1. Agenda

   Documents:

   AGENDA.PDF

2. Supporting Meeting Documents

   Documents:

   BILL LIST.PDF
   MINUTES.PDF
   PACKET.PDF
   REVISED SAFETY MANUAL.PDF

COUNCIL AGENDA

CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET

July 11, 2016, at 5:30 PM

NOTICE TO PUBLIC: The Mayor and City Council welcome comment from the public during discussion. You are required to step to the microphone, state your name and address for the record and to limit the time used to present your remarks in order that others may be given the opportunity to speak.

CALL TO ORDER: Mayor James L. Lowrance

PLEDGE OF ALLEGIANCE:

ROLL CALL: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS:

APPROVAL OF AGENDA:

CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

1. Approve Council meeting Minutes of June 27, 2016.
2. Approve Bill List in the amount of $1,591,635.97
3. Receipt of List of Purchases and Vertical Public Improvements between $10,000 and $35,000 approved by City Administrator: Velodyne, liquid polymer blending system, $17,185.00, Water Pollution Control Plant Fund.
4. Resolution 2016-129 Approving Contract Amendment Number 2 with Clapsaddle-Garber Associates, Inc., for the Alliant – East Nevada Street Improvements Project 66013014, decrease of $1,667.00.
5. Resolution 2016-130 Approving Transit Joint Participation Agreement to implement a Federal Transit Administration Non-Urban Operating Assistance Project, Iowa Department of Transportation, Fiscal Year ending June 30, 2017, $208,006.

(end of consent agenda items)

REPORT:

6. Center Street / Highway 14 Road Aesthetics

MOTION:

7. Approve Outdoor Service area and Premise Update / expansion for Daves, 203-207 E Main St.
8. Approve new Liquor License (hard liquor, native wine and beer) and transfer of cigarette permit, Casey's 108 Iowa Avenue W, from 1201 Iowa Avenue W.

RESOLUTIONS:

9. Resolution 2016-131 Adopting Revised Safety Manual
10. Resolution 2016-132 Accepting a Loan through the Firefighting Equipment Revolving Loan Fund, for purchase of light-rescue fire vehicle, $142,430.00, interest –free.
11. Resolution 2016-133 Approving Contract Grant Award with the Iowa Department of Justice, relating to compliance with requirements of the Violence Against Women Act, contract through 6/30/2017, $41,674 with local match of $13,892.

Visit www.ci.marshalltown.ia.us

Please refer to the previous Council packet for attachments not included with this agenda packet. Complete agenda packets are available for inspection for the public at the City Clerk's Office, the Marshalltown Public Library and the city's website.

12. Resolution 2016-134 Accepting and Awarding the Bid for providing Salt for ice and snow control for the 2016-2017 fiscal year, Independent Salt Company, $74.65 per ton.

13. Resolution 2016-135 Approving Agreement Amendment No 2 with Fox Engineering for Engineering Services, Turner St Force Main Project 59012009A, $503,600.

14. Resolution 2016-136 Ordering Construction of the Iowa River Trail Phase II Project 41016001A, setting public hearing on plans, specifications, form of contract and estimated cost and directing publication of notice to bidders.

DISCUSSION

15. Special Meeting Noon, July 12 for sale of bonds, discussion of Police and Fire building bond issue, debt capacity.

ADJOURNMENT:

COUNCIL DATE: July 11, 2016

VISA	$0.00	VISA
ACH'S	$808,527.98	ACH'S
CHECKS	$280,371.37	CHECKS
PAYROLL#13	$502,736.62	PERIODS ENDING 6/30/16
	$1,591,635.97	TOTAL FOR COUNCIL

101110.5280.000	A CHILD IS MISSING	7/1/16-6/30 SUBSCRIPTION	200.00
278690.5240.510	ABBAS PROPERTIES LLC	RENT ASSISTANCE	19.00
278690.5240.510	ABC RENTALS	RENT ASSISTANCE	367.00
278690.5240.510	ABC RENTALS	RENT ASSISTANCE	240.00
101440.5600.054	ACCO UNLIMITED CORP	POOL CHEMICALS	2,752.68
101110.5600.000	ADLAND ENGRAVING CO INC	3 POLICE PLAQUES	146.25
101410.5132.000	ADLAND ENGRAVING CO INC	PARK STAFF SHIRTS	368.64
206120.5132.000	ADLAND ENGRAVING CO INC	UTILITY STAFF SHIRTS	619.00
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	6TH ST COMPLEX	245.46
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	6TH ST COMPLEX	200.34
101110.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	477.12
101110.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.77
101140.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	136.54
101310.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	136.54
101420.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	197.40
101440.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	64.14
101480.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	32.07
101560.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
101561.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
101581.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
101770.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
101820.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
101830.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
101831.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
101840.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	69.10
101850.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	69.10
101850.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	(0.03)
101870.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
101890.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	170.25
101891.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	32.07
152451.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
206120.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
206710.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	101.17
206760.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
233410.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	32.07
278690.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	102.83
283210.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	33.73
283210.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37

283210.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	35.37
290113.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	241.03
510531.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	14.81
520520.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	110.65
520590.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	22.22
550780.5450.000	ALLIANCE CONNECT	JULY PHONE LINES	65.80
101140.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	950.68
101140.5480.020	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	34.26
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	10.42
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	27.47
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	49.18
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	60.96
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	19.31
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	45.30
101410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	48.76
101440.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	6,571.19
101440.5480.020	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	2,567.52
101770.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	89.00
101880.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	328.26
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	30.38
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	5.58
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	41.25
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	49.68
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	18.14
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	124.22
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	31.09
206120.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	41.00
206160.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	26.20
206160.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	26.84
206160.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	15,421.33
206160.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	28.79
206710.5480.020	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	477.44
233410.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	1,106.93
281690.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	11.05
281690.5480.020	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	10.46
283210.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	17.90
283210.5480.020	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	11.27
520590.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	69.25
520590.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	245.55
520590.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	110.58
550780.5480.010	ALLIANT UTILITIES IES	GAS &/OR ELECTRIC	1,592.44
278690.5240.570	AMANDA BROWN	UTILITY ASST	27.00
278690.5240.570	AMANDA CARTER	UTILITY ASST	31.00
278690.5240.570	AMANDA RAHN	UTILITY ASST	27.00
278690.5240.570	AMANDA WEEKS	UTILITY ASST	16.00
278690.5240.570	AMELIA WOOD	UTILITY ASST	42.00
150110.5749.000	AMERICAN ALUMINUM ACCESSORIES, INC	K9 CAGE&LINER	2,777.59
150110.5749.000	AMERICAN ALUMINUM ACCESSORIES, INC	K9 COOL GUARD	363.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSISTANCE	105.00
278690.5240.510	ANDY CHOATE	RENT ASSISTANCE	233.00

101240.5331.500	ANIMAL RESCUE LEAGUE	MONTHLY PAYMENT	4,166.67
101140.5570.000	APPARATUS TESTING SERVICES, LLC	FIRE PUMP CHECKS	1,259.00
278690.5240.570	APRIL JOHNSON	UTILITY ASST	17.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	301.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	130.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	466.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	368.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	455.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	308.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	484.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	100.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	664.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	522.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSISTANCE	186.00
101410.5570.000	ARNOLD MOTOR SUPPLY	#703 IGNITION	44.91
206710.5570.000	ARNOLD MOTOR SUPPLY	POLARIS RANGER PART	45.35
206710.5570.000	ARNOLD MOTOR SUPPLY	OIL FILTER	3.94
206710.5570.000	ARNOLD MOTOR SUPPLY	BRAKE&CONTROL	61.42
206710.5570.000	ARNOLD MOTOR SUPPLY	OP PARTS/FILTER	55.29
206710.5570.000	ARNOLD MOTOR SUPPLY	DOOR LATCH	141.32
206710.5570.000	ARNOLD MOTOR SUPPLY	OP PARTS	44.38
550780.5570.000	ARNOLD MOTOR SUPPLY	OP PARTS	37.92
101850.5340.100	ASSOCIATED COMPUTER SYSTEMS LTD	PTF UPDATE	2,090.00
101891.5340.100	ASSOCIATED COMPUTER SYSTEMS LTD	7/13/16-7/12/17 CASH REG	395.00
999.1131.000	AXA EQUITABLE	RETIREMENT	450.00
278690.5240.510	B & B RENTALS	RENT ASSISTANCE	363.00
278690.5240.510	BARBARA BROWN	RENT ASSISTANCE	59.00
278690.5240.510	BARRY & RENEE SEDLACEK	RENT ASSISTANCE	372.00
278690.5240.510	BARTT WEICHERS	RENT ASSISTANCE	411.00
101110.5340.150	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	1,266.25
101310.5340.150	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	633.13
101891.5340.100	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	313.50
101891.5340.100	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	58.20
101891.5340.150	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	3,165.62
101891.5340.150	BDH INFORMATION TECHNOLOGY	JUNE MONTHLY FEES	375.00
150850.5600.100	BDH INFORMATION TECHNOLOGY	FINANCE SOFTWARE	291.32
681110.5230.000	BERNIE LOWE & ASSOC	MEDICAL CLAIMS	57.51
681110.5339.000	BERNIE LOWE & ASSOC	MEDICAL CLAIMS	1,686.96
681140.5230.000	BERNIE LOWE & ASSOC	MEDICAL CLAIMS	21.25
681140.5339.000	BERNIE LOWE & ASSOC	MEDICAL CLAIMS	226.05
520520.5980.000	BETTY EALY	FILLED POOL	19.69
801110.5114.000	BETTY GOODING	MONTHLY PENSION	765.78
101110.5570.000	BIG 8 TYRE & AUTO CENTERS	TIRE REPAIR	20.00
278690.5240.510	BILLY ARMSTRONG	RENT ASSISTANCE	178.00
206710.5610.520	BITUMINOUS MATERIALS & SUPPLY	HFE-90	396.67
206710.5610.520	BITUMINOUS MATERIALS & SUPPLY	HFE-90	424.34
206710.5610.520	BITUMINOUS MATERIALS & SUPPLY	HFE-90	433.56
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSISTANCE	135.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSISTANCE	278.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSISTANCE	419.00

278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSISTANCE	326.00
101410.5340.010	BOB'S LAWN CARE SERVICE	CONTRACT LAWN MOWING	1,220.00
278690.5240.510	BOULDER COOPERATIVE HOUSING	RENT ASSISTANCE	227.00
278690.5240.510	BOULDER COOPERATIVE HOUSING	RENT ASSISTANCE	270.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	298.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	104.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	305.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	271.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	416.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	450.00
278690.5240.510	BRANT LUENSE	RENT ASSISTANCE	500.00
101110.5132.000	BROWN'S SHOE FIT CO	DUTY BOOTS	89.97
478710.5340.240	BRYCON CORPORATION	2016 PCC PATCH REPAIR	83,975.44
278690.5240.510	BRYNGELSON CORP	RENT ASSISTANCE	306.00
101110.5132.000	CARPENTER UNIFORM COMPANY	NAME/SERVING PLATE	40.73
101110.5132.000	CARPENTER UNIFORM COMPANY	COURT UNIFORM	123.98
101110.5132.000	CARPENTER UNIFORM COMPANY	POLICE BOOTS	98.98
150110.5718.000	CARPENTER UNIFORM COMPANY	3 POLICE VESTS	1,024.23
219110.5718.000	CARPENTER UNIFORM COMPANY	3 POLICE VESTS	1,012.50
999.1160.000	CARPENTER UNIFORM COMPANY	POLICE JACKET	127.70
250660.5331.500	CENTRAL BUSINESS DISTRICT	QRTLY ALLOCATION	6,000.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSISTANCE	107.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSISTANCE	107.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSISTANCE	106.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSISTANCE	130.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSISTANCE	54.00
101580.5600.000	CENTRAL IOWA DISTRIBUTING INC	BARREN HERBICIDE	471.00
101770.5480.000	CENTRAL IOWA WATER ASSOCIATION	JUNE AIRPORT	144.56
101110.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	34.47
101110.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	42.41
101140.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	13.13
101310.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	8.43
101420.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	9.81
101480.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	1.62
101480.5480.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	55.77
101560.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	0.27
101561.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	0.07
101790.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	1.03
101820.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	1.37
101831.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	6.30
101840.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	0.67
101850.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	4.52
101890.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	4.12
206710.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	3.41
206760.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	5.67
278690.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	7.54
283210.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	2.95
290113.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	45.26
510531.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	0.47
520520.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	2.78

520590.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	0.71
550780.5450.000	CENTURYLINK	5/16-6/20 LONG DISTANCE	2.50
684990.5337.000	CERIDIAN	5/16-6/20 LONG DISTANCE	1,163.31
206710.5610.510	CESSFORD CONSTRUCTION	ROADSTONE/COLD MIX	253.20
206710.5610.510	CESSFORD CONSTRUCTION	COLD MIX/WASHED CHIPS	270.00
206710.5610.510	CESSFORD CONSTRUCTION	COLD MIX	801.60
206710.5610.600	CESSFORD CONSTRUCTION	ROADSTONE/COLD MIX	646.91
206710.5610.600	CESSFORD CONSTRUCTION	WASHED CHIP	322.82
206710.5610.600	CESSFORD CONSTRUCTION	COLD MIX/WASHED CHIPS	112.89
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSISTANCE	550.00
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSISTANCE	298.00
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY UNIFORMS	29.08
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY UNIFORMS	29.08
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY UNIFORMS	29.08
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY UNIFORMS	29.08
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
550780.5132.000	CITY LAUNDERING COMPANY	TRANSIT UNIFORMS	9.95
278690.5240.510	CMHC INVESTMENTS	RENT ASSISTANCE	295.00
540430.5600.055	COCA COLA ENTERPRISES INC	CONCESSION	729.22
510531.5600.000	CONCRETE INC	13TH&CHURCH	118.22
510531.5600.000	CONCRETE INC	13TH&CHURCH	118.22
510531.5600.000	CONCRETE INC	13TH&CHURCH	131.07
510531.5600.000	CONCRETE INC	8TH&SWAYZE	196.61
278690.5240.510	CONNIE WARREN	RENT ASSISTANCE	227.00
478710.5340.240	CONSTRUCT INC	CRAIG CIRCLE	105,290.35
491750.5340.240	CONSTRUCT INC	SE SOUTH ST	271,542.17
520520.5810.000	CRBT - CEDAR RAPIDS BANK & TRUST	PERFORMANCE EDGE CONTRACT	8,154.68
520520.5820.000	CRBT - CEDAR RAPIDS BANK & TRUST	PERFORMANCE EDGE CONTRACT	552.89
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	147.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	295.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	176.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	280.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	102.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	272.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	274.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	295.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	233.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	266.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	183.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	176.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	305.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	293.00

