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.

MARSHALLTOWN
MORE THAN EVER

CITY OF MARSHALLTOWN CITY COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
APRIL 14, 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 (3) minutes unless a longer comment is authorized by the Mayor. The speaker shall direct comments to the Mayor and to the Council as a whole.

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

E. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

F. CONSENT AGENDA

1. APPROVE MINUTES FOR 03/24/25 SPECIAL AND REGULAR MEETINGS AND BILL LIST $2,189,377.87

2. APPROVE CIVIL SERVICE NEW HIRE LISTS FOR CIVIL ENGINEER ASSISTANT II AND STREET MAINTENANCE WORKER II

3. MARCH 2025 BUILDING PERMIT AND TRADE PERMIT REPORT
4. RESOLUTION SETTING PUBLIC HEARING PRIOR TO APPROVING THE AMENDED BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2025
5. RESOLUTION SETTING PUBLIC HEARING PRIOR TO APPROVING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026 AND CERTIFYING THE PROPERTY TAX LEVY
6. RESOLUTION APPROVING CONTRACT CHANGE ORDER #1 FOR THE EAST MAIN ST & CENTER ST RECONSTRUCTION PROJECT #STR22002, AN INCREASE OF $8,615.00
7. RESOLUTION APPROVING CONTRACT CHANGE ORDER #4 FOR THE RIVERVIEW PARK PHASE 1 PROJECT, #PRK23001, AN INCREASE OF $20,307.49
8. RESOLUTION APPROVING CONTRACT CHANGE ORDER #7 FOR THE WPC HEADWORKS AND DIGESTERS IMPROVEMENT PROJECT #WPC21001, AN INCREASE OF $1,924.31
9. RESOLUTION APPROVING CONTRACT CHANGE ORDER #2 FOR THE LINN CREEK TRAILHEAD AND BRIDGE PROJECT, #TRL24001 & #TRL24002, AN INCREASE OF $124,663.80
10. RESOLUTION AUTHORIZING THE CITY OF MARSHALLTOWN TO SUBMIT A GRANT APPLICATION TO REGION 6 RESOURCE PARTNERS FOR A TRANSPORTATION ALTERNATIVE PROGRAM GRANT FOR THE IOWA RIVER'S EDGE TRAIL TOWARDS BRIDGE 6 AND 7
11. RESOLUTION AUTHORIZING THE PURCHASE OF A 2025 CHEVROLET SILVERADO 1500 FOR THE PRICE OF $42,607.60, FROM KARL AUTOMOTIVE GROUP FOR USE AT THE WATER POLLUTION CONTROL DIVISION AND DECLARING ASSET 6679, A 2011 FORD F250 4X4 TRUCK, SURPLUS FOR DISPOSAL THEREOF
12. RESOLUTION APPOINTING CLAYTON ENDER, ASSISTANT DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT, AS ZONING ADMINISTRATOR
13. RESOLUTION ACCEPTING AND AWARDING THE BID TO MECHDYNE FOR AUDIO-VISUAL TECHNOLOGY SYSTEM UPGRADES AT THE MARSHALLTOWN PUBLIC LIBRARY, IN THE AMOUNT OF $135,000
14. RESOLUTION INITIATING A COMPREHENSIVE PLAN AMENDMENT AND REZONING FOR 915, 917, AND 919 S CENTER ST AND REFERING THE CASE TO THE PLANNING AND ZONING COMMISSION FOR REVIEW AND RECOMMENDATION

G. MOTIONS

1. MOTION TO APPROVE A NEW RETAIL TOBACCO LICENSE FOR MOBILE SALES - CAVE CIGAR EXPERIENCE, 812 W NEVADA ST
   New application for mobile sales of cigars at events, vendor fairs, etc.

H. RESOLUTIONS

1. RESOLUTION APPROVING 28E AGREEMENT WITH YMCA/YWCA FOR WATER PLAZA TO BE PARTIALLY LOCATED ON Y PROPERTY

2. PUBLIC HEARING AND RESOLUTION TO APPROVE 5-YEAR CAPITAL IMPROVEMENT PLAN

3. PUBLIC HEARING AND RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND COST FOR THE 2025 PCC PATCH REPAIR PROJECT, IN THE CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. STR23002

I. ORDINANCES

1. PUBLIC HEARING AND FIRST READING OF ORDINANCE 15099 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 156: ZONING, MAXIMUM FENCE HEIGHT FOR MAJOR UTILITY USES AND UTILIZATION OF BARB WIRE WITH MAJOR UTILITY USES

   a. MOTION TO WAIVE SECOND AND THIRD READING OF ORDINANCE 15099 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 156: ZONING, MAXIMUM FENCE HEIGHT FOR MAJOR UTILITY USES AND UTILIZATION OF BARB WIRE WITH MAJOR UTILITY USES

J. DISCUSSION

1. PROPOSED COST-SHARE WITH MARSHALLTOWN COMMUNITY SCHOOL DISTRICT REGARDING IMPROVEMENTS TO STORMWATER PIPE UNDER FRANKLIN FIELD

2. LEASE AGREEMENTS

K. CLOSED SESSION

1. Closed session pursuant to Section 21.5 subsection (1) paragraph (j) OF THE CODE OF IOWA to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The City of Marshalltown has an attorney-client relationship with Lynch Dallas P.C., by Council Resolution 2022-161, approved 06/13/22. There may be council

action by motion following the closed session if directed by the city's attorney.

2. Closed session pursuant to Section 21.5, subsection 1, paragraph c, of the Code of Iowa, to discuss strategy with counsel in matters where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the city in that litigation. Also, pursuant to Iowa Code § 622.10 for communications in professional confidence for attorney work product. The City of Marshalltown has an attorney-client relationship with Hopkins & Huebner due to an agreement with its Risk Pool. There may be council action by motion following the closed session if directed by the city's attorney.

L. 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.

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Diana Steiner, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION SETTING PUBLIC HEARING PRIOR TO APPROVING THE AMENDED BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2025

Strategic Plan Objective:
Continually improve and sustain the City's infrastructure, organization and services.

Recommended:
Recommend Council set public hearing date for April 28, 2025 at its regular meeting at 5:30.

Budget Impact:
Adjusts the budget to the projected revenues and expenses through June 30, 2025. Allows for additional spending authority if the projected spending function is now higher than the adopted budget.

Description/Background:
A budget amendment is required when actual <u>expenditures</u> within the 9 function areas of the budget will be exceeded. With new grants, updated projects and the rising costs we have seen this fiscal year, staff are recommending that a budget amendment be completed soon so we will not exceed the function area budget. If needed, a second amendment could be completed in May.

<u>The budget amendment does **not** increase property taxes</u>. It is time to adjust revenues and expenses to reflect new activity that was not known at the time the budget was adopted a year ago in April 2024 (such as new grants, timing of construction project expenditures that aligns with the updated 5-year Capital Improvement Plan; projected wages considering vacancies and retirements throughout the fiscal year, actions taken by Council utilizing Local Option Sales Tax funds, etc.).

In the General Fund 001, revenues continue to equal expenditures. The adopted budget originally had $684,447 transferred from Local Option Sales Tax Council Designated and $201,077 from ARPA to balance the General Fund 001. In the amendment, only $567,884 is transferred from Local Option Sales Tax and no funds will be transferred from ARPA. Instead

ARPA will be used for the MPACT program, since ARPA funds had to be obligated by 12/31/24 and have to be spent by 12/31/26.

We updated positions for vacancies not filled for some of this fiscal year, which included the Housing Director, Planning and Zoning position, City Administrator, Parks and Recreation Director, Fire Chief, engineering staff, transit staff, etc.). We also updated the related employee benefits and retirement payouts related to these positions. We adjusted the budget for the updated 5-year capital improvement plan which includes bond projects, donations and grants and updated the timing of when the outlay of expenditures would happen.

Grant budget amounts were revised to what is actually expected to be received and spent. The larger ones include the Destination Iowa Grant, the Lead HUD grant, the HUD Section 8 Housing grant as well as other grants administered by Region 6 as follows:

CDBG Derecho grants that are a pass-through for the City (Developer pays the costs, the City requests reimbursement from the grant, the City pays the Developer). The larger pass-through grant projects are:

1. 30-unit rental project at 1807 S. 7th Ave with the grant for $2.3 million
2. 6-unit townhomes on N 4th Ave with the grant for $980,000 ((this grant was terminated per the developer's request).
3. 6-unit townhomes on South Street with the grant for $980,000 (this grant was terminated per the developer's request)

There are 7 reports with this agenda item that are being provided to you at this time:

1. The "Notice of Public Hearing – Amendment of Current Budget" will be published in the Times Republican the week of April 17, 2025.

