

1. Agenda

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2. Supporting Meeting Documents

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COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET
May 12, 2014, 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:

Juan Tejada Police Department Employee of the Year.....Tim Hillygus, 30 Year Anniversary

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 April 28, 2014, and Special Minutes of May 5, 2014.
- 2) Approve Bill List in the amount of \$ 910,687.64.
- 3) Approve Purchase of Caiman MTV Defensive Vehicle
- 4) Accept Settlement Agreements: Use of Affirmative Defense by HyVee Food and Drugstore, relating to 2nd Violation, sale of alcohol to minor on November 1, 2013.
- 5) Resolution 2014-051 Ordering Construction of the Concrete Repair 2014 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, project 76014005. Public hearing May 27 at noon, bids due June 3 at 10:00 am
- 6) Resolution 2014-052 Ordering Construction of the Mill and Overlay 2014 Project 76014004, 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, project 76014005. Public hearing May 27 at noon, bids due June 3 at 10:00 am
- 7) Resolution 2014-053 Accepting Competitive Quotation for the Linn Creek Trail Repair Project and Directing Execution of Contract and Furnishment of Performance Bond, Denco Highway Construction Company, \$46,321.17.
- 8) Resolution 2014-054 Approving an Amended Master Plan For Glenwood Place Planned Unit Development
- 9) Resolution 2014-055 to Certify Unpaid Bills for Collection with Taxes.

(end of consent agenda items)

MOTIONS

- 10) Authorize Crime Scene Vehicle Replacement of 2001 Ford Excursion with used panel or utility van

RESOLUTIONS:

- 11) Resolution 2014-056 Accepting Bid and Authorizing the Award of Contract for Iowa River (West) Interceptor Parallel Sewer project 59011019A _____ in the amount of \$ _____ (Or discuss other options?)

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Please refer to the previous Committee of Whole 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 2014-057 Approving Easements for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014. [Pending Easement acquisition, Anticipate Approving Contract and Bond on 5/27]
- 13) Resolution 2014-058 Accepting Bid and Authorizing the Award of Contract for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014, with Blommer's Construction, Inc. in the amount of \$1,078,918.50. [Pending Easement acquisition]
- 14) Resolution 2014-059 Ordering Construction of the Airport Hanger Floor Replacement Project 77013010, Setting Public Hearing on Plans and Specifications for May 27, 2014, cost estimate at \$88,200. Local contribution, 15% estimated at \$13,230, budgeted funds of \$20,000 are included in the 2013 capital improvement plan. Public Hearing Date June 9, bids due June 26, 10:00 am.
- 15) Resolution 2014-060 Adopting Amendments to the Purchasing Policy for the City of Marshalltown.

PUBLIC HEARING

- 16) Resolution 2014-061 Approving Plans, Specifications, form of Contract and Cost for 2014 Concrete Repair TIF District 3 Project 76014006. (Bids due May 15, Accept Bid, Authorize Award of Contract, Approve Contract and Bond May 27)

PUBLIC HEARING

- 17) Resolution 2014-062 Adopting Tentative Resolution Providing for the Perpetual Easement Described from the City to Interstate Power and Light Company of Cedar Rapids, Iowa, to the Property Described Herein and Authorizing Execution and Delivery of the Electric Line Easement.

ORDINANCES:

- 18) Ordinance #14929 Rezoning 3901 South Center Street from R2 Low Density Residential to OP Office Park, second reading.
- 19) Ordinance #14930 Approving Changes to the Marshalltown Zoning Ordinance of 2010, Regarding Chapter 5, Site Plan Review Requirements, Chapter 22, Central Business District, Chapter 30 Signs, and Chapter 35, Site Plan Review Board, first reading.

DISCUSSION: May 27, 2014, Agenda in process

- 20) Mill and Overlay 2014 Project 76014004, public hearing on plans and specifications May 27, bids due June 3.
- 21) Concrete Repair 2014 Project 76014005, public hearing on plans and specifications May 27, bids due June 3.
- 22) Concrete Repair 2014 TIF Project 76014006, Accept Bid and Award Contract
- 23) FY 2014 Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program, set public hearing May 27.
- 24) Rezoning 114 North Center Street from R4 Medium Density Residential to CBD Central Business District.
- 25) Reminder: Noon meeting on Tuesday, May 27, no meeting on Memorial Day.

PUBLIC COMMENTS:

CLOSED SESSION

- 26) 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. Iowa Code § 21.5(1)(j) (2011), as amended by, Senate File 289, 84th G.A., 1st Sess., § 5 (Iowa 2011).

OPEN SESSION: (If appropriate and recommended by legal counsel.)

- 27) Council to adopt recommendations of legal counsel proposed in closed session.

ADJOURNMENT:

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COUNCIL DATE 05/12/2014

VISA	\$9,111.84	VISA
ACH'S	\$259,901.40	ACH'S
CHECKS	\$117,440.25	CHECKS
PAYROLL#10	\$524,494.15	PAYROLL
VOID	-\$260.00	
	\$910,687.64	

684990.5339.000	1ST ADMINISTRATORS WED ACH	MEDICAL CLAIM
230110.5460.000	58 TAVERN & GRILL	MEAL - K9 TRAINING
271690.5240.500	ABC RENTALS	6 S 5TH AVE
278690.5240.510	ABC RENTALS	RENT ASSIST
278690.5240.510	ABC RENTALS	RENT ASSIST
278690.5240.510	ABC RENTALS	RENT ASST
230110.5600.000	ADLAND ENGRAVING CO INC	2 SHIRTS
230110.5600.000	AERISOURCE FUNDING INC	92 BIKE HELMETS
101110.5600.000	AERKO INT'L	OC SPRAY
101860.5231.820	AHLERS & COONEY,PC	3/20-4/19 LEGAL FEES
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION
101110.5480.010	ALLIANT UTILITIES IES	3/19-4/21
101110.5480.020	ALLIANT UTILITIES IES	3/19-4/21
101140.5480.010	ALLIANT UTILITIES IES	3/24-4/21
101140.5480.010	ALLIANT UTILITIES IES	3/24-4/21
101170.5480.010	ALLIANT UTILITIES IES	3/24-4/21
101410.5480.010	ALLIANT UTILITIES IES	407 MARION
101410.5480.010	ALLIANT UTILITIES IES	3/21-4/21
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/22
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/22
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/23
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/24
101410.5480.010	ALLIANT UTILITIES IES	3/31-4/29
101480.5480.010	ALLIANT UTILITIES IES	3/21-4/21
101480.5480.020	ALLIANT UTILITIES IES	3/21-4/21
101770.5480.000	ALLIANT UTILITIES IES	3/24-4/23
101880.5480.010	ALLIANT UTILITIES IES	3/19-4/21
101880.5480.010	ALLIANT UTILITIES IES	3/19-4/21
101880.5480.020	ALLIANT UTILITIES IES	3/19-4/21
101881.5480.010	ALLIANT UTILITIES IES	3/19-4/21
101881.5480.020	ALLIANT UTILITIES IES	3/19-4/21
152451.5480.010	ALLIANT UTILITIES IES	3/19-4/21

152451.5480.020	ALLIANT UTILITIES IES	3/19-4/21
206120.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206120.5480.010	ALLIANT UTILITIES IES	3/27-4/25
206120.5480.010	ALLIANT UTILITIES IES	3/26-4/25
206120.5480.010	ALLIANT UTILITIES IES	3/26-4/25
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/22
206120.5480.010	ALLIANT UTILITIES IES	3/19-4/21
206120.5480.010	ALLIANT UTILITIES IES	4/01-4/29
206120.5480.010	ALLIANT UTILITIES IES	3/31-4/29
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/28
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/28
206120.5480.010	ALLIANT UTILITIES IES	3/27-4/25
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/22
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21
206160.5480.010	ALLIANT UTILITIES IES	3/26-4/25
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/22 B
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 2
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 1
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 3
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 1
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/18 P
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 5
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 A
206160.5480.010	ALLIANT UTILITIES IES	3/20-4/21 C
206160.5480.010	ALLIANT UTILITIES IES	3/20-4/21 C
206160.5480.010	ALLIANT UTILITIES IES	3/31-4/28 M
206160.5480.010	ALLIANT UTILITIES IES	3/25-4/28 S
233410.5480.010	ALLIANT UTILITIES IES	3/25-4/28 8
276210.5480.010	ALLIANT UTILITIES IES	3/20-4/21 1
276210.5480.010	ALLIANT UTILITIES IES	3/20-4/21 1
276210.5480.020	ALLIANT UTILITIES IES	3/20-4/21
276210.5480.020	ALLIANT UTILITIES IES	3/20-4/21
281690.5480.010	ALLIANT UTILITIES IES	3/27-4/25 1
281690.5480.020	ALLIANT UTILITIES IES	3/27-4/25 1
520590.5480.010	ALLIANT UTILITIES IES	3/26-4/25 S
278690.5240.570	AMANDA WARNELL-SANFORD	UTILITY ASSISTANCE
101310.5600.000	AMAZON.COM	PRINTER SUPPLIES
101310.5732.300	AMAZON.COM	BOOKS
101310.5732.300	AMAZON.COM	BOOK

101310.5732.300	AMAZON.COM	BOOK
101310.5732.300	AMAZON.COM	BOOK
101310.5732.300	AMAZON.COM	BOOKS
101310.5732.300	AMAZON.COM	RETURN
101310.5732.300	AMAZON.COM	BOOK
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101310.5732.300	AMAZON.COM	BOOK

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278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
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278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASST
101110.5570.000	ARNOLD MOTOR SUPPLY	BRALE PADS/
101110.5570.000	ARNOLD MOTOR SUPPLY	OIL PRESSUR
101410.5562.000	ARNOLD MOTOR SUPPLY	#728 FILTER
101770.5570.000	ARNOLD MOTOR SUPPLY	TRACTOR PAR
206710.5570.000	ARNOLD MOTOR SUPPLY	RETURN PART
206710.5570.000	ARNOLD MOTOR SUPPLY	PUMP/FUEL
206710.5570.000	ARNOLD MOTOR SUPPLY	FILTERS/ETC
206710.5570.000	ARNOLD MOTOR SUPPLY	BRAKE CLEAN
206710.5570.000	ARNOLD MOTOR SUPPLY	V-BELT/NAPA
206710.5570.000	ARNOLD MOTOR SUPPLY	WHIP HOSE
206710.5570.000	ARNOLD MOTOR SUPPLY	PUMP/FILTER
206710.5570.000	ARNOLD MOTOR SUPPLY	COMPRESSOR
206710.5600.000	ARNOLD MOTOR SUPPLY	CLAMP/GR4
206710.5600.000	ARNOLD MOTOR SUPPLY	FLUID/COUPLING
206710.5600.000	ARNOLD MOTOR SUPPLY	PENLIT
206710.5600.000	ARNOLD MOTOR SUPPLY	FLUSH KIT
206710.5600.000	ARNOLD MOTOR SUPPLY	BLO GUN
278690.5240.510	ARROWHEAD HOMES, LLC	RENT ASSIST
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY
233410.5340.070	BACKFLOW PREVENTION SERVICES	NEW ASSY/TE
233410.5410.000	BACKFLOW PREVENTION SERVICES	NEW ASSY/TE
278690.5240.510	BARBARA BROWN	RENT ASSIST
101891.5340.150	BDH TECHNOLOGY	MACHINES/SO
101891.5600.000	BDH TECHNOLOGY	MACHINES/SO
150891.5340.150	BDH TECHNOLOGY	MACHINES/SO
681110.5339.000	BERNIE LOWE & ASSOCIATES, INC	411 CLAIMS
681140.5339.000	BERNIE LOWE & ASSOCIATES, INC	411 CLAIMS

278690.5240.510	BETTY BROWN	RENT ASSIST
801110.5114.000	BETTY GOODING	PENSION PAY
101110.5410.000	BLACK TIRE	BIKE PARTS
150110.5749.000	BLACK TIRE	2 BIKE RACK
278690.5240.570	BLANCA ARACELI CHAVEZ-CASTANEDA	UTILITY ASSISTANCE
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST
101000.4492.850	BOBBI J HOBBS	IOWA OFFSET
101890.5980.000	BOBBI J HOBBS	IOWA OFFSET
278690.5240.510	BONITA BAGNALL	RENT ASSIST
271690.5240.500	BOULDER COOPERATIVE HOUSING ASSOC 1707 S 7TH	
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
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278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
278690.5240.510	BRANT LUENSE	RENT ASSIST
510531.5251.000	BRIAN ABEL	CDL CLASS
278690.5240.510	BRYNGELSON CORP	RENT ASSIST
278690.5240.510	BRYNGELSON CORP	RENT ASSIST
278690.5240.510	BRYNGELSON CORP	RENT ASSIST
230110.5460.000	BUBBA GUMPS	MEAL - K9 TRAINING
230110.5460.000	BUFFALO WILD WINGS	MEAL - K9 TRAINING
230110.5460.000	CARIBOU COFFEE	MEAL - K9 TRAINING
278690.5240.510	CAROL WEIDNER	RENT ASSIST
101110.5132.000	CARPENTER UNIFORM COMPANY	2 BALLISTIC
219110.5718.000	CARPENTER UNIFORM COMPANY	2 BALLISTIC
101110.5570.000	CARQUEST AUTO PARTS STORES	SHOCKS
206120.5600.000	CARQUEST AUTO PARTS STORES	CLAMP/BRACK
206120.5600.000	CARQUEST AUTO PARTS STORES	EXHAUST PART
206710.5570.000	CARQUEST AUTO PARTS STORES	AIR FILTER
278690.5240.510	CARROLL REYNOLDS JR	RENT ASSIST
520520.5600.000	CASCADE PUMP COMPANY	TENSION NUT
101110.5570.000	CASEY'S	FUEL - GTSB

550780.5570.010	CASEY'S	VEHICLE MAINT
150891.5704.000	CDW GOVERNMENT INC	WINDOWS LICENSE
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST
101410.5600.000	CENTRAL IOWA DISTRIBUTING INC	VAC HOSE
520520.5600.000	CENTRAL IOWA DISTRIBUTING INC	SUPPLIES
101410.5410.000	CENTRAL IOWA MACHINE SHOP INC	Weld Alum
206710.5600.000	CENTRAL IOWA MACHINE SHOP INC	SHEAR PLATE
206760.5600.000	CENTRAL OFFICE SUPPLY	KEY TAGS
276210.5600.000	CENTRAL OFFICE SUPPLY	PAPER/BINDER
550780.5370.000	CENTRAL OFFICE SUPPLY	PAPER
101110.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101140.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101310.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101420.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101480.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101560.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101561.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101581.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101790.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101820.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101831.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101840.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101850.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101870.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101890.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
101891.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
206120.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
206710.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
206760.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
233410.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
276210.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
278690.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
290113.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
290113.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
510531.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
520520.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
520590.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY
550780.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY

[illegible]

278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST
278690.5240.570	CRUZ RODRIGUEZ	UTILITY ASSISTANCE
278690.5240.510	D & D RENTALS INC	RENT ASSIST
278690.5240.510	D & D RENTALS INC	RENT ASSIST
278690.5240.510	D & D RENTALS INC	RENT ASSIST
278690.5240.510	D & D RENTALS INC	RENT ASSIST
278690.5240.510	D & L APARTMENTS	RENT ASSIST
278690.5240.510	DALEEN MICHEL	RENT ASSIST
278690.5240.510	DALEEN MICHEL	RENT ASSIST
278690.5240.510	DALEEN MICHEL	RENT ASSIST
278690.5240.570	DANIEL BARRON	UTILITY ASSISTANCE
278690.5240.510	DARREN FLATER	RENT ASSIST
520520.5410.000	DAVE'S CRANE & WRECKER SERVICE	PULL PUMP/S
278690.5240.510	DAVID M PYLE	RENT ASSIST
278690.5240.510	DAVID TOULOUSE	RENT ASSIST
278690.5240.510	DEBORAH SPECHT	RENT ASSIST
278690.5240.510	DEBRA J OETKER	RENT ASSIST
278690.5240.570	DEJA HASSELMAN	UTILITY ASSISTANCE
278690.5240.510	DERALD MERRILL	RENT ASSIST
101110.5460.000	DIAMOND JO WOODFIRE GRILL	DINNER - GT
101140.5600.000	DIAMOND VOGEL PAINTS	PAINT
101140.5600.000	DIAMOND VOGEL PAINTS	PAINT
278690.5240.510	DONNA STROHM	RENT ASSIST
278690.5240.510	DOROTHY J WEIDA	RENT ASSIST
278690.5240.510	DOUBLE D ENTERPRISE	RENT ASSIST
101420.5460.000	DOUBLETREE HOTELS	Hotel - CONFERENCE
278690.5240.510	DOUGLAS HAGELE	RENT ASSIST
206160.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES
206710.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES
206710.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&
510531.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&
520590.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&
276210.5600.031	ENVIRONMENTAL HAZARDS SERVICES, L.L.	CLEARANCE
230110.5460.000	ERIC SIEMENS	MEAL/FUEL
230110.5570.000	ERIC SIEMENS	MEAL/FUEL
684990.5980.000	ESTATE OF STAN HOUSTON	REIMBURSE MED INSURANCE
230110.5570.000	FALCON HEIGHTS BP	FUEL - K9 TRAINING
230110.5460.000	FAMOUS DAVE'S	MEAL - K9 TRAINING
278690.5240.510	FARMERS SAVING BANK	RENT ASSIST
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST
206710.5600.000	FASTENAL COMPANY	PARTS