278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	200.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	259.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	231.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	234.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	174.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	200.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	107.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	272.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSISTANCE	288.00
520520.5600.000	CROP PRODUCTION SERVICES	OFF ROAD DIESEL	864.50
550780.5570.020	CROP PRODUCTION SERVICES	DEF FLUID	157.00
550780.5570.000	CUMMINS CENTRAL POWER, LLC	AIR COMPRESSOR	686.30
278690.5240.510	D & D RENTALS INC	RENT ASSISTANCE	128.00
278690.5240.510	D & D RENTALS INC	RENT ASSISTANCE	96.00
278690.5240.510	D & D RENTALS INC	RENT ASSISTANCE	242.00
278690.5240.510	D & S INVESTMENTS	RENT ASSISTANCE	38.00
278690.5240.510	D&J RENTALS COOPERATIVE	RENT ASSISTANCE	550.00
101110.5132.000	DANE BOWERMASTER	DUTY BOOTS	134.95
278690.5240.510	DANIEL D CROSSER	RENT ASSISTANCE	450.00
101000.4477.000	DANIELLE DUFF	TENNIS LESSONS	25.00
278690.5240.510	DAVID GIMER	RENT ASSISTANCE	534.00
278690.5240.510	DAVID M PYLE	RENT ASSISTANCE	115.00
101581.5261.000	DAVID PILLE	NUISANCE MOWING	570.00
278690.5240.510	DAVID TOULOUSE	RENT ASSISTANCE	399.00
278690.5240.510	DEBRA J OETKER	RENT ASSISTANCE	276.00
278690.5240.510	DEBRA J OETKER	RENT ASSISTANCE	198.00
278690.5240.510	DEBRA J OETKER	RENT ASSISTANCE	81.00
278690.5240.570	DEBRA PENEUTA	UTILITY ASSISTANCE	13.00
520520.5980.000	DEREK LADEHOFF	FILLED POOL	26.03
206710.5600.000	DES MOINES STEEL FENCE	COMPOST GATE	425.00
101581.5261.760	DEVIG SERVICES	NUISANCE MOWING	105.00
206710.5600.000	DIAMOND VOGEL PAINTS	DV TAPE	10.52
278690.5240.510	DONNA WIND-HUSAK	RENT ASSISTANCE	399.00
206710.5340.010	ELECTRONIC ENGINEERING CO INC	7/1-7/31/16 STREET DEPT	799.00
206710.5340.010	ELECTRONIC ENGINEERING CO INC	6/1-6/30/16 STREET	799.00
510531.5340.010	ELECTRONIC ENGINEERING CO INC	7/1-7/31/16 SEWER	63.92
510531.5340.010	ELECTRONIC ENGINEERING CO INC	6/1-6/30/16 SEWER	63.92
520590.5340.010	ELECTRONIC ENGINEERING CO INC	7/1-7/31/16 SEWER	95.88
520590.5340.010	ELECTRONIC ENGINEERING CO INC	6/1-6/30/16 SEWER	95.88
278690.5240.510	ELWAYNE INC	RENT ASSISTANCE	252.00
278690.5240.510	ELWAYNE INC	RENT ASSISTANCE	172.00
278690.5240.510	ELWAYNE INC	RENT ASSISTANCE	246.00
278690.5240.510	ELWAYNE INC	RENT ASSISTANCE	256.00
520520.5718.000	ENGINEERED EQUIPMENT SOLUTIONS INC	BORGER PUMP	7,396.93
520520.5600.030	ENVIRONMENTAL RESOURCE ASSOC	QTRLY LAB TESTS	351.89
278690.5240.510	ERIC STAFF	RENT ASSISTANCE	126.00
101870.5340.100	ESRI INC	ENG/SEWER/ZONING	400.00

206760.5340.100	ESRI INC	ENG/SEWER/ZONING	10,100.00
520590.5340.100	ESRI INC	ENG/SEWER/ZONING	2,400.00
278690.5240.510	F & C RENTALS LLC	RENT ASSISTANCE	355.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSISTANCE	214.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSISTANCE	219.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSISTANCE	195.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSISTANCE	219.00
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	13.90
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	10.56
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	16.70
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	146.65
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	71.44
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	30.33
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES	41.28
101340.5331.500	FISHER COMMUNITY CENTER	MONTHLY APPROPRIATION	6,396.66
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSISTANCE	103.00
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSISTANCE	128.00
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSISTANCE	160.00
233410.5340.010	G&K SERVICES	TOWEL SERVICE	6.00
233410.5340.010	G&K SERVICES	TOWEL SERVICE	6.00
233410.5340.010	G&K SERVICES	TOWEL SERVICE	6.00
233410.5340.010	G&K SERVICES	TOWEL SERVICE	6.00
233410.5340.010	G&K SERVICES	TOWEL SERVICE	6.00
101140.5132.000	GALLS LLC	TACLITE SHOES	56.94
101140.5132.000	GALLS LLC	CHETCO TAC	93.94
101140.5132.000	GALLS LLC	2PR EMT PANTS	113.98
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSISTANCE	134.00
283210.5410.000	GARY BOWEN	112 N 1ST ST-HOUSING	3,157.00
278690.5240.510	GARY W FERNEAU	RENT ASSISTANCE	355.00
278690.5240.510	GLADBROOK HOUSING	RENT ASSISTANCE	183.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	426.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	276.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	575.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	585.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	296.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	315.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	68.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	14.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	558.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	528.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	351.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	91.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSISTANCE	282.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	142.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	375.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	194.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	203.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	253.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	471.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	281.00

278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	122.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	314.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	471.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	216.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	253.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	159.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	129.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	194.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	253.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	277.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	76.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	292.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	135.00
278690.5240.510	GRANT PARK LLC	RENT ASSISTANCE	275.00
101440.5370.000	GRAPHIC IMPRESSIONS, INC	POOL BANNER	109.90
101440.5370.000	GRAPHIC IMPRESSIONS, INC	POOL BANNER	54.95
278690.5240.510	GREGORY J SPECHT	RENT ASSISTANCE	393.00
101860.5231.000	GRIMES BUCK SCHOELL & BEACH	6/7-6/24 SERVICES	3,262.50
528590.5231.000	GRIMES BUCK SCHOELL & BEACH	6/7-6/24 SERVICES	37.50
520520.5600.030	HACH COMPANY	LAB SUPPLIEA	903.05
278690.5240.510	HALA VENTURES LLC	RENT ASSISTANCE	305.00
278690.5240.510	HALA VENTURES LLC	RENT ASSISTANCE	173.00
278690.5240.510	HALA VENTURES LLC	RENT ASSISTANCE	283.00
101110.5410.000	HARTWIG PLUMBING & HEATING INC	RADIO ROOM	78.00
520590.5600.000	HD SUPPLY WATERWORKS, LTD	SEWER SADDLE	1,574.34
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	112.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	201.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	252.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	239.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	244.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	187.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	239.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	113.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	380.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSISTANCE	98.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	221.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	449.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	217.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	425.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	233.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	185.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	134.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	259.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	259.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	305.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	152.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	226.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	311.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	425.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	179.00

278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	265.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	413.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	303.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	350.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	430.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	311.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSISTANCE	398.00
101110.5410.000	HOME RENTAL CENTER	SHARPEN 5 C	65.00
101140.5410.000	HOME RENTAL CENTER	FAN REPAIR,	80.50
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	134.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	170.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	200.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	181.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	200.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	435.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	18.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	430.00
101140.5112.010	ICMA RETIREMENT 457	RETIREMENT	707.71
999.1130.000	ICMA RETIREMENT 457	RETIREMENT	3,818.13
999.1130.000	ICMA RETIREMENT 457	RETIREMENT	764.59
999.1130.000	ICMA RETIREMENT 457	RETIREMENT	3,742.00
999.1150.000	ICMA RETIREMENT 457	RETIREMENT	9,396.40
150891.5340.150	IMAGETEK	MAY SUBSCRIPTION	587.00
150891.5340.150	IMAGETEK	RADIX SUBSCRIPTION	587.00
999.1111.000	IMWCA	WORKERS COMP	13,945.00
247410.5132.000	IN STITCHES	MUNICIPAL BAND SHIRTS	83.00
101330.5600.000	INDEPENDENT INSURANCE	MUNICIPLE BAND	267.00
238110.5260.000	ICAP	DEDUCTIBLE	246.08
101421.5340.630	IOWA CUBS TICKETS	THROUGH PARK & REC	82.00
271210.5251.000	IOWA DEPT OF PUBLIC HEALTH	LEAD INSPECTIONS	60.00
283210.5251.000	IOWA DEPT OF PUBLIC HEALTH	CERTIFICATIONS	60.00
283210.5251.000	IOWA DEPT OF PUBLIC HEALTH	LEAD INSPECTIONS	60.00
101410.5340.070	IOWA DIVISION OF LABOR SERVICES	RIVERVIEW BOILER INSPECTION	95.00
101840.5280.000	IOWA LEAGUE OF CITIES	DUES 7/1/16	8,378.00
101110.5600.000	IOWA OFFICE INTERIORS, INC	TONER/PENS	217.94
101820.5600.000	IOWA OFFICE INTERIORS, INC	OFFICE SUPPLIES	96.11
101890.5980.000	IOWA VETERANS HOME	CIGARETTE PERMIT REFUND	100.00
101420.5600.450	IPRA	CONSIGNMENT	1,669.50
101000.4472.000	ISABEL RAMIREZ	RENTAL CANCELLATION	85.00
101820.5460.000	J J KELLER & ASSOC INC	TRAINING DVDS	646.43
278690.5240.510	J&N HOME RENTALS LLC	RENT ASSISTANCE	403.00
278690.5240.510	JAMES HATCH	RENT ASSISTANCE	419.00
278690.5240.510	JAMES HATCH	RENT ASSISTANCE	450.00
278690.5240.510	JAMES HATCH	RENT ASSISTANCE	226.00
278690.5240.510	JAMES HATCH	RENT ASSISTANCE	368.00
278690.5240.570	JAMIE STREET-LOPEZ	UTILITY ASSISTANCE	14.00
278690.5240.510	JAMMIE HOWARD	RENT ASSISTANCE	111.00
278690.5240.510	JAY HANSEN	RENT ASSISTANCE	183.00
278690.5240.510	JAY HANSEN	RENT ASSISTANCE	321.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSISTANCE	202.00

278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSISTANCE	255.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSISTANCE	12.00
278690.5240.510	JEAN CLAWSON	RENT ASSISTANCE	246.00
101000.4477.000	JENNIFER MCGILL	TENNIS LESSONS	20.00
101110.5570.010	JEREMY LOGAN	MILEAGE	102.60
520520.5980.000	JERRI C HILL	FILLED POOL	17.36
278690.5240.510	JJG PROPERTIES	RENT ASSISTANCE	272.00
278690.5240.510	JKM COPPERATIVE HOUSING	RENT ASSISTANCE	313.00
278690.5240.510	JKM COPPERATIVE HOUSING	RENT ASSISTANCE	391.00
101110.5570.010	JODY MATHERLY	MILEAGE	47.52
283210.5472.000	JOEL S CHANDLER	MILEAGE	14.43
283210.5472.000	JOYCE BROWN	MILEAGE	43.29
101410.5340.010	KIWANIS CLUB PM	WEST END PARK MOWING	825.00
278690.5600.000	KOCH BROTHERS	COPY MACHINE	49.81
278690.5240.570	KYLIE CARRIGAN	UTILITY ASSISTANCE	7.00
278690.5240.510	L&M INVESTMENTS	RENT ASSISTANCE	367.00
278690.5240.510	LARRY BROWN	RENT ASSISTANCE	538.00
278690.5240.510	LARRY VEST	RENT ASSISTANCE	139.00
278690.5240.570	LATASHA ROSE	UTILITY ASSISTANCE	41.00
278690.5240.510	LAVERNA & RICHARD WARDEN	RENT ASSISTANCE	270.00
206710.5600.000	LAWSON PRODUCTS INC	OP SUPPLIES	42.97
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSISTANCE	510.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSISTANCE	256.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSISTANCE	140.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSISTANCE	460.00
278690.5240.570	LEISA KROENER	UTILITY ASSISTANCE	50.00
150410.5410.000	LEROY MORFORD CONSTRUCTION	GLENWOOD PARK CONCRETE	12,478.00
278690.5240.510	LESLIE SCOTT	RENT ASSISTANCE	454.00
278690.5240.510	LINDA WIEBENSOHN	RENT ASSISTANCE	106.00
101110.5430.000	LUISA ORTEGA	INTERPRETING	30.00
278690.5240.510	LYLE MATNEY	RENT ASSISTANCE	301.00
250660.5331.500	M E D I C	2015-195 PLEDGE	50,000.00
206710.5600.000	M GERVICH & SONS INC	OP SUPPLIES	183.90
278690.5240.510	MARCIA SCHULER-VAN LANGEN	RENT ASSISTANCE	221.00
278690.5240.510	MARION MANOR II	RENT ASSISTANCE	385.00
278690.5240.510	MARION MANOR INC	RENT ASSISTANCE	263.00
101140.5600.000	MARSHALL COUNTY LANDFILL	CONSTRUCTION DEBRIS	10.00
101410.5340.010	MARSHALL COUNTY LANDFILL	PARK GARBAGE	51.70
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	14.85
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	14.85
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	26.50
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	15.40
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	13.20
101581.5261.000	MARSHALL COUNTY LANDFILL	206 N 14TH ST CLEAN UP	10.00
290113.5340.150	MARSHALL COUNTY TREASURER	JUNE INTERNET	114.50
101170.5331.500	MARSHALL CTY EMERGENCY MGMT	MONTHLY PAYMENT	2,395.17
101831.5460.000	MARSHALLTOWN MAIN ST PARTNERSHIP	2016 VISION	500.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	239.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	226.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	305.00

278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	134.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	249.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	88.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	213.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	153.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	114.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSISTANCE	311.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSISTANCE	638.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSISTANCE	221.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSISTANCE	559.00
101540.5220.000	MARSHALLTOWN WATER WORKS	4980 LANDFILL BILLS	249.00
281690.5480.030	MARSHALLTOWN WATER WORKS	4/13-6/17 LEAD HOUSE	60.26
510531.5220.000	MARSHALLTOWN WATER WORKS	MAY STORM SEWER BILLS	244.05
520520.5220.000	MARSHALLTOWN WATER WORKS	MAY SANITARY COLLECTIONS	7,745.43
278690.5240.510	MARY JASPERS	RENT ASSISTANCE	128.00
278690.5240.510	MAX & VELMA NELSON	RENT ASSISTANCE	284.00
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	22.50
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	22.50
206710.5410.000	MCATEE TIRE SALES & SERVICE INC	FORD F350 TIRES	355.44
206710.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	22.50
520520.5450.000	MEDIACOM	6/29-7/28 WPCP	75.00
278690.5240.510	MERLIN REID	RENT ASSISTANCE	167.00
278690.5240.510	MERLIN REID	RENT ASSISTANCE	128.00
278690.5240.510	MERLIN REID	RENT ASSISTANCE	55.00
101561.5980.000	MICHAEL FORKNER	RENTAL REGISTRATION	33.00
278690.5240.510	MICHAEL P MURPHY	RENT ASSISTANCE	159.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSISTANCE	265.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSISTANCE	287.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSISTANCE	167.00
520520.5600.030	MIDLAND SCIENTIFIC INC	LAB SUPPLIES	58.26
520520.5600.030	MIDLAND SCIENTIFIC INC	LAB SUPPLIES	54.64
520520.5600.030	MIDLAND SCIENTIFIC INC	LAB SUPPLIES	31.20
520520.5600.030	MIDLAND SCIENTIFIC INC	LAB SUPPLIES	65.58
520520.5600.030	MIDLAND SCIENTIFIC INC	PH PAPER/YELLOW BUFFER	47.67
520520.5600.030	MIDLAND SCIENTIFIC INC	COD DIGEST	506.25
101110.5410.000	MIDWEST RADAR & EQUIPMENT	RADAR MAINT	480.00
278690.5240.510	MIKE TAYLOR	RENT ASSISTANCE	217.00
101561.5600.000	MINUTEMAN INC	BUSINESS CARDS-HOUSING	16.95
550780.5360.000	MINUTEMAN INC	FED EX SHIP	21.36
520520.5600.000	MOTION INDUSTRIES INC	SPROCKET	41.74
101140.5570.000	NAPA	HALOGEN LAMP	9.73
101410.5570.000	NAPA	#730 SPARK	11.20
206710.5570.000	NAPA	CORE DEPOSIT	(16.98)
206710.5570.000	NAPA	ALTERNATOR	235.87
206710.5570.000	NAPA	LEAK DYE/OIL FILTER	48.57
206710.5570.000	NAPA	METAL PARTS	21.54
510531.5570.000	NAPA	VANDELISM	3.14
520590.5570.000	NAPA	VANDELISM	4.70
101310.5732.300	MOVIE LICENSING USA	COPYRIGHT SITE LICENSING	486.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	117.00