Explanations for the following rows include:

<u>Row #6</u> local option sales tax increase $200,000 and hotel/motel tax increase of $50,000 and utility franchise fee decrease of $25,000 (Mediacom).

<u>Row #7</u> increase of excavation permits by $200,000

<u>Row #8</u> higher interest earned on bond funds, Road Use Tax, LOST, and enterprise fund balances since projects progressing slower;

<u>Row #9</u> CDBG pass-through grants explained above, Lead grant fund increase of $545,000, HUD Section 8 Housing increase of $209,000, Road Use Tax increase of $190,000 and other increases/decreases based on projected timing of grant funds spent, including the Destination Iowa Linn Creek District grant.

Row #10 Adopted budget showed Automated Traffic Enforcement (ATE) speeding tickets of $800,000 in the General Fund 001. Due to legislation requiring approval of the cameras, the projected revenue changed to $286,000 and changed to a Special Revenue Fund in 154.

Row #12 Increased donations for the Linn Creek District Project based on fundraising and increased donations to the Library for the audiovisual equipment and internal remodel.

Row #13 City is reimbursed with State Revolving loan funds as expenditures are made for the Headworks and CIPP Enterprise projects, so budget reflects the timing of reimbursement.

Row #14 and #27 Transfers: See separate attachment for explanation.

Row #16 reduction for ATE contracted expenses since the City pays contractor $35 per speeding ticket and revenues went down due to the legislature limiting the number of speeding cameras.

Row #17 includes vacancies in Engineering Department

Row#18 anticipated increased costs in lead grant, which will be reimbursed.

Row #19 changes in CIP projects, including removing the library garage

Row #20 costs originally budgeted to use ATE funds for community beautification, but legislature restricted the use, so it was reallocated to Public Safety.

Row #21 includes software updates for EnerGov, Capital Improvement Plan changes.

Row #23 Construction projects proceeding slower so need less than originally budgeted in FY25. FY26's budget increased for these delayed projects.

Row #25 Include costs for SRF Headworks and CIPP projects due to the timing of construction. It also includes changes in Capital Improvement Plan expenditures.

2. The "FY25 Re-estimated revenues and expenses from state form" report is a part of the FY26 budget submission that relates to FY25.
3. The "Budget Comparison Report all revenues for FY25 Budget Amendment" has been provided to show what is included in the different categories and the differences between the FY25 adopted budget (see Parent Budget column) and the proposed FY25 budget amendment (see Comparison 1 Budget column). Please note that the overall total includes Marshalltown Water Works also.
4. The "Budget Comparison Report all expenses for FY25 Budget Amendment 1" has been provided to show the difference between the FY25 adopted budget (see Parent Budget column) and the proposed FY25 budget amendment (see Comparison 1 Budget column).

All General Funds starting with fund numbers 0XX and Special Revenue Funds 1XX, excluding transfers out, are included in the first 6 functions. The Debt Service Fund 200, excluding transfers out, is what is in the Debt Service line. Funds starting with a 3XX are shown in the Capital Projects line, excluding transfers out. Funds starting with a 6XX or 7XX are shown in the Business Type / Enterprises row, excluding transfers out. Transfers out are shown on a separate line and just show the movement between funds.

5. The "Transfers for FY25 amended budget" explains the reason for the transfers. Changes may have occurred due to the timing of construction projects. The Council approved setting up insurance deductible reserves in case of natural disasters. The Council also approved additional transfers to the self-insured health insurance fund. For budgeting purposes on the state forms, these are shown as expenses, rather than a transfer. The transfer between the Marshall County Communications Commission and the Health Insurance Fund is not budgeted for since these are agency funds and an internal service fund (MCCC staff are still on the City's health plan, but they reimburse the City for their premiums).
6. The "Projected Fund Balance Report" indicates the actual ending cash balances at 6/30/24, the activity for FY25 with the projected ending cash balances at June 30, 2025.
7. The "Marshalltown Water Works Budget" report is included since the City's official budget that is submitted to the County includes them. Their re-estimated revenues are $9,176,846 and expenditures are $7,249,365. Their public hearing for their FY26 budget was Feb. 19, 2025 and the Board of Trustees approved. Their budget for FY25 did not change but is included with their FY26 budget. The City's official budget documents include Marshalltown Water Works on Row 25 Business Type/Enterprise expenditures and primarily Row 10 Charges for Service Revenue.

Attachments:

1. 2025-04-14_2025-77_Resolution Set Public Hearing FY25 Budget Amendment
2. Notice of Public Hearing Amendment for FY2025 Budget Amendment
3. FY25 Re-estimated revenues and expenses from state form
4. Budget Comparison Report all revenues for FY25 Budget Amendment 1
5. Budget Comparison Report all expenses for FY25 Budget Amendment 1
6. Transfers for FY25 amended budget
7. Projected Fund Balance Report for FY25
8. Marshalltown Water Works Budget

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Diana Steiner, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION SETTING PUBLIC HEARING PRIOR TO APPROVING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026 AND CERTIFYING THE PROPERTY TAX LEVY

Strategic Plan Objective:
Continually improve and sustain the City's infrastructure, organization, and services.

Recommended:
Consider proposed budgets and set the public hearing date for April 28, 2025 at 5:30 p.m. Changes can still be made at the hearing as long as the levy and expenditures are lower than what was published in the newspaper. The publication notice of the public hearing must be not less than 10 days or more than 20 days before the hearing date.

Budget Impact:
The approved budget gives authority for the staff to spend.

Description/Background:
As part of the budgeting process to create a budget for the next fiscal year starting 7/1/25 (FY26), the current fiscal year (FY25) also had to be re-estimated. The reports provided for this agenda item, reflects FY25 and FY26 budget amounts. Please review the January through March Council meetings when the budget was discussed. The proposed property levy for FY26 already had a public hearing at a special council meeting on March 24, 2025 and there were no changes.

Through budget discussions with Council, the FY26 General Fund 001 budget is balanced. The City used $1,076,145 of Council Designated Local Option Sales Tax for the General Fund 001 and $86,528 for the City Building Maintenance Fund. The Capital Improvement Plan was updated and reflected in the budgets.

There are 8 reports that are being provided to you at this time:

1. The "FY26 Adoption of Budget and Certification of Property Taxes" report is the official budget document that will be certified with the County Auditor after the public hearing

and Council approval on April 28, 2025.

1. Page 1 is the Notice of Public Hearing that will be published in the newspaper. The Council can lower the FY26 levies or budgeted amounts now before publication, but then would not be able to raise it back up. Since we have limited time before submitting to the TR, the recommended option is for the Council to approve the publication as is and then if Council decides to lower the levy or budgeted amounts on April 28 after the public hearing, you still can. The report is showing the proposed property tax levy rate of $16.00000 per $1,000 valuation on regular property. (The rate of $16 is staying the same as FY25 and FY24. The rate of $15.36163 per $1,000 valuation on regular property was in place for FY22 and FY23, $15.38434 in FY20 & FY21 and $15.28158 inf FY19). It also summarizes the revenues and expenses for the entire budget for FY26, the re-estimated budget for FY25, and the FY24 actual. The fund balance at June 30 is decreasing by $23,760,992 primarily due to bond funds being spent.
2. Page 2 shows the dollar amounts to be collected for each specific levy and the far-right column shows the overall rate for each levy. The overall property tax levy rate shown in the bottom right corner for FY26 is $16.00000 per $1,000 of taxable valuations. The City would receive $15,047,595 in property tax and $1,652,144 in utility replacement excise tax for a total of $16,699,739. This is an increase of $497,910 in property taxes and a decrease of $12,093 in utility replacement excise taxes for a total net increase of $485,817 from FY25 for all levies.
3. Page 3 titled Fund Balance" reflects the beginning fund balance (cash basis) from the close of fiscal year ending June 30, 2024, the re-estimated amount of revenues and expenditures for the current fiscal year of 2025 and the budgeted revenues and expenditures for the upcoming fiscal year of 2026 by fund category. This is a summary of the input from pages 5-10. The last row titled "Ending Fund Balance" in the "Grand Total" column equals the "Projected Fund Balance Report FY24-FY26" that I have also provided to you. Please note that Marshalltown Water Works activity is also included in both reports.
4. Page 4, is the amount we budgeted and levied for the Marshall County Emergency Management Agency, which was a 5% increase.
5. Pages 5-7 are the re-estimated revenues and expenditures for FY25. Revenues changed over the original budget due to more interest earned as bond funds were not spent as fast as originally budgeted. Also grants and donation revenues were updated. Expenditures changed from what was originally budgeted due to costs and projects related to grants and timing of other construction projects. See separate Council agenda item for the FY25 Budget Amendment that goes into more detail of changes for the re-estimated amounts for the budget.
6. Pages 8-9 are the budgeted expenditures for FY26. The budgeted amounts in each activity category will give the City the authority to spend at that maximum level before having to come back to Council for a budget amendment. The Purchasing Policy will still be followed at the thresholds set out in the policy

(currently the Council approves at $45,000 or greater).

