

Public Participation in a City Council Meeting:

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

**CITY OF MARSHALLTOWN COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
JANUARY 13, 2025, 5:30 PM**

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

Fonseca, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson

D. PUBLIC COMMENT

Members of the public may make comments on any item which was not on the agenda during this time. The speaker shall approach the microphone, and state his or her name and address. Comments shall be limited to three minutes unless a longer comment is authorized by the Mayor. The speaker shall direct comments to the Mayor and to the Council as a whole.

The Mayor and Councilors shall not engage in discussion or debate on items raised by members of the public, and no action may be taken on items raised in public comments in order to comply with open meeting laws.

E. COUNCIL, ADMINISTRATOR, AND MAYOR COMMENTS**1. BOARDS AND COMMISSIONS YEARS OF SERVICE
RECOGNITION**

We recognize the following individuals for years of service milestones in 2024.

5 Years of Service:

- Heidi Hogan - Building Board of Appeals
- David Schulze - Building Board of Appeals
- Kellissa Thurston - Building Board of Appeals
- Jon Boston - Electrical Appeal Board

- Cindy Brodin - Park & Recreation Advisory Committee
- Laura Eilers - Planning & Zoning Commission
- Leon Lamer - Solid Waste Commission

10 Years of Service:

- Nancy Harris - Civil Service Commission

20 Years of Service:

- Norman Bach - Investment Committee

F. CONSENT AGENDA

1. APPROVE MINUTES 12/20/24 MEETING AND BILL LIST \$2,409,400.04

Documents:

[2024-12-20_SIGNED Council Minutes.pdf](#)
[2025-01-13_BILL LIST Summary.pdf](#)
[2025-01-13_BILL LIST Detail.pdf](#)

2. APPROVE FINANCIAL STATEMENTS-SEPTEMBER 2024

Documents:

[Memo for September 2024 Financial Statements.pdf](#)
[September 2024 Financial Statements.pdf](#)

3. APPROVE ALCOHOL LICENSE RENEWALS

OCEAN CITY, 5 W MAIN ST | WAYWARD SOCIAL, 1101 S 6TH ST
 | KWIK STAR #607, 814 S 6TH ST | ABARROTES LA SALUD, 17
 N 1ST ST | WANDERING CREEK, 2436 233RD ST

4. APPROVE CIVIL SERVICE NEW HIRE LISTS - TRANSIT OPERATOR AND STREET MAINTENANCE WORKER II

Documents:

[2025-01-13_CONSENT_Civil Service New Hire List -
Transit Operator.pdf](#)
[2025-01-13_CONSENT_Civil Service New Hire List -
Street Maintenance Worker II.pdf](#)

5. RECEIPT OF BUILDING & TRADE PERMIT REPORT- DECEMBER 2024

Documents:

[December 2024 Building Permit Report.pdf](#)
[December 2024 Trade Permit Report.pdf](#)

6. RECEIPT OF 2024 ANNUAL BUILDING PERMIT REPORT

Documents:

[2024 Annual Building Report.pdf](#)

7. RESOLUTION 2025-001 TO APPROVE THE FAÇADE GRANT APPLICATION FOR MARSHALLTOWN ELKS LODGE #312 AT 101 WEST CHURCH STREET AND 27-31 ENE S. 1ST STREET, MARSHALLTOWN, IOWA

Documents:

[2025-01-13_2025-001_Resolution to Approve the Facade Grant for Elks Lodge.pdf](#)
[2025-01-13_2025-001_Elks Lodge Facade Grant Application 12.20.24.pdf](#)

8. RESOLUTION 2025-002 AUTHORIZING THE USE OF COUNCIL-DESIGNATED LOCAL OPTION SALES TAX IN FISCAL YEAR 2025 FOR THE NATIONAL EMPLOYEE SURVEY

Documents:

[2025-01-13_2025-002_Resolution LOST Funds for Employee Survey.pdf](#)
[2025-01-13_2025-002_Memo National Employee Survey.pdf](#)
[2025-01-13_2025-002_Marshalltown IA _ Polco Software and Services Agreement.pdf](#)
[2025-01-13_2025-002_Polco - The National Employee Survey _ Marshalltown IA.pdf](#)

9. RESOLUTION 2025-003 AUTHORIZING THE USE OF COUNCIL-DESIGNATED LOCAL OPTION SALES TAX FOR A SOLID WASTE STUDY

Documents:

[2025-01-13_2025-003_Resolution LOST Funds for Solid Waste Study.pdf](#)
[2025-01-13_2025-003_Memo Solid Waste Study 01.13.25.pdf](#)
[2025-01-13_2025-003_Marshalltown Waste Management Budget Proposal_12 11 2024.pdf](#)
[2025-01-13_2025-003_Marshalltown Waste Management SOW 12.24.pdf](#)
[2025-01-13_2025-003_Solid Waste Study Timeline.pdf](#)

10. RESOLUTION 2025-004 APPROVING AN AGREEMENT FOR TOBACCO ENFORCEMENT SERVICES BETWEEN THE

**CITY OF MARSHALLTOWN, IOWA, AND THE IOWA
ALCOHOLIC BEVERAGES DIVISION, STATE OF IOWA,
CREATED PURSUANT TO CHAPTER 28E.12 OF THE IOWA
CODE**