278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	200.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	203.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	165.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	287.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	247.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	98.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	264.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	208.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	224.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	285.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	41.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	200.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	20.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	246.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSISTANCE	179.00
278690.5240.510	NANCY JO SMITH	RENT ASSISTANCE	167.00
278690.5240.510	NANCY JO SMITH	RENT ASSISTANCE	222.00
278690.5240.510	NANCY JO SMITH	RENT ASSISTANCE	140.00
233410.5410.000	NEVCO INC	REPAIR SCOREBOARD	43.99
101000.4477.000	NICOLE ISAACSON	TENNIS LESSONS	20.00
278690.5240.570	NIKKI BOLLAS	UTILITY ASSISTANCE	16.00
278690.5240.570	NIKKI WAGNER	UTILITY ASSISTANCE	13.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSISTANCE	177.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSISTANCE	172.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSISTANCE	159.00
540430.5600.055	NORTHERN LIGHTS DISTRIBUTING	CONCESSION PRODUCT	653.93
540430.5600.055	NORTHERN LIGHTS DISTRIBUTING	CONCESSION PRODUCT	810.55
540430.5600.055	NORTHERN LIGHTS DISTRIBUTING	CONCESSION PRODUCT	396.86
278690.5240.570	NYANCHAR CHUOL	UTILITY ASSISTANCE	67.00
101140.5216.000	ONE SOURCE	BACKGROUND CHECK	15.00
101410.5216.000	ONE SOURCE	BACKGROUND CHECK	15.00
206120.5230.000	ONE SOURCE	BACKGROUND CHECK	15.00
101110.5370.000	ON-SITE INFORMATION DESTRUCTION	JUNE SHREDDING	40.00
278690.5340.070	ON-SITE INFORMATION DESTRUCTION	JUNE SHREDDING	40.00
101110.5570.000	O'REILLY AUTOMOTIVE INC	GEL CAN	6.98
101410.5600.080	OUTDOOR RECREATION PRODUCTS	SMI SAFETY	1,600.00
278690.5240.570	PAM WEATHERLY-MICHEL	UTILITY ASSISTANCE	21.00
278690.5240.510	PARK ELMS LLC	RENT ASSISTANCE	134.00
278690.5240.510	PARK ELMS LLC	RENT ASSISTANCE	202.00
278690.5240.510	PARK ELMS LLC	RENT ASSISTANCE	522.00
278690.5240.510	PARK ELMS LLC	RENT ASSISTANCE	111.00
278690.5240.510	PARK ELMS LLC	RENT ASSISTANCE	234.00
278690.5240.510	PINECREST MOBILE HOME PARK	RENT ASSISTANCE	141.00
278690.5240.510	PRAIRIE HOME PROPERTIES	RENT ASSISTANCE	261.00
101110.5570.000	PRECISION DENT REPAIR	POLICE VEHICLES	175.00
101110.5340.010	PS CLEANING INC	JUNE JANITORIAL -POLICE	1,000.00
276210.5410.000	QUALITY ROOFING	112 S 3RD ST	12,250.00
276210.5410.000	QUALITY ROOFING	112 S 3RD ST	1,400.00
278690.5240.510	R&A RENTAL PROPERTIES LLC	RENT ASSISTANCE	343.00
278690.5240.510	R&A RENTAL PROPERTIES LLC	RENT ASSISTANCE	536.00

101110.5132.000	RACOM CORPORATION	EARPIECES	125.00
101110.5132.000	RACOM CORPORATION	3 EAR PIECES	33.00
101110.5340.070	RACOM CORPORATION	MAINT CONTRACT 7/16-6/17	13,080.99
150110.5749.000	RACOM CORPORATION	K9 VEHICLE EQUIPMENT	5,137.28
238110.5260.000	RACOM CORPORATION	#504 REMOVE EQUIPMENT	520.00
290113.5340.070	RACOM CORPORATION	MAINT CONTRACT 7/16-6/17	26,787.09
290113.5380.000	RACOM CORPORATION	EDACS AIRTIME	62.85
150110.5749.000	RADIOTRONICS	K9 HOT-N-POP	2,155.00
283210.5472.000	RANDY VAUGHN	MILEAGE	113.10
101831.5057.100	RANDY WETMORE	PHONE ALLOWANCE	62.50
278690.5240.510	RD TOLEDO LLP	RENT ASSISTANCE	332.00
278690.5240.510	REM HOMES LLC	RENT ASSISTANCE	194.00
278690.5240.510	REM HOMES LLC	RENT ASSISTANCE	317.00
278690.5240.510	REP CORP	RENT ASSISTANCE	171.00
278690.5240.510	RICK SESKER	RENT ASSISTANCE	197.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	341.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	254.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	224.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	625.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	573.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	572.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	608.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	224.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	57.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	160.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSISTANCE	476.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	54.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	237.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	547.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	468.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	645.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	406.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	108.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	559.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	495.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSISTANCE	481.00
278690.5240.510	ROBERT EAKIN	RENT ASSISTANCE	154.00
278690.5240.510	ROBERT FISCHELS	RENT ASSISTANCE	234.00
278690.5240.510	ROBERT FISCHELS	RENT ASSISTANCE	136.00
278690.5240.510	ROBERT FISCHELS	RENT ASSISTANCE	170.00
278690.5240.510	ROBERT HESSENIUS	RENT ASSISTANCE	84.00
278690.5240.510	ROBIN WEIDNER	RENT ASSISTANCE	223.00
278690.5240.510	RODNEY W LAWSON	RENT ASSISTANCE	84.00
278690.5240.510	RODNEY W LAWSON	RENT ASSISTANCE	247.00
101110.5132.000	RODNEY W WHITMORE	SHOE ALLOWANCE	84.99
278690.5240.510	ROGER HANSEN	RENT ASSIST	157.00
278690.5240.510	ROGER HATCH	RENT ASSISTANCE	271.00
278690.5240.510	RON SNYDER	RENT ASSISTANCE	467.00
278690.5240.510	RONALD J IOLE	RENT ASSISTANCE	122.00
278690.5240.510	ROSA ANAYA	RENT ASSISTANCE	124.00

278690.5240.570	ROXSAND HARRIS	UTILITY ASSISTANCE	4.00
278690.5240.510	S & E INVESTMENT LLC	RENT ASSISTANCE	280.00
278690.5240.510	S & E INVESTMENT LLC	RENT ASSISTANCE	220.00
206710.5600.000	SAFETY-KLEEN SYSTEMS INC	PUBLIC WORKS	670.26
101140.5600.000	SAM'S CLUB	MULTIFOLD TOWELS	74.94
278690.5240.510	SCENIC RENTALS	RENT ASSISTANCE	200.00
520520.5380.000	SCHARNWEBER WATER CONDITIONING	JUNE WATER-WPCP	27.00
101410.5340.010	SCHENDEL PEST CONTROL COMPANY	REUNION HALL	40.00
101410.5340.010	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	1,325.00
206710.5340.500	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	1,015.00
277660.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	100.00
277660.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	100.00
281690.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	100.00
281690.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	100.00
281690.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	125.00
281690.5261.760	SCOTT TENT & AWNING COMPANY	5/31-5/38 CONTRACTMOWING	125.00
520520.5340.010	SCOTT TENT & AWNING COMPANY	JUNE CONTRACT	820.00
278690.5240.570	SERENA BLACKSTOCK	UTILITY ASSISTANCE	43.00
278690.5240.510	SERINA STABENOW	RENT ASSISTANCE	392.00
278690.5240.510	SERINA STABENOW	RENT ASSISTANCE	140.00
278690.5240.510	SERINA STABENOW	RENT ASSISTANCE	281.00
278690.5240.510	SHANE ECKLOR	RENT ASSISTANCE	317.00
278690.5240.510	SHANE ECKLOR	RENT ASSISTANCE	304.00
278690.5240.510	SHEILA JARED	RENT ASSISTANCE	183.00
278690.5240.510	SHEILA JARED	RENT ASSISTANCE	250.00
278690.5240.510	SHEILA JARED	RENT ASSISTANCE	164.00
278690.5240.510	SHEILA JARED	RENT ASSISTANCE	350.00
101410.5600.080	SPORTS PAGE OF MARSHALLTOWN	72" GLASS BOARD	589.00
233410.5340.010	SPOTLESS CLEANING	RESTROOM CLEANING-6TH ST	250.00
278690.5240.510	STATE CENTER APTS	RENT ASSISTANCE	574.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	246.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	183.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	224.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	214.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	132.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	246.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	264.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSISTANCE	475.00
278690.5240.510	STEPHEN IRVINE	RENT ASSISTANCE	62.00
510532.5340.010	STEVE R HANSEN	SPRAYING RIVERVIEW	792.00
520520.5340.010	STEVE R HANSEN	RIVERVIEW VEGETATION	190.00
278690.5240.510	STEVEN AMES	RENT ASSISTANCE	211.00
278690.5240.510	STEVEN AMES	RENT ASSISTANCE	121.00
278690.5240.510	STEVEN AMES	RENT ASSISTANCE	410.00
278690.5240.510	STEVEN AMES	RENT ASSISTANCE	400.00
278690.5240.510	STEVEN AMES	RENT ASSISTANCE	340.00
278690.5240.510	STICHTER CONSTRUCTION	RENT ASSISTANCE	310.00
101410.5340.010	STONE SANITATION	ALL PARK BARRELS	814.28
101410.5340.010	STONE SANITATION	MARSHALLTOWN PARKS	325.00
520520.5340.010	STONE SANITATION	JUNE GRIT/SCREEN REMOVAL	435.90

278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSISTANCE	111.00
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSISTANCE	38.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	580.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	170.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	44.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	393.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	379.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSISTANCE	17.00
278690.5240.510	SWAN ESTATES LLC	RENT ASSISTANCE	575.00
278690.5240.570	TANYA PERRY	UTILITY ASSISTANCE	58.00
684990.5230.000	TASC	SERVICE FEE	1,425.00
278690.5240.570	TAVESHA MCWILLIAMS	UTILITY ASSISTANCE	27.00
278690.5240.510	TERRY ENGLAND	RENT ASSISTANCE	475.00
278690.5240.510	TERRY SHAFFAR	RENT ASSISTANCE	174.00
520520.5600.030	TESTAMERICA INC	LAB ANALYSIS	132.30
101420.5600.000	THE ACTIVE NETWORK, INC	DEBIT PIN PAD	292.50
684990.5337.000	THE HARTFORD-PRIORITY ACCTS	JULY INSURANCE	6,418.55
101310.5600.000	THE LIBRARY STORE INC	LAMINATE	602.76
520520.5600.000	THE OPTICAL CENTER	SAFETY GLASS	20.00
230110.5600.000	THOMAS M WATSON	RUBBER MAT FOR K9	39.99
278690.5240.510	TIMOTHY NICHOLS	RENT ASSISTANCE	667.00
278690.5240.510	TOM G PATTERSON	RENT ASSISTANCE	231.00
278690.5240.510	TOM G PATTERSON	RENT ASSISTANCE	388.00
278690.5240.510	TOM HARRIS	RENT ASSISTANCE	324.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSISTANCE	591.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSISTANCE	216.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSISTANCE	650.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSISTANCE	525.00
278690.5240.510	TONY REED	RENT ASSISTANCE	253.00
278690.5240.510	TONY REED	RENT ASSISTANCE	294.00
278690.5240.510	TONY REED	RENT ASSISTANCE	384.00
278690.5240.510	TONY REED	RENT ASSISTANCE	(285.00)
278690.5240.510	TONY REED	RENT ASSISTANCE	246.00
278690.5240.510	TONY REED	RENT ASSISTANCE	513.00
278690.5240.510	TONY REED	RENT ASSISTANCE	305.00
278690.5240.510	TONY REED	RENT ASSISTANCE	170.00
278690.5240.510	TONY REED	RENT ASSISTANCE	162.00
278690.5240.510	TONY REED	RENT ASSISTANCE	455.00
278690.5240.510	TONY REED	RENT ASSISTANCE	289.00
278690.5240.510	TONY REED	RENT ASSISTANCE	471.00
278690.5240.510	TONY REED	RENT ASSISTANCE	355.00
278690.5240.510	TONY REED	RENT ASSISTANCE	547.00
278690.5240.510	TR HOMES RENTALS LLC	RENT ASSISTANCE	575.00
510531.5410.000	TRANS-IOWA EQUIPMENT LLC	VANDELISM	133.68
520590.5410.000	TRANS-IOWA EQUIPMENT LLC	VANDELISM	200.52
278690.5240.510	TREVRON	RENT ASSISTANCE	311.00
206710.5600.000	TRI STATE LOCK SERVICE	KEYS	9.00
206710.5600.000	TRI STATE LOCK SERVICE	DUPLICATE KEYS	20.00
101000.4477.000	TRISHA SLIFER	TENNIS LESSONS	20.00
278690.5240.510	TRI-SQUARE RENTALS, LLC	RENT ASSISTANCE	79.00

278690.5240.510	TROY LEE OLMSTEAD	RENT ASSISTANCE	569.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSISTANCE	259.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSISTANCE	229.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSISTANCE	193.00
150850.5734.000	TYLER TECHNOLOGIES INC	CHART OF ACCTS	31.25
206120.5450.000	U S CELLULAR	5/12-6/11 UTILITY DEPT	59.06
206710.5450.000	U S CELLULAR	5/12-6/11 STREET DEPT	55.32
206760.5450.000	U S CELLULAR	5/12-6/11 PUBLIC WORKS	157.81
510531.5450.000	U S CELLULAR	5/12-6/11 SEWER	22.13
520520.5450.000	U S CELLULAR	WPCP 6/22-7/21	226.23
520590.5450.000	U S CELLULAR	5/12-6/11 SEWER	33.20
550780.5450.000	U S CELLULAR	5/12-6/11 TRANSIT	29.53
999.1112.000	UNITED WAY	CONTRIBUTION	1,177.99
101140.5450.000	VERIZON WIRELESS	5/14-6/13 FIRE DEPT	67.26
101140.5450.000	VERIZON WIRELESS	5/14-6/13 FIRE DEPT	50.84
101560.5450.000	VERIZON WIRELESS	5/14-6/13 HOUSING	43.75
101561.5450.000	VERIZON WIRELESS	5/14-6/13 HOUSING	21.71
278690.5450.000	VERIZON WIRELESS	5/14-6/13 HOUSING	138.40
283210.5450.000	VERIZON WIRELESS	5/14-6/13 HOUSING	181.81
520520.5450.100	VERIZON WIRELESS	5/22-6/22 WPCP	90.36
101110.5230.000	VERIZON WIRELESS- LERT B	SUBPEONA	91.00
291530.5340.070	VIETH CONSTRUCTION CORPORATION	INGLEDUE ST	90,448.93
278690.5240.510	WB REAL ESTATE INVESTMENTS	RENT ASSISTANCE	188.00
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	41,749.52
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	35,160.05
278690.5240.510	WILLIAM HAVELKA	RENT ASSISTANCE	159.00
278690.5240.510	WILLIAM HAVELKA	RENT ASSISTANCE	413.00
278690.5240.510	WILLIAM HAVELKA	RENT ASSISTANCE	87.00
278690.5240.510	WILLIAM L HOBSON	RENT ASSISTANCE	208.00
101440.5410.000	WILSON ELECTRONICS	POOL CENTRAL AIR	64.00
290113.5450.000	WINDSTREAM	5/19-6/18 COUNTY 911	76.44
101140.5340.070	XEROX CORPORATION	FIRE DEPT COPIES	41.44
520520.5340.070	XEROX CORPORATION	JUNE COPIES WPCP	77.54
520520.5340.070	XEROX CORPORATION	FAX MAINT AGREEMENT	-
550780.5600.000	YELLOW PAGES	TRANSIT LISTING	229.00
278690.5240.510	ZAYN PROPERTIES LLC	RENT ASSISTANCE	311.00
101110.5340.070	ZUERCHER TECH	SOFTWARE 3YR -POLICE	11,428.00
150110.5734.000	ZUERCHER TECH	SOFTWARE 3YR -POLICE	11,447.00
			1,088,899.35

COUNCIL PROCEEDINGS
July 11, 2016

The Marshalltown City Council met in regular session on July 11, 2016, at 5:30 PM, in the Council Chambers at City Hall. Mayor Lowrance called the meeting to order and led the Pledge of Allegiance. Present: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin. Schubert moved to approve the agenda, second by Greer. Motion approved 7-0.

CONSENT AGENDA:
Greer moved to approve the Consent: Approve Council meeting Minutes of June 27, 2016; Approve Bill List in the amount of $1,591,635.97; Receipt of List of Purchases and Vertical Public Improvements between $10,000 and $35,000 approved by City Administrator: Velodyne, liquid polymer blending system, $17,185.00, Water Pollution Control Plant Fund; Resolution 2016-129 Approving Contract Amendment Number 2 with Clapsaddle-Garber Associates, Inc., for the Alliant – East Nevada Street Improvements Project 66013014, decrease of $1,667.00; Resolution 2016-130 Approving Transit Joint Participation Agreement to implement a Federal Transit Administration Non-Urban Operating Assistance Project, Iowa Department of Transportation, Fiscal Year ending June 30, 2017, $208,006; second by Gowdy. Consent agenda adopted 7-0.

REPORTS:
The council will continue discussion of potential aesthetic improvements on Center Street / Highway 14 Road. The Department of Transportation has the corridor scheduled for mill and overlay, with reconstruction of the sidewalk ramps. The state work will not include sidewalks, medians, intersections, curbs or sewer intakes.

MOTIONS:
Schubert moved to approve an Outdoor Service area and Premise Update for a party room for Daves, 203-207 E Main St, second by Greer. Motion carried 7-0.

Approve new Liquor License (hard liquor, native wine and beer) and transfer of cigarette permit, Casey's 108 Iowa Avenue W, from 1201 Iowa Avenue W.