7. Page 10 is the budgeted revenues for FY26. The backfill to cover the 90% rollback of commercial and industrial property is budgeted at a total of $191,759 of which the General Fund 001's share is $111,382. Starting with FY23, the backfill for Marshalltown was being phased out over 8 years, so we will see an ongoing decrease of approximately $48,000 each year, of which the General Fund's share is approximately $30,000. The legislature is currently working on changing the way that property tax levies are calculated, so this could be impacted in future years.
8. Page 11 is a summary of the revenues and expenditures all on one page. Excluding transfers, the FY26 revenue budget is $63,668,911 and the expenditure budget is $87,429,903 for a net decrease of $23,760,992 in fund balance. This will be covered by cash on hand in bond funds, road use tax, grant fund reimbursements, local option sales tax, etc. The General Fund 001 is in balance, but the GENERAL column also includes the cash flow reserve fund and other capital reserve funds so you will see a net increase in that column.
9. Page 12 titled "Long Term Debt Schedule" provides information on the principal, interest, and debt fees to be paid in FY26 and the amounts that will be applied towards the debt service levy. The bottom of the page shows $3.35 million of Local Option Sales Tax (L.O.S.T.) was used for property tax relief and $130,000 of the Debt Service fund balance was utilized to maintain the overall property tax levy rate to be $16 per $1,000 of valuation. The column titled "Paid from Funds Other than Current Year Debt Service Taxes" is funded by TIF and Enterprise Funds.
10. Page 13 summarizes the long-term debt between General Obligation (GO) debt and Non-GO Debt. All GO debt could be levied for but other revenue sources (TIF, Enterprise Fund for Storm Water, and LOST) are applied against the debt to reduce it. The Non-GO Debt is all paid for with Enterprise Funds.

2. The "Projected Fund Balance FY24-FY26 Report" indicates the actual ending cash balances at 6/30/24, the projected activity for FY25 & FY26 with the projected ending cash balances for each fiscal year.
3. The "Budget Comparison Report for Revenues by Category" has been provided to show what is included in the different categories and the differences between the FY25 re-estimated and the FY26 proposed budget The FY25 re-estimated column was used for our FY25 Budget Amendment #1.
4. The "Budget Comparison Report all Expenditures" has been provided to show the difference between the FY25 re-estimated and proposed FY26 budget. All General Funds starting with fund numbers 0XX and Special Revenue Funds starting with 1XX, excluding transfers out, are included in the first 6 functions. The Debt Service Fund 200, excluding transfers out, is what is in the Debt Service line. Funds starting with a 3xx are shown in the Capital Projects line, excluding transfers out. Funds starting with a 6xx or 7xx are shown in the Business Type / Enterprises row, excluding transfers out. Transfers out are shown on a separate line and just show the movement between funds
5. The "Budget Comparison Report all budgeted revenues and expenses by fund and

function (139 pages)” is provided to show the entire budget of revenues and expenses together.

6. The “Transfers for FY26 Budget” reflects the money budgeted to be moved between funds and the purpose.
7. The “LOST detail projected for FY25 and FY26” report shows the activity within Fund 121 Local Option Sales Tax broken out by designation (Property Tax Relief, Council Designated, or Capital Projects).
8. The “Marshalltown Water Works Budget” report is included since the City’s official budget that is submitted to the County includes them. Their re-estimated revenues are $9,176,846 for FY25 and $10,643,626 for FY26. Expenditures are $7,249,365 for FY25 and $8,232,224 for FY26. Their public hearing was Feb. 19, 2025 and the Board of Trustees approved. The City’s official budget documents include Marshalltown Water Works under the Proprietary column.

Attachments:

1. 2025-04-14_2025-78_Resolution Set Public Hearing FY26 Budget
2. Notice of Public Hearing Proposed Budget FY26
3. Projected Fund Balance Report FY24-26
4. Budget Comparison Report for Revenues by Category
5. Budget Comparison Report all expenditures
6. Budget Comparison Report all budgeted revenues and expenses by fund and function (139 pages)
7. Transfers for FY26 budget
8. LOST detail projected for FY25 and FY26
9. Marshalltown Water Works Budget

MARSHALLTOWN
MORE THAN EVER

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Heather Thomas, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION APPROVING CONTRACT CHANGE ORDER #1 FOR THE EAST MAIN ST & CENTER ST RECONSTRUCTION PROJECT #STR22002, AN INCREASE OF $8,615.00

Strategic Plan Objective:
Two of the "High Priority" Goals established included:

1. Continue Implementing Downtown Master Plan
2. Create Sprinkling Incentive Program for Downtown

Recommended:
Staff recommends approval of Change Order #1, an increase of $8,615.00.

Budget Impact:
We have sufficient funding for this change order. The following numbers are shown as a FYI to understand project costs and where funding is coming from:

Expenses		
Design Engineering	$ 751,938.00	*Bolton & Menk*
Construction - Base Bid	$ 6,741,812.10	*Con-Struct Inc*
Construction Engineering	$ 795,000.00	*Bolton & Menk*
Allowance - Pedestrian & Business Traffic Control, Communication, & Signage	$ 100,000.00	*Chamber*
Construction - Alt #1	$ 337,535.50	*Con-Struct Inc*
Construction - Alt #2	$ 46,347.00	*Con-Struct Inc*
Construction – Change Order #1	$ 8,615.00	*Con-Struct Inc*

TOTAL	**$ 8,781,247.60**	

Revenue		***Notes on Payment Terms/Date Expected***
METF Grant (Reallocate Sculpture Portion)	$ 35,000.00	*Do JE in FY25 from State St Grant*
LOST (Downtown Site Furnishings)	$ 85,490.00	
Marshall Co (Design of Event Block)	$ 34,000.00	*Rcvd FY24*
Fund 364 Original - Design Engineering	$ 650,000.00	
Swap (Deduct 364)	$ (319,712.29)	
Swap (Use 362)	$ 319,712.29	
Fund 365 Original (Towards Const.)	$ 7,146,000.00	
Swap (Increase 364)	$ 307,938.00	
Swap (Deduct 365)	$ (307,938.00)	
Marshall Co (50% of Event Block)	$ 374,211.15	FY26 - $158,578.88, FY27 - $158,578.88, FY28 - $57,053.39 +/- [Limit = $475,736.63]
Marshalltown Water Works (MWW)	$ 1,235,121.10	FY25 - $250k, FY26 - $500k, FY27 - $250k, FY28 - $235,121.10 +/-
MCSD - Construction - Alt #1	$ 337,535.50	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 1 Contingency
50% MCSD / 50% MWW - Construction - Alt #2	$ 46,347.00	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 2 Contingency
Marshalltown Water Works (MWW)	$ 2,468.00	Estimated Change Order Responsibility
TOTAL	**$ 9,946,172.75**	

Description/Background:

The E Main St and Center St Reconstruction project is a continuation of the Downtown Implementation Plan where five blocks will be receiving upgraded underground public utilities, new streets and sidewalks; streetscape elements along the route; and an event plaza north of the Courthouse.

This change order accounts for several different project changes:

- Water main revisions based on final DNR comments including a clarification note on minimum pipe separation and adjustment of water main west of intersection of Center St and Main St. to allow for future storm sewer connections and water main separation requirements. This includes expanding the pavement removal limits in the south parking area on Main Street to allow for watermain to be routed around a proposed storm sewer structure.

- Change in water service type for 1 W Main. The original plans had a 6" external fire service. After bidding the property owner decided they would like to install an internal fire service. Adjustment of quantities for revision in the change order.
- 16 E Main Street has a vault under the sidewalk with a fire pump in the existing vault. In the original bid documents included a small vault was going to be rebuilt in city ROW to house the relocated fire pump. The owner has since decided to move the fire pump completely into their basement which allows the existing vault to be completely removed.

Design and Construction Engineering services for the base bid of this project are being handled by Bolton & Menk with the alternates provided by CGA.