[illegible]

278690.5240.510	GRANT PARK LLC	RENT ASSIST
278690.5240.510	GRANT PARK LLC	RENT ASSIST
278690.5240.510	GRANT PARK LLC	RENT ASSIST
278690.5240.510	GRANT PARK LLC	RENT ASSIST
520520.5600.000	GRAYMONT CAPITAL INC	BULK LIME
278690.5240.510	GREGORY J SPECHT	RENT ASSIST
230110.5570.000	GULF OIL	FUEL - K9 TRAINING
520520.5600.030	HACH COMPANY	SUPPLIES
520520.5600.000	HD SUPPLY WATERWORKS, LTD	SUPPLIES
206710.5450.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
290113.5450.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
290113.5450.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
510531.5450.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
520590.5410.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
550780.5450.000	HEART OF IOWA COMMUNICATIONS CO-C MAY PHONE POLICE	
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST
271690.5240.500	HISTORIC TALLCORN TOWERS LLLP	2 N 2ND AVE
271690.5240.500	HISTORIC TALLCORN TOWERS LLLP	2 N 2ND AVE
278690.5240.510	HISTORIC TALLCORN TOWERS LLLP	RENT ASST
278690.5240.510	HISTORIC TALLCORN TOWERS LLLP	RENT ASST
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
230110.5460.000	HOLIDAY INN	HOTEL-WATSON
206710.5570.000	HOLM'S/AMERICAN RADIATOR LLC	TRACTOR PARTS
101310.5380.000	HOME RENTAL CENTER	EQUIP RENTAL
520520.5480.050	HOME RENTAL CENTER	PROPANE
278690.5235.100	HOUSING AUTHORITY OF COOK COUNTY	ADMINFEE
278690.5240.510	HOUSING AUTHORITY OF COOK COUNTY	RENT ASSIST
291180.5230.030	HOWARD R GREEN COMPANY, INC	ANSON CREEK
291530.5230.030	HOWARD R GREEN COMPANY, INC	INGLEDUE ST

278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, L RENT ASSIST	
101310.5600.000	HY-VEE ACCOUNTS RECEIVABLE	SOAP
230110.5460.000	HY-VEE ACCOUNTS RECEIVABLE	HOSPITALITY
520520.5460.000	I W P C A	IAWEA '14 CONF
101110.5280.000	IACP NET/LOGIN	RENEW 6/16/14
276210.5600.010	IMPRINT	CREDIT
101110.5132.000	IN STITCHES	POLO-LOGO
101790.5600.000	IN STITCHES	POLO-LOGO
520520.5410.000	INDUSTRIAL ELECTRIC MOTORS	EVAL HOFFMAN
101770.5480.000	INNOVATIVE AG SERVICES	CREDITS
101770.5480.000	INNOVATIVE AG SERVICES	CREDITS
101770.5480.000	INNOVATIVE AG SERVICES	PROPANE-CIT
101110.5340.070	IOWA DEPT OF PUBLIC SAFETY	TERMINAL
290113.5340.070	IOWA DEPT OF PUBLIC SAFETY	TERMINAL
206710.5610.910	IOWA DEPT OF TRANSPORTATION	BRACING/POST
206710.5340.070	IOWA DIV OF LABOR SERVICES	BOILER INSPECTION
101110.5600.000	IOWA OFFICE INTERIORS, INC	OFFICE SUPPLIES
206710.5610.910	IOWA PRISON INDUSTRIES	STRT MARKER
291530.5230.030	IOWA VETERANS HOME	RESOL. 2012
278690.5240.510	J&N HOME RENTALS LLC	RENT ASSIST
278690.5240.510	J&N HOME RENTALS LLC	RENT ASSIST
278690.5240.510	JACK STICKFORT	RENT ASSIST
278690.5240.510	JAMES HATCH	RENT ASSIST
278690.5240.570	JAMIE WILSON	UTILITY ASSISTANCE
278690.5240.510	JAMMIE HOWARD	RENT ASSIST
278690.5240.510	JANET HALA	RENT ASSIST
278690.5240.510	JANET HALA	RENT ASSIST
278690.5240.510	JANET HALA	RENT ASSIST
278690.5240.510	JANET HALA	RENT ASSIST
278690.5240.510	JANET HALA	RENT ASSIST
510531.5340.010	JAY E. HANSEN	JAN-APRIL CLEANING
520520.5340.010	JAY E. HANSEN	JAN-APRIL CLEANING
520590.5340.010	JAY E. HANSEN	JAN-APRIL CLEANING
278690.5240.510	JAY HANSEN	RENT ASSIST
278690.5240.510	JAY HANSEN	RENT ASSIST
278690.5240.510	JAY HANSEN	RENT ASSIST
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST

278690.5240.510	JEAN CLAWSON	RENT ASSIST
278690.5240.510	JEAN CLAWSON	RENT ASSIST
278690.5240.570	JERRY MASON	UTILITY ASSISTANCE
278690.5240.570	JESSICA L. FONSECA	UTILITY ASSISTANCE
278690.5240.510	JILL BERGER	RENT ASSIST
101820.5460.000	JILL PETERMEIER	CONF. MILEAGE
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING
278690.5240.510	JJG PROPERTIES	RENT ASSIST
278690.5240.510	JOANN STRUEBING	RENT ASSIST
278690.5240.510	JOANN STRUEBING	RENT ASSIST
278690.5240.510	JOANN STRUEBING	RENT ASSIST
278690.5240.510	JOANN STRUEBING	RENT ASSIST
278690.5240.570	JOANNA NAIG	UTILITY ASSISTANCE
276210.5472.000	JOEL S CHANDLER	MILEAGE REIMBURSEMENT
278690.5240.510	JOHN E NOVAK	RENT ASSIST
278690.5240.510	JOSE & MARIA HERRERA	RENT ASSIST
278690.5240.510	KARY & THOMAS WELTER	RENT ASSIST
278690.5240.510	KARY & THOMAS WELTER	RENT ASSIST
278690.5240.570	KAYDIE WALKER	UTILITY ASSISTANCE
230110.5570.000	KUM & GO	FUEL - K9 TRAINING
230110.5570.000	KWIK TRIP INC	FUEL - K9 TRAINING
278690.5240.510	LAKELAND INVESTMENT GROUP LLC	RENT ASSIST
278690.5240.510	LARRY A & KAREN BROWN	RENT ASSIST
278690.5240.510	LARRY VEST	RENT ASSIST
230110.5460.000	LAS MARGARITAS MEXICAN	MEAL - K9 TRAINING
278690.5240.510	LAVERNA WARDEN	RENT ASSIST
278690.5240.510	LAWRENCE HALVERSON	RENT ASSIST
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST
278690.5240.510	LBO INVESTMENTS, LLC	RENT ASSIST
278690.5240.510	LEISURE HOMES OF LEGRAND	RENT ASSIST
278690.5240.510	LESLIE SCOTT	RENT ASSIST
684990.5337.000	LINCOLN NATIONAL LIFE INS. CO.	LTD/LIFE INSURANCE
278690.5240.510	LINDA WIEBENSOHN	RENT ASSIST
230110.5460.000	LOS OCAMPO	MEAL - K9 T
278690.5240.510	L-S RENTALS	RENT ASSIST
278690.5240.570	LYDIA MACDONALD	UTILITY ASSISTANCE
278690.5240.510	LYLE MATNEY	RENT ASSIST
101770.5410.000	M GERVICH & SONS INC	FLOOR DRAIN
278690.5240.510	M STEELSMITH LLC	RENT ASSIST
278690.5240.510	M STEELSMITH LLC	RENT ASSIST
230110.5460.000	MACHINE SHED	MEAL - K9 TRAINING
101561.5360.000	MAIL SERVICES	RENTAL INSP

101840.5360.000	MAIL SERVICES	CITY ADMIN
278690.5360.000	MAIL SERVICES	RENT ASSIST
230110.5460.000	MAMA DIGRADO'S PASTA & PIZZA	LUNCH - CONF
278690.5240.510	MARCIA SCHULER-VAN LANGEN	RENT ASSIST
278690.5240.510	MARION MANOR II	RENT ASSIST
278690.5240.510	MARK WILTS	RENT ASSIST
101860.5331.500	MARSHALL COUNTY AUDITOR	COUNTY ATTY
290113.5340.150	MARSHALL COUNTY INFORMATION SERVICE	INTERNET ACCESS
101410.5340.010	MARSHALL COUNTY LANDFILL	RESIDENTIAL
206710.5340.010	MARSHALL COUNTY LANDFILL	CONSTRUCTION
101840.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
101870.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
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276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS
101170.5331.500	MARSHALL CTY EMERGENCY MGMT AGENCY	MONTHLY PAY
101770.5340.070	MARSHALLTOWN AVIATION INC	MONTHLY PAY
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST
101420.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP
101850.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP
520520.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP
101540.5220.000	MARSHALLTOWN WATER WORKS	APRIL BILLS
152451.5480.030	MARSHALLTOWN WATER WORKS	COLISEUM
206120.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES
281690.5480.030	MARSHALLTOWN WATER WORKS	2/14-4/14 1
510531.5220.000	MARSHALLTOWN WATER WORKS	MARCH STORM
510531.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES
520520.5220.000	MARSHALLTOWN WATER WORKS	MARCH SANITATION
520590.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES

278690.5240.510	MAX & VELMA NELSON	RENT ASSIST
278690.5240.510	MAX & VELMA NELSON	RENT ASSIST
278690.5240.510	MAX & VELMA NELSON	RENT ASSIST
101110.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR
101110.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	OIL CHANGE
550780.5570.030	MCATEE TIRE SALES & SERVICE INC	2 TIRES/LAB
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING
276210.5410.000	MD CONSTRUCTION LLC	12 W NEVADA
247410.5450.000	MEDIACOM	5/10-6/9
510531.5450.000	MEDIACOM	ONLINE/FAX
520520.5450.000	MEDIACOM	ONLINE/FAX
520590.5450.000	MEDIACOM	ONLINE/FAX
681110.5338.000	MEDTRAK SERVICES LLP	4/1-4/15
681140.5338.000	MEDTRAK SERVICES LLP	4/1-4/15
101310.5600.000	MENARDS	OP SUPPLIES
101410.5600.080	MENARDS	OP SUPPLIES
101410.5600.080	MENARDS	OP SUPPLIES
101880.5600.000	MENARDS	OP SUPPLIES
101880.5600.000	MENARDS	OP SUPPLIES
101881.5600.000	MENARDS	OP SUPPLIES
206710.5600.000	MENARDS	OP SUPPLIES
206710.5600.000	MENARDS	OP SUPPLIES
206710.5600.000	MENARDS	OP SUPPLIES
206710.5600.000	MENARDS	OP SUPPLIES
276210.5433.000	MENARDS	SUPPLIES
276210.5600.010	MENARDS	PROMOTION
520520.5600.000	MENARDS	PLUMBING SUPPLIES
530540.5600.000	MENARDS	OP SUPPLIES
278690.5240.510	MERLIN REID	RENT ASSIST
278690.5240.510	MERLIN REID	RENT ASSIST
278690.5240.510	MERLIN REID	RENT ASSIST
278690.5240.510	MICHAEL P MURPHY	RENT ASSIST
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST
206710.5600.000	MID IOWA SALES COMPANY	supplies
550780.5570.000	MID IOWA SALES COMPANY	HANDCLNR
520520.5600.030	MIDLAND SCIENTIFIC INC	1 cs CYLINDERS
520520.5600.030	MIDLAND SCIENTIFIC INC	BUFFERS pH
520520.5600.030	MIDLAND SCIENTIFIC INC	BOTTLE BOD

278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE JUDGE	RENT ASSIST
278690.5240.510	MIKE TAYLOR	RENT ASSIST
290113.5450.000	MINERVA VALLEY TELEPHONE	E911 EQUIPT
550780.5360.000	MINUTEMAN INC	FED EX
550780.5360.000	MINUTEMAN INC	FED EX
550780.5360.000	MINUTEMAN INC	MONTHLY PASSES
101110.5570.000	NAPA	PARTS
101110.5570.000	NAPA	HEADBULBS
101110.5570.000	NAPA	FILTERS
101110.5570.000	NAPA	OIL FILTERS
101110.5570.000	NAPA	OIL FILTER
101110.5570.000	NAPA	AIR FILTER
101110.5570.000	NAPA	AIR FILTERS
101110.5570.000	NAPA	OIL FILTERS
101140.5718.000	NAPA	GRINDER/REB
101410.5570.000	NAPA	PAINT
101410.5570.000	NAPA	BATTER/CORE
101410.5570.000	NAPA	#724 TERMIN
206710.5570.000	NAPA	SWITCH
206710.5570.000	NAPA	MUFFLER/PAR
206710.5570.000	NAPA	SWITCH
206710.5570.000	NAPA	PARTS
206710.5570.000	NAPA	FILTER
206710.5570.000	NAPA	PIGTAIL
206710.5600.000	NAPA	STRAP RTN
206710.5600.000	NAPA	CONNECTORS
206710.5600.000	NAPA	OIL
206710.5600.000	NAPA	GRINDER
510531.5570.000	NAPA	BALL JOINTS
520520.5600.000	NAPA	DAF LOBE
520520.5600.000	NAPA	ADAPTER, HOSE
520590.5570.000	NAPA	BALL JOINTS
550780.5570.000	NAPA	AIR FILTER
550780.5570.000	NAPA	ADAPTER/FRT
550780.5570.000	NAPA	FILTERS

550780.5570.000	NAPA	FOAM
550780.5570.000	NAPA	SEALANT
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST
550780.5600.000	MULTIMEDIA SALES & MARKETING INC	OP SUPPLIES
206710.5570.000	MURPHY TRACTOR & EQUIPMENT CO	V-BELT
278690.5240.510	NANCY JO SMITH	RENT ASSIST
278690.5240.510	NANCY JO SMITH	RENT ASSIST
278690.5240.510	NANCY JO SMITH	RENT ASSIST
278690.5240.570	NATASHA BURTON	UTILITY ASSISTANCE
520520.5600.030	NCL OF WISCONSIN INC	LAB SUPPLIES
101891.5600.100	NEWEGG INC	cable
150891.5703.000	NEWEGG INC	COMPUTER PARTS
150891.5703.000	NEWEGG INC	TOWER COMPUTER
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST
206710.5600.000	NORTHERN TOOL & EQUIPMENT CO	OP SUPPLIES
278690.5240.510	OAKLAND PROPERTIES, LLC	RENT ASSIST
206710.5570.000	O'REILLY AUTOMOTIVE INC	GREASE FTG
101421.5600.010	PACE SUPPLY	BASEBALL FIELD SUPPLIES
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES
278690.5240.510	PALISADE HOLDING CO	RENT ASSIST
000101.0121.000	PARK & RECREATION	REIMBURSEMENT
000233.0120.000	PARK & RECREATION	REIMBURSEMENT

000540.0120.000	PARK & RECREATION	REIMBURSEMENT
278690.5240.510	PAUL DUNN	RENT ASST
550780.5570.000	PAYPAL	VEHICLE MAN
550780.5600.000	PAYPAL	OP SUPPLIES
520520.5600.030	PERKIN ELMER HEALTH SCIENCES INC	SAMPLE CUPS
276210.5410.000	PETTENGILL CONSTRUCTION	207 S 2ND ST
276210.5410.000	PETTENGILL CONSTRUCTION	612 REYNOLD
276210.5410.000	PETTENGILL CONSTRUCTION	207 S 2ND ST
230110.5460.000	PILOT CORP	MEAL - K9 TRAINING
230110.5570.000	PILOT CORP	FUEL - K9 TRAINING
101310.5600.010	PIZZA HUT	YOUTH PROGRAM
278690.5240.510	PRAIRIE HOME PROPERTIES	RENT ASSIST
510531.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT
520520.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT
520590.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT
520520.5600.000	QUILL CORPORATION	OFFICE SUPPLIES
520520.5600.000	QUILL CORPORATION	MAGNETS
520520.5600.000	QUILL CORPORATION	CORK/WHITE
278690.5240.570	RACHELLE RENAUD	UTILITY ASSISTANCE
101110.5340.070	RACOM CORPORATION	SPEAKER IN CAR
101140.5410.000	RACOM CORPORATION	ANTENNA
290113.5380.000	RACOM CORPORATION	EDACS AIRTIME
290113.5600.000	RACOM CORPORATION	6 BATTERIES
276210.5472.000	RANDY VAUGHN	444X.39
101831.5057.100	RANDY WETMORE	MONTHLY PHONE
101831.5460.000	RANDY WETMORE	CONFERENCE
230110.5460.000	RED LOBSTER	MEAL - K9 TRAINING
101140.5570.000	RELIANT FIRE APPARATUS	CLAMP/EXHAUST
278690.5240.510	REM HOMES LLC	RENT ASSIST
278690.5240.510	RENATO GONZALEZ	RENT ASSIST
278690.5240.510	REP CORP	RENT ASSIST
278690.5240.510	REP CORP	RENT ASSIST
101110.5460.000	RICHARD A BELLILE	MEAL ALLOWANCE
278690.5240.510	RICHARD NAUGHTON	RENT ASSIST
278690.5240.510	RICK KADING	RENT ASSIST
278690.5240.510	RICK SESKER	RENT ASSIST
278690.5240.510	RICK SESKER	RENT ASSIST
278690.5240.510	RICK STICHTER	RENT ASSIST
550780.5340.010	RIDE SYSTEMS	10 MOS. SUBSCRIPTION
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST

278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST
278690.5240.510	ROBERT EAKIN	RENT ASSIST
278690.5240.510	ROBERT FISCHELS	RENT ASSIST
278690.5240.510	ROBERT FISCHELS	RENT ASSIST
278690.5240.510	ROBERT HESSENIUS	RENT ASSIST
278690.5240.510	ROBERT HESSENIUS	RENT ASSIST
278690.5240.510	ROBERT STEFFENY	RENT ASSIST
278690.5240.510	RODNEY W LAWSON	RENT ASSIST
278690.5240.510	ROGER HATCH	RENT ASSIST
278690.5240.510	RONALD J IOLE	RENT ASSIST
278690.5240.570	RUTH WITTE	UTILITY REIMURSEMENT
278690.5240.510	RYAN FREED	RENT ASSIST
101110.5132.000	SADIE WEEKLEY	SHOES/CLOTHING
101110.5460.000	SADIE WEEKLEY	SHOES
206710.5600.000	SAFETY-KLEEN SYSTEMS INC	SUPPLIES
206710.5600.000	SAFETY-KLEEN SYSTEMS INC	ANTIFREEZE
278690.5235.100	SARASOTA HOUSING AUTHORITY	ADMIN FEE
278690.5240.510	SARASOTA HOUSING AUTHORITY	RENT ASSIST
520520.5380.000	SCHARNWEBER WATER CONDITIONING IN	APRIL WATER SOFTENER
152451.5340.010	SCHENDEL PEST CONTROL COMPANY	COLISEUM
278690.5251.000	SECRETARY OF STATE	NOTARY FEE
278690.5240.570	SERENA BLACKSTOCK	UTILITY ASSISTANCE
278690.5240.510	SERINA STABENOW	RENT ASSIST
206710.5340.010	SERVICEMASTER OF M'TOWN INC	CLEANING SRV
278690.5240.510	SHANE ECKLOR	RENT ASSIST
278690.5240.510	SHANE ECKLOR	RENT ASSIST
278690.5240.570	SHAWNA JOHNSON	UTILITY ASSISTANCE
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST
230110.5460.000	SHELL OIL	MEAL - K9 TRAINING
278690.5240.570	SHELLY BARNES	UTILITY ASSISTANCE
278690.5240.570	SHIREEN WILLIAMS	UTILITY ASSISTANCE
242310.5600.000	SMARTSIGN	SECURE LABELS
278690.5240.510	SMITH, RANDY	RENT ASSIST
278690.5240.510	SMTS, LLC	RENT ASSIST
290113.5460.000	STACY L ROADS	MEAL
101110.5600.000	STAPLES	PRINTER
101110.5600.000	STAPLES	OFFICE SUPPLIES

101310.5600.000	STAPLES	RETURN
101420.5600.000	STAPLES	Supplies
101820.5600.000	STAPLES	OFFICE SUPPLIES
520520.5600.100	STAPLES	APC BACKUP
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST
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278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST
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278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST
278690.5240.510	STEPHEN IRVINE	RENT ASSIST
278690.5240.510	STEPHEN IRVINE	RENT ASSIST
101140.5570.000	STERLING FIRE & SAFETY INC	VEHICLE BRACKET
101420.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION
101440.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION
152451.5340.070	STERLING FIRE & SAFETY INC	NEW EXTINGUISHER
233410.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION
510531.5410.000	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION
520590.5410.000	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION
101140.5340.010	STONE SANITATION	CITY WIDE SERVICE
101410.5340.010	STONE SANITATION	ALL PARK BARRELS
101410.5340.010	STONE SANITATION	PARK&REC
101480.5340.010	STONE SANITATION	CITY WIDE SERVICE
101580.5340.010	STONE SANITATION	CBD- DUMP REAR LOAD
101880.5340.010	STONE SANITATION	CITY WIDE SERVICE
206710.5340.010	STONE SANITATION	CITY WIDE SERVICE
520520.5340.010	STONE SANITATION	CITY WIDE SERVICE
520520.5340.010	STONE SANITATION	APRIL GRIT/REMOVAL
230110.5460.000	SUBWAY	MEAL - K9 TRAINING
230110.5460.000	SUBWAY	MEAL - K9 TRAINING
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST
276210.5431.000	SYDNI GRAUBERGER	INTERPRETION
278690.5240.570	TACHELLE THOMAS	UTILITY ASSISTANCE
278690.5240.570	TANYA PERRY	UTILITY ASSISTANCE
150310.5600.100	TECHSOUP	COMP UPGRADE
206710.5230.000	TELVENT DTN LLC	WEATHER SRV
101421.5340.640	TERI & TONY WESTENDORF	10 WKS YOUTH PROGRAM
278690.5240.510	TERRY ENGLAND	RENT ASSIST
278690.5240.510	TERRY GLAZE	RENT ASSIST
278690.5240.510	TERRY SHAFFAR	RENT ASSIST
101110.5460.000	TEXAS ROADHOUSE	DINNER -
101580.5562.000	THEISEN'S	OP SUPPLIES
206710.5132.000	THEISEN'S	CLOTHING

206710.5600.000	THEISEN'S	OP SUPPLIES
206710.5600.000	THEISEN'S	OP SUPPLIES
206710.5600.000	THEISEN'S	OP SUPPLIES
206710.5600.000	THEISEN'S	OP SUPPLIES
206710.5600.000	THEISEN'S	OP SUPPLIES
206710.5600.000	THEISEN'S	OP SUPPLIES
520520.5600.000	THEISEN'S	MINERAL OIL
278690.5240.510	THOMAS J FRIEND	RENT ASSIST
101110.5600.000	THOMPSON'S TRUE VALUE	WEEDKILLER
101310.5600.000	THOMPSON'S TRUE VALUE	BATTERIES
520520.5600.000	THOMPSON'S TRUE VALUE	TOILET GASKET
278690.5240.510	TIMBER WOLF VALLEY LLC	RENT ASSIST
290113.5210.000	TIMES-REPUBLICAN	PUBLIC NOTICES
278690.5240.510	TOM HARRIS	RENT ASSIST
278690.5240.510	TOM HARRIS	RENT ASSIST
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST
278690.5240.510	TONY REED	RENT ASSIST
278690.5240.510	TONY REED	RENT ASSIST
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278690.5240.510	TONY REED	RENT ASSIST
278690.5240.510	TONY REED	RENT ASSIST
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278690.5240.510	TONY REED	RENT ASSIST
278690.5240.510	TONY REED	RENT ASSIST
278690.5240.510	TONY REED	RENT ASSIST
278690.5240.510	TRADE MARK PROPERTIES	RENT ASSIST
000844.1520.010	TREASURER ST OF IOWA	SALES TAX
000844.1520.020	TREASURER ST OF IOWA	SALES TAX
520520.5440.000	TREASURER ST OF IOWA	SALES TAX
520520.5441.000	TREASURER ST OF IOWA	SALES TAX
101110.5460.000	TREASURER STATE OF IOWA	JONES-MMPI-
278690.5240.510	TREVRON, LLC	RENT ASSIST
101410.5410.000	TRI STATE LOCK SERVICE	SERV CALL
101770.5410.000	TRI STATE LOCK SERVICE	LSDA CLOSER
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST
206120.5450.000	U S CELLULAR	4/12-5/11
206710.5450.000	U S CELLULAR	4/12-5/11

206760.5450.000	U S CELLULAR	4/12-5/11
510531.5450.000	U S CELLULAR	4/12-5/11
520520.5450.000	U S CELLULAR	CELL PHONES
520590.5450.000	U S CELLULAR	4/12-5/11
550780.5450.000	U S CELLULAR	4/12-5/11
520520.5360.000	U S POST OFFICE	SHIP LOANER
520520.5360.000	U S POST OFFICE	SHIP SAMPLE
101110.5600.000	ULTRAMAXX AMMUNITION	AMMUNITION
206760.5360.000	UPS STORE #5089	return hard
220110.5460.000	US AIRWAYS	AIRFARE ICA
101110.5450.100	VERIZON WIRELESS	3/26-4/25
101140.5450.000	VERIZON WIRELESS	4/14-5/13
101560.5450.000	VERIZON WIRELESS	4/14-5/13
101561.5450.000	VERIZON WIRELESS	4/14-5/13
206710.5450.000	VERIZON WIRELESS	03/11-4/10
276210.5450.000	VERIZON WIRELESS	4/14-5/13
278690.5450.000	VERIZON WIRELESS	4/14-5/13
290113.5450.000	VERIZON WIRELESS	3/26-4/25
510531.5450.000	VERIZON WIRELESS	4/11-5/10
520520.5450.100	VERIZON WIRELESS	AIR CARD
520590.5450.000	VERIZON WIRELESS	4/11-5/10
101545.5600.000	VIDEO SERVICE OF AMERICA	CAMERA PLAT
101891.5460.000	VIRTUAL TRAINING	on line sup
101110.5600.000	VISTA PRINT. COM	BUSINESS CARDS
101110.5600.000	WAL MART STORES INC	OP SUPPLIES
101141.5600.000	WAL MART STORES INC	CHARGER
230110.5460.000	WAL MART STORES INC	HOSPITALITY
230110.5460.000	WAL MART STORES INC	HOSPITALITY
550780.5570.000	WAL MART STORES INC	VEHICLE MAINT
278690.5240.510	WB REAL ESTATE INVESTMENTS	RENT ASSIST
684990.5230.000	WELLMARK INC	4WK CLAIM/
684990.5337.000	WELLMARK INC	4WK CLAIM/
684990.5339.000	WELLMARK INC	4WK CLAIM/
684990.5339.000	WELLMARK INC	MED CLAIMS
278690.5240.510	WESLEY FERGUSON	RENT ASSIST
278690.5240.570	WHITNEY DEANE	UTILITY ASSISTANCE
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST
278690.5240.510	WILLIAM C. WILSON	RENT ASSIST
278690.5240.510	WILLIAM C. WILSON	RENT ASSIST
101891.5460.000	WILLIAM J LAWYER	MILES 12/13
101891.5472.000	WILLIAM J LAWYER	MILES 12/13

278690.5240.510	WILLIAM L HOBSON	RENT ASSIST
290113.5450.000	WINDSTREAM IOWA COMMUNICATIONS	3/19-4/18
230110.5460.000	WOODBURY GREEN MILL	MEAL - K9 TRAINING
101410.5600.080	WW GRAINGER	FAUCET PART
101410.5600.080	WW GRAINGER	DOOR LATCH
101480.5600.000	WW GRAINGER	REGULATOR
101880.5600.000	WW GRAINGER	DUCT GEL
206710.5600.000	ZEP SALES & SERVICE/ ACUITY	ULTRA WIPES
101420.5340.640	ZUMBA FITNESS	Aqua Zumba



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55.08

21.22

137.33

27.98

293.92

200.00

386,453.49

COUNCIL DATE 05/12/2014

VISA	\$9,111.84	VISA
ACH'S	\$259,901.40	ACH'S
CHECKS	\$117,440.25	CHECKS
PAYROLL#9	\$525,596.57	PAYROLL
VOID	-\$260.00	
	\$911,790.06	

684990.5339.000	1ST ADMINISTRATORS WED ACH	MEDICAL CLAIM	414.00
230110.5460.000	58 TAVERN & GRILL	MEAL - K9 TRAINING	20.19
271690.5240.500	ABC RENTALS	6 S 5TH AVE	450.00
278690.5240.510	ABC RENTALS	RENT ASSIST	252.00
278690.5240.510	ABC RENTALS	RENT ASSIST	139.00
278690.5240.510	ABC RENTALS	RENT ASST	252.00
230110.5600.000	ADLAND ENGRAVING CO INC	2 SHIRTS	19.90
230110.5600.000	AERISOURCE FUNDING INC	92 BIKE HELMETS	501.40
101110.5600.000	AERKO INT'L	OC SPRAY	732.34
101860.5231.820	AHLERS & COONEY,PC	3/20-4/19 LEGAL FEES	129.00
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION	245.46
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION	262.15
233410.5340.010	ALL AMERICAN TURF BEAUTY, INC	SPRING APPLICATION	200.34
101110.5480.010	ALLIANT UTILITIES IES	3/19-4/21	1,908.71
101110.5480.020	ALLIANT UTILITIES IES	3/19-4/21	800.98
101140.5480.010	ALLIANT UTILITIES IES	3/24-4/21	644.97
101140.5480.010	ALLIANT UTILITIES IES	3/24-4/21	306.50
101170.5480.010	ALLIANT UTILITIES IES	3/24-4/21	89.00
101410.5480.010	ALLIANT UTILITIES IES	407 MARION	12.24
101410.5480.010	ALLIANT UTILITIES IES	3/21-4/21	10.70
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/22	19.16
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/22	30.53
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/23	12.24
101410.5480.010	ALLIANT UTILITIES IES	3/25-4/24	24.22
101410.5480.010	ALLIANT UTILITIES IES	3/31-4/29	41.19
101480.5480.010	ALLIANT UTILITIES IES	3/21-4/21	1,296.44
101480.5480.020	ALLIANT UTILITIES IES	3/21-4/21	421.84
101770.5480.000	ALLIANT UTILITIES IES	3/24-4/23	477.45
101880.5480.010	ALLIANT UTILITIES IES	3/19-4/21	66.58
101880.5480.010	ALLIANT UTILITIES IES	3/19-4/21	110.81
101880.5480.020	ALLIANT UTILITIES IES	3/19-4/21	800.97
101881.5480.010	ALLIANT UTILITIES IES	3/19-4/21	1,317.78
101881.5480.020	ALLIANT UTILITIES IES	3/19-4/21	482.71
152451.5480.010	ALLIANT UTILITIES IES	3/19-4/21	534.35

152451.5480.020	ALLIANT UTILITIES IES	3/19-4/21	494.76
206120.5480.010	ALLIANT UTILITIES IES	3/24-4/21	123.41
206120.5480.010	ALLIANT UTILITIES IES	3/27-4/25	35.27
206120.5480.010	ALLIANT UTILITIES IES	3/26-4/25	53.33
206120.5480.010	ALLIANT UTILITIES IES	3/26-4/25	40.71
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/22	37.60
206120.5480.010	ALLIANT UTILITIES IES	3/19-4/21	19.04
206120.5480.010	ALLIANT UTILITIES IES	4/01-4/29	26.65
206120.5480.010	ALLIANT UTILITIES IES	3/31-4/29	28.61
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/28	32.93
206120.5480.010	ALLIANT UTILITIES IES	3/25-4/28	20.04
206120.5480.010	ALLIANT UTILITIES IES	3/27-4/25	34.45
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21	30.53
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21	31.51
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21	32.05
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/22	91.37
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/21	28.68
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21	26.65
206160.5480.010	ALLIANT UTILITIES IES	3/24-4/21	27.34
206160.5480.010	ALLIANT UTILITIES IES	3/26-4/25	25.29
206160.5480.010	ALLIANT UTILITIES IES	3/21-4/22 B	82.36
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 2	37.75
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 1	43.85
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 3	39.27
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 1	25.40
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/18 P	116.40
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 5	19.04
206160.5480.010	ALLIANT UTILITIES IES	3/19-4/21 A	19.04
206160.5480.010	ALLIANT UTILITIES IES	3/20-4/21 C	37.17
206160.5480.010	ALLIANT UTILITIES IES	3/20-4/21 C	30.23
206160.5480.010	ALLIANT UTILITIES IES	3/31-4/28 M	15,852.83
206160.5480.010	ALLIANT UTILITIES IES	3/25-4/28 S	53.45
233410.5480.010	ALLIANT UTILITIES IES	3/25-4/28 8	226.20
276210.5480.010	ALLIANT UTILITIES IES	3/20-4/21 1	18.64
276210.5480.010	ALLIANT UTILITIES IES	3/20-4/21 1	26.82
276210.5480.020	ALLIANT UTILITIES IES	3/20-4/21	48.49
276210.5480.020	ALLIANT UTILITIES IES	3/20-4/21	63.11
281690.5480.010	ALLIANT UTILITIES IES	3/27-4/25 1	12.16
281690.5480.020	ALLIANT UTILITIES IES	3/27-4/25 1	9.47
520590.5480.010	ALLIANT UTILITIES IES	3/26-4/25 S	309.22
278690.5240.570	AMANDA WARNELL-SANFORD	UTILITY ASSISTANCE	116.00
101310.5600.000	AMAZON.COM	PRINTER SUPPLIES	23.23
101310.5732.300	AMAZON.COM	BOOKS	20.96
101310.5732.300	AMAZON.COM	BOOK	8.87