RESOLUTIONS:
Wirin moved to table Resolution 2016-131 Adopting Revised Safety Manual to the next meeting, second by Martin. Motion carried 7-0.

Lamer moved to adopt Resolution 2016-132 Accepting a Loan through the Firefighting Equipment Revolving Loan Fund, for purchase of light-rescue fire vehicle, $142,430.00, interest –free, second by Greer. Resolution adopted 7-0.

Greer moved to adopt Resolution 2016-133 Approving Contract Grant Award with the Iowa Department of Justice, relating to compliance with requirements of the Violence Against Women Act, contract through 6/30/2017, $41,674 with local match of $13,892, second by Schubert. Resolution adopted 7-0.

Lamer moved to adopt Resolution 2016-134 Accepting and Awarding the Bid for providing Salt for ice and snow control for the 2016-2017 fiscal year, Independent Salt Company, $74.65 per ton, second by Wirin. Resolution adopted 7-0.

Greer moved to adopt Resolution 2016-135 Approving Agreement Amendment No 2 with Fox Engineering for Engineering Services, Turner St Force Main Project 59012009A, $503,600, second by Wirin. Resolution adopted 6-1, Schubert dissenting.

Wirin moved to adopt Resolution 2016-136 Ordering Construction of the Iowa River Trail Phase II Project 41016001A, setting public hearing on plans, specifications, form of contract and estimated cost and directing publication of notice to bidders, second by Martin. Resolution adopted 7-0.

DISCUSSION
Mayor Lowrance reminded the council of the Special Council Meeting set for Noon, July 12, for sale of bonds, and for discussion of how the Police and Fire building bond issue and the city's debt capacity

COUNCIL PROCEEDINGS
July 11, 2016

PUBLIC COMMENT

ADJOURNMENT

The meeting adjourned at 6:20 PM.

Respectfully submitted,

____
Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

RAW

the City of Marshalltown

COUNCIL AGENDA

CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET

July 11, 2016, at 5:30 PM

NOTICE TO PUBLIC: The Mayor and City Council welcome comment from the public during discussion. You are required to step to the microphone, state your name and address for the record and to limit the time used to present your remarks in order that others may be given the opportunity to speak.

CALL TO ORDER: Mayor James L. Lowrance

PLEDGE OF ALLEGIANCE:

ROLL CALL: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS:

APPROVAL OF AGENDA:

CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

1. Approve Council meeting Minutes of June 27, 2016.
2. Approve Bill List in the amount of $1,591,635.97
3. Receipt of List of Purchases and Vertical Public Improvements between $10,000 and $35,000 approved by City Administrator: Velodyne, liquid polymer blending system, $17,185.00, Water Pollution Control Plant Fund.
4. Resolution 2016-129 Approving Contract Amendment Number 2 with Clapsaddle-Garber Associates, Inc., for the Alliant – East Nevada Street Improvements Project 66013014, decrease of $1,667.00.
5. Resolution 2016-130 Approving Transit Joint Participation Agreement to implement a Federal Transit Administration Non-Urban Operating Assistance Project, Iowa Department of Transportation, Fiscal Year ending June 30, 2017, $208,006.

(end of consent agenda items)

REPORT:

6. Center Street / Highway 14 Road Aesthetics

MOTION:

7. Approve Outdoor Service area and Premise Update / expansion for Daves, 203 -207 E Main St.
8. Approve new Liquor License (hard liquor, native wine and beer) and transfer of cigarette permit, Casey's 108 Iowa Avenue W, from 1201 Iowa Avenue W.

RESOLUTIONS:

9. Resolution 2016-131 Adopting Revised Safety Manual
10. Resolution 2016-132 Accepting a Loan through the Firefighting Equipment Revolving Loan Fund, for purchase of light-rescue fire vehicle, $142,430.00, interest –free.
11. Resolution 2016-133 Approving Contract Grant Award with the Iowa Department of Justice, relating to compliance with requirements of the Violence Against Women Act, contract through 6/30/2017, $41,674 with local match of $13,892.

Visit www.ci.marshalltown.ia.us

Please refer to the previous Council packet for attachments not included with this agenda packet. Complete agenda packets are available for inspection for the public at the City Clerk's Office, the Marshalltown Public Library and the city's website.

Marshalltown All-America City 2012

12. Resolution 2016-134 Accepting and Awarding the Bid for providing Salt for ice and snow control for the 2016-2017 fiscal year, Independent Salt Company, $74.65 per ton.

13. Resolution 2016-135 Approving Agreement Amendment No 2 with Fox Engineering for Engineering Services, Turner St Force Main Project 59012009A, $503,600.

14. Resolution 2016-136 Ordering Construction of the Iowa River Trail Phase II Project 41016001A, setting public hearing on plans, specifications, form of contract and estimated cost and directing publication of notice to bidders.

DISCUSSION

15. Special Meeting Noon, July 12 for sale of bonds, discussion of Police and Fire building bond issue, debt capacity.

ADJOURNMENT:

COUNCIL PROCEEDINGS
June 27, 2016

The Marshalltown City Council met in regular session on June 27, 2016, at 5:30 PM, in the Council Chambers at City Hall. Mayor Lowrance called the meeting to order and led the Pledge of Allegiance. Present: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin. Schubert moved to approve the agenda, second by Wirin. Motion approved 7-0.

CONSENT AGENDA:
Greer moved to approve the Consent Agenda Approve Council meeting Minutes of June 13, 2016; Approve Bill List in the amount of $ 1,741,245.64; Receive Building Report, May 2016; Renewal Liquor Licenses (pending completed fire inspection): Central Iowa Fair, Git N Go Store #35, Git N Go Store #34, Zamora Fresh Market, Elmwood Country Club, Applebee's, EL Portal, Midnight Ballroom, Legends American Grill, Impala Ballroom, Jakes Game Room, The Shop Lounge, Calvin Rockett, Casey's #1303, Walgreens, East Side Liquor and Groceries, second by Gowdy. Consent agenda adopted 7-0.

REPORTS:
Executive Director Val Ruff reported on the Convention and Visitor's Bureau activities.

Engineers from the Iowa Department of Transportation explained the need to change N 3rd Avenue from four lane to three lane. Pending funding, the project will be bid late in 2017 with construction in the spring of 2018 or 2019.

Finance Director Steiner answered questions about the anticipated annual homeowner cost for the Police and Fire building Bonds. The estimated interest rate is about 3.95%, with an estimated tax increase of $1.59 per $1,000 taxable valuation. A residence with an assessed valuation of $50,000 will pay about $3.69 per month over the 20 year bond repayment schedule.

Parks and Recreation Director Selness introduced new Parks and Recreation programming, Monarchs and Milkweed and Swim Bike & Hike for Community Art. Volunteers and donations are requested.

MOTIONS:
Wirin moved to Approve May Financials, second by Greer. Motion carried 7-0.

Lamer moved to Approve Knights of Columbus five day liquor license 8/19 – 8/23/2016, second by Greer. Motion carried 7-0.

Schubert moved to approve Liquor License for Botellos, 204 E Main St, second by Greer. Motion carried 7-0.

Hoop moved to amend 2016 Street Repair Program to include portions of Ingledue Street, Park Street, South Street and South 3rd Avenue, second by Gowdy. Motion carried 7-0.

RESOLUTIONS:
Schubert moved to adopt Resolution 2016-118 Approving Memorandum of Understanding relating to Union / 12 hour shift, second by Greer. Resolution adopted 7-0.

Greer moved to adopt Resolution 2016-119 Accepting Bid and Authorizing the Award of Contract 2016 Turner Street Force Main Project 59012009A, Geislinger & Sons, Inc., $4,215,155.25 and Resolution 2016-120 Approving Contract and Bond 2016 Turner Street Force Main Project 59012009A, Geislinger & Sons, Inc., $4,215,155.25, waiving minor bid irregularities due to the failure of the bidder to submit separate envelopes for the bid and bond, second by Wirin. Resolutions adopted 7-0.

Schubert moved to adopt Resolution 2016-121 Reject all bids and authorize re-advertisement of bids 2016 Airport Pavement Rehabilitation Runway End 18 and Connecting Taxiway to Runway 36 Project 77016010A, bid exceeded budget, Cessford Construction $481,100.00 and Resolution 2016-122 Approve Contract Amendment 1 for Engineering Services, 2016 Airport Pavement Rehabilitation Runway End 18 and Connecting Taxiway to Runway 36 Project 77016010A, Clapsaddle-Garber Associates, $3,963.00, second by Wirin. Resolutions adopted 7-0.

COUNCIL PROCEEDINGS
June 27, 2016

Lamer moved to adopt Resolution 2016-123 Accepting Bid and Authorizing the Award of Contract 2016 Airport Hangar Floor Replacement Phase II Project 77016009A, ConStruct, Inc., $62,840.00 and Resolution 2016-124 Approving Contract and Bond 2016 Airport Hangar Floor Replacement Phase II Project 77016009A, ConStruct, Inc., $62,840.00, second by Greer. Resolutions adopted 7-0.

Lamer moved to adopt Resolution 2016-125 Accepting Bid and Authorizing the Award of Contract 2016 Asphalt Crack Seal Project 76016007A, DENCO Highway Construction $246,669.00 and Resolution 2016-126 Approving Contract and Bond 2016 Asphalt Crack Seal Project 76016007A, DENCO Highway Construction $246,669.00, second by Wirin. Resolutions adopted 7-0.

Martin moved to adopt Resolution 2016-127 Approving Change Order for Tyler Technologies Software for $3,500, second by Wirin. Resolution adopted 7-0.

PUBLIC HEARING Mayor Lowrance declared the public hearing open regarding Sale of 2016 General Obligation Corporate Purpose Loan Agreement, $5,000,000, purpose of financing street and storm water drainage improvements and acquisition of a fire truck. July 12, 2016, 10:30 am, with a special meeting at noon on July 12 to conduct the sale. There were no written or public comments. Mayor Lowrance declared the public hearing closed.

Wirin moved to adopt Resolution 2016-128 Setting date of Sale of 2016 General Obligation Corporate Purpose Loan Agreement, $5,000,000, purpose of financing street and storm water drainage improvements and acquisition of a fire truck, second by Greer. Resolution adopted 7-0.

ORDINANCES:

Wirin moved to adopt the third reading of and Ordinance 14946 Approving Rezoning approximately 7 to 8 acres of Parcel 8318-01-326-002 from R-3 Medium Density Residential to R-4 Medium Density Residential, generally located at 900 E Olive Street, south side of the street, second by Schubert. Third reading and Ordinance adopted 7-0.

PUBLIC COMMENT

Public Works Director Nickel informed the community mosquito spraying will begin tonight and again on Wednesday.

ADJOURNMENT

Wirin moved to adjourn, second by Schubert. Motion carried 7-0. The meeting adjourned at 6:38 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

James L. Lowrance, Mayor

Shari L. Coughenour, CMC, City Clerk

Purchases between $10,000 & $35,000
and Vertical Public Improvements (*) Below $36,000
Approved by City Administror
For Informational Purposes Only

* Vertical Public Improvements means buildings, all appurtenant structures, utiliities, incidental street improvements including
Vertical infrastructure does not include any work constructed in conjunction with or ancillary to highway, street, bridge or culvert
As defined in Iowa Administrative Code Chapter 180 section 761-180.3(314) definitions

Date	Vendor	Type or Description	Fund / Funds	Dollar Amount	Reported to Council Date
7/6/16	Velodyne	Liquid Polymer Blending System	WPCP Fund	$17,185	7/11/2016

RDW

RESOLUTION APPROVING CONTRACT AMENDMENT NUMBER 2
FOR THE ALLIANT- EAST NEVADA STREET IMPROVEMENTS
PROJECT NUMBER 66013014
A DECREASE OF $1,667.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Clapsaddle-Garber Associates, Inc., of Marshalltown, IA, for Engineering Services for the Alliant – East Nevada Street Improvements Project 66013014; and

WHEREAS A decrease is requested in the amount of $1,667.00, for the Alliant – East Nevada Street Improvements Project 66013014.

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

Section1. That the contract for Engineering Services for the Alliant – East Nevada Street Improvements Project 66013014, in the decreased amount of $1667.00, is hereby accepted and approved.

Passed this 11th day of July 2016 and signed this _____ day of July 2016.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Letter Amendment
To the Standard Agreement for
Engineering Services
Between
The City of Marshalltown, Iowa (Owner)
and
Clapsaddle-Garber Associates, Inc., Marshalltown, IA (the Engineer)

Project: **East Nevada Street Improvements 66013014**
Marshalltown, Iowa
CGA PN 1637

Amendments to Standard Agreement for Engineering Services:

Attachment B, Part A shall be amended as follows:

For the **Construction Phase Services** described in Attachment A, **Task 5, the final contract fee shall be $118,912.33.**

Additional Information:

The amendment to the fees are based on final fees incurred of $120,579.33 less an agreed upon deduction of $1,667. CGA shall issue a reimbursement to the City for any amount paid over the final contract fee of $118,912.33 for Construction Phase Services on this project.

IN WITNESS THEREOF, the parties have made and authorize their representatives to execute this Letter Amendment to the *STANDARD AGREEMENT FOR ENGINEERING SERVICES* on this 30th day of June, 2016.

Authorization to Proceed:

ENGINEER:
Clapsaddle-Garber Associates, Inc.

By: Matt Garber
Matt D. Garber, P.E., P.L.S.
President, CEO

OWNER:
The City of Marshalltown

By: James L Lowrance
Title: Mayor

Rdd

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

July 6, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Transit Joint Participation Agreement Amendment – Iowa DOT for Marshalltown Municipal Transit (Grant IA-2016-018)

Policy Issue: City policy requires approval of Intergovernmental Agreements

Recommendation: Staff recommends approving the agreement with the Iowa DOT.

Background: This agreement with the Iowa DOT is for the purpose of financing Fiscal Year 2017 Operating expenses for MMT.

Budget Impact: The City shall receive reimbursement of eligible costs up to $208,006.

Attachment: Transit Joint Participation Agreement

cc: Randy Wetmore, City Administrator

RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN, IOWA ND THE IOWA DEPARTMENT OF TRANSPORTATION FOR A FEDERAL TRANSIT ASSISTANCE PROGRAM

GRANT IA-2016-018
AGREEMENT NUMBER 2016-018-479-17
ASSISTANCE PROJECT SFY2017 OPERATING ASSISTANCE

WHEREAS the Iowa Department of Transportation proposes an agreement between the City of Marshalltown and the Iowa Department of Transportation for the purpose of federal transit assistance.

WHEREAS representatives of the City of Marshalltown and the Iowa Department of Transportation have negotiated an Agreement for federal tansit assistance.

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

1. The Agreement between the City of Marshalltown and the Iowa Department of Transportation to accept federal transit assistance is approved.
2. The Mayor and City Clerk are hereby authorized and directed to execute said Agreement on behalf of the City of Marshalltown.

Passed this 11th day of July 2016, and signed this ____ day of July 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Agreement Number: **2016-018-479-17** Accounting Contract Number: **18275**

TRANSIT JOINT PARTICIPATION AGREEMENT
TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)
NON-URBAN OPERATING ASSISTANCE PROJECT
[CFDA 20.509]

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 49 U.S.C. 5311 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **Marshalltown Municipal Transit (City of Marshalltown)** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant IA-2016-018 includes the project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. SFY2017 Operating Assistance	30.09.01	$ 208,006	50%
	Total Federal Ceiling:	**$ 208,006**	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at http://www.iowadot.gov/transit/joint_participation.html).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from **July 1, 2016** through **June 30, 2017**.

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

____

James Lowrance, Mayor
City of Marshalltown

For the DEPARTMENT:

____

Stuart Anderson, Director
Planning, Programing and Modal Division
Iowa Department of Transportation

CASEY'S GENERAL STORES, INC.

P.O. Box 3001 • One Convenience Blvd., Ankeny, Iowa 50021-8045 • 515-965-6100

June 24, 2016

City of Marshalltown
Attn: Shari Coughenour
24 North Center Street
Marshalltown, IA 50158

Dear Shari:

We are building a replacement store #3508 in Marshalltown, IA located at 108 Iowa Ave W. It is estimated to open on September 15th, 2016. Store #1415 located at 1201 Iowa Ave W. will permanently close when #3508 opens.

I submitted our application online June 24, 2016 for a Hard Liquor, Native Wine & Beer permit. Enclosed please find the additional paperwork required for our application. Also enclosed is our application for the transfer of our cigarette permit. We would like these applications to be included in your council meeting set for July 11th, 2015. If this is not possible please let me know.