Documents:

[2025-01-13_2025-004_Resolution Approving 28E for Tobacco Enforcement.pdf](#)
[2025-01-13_2025-004_Memo MPD and Iowa ABD Tobacco 28E FY25.pdf](#)
[2025-01-13_2025-004_FY 2025 28E Tobacco SIGNED.pdf](#)

11. RESOLUTION 2025-005 AMENDING THE POLICY FOR RECORDS RETENTION AND EXAMINATION AND COPYING OF PUBLIC RECORDS

Documents:

[2025-01-13_2025-005_Resolution Amending the Policy for Examination and Copying of Public Records.pdf](#)
[2025-01-13_2025-005_Memo Public Records Policy.pdf](#)
[2025-01-13_2025-005_Records Retention and Examination and Copying of Public Records Policy.pdf](#)

12. RESOLUTION 2025-006 TO APPROVE TRANSFERS FOR FY25 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

Documents:

[2025-01-13_2025-006_Resolution Transferring Funds for FY25 thru 9.30.24.pdf](#)
[2025-01-13_2025-006_Memo for Transfer Funds in FY25 through September 30 2024.pdf](#)

13. RESOLUTION 2025-007 APPROVING CONTRACT CHANGE ORDER #3 FOR THE RIVERVIEW PARK PHASE I #PRK23001, A DECREASE OF \$585.00

Documents:

[2025-01-13_2025-007_Resolution Approving CO3 Riverview Park Phase 1 PRK23001.pdf](#)
[2025-01-13_2025-007_Memo_PRK23001 Riverview_CO 3.pdf](#)
[2025-01-13_2025-007_PRK 23-001_Change Order 3_to council.pdf](#)

14. RESOLUTION 2024-008 ADOPTING SUPPLEMENTS S-11 TO THE CODE OF ORDINANCES OF THE CITY OF MARSHALLTOWN, IOWA, THROUGH ORDINANCE 15094

Documents:

[2025-01-13_2025-008_Resolution Approving Code of Ordinances Supplement.pdf](#)

15. RESOLUTION 2025-009 APPROVING THE MARSHALLTOWN MUNICIPAL AIRPORT FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

Documents:

[2025-01-13_2025-009_Resolution Approving Airport 5 Year CIP.pdf](#)

[2025-01-13_2025-009_A-Memo - Federal AIP Application FY26_FINAL.pdf](#)

[2025-01-13_2025-009_B-MIW Five Year CIP_to council 25 01 13_includes FFY25.pdf](#)

[2025-01-13_2025-009_C-FAA AIP Packet to Council.pdf](#)

16. RESOLUTION 2025-010 SELECTING ENGINEER & AUTHORIZING A MASTER SERVICES AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN AND MCCLURE ENGINEERING CO FOR AIRPORT DEVELOPMENT & ENGINEERING SERVICES FOR THE MARSHALLTOWN MUNICIPAL AIRPORT

Documents:

[2025-01-13_2025-010_Resolution Approving Contract with McClure Engineering Co - Airport Engineering.pdf](#)

[2025-01-13_2025-010_Memo - Airport Engineering.pdf](#)

[2025-01-13_2025-010_MIW Master Services Agreement - Engineering Services.pdf](#)

17. RESOLUTION 2025-011 SELECTING PLANNER & AUTHORIZING A MASTER SERVICES AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN AND MCCLURE ENGINEERING CO FOR AIRPORT PLANNING SERVICES FOR THE MARSHALLTOWN MUNICIPAL AIRPORT

Documents:

[2025-01-13_2025-011_Resolution Approving Contract with McClure Engineering Co - Airport Planning.pdf](#)

[2025-01-13_2025-011_Memo - Airport Planning.pdf](#)

[2025-01-13_2025-011_MIW Master Services Agreement - Planning Services.pdf](#)

G. REPORTS

1. MARSHALL COUNTY EMERGENCY MANAGEMENT AGENCY SERVICES

Presented by: Kim Elder, EMA Coordinator

H. MOTIONS

- 1. MOTION TO APPOINT MARK MITCHELL TO THE SOLID WASTE COMMISSION, TERM 1/13/25-1/12/30**
- 2. MOTION TO APPOINT GARY THOMPSON AS AN ALTERNATE ON THE SOLID WASTE COMMISSION, TERM ENDING 12/31/2026**

I. DISCUSSION

- 1. DISCUSSION - EXPENDITURE OF FUNDS FOR ANNUAL EMPLOYEE RECOGNITION**

Documents:

[2025-01-13_DISCUSSION1_Draft Resolution Authorizing Expenditure for Employee Recognition.pdf](#)
[2025-01-13_DISCUSSION1_Memo Public Purpose Policy for Annual Breakfast.pdf](#)

- 2. DISCUSSION - DOWNTOWN REDEVELOPMENT EAST MAIN & CENTER STREET - FIRE SERVICE**

Documents:

[2025-01-13_DISCUSSION2_Memo - DIP-P2 - Fire Services.pdf](#)
[2025-01-13_DISCUSSION2_Fire Service Info.pdf](#)

J. ADJOURNMENT

MISSION STATEMENT

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

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



**MARSHALLTOWN
MORE THAN EVER**