101310.5732.300	AMAZON.COM	BOOK	4.98
101310.5732.300	AMAZON.COM	BOOK	4.49
101310.5732.300	AMAZON.COM	BOOKS	26.07
101310.5732.300	AMAZON.COM	RETURN	(26.07)
101310.5732.300	AMAZON.COM	BOOK	8.49
101310.5732.300	AMAZON.COM	BOOK	7.99
101310.5732.300	AMAZON.COM	BOOK	11.44
101310.5732.300	AMAZON.COM	BOOK	8.41
101310.5732.300	AMAZON.COM	BOOK	13.16
101310.5732.300	AMAZON.COM	BOOK	12.49
101310.5732.300	AMAZON.COM	BOOK	13.15
101310.5732.300	AMAZON.COM	BOOK	4.94
101310.5732.300	AMAZON.COM	BOOK	7.91
101310.5732.300	AMAZON.COM	BOOK	7.91
101310.5732.300	AMAZON.COM	BOOK	7.00
101310.5732.300	AMAZON.COM	BOOK	6.48
101310.5732.300	AMAZON.COM	BOOKS	16.96
101310.5732.300	AMAZON.COM	BOOK	12.23
101310.5732.300	AMAZON.COM	BOOKS	26.41
101310.5732.300	AMAZON.COM	BOOK	5.88
101310.5732.300	AMAZON.COM	BOOK	9.74
101310.5732.300	AMAZON.COM	BOOKS	13.44
101310.5732.300	AMAZON.COM	BOOK	14.83
101310.5732.300	AMAZON.COM	BOOK	7.94
101310.5732.300	AMAZON.COM	BOOK	6.38
101310.5732.300	AMAZON.COM	DVDS	12.49
101310.5732.300	AMAZON.COM	DVDS	12.88
101310.5732.300	AMAZON.COM	DVDS	36.44
101310.5732.300	AMAZON.COM	DVDS	16.65
101310.5732.300	AMAZON.COM	DVDS	31.47
101310.5732.300	AMAZON.COM	DVDS	17.99
101310.5732.300	AMAZON.COM	MEM/LOST DVD	33.28
101310.5732.300	AMAZON.COM	DVDS	16.73
101310.5732.300	AMAZON.COM	DVDS	17.99
101310.5732.300	AMAZON.COM	DVDS	9.25
101310.5732.300	AMAZON.COM	DVDS	30.31
101310.5732.300	AMAZON.COM	DVDS	4.00
101310.5732.300	AMAZON.COM	DVDS	22.96
101310.5732.300	AMAZON.COM	DVDS	14.99
101310.5732.300	AMAZON.COM	REFUND	(3.00)
101310.5732.300	AMAZON.COM	DVDS	22.32
101310.5732.300	AMAZON.COM	DVDS	55.60
101310.5732.300	AMAZON.COM	DVDS	7.87
101310.5732.300	AMAZON.COM	BOOK	20.82

101310.5732.300	AMAZON.COM	BOOK	11.42
101310.5732.300	AMAZON.COM	BOOK	9.16
101310.5732.300	AMAZON.COM	BOOK	13.13
101310.5732.300	AMAZON.COM	BOOK	13.87
101310.5732.300	AMAZON.COM	JUV BOOKS	62.27
101310.5732.300	AMAZON.COM	SPANISH BOOKS	14.36
101310.5732.320	AMAZON.COM	MEMORIAL BOOKS	22.18
101310.5732.320	AMAZON.COM	MEM/LOST DVD	4.98
101310.5732.320	AMAZON.COM	MEM/LOST DVD	10.45
101310.5732.320	AMAZON.COM	MEM/LOST DVD	4.72
101310.5732.320	AMAZON.COM	MEM/LOST DVD	14.98
101310.5732.320	AMAZON.COM	MEM/LOST DVD	8.94
101310.5732.320	AMAZON.COM	MEM/LOST DVD	9.47
101310.5732.320	AMAZON.COM	MEM/LOST DVD	18.79
101310.5732.320	AMAZON.COM	MEM/LOST DVD	7.35
101310.5732.320	AMAZON.COM	MEM/LOST DVD	7.99
101310.5732.320	AMAZON.COM	MEM/LOST DVD	30.09
101310.5732.320	AMAZON.COM	MEM/LOST DVD	4.00
101310.5732.320	AMAZON.COM	MEM/LOST DVD	19.98
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101310.5732.320	AMAZON.COM	MEM/LOST DVD	4.75
101310.5732.320	AMAZON.COM	MEM/LOST DVD	4.00
101310.5732.320	AMAZON.COM	LOST/MEMORIAL	7.38
101310.5732.320	AMAZON.COM	LOST/MEMORIAL	13.59
101310.5732.320	AMAZON.COM	LOST/MEMORIAL	12.01
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101310.5732.320	AMAZON.COM	LOST/MEMORIAL	8.98
101310.5732.320	AMAZON.COM	LOST/MEMORIAL	7.92
101310.5732.320	AMAZON.COM	LOST/MEMORIAL	13.49
206710.5703.000	AMAZON.COM	OP SUPPLIES	301.81
510531.5703.000	AMAZON.COM	OP SUPPLIES	181.09
520590.5703.000	AMAZON.COM	OP SUPPLIES	120.72
550780.5600.000	AMERICAN BAR ASSOCIATION	OP SUPPLIES	46.85
490110.5781.100	AMERICAN LEGION	PURCHASE OPTION	500.00
490140.5781.100	AMERICAN LEGION	PURCHASE OPION	500.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSIST	414.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSIST	174.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSIST	146.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSIST	82.00
278690.5240.570	ANA ARELLANO	UTILITY ASSISTANCE	21.00
278690.5240.510	ANDY CHOATE	RENT ASSIST	443.00
278690.5240.510	ANDY CHOATE	RENT ASSIST	166.00
101240.5331.500	ANIMAL RESCUE LEAGUE	MONTHLY PAYMENT	3,620.42

278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	584.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	448.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	426.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	408.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	384.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	364.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	211.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	132.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASST	33.00
101110.5570.000	ARNOLD MOTOR SUPPLY	BRALE PADS/	118.54
101110.5570.000	ARNOLD MOTOR SUPPLY	OIL PRESSUR	14.25
101410.5562.000	ARNOLD MOTOR SUPPLY	#728 FILTER	20.50
101770.5570.000	ARNOLD MOTOR SUPPLY	TRACTOR PAR	181.04
206710.5570.000	ARNOLD MOTOR SUPPLY	RETURN PART	(213.84)
206710.5570.000	ARNOLD MOTOR SUPPLY	PUMP/FUEL	213.84
206710.5570.000	ARNOLD MOTOR SUPPLY	FILTERS/ETC	125.06
206710.5570.000	ARNOLD MOTOR SUPPLY	BRAKE CLEAN	140.51
206710.5570.000	ARNOLD MOTOR SUPPLY	V-BELT/NAPA	23.20
206710.5570.000	ARNOLD MOTOR SUPPLY	WHIP HOSE	39.19
206710.5570.000	ARNOLD MOTOR SUPPLY	PUMP/FILTER	142.67
206710.5570.000	ARNOLD MOTOR SUPPLY	COMPRESSOR	283.62
206710.5600.000	ARNOLD MOTOR SUPPLY	CLAMP/GR4	113.07
206710.5600.000	ARNOLD MOTOR SUPPLY	FLUID/COUPLING	55.13
206710.5600.000	ARNOLD MOTOR SUPPLY	PENLIT	27.23
206710.5600.000	ARNOLD MOTOR SUPPLY	FLUSH KIT	62.67
206710.5600.000	ARNOLD MOTOR SUPPLY	BLO GUN	33.15
278690.5240.510	ARROWHEAD HOMES, LLC	RENT ASSIST	176.00
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	1.36
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	1.36
510531.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	1.36
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	15.20
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	28.80
520520.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	15.20
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	2.04
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	2.04
520590.5340.010	AUS DES MOINES MC LOCKBOX	APRIL LAUNDRY	2.04
233410.5340.070	BACKFLOW PREVENTION SERVICES	NEW ASSY/TE	50.00
233410.5410.000	BACKFLOW PREVENTION SERVICES	NEW ASSY/TE	799.50
278690.5240.510	BARBARA BROWN	RENT ASSIST	39.00
101891.5340.150	BDH TECHNOLOGY	MACHINES/SO	1,275.00
101891.5600.000	BDH TECHNOLOGY	MACHINES/SO	35.50
150891.5340.150	BDH TECHNOLOGY	MACHINES/SO	510.00
681110.5339.000	BERNIE LOWE & ASSOCIATES, INC	411 CLAIMS	292.11
681140.5339.000	BERNIE LOWE & ASSOCIATES, INC	411 CLAIMS	69.74

278690.5240.510	BETTY BROWN	RENT ASSIST	276.00
801110.5114.000	BETTY GOODING	PENSION PAY	694.74
101110.5410.000	BLACK TIRE	BIKE PARTS	190.98
150110.5749.000	BLACK TIRE	2 BIKE RACK	439.98
278690.5240.570	BLANCA ARACELI CHAVEZ-CASTANEDA	UTILITY ASSISTANCE	47.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	553.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	440.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	244.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	238.00
101000.4492.850	BOBBI J HOBBS	IOWA OFFSET	15.61
101890.5980.000	BOBBI J HOBBS	IOWA OFFSET	45.39
278690.5240.510	BONITA BAGNALL	RENT ASSIST	147.00
271690.5240.500	BOULDER COOPERATIVE HOUSING ASSOC 1707 S 7TH		360.00
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST	485.00
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST	220.00
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST	133.00
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST	95.00
278690.5240.510	BOULDER COOPERATIVE HOUSING ASSOC	RENT ASSIST	484.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	599.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	475.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	443.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	368.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	258.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	252.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	238.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	186.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	93.00
510531.5251.000	BRIAN ABEL	CDL CLASS	40.00
278690.5240.510	BRYNGELSON CORP	RENT ASSIST	388.00
278690.5240.510	BRYNGELSON CORP	RENT ASSIST	247.00
278690.5240.510	BRYNGELSON CORP	RENT ASSIST	227.00
230110.5460.000	BUBBA GUMPS	MEAL - K9 TRAINING	28.27
230110.5460.000	BUFFALO WILD WINGS	MEAL - K9 TRAINING	15.60
230110.5460.000	CARIBOU COFFEE	MEAL - K9 TRAINING	10.34
278690.5240.510	CAROL WEIDNER	RENT ASSIST	198.00
101110.5132.000	CARPENTER UNIFORM COMPANY	2 BALLISTIC	681.24
219110.5718.000	CARPENTER UNIFORM COMPANY	2 BALLISTIC	681.23
101110.5570.000	CARQUEST AUTO PARTS STORES	SHOCKS	145.84
206120.5600.000	CARQUEST AUTO PARTS STORES	CLAMP/BRACK	15.08
206120.5600.000	CARQUEST AUTO PARTS STORES	EXHAUST PART	109.18
206710.5570.000	CARQUEST AUTO PARTS STORES	AIR FILTER	19.04
278690.5240.510	CARROLL REYNOLDS JR	RENT ASSIST	234.00
520520.5600.000	CASCADE PUMP COMPANY	TENSION NUT	1,177.87
101110.5570.000	CASEY'S	FUEL - GTSB	15.01

550780.5570.010	CASEY'S	VEHICLE MAINT	25.96
150891.5704.000	CDW GOVERNMENT INC	WINDOWS LICENSE	273.02
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	119.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	92.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	92.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	91.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	38.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	32.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	21.00
101410.5600.000	CENTRAL IOWA DISTRIBUTING INC	VAC HOSE	36.40
520520.5600.000	CENTRAL IOWA DISTRIBUTING INC	SUPPLIES	413.40
101410.5410.000	CENTRAL IOWA MACHINE SHOP INC	Weld Alum	18.75
206710.5600.000	CENTRAL IOWA MACHINE SHOP INC	SHEAR PLATE	18.75
206760.5600.000	CENTRAL OFFICE SUPPLY	KEY TAGS	6.26
276210.5600.000	CENTRAL OFFICE SUPPLY	PAPER/BINDER	29.93
550780.5370.000	CENTRAL OFFICE SUPPLY	PAPER	31.95
101110.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	43.30
101140.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	5.88
101310.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	11.06
101420.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	14.45
101480.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.93
101560.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.04
101561.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	1.25
101581.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.26
101790.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	3.44
101820.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.35
101831.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	1.08
101840.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.43
101850.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	5.36
101870.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	1.17
101890.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	2.56
101891.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	5.83
206120.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.48
206710.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	2.12
206760.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	3.75
233410.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.64
276210.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	5.65
278690.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	12.76
290113.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	30.27
290113.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	710.98
510531.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.30
520520.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	11.81
520590.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	0.46
550780.5450.000	CENTURYLINK	3/20-4/19 LAUNDRY	3.17

206710.5610.510	CESSFORD CONSTRUCTION COMPANY	HIGH PERF COLD MIX	1,780.34
206710.5610.510	CESSFORD CONSTRUCTION COMPANY	HIGH PERF COLD MIX	284.52
247410.5600.080	CESSFORD CONSTRUCTION COMPANY	CAMPGRD PAD	1,281.71
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSIST	374.00
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSIST	240.00
101110.5460.000	CHAD A HILLERS	LEIN SCHOOL	64.00
684990.5980.000	CHARLOTTE HUTCHESON	APRIL HEALTH REIMBURSED	517.20
460770.5230.030	CLAPSADDLE GARBER ASSOC INC	AIRPORT HAN	2,310.00
491750.5230.030	CLAPSADDLE GARBER ASSOC INC	ALLIANT GAS	3,095.45
491750.5230.030	CLAPSADDLE GARBER ASSOC INC	ALLIANT PLANT	9,642.25
276210.5320.000	CLEANING BY STEPHANIE	CLEAN 112 W	174.46
276210.5320.000	CLEANING BY STEPHANIE	CLEAN/LAUNDRY	256.65
101110.5570.000	CLEMONS INC	HANDLE	21.91
278690.5240.510	CMHC INVESTMENTS	RENT ASSIST	263.00
278690.5240.510	CONNIE WARREN	RENT ASSIST	244.00
101110.5132.000	CORTNEY B WATSON	CLOTHING ALLOWANCE	133.96
278690.5235.100	COUNCIL BLUFFS HOUSING	ADMINFEE	34.58
278690.5240.510	COUNCIL BLUFFS HOUSING	RENT ASSIST	629.00
206160.5600.000	CRESCENT ELECTRIC SUPPLY CO	OP SUPPLIES	141.71
271690.5240.500	CRESTVIEW OF MARSHALLTOWN LTD	202 N 2ND AVE DEPOSIT	382.50
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	255.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	252.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	249.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	249.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	246.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	246.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	234.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	234.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	233.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	231.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	229.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	225.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	216.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	215.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	201.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	195.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	180.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	174.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	172.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	151.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	145.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	135.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	129.00
278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	99.00

278690.5240.510	CRESTVIEW OF MARSHALLTOWN LTD	RENT ASSIST	64.00
278690.5240.570	CRUZ RODRIGUEZ	UTILITY ASSISTANCE	87.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	245.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	242.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	188.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	93.00
278690.5240.510	D & L APARTMENTS	RENT ASSIST	476.00
278690.5240.510	DALEEN MICHEL	RENT ASSIST	575.00
278690.5240.510	DALEEN MICHEL	RENT ASSIST	419.00
278690.5240.510	DALEEN MICHEL	RENT ASSIST	84.00
278690.5240.570	DANIEL BARRON	UTILITY ASSISTANCE	10.00
278690.5240.510	DARREN FLATER	RENT ASSIST	207.00
520520.5410.000	DAVE'S CRANE & WRECKER SERVICE	PULL PUMP/S	400.00
278690.5240.510	DAVID M PYLE	RENT ASSIST	71.00
278690.5240.510	DAVID TOULOUSE	RENT ASSIST	485.00
278690.5240.510	DEBORAH SPECHT	RENT ASSIST	303.00
278690.5240.510	DEBRA J OETKER	RENT ASSIST	203.00
278690.5240.570	DEJA HASSELMAN	UTILITY ASSISTANCE	96.00
278690.5240.510	DERALD MERRILL	RENT ASSIST	219.00
101110.5460.000	DIAMOND JO WOODFIRE GRILL	DINNER - GT	10.65
101140.5600.000	DIAMOND VOGEL PAINTS	PAINT	6.50
101140.5600.000	DIAMOND VOGEL PAINTS	PAINT	6.50
278690.5240.510	DONNA STROHM	RENT ASSIST	139.00
278690.5240.510	DOROTHY J WEIDA	RENT ASSIST	198.00
278690.5240.510	DOUBLE D ENTERPRISE	RENT ASSIST	212.00
101420.5460.000	DOUBLETREE HOTELS	Hotel - CONFERENCE	404.76
278690.5240.510	DOUGLAS HAGELE	RENT ASSIST	327.00
206160.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	15.29
206710.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	29.72
206710.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&	1,428.70
510531.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&	87.92
520590.5340.010	ELECTRONIC ENGINEERING CO INC	GPS RENTAL&	131.88
276210.5600.031	ENVIRONMENTAL HAZARDS SERVICES, L.L	CLEARANCE	94.25
230110.5460.000	ERIC SIEMENS	MEAL/FUEL	74.36
230110.5570.000	ERIC SIEMENS	MEAL/FUEL	129.38
684990.5980.000	ESTATE OF STAN HOUSTON	REIMBURSE MED INSURANCE	258.80
230110.5570.000	FALCON HEIGHTS BP	FUEL - K9 TRAINING	71.25
230110.5460.000	FAMOUS DAVE'S	MEAL - K9 TRAINING	31.00
278690.5240.510	FARMERS SAVING BANK	RENT ASSIST	246.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	375.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	223.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	218.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	215.00
206710.5600.000	FASTENAL COMPANY	PARTS	11.30