If there are any other applications we need to fill out for this store Ex: alarm, business, etc., please forward to the following address:

Michelle Rogness, Store Operations
Casey's General Stores
PO Box 3001
Ankeny, IA 50021-8045

If there are questions regarding this letter, please call me at my direct number (515) 446-6728 or e-mail me at michelle.rogness@caseys.com.

Sincerely,

Michelle Rogness

Michelle Rogness
Store Operations Clerk

RECEIVED JUN 27 2016

Ranson

James L. Lowrance, Mayor
Randy Wetmore, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

City of Marshalltown Safety Committee

June 30, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Bob Ranson
Superintendent, Water Pollution Control Plant / Chairman, City of Marshalltown Safety Committee

Re: General Safety Manual for City of Marshalltown

Policy Issue: Adopt updated General Safety Manual for the City of Marshalltown

Recommendation: Approve the General Safety Manual

Background: The City of Marshalltown Safety Committee has prepared a general safety manual. The intent of this manual is to clearly identify the roles and responsibilities of all City staff regarding safe working conditions and practices. The safety manual has been reviewed and approved by Department Heads, Human Resources and the City Administrator. This manual is to act as a guideline for each department. Departments are aware that additional safety training and policies may be required for department specific duties.

Budget Impact: No budget impact

Attachment: Revised General Safety Manual

cc: Randy Wetmore, City Administrator

2016-___

RESOLUTION ADOPTING THE SAFETY MANUAL

manual printed separately

WHEREAS the City of Marshalltown, Iowa, has a City Wide Safety Policy established and adopted by Council Resolution 1992-022, on February 22, 1992; and

WHEREAS the Employee Safety Committee, established by the City Wide Safety Policy, assists in promoting safe work practices; and

WHEREAS the Employee Safety Committee has developed a Safety Manual to assist with promoting safe work practices and compliance with state and federal requirements; and

WHEREAS the Employee Safety Committee and recommends the Council adopt the Safety Manual; and

WHEREAS the City Council of Marshalltown, Iowa, finds that approving and adopting the Safety Manual is in the best interests of the City of Marshalltown, Iowa.

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

Section 1. The Safety Manual is hereby adopted.

Section 2. This resolution shall be in full force and effect from and after its passage and signature as by law provided.

Passed on this ___ day of July, 2016, and signed on this ___ day of July, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Tbled

MARSHALLTOWN IOWA

Marshalltown Fire Department
David Rierson, Fire Chief
107 South First Avenue
Marshalltown, IA 50158
Tel - (641) 754-5751
Fax - (641) 754-5722

To: Mayor and City Council
From: David Rierson
Date: 07-11-16
RE: Loan Acceptance

Background: The 2017 CIP Plan includes the purchase of a light-rescue vehicle for the Fire Department. To provide for the upfront payment of this vehicle, the Fire Department seeks your support by accepting a no-interest loan from the Iowa Department of Public Safety's Firefighting Equipment Revolving Loan Fund in the amount of $142,430.00. If accepted, funding for this vehicle will come from this loan and can be removed from the recently approved bond sale.

Recommendation: It is the recommendation of the Fire Chief that the City accept the interest-free loan in the amount of $142,430.00.

Budget Impact: If approved, the City would be able to remove the vehicle purchase from an upcoming bond sale, allowing all of the bond funds to go to sewer and road projects.

Loan with Iowa DPS: $142.430.00

Loan origination fee: $1,424.30

Repayment: 10 payments of $14,243.00 ($28,486 annually)

#2016-

RESOLUTION ACCEPTING A LOAN THROUGH THE FIREFIGHTING EQUIPMENT REVOLVING LOAN FUND

WHEREAS the City of Marshalltown is purchasing a new light-rescue fire vehicle; and

WHEREAS the Iowa Department of Public Safety, through the Fire Service Training Bureau, has approved a grant application in the amount of $142,430.00; and

WHEREAS, the Council has examined the loan document and has found same 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 City of Marshalltown, Iowa authorizes acceptance of a $142,430.00 interest-free loan through the Iowa Department of Public Safety Firefighting Equipment Revolving Loan Fund.

Section 2. This Resolution is in full force and effect from and after its passage.

Passed this 11th day of July, 2016, and signed this 11th day of July, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Fire Service Training Bureau
Division of State Fire Marshal
Iowa Department of Public Safety

June 29, 2016

Fire Chief David Rierson
Marshalltown Fire Department
107 South 1st Avenue
Marshalltown, IA 50158

Chief Rierson,

The City of Marshalltown/Marshalltown Fire Department has been approved for a "firefighting equipment" loan from the **Firefighter Equipment Revolving Loan Program**. The terms of this loan will be:

Loan Amount:	**$142,430.00**
Origination Fee:	**1% of loan amount ($1,424.30 on $142,430.00 loan)**
Interest:	**0%**
Loan Term:	**5 Years (two payments per year) – Per application**
Payments:	**$14,243.00 per payment for 10 payments (1st payment will be due February 1, 2017)**
Purpose of Loan:	**New Apparatus**

You will be required to sign final "loan papers" prior to receiving this loan. These loan papers will be prepared upon notice from you that you are ready to accept this loan. The Bureau will need 45-60 days notice so all paperwork can be completed, and a voucher be submitted to the Iowa Department of Public Safety. Once the voucher is submitted, you (or the vendor) will receive a check for the loan amount (less the 1% origination fee).

If you have any questions, please feel free to contact me. If you decide you are no longer interested in receiving this loan, please contact me as soon as possible.

Sincerely,

Kyle R. Gorsh

Kyle R. Gorsh, Acting Bureau Chief
Fire Service Training Bureau

cc. State Fire Marshal
Iowa Department of Public Safety

Raw

the City of Marshalltown

POLICE DEPARTMENT

James L. Lowrance, Mayor
Randy A. Wetmore, City Administrator
Michael W. Tupper, Chief of Police
22 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5725
Fax - (641) 752-1211

TO: Mayor James L. Lowrance
Members of the City Council
Randy Wetmore, City Administrator

FROM: Michael W. Tupper
Chief of Police

DATE: July 5, 2016

RE: Federal Violence Against Women Act Contract
FY 16-17

Policy Issue: City policy requires governing body approval of agreements and state or federal grant awards.

Recommendation: Staff recommends Council accept the Federal Violence Against Women Act Contract award and authorize the Chief of Police to sign and submit all necessary application documents to secure this federal funding.

Background: On June 24, 2016, the police department received email notification from the State of Iowa Crime Victim Assistance Division and the Office of the Iowa Attorney General that the police department has been awarded funds to support the department's efforts to combat domestic violence. This grant helps fund a criminal investigator who is dedicated to domestic violence crimes. The grant award is for $41,674.00 with a $13,892.00 match requirement. The match requirement is satisfied through the payment of salary and benefits for the designated detective position.

I have met with members of the police department leadership team. Staff recommends that council accept this grant award.

Budget Impact: $13,892.00 match requirement.

Attachment: Federal Violence Against Women Act Contract

#2016-___

RESOLUTION APPROVING CONTRACT GRANT AWARD IN THE AMOUNT OF $41,674, WITH LOCAL MATCH AMOUNT OF $13,892, WITH THE STATE OF IOWA DEPARTMENT OF JUSTICE, CRIME VICTIM ASSISTANCE DIVISION, RELATING TO COMPLIANCE WITH REQUIREMENTS OF THE VIOLENCE AGAINST WOMEN ACT, CONTRACT PERIOD 7/1/2016 THROUGH 6/30/2017

WHEREAS the City of Marshalltown, Iowa has negotiated a Contract Grant Award Agreement with the STATE OF IOWA DEPARTMENT OF JUSTICE, through the Crime Victim Assistance Division, for funding compliance with the requirements of the Violence Against Women Act; and

WHEREAS the City Council of the City of Marshalltown finds that this Agreement is in the best interest of the Council; and

WHEREAS said Agreement should be approved and ratified by the Council of the City of Marshalltown, Iowa.

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

Section 1. That the attached Contract Grant Award Agreement with the STATE OF IOWA DEPARTMENT OF JUSTICE, through the Crime Victim Assistance Division, for the period of July 1, 2016, through June 30, 2017, Contract Number VW-17-06-CJ, in the amount of $41,674, with a local goods and services match of 13,892, is hereby approved and ratified.

Section 2. This Agreement and this resolution shall be in full force and effect from and after its passage and signature as by law provided.

Section 3. That the Chief of Police for the City of Marshalltown is hereby authorized and directed to execute said Agreements on behalf of the City of Marshalltown.

Passed this 11th day of July, 2016, and signed this ___ day of July, 2016.

CITY OF MARSHALLTOWN, IOWA

____

James L. Lowrance, Mayor

ATTEST:

____

Shari L. Coughenour, CMC, City Clerk

THOMAS J. MILLER
ATTORNEY GENERAL

Janelle Melohn
DIVISION DIRECTOR

IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIME VICTIM ASSISTANCE DIVISION

321 E. 12th STREET
DES MOINES, IA 50319
Main: 515-281-5044
www.iowaattorneygeneral.gov

Program Name and Address:	**Contract Number:** *VW-17-06-CJ*
Marshalltown Police Department	**Contract Period:** *July 1, 2016 – June 30, 2017*
22 N. Center Street	**Award Amount:** *$41,674*
Marshalltown, Iowa 50158	**Match Amount:** *$13,892*

FEDERAL VIOLENCE AGAINST WOMEN ACT CONTRACT
CFDA # 16.588

THIS CONTRACT is made and entered into between the Crime Victim Assistance Division of the Iowa Department of Justice (the "Department"), and the Marshalltown Police Department (the "Program") in Iowa, Iowa.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the Department and the Program agree as follows:

1. **CONTRACT NUMBER:** VW-17-06-CJ

2. **CONTRACT PERIOD:** The term of this Contract is for a period of twelve months, which will commence on July 1, 2016 through June 30, 2017, inclusive.

3. **AWARD:** The Department agrees to provide funds to the Program in the amount of $41,674 and the Program agrees to match this amount with $13,892 for goods or services, or both, that are acceptable to the Department. The Department will not reimburse the Program for construction of buildings or the purchase of buildings or land.

4. **COMPLIANCE:** The Program agrees to comply with all policies of the Department and certifies that it meets all the requirements of the Violent Violence Against Women Act (VAWA) of 2005 as amended (Public Law 110-162) with any updates to the VAWA; 42 U.S.C. 3796gg to gg-5, as amended; Public Law 106-386, 28 Code of Federal Regulations Section 66.34; Federal Funding Accountability and Transparency Act of 2006, Public Law 109-282, the Department rules as contained in the Iowa Administrative Code; 61 IAC chapter 9, section 9.50 through 9.65, and the policies of the Department.

   All equipment purchases with the funding outlined in this contract must be approved by the Department.

5. **SERVICES:** The Program agrees to provide the approved services described in its application for funding. This agreement does not constitute a contract of employment for any employee or subcontractor of the Program.

6. **ITEMIZED CLAIMS:** The Department agrees to make payment in compliance with the budget provided in the award letter based on the Program's application budget, or a budget revision approved by the Department. The Program shall utilize the Department's forms and provide detailed documentation to support the payment of each claim in IowaGrants.Gov. Such detailed documentation shall include, but is not limited to receipts, invoices, statements, payroll documentation and match documentation if applicable. The Program shall submit to the Department the completed Department's Claim Voucher form and the detailed documentation supporting each claim on either a monthly or quarterly basis.

7. **ADJUSTMENTS:** The Department shall administer and disperse the funds for this contract contingent upon their availability. This contract may be adjusted to reflect changes in the amount as determined by the Department.

8. **ADMINISTRATION:** The Department shall monitor the services and operation of the Program for compliance with this contract. The Department shall have immediate access to records pertaining to the contract during working hours with or without notice. The Program shall retain all financial records, supporting documents, statistical records and all other records pertinent to the fund, for at least three years following the closure of the most recent audit report.

9. **TERMINATION:**

9.1. Termination on notice by the Department. Following 30 days' written notice, the Department may terminate this contract for convenience without the payment of any penalty or incurring any further obligation to the non-terminating party. Following termination upon notice, the Department will pay the Program, upon submission of invoices and proper proof of claim, for services provided under this contract up to and including the date of termination, minus any funds owed the Department.

9.2. Termination for cause by the Department. The Department may declare the Program to be in default of its obligations under this contract when any of the following events occurs:

9.2.A. The Program fails to observe and perform any covenant, condition or obligation created by the contract;

9.2.B. The Program fails to make substantial and timely progress toward performance of the contract; or

9.2.C. The Program's work product and services fail to conform with the requirements of this contract.

9.3. Notice of default. If there is a default event that the Program can cure, the Department must provide written notice to the Program requesting that the breach or noncompliance be immediately remedied. If the breach or noncompliance continues 10 days beyond the date of the written notice, the Department may:

9.3.A. Immediately terminate the contract without additional written notice; or

9.3.B. Enforce the terms and conditions of the contract and seek any legal or equitable remedies.

In either event, the Department may seek damages due to the breach or failure to comply with the terms of the contract.

9.4. Termination by the Department due to lack of funds or change in law. Despite anything in this contract to the contrary, and subject to the limitations, conditions, and procedures set forth below, the Department may terminate this contract without penalty by giving 60 days' written notice to the Program if any of the following occurs:

9.4.A. The legislature or governor fails to appropriate funds sufficient to allow Judicial to operate as required and to fulfill its obligations under this contract;

9.4.B. If funds are de-appropriated or not allocated;

9.4.C. If the federal government reduces or eliminates the federal grant;

9.4.D. If the Department's authorization to operate is withdrawn or there a material alteration in the programs administered by the Department; or

9.4.E. If the Department's duties are substantially modified.

9.5. The Program's remedies if the Department terminates the contract due to lack of funds or change in law. If the Department terminates this contract due to lack of funds or change in law as provided above, the Program's exclusive, sole, and complete remedy is the payment for services completed prior to and including the date of termination.

9.6. The Program's duties on termination. When the Program receives the Department's notice of termination for any reason allowed under this contract, the Program must:

9.6.A. Cease all work under this contract except any work that the Department directs the Program to perform; and

9.6.B. Comply with the Department's instructions for the timely transfer of any active files and related work product.

9.7. Termination on notice by the Program. Following 30 days' written notice, the Program may terminate this contract for convenience without the payment of any penalty or incurring any further obligation to the non-terminating party. Following termination upon notice, the Department will pay the Program, upon submission of invoices and proper proof of claim, for services provided under this contract up to and including the date of termination, minus any funds owed the Department.

9.8. Set off. Should the Department obtain a money judgment against the Program because of a default under this contract, the Program consents to such judgment being set off from moneys owed the Program by the State of Iowa or any other agency of the State of Iowa under any other contract.

10. **INDEMNIFICATION:** The Program agrees to defend, indemnify and hold the State of Iowa, Department, and the Attorney General's Office harmless from any or all liabilities.

    10.1 Any Violation of this Agreement by the Program; or
    10.2 Any negligent acts or omissions of the Program; or
    10.3 The Program's performance or attempted performance of this Agreement; or
    10.4 Any failure by the Program to comply with all local, state and federal laws and regulations.

11. **INCORPORATED DOCUMENTS:** This Contract incorporates, as if fully set forth herein, the application and the certified assurances.

12. **ADDITIONAL FUNDS:** If any additional funds become available during the term of this Agreement, the Department, upon its sole discretion, may institute a new application process to distribute those additional funds. Any additional funds awarded may be made part of this Agreement by amendment or addendum to this Agreement.

CONTRACT ENTERED INTO BY:

Marshalltown Police Department
Program Name

____________________ ____________________
Authorized Representative Signature | Date

____________________ ____________________
Typed Name | Title

____________________ ____________________
E-mail Address | Telephone

Donna J. Phillips | *June 23, 2016*
Authorized Department Signature | Date

Donna J. Phillips | *Victim Services Support Administrator*
Typed Name | Title

Rived

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

July 5, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Material Purchase – FY 2016-2017 Salt for Ice and Snow Control from Independent Salt Company

Policy Issue: City policy requires Governing Body approval of Purchase of Materials when consideration exceeds $5,000.

Recommendation: Staff recommends approving the purchase of salt for ice and snow control for $74.65 per ton delivered by rail from Independent Salt Company of Kanopolis, Kansas.

Background: The street department solicited bids from three vendors for salt. Independent was the only proposal received.

Budget Impact: Independent quote of $74.65 per ton, budgeted amount is $150,000. The price is less than the 2015-2016 quote of $76.92.

