'B' IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, AS SHOWN IN PLAT OF SURVEY RECORDED IN DOCUMENT #2022-00000805, ALL OF THE RECORDS OF THE AUDITOR - RECORDER'S OFFICE, MARSHALL COUNTY, IOWA; **AND** THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 25, **EXCEPT** WOODLAND STREET, MARSHALL COUNTY, IOWA, FROM ROOT OF TITLE

and based entirely upon my examination of the abstract, I find title to be in:

THE CITY OF MARSHALLTOWN, IOWA

under a Warranty Deed from **Richard Arney and Muriel Arney**, Grantors to City of Marshalltown, Grantees, shown at Entry 16 and dated August 11, 1986, and filed September 19, 1986, in Microfile 1531-1986-7, in the office of the Marshall County Recorder; under a Trustees Deed from **Williams Trust**, Grantor to City of Marshalltown, Grantees, shown at Entry 19 and dated August 24, 1998, and filed September 3, 1998, in Microfile 9805898, in the office of the Marshall County Recorder; under a Warranty Deed from **Interstate Power and Light Company**, Grantor to City of Marshalltown, Grantees, shown at Entry 27 and dated and filed March 16, 2022, in the office of the Marshall County Recorder.

subject to the following:

I. MORTGAGES

NONE.

II. JUDGMENTS

NONE.

III. TAXES

At Entry 30, the abstractor notes that all prior taxes are paid and that general property taxes are now shown as exempt, and no tax set up. (Parcel # 8418-25-151-018)

At Entry 30, the abstractor notes that property taxes payable September 30, 2022 and March 30, 2023 total \$2,800.

Both installments are paid as of the date of certification of the abstract. (Parcel #s 8418-26-229-015, 8418-25-151-015, 8418-25-151-001, and 8418-25-101-002)

IV. CONTRACTS

V. OTHER

A. MISCELLANEOUS

Your attention is directed to the following entries which you may wish to make further investigation thereof:

Abstractor's Certificate - (Mechanic's Notice and Lien Registry: the abstractor notes a search (as of the date of the Certificate of this abstract) of the Mechanic's Notice and Lien Registry maintained by the Iowa Secretary of State for *Marshall* County, Iowa, for Mechanic's Lien(s) only, indexed against property described above and reports finding none. The absence of posted notices or liens cannot be relied upon as proof that there are no parties with mechanic's lien rights. You should always undertake independent inquiry and investigation as to the possibility of the evidence of mechanic's lien rights and obtain waivers prior to closing if necessary);

Entry 20 (Overhang Easement as part of Resolution #00-265 Approving same with anchor and guy rights dated September 1, 2000, and filed October 27, 2000, in the office of the *Marshall* County Recorder as Microfile #9914853);

Entry 23 and 24 (Road Easement filed December 7, 2016 and December 12, 2016 as documents #2016-00006697 and #2016-00006752, respectively, in the office of the *Marshall* County Recorder);

Entry 26 (Public Utility Easement as part of an Acquisition in Fee Plat filed February 15, 2022, as document #2022-00000805, in the office of the *Marshall* County Recorder); and

Entry 28 (Electric Equipment Easement dated April 23, 2023, filed May 17, 2023, as document #2023-00001765 in the office of the *Marshall* County Recorder).

C. DOCUMENTS WHICH NEED TO BE OBTAINED AND FILED

NONE

CAUTIONS

This opinion is made expressly subject to easements that may be evident by usage; any rights or claims of parties in possession not shown of record; to defects of title, if any, which may be disclosed by an accurate survey of the premises; to possible mechanic's liens not shown of record and which may have priority over any deed or mortgage; to any special assessments which have not been certified to the County Auditor; to any zoning, building, fire and health ordinance regulating and restricting the use of the property; and to any limitations imposed upon the property in the event it lies within a flood plain. You should take notice of all these matters.

Thank you for allowing me to read this abstract for you and to be of service to you.