206710.5600.000	FASTENAL COMPANY	PARTS	67.85
206710.5600.000	FASTENAL COMPANY	PARTS	90.26
206710.5600.000	FASTENAL COMPANY	PARTS	115.22
276210.5360.000	FEDEX	CLEARANCES	227.28
101340.5331.500	FISHER COMMUNITY CENTER	MONTHLY APPROPRIATION	6,396.63
278690.5240.510	FREDY M VILLEDA	RENT ASSIST	600.00
278690.5240.510	FRESE PROPERTIES LLC	RENT ASSIST	488.00
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSIST	154.00
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSIST	136.00
101110.5132.000	GALL'S INC	BOOTS-BOWER	158.75
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSIST	345.00
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSIST	146.00
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSIST	105.00
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSIST	97.00
278690.5240.510	GARY W FERNEAU	RENT ASSIST	255.00
278690.5240.510	GERALD W KOSCIELSKI	RENT ASSIST	221.00
278690.5240.510	GERALD W KOSCIELSKI	RENT ASSIST	185.00
278690.5240.510	GERALD W KOSCIELSKI	RENT ASSIST	175.00
278690.5240.510	GLADBROOK HOUSING	RENT ASSIST	179.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	575.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	530.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	312.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	265.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	85.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	51.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	65.00
278690.5240.510	GMK INC	RENT ASSIST	97.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	271.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	262.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	255.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	247.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	246.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	242.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	237.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	234.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	231.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	215.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	208.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	206.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	189.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	179.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	177.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	156.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	140.00

278690.5240.510	GRANT PARK LLC	RENT ASSIST	117.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	114.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	111.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	86.00
520520.5600.000	GRAYMONT CAPITAL INC	BULK LIME	3,581.03
278690.5240.510	GREGORY J SPECHT	RENT ASSIST	443.00
230110.5570.000	GULF OIL	FUEL - K9 TRAINING	68.15
520520.5600.030	HACH COMPANY	SUPPLIES	234.52
520520.5600.000	HD SUPPLY WATERWORKS, LTD	SUPPLIES	316.57
206710.5450.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	235.10
290113.5450.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	450.00
290113.5450.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	88.00
510531.5450.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	47.02
520590.5410.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	70.52
550780.5450.000	HEART OF IOWA COMMUNICATIONS CO-C	MAY PHONE POLICE	117.55
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	249.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	246.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	243.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	243.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	198.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	192.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	192.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	191.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	151.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	116.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	115.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	98.00
271690.5240.500	HISTORIC TALLCORN TOWERS LLLP	2 N 2ND AVE	420.00
271690.5240.500	HISTORIC TALLCORN TOWERS LLLP	2 N 2ND AVE	378.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLLP	RENT ASST	224.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLLP	RENT ASST	302.00
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
230110.5460.000	HOLIDAY INN	HOTEL-WATSON	323.80
206710.5570.000	HOLM'S/AMERICAN RADIATOR LLC	TRACTOR PARTS	688.04
101310.5380.000	HOME RENTAL CENTER	EQUIP RENTAL	15.00
520520.5480.050	HOME RENTAL CENTER	PROPANE	23.36
278690.5235.100	HOUSING AUTHORITY OF COOK COUNTY	ADMINFEE	34.58
278690.5240.510	HOUSING AUTHORITY OF COOK COUNTY	RENT ASSIST	553.00
291180.5230.030	HOWARD R GREEN COMPANY, INC	ANSON CREEK	10,680.75
291530.5230.030	HOWARD R GREEN COMPANY, INC	INGLEDUE ST	11,947.00

278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	391.00
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	201.00
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	195.00
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	176.00
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	126.00
278690.5240.510	HUBBARD MAPLE STREET APARTMENTS, I RENT ASSIST	40.00
101310.5600.000	HY-VEE ACCOUNTS RECEIVABLE SOAP	14.97
230110.5460.000	HY-VEE ACCOUNTS RECEIVABLE HOSPITALITY	49.00
520520.5460.000	I W P C A IAWEA '14 CONF	480.00
101110.5280.000	IACP NET/LOGIN RENEW 6/16/14	800.00
276210.5600.010	IMPRINT CREDIT	(20.30)
101110.5132.000	IN STITCHES POLO-LOGO	8.00
101790.5600.000	IN STITCHES POLO-LOGO	8.00
520520.5410.000	INDUSTRIAL ELECTRIC MOTORS EVAL HOFFMAN	1,344.00
101770.5480.000	INNOVATIVE AG SERVICES CREDITS	(91.39)
101770.5480.000	INNOVATIVE AG SERVICES CREDITS	(312.14)
101770.5480.000	INNOVATIVE AG SERVICES PROPANE-CIT	1,183.25
101110.5340.070	IOWA DEPT OF PUBLIC SAFETY TERMINAL	218.40
290113.5340.070	IOWA DEPT OF PUBLIC SAFETY TERMINAL	1,965.60
206710.5610.910	IOWA DEPT OF TRANSPORTATION BRACING/POST	329.08
206710.5340.070	IOWA DIV OF LABOR SERVICES BOILER INSPECTION	25.00
101110.5600.000	IOWA OFFICE INTERIORS, INC OFFICE SUPPLIES	10.26
206710.5610.910	IOWA PRISON INDUSTRIES STRT MARKER	445.50
291530.5230.030	IOWA VETERANS HOME RESOL. 2012	10.00
278690.5240.510	J&N HOME RENTALS LLC RENT ASSIST	435.00
278690.5240.510	J&N HOME RENTALS LLC RENT ASSIST	147.00
278690.5240.510	JACK STICKFORT RENT ASSIST	202.00
278690.5240.510	JAMES HATCH RENT ASSIST	230.00
278690.5240.570	JAMIE WILSON UTILITY ASSISTANCE	37.00
278690.5240.510	JAMMIE HOWARD RENT ASSIST	188.00
278690.5240.510	JANET HALA RENT ASSIST	246.00
278690.5240.510	JANET HALA RENT ASSIST	228.00
278690.5240.510	JANET HALA RENT ASSIST	213.00
278690.5240.510	JANET HALA RENT ASSIST	156.00
510531.5340.010	JAY E. HANSEN JAN-APRIL CLEANING	80.00
520520.5340.010	JAY E. HANSEN JAN-APRIL CLEANING	2,268.00
520590.5340.010	JAY E. HANSEN JAN-APRIL CLEANING	120.00
278690.5240.510	JAY HANSEN RENT ASSIST	400.00
278690.5240.510	JAY HANSEN RENT ASSIST	208.00
278690.5240.510	JAY HANSEN RENT ASSIST	182.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION RENT ASSIST	476.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION RENT ASSIST	265.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION RENT ASSIST	227.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION RENT ASSIST	100.00

278690.5240.510	JEAN CLAWSON	RENT ASSIST	246.00
278690.5240.510	JEAN CLAWSON	RENT ASSIST	240.00
278690.5240.570	JERRY MASON	UTILITY ASSISTANCE	30.00
278690.5240.570	JESSICA L. FONSECA	UTILITY ASSISTANCE	2.00
278690.5240.510	JILL BERGER	RENT ASSIST	207.00
101820.5460.000	JILL PETERMEIER	CONF. MILEAGE	65.52
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING	8.54
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING	8.75
230110.5460.000	JIMMY JOHNS	MEAL - K9 TRAINING	8.75
278690.5240.510	JJG PROPERTIES	RENT ASSIST	162.00
278690.5240.510	JOANN STRUEBING	RENT ASSIST	254.00
278690.5240.510	JOANN STRUEBING	RENT ASSIST	234.00
278690.5240.510	JOANN STRUEBING	RENT ASSIST	228.00
278690.5240.510	JOANN STRUEBING	RENT ASSIST	205.00
278690.5240.570	JOANNA NAIG	UTILITY ASSISTANCE	63.00
276210.5472.000	JOEL S CHANDLER	MILEAGE REIMBURSEMENT	39.78
278690.5240.510	JOHN E NOVAK	RENT ASSIST	262.00
278690.5240.510	JOSE & MARIA HERRERA	RENT ASSIST	239.00
278690.5240.510	KARY & THOMAS WELTER	RENT ASSIST	457.00
278690.5240.510	KARY & THOMAS WELTER	RENT ASSIST	18.00
278690.5240.570	KAYDIE WALKER	UTILITY ASSISTANCE	24.00
230110.5570.000	KUM & GO	FUEL - K9 TRAINING	67.07
230110.5570.000	KWIK TRIP INC	FUEL - K9 TRAINING	27.80
278690.5240.510	LAKELAND INVESTMENT GROUP LLC	RENT ASSIST	378.00
278690.5240.510	LARRY A & KAREN BROWN	RENT ASSIST	650.00
278690.5240.510	LARRY VEST	RENT ASSIST	125.00
230110.5460.000	LAS MARGARITAS MEXICAN	MEAL - K9 TRAINING	13.13
278690.5240.510	LAVERNA WARDEN	RENT ASSIST	216.00
278690.5240.510	LAWRENCE HALVERSON	RENT ASSIST	225.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	432.00
278690.5240.510	LBO INVESTMENTS, LLC	RENT ASSIST	333.00
278690.5240.510	LEISURE HOMES OF LEGRAND	RENT ASSIST	458.00
278690.5240.510	LESLIE SCOTT	RENT ASSIST	449.00
684990.5337.000	LINCOLN NATIONAL LIFE INS. CO.	LTD/LIFE INSURANCE	4,712.98
278690.5240.510	LINDA WIEBENSOHN	RENT ASSIST	128.00
230110.5460.000	LOS OCAMPO	MEAL - K9 T	13.47
278690.5240.510	L-S RENTALS	RENT ASSIST	176.00
278690.5240.570	LYDIA MACDONALD	UTILITY ASSISTANCE	50.00
278690.5240.510	LYLE MATNEY	RENT ASSIST	379.00
101770.5410.000	M GERVICH & SONS INC	FLOOR DRAIN	18.00
278690.5240.510	M STEELSMITH LLC	RENT ASSIST	397.00
278690.5240.510	M STEELSMITH LLC	RENT ASSIST	360.00
230110.5460.000	MACHINE SHED	MEAL - K9 TRAINING	20.57
101561.5360.000	MAIL SERVICES	RENTAL INSP	23.48

101840.5360.000	MAIL SERVICES	CITY ADMIN	207.18
278690.5360.000	MAIL SERVICES	RENT ASSIST	27.33
230110.5460.000	MAMA DIGRADO'S PASTA & PIZZA	LUNCH - CONF	31.70
278690.5240.510	MARCIA SCHULER-VAN LANGEN	RENT ASSIST	216.00
278690.5240.510	MARION MANOR II	RENT ASSIST	426.00
278690.5240.510	MARK WILTS	RENT ASSIST	212.00
101860.5331.500	MARSHALL COUNTY AUDITOR	COUNTY ATTY	2,500.00
290113.5340.150	MARSHALL COUNTY INFORMATION SERVI	INTERNET ACCESS	212.78
101410.5340.010	MARSHALL COUNTY LANDFILL	RESIDENTIAL	56.10
206710.5340.010	MARSHALL COUNTY LANDFILL	CONSTRUCTION	10.45
101840.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	223.20
101870.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	29.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	17.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	7.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	12.00
276210.5250.000	MARSHALL COUNTY RECORDER	RECORDINGS	49.00
101170.5331.500	MARSHALL CTY EMERGENCY MGMT AGEN	MONTHLY PAY	2,191.92
101770.5340.070	MARSHALLTOWN AVIATION INC	MONTHLY PAY	642.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	695.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	530.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	317.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	243.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	242.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	222.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	66.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	42.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	511.00
101420.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP	79.70
101850.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP	292.00
520520.5210.000	MARSHALLTOWN TIMES REPUBLICAN	ACCTG/ SEASONAL HELP	26.57
101540.5220.000	MARSHALLTOWN WATER WORKS	APRIL BILLS	244.80
152451.5480.030	MARSHALLTOWN WATER WORKS	COLISEUM	107.79
206120.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES	39.18
281690.5480.030	MARSHALLTOWN WATER WORKS	2/14-4/14 1	47.72
510531.5220.000	MARSHALLTOWN WATER WORKS	MARCH STORM	240.20
510531.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES	15.66
520520.5220.000	MARSHALLTOWN WATER WORKS	MARCH SANITATION	6,231.72
520590.5230.000	MARSHALLTOWN WATER WORKS	151 LOCATES	23.51

278690.5240.510	MAX & VELMA NELSON	RENT ASSIST	325.00
278690.5240.510	MAX & VELMA NELSON	RENT ASSIST	204.00
278690.5240.510	MAX & VELMA NELSON	RENT ASSIST	96.00
101110.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	18.50
101110.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	18.50
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	OIL CHANGE	29.50
550780.5570.030	MCATEE TIRE SALES & SERVICE INC	2 TIRES/LAB	1,065.54
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING	12.81
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING	11.04
230110.5460.000	MCKNIGHT'S BAR & GRILL	MEAL - K9 TRAINING	14.03
276210.5410.000	MD CONSTRUCTION LLC	12 W NEVADA	20,672.00
247410.5450.000	MEDIACOM	5/10-6/9	69.95
510531.5450.000	MEDIACOM	ONLINE/FAX	10.72
520520.5450.000	MEDIACOM	ONLINE/FAX	85.90
520590.5450.000	MEDIACOM	ONLINE/FAX	10.72
681110.5338.000	MEDTRAK SERVICES LLP	4/1-4/15	26.33
681140.5338.000	MEDTRAK SERVICES LLP	4/1-4/15	7.39
101310.5600.000	MENARDS	OP SUPPLIES	161.56
101410.5600.080	MENARDS	OP SUPPLIES	16.16
101410.5600.080	MENARDS	OP SUPPLIES	34.70
101880.5600.000	MENARDS	OP SUPPLIES	32.48
101880.5600.000	MENARDS	OP SUPPLIES	49.99
101881.5600.000	MENARDS	OP SUPPLIES	63.98
206710.5600.000	MENARDS	OP SUPPLIES	1.89
206710.5600.000	MENARDS	OP SUPPLIES	48.66
206710.5600.000	MENARDS	OP SUPPLIES	33.26
276210.5433.000	MENARDS	SUPPLIES	5.25
276210.5600.010	MENARDS	PROMOTION	139.99
520520.5600.000	MENARDS	PLUMBING SUPPLIES	27.78
530540.5600.000	MENARDS	OP SUPPLIES	49.49
278690.5240.510	MERLIN REID	RENT ASSIST	231.00
278690.5240.510	MERLIN REID	RENT ASSIST	112.00
278690.5240.510	MERLIN REID	RENT ASSIST	99.00
278690.5240.510	MICHAEL P MURPHY	RENT ASSIST	166.00
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST	300.00
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST	254.00
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST	211.00
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST	189.00
278690.5240.510	MICHAEL T SCHMIDT & DEBBIE	RENT ASSIST	160.00
206710.5600.000	MID IOWA SALES COMPANY	supplies	114.48
550780.5570.000	MID IOWA SALES COMPANY	HANDCLNR	30.32
520520.5600.030	MIDLAND SCIENTIFIC INC	1 cs CYLINDERS	30.21
520520.5600.030	MIDLAND SCIENTIFIC INC	BUFFERS pH	43.74
520520.5600.030	MIDLAND SCIENTIFIC INC	BOTTLE BOD	253.25

278690.5240.510	MIKE JUDGE	RENT ASSIST	553.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	500.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	428.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	412.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	269.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	246.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	176.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	173.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	118.00
278690.5240.510	MIKE JUDGE	RENT ASSIST	388.00
278690.5240.510	MIKE TAYLOR	RENT ASSIST	154.00
290113.5450.000	MINERVA VALLEY TELEPHONE	E911 EQUIPT	50.00
550780.5360.000	MINUTEMAN INC	FED EX	8.68
550780.5360.000	MINUTEMAN INC	FED EX	8.68
550780.5360.000	MINUTEMAN INC	MONTHLY PASSES	471.75
101110.5570.000	NAPA	PARTS	10.37
101110.5570.000	NAPA	HEADBULBS	65.58
101110.5570.000	NAPA	FILTERS	9.15
101110.5570.000	NAPA	OIL FILTERS	9.76
101110.5570.000	NAPA	OIL FILTER	4.50
101110.5570.000	NAPA	AIR FILTER	8.27
101110.5570.000	NAPA	AIR FILTERS	16.68
101110.5570.000	NAPA	OIL FILTERS	5.12
101140.5718.000	NAPA	GRINDER/REB	124.01
101410.5570.000	NAPA	PAINT	5.19
101410.5570.000	NAPA	BATTER/CORE	103.56
101410.5570.000	NAPA	#724 TERMIN	2.51
206710.5570.000	NAPA	SWITCH	(5.83)
206710.5570.000	NAPA	MUFFLER/PAR	238.68
206710.5570.000	NAPA	SWITCH	5.83
206710.5570.000	NAPA	PARTS	40.76
206710.5570.000	NAPA	FILTER	14.45
206710.5570.000	NAPA	PIGTAIL	15.12
206710.5600.000	NAPA	STRAP RTN	(5.53)
206710.5600.000	NAPA	CONNECTORS	15.12
206710.5600.000	NAPA	OIL	13.94
206710.5600.000	NAPA	GRINDER	73.49
510531.5570.000	NAPA	BALL JOINTS	51.78
520520.5600.000	NAPA	DAF LOBE	28.46
520520.5600.000	NAPA	ADAPTER, HOSE	15.80
520590.5570.000	NAPA	BALL JOINTS	77.66
550780.5570.000	NAPA	AIR FILTER	22.58
550780.5570.000	NAPA	ADAPTER/FRT	9.11
550780.5570.000	NAPA	FILTERS	83.34