Attachment: Independent Salt Company Quotation

cc: Randy Wetmore, City Administrator
Jeff Roads, Street Superintendent

RESOLUTION ACCEPTING AND AWARDING THE BID FOR PROVIDING SALT FOR ICE AND SNOW CONTROL FOR THE 2016-2017 FISCAL YEAR IN THE CITY OF MARSHALLTOWN, IOWA IN THE AMOUNT OF $74.65 PER TON

WHEREAS the City of Marshalltown, Iowa, requested bids from various commercial salt suppliers, for salt for ice and snow control for the 2016-2017 fiscal year, therefore,

WHEREAS Independent Salt Company submitted a low bid of $74.65 per ton delivered to the Public Works Department which is now before this Council for final approval.

Name and Address	Bid Amount
INDEPENDENT SALT COMPANY KANOPOLIS, KS	$74.65 per ton

After consideration of all bids filed, it was determined by the Council that the bid of Independent Salt Company is the best and lowest responsible bid as is herein outlined.

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

That the bid Of Independent Salt Company for providing salt for ice and snow control in the City of Marshalltown, Iowa, in the amount of $74.65 per ton is hereby accepted, approved, and awarded.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to approve and execute the contracts on behalf of the City of Marshalltown, Iowa.

Passed this 11th day of July 2016, and signed this _____ day of July 2016.

CITY OF MARSHALLTOWN

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

6-20-16

FORMAL BULK SALT BID 2016

The City of Marshalltown, Street Division, is requesting formal bids for bulk salt delivered to our storage facility at 905 E Main Street in Marshalltown, Iowa. This is for deicing salt, per ton. Consideration will be given for past performance in product delivery and availability.

Bids should be sent to City Hall, c/o Salt Bid, Public Works Department, Attn; Justin Nickel, 24 N Center Street, Marshalltown Iowa 50158. Bids must be received by Tuesday, July 5th 2016 at 10:00 A.M. Plainly mark envelope "Salt Bid". For more information contact Public Works Department at 641-754-5748.

Thank you

Jeff Roads
Street Superintendent

FORMAL BID

Date 06/22/2016

Company Name INDEPENDENT SALT COMPANY

Address P. O. Box 36 Kanopolis, KS 67454

Per ton: n/a by truck Per ton: 74.65 by rail

Signed S K Olson
S. K. Olson, VP-Distribution

RAW

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

July 6, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Agreement – Fox Engineering Associates, Inc. for final design and construction administration and inspection services for the Turner Street Interceptor Project (59012009A)

Policy Issue: City policy requires Governing Body approval of engineering services agreements.

Recommendation: Staff recommends approving the Agreement with Fox for final design and construction inspection services for a fee not to exceed $503,600.

Background: Due to the complicated nature of the project Fox will provide inspection services for this project.

Budget Impact: The cost of inspection services will be funded with bond monies repaid from Sanitary Sewer fees.

Attachment: Agreement.

cc: Randy Wetmore, City Administrator

RESOLUTION APPROVING AGREEMENT AMENDMENT NO. 2 BY AND BETWEEN THE CITY OF MARSHALLTOWN, IOWA, AND FOX ENGINEERING ASSOCIATES, INC. FOR ENGINEERING SERVICES FOR TURNER ST. FORCE MAIN PROJECT BEING PROJECT NO. 59012009 IN THE AMOUNT OF $503,600

WHEREAS, there is herewith submitted to the City Council of Marshalltown, Iowa, a proposed agreement amendment number 2, in the amount of $503,600.00 dollars, by and between the City of Marshalltown, Iowa, and Fox Engineering Associates, Inc. relative to providing additional engineering services for the Turner St. Force Main Project, Being Project No. 59012009.

WHEREAS, the Council has fully examined same and has found same to be in the best interests of the CITY OF MARSHALLTOWN, IOWA and that same should now be approved and accepted.

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

Section 1. That the agreement amendment number 2 by and between the City Of Marshalltown, Iowa and Fox Engineering Associates, Inc. relative to Turner St. Force Main Project, in the amount of $503,600.00 dollars, being Project No. 59012009, is hereby fully approved in all respects and particulars and the Mayor and City Clerk are hereby authorized and directed to execute same for and on behalf of said City.

Passed this 11th day of July 2016, and signed this ______day of July 2016.

CITY OF MARSHALLTOWN

____

James L. Lowrance, Mayor

ATTEST:

____

Shari L. Coughenour, CMC, City Clerk

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 8, 2012.

AMENDMENT NO. 2 TO OWNER-ENGINEER AGREEMENT

1. Background Data:

   a. Effective Date of Owner-Engineer Agreement: October 8, 2012

   b. Owner: City of Marshalltown, Iowa

   c. Engineer: FOX Engineering Associates, Inc.

   d. Project: 2012 East Interceptor Sanitary Sewer Project ("Turner Street")

2. Nature of Amendment *[Check those that are applicable and delete those that are inapplicable.]*

   X Additional Services to be performed by Engineer

   __ Modifications to Services of Engineer

   ____ Modifications to Responsibilities of Owner

   X Modifications to Payment to Engineer

   X Modifications to Time(s) for rendering Services

   ____ Modifications to other terms and conditions of the Agreement

3. Description of Modifications

   Attachment 1, "Modifications"
   Attachment 2 – Exhibit A for Bidding, Construction, and Post-Construction Phases

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is June 23, 2016.

OWNER:	ENGINEER:
City of Marshalltown, Iowa	FOX Engineering Associates, Inc.
By:	By: Lem Albert
Title:	Title: Principal
Date Signed:	Date Signed: 7/5/16

(Exhibit K – Amendment to Owner-Engineer Agreement)
EJCDC E-500 Standard Form of Agreement Between Owner and Engineer for Professional Services.

This is **Attachment 1**, consisting of 2 pages, to Amendment No.2, dated June 23, 2016.

Modifications

1. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

   a. Final Design

      i. Design services not included in previous agreement including E. State Street roadway complete replacement, alignment modifications to allow draining of the force main, incorporation of drainage structures and cleanout structures in the force main, additional permitting services for the Army Corp of Engineers 404 permit, and United Pacific Railroad pipeline agreement services.

   b. Bidding Assistance

      i. Assist the city with bid advertising
      ii. Distribute bid documents
      iii. Respond to Bidder Inquires
      iv. Evaluate Bids

   c. Construction Administration for a construction period of 52 weeks.

      i. Pre-Construction Meeting
      ii. Shop Drawing Review
      iii. Correspondence
      iv. Coordinate Field Orders, Work Change Directives, and Change Orders
      v. Site Visits to Review Construction Progress
      vi. Progress Meetings with the Contractor and City Staff
      vii. Project Management during Construction Phase

   d. Construction Observation

      i. Full time observation during construction activities (anticipate approximately 46 weeks for construction)
      ii. Coordination with Contractor
      iii. SWPPP Reporting
      iv. Attendance at Progress Meetings
      v. Development of Punch list Items for out of specification work.

   e. Record Drawings

      i. This work includes completing as-built drawings of the recorded construction progress from available contractor and observer documentation.

   f. Construction Staking

i. Complete construction survey for staking elevations of proposed sanitary sewer lines, manholes, and connections as necessary for construction.

2. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

   a. Final Design - $41,000 – Fixed Fee
   b. Bidding Assistance - $15,600 – Fixed Fee
   c. Construction Administration - $148,000 – Fixed Fee
   d. Construction Observation - $262,500 - Hourly Estimated
   e. Record Drawings - $11,000 - Hourly Estimated
   f. Construction Staking - $25,500 - Hourly Estimated

3. For compensation of the distribution of plans and specifications during the bidding phase, add the following to Exhibit B:

   B. Other Provisions Concerning Payment Under this Paragraph B1.02

      1. Prior to advertising for bids, the Engineer will determine and set an average unit price fee associated with the cost of preparation and distribution of paper copies of project documents (including drawings, plans, specifications and addenda) to prospective bidders, subcontractor bidders, suppliers and contractor plan room services. This unit price shall include all costs associated with preparation and distribution, including but not limited to printing, assembling, packaging and shipment costs. The Owner shall pay the Engineer an amount equal to this unit price multiplied by the number of documents produced and distributed in accordance with Iowa law. This shall also include the costs of electronic distribution of project documents at a different unit price.

4. The schedule for the additional services provided for this project is as follows:
   a. Reference Exhibit E, Project Schedule; add the following items:
      n. Turner Street Force Main Bidding Assistance - August 2016
      o. Turner Street Force Main Construction – July 5, 2017
      p. Turner Street Force Main Post Construction – November 2017

ATTACHMENT 2 - EXHIBIT A
TO
AGREEMENT FOR ENGINEERING SERVICES

Engineer's Scope of Services

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A1.01 Study and Report Phase

A. NA/Previously submitted

A1.02 Preliminary Design Phase

A. NA/Previously submitted

A1.03 Final Design Phase

A. NA/Previously submitted

A1.04 Bidding or Negotiating Phase

A. After acceptance by Owner of the Bidding Documents and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:

1. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conferences, if any, and receive and process contractor deposits or charges for the Bidding Documents.

2. Provide information or assistance needed by Owner in the course of any negotiations with prospective contractors.

3. Attend the Bid opening, prepare Bid tabulation sheets, and assist Owner in evaluating Bids or proposals and in assembling and awarding contracts for the Work.

B. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

A1.05 Construction Phase

A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:

1. *Administration of Construction Contract.* Consult with Owner and act as Owner's representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities, and authority of Engineer as assigned in the General Conditions shall not be modified, except as Engineer may otherwise agree in writing. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor.

2. *Resident Project Representative (RPR).* If requested by OWNER, provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit to the Construction Documents. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Construction Documents.

3. *Pre-Construction Conference.* Participate in a Pre-Construction Conference prior to commencement of Work at the Site.

4. *Schedules.* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

5. *Baselines and Benchmarks.* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed. The construction staking will be the Contractor's responsibility in the Contract Documents.

6. *Visits to Site and Observation of Construction.* In connection with observations of Contractor's Work while it is in progress:

a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress and quality of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine if the Work is proceeding in accordance with the Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.

b. The purpose of Engineer's visits to, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform to the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Engineer shall not, during such visits or as a result of such observations of Contractor's Work in progress, supervise, direct, or have control over Contractor's Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety on the Site, for safety precautions and programs incident to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Engineer neither guarantees the performance of any Contractor.

7. *Defective Work.* Issue a notice to the Contractor that Contractor's Work be rejected while it is in progress if, on the basis of Engineer's observations, Engineer believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

8. *Clarifications and Interpretations; Field Orders.* Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Engineer may issue Field Orders authorizing minor variations in the Work from the requirements of the Contract Documents.

9. *Change Orders and Work Change Directives.* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

10. *Shop Drawings and Samples.* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.

11. *Substitutes and "or-equal."* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.

12. *Inspections and Tests.* Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents.

13. *Disagreements between Owner and Contractor.* Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to Owner or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

14. *Applications for Payment.* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is in accordance with the Contract Documents, and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work.

15. *Contractor's Completion Documents.* Receive, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved as provided under paragraph A1.05.A.10, and the annotated record documents which are to be assembled by Contractor in accordance with the Contract

Documents to obtain final payment. The extent of such review by Engineer will be limited as provided in paragraph A1.05.A.10.

16. *Substantial Completion.* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, conduct an inspection to determine if the Work is substantially complete. If after considering any objections of Owner, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Owner and Contractor.

17. *Final Notice of Acceptability of the Work.* Conduct a final inspection to determine if the completed Work of Contractor is acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice that the Work is acceptable (subject to the provisions of paragraph A1.05.A.14.a) to the best of Engineer's knowledge, information, and belief and based on the extent of the services provided by Engineer under this Agreement.

B. *Duration of Construction Phase.* The Construction Phase will commence with the execution of the first construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors.

A1.06 Post-Construction Phase

A. Upon written authorization from Owner, Engineer, during the Post-Construction Phase, shall:

1. Provide assistance in connection with the adjusting of Project equipment and systems.

2. Assist Owner in training Owner's staff to operate and maintain Project equipment and systems.

3. Assist Owner in developing procedures for control of the operation and maintenance of, and record keeping for Project equipment and systems.

4. Together with Owner, visit the Project to observe any apparent defects in the Work, assist Owner in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if present.

5. Prepare a set of reproducible Record Drawings showing record information which Engineer considers significant based on the Drawings, Shop Drawings, and other record documents furnished by Contractor to Engineer which were annotated by Contractor to show all changes made during construction. Engineer will not be responsible for any errors in or omissions in the information provided by Contractor that is incorporated in the Record Drawings or other record documents.

6. In company with Owner or Owner's representative, provide an inspection of the Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.

B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate at the end of the Construction Contract's correction period.

PART 2 -- ADDITIONAL SERVICES

A2.01 Additional Services Requiring Owner's Written Authorization

A. If authorized in writing by Owner, Engineer shall furnish or obtain from others Additional Services of the types listed below.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer's control.

4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions.

5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.

6. Providing Construction Phase services beyond the original date for final completion of the Work.

A2.02 Additional Services Not Requiring Owner's Written Authorization

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner.

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.

2. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

3. Additional or extended services during construction made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Constituent of Concern, (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.

4. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of any part of the Work by Owner prior to Substantial Completion.

(End of Exhibit A)

Tom

RESOLUTION ORDERING CONSTRUCTION OF THE IOWA RIVER TRAIL PHASE II
IN THE CITY OF MARSHALLTOWN, IOWA,
SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST AND DIRECTING PUBLICATION OF NOTICE TO BIDDERS
BEING PROJECT NUMBER 41016001

WHEREAS there is now on file in the office of the City Clerk proposed plans, specifications, form of contract and estimated costs for the construction of the Iowa River Trail Phase II, Project No. 41016001, in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 41016001, and

WHEREAS the cost of the said improvement is in excess of $25,000 and a public hearing on the plans, specifications, form of contract and the estimated cost of said improvement is required by law and that notice thereof shall be given as required by law, and

WHEREAS it is intended that the cost of said improvement shall be paid from such funds as the City may legally use for such purposes or from the proceeds from the issuance of such bonds as may be legally issued for said purposes or any combination of the above methods of financing.

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

<u>Section 1.</u> This Council does hereby order the construction of the Iowa River Trail Phase II, in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 41016001 now on file in the office of the City Clerk of Marshalltown, Iowa.

<u>Section 2.</u> That the method of construction shall be by contract in accordance with the plans and specifications and general stipulations for the said improvement approved by the City Council.

<u>Section 3.</u> The Contractor will be paid in monthly estimates for work completed as set out in the specifications. The project shall begin on or near the appropriate starting date as specified on the form of proposal and shall be completed within the specified number of calendar days also indicated thereon.

<u>Section 4.</u> That the said improvements shall be paid for from such funds of the City as may be legally used for such purposes, or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of such methods of financing and will be paid in accordance with the Notice to Bidders duly published in connection therewith. The Finance Director shall establish on the books an Iowa River Trail Phase II fund and the bond proceeds or such funds of the City as may be legally used for such purposes are hereby appropriated to pay all costs of the improvements including legal publication, bond, design, engineering, survey and inspection, contract and contingency cost as estimated by the Engineer. The Finance Director is directed to advance all sums necessary from the project fund, and to set up on the books the obligations and receivables of the fund.

Section 5. The City Clerk is hereby directed to publish notice of hearing on plans, specifications, and form of contract and estimated cost in the manner provided by law for the public improvement outlined herein and that any person interested therein may appear and make objections thereto, if any he has. This Council will meet in the Council Chamber, Second Floor, 10 West State Street at Marshalltown, Iowa, at 5:30 o'clock P.M., local time on the 25th day of July, 2016, for the purpose of hearing all of said objections so made and for taking final action upon the plans, specifications, and form of contract now on file.

Section 6. The City Clerk is further directed to advertise for bids in the manner provided by law for the construction of said improvements, setting forth in said notice such necessary pertinent information as will advise prospective bidders thereof together with the proposed manner of payment of the work to be constructed and that such bids be filed and received in the office of the City Clerk of Marshalltown, Iowa, up to 10:00 o'clock A.M., local time, on the 2nd day of August 2016. The bids will be opened, read, and tabulated by the City Engineer or his designate at that time and will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, at 5:30 o'clock P.M., local time, on the 8th day of August 2016, or at such later time and place as may then be fixed for considering such bids as shall be filed in connection with the improvement herein ordered and in compliance with the notice of taking bids therein, hereby ordered to be published.