This project has multiple phases, each with their own completion dates / allowable construction windows:

Phase	Substantial Completion	Final Completion
Phase 1 – Center St	August 15, 2025	December 30, 2026
Phase 2 – Main St from Center to 1st Ave	December 12, 2025	December 30, 2026
Phase 3.1 – Main St / 1st Ave Intersection	60 Calendar Days in 2026	December 30, 2026
Phase 3.2 – Main St from 1st Ave to 3rd Ave	December 11, 2026	December 30, 2026
Bid Alternate 1 & 2 – Parking Lot & Alley	45 Calendar Days in fall 2025 or 2026	December 30, 2026

Attachments:

1. Resolution Approving CO1 East Main-Center St Reconstruction
2. STR22002 E Main St - Change Order 1_to Council

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Heather Thomas, Director
Meeting Date: April 14, 2025
Re: RESOLUTION APPROVING CONTRACT CHANGE ORDER #4 FOR THE RIVERVIEW PARK PHASE 1 PROJECT, #PRK23001, AN INCREASE OF $20,307.49

Strategic Plan Objective:
None of the top or high-priority goals from the 2025 Strategic Plan are related to this project. However, in the 2023 Strategic Plan – "Continually improve and sustain the City's infrastructure, organization, and services" was.

Recommended:
Staff recommends approval of Change Order #4, an increase of $20,307.49.

Budget Impact:
We have sufficient funding for this change order. The following numbers are shown as a FYI to understand project costs and where funding is coming from:

Project Costs:

Master Plan	$	29,500.00	*Bolton & Menk*
Hourly Mapping Request	$	585.00	*Bolton & Menk*
Design	$	218,938.00	*Bolton & Menk*
Design Amendment	$	25,000.00	*Bolton & Menk*
On-Call Construction Services	$	25,000.00	*Bolton & Menk*
Playground Equipment	$	246,738.70	*Midwest Playscapes*
Construction Bid	$	1,336,029.00	*Con-Struct, Inc.*
Change Order 1	$	4,485.00	*Con-Struct, Inc.*
Change Order 2	$	105,500.00	*Con-Struct, Inc.*
Change Order 3 (Deduct)	$	- 585.00	*Con-Struct, Inc.*
Change Order 4 (Pending)	$	20,307.49	*Con-Struct, Inc.*
	$	**2,011,525.19**	**TOTAL**

Funding Sources:

LOST	$	29,500.00	*for Master Plan*
2022 GO Bond (Fund 364)	$	2,120,000.00	**Reduced for DI Projects*

	$ 2,149,500.00
TOTAL	

Description/Background:

This change order includes three items:

- Add bid item CO4-1 for upgrading electrical service to Riverview Park, as required by Alliant Energy. The meter called out on the plans was not an allowable meter by Alliant. While city staff were coordinating with Alliant on an appropriate meter, it was determined that the existing electrical panel was not up to code and no modifications (such as adding or replacing a meter) could be done without upgrades to the meter. This item demos the existing service and installs a new 300 Amp, 120/240 V, Single Phase Service which includes a new equipment rack, meter, NEMA 3r Panel, grounding system, extending circuits to new panel, and a credit for the meter that was originally bid.
- Accepting a deduct (CO4-2) for Bid Items 54 and 56 in relation to not requiring a Special Surface Finish (SSF) texture on the portions of the weir wall and bridge abutments that didn't have the form liner on them. We are allowing use of an architectural surface finish (ASF) which is a stain that is used on the form liner concrete; deduct is shown as a new bid item.
- Adding an allowance item, CO4-3, that will give authorization for time and material removal of old Apgar Pool debris that is in conflict with the proposed improvements near the sport courts. A future change order will detail out the hours and cost used towards this item. Portions of the old pool debris, access vaults, and pool steps have been found so far that are in conflict with the location of items such as the light pole bases.

The project substantial completion remains July 1, 2025 with final completion August 1, 2025.

Attachments:

1. Resolution Approving CO4 Riverview Park Phase 1 PRK23001
2. PRK 23-001_Change Order 4_to council

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Heather Thomas, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION APPROVING CONTRACT CHANGE ORDER #7 FOR THE WPC HEADWORKS AND DIGESTERS IMPROVEMENT PROJECT #WPC21001, AN INCREASE OF $1,924.31

Strategic Plan Objective:

None of the top or high-priority goals from the 2025 Strategic Plan are related to this project. However, in the 2023 Strategic Plan – "Continually improve and sustain the City's infrastructure, organization, and services." was.

Recommended:

Staff recommend approval of Change Order 7.

Budget Impact:

The project has sufficient funds for this change order; the project budget is shown below for reference.

Construction Costs:			
Change Order #7	$	1,924.31	*(deduct)*
Change Order #6	$	-9,819.50	*(deduct)*
Change Order #5	$	-14,903.79	*(deduct)*
Change Order #4	$	-11,946.11	*(deduct)*
Change Order #3	$	144,918.85	
Change Order #2	$	305,525.10	
Change Order #1	$	40,067.69	
Construction Base	$	8,939,000.00	*WRH, Inc.*
	$	**9,394,766.55**	**TOTAL**

Funding Sources:			
Park & Rec Annual Trail Repair	$	3,627.95	*Refer to Note 2*
Sewer Enterprise Cash on Hand	$	415,698.86	*Refer to Note 1*
SRF Revenue Bond	$	8,975,439.74	*Refer to Note 1*
	$	**9,394,766.55**	**TOTAL**

Note 1: This project is funded through a combination of a $13.125 Million Dollar revenue bond and local cash on hand with our Sanitary Sewer Enterprise Fund. *The revenue bond is providing partial funding for this headworks project and the Sanitary Sewer CIPP Project (let previously and awarded in the amount of $4,768,210.10).* The SRF Revenue Bond Funding and Cash on Hand will be interchangeable depending on which project completes work the fastest will be the one applied to the bond.

Note 2: Change Order #1 included an expanded trail replacement section on top of the levee that was discussed with Parks & Recreation and that portion ($3,627.95) will be funded through the annual trail repair budget.

Description/Background:
Items included in this change order are as follows. Refer to attached change order for additional details.

Item #1 (increase $1,924.31)
The project plans/specs did not call out the thermophilic temperature sensor after the digesters were rehabbed. During punch list and start-up of the new equipment, this sensor is needed. This item is for the Contractor providing and installing wire, conduit, and related materials to reconnect existing Digester No. 1 thermophilic temperature sensor.

Contract Time Change

As we are coming up to the completion of this project, we evaluate progress and obstacles in a project. SCADA and controls on this project have been delayed longer than anticipated as well as getting necessary items operational for us to generate electricity from the gas stored in the gas ball in lieu of flaring. Through discussions with the Contractor on their delays and the WPC Superintendent, we are recommending an extra 28 days of project extension:

	Current Contract Dates (as previously amended)	**Proposed Contract Time**
Substantial Completion	February 7, 2025	March 7, 2025
Final Completion & Payment	April 9, 2025	May 6, 2025

Attachments:
1. Resolution Approving CO7 WPC Headworks_WPC21001
2. WPC21001 - Change Order 7

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Heather Thomas, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION APPROVING CONTRACT CHANGE ORDER #2 FOR THE LINN CREEK TRAILHEAD AND BRIDGE PROJECT, #TRL24001 & #TRL24002, AN INCREASE OF $124,663.80

Strategic Plan Objective:

None of the top or high priority goals from the 2025 Strategic Plan are related to this project. However, in the 2023 Strategic Plan – partnering with citizens, for-profit, non-profit, and others to improve quality of life was.

Recommended:

Staff recommends approval of Change Order #2, an increase of $124,663.80.

Budget Impact:

We have sufficient funding for this change order. The following numbers are shown as a FYI to understand project costs and where funding is coming from:

Project Costs:

Concept/Design Engineering	$	267,800.00	*Snyder Associates*
Construction Phase Engineering	$	85,000.00	*Snyder Associates*
Allowance (Permits, Utilities, Security)	$	7,700.00	
Allowance (Landscaping by City)	$	10,000.00	
Allowance (Creative Bridge Railing)	$	270,000.00	
Construction Bid (Bridge & Trailhead)	$	1,895,933.00	*Con-Struct, Inc.*
Change Order 1 (*Note 1 Portion*)	$	10,890.00	*Con-Struct, Inc.*
Change Order 1 Remaining (deduct)	$	-15,187.50	*Con-Struct, Inc.*
Change Order 2 (*Note 1*)	$	124,663.80	*Con-Struct, Inc.*
	$	**2,656,799.30**	**TOTAL**

Note 1: Costs for these items were included in the initial $140,000 Allowance Item for Creative Placemaking – Bridge Lighting. That allowance line item has been removed from project cost summary.

Funding Sources:

2022 GO Bond (Fund 364)	$	560,000.00	*for Trailhead*
2022 GO Bond (Fund 364)	$	700,000.00	*for Pedestrian Bridge*
2022 GO Bond (Fund 364) "contingency"	$	190,000.00	*from Riverview Park*
Trails, Inc	$	200,000.00	*for Trailhead*
Donations (run through ACA)	$	55,000.00	
Donations (run through City)	$	289,448.00	
Destination Iowa Grant	$	871,985.00	
TOTAL	**$**	**2,866,433.00**	

Description/Background:

The Linn Creek Trailhead and 6th St Pedestrian Bridge project includes the construction of a trailhead with a restroom building, shelters, and other amenities and a new pedestrian bridge over Linn Creek connecting to the 6th Street Trail. These are two of four projects in the Linn Creek District partially funded by a $2 million Destination Iowa grant.