Respectfully submitted,



Shawna M. Schamberger

SMS/ec

**RESOLUTION SETTING A PUBLIC HEARING FOR THE PROPOSED SALE AND
CONVEYANCE OF TITLE OF LOT 6 OF EDGEWOOD INDUSTRIAL PARK
ADDITION FROM THE CITY OF MARSHALLTOWN, IOWA, TO BOOST RUN LLC**

WHEREAS, the City of Marshalltown has subdivided and improved with roadways and associated utilities that 44.983 acres of City-owned land designated as Edgewood Industrial Park and located east of Edgewood Street and North 5th Avenue; and

WHEREAS, the Final Plat for Edgewood Industrial Park Addition, containing a total of 8 lots for industrial development, has been approved by City Council, but has yet to be recorded; and

WHEREAS, the City of Marshalltown has received an offer from Boost Run LLC, to purchase Lot 6 of Edgewood Industrial Park (“Lot 6”), for the City’s asking price of Two Hundred Seventy-Nine Thousand Nine Hundred Seventy-Nine Dollars (\$279,979); and

WHEREAS, Lot 6, consisting of 7.57 acres of real property, will be legally described as follows upon recordation of the Final Plat for Edgewood Industrial Park Addition:

**LOT 6 OF PROPOSED EDGEWOOD INDUSTRIAL PARK ADDITION TO
THE CITY OF MARSHALLTOWN, MARSHALL COUNTY, IOWA; and**

WHEREAS, copies of the Final Plat for Edgewood Industrial Park Addition, as approved by the City Council, are available for inspection at City Hall.

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

Section 1. The Council will meet at 5:30 P.M. in the council chambers in the City Hall, Marshalltown, Iowa, on the 12th day of February 2024, and will hold a public hearing to consider any and all comments received from the public by the City Clerk, or made to the City Council in open session, with respect to the proposed sale and conveyance of Lot 6 and to take final action thereon.

Section 2. The City Clerk shall cause to be published notice of said hearing required by law, by publication once in the Marshalltown Times Republication, a newspaper having general circulation in the City of Marshalltown, Iowa. The publication shall not be less than four (4) days nor more than twenty (20) days prior to the date therein fixed for public hearing

Passed this 22nd day of January 2024, and signed this _____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 18, 2024
RE: Resolution to Set a Public Hearing to Sale a Lot in Edgewood Addition

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: There is an item on the agenda for January 22nd to approve the final plat for the Edgewood Industrial Park Addition. Following that approval, you will note an item on the agenda to set a public hearing for February 12th to consider the sale of Lot 6 in this new plat. After the Council holds the public hearing, a resolution approving the sale will be considered.

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 112 NORTH 2ND AVENUE FROM THE CITY OF
MARSHALLTOWN, IOWA TO FARST FOUNDATION**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Farst Foundation; and

WHEREAS, the consideration for the transfer of the real estate to Farst Foundation, as set forth in Section 1, is the full sum of \$800 (Eight Hundred and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Farst Foundation is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Farst Foundation of the property:

112 North 2nd Avenue, legally described as: LOT “D” IN BLOCK TWO IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY, IOWA

The consideration for such conveyance shall be the sum of \$800.00 (Eight Hundred and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 105 NORTH 2ND AVENUE FROM THE CITY OF
MARSHALLTOWN, IOWA TO FARST FOUNDATION**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Farst Foundation; and

WHEREAS, the consideration for the transfer of the real estate to Farst Foundation, as set forth in Section 1, is the full sum of \$1,250 (One Thousand Two Hundred Fifty and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Farst Foundation is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Farst Foundation of the property:

**105 North 2nd Avenue, legally described as: NORTH 45' OF LOTS SEVEN AND EIGHT IN
BLOCK ONE IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY**

The consideration for such conveyance shall be the sum of \$1,250.00 (One Thousand Two Hundred Fifty and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 103 NORTH 3RD AVENUE FROM THE CITY OF
MARSHALLTOWN, IOWA TO HECTOR GEOVANI MARTINEZ-LOBO**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Hector Geovani Martinez-Lobo; and

WHEREAS, the consideration for the transfer of the real estate to Hector Geovani Martinez-Lobo, as set forth in Section 1, is the full sum of \$2,000 (Two Thousand and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Hector Geovani Martinez-Lobo is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Hector Geovani Martinez-Lobo of the property:

103 North 3rd Avenue, legally described as: NORTH 33 ½' OF THE SOUTH 100' OF LOT EIGHT AND THE NORTH 33 ½' OF THE SOUTH 100' OF THE WEST 16' OF LOT NINE IN BLOCK FOUR IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY, IOWA

The consideration for such conveyance shall be the sum of \$2,000.00 (Two Thousand and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 510 BROMLEY STREET FROM THE CITY OF
MARSHALLTOWN, IOWA TO BRAULIO PEREYRA**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Braulio Pereyra; and

WHEREAS, the consideration for the transfer of the real estate to Braulio Pereyra, as set forth in Section 1, is the full sum of \$5,000 (Five Thousand and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Braulio Pereyra is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Braulio Pereyra of the property:

510 Bromley Street, legally described as: LOT ELEVEN IN BLOCK ONE IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY, IOWA

The consideration for such conveyance shall be the sum of \$5,000.00 (Five Thousand and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 910 SOUTH 2ND AVENUE FROM THE CITY OF
MARSHALLTOWN, IOWA TO ESTEBAN C. OCHOA**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Esteban C. Ochoa; and

WHEREAS, the consideration for the transfer of the real estate to Esteban C. Ochoa, as set forth in Section 1, is the full sum of \$3,000 (Three Thousand and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Esteban C. Ochoa is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Esteban C. Ochoa of the property:

910 South 2nd Avenue, legally described as: SOUTH 20' OF LOT FIVE AND THE NORTH 20' OF LOT SIX IN BLOCK ONE IN MITCHELLS ADDITION IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY, IOWA

The consideration for such conveyance shall be the sum of \$3,000.00 (Three Thousand and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson



**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER OF
TITLE FOR 918 NORTH 5TH AVENUE FROM THE CITY OF
MARSHALLTOWN, IOWA TO JOEL F. DUDEN**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to Joel F. Duden; and

WHEREAS, the consideration for the transfer of the real estate to Joel F. Duden, as set forth in Section 1, is the full sum of \$2,500 (Two Thousand Five Hundred and 00/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to Joel F. Duden is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

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

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to Joel F. Duden of the property:

918 North 5th Avenue, legally described as: LOTS TWENTY AND TWENTY-ONE IN BLOCK EIGHT IN BINFORD PARK MANOR ADDITION IN THE TOWN OF MARSHALLTOWN, MARSHALL COUNTY, IOWA

The consideration for such conveyance shall be the sum of \$2,500.00 (Two Thousand Five Hundred and 00/100).

Section 2. The City of Marshalltown hereby approves the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 22nd day of January 2024, and signed this ____ day of January 2024.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

MARSHALLTOWN

I O W A

Joel Greer, Mayor
Joe Gaa, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 | FX 641.754.5717

TO: Mayor and City Council
FROM: Joe Gaa, City Administrator
DATE: January 17, 2024
RE: Public Hearing for Sale of City Lots

Strategic Plan:

- ☒ Strategy 1: Expand and improve development in the community.
- ☐ Strategy 2: Enhance Marshalltown's public image.
- ☐ Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- ☐ Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

Description/Background: On January 4, 2024 bids were opened for the sale of six city owned lots. We were fortunate to have bids for all lots for sale in this bid package. Below are the highest bids for each property. At the January 8th Council meeting a public hearing was set for January 22nd. After the public hearing is held, resolutions approving the sale of each lot will need Council approval to finalize the sale of each lot.

112 N. 2nd Avenue	Farst Foundation	\$800
105 N. 2nd Avenue	Farst Foundation	\$1,250
103 N. 3rd Avenue	Hector Geovani Martinez-Lobo	\$2,000
510 Bromley Street	Braulio Pereyra	\$5,000
910 S. 2nd Avenue	Esteban Ochoa	\$3,000
918-920 N. 5th Avenue	Joel Duden	\$2,500

CITY COUNCIL

Al Hoop, Barry Kell, Mike Ladehoff, Mark Mitchell,
Greg Nichols, Jeff Schneider, Gary Thompson