Passed this 11th day of July 2016, and signed this __________ day of July 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

July 6, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Agreement – Fox Engineering Associates, Inc. for final design and construction administration and inspection services for the Turner Street Interceptor Project (59012009A)

Policy Issue: City policy requires Governing Body approval of engineering services agreements.

Recommendation: Staff recommends approving the Agreement with Fox for final design and construction inspection services for a fee not to exceed $503,600.

Background: Due to the complicated nature of the project Fox will provide inspection services for this project.

Budget Impact: The cost of inspection services will be funded with bond monies repaid from Sanitary Sewer fees.

Attachment: Agreement.

cc: Randy Wetmore, City Administrator

General Safety Manual for
City of Marshalltown

<u>CITY OF MARSHALLTOWN</u>
Management Statement of Safety Policy

The success of ***<u>CITY OF MARSHALLTOWN</u>*** depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of ***<u>CITY OF MARSHALLTOWN</u>*** is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

____
(Mayor or Chair Signature)

____
(Date)

Safety Responsibilities

Management and Department Head Safety Responsibilities

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Review losses for potential trends on a regular basis.
4. Enforce all safety rules.
5. Participate in facility and work site audits.
6. Participate and support all accident investigation activities.
7. Review accident reports and recommend corrective actions.

Supervisors' Safety Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on CITY OF MARSHALLTOWN'S worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the organization's safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with ***CITY OF MARSHALLTOWN'S*** Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Ask for assistance from your supervisor. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committees

A safety committee has been established by the governing body and be composed of five to seven employees representing each department or division. The City of Marshalltown's committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members and following up on items discussed. In order to stay on top of things, the committees will meet monthly. The committees will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include online training, videos, speakers and exhibits.
5. Report the activities of the committee by posting a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person.
4. Notify your Director or department designee.

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, ***CITY OF MARSHALLTOWN'S*** employees (except for Police and Fire) are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the *First Report of Injury Form*.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head and Human Resources as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.

Anytime an employee is involved in an accident with a city/county vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany the *Investigation Form*.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be provided immediately to the Human Resources Department.

Training and Orientation

The ***department head or their designee*** will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents and injury.
- Newly identified areas of exposure.
- Annual refresher training required.

Documentation of Safety Training

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept by supervisors. Employees who do not attend scheduled safety training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained by the supervisor.

Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of ***CITY OF MARSHALLTOWN*** that every new employee undergo a pre-placement physical. The employee will be directed to the ***CITY OF MARSHALLTOWN'S designated medical provider***. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the city.

Job Descriptions

It shall be the responsibility of the human resources department to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically reviewing all job descriptions within their department to ensure they adequately reflect the requirements of the job.

Medical Services

Designated Physician Policy

The City of Marshalltown has designated the Dr. Charles Mooney, at McFarland Clinic, 312 East Main Street, Marshalltown, IA 50158 as its workers' compensation authorized treating healthcare provider as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this healthcare provider. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

First Aid

Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. All employees take a general first aid training course online annually.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of ***CITY OF MARSHALLTOWN*** Safety Program.

Safety reprimands
Should employees be observed not following documented safety rules/procedures, appropriate corrective action may be taken per personnel policy titled Disciplinary Practices and Procedures . Supervisors should make every effort to ensure employees are following safe work practices.

The ***CITY OF MARSHALLTOWN*** has developed this progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment.

Verbal warnings
Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more progressive corrective action.

Documentation
The supervisor will maintain records of disciplinary action. Violations of ***CITY OF MARSHALLTOWN*** rules, regulations or procedures will be documented. The report will state the type of violation and corrective action(s) taken as per personnel policy titled Disciplinary Practices and Procedures.

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly department self-inspections are recommended. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at the monthly safety committee meetings.

Annual Safety Committee Inspections

Annually the Safety Committee will conduct an inspection of each area. Results of that inspection will be given to the director and City Administrator. Any deficiencies, must be addressed and a reasonable timeframe given back to the Safety Committee for correcting the deficiency.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.
3. Complete *Unsafe Conditions Report*.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be immediately reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited in City vehicles and areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

A. Personal Protective Equipment
B. Respiratory Protection
C. Hearing Conservation
D. Lockout/Tagout
E. Confined Spaces Entry
F. Hazardous Communications
G. Blood-Borne Exposure Control Plan

Accident/Motor Vehicle Crash Review & Investigation Policy

PURPOSE

The purpose of the Accident Review Committee is to establish a policy which will allow the City and City employees to actively pursue a reduction in the frequency and severity of on the job accidents. The procedures developed to implement and maintain the review program are intended to promote the equitable treatment of City employees who are involved in accidents while on duty and/or driving City vehicles due to City business. The ultimate purpose is to learn from each accident, so that we may protect the health and well being of our employees, as well as to control the cost of injuries, work time losses and general liability claims.

PROCEDURES

REPORTING

1. All City employees are responsible for promptly reporting any accidents that occur while they are on duty and/or driving a City vehicle due to City business.

2. A police report must be filed for all motor vehicle crashes involving on duty City employees and/or City vehicles being driven due to City business.

3. A police report must be filed anytime there is personal injury or property damage to a third party.

4. A police report may be required when City equipment not intended for road use is involved in an accident, depending on the location and severity of the incident.

5. It is the responsibility of the vehicle operator, unless totally incapacitated by the crash, to make sure a police report is filed.

6. When the incident involves off highway equipment and it is unclear if a police report is necessary, an employee shall immediately notify their supervisor to decide if a police report shall be filed.

7. The vehicle operator is also responsible for completing employee accident report forms.

8. Department heads and supervisors are responsible for reviewing all reports related to accidents/motor vehicle crashes and for forwarding all reports to the Human Resources office.

ACCIDENT REVIEW COMMITTEE

1. The committee will consist of five (5) members, appointed by the City Administrator for a two–three year appointment. The City Administrator will assign one of the members as the chairperson. Members of the committee will consist of at least two (2) supervisory employees and one (1) sworn officer from the Police department. Members will be representatives from the Police, Fire, Park and Recreation, Public Works, Transit, Administration and Housing departments. Committee members will receive training upon appointment.
2. The Accident Review Committee will be notified by the Human Resources office when an accident/motor vehicle crash has occurred and a review is necessary. The meeting time and place will occur within five (5) business days of the completion of the initial accident/motor vehicle crash investigation.

3. The committee shall review all reports and information related to accidents/motor vehicle crashes involving City employees; City vehicles or equipment; accidents/motor vehicle crashes that result in a lost time injury; accidents/motor vehicle crashes or injuries occurring with unusual frequency; and repeated accidents/motor vehicle crashes committed by the same individual.

4. The committee shall be empowered to review all personal injury accidents and workers' compensation claims and all records and information relating to such incidents.

5. The Accident Review Committee shall have the right to require written reports from such persons as deemed appropriate for the proper determination of the facts surrounding each accident/motor vehicle crash and shall have access to such documentary evidence as may be needed to complete its investigation. Before making a determination, the Committee will fully investigate each accident/motor vehicle crash. The procedure for investigation will be established by the Committee. All information provided to the Committee or discussed in a review meeting will be kept confidential to the maximum extent possible.

6. Employees will be advised as to when their accident/motor vehicle crash is to come before the Accident Review Committee and they shall attend to answer questions and/or to provide pertinent information in regard to their accident/motor vehicle crash. The employee shall be advised that the interview is administrative in nature, the employee is being told to cooperate, self-incriminating statements cannot be used against them in criminal proceedings and refusal to cooperate will result in disciplinary action up to and including termination for insubordination. When allegations of misconduct involve the possibility of a criminal violation, the Marshall County Attorney and the City Attorney shall be immediately notified, before an administrative investigation is started and their advice will be followed. The “Class” of accident/motor vehicle crash and “Points Assigned” will be determined by a majority of the members with a quorum present. All members are required to vote. Once a ruling has been made, the committee will make their recommendation to the Department Director. If the Department Director disagrees with the recommendation, they may discuss the action they feel necessary with the City Administrator and the Chairperson of the committee. The City Administrator will make the final decision on what level of action will stand.

7. For employees not covered by a bargaining agreement contract or Civil Service, in the event an employee wishes to appeal the action given, it must be in writing and submitted to the chairperson within fifteen (15) business days of when the action was given to them. The appeal shall be heard by the Committee at the next regular meeting unless otherwise designated by the chairperson. The Committee may affirm, modify, or reverse the ruling based upon the merits presented at the appeal. If appropriate to a particular accident, the Committee will recommend a course of corrective action to the respective department. For employees covered by a bargaining agreement or Civil Service, those rules shall apply.

8. All accidents/motor vehicle crashes involving City vehicles shall be reported to the Police Department and an officer must be dispatched to do the initial investigation and to complete an accident report. The officer shall perform a full investigation to determine if the accident was caused as a result of violating a City or State traffic law. The Police Department will forward a copy of all reports made to the HR Department.

9. The regular City Accident Report or Incident Report form must be properly completed and forwarded to the Human Resource Director for distribution. If this form is not provided to you by the Police Department – please complete the one included with this policy. This allows the employee, supervisor and department head an opportunity to submit factual as well as subjective information to the Accident Review Committee. The Committee will determine whether or not an employee was negligent in actions which contributed to the accident/motor vehicle crash or near miss.

10. The determination of negligence will be based on all information presented and not exclusively on a violation of the City or State traffic codes. The Accident Review Committee may have the following information available to them when reviewing an employee’s motor vehicle crash:
    - 10.1. Possession of valid driver’s license
    - 10.2. Driving experience with the City
    - 10.3. State driving record

CLASSIFICATION

1. The following will be classified as motor vehicle crash/equipment accidents for the purpose of review by the Accident Review Committee:
   1.1. Property damage to a third party
   1.2. Damage to City vehicle or City property
   1.3. Bodily injury to a third party as a result of an accident
   1.4. Bodily injury to employee
   1.5. Fatality

2. Unavoidable Crash: A crash shall be classified as unavoidable when it is concluded that the employee exercised reasonable caution to prevent the crash from occurring and observed applicable agency policy, procedures and training. The involved employee was not at fault. Crashes of this nature shall result in the assignment of 0 points.

3. Preventable Crash: A crash shall be deemed preventable when the employee failed to observe rules of the road, agency policy, procedures or training, and/or failed to exercise due caution or defensive driving tactics. Preventable crashes may be further defined as:
   3.1. Minor, but Avoidable: The motor vehicle crash is one that posed minimal danger to life and property; a mistake. These consist of motor vehicle crashes with minimal property damage and no personal injuries.
   3.2. Avoidable/Mitigating Circumstances: A motor vehicle crash with extenuating circumstances.
   3.3. Avoidable/Careless (Ordinary Negligence): Failure to exercise such care as an ordinarily trained officer or employee would exercise under the same or similar circumstances. The employee's act or action caused the motor vehicle crash resulting in death, personal injury or property damage.
   3.4. Negligence with Intent (Gross Negligence): An act or actions which demonstrate a willful and wanton disregard for the safety of persons and property.

ACCIDENT CAUSES

1. Worker's compensation accidents can usually be broken down generally into two causes: an UNSAFE ACT or an UNSAFE CONDITION. Unsafe acts usually account for 85% of accidents, while the remaining 15% are caused by unsafe conditions. The following list offers prime examples of both.
   1.1. <u>UNSAFE ACT</u>

Making safety devices inoperable	Unsafe loading or placing
Failure to use guards provided	Improper lifting, lowering or carrying
Using defective equipment	Taking unsafe position
Servicing equipment in motion	Unnecessary haste
Failure to use proper tools or equipment	Influence of abusive substances
Operating machinery at unsafe speed	Physical limitation or mental attitude
Failure to use protective equipment	Unaware of hazard
Operating without authority	Unsafe act of another
Lack of skill or knowledge	

   1.2. <u>UNSAFE CONDITION</u>

Inadequate guards of protection	Fire or explosion hazards
Defective tools or equipment	Hazardous substances
Unsafe condition of machine	Inadequate ventilation
Congested work area	Excessive noise
Poor housekeeping	Inadequate illumination
Unsafe floors, platforms, stairways	Hazardous atmosphere: gases, dust
Improper material storage	Fumes or vapors
Inadequate warning system	

PENALTIES

1. A standard point system will be used for all violations of safety policies to assure that all employees involved in accidents are treated equally.

2. Categories of Accidents/Motor Vehicle Crashes and Violations:

Unavoidable	Class 1	0 points
Minor, but avoidable	Class 2	0-2 points
Avoidable/mitigating circumstances	Class 3	3-5 points
Avoidable/carelessness	Class 4	6-8 points
Negligence with intent – i.e.: • D.U.I. • Excessive speed • Leaving the scene of accident • Willful violations of safety policies & procedures	Class 5	9-10 points or immediate termination

3. Penalty Schedules:

1-5 points	Written reprimand
6-10 points	1 day suspension
11+ points	2-10 day suspension or termination
Class 5 violation-2nd offense	Automatic termination

4. All suspensions are without pay and are effective within thirty (30) days of said notice. If an employee wants to appeal the suspension, it must be presented to the committee chairperson, in writing, within fifteen (15) business days. Bargaining agreement and Civil Service rules shall apply.

5. Reduction of Points for Periods Without Accident/Motor Vehicle Crash or Violation: An employee's accumulated points will be reduced for continuous periods of 12 months time from the date of the original accident without a further accident or violation at the rate of five (5) points per year except for Class 5 violations which will remain on the employee's record for a period of three years before reduction takes place. No employee will receive credit for more than the total of their accumulated points at the time.

6. Any discipline issued to the employee as a result of an accident/motor vehicle crash is separate from any pending criminal/traffic charges or fines.

7. The employee under review should be able to not only attend and provide a statement but should also be allowed union or legal representation at the review hearings. The employee should be able to call witnesses. The employee under review should have access to all of the documents the committee utilizes to make their findings.

Accident/Incident Report Form

COMPLETE THIS FORM, IF THE POLICE DEPARTMENT HAS NOT COMPLETED AN ACCIDENT REPORT, AND GIVE IT **TO YOUR SUPERVISOR PRIOR** TO BEING FORWARDED TO THE HUMAN RESOURCES DIRECTOR.

Date of Incident: ____________________ Time: ______________ AM/PM

Employee Name: ____

Department: ____________________ Supervisor: ____________________

Phone number to reach you at: ______________________________

Nature of the incident/accident:

____

____

____

____

____

____

Did an injury result from this accident/incident: ☐ Yes ☐ No

If yes, notify your supervisor immediately and report, or seek treatment, as appropriate.

Was there damage to the equipment involved in the accident/incident? ☐ Yes ☐ No

Supervisor notified: Date: ______________ Time: ______________ AM/PM

Employee Signature: ______________________ Date: ______________

Supervisor Signature: ______________________ Date: ______________

This document will be used by the Accident Review Committee. You will be notified when they will be meeting.

How To Respond When An Active Shooter or Violent Intruder Is In Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate-RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and electronic devices.
- Turn off any other source of noise (i.e. radios, televisions).
- Hide behind large items (i.e. cabinets, desks).
- Remain quiet.

If evacuation and hiding are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the E911 dispatcher to listen.

3. Take action against the active shooter/violent intruder-FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the active shooter/violent intruder.

- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.
- Work as a team with other bystanders to counter the actions of the active shooter/violent intruder.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the violent actions as soon as possible. Police officers will proceed directly to the area in which the active shooter/violent intruder was last seen.

- Officers usually arrive in teams of two or four.
- Officers may wear regular patrol uniforms or external body armor, helmets and other police tactical equipment.
- Officers may be armed with rifles, shotguns and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push people to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards the officers such as grabbing a hold of the officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask the officers for help or direction when evacuating, just proceed in the direction from which the officers are entering.

Information to provide law enforcement or the E911 operator:

- Location of the active shooter or violent intruder.
- Number of shooters or suspects, if more than one.
- Physical description of suspect(s) or shooter(s).
- Number and types of weapons held by the suspect(s) or shooter(s).
- Number of potential victims at the location.

The first officers to arrive at the scene will not stop to help injured person. Expect rescue teams comprised of additional police officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove injured persons. They may also call upon able bodied individuals to assist in removing wounded from the premises.

Once you have reached a safe location or assembly point, you will likely be held by law enforcement until the situation is under control, and all witnesses have been indentified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Emergency Procedures

Fire Emergency

- Evacuate the building immediately
- Call 911 immediately when you are safely out of the building
- Do not use the elevators and notify others as you leave
- Assist individuals who may need assistance to move to a safe area
- Do not re-enter the building until authorized to do by emergency personnel
- Set a gathering spot outside the building for your department and account for all staff. Report any unaccounted for staff to emergency personnel immediately.