550780.5570.000	NAPA	FOAM	24.99
550780.5570.000	NAPA	SEALANT	5.65
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	307.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	259.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	255.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	255.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	239.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	234.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	233.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	220.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	207.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	192.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	166.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	162.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	158.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	147.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	96.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	96.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	90.00
278690.5240.510	MTOWN WESTOWN, LLLP	RENT ASSIST	53.00
550780.5600.000	MULTIMEDIA SALES & MARKETING INC	OP SUPPLIES	260.00
206710.5570.000	MURPHY TRACTOR & EQUIPMENT CO	V-BELT	43.10
278690.5240.510	NANCY JO SMITH	RENT ASSIST	207.00
278690.5240.510	NANCY JO SMITH	RENT ASSIST	197.00
278690.5240.510	NANCY JO SMITH	RENT ASSIST	149.00
278690.5240.570	NATASHA BURTON	UTILITY ASSISTANCE	105.00
520520.5600.030	NCL OF WISCONSIN INC	LAB SUPPLIES	477.73
101891.5600.100	NEWEGG INC	cable	20.94
150891.5703.000	NEWEGG INC	COMPUTER PARTS	408.72
150891.5703.000	NEWEGG INC	TOWER COMPUTER	77.98
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	207.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	197.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	177.00
206710.5600.000	NORTHERN TOOL & EQUIPMENT CO	OP SUPPLIES	289.98
278690.5240.510	OAKLAND PROPERTIES, LLC	RENT ASSIST	384.00
206710.5570.000	O'REILLY AUTOMOTIVE INC	GREASE FTG	7.49
101421.5600.010	PACE SUPPLY	BASEBALL FIELD SUPPLIES	90.00
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES	1,240.20
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES	126.00
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES	189.60
233410.5600.060	PACE SUPPLY	BASEBALL FIELD SUPPLIES	189.60
278690.5240.510	PALISADE HOLDING CO	RENT ASSIST	263.00
000101.0121.000	PARK & RECREATION	REIMBURSEMENT	300.00
000233.0120.000	PARK & RECREATION	REIMBURSEMENT	300.00

000540.0120.000	PARK & RECREATION	REIMBURSEMENT	450.00
278690.5240.510	PAUL DUNN	RENT ASST	440.00
550780.5570.000	PAYPAL	VEHICLE MAN	184.62
550780.5600.000	PAYPAL	OP SUPPLIES	6.97
520520.5600.030	PERKIN ELMER HEALTH SCIENCES INC	SAMPLE CUPS	157.50
276210.5410.000	PETTENGILL CONSTRUCTION	207 S 2ND ST	8,205.00
276210.5410.000	PETTENGILL CONSTRUCTION	612 REYNOLD	3,400.00
276210.5410.000	PETTENGILL CONSTRUCTION	207 S 2ND ST	15,457.00
230110.5460.000	PILOT CORP	MEAL - K9 TRAINING	9.64
230110.5570.000	PILOT CORP	FUEL - K9 TRAINING	49.75
101310.5600.010	PIZZA HUT	YOUTH PROGRAM	40.00
278690.5240.510	PRAIRIE HOME PROPERTIES	RENT ASSIST	255.00
510531.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT	10.00
520520.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT	177.79
520590.5340.070	PREMIER OFFICE EQUIPMENT	MAINT AGRMNT	15.00
520520.5600.000	QUILL CORPORATION	OFFICE SUPPLIES	79.39
520520.5600.000	QUILL CORPORATION	MAGNETS	20.46
520520.5600.000	QUILL CORPORATION	CORK/WHITE	119.51
278690.5240.570	RACHELLE RENAUD	UTILITY ASSISTANCE	8.00
101110.5340.070	RACOM CORPORATION	SPEAKER IN CAR	115.00
101140.5410.000	RACOM CORPORATION	ANTENNA	14.00
290113.5380.000	RACOM CORPORATION	EDACS AIRTIME	200.80
290113.5600.000	RACOM CORPORATION	6 BATTERIES	240.00
276210.5472.000	RANDY VAUGHN	444X.39	173.16
101831.5057.100	RANDY WETMORE	MONTHLY PHONE	62.50
101831.5460.000	RANDY WETMORE	CONFERENCE	32.76
230110.5460.000	RED LOBSTER	MEAL - K9 TRAINING	23.18
101140.5570.000	RELIANT FIRE APPARATUS	CLAMP/EXHAUST	758.72
278690.5240.510	REM HOMES LLC	RENT ASSIST	96.00
278690.5240.510	RENATO GONZALEZ	RENT ASSIST	309.00
278690.5240.510	REP CORP	RENT ASSIST	550.00
278690.5240.510	REP CORP	RENT ASSIST	128.00
101110.5460.000	RICHARD A BELLILE	MEAL ALLOWANCE	7.37
278690.5240.510	RICHARD NAUGHTON	RENT ASSIST	313.00
278690.5240.510	RICK KADING	RENT ASSIST	624.00
278690.5240.510	RICK SESKER	RENT ASSIST	210.00
278690.5240.510	RICK SESKER	RENT ASSIST	147.00
278690.5240.510	RICK STICHTER	RENT ASSIST	350.00
550780.5340.010	RIDE SYSTEMS	10 MOS. SUBSCRIPTION	850.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	408.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	321.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	206.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	178.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	67.00

278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	525.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	402.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	290.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	270.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	171.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	219.00
278690.5240.510	ROBERT EAKIN	RENT ASSIST	222.00
278690.5240.510	ROBERT FISCHELS	RENT ASSIST	177.00
278690.5240.510	ROBERT FISCHELS	RENT ASSIST	165.00
278690.5240.510	ROBERT HESSENIUS	RENT ASSIST	250.00
278690.5240.510	ROBERT HESSENIUS	RENT ASSIST	113.00
278690.5240.510	ROBERT STEFFENY	RENT ASSIST	60.00
278690.5240.510	RODNEY W LAWSON	RENT ASSIST	234.00
278690.5240.510	ROGER HATCH	RENT ASSIST	458.00
278690.5240.510	RONALD J IOLE	RENT ASSIST	123.00
278690.5240.570	RUTH WITTE	UTILITY REIMURSEMENT	60.00
278690.5240.510	RYAN FREED	RENT ASSIST	599.00
101110.5132.000	SADIE WEEKLEY	SHOES/CLOTHING	160.05
101110.5460.000	SADIE WEEKLEY	SHOES	112.30
206710.5600.000	SAFETY-KLEEN SYSTEMS INC	SUPPLIES	854.73
206710.5600.000	SAFETY-KLEEN SYSTEMS INC	ANTIFREEZE	20.00
278690.5235.100	SARASOTA HOUSING AUTHORITY	ADMIN FEE	34.58
278690.5240.510	SARASOTA HOUSING AUTHORITY	RENT ASSIST	378.00
520520.5380.000	SCHARNWEBER WATER CONDITIONING IN	APRIL WATER SOFTENER	27.00
152451.5340.010	SCHENDEL PEST CONTROL COMPANY	COLISEUM	22.50
278690.5251.000	SECRETARY OF STATE	NOTARY FEE	30.00
278690.5240.570	SERENA BLACKSTOCK	UTILITY ASSISTANCE	54.00
278690.5240.510	SERINA STABENOW	RENT ASSIST	117.00
206710.5340.010	SERVICEMASTER OF M'TOWN INC	CLEANING SRV	312.00
278690.5240.510	SHANE ECKLOR	RENT ASSIST	272.00
278690.5240.510	SHANE ECKLOR	RENT ASSIST	243.00
278690.5240.570	SHAWNA JOHNSON	UTILITY ASSISTANCE	70.00
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST	213.00
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST	183.00
278690.5240.510	SHEILA F & PAUL JARED	RENT ASSIST	174.00
230110.5460.000	SHELL OIL	MEAL - K9 TRAINING	2.77
278690.5240.570	SHELLY BARNES	UTILITY ASSISTANCE	60.00
278690.5240.570	SHIREEN WILLIAMS	UTILITY ASSISTANCE	4.00
242310.5600.000	SMARTSIGN	SECURE LABELS	209.95
278690.5240.510	SMITH, RANDY	RENT ASSIST	249.00
278690.5240.510	SMTS, LLC	RENT ASSIST	525.00
290113.5460.000	STACY L ROADS	MEAL	8.00
101110.5600.000	STAPLES	PRINTER	118.99
101110.5600.000	STAPLES	OFFICE SUPPLIES	57.45

101310.5600.000	STAPLES	RETURN	(38.99)
101420.5600.000	STAPLES	Supplies	177.66
101820.5600.000	STAPLES	OFFICE SUPPLIES	63.92
520520.5600.100	STAPLES	APC BACKUP	153.97
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	441.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	360.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	218.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	218.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	218.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	166.00
278690.5240.510	STEPHEN IRVINE	RENT ASSIST	219.00
278690.5240.510	STEPHEN IRVINE	RENT ASSIST	117.00
101140.5570.000	STERLING FIRE & SAFETY INC	VEHICLE BRACKET	40.00
101420.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION	92.50
101440.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION	72.50
152451.5340.070	STERLING FIRE & SAFETY INC	NEW EXTINGUISHER	65.00
233410.5340.070	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION	10.00
510531.5410.000	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION	15.00
520590.5410.000	STERLING FIRE & SAFETY INC	ANNUAL INSPECTION	22.50
101140.5340.010	STONE SANITATION	CITY WIDE SERVICE	88.12
101410.5340.010	STONE SANITATION	ALL PARK BARRELS	814.28
101410.5340.010	STONE SANITATION	PARK&REC	315.00
101480.5340.010	STONE SANITATION	CITY WIDE SERVICE	88.12
101580.5340.010	STONE SANITATION	CBD- DUMP REAR LOAD	200.00
101880.5340.010	STONE SANITATION	CITY WIDE SERVICE	134.56
206710.5340.010	STONE SANITATION	CITY WIDE SERVICE	88.12
520520.5340.010	STONE SANITATION	CITY WIDE SERVICE	88.12
520520.5340.010	STONE SANITATION	APRIL GRIT/REMOVAL	473.75
230110.5460.000	SUBWAY	MEAL - K9 TRAINING	6.00
230110.5460.000	SUBWAY	MEAL - K9 TRAINING	8.73
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST	91.00
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST	42.00
276210.5431.000	SYDNI GRAUBERGER	INTERPRETION	335.00
278690.5240.570	TACHELLE THOMAS	UTILITY ASSISTANCE	11.00
278690.5240.570	TANYA PERRY	UTILITY ASSISTANCE	12.00
150310.5600.100	TECHSOUP	COMP UPGRADE	60.00
206710.5230.000	TELVENT DTN LLC	WEATHER SRV	456.00
101421.5340.640	TERI & TONY WESTENDORF	10 WKS YOUTH PROGRAM	848.00
278690.5240.510	TERRY ENGLAND	RENT ASSIST	221.00
278690.5240.510	TERRY GLAZE	RENT ASSIST	197.00
278690.5240.510	TERRY SHAFFAR	RENT ASSIST	170.00
101110.5460.000	TEXAS ROADHOUSE	DINNER -	18.17
101580.5562.000	THEISEN'S	OP SUPPLIES	2.69
206710.5132.000	THEISEN'S	CLOTHING	102.93

206710.5600.000	THEISEN'S	OP SUPPLIES	14.97
206710.5600.000	THEISEN'S	OP SUPPLIES	89.99
206710.5600.000	THEISEN'S	OP SUPPLIES	8.49
206710.5600.000	THEISEN'S	OP SUPPLIES	11.99
206710.5600.000	THEISEN'S	OP SUPPLIES	7.98
206710.5600.000	THEISEN'S	OP SUPPLIES	29.98
520520.5600.000	THEISEN'S	MINERAL OIL	32.98
278690.5240.510	THOMAS J FRIEND	RENT ASSIST	203.00
101110.5600.000	THOMPSON'S TRUE VALUE	WEEDKILLER	32.98
101310.5600.000	THOMPSON'S TRUE VALUE	BATTERIES	27.98
520520.5600.000	THOMPSON'S TRUE VALUE	TOILET GASKET	2.29
278690.5240.510	TIMBER WOLF VALLEY LLC	RENT ASSIST	450.00
290113.5210.000	TIMES-REPUBLICAN	PUBLIC NOTICES	167.28
278690.5240.510	TOM HARRIS	RENT ASSIST	427.00
278690.5240.510	TOM HARRIS	RENT ASSIST	350.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST	316.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST	168.00
278690.5240.510	TONY REED	RENT ASSIST	560.00
278690.5240.510	TONY REED	RENT ASSIST	553.00
278690.5240.510	TONY REED	RENT ASSIST	493.00
278690.5240.510	TONY REED	RENT ASSIST	484.00
278690.5240.510	TONY REED	RENT ASSIST	458.00
278690.5240.510	TONY REED	RENT ASSIST	388.00
278690.5240.510	TONY REED	RENT ASSIST	382.00
278690.5240.510	TONY REED	RENT ASSIST	309.00
278690.5240.510	TONY REED	RENT ASSIST	258.00
278690.5240.510	TONY REED	RENT ASSIST	252.00
278690.5240.510	TONY REED	RENT ASSIST	246.00
278690.5240.510	TONY REED	RENT ASSIST	242.00
278690.5240.510	TONY REED	RENT ASSIST	234.00
278690.5240.510	TONY REED	RENT ASSIST	142.00
278690.5240.510	TONY REED	RENT ASSIST	100.00
278690.5240.510	TRADE MARK PROPERTIES	RENT ASSIST	169.00
000844.1520.010	TREASURER ST OF IOWA	SALES TAX	100.00
000844.1520.020	TREASURER ST OF IOWA	SALES TAX	17.00
520520.5440.000	TREASURER ST OF IOWA	SALES TAX	10,204.00
520520.5441.000	TREASURER ST OF IOWA	SALES TAX	1,701.00
101110.5460.000	TREASURER STATE OF IOWA	JONES-MMPI-	65.00
278690.5240.510	TREVRON, LLC	RENT ASSIST	252.00
101410.5410.000	TRI STATE LOCK SERVICE	SERV CALL	60.00
101770.5410.000	TRI STATE LOCK SERVICE	LSDA CLOSER	120.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST	139.00
206120.5450.000	U S CELLULAR	4/12-5/11	65.02
206710.5450.000	U S CELLULAR	4/12-5/11	30.55

206760.5450.000	U S CELLULAR	4/12-5/11	122.20
510531.5450.000	U S CELLULAR	4/12-5/11	24.21
520520.5450.000	U S CELLULAR	CELL PHONES	193.36
520590.5450.000	U S CELLULAR	4/12-5/11	36.31
550780.5450.000	U S CELLULAR	4/12-5/11	40.34
520520.5360.000	U S POST OFFICE	SHIP LOANER	11.37
520520.5360.000	U S POST OFFICE	SHIP SAMPLE	7.35
101110.5600.000	ULTRAMAXX AMMUNITION	AMMUNITION	3,870.00
206760.5360.000	UPS STORE #5089	return hard	11.82
220110.5460.000	US AIRWAYS	AIRFARE ICA	546.00
101110.5450.100	VERIZON WIRELESS	3/26-4/25	640.18
101140.5450.000	VERIZON WIRELESS	4/14-5/13	153.65
101560.5450.000	VERIZON WIRELESS	4/14-5/13	64.08
101561.5450.000	VERIZON WIRELESS	4/14-5/13	32.04
206710.5450.000	VERIZON WIRELESS	03/11-4/10	200.05
276210.5450.000	VERIZON WIRELESS	4/14-5/13	64.08
278690.5450.000	VERIZON WIRELESS	4/14-5/13	152.07
290113.5450.000	VERIZON WIRELESS	3/26-4/25	34.21
510531.5450.000	VERIZON WIRELESS	4/11-5/10	32.01
520520.5450.100	VERIZON WIRELESS	AIR CARD	90.16
520590.5450.000	VERIZON WIRELESS	4/11-5/10	48.01
101545.5600.000	VIDEO SERVICE OF AMERICA	CAMERA PLAT	75.00
101891.5460.000	VIRTUAL TRAINING	on line sup	30.00
101110.5600.000	VISTA PRINT. COM	BUSINESS CARDS	14.99
101110.5600.000	WAL MART STORES INC	OP SUPPLIES	59.67
101141.5600.000	WAL MART STORES INC	CHARGER	29.88
230110.5460.000	WAL MART STORES INC	HOSPITALITY	70.01
230110.5460.000	WAL MART STORES INC	HOSPITALITY	25.34
550780.5570.000	WAL MART STORES INC	VEHICLE MAINT	11.64
278690.5240.510	WB REAL ESTATE INVESTMENTS	RENT ASSIST	196.00
684990.5230.000	WELLMARK INC	4WK CLAIM/	6,038.55
684990.5337.000	WELLMARK INC	4WK CLAIM/	20,194.53
684990.5339.000	WELLMARK INC	4WK CLAIM/	14,272.20
684990.5339.000	WELLMARK INC	MED CLAIMS	31,153.16
278690.5240.510	WESLEY FERGUSON	RENT ASSIST	246.00
278690.5240.570	WHITNEY DEANE	UTILITY ASSISTANCE	32.00
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST	363.00
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST	329.00
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST	303.00
278690.5240.510	WILLIAM & LINDA HAVELKA	RENT ASSIST	149.00
278690.5240.510	WILLIAM C. WILSON	RENT ASSIST	198.00
278690.5240.510	WILLIAM C. WILSON	RENT ASSIST	145.00
101891.5460.000	WILLIAM J LAWYER	MILES 12/13	98.28
101891.5472.000	WILLIAM J LAWYER	MILES 12/13	50.70

278690.5240.510	WILLIAM L HOBSON	RENT ASSIST	205.00
290113.5450.000	WINDSTREAM IOWA COMMUNICATIONS	3/19-4/18	76.44
230110.5460.000	WOODBURY GREEN MILL	MEAL - K9 TRAINING	22.00
101410.5600.080	WW GRAINGER	FAUCET PART	55.08
101410.5600.080	WW GRAINGER	DOOR LATCH	21.22
101480.5600.000	WW GRAINGER	REGULATOR	137.33
101880.5600.000	WW GRAINGER	DUCT GEL	27.98
206710.5600.000	ZEP SALES & SERVICE/ ACUITY	ULTRA WIPES	293.92
101420.5340.640	ZUMBA FITNESS	Aqua Zumba	200.00
			386,453.49

Council Proceedings
May 12, 2014

The Marshalltown City Council met in regular session on May 12, 2014, 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. Kenn Vinson announced the Alliant project is moving forward with additional certificates and pipeline permits received. Chief Tupper recognized Juan Tejada, named Police Department of the year. Scott Johnson honored Tim Hillygus for his thirtieth employment anniversary. Mayor Lowrance thanked Curt Ward for his service as City Attorney. Schubert moved to approve the agenda, second by Greer. Motion approved 7-0.