Design and construction phase services for this project are being completed by Snyder & Associates.

Change Order #2 includes the electrical lighting components to enhance creative placemaking components of the pedestrian bridge. This change order, in addition to the bridge supports needed to attach the lighting (which was approved administratively in Change Order #1) are within the initial $140,000 allowance.

The contract has a substantial completion date of 10/01/25 with final completion date of 10/15/25. Due to delay in the city being able to issue the notice to proceed to the Contractor as a result of USACE permitting and private utility relocation, we will bring forth a future change order extending the completion date.

Attachments:

1. Resolution Approving CO2 Linn Creek Trailhead and Bridge
2. 2025-04-14_2025-99_TRL24001-2_Change Order 2_ToCouncil

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Heather Thomas, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION AUTHORIZING THE CITY OF MARSHALLTOWN TO SUBMIT A GRANT APPLICATION TO REGION 6 RESOURCE PARTNERS FOR A TRANSPORTATION ALTERNATIVE PROGRAM GRANT FOR THE IOWA RIVER'S EDGE TRAIL TOWARDS BRIDGE 6 AND 7

Strategic Plan Objective:

None of the Top or High Priority Goals identified in the 2025 Strategic Plan are related to recreational trails. During the 2023 Strategic Plan, Strategy 4 had an objective of partnering with Trails Inc for the building of the Iowa River's Edge Trail.

Recommended:

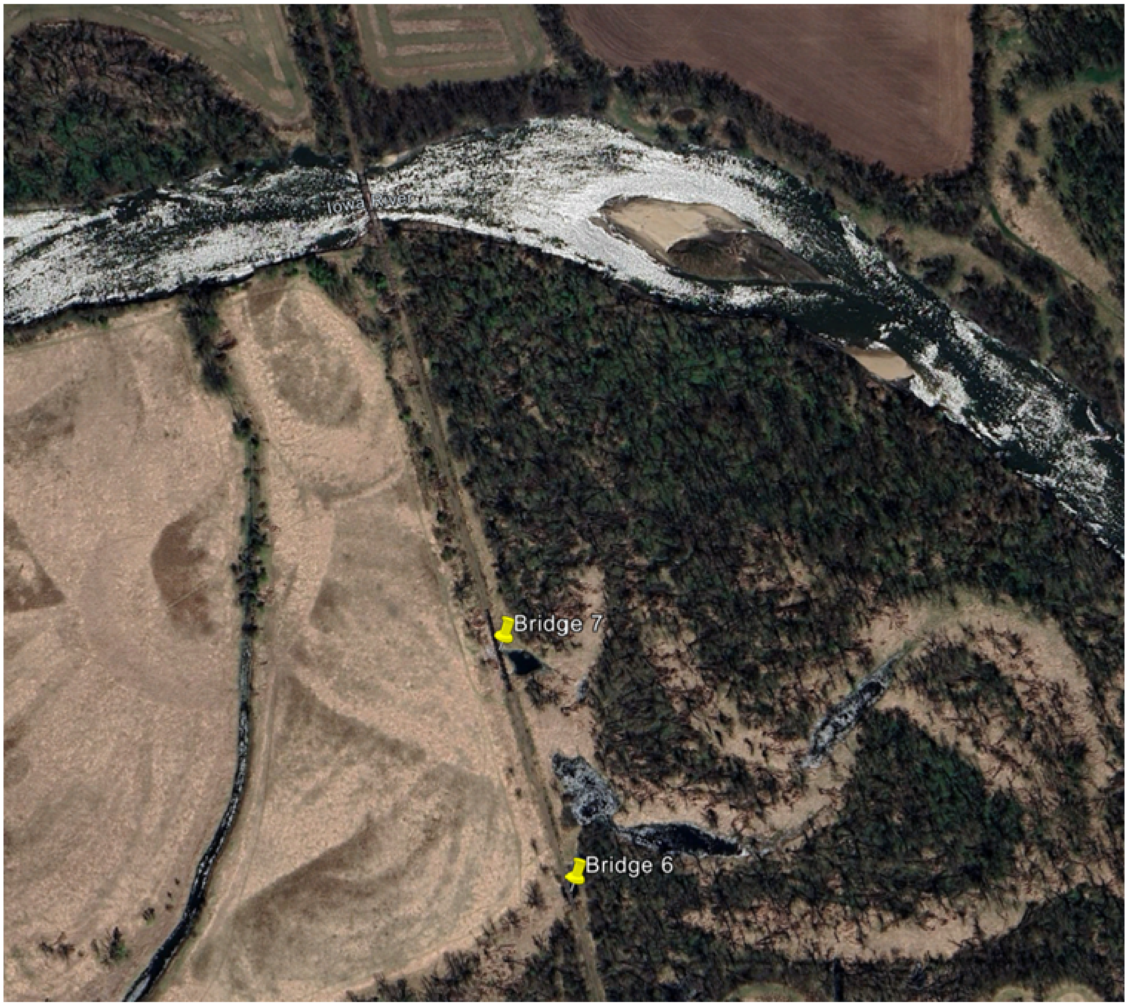
Recommend authorizing city to accept increase in requesting funding through TAP Grant Funds for the continuation of the Iowa River's Edge Trail, Bridge 6 and 7.

Budget Impact:

There is only a cost of staff time in preparing and submitting the grant application. There is a requirement of a 20% minimum applicant match; however, the City works with our Development Partner, Trails, Inc to identify and fund those sources. There is no commitment being requested from City Council at this time for supplying the 20% financial match.

Description/Background:

At the March 10th, 2025 City Council meeting, Council approved the City applying for $350,000 in TAP Grant Funds towards Bridge 6 on the Iowa River Edge Trail. City staff received additional information between when the city council materials were due and when the grant application was due (March 13, 2025) that indicated there was a possibility that additional funds might be available than originally believed. Therefore, city staff adjusted the TAP grant request to increase funding request and scope of project to be a $650,000 grant request for Bridges 6 and 7 with the understanding that if awarded, an updated resolution from council would be required. When the Region 6 Transportation Committee met to evaluate applications, the City of Marshalltown was approved for the $650,000 TAP grant. We are requesting an updated resolution be passed for the $650,000. Bridge 7 is an additional 0.11 mile further northwest along the trail towards Albion. Bridge #7 is anticipated to be a complete rebuild due to fire damage. The estimate for the combined Bridge #6 & #7 project is $1,535,000.



From March Council Meeting:

The city owns old railroad right-of-way and have been partnering with entities in Hardin and Marshall County for the development of the Iowa River's Edge Trail, a 34-mile trail that connects seven rural communities.