Chemical Spill

- Remove yourself and others from the area
- Call 911 immediately when you are safely away from the spill
- Cordon off the area and do not let others enter the area
- Do no pull the fire alarm unless there is a fire
- Provide first responders with information about the spill, chemical and spill area

Medical Emergency

- Call 911 immediately
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Designate someone to flag down emergency responders outside of the building

Tornado/Severe Weather

- Monitor TV, radio, NOAA weather radio, Internet, etc.
- Shelter on the lowest level of your building – signs are posted in each building
- Do not pull the fire alarm
- Stay away from windows
- Move to an interior hallway
- Wait for an “all clear” notification
- If outdoors, lie in a ditch or crouch near a strong building

Lock Out Tag Out

PURPOSE:
This establishes City of Marshalltown policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes.

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

SCOPE:
This policy applies to all City of Marshalltown employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

EMPLOYER AND EMPLOYEE RESPONSIBILITIES:
City of Marshalltown is responsible for implementing and enforcing this policy.
All employees must comply with this policy.

Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.

Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.

Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

LOCKOUT AND TAGOUT DEVICES
Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.
- Each lock must have a unique key.
- A multi use HASP having a minimum of 6 places for locks to be installed by all workers.

Energy-isolating devices are the primary means for protecting City of Marshalltown employees who service equipment and must be designed to accept a lockout device. Energy isolating must clearly identify function.

Electrical energy sources. Lockout or tagout of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy. See also, **Alternative methods.**

EXPOSURE SURVEY

City of Marshalltown will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

ENERGY CONTROL PROCEDURES

Authorized employees who lockout or tagout equipment or do service and maintenance must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing equipment
- Steps for placing and removing lockout devices
- Equipment-testing requirements to verify the effectiveness of the energy-control procedures

When re-energizing equipment is necessary - when power is needed to test or position the equipment, for example - temporary removal of lockout or tagout devices is allowed. Only the employee installing he lock out or tagout out device can remove it. This applies only for the time required to perform the task and the procedure must be documented.

Employees must do the following before they begin service or maintenance work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy sources.
6. Verify the equipment is isolated from hazardous energy and de-energized.

Employees must do the following hey remove lockout or tagout devices and re-energize equipment:

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are off or in neutral position.
5. Remove the lockout or tagout device.
6. Re-energize equipment.

SPECIFIC ENERGY-CONTROL PROCEDURES:

The City has developed specific energy-isolation procedures for all machines and equipment that have energy-isolating devices.

SPECIAL LOCKOUT/TAGOUT SITUATIONS:

Energized Testing:
When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

1. Remove unnecessary tools and materials.
2. Ensure that all other employees are out of the area.
3. Remove locks or tags from energy isolating devices.
4. Proceed with test.
5. Deenergize equipment and lockout or tagout energy-isolating devices.
6. Operate equipment controls to verify that the equipment is de-energized.

Contract service and maintenance
City of Marshalltown and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. City of Marshalltown employees must understand and comply with the contractor's energy-control procedures.

Shift Changes and long-term shutdowns
Employees must follow City of Marshalltown specific written procedures when it is necessary to continue lockout/tagout when work shifts change and during long-term shutdowns. Incoming shift workers must install their personal locks before outgoing workers remove their locks. Division superintendents are responsible for monitoring lockout and tagout devices that control the energy to equipment during long-term shutdowns.

ALTERNATIVE METHODS

When lockout or tagout is *not* used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy.

Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task.

For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shutoff valve. A control-reliable dual channel hardwired circuit of industrially-rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding system, must be used.

Under all circumstances, the individual must have exclusive personal control over the means to maintain the state of the control circuit in a protective mode.

Vehicles will have their starter keys removed and locked out while the vehicle is being either maintained, serviced or repaired.

TRAINING

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand City of Marshalltown energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. *An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.*
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. *An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee 's duties include service or maintenance work on equipment.*
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

INSPECTIONS OF WRITTEN ENERGY-CONTROL PROCEDURES

City of Marshalltown will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included on the inspection.
- The inspector.

If the inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained and the procedure deficiencies corrected. The affected employee’s supervisor will be notified and they will take the necessary steps o make sure he employees know the reason for the procedures.

If the inspection covers a procedure for equipment with an energy-isolating device that can be *locked out,* the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.

If the inspection covers a procedure for equipment with an energy-isolating device that can only be *tagged out,* the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

Hearing Conservation Program

Program Management

GENERAL STATEMENT:
The City of Marshalltown has developed a hearing conservation program to inform and protect its employees from the danger of over-exposure to noise in all areas of the operation. The employees health and safety is always the first consideration in any activity conducted by the department.

PROGRAM RESPONSIBILITY:
The City of Marshalltown intends to administer the hearing conservation program under the rules and regulations of OSHA 1910.95. The coordination and supervision of the program shall be overseen by the department supervisor.

NOISE MONITORING:
The City will conduct a noise survey to determine the areas that indicate high noise levels and will evaluate the employee's jobs that might be affected by the high noise levels (85 decibels and above). Further monitoring of facilities and jobs shall be conducted anytime operations and equipment might change.

HEARING PROTECTION USE:
In addition to specific department/building identified and areas labeled, throughout the City, the use of an endloader, backhoe, Jet, Jet vacuum machine, generators and air compressors/jack hammers all produce noise levels that require hearing protection for extended use.

Employees who perform work around these areas or pieces of equipment are those covered under this program. The employees working in the areas that noise levels exceed 85 decibels shall wear hearing protection. Employees are encouraged to request and participate in noise measurement studies pertaining to his or her job duties.

In the City's attempt to lower noise exposure levels, the City intends to review all new equipment and engineering designs to provide the most efficient, safes systems possible.

RECORD KEEPING:
The City shall maintain an accurate record of all information generated from the Hearing Conservation Program. At a minimum the City shall maintain:

1 – Up to date noise monitoring information, including time weighted averages of employee jobs.

2 – All audiometric testing of an employee to include:

- a - Name and job description of employees
- b - Date of audiogram, baseline and annual
- c - Name of examiner
- d - Date of last acoustic or exhaustive calibration of the audiometer
- e - Measurements of the background sound pressure level of the audiometric test room
- f - Audiometric test results

g - Employees most recent noise exposure assessment

3 – Training information including training date, information covered and attendance roster

4 – Noise exposure assessment problems and corrective action taken

Procedures

GENERAL RULES AND REGULATIONS:

In order to maintain safe operating conditions, all must abide by the following rules:

1 – All employees should try to minimize the exposure time in areas of loud noise.

2 – Anyone spending time in a department/building identified and labeled as a loud noise area, or throughout the City when using an endloader, backhoe, Jet, Jet vacuum machine, generators and air compressors/jack hammers shall wear hearing protection for extended use.

3 – Equipment shall be maintained to provide quiet operations.

4 – Suggestions to reduce noise levels in given areas are encouraged by all Department Directors, supervisors and the safety committee.

AUDIOMETRIC TESTING PROGRAM:

The City of Marshalltown shall provide audiometric testing of employees in positions identified by the City. Testing done for these employees at hire date, or transfer to an identified position, shall be considered as Baseline Audiogram for further reference. Annual audiograms shall be given to all employees to insure that there is no shift in hearing due to employee working conditions. Any employee showing a hearing shift of 10dB or greater shall be evaluated with corrective actions taken if necessary, i.e. reducing noise level or hearing protection. He audiometric testing shall be performed at no cost to the employee, and in accordance with CFR 1910.95 (g).

HEARING PROTECTORS

The employer shall make hearing protectors available to all employees exposed to noise levels of 85 dBs or greater at no cost to the employee. The location where hearing protection is available will be identified in each department by the director or supervisor. Hearing protection shall also be available with equipment known to have high noise levels.

VISITORS OR CONTRACTORS

Both visitors and contractors should be informed of the noise level condition if they are visiting a noisy area for any length of time. Hearing protection devices should be offered to the visitor or contractor while in these noisy areas.

Hazard Communication Program

Introduction:
The Bureau of Labor (OSHA) has developed rules regulating a person's Right to Know about hazardous chemicals in the work place. These rules are found under The Bureau of Labor, Labor Services (347), Chapters 110, 120, 130, and 140, and relate to "Hazardous Chemical Risk Right to Know", "Workers Right to Know", "Community Right to Know", and "Emergency Response Department Right to Know" respectively.

Based on these regulations, the City of Marshalltown has developed the Hazard Communication Program to guide it's Department through the Rules and implementation of the law.

Policy Statement:
It is the policy of the City of Marshalltown, to insure that each of its employees have a safe and healthful place to work.

The purpose of the City's Hazard Communication Program is to empathize the hazards of chemicals in the work place, inform the employee of hazards, how they are to be handled and most importantly, provide a means to communicate the hazard to all employees prior to use.

The program shall empathize the responsibility of management to inform and train its employees on all hazardous chemicals in the work place.

Program Responsibility:
A – The Department Head
The Department Head is directly responsible for the development, implementation and ongoing administration of his/her departments Hazard Communication Program. The duties of the Department Head include, but are not limited to the following:

- Provide the leadership and innovation necessary to maintain the Hazard Communication Program.
- Be familiar with chemical uses in the work place to the degree that employee safety can be monitored.
- Oversee the Department Supervisors work in the area of program supervision.
- Review all chemicals requested by the Supervisors or purchasing agents for employee safety and for Department readiness to accept the chemical.
- Review inventories, MSDS, labels and placarding, training activities, and employee accident records to evaluate the effectiveness of the Hazard Communication Program.
- Provide modification and supplements to the general City program to fit his/her Department.

B-Program Supervisor
The Program Supervisor is the person selected in each Department to assist the Department Head in the supervision of the Hazard Communication Program. The duties of the Program Supervisor are:

- Stimulate employee interest in the Hazard Communications Program.
- Evaluate MSDS for purchasing approval and proper employee training.

- Provide training on the proper use of chemicals or lineup training by someone else.
- Provide daily program supervision and assistance, including the initiation of corrective action and discipline as needed.

C-Purchasing Agent

The purchasing agent is the person in the Department responsible for the purchasing of chemical and materials that may fall under the Hazard Communication Program. This person may be the Department Head, Program Supervisor or someone separate shall have the following responsibilities:

- Maintain chemical inventories in the Department and insure that up-to-date MSDS are available a he work site for each chemical.
- Shall work with Program Supervisor to insure chemical and material are not allowed in the work place prior to proper MSDS evaluation and employee training for these chemicals.
- Insure proper labeling and placarding of materials and building are keep up-to-date.
- Keep Fire Department informed of any changes in hazardous materials used, and amounts inventoried.

D-The Employee

The Employee is the person this program was developed to protect. The program will only work if all employees participate in the program and assume certain duties and responsibilities to assure proper use and handling of hazardous materials in the work place. These include:

- Review and understand the written Hazard Communication Program.
- Accept training activities for your personal safety as well as others.
- Evaluate all materials for proper use before handling.
- Follow all procedures developed for the handling and storage of hazardous materials.
- Inform Supervisor of unsafe conditions and make recommendations for the betterment of the program.

  The actual person that is responsible in each Department is spelled out in the next section of the program so each employee knows who to contact if they have any questions.

City of Marshalltown Responsibilities

A-Director

The Director is directly responsible for the development, implementation, and overview of the Department's Hazard Communication Program. The duties of the Director include, but are not limited to the following:

- Delegate program responsibilities to the Department Personnel.
- Oversee the Department Supervisor's work in the area of program implementation.
- Provide modifications and supplements to the program to meet the Department's needs and insure the safety of its Employees.
- Provide annual review of the program with Supervisors.
- Assist the Department Supervisors in providing training as needed.

B-Department Supervisors

The Supervisors shall be responsible for the implementation of the Hazardous Communication Program. The duties of the Supervisor include:

- Provide leadership and innovation necessary to stimulate employee interest and maintain the Hazardous Communication Program.

- Evaluate the chemical inventory list annually for chemicals no longer in use or chemical's that were accidentally not entered to the list during the year. Review all chemicals on the list for their hazardous status.
- Evaluate MSDS for purchasing approval and proper employee training, and see that all MSDS notebooks are kept up-to-date.
- Oversee the day to day purchasing of chemicals as to not purchase multiple brands of the same product and require additional MSDS sheets.
- Evaluate each chemical purchased for its hazard. See that the hazardous chemicals receive the proper labeling before use.
- Review hazardous chemical list and update as chemicals are added or deleted from the list. Provide Fire Department notification of materials in significant amounts that require placarding of building. Keep building placards current for hazards in buildings and/or when relocated.
- Evaluate chemicals and provide the proper personal protective equipment for the job. Train Employees on use and location of Personal Protective Equipment.
- Provide training to Employees on the proper use of chemicals and protective equipment or line up training from outside sources.
- Discuss hazards and methods to be used for non-routine tasks with employees before starting work on the project.
- See that all program activities are documented and maintained in the record keeping system.
- Provide daily program supervision and assistance, including initiation of corrective action and discipline as needed.

C-The Employee
He Employee is the person this program was developed to protect. The following duties and responsibilities of the Employee are the fundamentals that will make the program a success:

- Review and understand the written Hazard Communication Program.
- Accept training activities and participate in making the program better.
- Understand how to read a Material Safety Data Sheet, and reference same before working with chemicals.
- Evaluate materials before use and utilize the proper protective equipment and storage.
- Always reference the chemical inventory list when purchasing a replacement chemical. Always purchase the same product so we can utilize the current MSDS.
- Never bring a new product on to the property without running the "Approval to Use" through your Supervisor for evaluation.
- Inform your Supervisor of un-safe conditions and make recommendations for he betterment of the program.

Record Keeping
Each Department shall maintain their own records pertaining to the Hazard Communication Program at their central office. The following are minimum record keeping requirements:

1 – Copy of the Hazard Communication Program.
2 – Copy of the up-to-date Chemical Inventory/MSDS.
3 – Employee Records – Employee records shall be open to inspection by the Employee, the Employee's representative and to the OSHA representative.

- Written confirmation from Employee that they have read the Hazard Communication Program.

- Training – including date of training, outline of training, signature of trainer, test (if applicable), dates of re-training, written confirmation from Employee that they received training (i.e. roster).
- Employee health problems and accidents relating to hazardous chemical use and storage.
- Employee communications and reprimands pertaining to the program and chemical safety.

4-Communicaitons (i.e Fire Dpeartment, OSHA, Employee, representative or public).
5 – All out dated chemical inventory lists and MSDS for historical purposes.

Program Review
It is the responsibility of the Department Head to review his/her program on an annual basis. The following items should be checked:

- Is the Hazard Communication Program document available to the Employees?
- Are the chemical inventory and MSDS available to the Employees?
- Is the chemical inventory and MSDS up-to-date and represent all hazardous chemicals in the facility?
- Has the training requirement of the program been met by all current employees?
- Does the chemical labeling and building signs appear to be in place?
- Is the record keeping system up-to-date?
- Has there been a chemical injury of an Employee, and has corrective action been taken to protect the Employees in the future?

Personal Protective Equipment

Introduction
The purpose of the Personal Protective Equipment Policy is to protect City of Marshalltown employees from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE).

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection.

The City of Marshalltown Personal Protective Equipment Policies includes:
- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities
Department Safety Committees and Supervisors in conjunction with the City of Marshalltown Safety Committee are responsible for the development, implementation, and administration of PPE policies. This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
    - a job changes
    - new equipment is used
    - there has been an accident
    - a supervisor or employee request it
    - or at least every year
4. Maintaining records on PPE assignments and training.
5. Providing training, guidance, and assistance to employees on the proper use, care, and cleaning of approved PPE.
6. Periodically re-evaluating the suitability of previously selected PPE.
7. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

<u>Supervisors</u>
Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:
1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules.

4. Notifying management and the Safety Committee when new hazards are introduced or when processes are added or changed.
5. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required.
2. Completing required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following PPE policies and procedures.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action up to and including termination and may jeopardize a worker's compensation claim should and accident occur.

Procedures

Hazard Assessment for PPE

The department Safety Committee in conjunction with Supervisors, will conduct a survey identify sources of work hazards.

Supervisors will conduct, review, and update the hazard assessment for PPE whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee request it
- or at least every year

Selection of PPE

Once the hazards of a workplace have been identified, it will be determined the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet appropriate standards will be procured or accepted for use.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the City of Marshalltown. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary

- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. Training of each employee will be documented. Each employee will also be required to do annual online training.

Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

> ***NOTE:*** *Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.