CONSENT AGENDA

Wirin moved to approve the Consent Agenda, removing the police defensive vehicle from the consent agenda: Approve Council meeting Minutes of April 28, 2014, and Special Minutes of May 5, 2014; Approve Bill List in the amount of \$ 910,687.64; Accept Settlement Agreements: Use of Affirmative Defense by HyVee Food and Drugstore, relating to 2nd Violation, sale of alcohol to minor on November 1, 2013; Resolution 2014-051 Ordering Construction of the Concrete Repair 2014 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, project 76014005. Public hearing May 27 at noon, bids due June 3 at 10:00 am; Resolution 2014-052 Ordering Construction of the Mill and Overlay 2014 Project 76014004, 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, project 76014004. Public hearing May 27 at noon, bids due June 3 at 10:00 am; Resolution 2014-053 Accepting Competitive Quotation for the Linn Creek Trail Repair Project and Directing Execution of Contract and Furnishment of Performance Bond, Denco Highway Construction Company, \$46,321.17; Resolution 2014-054 Approving an Amended Master Plan For Glenwood Place Planned Unit Development; Resolution 2014-055 to Certify Unpaid Bills for Collection with Taxes; second by Greer. Consent agenda adopted 7-0.

MOTIONS:

Greer moved to approve Purchase of Caiman MTV Defensive Vehicle, second by Gowdy. Chief Tupper explained the use of vehicle may save lives, estimated it may be used 1-2 times per year, and informed the council the weight of the vehicle is lighter than the fire department's aerial truck. Motion carried 4-3, with Lamer, Schubert and Gowdy dissenting.

Schubert moved to authorize Crime Scene Vehicle Replacement of 2001 Ford Excursion with used panel or utility van, second by Martin. Motion carried 6-1, with Hoop dissenting.

RESOLUTIONS:

Wirin moved to adopt Resolution 2014-056 Accepting Bid and Authorizing the Award of Contract for Iowa River (West) Interceptor Parallel Sewer project 59011019A with SM Hentges & Sons, Inc., in the amount of \$5,716,508.72, second by Greer. Resolution adopted 6-1, with Lamer dissenting.

Lamer moved to adopt Resolution 2014-057 Approving Easements for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014, second by Wirin. Resolution adopted 7-0.

Martin moved to adopt Resolution 2014-058 Accepting Bid and Authorizing the Award of Contract for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014, with Blommer's Construction, Inc. in the amount of \$1,078,918.50, second by Wirin. Resolution adopted 6-0 with Lamer abstaining due to the relationship of his adult son with the construction activity.

Wirin moved to adopt Resolution 2014-059 Ordering Construction of the Airport Hanger Floor Replacement Project 77013010, Setting Public Hearing on Plans and Specifications for June 9, 2014, cost estimate at \$88,200. Local contribution, 15% estimated at \$13,230, budgeted funds of \$20,000 are included in the 2013 capital improvement plan, second by Lamer. Resolution adopted 7-0.

Lamer moved to adopt the Resolution 2014-060 Adopting Amendments to the Purchasing Policy for the City of Marshalltown, amending language relating to departmental cooperation in determining specifications for bidding, second by Wirin. Resolution adopted 7-0.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open for the plans, specifications, form of contract and cost for the 2014 Concrete Repair TIF project 76014006. Brad Bateman was present to answer questions, with three contractors having requested plans to date. Bids are due May 15, Accept Bid, and the council will consider award of contract, Approve Contract and Bond May 27. Money is remaining from the Menards project, due to construction costs being favorable, and the money is required to be spent in that district. The money needs to be used prior to close of the fiscal year due to bonding rules. There were no written or public comments. Mayor Lowrance declared the public hearing closed.

Schubert moved to adopt Resolution 2014-061 Approving Plans, Specifications, form of Contract and Cost for 2014 Concrete Repair TIF District 3 Project 76014006, second by Wirin. Resolution adopted 6-1, with Hoop dissenting.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open regarding a permanent electrical easement for Interstate Power and Light Company in the parking lot west of Hammer Medical Supply for a new pole and junction cabinet. There were no written or public comments. Mayor Lowrance declared the public hearing closed.

Lamer moved to adopt Resolution 2014-062 Adopting Tentative Resolution Providing for the Perpetual Easement Described from the City to Interstate Power and Light Company of Cedar Rapids, Iowa, to the Property Described Herein and Authorizing Execution and Delivery of the Electric Line Easement, second by Wirin. Resolution adopted 7-0.

ORDINANCES:

Hoop moved to adopt the second reading of Ordinance #14929 Rezoning 3901 South Center Street from R2 Low Density Residential to OP Office Park, second by Wirin. Second reading adopted 6-1 with Lamer against.

Council Proceedings
May 12, 2014

Wirin moved to adopt the first reading of Ordinance #14930 Approving Changes to the Marshalltown Zoning Ordinance of 2010, Regarding Chapter 5, Site Plan Review Requirements, Chapter 22, Central Business District, Chapter 30 Signs, and Chapter 35, Site Plan Review Board, amending language to require \$300,000 liability insurance for sign installation, second by Greer. First reading adopted 7-0.

FUTURE AGENDA ITEMS DISCUSSION:

The council discussed the following items: Mill and Overlay 2014 Project 76014004, public hearing on plans and specifications May 27, bids due June 3; Concrete Repair 2014 Project 76014005, public hearing on plans and specifications May 27, bids due June 3; Concrete Repair 2014 TIF Project 76014006, Accept Bid and Award Contract; FY 2014 Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program, set public hearing May 27; Rezoning 114 North Center Street from R4 Medium Density Residential to CBD Central Business District; Reminder: Noon meeting on Tuesday, May 27, no meeting on Memorial Day.

PUBLIC COMMENTS:

Bill Egleston, 509 Brentwood Road, asked about property acquisition for the Police and Fire Department building. City Attorney Ward advised the public the details surrounding the property acquisition are not being made public at this time to protect the price the taxpayers will pay for property acquisition. Egleston also asked questions about a legal publication. Housing and Community Director Spohnheimer responded that her department is finalizing paperwork for the Neighborhood Stabilization Program.

CLOSED SESSION

At 6:56 p.m., Martin moved to enter into 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. Iowa Code § 21.5(1)(j) (2011), as amended by, Senate File 289, 84th G.A., 1st Sess., § 5 (Iowa 2011), second by Gowdy. Motion carried 7-0.

OPEN SESSION

At 7:26 p.m., Greer moved to enter open session, second by Wirin. Motion carried 7-0. Roll call, all present.

Lamer moved to extend the option for parcel A for sixty days, second by Wirin. Motion failed 3-4, with Martin, Schubert, Gowdy and Greer dissenting.

Hoop moved to not pursue option for parcel D, second by Martin. Motion was withdrawn by Hoop, Martin amiable to withdrawal.

CLOSED SESSION

At 7:28 p.m., Gowdy moved to enter into 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. Iowa Code § 21.5(1)(j) (2011), as amended by, Senate File 289, 84th G.A., 1st Sess., § 5 (Iowa 2011), second by Greer. Motion carried 7-0.

At 7:33 p.m., Gowdy moved to leave closed session, second by Greer. Motion carried 7-0, roll call – all present. Hoop moved to drop consideration of parcel C, second by Martin. Motion failed 2-5, with Schubert, Wirin, Gowdy, Greer, Hoop and Lamer dissenting.

ADJOURNMENT

The meeting adjourned at 7:36 PM, upon motion by Martin and second by Greer. Motion carried 7-0.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

James L. Lowrance, Mayor

Shari L. Coughenour, CMC, City Clerk



COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET
May 12, 2014, 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:

Juan Tejada Police Department Employee of the Year.....Tim Hillygus, 30 Year Anniversary

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 April 28, 2014, and Special Minutes of May 5, 2014.
- 2) Approve Bill List in the amount of \$ 910,687.64.
- 3) Approve Purchase of Caiman MTV Defensive Vehicle
- 4) Accept Settlement Agreements: Use of Affirmative Defense by HyVee Food and Drugstore, relating to 2nd Violation, sale of alcohol to minor on November 1, 2013.
- 5) Resolution 2014-051 Ordering Construction of the Concrete Repair 2014 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, project 76014005. Public hearing May 27 at noon, bids due June 3 at 10:00 am
- 6) Resolution 2014-052 Ordering Construction of the Mill and Overlay 2014 Project 76014004, 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, project 76014005. Public hearing May 27 at noon, bids due June 3 at 10:00 am
- 7) Resolution 2014-053 Accepting Competitive Quotation for the Linn Creek Trail Repair Project and Directing Execution of Contract and Furnishment of Performance Bond, Denco Highway Construction Company, \$46,321.17.
- 8) Resolution 2014-054 Approving an Amended Master Plan For Glenwood Place Planned Unit Development
- 9) Resolution 2014-055 to Certify Unpaid Bills for Collection with Taxes.

(end of consent agenda items)

MOTIONS

- 10) Authorize Crime Scene Vehicle Replacement of 2001 Ford Excursion with used panel or utility van

RESOLUTIONS:

- 11) Resolution 2014-056 Accepting Bid and Authorizing the Award of Contract for Iowa River (West) Interceptor Parallel Sewer project 59011019A _____ in the amount of \$ _____ (Or discuss other options?)

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Please refer to the previous Committee of Whole 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 2014-057 Approving Easements for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014. [Pending Easement acquisition, Anticipate Approving Contract and Bond on 5/27]
- 13) Resolution 2014-058 Accepting Bid and Authorizing the Award of Contract for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project 66013014, with Blommer's Construction, Inc. in the amount of \$1,078,918.50. [Pending Easement acquisition]
- 14) Resolution 2014-059 Ordering Construction of the Airport Hanger Floor Replacement Project 77013010, Setting Public Hearing on Plans and Specifications for May 27, 2014, cost estimate at \$88,200. Local contribution, 15% estimated at \$13,230, budgeted funds of \$20,000 are included in the 2013 capital improvement plan. Public Hearing Date June 9, bids due June 26, 10:00 am.
- 15) Resolution 2014-060 Adopting Amendments to the Purchasing Policy for the City of Marshalltown.

PUBLIC HEARING

- 16) Resolution 2014-061 Approving Plans, Specifications, form of Contract and Cost for 2014 Concrete Repair TIF District 3 Project 76014006. (Bids due May 15, Accept Bid, Authorize Award of Contract, Approve Contract and Bond May 27)

PUBLIC HEARING

- 17) Resolution 2014-062 Adopting Tentative Resolution Providing for the Perpetual Easement Described from the City to Interstate Power and Light Company of Cedar Rapids, Iowa, to the Property Described Herein and Authorizing Execution and Delivery of the Electric Line Easement.

ORDINANCES:

- 18) Ordinance #14929 Rezoning 3901 South Center Street from R2 Low Density Residential to OP Office Park, second reading.
- 19) Ordinance #14930 Approving Changes to the Marshalltown Zoning Ordinance of 2010, Regarding Chapter 5, Site Plan Review Requirements, Chapter 22, Central Business District, Chapter 30 Signs, and Chapter 35, Site Plan Review Board, first reading.

DISCUSSION: May 27, 2014, Agenda in process

- 20) Mill and Overlay 2014 Project 76014004, public hearing on plans and specifications May 27, bids due June 3.
- 21) Concrete Repair 2014 Project 76014005, public hearing on plans and specifications May 27, bids due June 3.
- 22) Concrete Repair 2014 TIF Project 76014006, Accept Bid and Award Contract
- 23) FY 2014 Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program, set public hearing May 27.
- 24) Rezoning 114 North Center Street from R4 Medium Density Residential to CBD Central Business District.
- 25) Reminder: Noon meeting on Tuesday, May 27, no meeting on Memorial Day.

PUBLIC COMMENTS:

CLOSED SESSION

- 26) 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. Iowa Code § 21.5(1)(j) (2011), as amended by, Senate File 289, 84th G.A., 1st Sess., § 5 (Iowa 2011).

OPEN SESSION: (If appropriate and recommended by legal counsel.)

- 27) Council to adopt recommendations of legal counsel proposed in closed session.

ADJOURNMENT:

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Please refer to the previous Committee of Whole 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.



Council Proceedings

April 28, 2014

The Marshalltown City Council met in regular session on April 28, 2014, 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. Chief Tupper recognized Alicia Hunter for ten year employment anniversary and Juan Tejada for five years. Housing and Community Director Michelle Spohnheimer recognized Rebakah Traver for five year employment anniversary. Schubert moved to approve the agenda, second by Greer. Motion approved 7-0.

CONSENT AGENDA

Wirin moved to approve the Consent Agenda: Approve Council meeting Minutes of April 14, 2014; Approve Bill List in the amount of \$994,110.34; Approve Financials Reports, January & February 2014; Receipt of Building Report for March, 2014; Accept Settlement Agreements: 1st Violation, sale of Alcohol To Minor: Casey's General Store #1441, 1402 S 12th Avenue; Casey's General Store #1303 111 N 3rd Avenue; Appointment of Nancy A. Harris, of Marshalltown, Iowa, to the Civil Service Commission. Ramon Ibarra and Veronica Guevara to the Human Rights Commission; Approve Purchase of Heavy duty rotary mower, purchase Land Pride Mower from Van Wall Equipment \$14,950, within budgeted amount in this year's capital improvement program; Resolution 2014-040 Approving 28E Agreement and Adopting the Marshall County Emergency Medical Services Association Mutual Aid and Contingency Agreement; Resolution 2014-041 Approving the Title VI Program for Marshalltown Municipal Transit; Resolution 2014-042 Authorizing Submission of 2014 Application to Iowa DOT for Airport Improvement Program fund, to pave hangar floor, vertical infrastructure, total project amount \$42,000, state share 85%. Local contribution estimated at \$6,300, budgeted funds in 2013 capital improvement plan; Resolution 2014-043 Approving Contract Change Order #2 for the WPCP Ultraviolet Disinfection Replacement project 52011024, Change Order #2, decrease of \$4,890, revision in the electric monorail hoist; second by Gowdy. Consent agenda adopted 7-0.

MOTIONS:

Hoop moved to suspend the alcohol license or permit for fourteen days held by Enrique Maravilla, d.b.a Tacos Y Mariscos, regarding Civil Penalty under Iowa Code 123.50(3)(a) for failure to pay Civil Penalty Timely for 1st Violation Sale to Person in Violation of Iowa Code 123.49(2), beginning May 1, 2014, second by Martin. Motion carried 7-0.

Lamer moved to set special council meeting for May 5, 2014, second by Wirin. Motion carried 7-0.

RESOLUTIONS:

Wirin moved to adopt Resolution 2014-044A Changing Resolution 2014-038, changing the date for the Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimated Cost and Directing Publication of Notice to Bidders with Bids due on May 6, 2014, at 10 am, relating to the Alliant Gas Fired Plant East Nevada Street Rebuilding Project 66013014, second by Lamer. Resolution adopted 7-0.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open for the budget amendment for fiscal year ending June 30, 2014. . There were no written or public comments. Mayor Lowrance declared the public hearing closed.

Greer moved to adopt Resolution 2014-045, approving the Budget Amendment for fiscal year ending June 30, 2014, second by Martin. Resolution adopted 7-0.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open regarding the Iowa Department of Transportation Transit Assistance. The application is for application to receive assistance of \$195,317 to support transit activities. There were no written or public comments. Mayor Lowrance declared the public hearing closed.

Greer moved to adopt Resolution 2014-046 Authorizing Transit Assistance program application to the Iowa Department of Transportation financial assistance, \$195,317, second by Schubert. Resolution adopted 7-0.