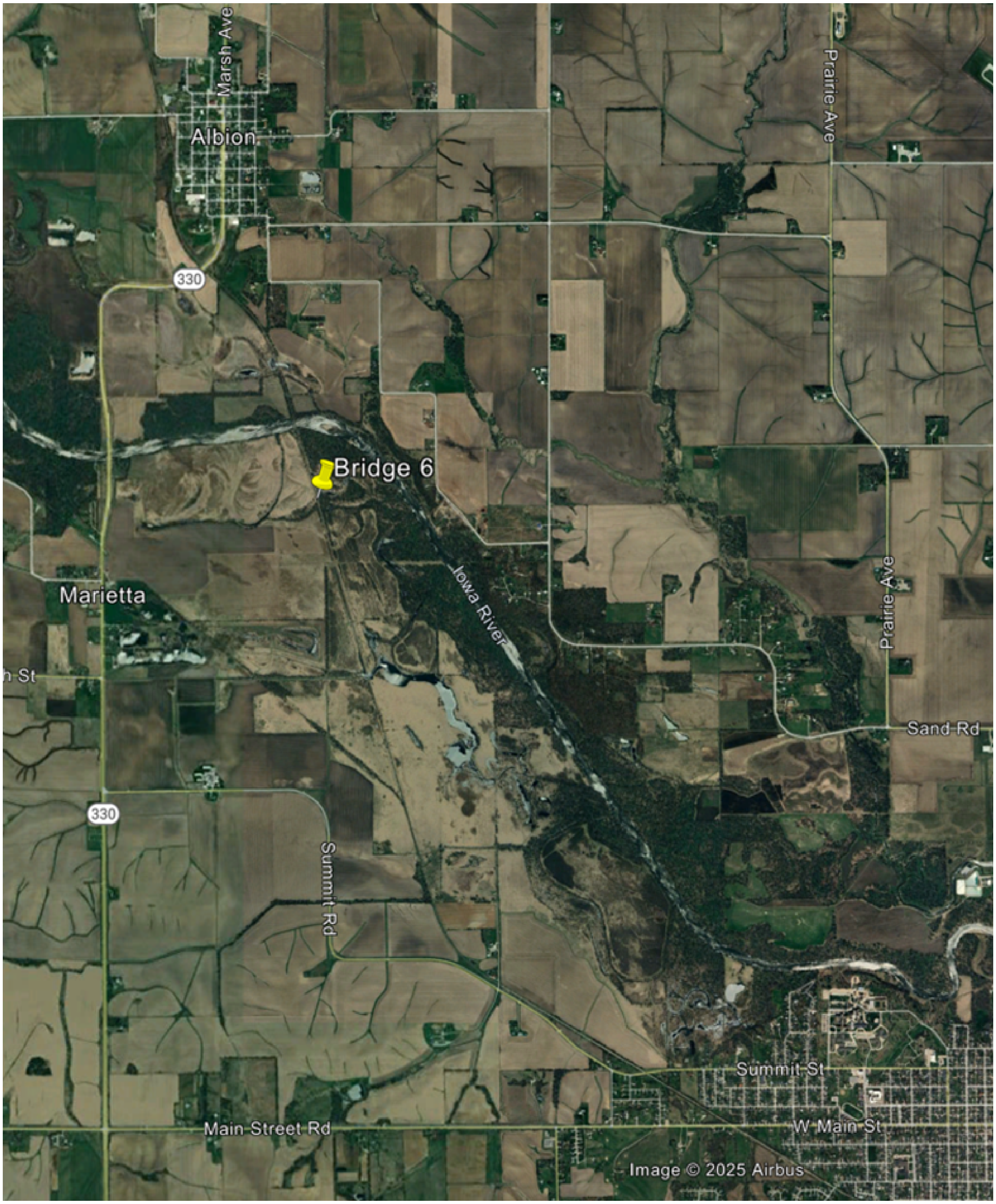
Northern Limit of Trail to Steamboat Rock	2.7 Miles
Steamboat Rock to Eldora	4.8 Miles
Eldora to Gifford	5.7 Miles
Gifford to Union	3.4 Miles
Union to Liscomb	5.0 Miles
Liscomb to Albion	5.5 Miles
Albion to Marshalltown	6.9 Miles

We are currently focusing efforts on the stretch from Albion to Marshalltown of which we have 3 miles of paved Iowa River's Edge Trail and 1 bridge that was rehabilitated. We are also working to connect the Iowa River's Edge Trail to the Linn Creek Greenbelt Recreational Trail, an 8-mile segment (Riverview Park to Grimes Farm) of a 17-mile hard-surface trail extending from Riverview Park, here in Marshalltown, to the town of Melbourne.

For the stretch from Albion to Marshalltown, there is another council item on the agenda related to Bridges 2, 3, 4, and 5 going to an Iowa DOT letting this June.

We are requesting authorization to submit a grant application in the amount of $350,000 to help with costs associated with rehabilitation of Bridge 6. We are working with Trails, Inc and a consultant to develop a cost estimate associated with this work; however, a preliminary estimate prepared for a grant application of a larger project about a year ago estimated around $790,000 of costs associated with this bridge.

As we look at continued progress towards completion, to protect trail pavement, we are focusing on the bridges first between Radio Tower Road, up to and including Bridge 8 (the Iowa River Bridge) before paving this stretch. With completion of Bridges 2 thru 6, this will open access to another nearly 2.5 miles of unpaved trail that can be used.



Attachments:

1. Resolution Approving TAP Grant Application - IRET B6 and B7
2. FINAL SUBMITTAL - Marshalltown FY 2026 TAP application to R6

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Heather Thomas, Director
Meeting Date: April 14, 2025
Re: RESOLUTION AUTHORIZING THE PURCHASE OF A 2025 CHEVROLET SILVERADO 1500 FOR THE PRICE OF $42,607.60, FROM KARL AUTOMOTIVE GROUP FOR USE AT THE WATER POLLUTION CONTROL DIVISION AND DECLARING ASSET 6679, A 2011 FORD F250 4X4 TRUCK, SURPLUS FOR DISPOSAL THEREOF

Strategic Plan Objective:
No objective covers public works vehicles/equipment; however, having and maintaining vehicles/equipment in good operating conditions is required to be able to perform job duties.

Recommended:
Recommend authorizing purchase.

Budget Impact:
WPC had budgeted for one ½ Ton crew cab pick-up truck in FY26 in the amount of $47,000. During discussion of conditions of existing vehicles, we determined that the biggest need was to replace a 2011 ¾ Ton truck with some mechanical concerns instead. The price of $42,607.60 is within budget and we will also have sale/trade proceeds from the existing truck. This is within budget through WPC/Sewer Utility Enterprise Fund.

Description/Background:
This is a government fleet vehicle for a ½ Ton Regular Cab Truck – 8'2" Box for use within the WPC Division of Public Works.

In accordance with our purchasing policy, we are utilizing competitive procurement pricing through the State of Iowa, DOT, and Regents 2024/2025 Model Year Vehicle Contract. This contract allows government entities to purchase fleet vehicles at prices below what is available on the general market. Karl Chevrolet does hold the current state bid for ½ Ton regular cab trucks with 8'2" Box Length; 4X4, V8 Engine, 6,900 GVWR, 2,301 payload, 9,700 towing capacity (Body Code CK10903).

This vehicle will replace a 2011 Ford F250 that is used primarily in town as a maintenance truck servicing the wastewater treatment plant, sanitary sewer lift stations, and storm water pump stations that can pull/trailer generators and pumps. Our existing truck has relatively low miles (41,000); however, has many more idle hours due to its use. The transmission has been prone to erratic shifting and slipping. Maintenance staff looked at it and filled trans fluid and it is working, for now. Suspension is also noisy and loose. In review of our uses, we are comfortable switching from a ¾ Ton to ½ Ton with trailering package.

We are recommending to declare the existing truck, Asset 6679, a 2011 Ford F250 4X4 Truck, purchased in April 2010, as surplus. We plan to obtain a trade-in value and then use that as a reserve price to sell through Gov Deals.

Attachments:

1. Resolution Approving Purchase of Truck for WPCP
2. WPC Truck Sales Proposal

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Clayton Ender, Assistant Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION APPOINTING CLAYTON ENDER, ASSISTANT DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT, AS ZONING ADMINISTRATOR

Strategic Plan Objective:
Plan Objective: Review policies, procedures, and ordinances for updates.

Recommended:
Appoint Clayton Ender, AICP, Assistant Director of Housing and Community Development as the city's Zoning Administrator

Budget Impact:
No budget impact.

Description/Background:
§ 156.I.004 ZONING ADMINISTRATOR.

(A) *Generally.* The Zoning Administrator is a member of the city staff who is ultimately responsible for processing an application to a final decision (in case of administrative review applications) or making a recommendation to another review body (in case of all other applications) designated by the city shall administer and enforce this chapter.

(B) *Powers and duties.* The Zoning Administrator shall have the authority to make recommendations or final decisions on the development review applications denoted in Table 156.J.002.12-1, Development Review Summary Table.

(Ord. 15039, passed 4-11-2022)

§ 156.M.003 DEFINITIONS.

ADMINISTRATOR. The Zoning Administrator as designated by resolution of the City Council.

Attachments:

1. 2025-04-14_2025-103_Resolution Designating Zoning Administrator

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Sarah Rosenblum, Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION ACCEPTING AND AWARDING THE BID TO MECHDYNE FOR AUDIO-VISUAL TECHNOLOGY SYSTEM UPGRADES AT THE MARSHALLTOWN PUBLIC LIBRARY, IN THE AMOUNT OF $135,000

Strategic Plan Objective:
This project fits into the City's Development of a Master Technology Plan.

Recommended:
The City accept the bid from Mechdyne to upgrade Library AV infrastructural.

Budget Impact:
The total price of $135,000 is being paid by the Friends of the Marshalltown Library.

Description/Background:
The Marshalltown Public Library needs to update and simplify its meeting room audiovisual system. The project's scope is the complete upgrade and retrofit of the current audiovisual/technology system in the Main Divisible Meeting Room. This technology is the original design when the library opened in December 2008. This technology upgrade should meet the requirements of the current meeting, including the need for a digital ecosystem and the additional remote participants who cannot be physically present.

The Library had a door count last year of 110,410 visitors. 21,226 visitors attended a program at the Library. This project will make the Library's main meeting room even a more valuable resource for the community.

The Request for Proposals was issued on 3/17/25. There were 35 submissions on the plan holders list. Only one bid was received, and it was from Mechdyne, Marshalltown, Iowa. Staff find the proposal submitted is responsive to the request and recommend awarding the contract to Mechdyne.

Attachments:
1. 2025-04-14_2025-107_Resolution Awarding Audio-Visual Technology Upgrade at Library

2. 2025-04-14_2025-107_Library Audio Visual RFP
3. 2025-04-14_2025-107_Quote - MPL Div Rm-AP-MD-2025-04-09 final quote

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Clayton Ender, Assistant Director
Meeting Date:	April 14, 2025
Re:	RESOLUTION INITIATING A COMPREHENSIVE PLAN AMENDMENT AND REZONING FOR 915, 917, AND 919 S CENTER ST AND REFERING THE CASE TO THE PLANNING AND ZONING COMMISSION FOR REVIEW AND RECOMMENDATION

Strategic Plan Objective:
Proactively prepare for development of all types.

Recommended:
Staff recommends approval of the Resolution initiating a comprehensive plan amendment and a rezoning for 915, 917, and 919 S Center Street and referring the case to the Planning and Zoning Commission for review and recommendation.

Budget Impact:
Cost of notice publication

Description/Background:
The city presently owns two properties located at 915 and 919 S Center Street which are in poor condition. 919 S Center Street has been recommended for demolition by the Building Official whereas 915 S Center Street is potentially salvageable back to habitable status. These two properties were included in a previous Request for Proposal (RFP) for demolition along with four additional properties in town. The resolution to award the contract for demolition failed at the March 24th city council meeting. The failure of the resolution was in part because of interested buyers contacting the city about purchasing these two parcels for demolition and redevelopment or repair back to habitable status. As a result of the failed award of contract resolution staff was instructed to repackage the RFP to allow for bidders that may want to demolish and redevelop or repair back to habitable status on these two parcels along with 501 N 1st St (501 N 1st St is not part of this action, but mentioned for context).

Staff has been working to repackage a new RFP for these properties and in doing so determined that the current comprehensive plan's future land use designation and zoning district would limit the ability to redevelop these parcels into commercial usage as one interested buyer has indicated a desire to redevelop the parcels for. Staff also recognized that there remains a singular privately-owned parcel in-between the city parcels, 917 S Center Street, which could have potential to also be redeveloped, independently or in tandem with the city parcels, if desired by the owner. In an effort to provide this vicinity with the most potential for success, such as redevelopment, staff has contacted the owner of 917 S Center Street about their willingness to consent to rezoning of their parcel along with the two city parcels from the current zoning of RM, Medium Density Residential Zoning District to MU, Mixed Use Zoning District. This zoning district specifically being identified since it would allow for continued usage as single-unit dwellings if desired while creating more opportunity for commercial redevelop not currently afforded by the RM zoning district.

The owner of 917 S Center Street has consented to the rezoning and with that staff is asking city council to initiate a comprehensive plan amendment and a rezoning for 915, 917, and 919 S Center Street and refer the case to the Planning and Zoning Commission for review and recommendation. Because this action involves rezoning city owned parcels an initial consent from the city council is needed to start the review procedures for this action.

Attachments:

1. 2025-04-14_2025-110_Resolution Initiating Comprehensive Plan Amendment and Rezoning for 915, 917, and 919 S Center St
2. 2025-04-14_2025-110_Rezoning Application-917 S Center St

MARSHALLTOWN
MORE THAN EVER

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Carol Webb, City Administrator
Meeting Date:	April 14, 2025
Re:	RESOLUTION APPROVING 28E AGREEMENT WITH YMCA/YWCA FOR WATER PLAZA TO BE PARTIALLY LOCATED ON Y PROPERTY

Strategic Plan Objective:
Implementation of the Parks and Recreation Master Plan

Recommended:
Staff recommends approval of the 28E agreement

Budget Impact:
N/A

Description/Background:
The purpose of the 28E Agreement is to provide for the construction, planning, maintenance, and continued operations of the water plaza (one of the Linn Creek District Projects), which will be partially located on property owned by the Marshalltown YMCA/YWCA and partially located on property owned by the City. The Y will lease said property to the City for one dollar ($1.00) for the term of the agreement, which terminates on June 9, 2044.

Attachments:
1. 28E Agreement (YMCA - water plaza) 04.25
2. Resolution approving 28E agreement with YMCA for water plaza

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Diana Steiner, Director, Carol Webb, City Administrator
Meeting Date:	April 14, 2025
Re:	PUBLIC HEARING AND RESOLUTION TO APPROVE 5-YEAR CAPITAL IMPROVEMENT PLAN

Strategic Plan Objective:
Council must approve the 5-year capital plan every year as part of the budget process. A public hearing is required.

Recommended:
Approve the proposed 5-year capital plan

Budget Impact:
Provides the authority to spend as it relates to the FY25 and FY26 budgets.

Description/Background:
Capital funds are used for large construction projects such as buildings, bike trails, streets, parks, airport, etc. The revenue streams for these projects are donations, grants, the CIP property tax levy, enterprise fees and borrowed funds. Department Directors and the City Administrator developed the budget amounts based on known or projected resources.

During this budget cycle, we have provided several drafts of the 5-year plan. The plan has been updated to also take into account changes from the prior meetings.

We have provided the Capital Improvement Program project detail as an attachment.

Attachments:
1. 2025-04-14_2025-76_Resolution to Approve Capital Improvement Plan for FY25 to FY29
2. 2025-04-14_2025-76_Capital Project Details FY25-FY29

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Heather Thomas, Director
Meeting Date:	April 14, 2025
Re:	PUBLIC HEARING AND RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND COST FOR THE 2025 PCC PATCH REPAIR PROJECT, IN THE CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. STR23002

Strategic Plan Objective:
None specific to this work; however, maintaining our infrastructure is important for the city.

Recommended:
Staff recommends approving plans, specifications, form of contract, and opinion of probable cost for said improvements following the public hearing.

Budget Impact:
The opinion of probable construction costs is $460,000. We also recommend budgeting for a 10% construction contingency on this project, or an additional $46,000. This project is to be funded through bond funds set aside for the Street Improvement Program, which based on timing will likely come from a combination of the 2021 GO Bond (Fund 363) and 2022 GO Bond (Fund 364). Sufficient funds are available for this project.

Description/Background:
Several of our arterial and collector streets, including truck routes, have some pavement failure and deterioration that we are proposing to address through full-depth PCC patching. These include select areas on the following streets:

S. 18th Ave
E. Main St
S. 12th Ave
W. Lincoln Way

These routes are higher traffic and we are proposing several temporary traffic control measures such as lane closures and temporary traffic signals to allow alternating traffic to best keep traffic able to navigate construction. There will be one patch that will require a road closure, a patch located at a pavement transition on W Lincoln Way, just west of Lincoln Tower Circle/Brentwood Drive. During that closure, a detour will be set up requiring trucks to use an alternate route with signage to direct traffic on Highland Acres Road, Iowa Ave, and 18th Ave.

Design services for this project were completed in-house in the Engineering Division of Public Works. We are also proposing to handle Construction Phase Services in-house.

We proposed calendar dates for completion with substantial completion on or before October 24th, 2025 and full completion on or before November 28th, 2025. Liquidated damages have been set at $500 / calendar day for completion. In addition, the following provision has also been included:

- These roads represent some of our higher traffic arterial and collector streets; therefore, minimizing impact to traffic is important to the Owner. Bidder agrees that once a road or lane is closed down to start a patch where there are not two opposing lanes of traffic that are able to be maintained without alternating traffic or temporary traffic signal, the Bidder/Contractor will remain on the job to make continuous progress Monday thru Friday on days not deemed a Holiday or not fit for working on the controlling operation in accordance with Iowa DOT Working Day parameters.
- Contractor shall pay Owner $350 for each calendar day that expires without progress made in accordance with bullet above.

The bid timeline is as follows:

- Ordering construction at the March 24th, 2025 council meeting
- Public Hearing at the April 14th, 2025 council meeting
- Receiving/Opening Bids at 10:00 AM, Wednesday, April 23rd, 2025 @ City Hall
- Awarding Bid at the April 28th, 2025 council meeting

Attachments:

1. Resolution Approve Plans, Specs 2025 PCC Patch Repair
2. STR23002_PCC Patch_Joint Notice
3. STR23002_2025 PCC Street Patch Repair Plans
4. STR23002_PCC Patch_OPC
5. STR23002_PCC Patch_Project Manual

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Clayton Ender, Assistant Director
Meeting Date:	April 14, 2025
Re:	PUBLIC HEARING AND FIRST READING OF ORDINANCE 15099 TO AMEND THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, CHAPTER 156: ZONING, MAXIMUM FENCE HEIGHT FOR MAJOR UTILITY USES AND UTILIZATION OF BARB WIRE WITH MAJOR UTILITY USES

Strategic Plan Objective:
Review policies, procedures, and ordinances for updates.

Recommended:
The Planning and Zoning Commission recommends approval of Ordinance 15099 as drafted.

The applicant has requested the city council to waive second and third readings to facilitate them getting their fence permitted for the upcoming substation. Staff recommends approval of the waiver request considering the limited scope of the proposed text amendment.

Budget Impact:
Cost of publication.

Description/Background:
ITC Midwest LLC is working towards construction of a new electric substation at 2999 E Main Street, which would necessitate security measures due to the facility being critical infrastructure. One of the security measures they wish to implement is use of barb wire on top of their fence. Typically, the applicant would install a barb wire cradle at their electric substations in a "V" fashion with the barb wire angled both inward and outward of the fence line, but as presently written city code only permits inward facing barb wire. As a result of the current code restriction staff is not authorized to allow for installation of barb wire as desired by the applicant. The current zoning ordinance language is written as follows:

§156.F.005(E)(4)(c)4

"In the GI district, barbed wire cradles facing inward toward the property may be placed on top of fences enclosing public utility buildings or wherever the Zoning Administrator finds that such is necessary to address security interest so long as the extension is no more than one foot."

In the opinion of the zoning administrator, there is a valid concern for the security of critical infrastructure within the city limits, including electric substations. The Cybersecurity and Infrastructure Security Agency, a component of the federal Department of Homeland Security, issued a sector spotlight resource in February 2023 addressing physical security measures for electricity substations. The sector spotlight acknowledges that preventing every attack or threat to a substation is impossible, but highlights mitigating steps that can be taken to reduce or minimize the impact of an attack or threat. Relevant measures that can be surmised from this sector spotlight pertaining to the topic of the use of barbed wire fencing include the following:

1. Deter
    1. Install visible physical security measures to dissuade potential attackers.
2. Delay
    1. Install physical security measures to delay an intruder or assailant's access to a physical asset, providing time for incident assessment and response.

The use of barbed wire in both an inward and outward facing manner would fit within the deter and delay measure categories. These measures are not limited to only electric substations, however, considering that there are a multitude of utilities which would fall within the category of "critical infrastructure". To these ends, staff has proposed several zoning text amendments to address both the immediate need for the ITC Midwest LLC substation at 2999 E Main Street but also security measures for all major utilities throughout the community. The zoning text amendments have been reviewed by the Planning and Zoning Commission, and they have made a recommendation to the Mayor and City Council.

<u>Fence Height</u>

The zoning code establishes the maximum height for fences and walls based upon zoning district. Major utilities, however are permitted within all zoning districts subject to issuance of a special use permit. Lesser fence or wall heights in certain zoning districts restrict the ability to implement adequate physical security measures. To these ends, the Planning and Zoning Commission proposes that a new fence height category pertaining only to Major Utility Uses in all zoning districts be adopted. The Planning and Zoning Commission proposes that Major Utilities Uses in all zoning districts be permitted to install a fence or wall with a height not to exceed ten (10) feet.

<u>Barbed Wire in GI, General Industrial Zoning Districts</u>

The city has historically allowed the use of barbed wire in our industrial zoning districts. While we do presently still allow for the use of barbed wire in the GI, General Industrial Zoning District, the current restriction to only allow for inward facing placement of barbed wire prevents adequate deterrence and delay of an intrusion. The Planning and Zoning Commission has recommended that within the GI district barb wire cradles be allowed to be installed both inward and outward facing for major utility uses, all other uses would continue to be restricted to inward facing only. Installation would still be restricted to no more than one-foot height, which is consistent with historical allowances. The allowance for use of barbed wire in the GI district would be an administrative approval subject to issuance of a building permit if the height of fence/wall exceeds six (6) feet.

One difference from historical usage is that old code limited usage of barbed wire to fences/walls not exceeding six (6) feet in height, even if a greater maximum fence height was permitted. The Planning and Zoning Commission recommends that barb wire only be permitted for use when placed six (6) feet or greater in height above adjacent grade. The reason for the requirement to be at least six (6) feet above grade is to reduce the risk of injury to persons. Additionally, the Planning and Zoning Commission recommends that as long as the combined height of fence/wall + barbed wire does not exceed the maximum height then usage of barbed wire would be permissible (ex. 9’ height fence/wall + 1’ barbed wire = 10’).

Barbed Wire for Major Utility Uses Outside GI Zoning District

Major Utilities are not limited to just the GI, General Industrial Zoning District and as such the Planning and Zoning Commission recommends that an allowance for use of barbed wire as a physical security measure should be made available for Major Utility uses in all zoning districts. When located outside of the GI zoning district the Planning and Zoning Commission does recommend that usage of barbed wire be subject to issuance of a special use permit. The purpose of the special use permit is to allow for oversight on the application of barbed wire and to inform neighboring property owners of the intended usage considering these major utilities may be sited in places in which barbed wire may not be a common material used (ex. Residential zoning districts).

As with the GI zoning district proposed regulations, the Planning and Zoning Commission recommends that barb wire only be permitted for use when placed six (6) feet or greater in height above adjacent grade. The reason for the requirement to be at least six (6) feet above grade is to reduce the risk of injury to persons. Additionally, the Planning and Zoning Commission recommends that as long as the combined height of fence/wall + barbed wire does not exceed the maximum height then usage of barbed wire would be permissible (ex. 9’ height fence/wall + 1’ barbed wire = 10’).

Attachments:

1. Ordinance 15099_CH 156 Amendment Utility Use of Barb Wire
2. City Ordinance Change Application
3. Sector Spotlight - Electricity Substation Physical Security

MARSHALLTOWN
MORE THAN EVER

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Carol Webb, City Administrator
Meeting Date:	April 14, 2025
Re:	PROPOSED COST-SHARE WITH MARSHALLTOWN COMMUNITY SCHOOL DISTRICT REGARDING IMPROVEMENTS TO STORMWATER PIPE UNDER FRANKLIN FIELD

Strategic Plan Objective:
N/A

Recommended:
Staff recommends that the City share in the costs of the planned stormwater improvements.

Budget Impact:
Stormwater Enterprise Funds will be used to fund the City's portion of the project, which is 50% of the total project cost, or $131,180 dollars. The current stormwater enterprise fund balance is $3,129,276.

Description/Background:
As part of the Reimagine Miller project, the Marshalltown Community School District (MCSD) is planning significant improvements to Franklin Field. Part of the planned improvements include replacement of an existing stormwater pipe that crosses the field. Due to the shallow depth and the age and material type of the existing storm sewer pipe, MCSD's consultant, CGA, has recommended that this storm sewer be removed and replaced as there are concerns that during construction, there would be a significant possibility of collapse or damage to the existing pipe.

The stormwater pipe is about 100 years old, and through the partnership with MCSD, the City has an opportunity to replace it with a new Reinforced Concrete Pipe (RCP) and establish an easement agreement across MCSD property. This will help provide assurances that the City's storm sewer running underneath Franklin Field will outlive the significant financial investment of the proposed improvements to the Franklin track and field and minimize any likelihood of storm sewer failure of the existing aging infrastructure.

Staff is seeking approval from the Council to proceed as a partner in the project.

Attachments:

1. 24-DA-0398_Memo_Storm Sewer Replacement Cost

MARSHALLTOWN
MORE THAN EVER

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To:	Mayor and City Council
From:	Carol Webb, City Administrator, Alicia Hunter, City Clerk
Meeting Date:	April 14, 2025
Re:	LEASE AGREEMENTS

Strategic Plan Objective:
N/A

Recommended:
Staff recommends that two Councilmembers participate in a small group to discuss and evaluate current lease agreements.

Budget Impact:
None at this time.

Description/Background:
The City leases a number of properties to various clubs and community groups (list of agreements attached) at generally low lease rates (e.g. $1/year). A question has recently been raised regarding the lease rates for each of these agreements and whether those rates are in compliance with Iowa Code Section 364.7(3) and the City's disposal of surplus property policy. Iowa Code and City policy provides that "a city may not dispose of real property by gift except to a governmental body for a public purpose". This includes the disposal of a leasehold interest in real property for less than market rent.

City Council has been advised by legal counsel to evaluate its current lease agreements, lease rates, and lease terms for such groups. Staff is requesting assistance from two Councilmembers to work with the City Administrator and legal counsel to conduct this evaluation and to bring recommendations back to City Council for consideration.

Attachments:
1. Lease Agreement Summary
2. Policy for the Sale of Surplus Property