ORDINANCES:

Hoop moved to adopt the first reading of Ordinance #14929 Rezoning 3901 South Center Street from R2 Low Density Residential to OP Office Park, second by Wirin. First reading adopted 6-1 with Lamer against.

FUTURE AGENDA ITEMS DISCUSSION:

Purchasing Policy recommendations; Military Surplus Vehicle; Crime Scene Vehicle Replacement; Permanent Easement with Iowa Interstate Power & Light Company, Underground Electric Lines, 213 East Main Street; Iowa River (West) Interceptor Parallel Sewer Project 59011019, bid tabulation, bids exceed estimate; Concrete Repair Project 2014 # 76014005; Concrete Repair Project 2014 TIF District 3 Project 76014006; Mill and Overlay 2014 Project 76014004; Linn

Council Proceedings

April 28, 2014

Creek Trail Repair, Denco Highway Construction, \$46,321.17; Glenwood Place PUD amendment; Changes to Zoning Ordinance, re: Site Plan Review Board; Affirmative Defense for HyVee, relating to Alcohol Sale to Minor, Second Offense; Attorney Contract; Certify unpaid nuisance abatement bills as property tax.

PUBLIC COMMENTS:

Jack Carkhuff, 2504 Hilltop Drive, asked about progress on street repair. Stephen Troskey reminded residents there are rules prohibiting signs on utility poles.

CLOSED SESSION

Schubert moved to enter into 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. Iowa Code § 21.5(1)(j) (2011), as amended by, Senate File 289, 84th G.A., 1st Sess., § 5 (Iowa 2011), second by Gowdy. Motion carried 7-0.

OPEN SESSION

Hoop moved to enter open session, second by Schubert. Motion carried 7-0. Roll call, all present.

Lamer moved to authorize negotiation for temporary, permanent and alternate easement acquisition based on fair market value as calculated by Clapsaddle Garber Associates in closed session presentation, second by Wirin. Motion carried 7-0.

Wirin moved to approve the purchase option agreement for Parcel D, previously identified by council, as recommended by legal counsel in closed session, second by Schubert. Motion adopted 7-0.

Greer moved to delay the Phase II Environmental Study of Parcel A until Phase I Environmental Study is completed on Parcel D, second by Martin. Motion adopted 6-1, Lamer dissenting.

ADJOURNMENT

The meeting adjourned at 8:41 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

James L. Lowrance, Mayor

Shari L. Coughenour, CMC, City Clerk

Council Proceedings
Special Council Meeting
May 5, 2014

A Special meeting of the Marshalltown City Council was convened on May 5, 2014, at 5:30 PM, in the Council Chambers at City Hall, according to posted notices. Mayor Lowrance called the meeting to order. ROLL CALL: Present – Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

Wirin moved to receive the Civil Service New Hire List for Accounting Specialist, second by Gowdy. Motion carried 7-0.

Hoop moved to approve a modified street improvement construction for the Hilltop area and South 8th Street based on the CMT option #3, modification to include stabilization for only the areas that require it and reducing the surface from 6" to 2-3", with hopes of reducing cost by 50% or more, second by Gowdy. Motion carried 7-0.

Wirin moved to set the second meeting in May for Tuesday, May 27, at noon, second by Lamer. Motion carried 7-0.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open regarding the plans and specifications for the Alliant Gas Fire Plant East Nevada Street Rebuild Project. Adam Daters, Engineer with Clapsaddle Garber Associates, was present to explain the project. The estimate is \$1,202,759, with Alliant reimbursing project costs. There were no public or written comments. Mayor Lowrance declared the public hearing closed.

Martin moved to adopt Resolution 2014-044 Approving Plans, Specifications, form of Contract and Cost for the Alliant Gas Fire Plant East Nevada Street Rebuild Project 66013014, second by Greer. Resolution adopted 7-0.

Lamer moved to adopt Resolution 2014-047 Approving Proposal of Roger Schoell for Attorney Services and Appointing Roger Schoell as City Attorney as of May 27, 2014, second by Wirin. Resolution adopted 7-0.

Greer moved to adopt Resolution 2014-048 Ordering Construction of the 2014 Concrete Repair TIF District 3 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 76014006. Public hearing on May 12 and bids due May 15, 10:00 am, second by Gowdy. Resolution adopted 6-1, with Hoop dissenting.

Greer moved to adopt Tentative Resolution 2014-049 Providing for the Perpetual Electric Easement Described from the City of Marshalltown, Iowa, to Interstate Power and Light Company of Cedar Rapids, Iowa, public hearing on May 12, with an amendment setting consideration at \$1.00 and other good and valuable consideration, second by Schubert. Resolution adopted 7-0.

Wirin moved to adopt Resolution 2014-050 Appointing Public Works Director, Justin Nickel, second by Greer. Resolution adopted 7-0. The offer is conditional based on obtaining an Iowa License, anticipated start date is June 9.

Without further action by the council, the meeting adjourned at 6:26 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, City Clerk



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

Marshalltown Police Department Chief of Police Memorandum

TO: Randy Wetmore, City Administrator

FROM: Michael W. Tupper
Chief of Police

DATE: 04/21/2014

RE: Acquisition of a Caiman MTV Defensive Vehicle
April 28, Marshalltown City Council Meeting

Per our previous discussions, I will be presenting to the Marshalltown City Council on April 28 concerning the possible acquisition of a Caiman MTV Defensive Vehicle. I have included with this memo informational materials regarding this vehicle. Captain Christopher Jones will be appearing with me on April 28 to assist with the discussion of this topic. Captain Jones is the commander of our department tactical team.

With the exception of transportation expenses, the police department has the opportunity to acquire this military grade armored vehicle at no cost. This vehicle costs in excess of \$500,000.00 normally. A new vehicle of similar style built specifically for law enforcement purchase would cost in excess of \$250,000.00. The United States government is making these vehicles available to law enforcement agencies across the country through a military equipment surplus program in which the Marshalltown Police Department is enrolled in. We have used this program in the past to acquire smaller scale pieces of equipment. This surplus program was the program we utilized to acquire the HUMVEE. Transportation/shipping expenses are estimated to be \$3500-\$5000.00. If the City chooses to acquire this vehicle, we would utilize seized asset funds (drug money) to pay for the shipping costs. I am aware of two other agencies in Iowa that have recently acquired a similar vehicle. Those agencies are the Jasper County Sheriff's Office and the Story County Sheriff's Office.

Police department staff have met with City mechanics and have determined that routine maintenance on this vehicle is something the City mechanics can handle. If we acquire this vehicle, the vehicle would come with brand new suspension, frame, spring engine, transmission, brakes, wheels and tires. Additionally, it is possible that six additional tires and wheel assemblies may be included. The vehicle would not be frequently utilized so fuel costs and maintenance/repair expenses should generally be minimal. If the City chooses to acquire this vehicle, the vehicle would be stored in the garage facility already utilized as the impound building for the police department.

CITY COUNCIL

Mike Gowdy, Joel Greer, Al Hoop, Leon Lamer,
Bill Martin, Robert Schubert, Bethany Wirin

This vehicle would be assigned to our department's tactical team. This is not a vehicle that would receive daily or even monthly use. This is a vehicle that would only be utilized during critical and highly dangerous law enforcement operations. This vehicle would also be utilized during times of natural or manmade disaster for search and rescue operations requiring special operation/all terrain vehicles. This vehicle has the capability to operate in environments that normal police vehicles, heavy trucks and special utility vehicles cannot. This vehicle is not equipped with military weaponry. This is a purely defensive vehicle. This vehicle offers public safety capabilities we do not currently have which will allow law enforcement to respond to critical events in a more effective and efficient manner while providing maximum protection for public safety personnel and citizens.

Having this type of equipment dramatically changes our perspectives in how officers, not only tactical officers, approach critical incidents. With an armored option, we have the ability to better utilize the equipment in which we have invested thousands of dollars to help handle critical incidents. Listed below are examples of events that have occurred since October 2011 where an armored vehicle should have been used.

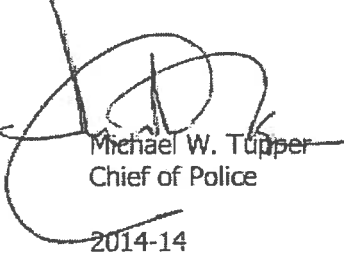
- December 2011: Attempted murder investigation. Subject fled out back door. Inner perimeter could not be contained quickly enough. Five person entry was made on garage six blocks away where the suspect had been hiding. Perimeter was not secure enough at that location and suspect was able to flee the area. Officers and civilians at risk in open environment during search for violent offender.
- April 2012: A suspect threatened and beat a victim with a handgun. Law enforcement negotiated with the suspect from directly outside of the home because the homeowner had no phone. Negotiators had to be placed in an unsecured location to be close enough to speak with the suspect.
- July 2012: Suicidal subject with a handgun was barricaded in a home. Subject also had several outstanding arrest warrants. Subject made threats to officers. Negotiators could not be positioned close enough to the home to make contact. Police personnel were forced to communicate with the violent offender by cell phone and bull horn in the open with little to no protection from small arms fire.
- April 2013: Three crisis negotiators were brought to a scene during a robbery investigation. Tactical personnel had to be utilized to cover the negotiators as efforts were made to secure the surrender of two robbery suspects from an apartment. Negotiators had to be close to the area to effectively do their job. Since we did not have access to an armored vehicle, the safety of the negotiators was compromised and required tactical personnel to perform security details when they could have been performing other critical duties. The negotiators on scene were unable to maintain confidentiality due to the influx of citizens in the area who came out to watch and the requirement of law enforcement personnel to work in an open environment. If law enforcement had access to an armored vehicle option, this work could have been done in a safer manner utilizing fewer personnel. Tactical officers could have been better utilized in

securing the perimeter. Crisis negotiators cannot focus on their job if they are uncertain about their own security and lack of a private/confidential environment.

- September 2013: Homicide investigation. Two suspects, presumed to be armed in two separate locations. Both scenes required negotiators who were assigned 2-3 security officers to escort them inside the inner perimeter. Armored vehicle capabilities would have allowed law enforcement to more effectively and efficiently utilize available personnel resources. Personnel would also have been able to operate in a safer and more secure environment.
- December 2013: Mutual aid request from the Marshall County Sheriff's Office. Alleged hostage situation involving subject armed with a rifle. Law enforcement was held off for 1/4 mile in each direction with no other available option.
- January 2014: Mutual aid request from the Marshall County and Tama County Sheriff Offices. Suspect with a gun threatening roommates. Officers were required to maintain a 1/4 mile perimeter with no other option.

I understand that no law enforcement personnel or civilian bystanders were injured in any of the aforementioned incidents and the final outcome in all of these incidents was positive. However, things could have easily gone in a different direction and resulted in loss of life or serious injuries. These are all risks that could be better managed with armored vehicle capabilities. Law enforcement personnel are increasingly encountering suspects who utilize surveillance technology and rifles. Consequently, our police officers are being placed in greater jeopardy than ever before when they respond to violent events or serve high risk search warrants.

Armored vehicle capabilities allow law enforcement to more effectively manage risk and enhance public safety. We have a significant opportunity to increase our public safety capabilities for a minimal cost. Staff recommends that the City of Marshalltown acquire this vehicle for use by the Marshalltown Police Department.



Michael W. Tupper
Chief of Police

2014-14

Cc: Captain Christopher Jones
Captain Brian Batterson
Captain Michael Hanken
Sgt. Kiel Stevenson

Caiman MTV

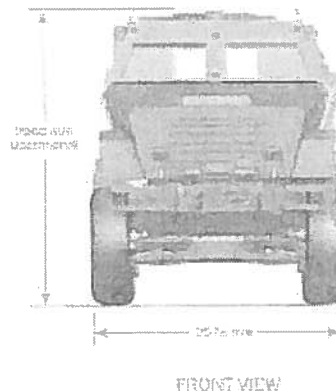
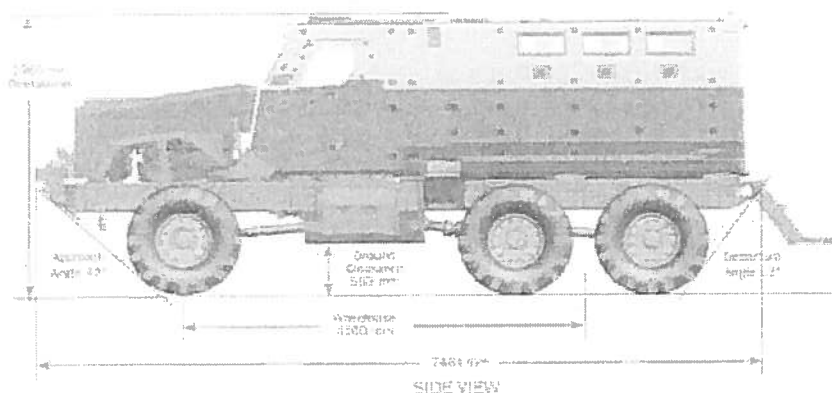
Caiman Multi-Theater Vehicle

The Caiman MTV from BAE Systems is a heavily armored, high mobility MRAP vehicle designed to meet the tactical mission requirements in Afghanistan and the variable environments of today's and tomorrow's operations. By combining the Caiman's proven crew and cargo capsule with an improved chassis that leverages readily available, commercial off the shelf (COTS) technology, the Caiman MTV is the perfect balance of interior capacity, tactical mobility and survivability required for troop transport, command and control and medical units.

The cost-effective Caiman MTV features an improved lateral stability, a robust independent suspension, and an upgraded temperature control system to navigate Afghanistan's extreme temperature changes and harsh terrain. The vehicle's enhanced monolithic floor, concentrically formed C-channel frame, blast-absorbing seats and the latest fire-suppression systems improve survivability. The new Caiman configuration can be delivered either as a new vehicle or chassis upgrade.

KEY FEATURES

- Crewman crew capacity for troop transport missions
- Supports a four liter ambulance system with attendant
- Active Monitor Independent Suspension System
- Power train upgrade for CDD compliant terrain vehicle work
- Full-time all wheel drive
- 6-belt HVAC temperature control system
- Monolithic floor upgrade that exceeds CDD blast and mine threat requirements
- Payload capacity up to 66,000 pounds GVW
- Armoring enhancement capable
- Accepts all types of hard armor from front and rear
- 95 percent compatibility with tactical wheeled vehicles
- Standardized already deployed support and maintenance
- Fully automatic transmission
- Electronic Control Fuel Injection System (CFIS)
- Anti-lock Braking System (ABS)
- Class V Interactive Electronic Technical Manual (IETM)



GLOBAL TACTICAL SYSTEMS

BAE SYSTEMS

Caiman-MTV

Caiman Multi-Theater Vehicle

VEHICLE SPECIFICATIONS

Length:	
Without Step	7484 mm (295 in)
With Step Down	8242 mm (325 in)
Width: Wheel to wheel	2579 mm (101.5 in)
Height: (Operational)	2960 mm (117 in)
Height: Platform	
Unloaded	865 mm (34 in)
Wheel Base	4100 mm (161 in)
Ground Clearance:	
Loaded	553 mm (22 in)
Under Axle	376 mm (15 in)
Approach/Departure Angle:	42° / 53°
Vehicle Curb Weight with Fuel:	
	27540 kg (60728 lbs)
Payload:	3762 kg (8272 lbs)
Towed Load:	5443 kg (12000 lbs)
Maximum Speed:	
Governed, at Gross Weight	77 mph
Range: 250 L (74 Gallons) Fuel	Testing required
Maximum Grade / Side Slope	60% / 30%
Turning Circle:	
Curve to Curve	19.4 m (63.5 ft)
Wall to Wall	20.4 m (66.9 ft)
Turning, without kit	915 mm (36 in)

EQUIPMENT SPECIFICATIONS

Engine:	
Caterpillar C9	Howay Duty Diesel, 6-Cylinder, Electronic Controlled, Fuel-Injected (Turbocharged and Aftercooled, EPA Certified 336 kW (450 hp) @ 2100 rpm
Rating	
Displacement	9.6 L (627 cu in)
Torque	1848 Nm (1354 lb-ft) @ 1600 rpm
Fuel	Diesel, D72, JP-4, JP-8, W-8810
Oil	MIL-L-2104C, MIL-L-46167 32 L (34 qt)
Transmission:	
Caterpillar CX28	Automatic/Select 6-Speed, Electronically Controlled
Full Time	
All-Wheel Drive	2-So Remote Manual 1-Case, Electronically Controlled
Manual Operation	30% Torque Front Wheels, 70% Torque Rear Wheels; Off-Road, Equal Front and Rear
Oil	MIL-L-2104D, MIL-L-46167 18.9 L (20 qt)
Axles:	
Front/Mid/Rear	Front, Intermediate and Rear axles
Diff Lock	Front and rear axles, ECDL
Corner	Single reduction Spiral Bevel
Wheel end	Planetary wheel end, reduction ratio 3.46:1
Overall ratio	6.35:1
Front axle steer angle	35°

Tires:	Michelin 385/85R20XL All-Terrain
Brakes:	
Primary	Dual Circuit, Four Channel Air, Anti-Lock Braking System (ABS) with Trailer ABS Connection for Emergency Tow
Supplemental	Air Actuated, Driver Controlled, Exhaust Brake
Central Tire Inflation System, Eaton:	
Cap Mounted Electronic Controls:	
Operable while Driving Highway:	
Cross Country, Air Transport:	
Sand/Mud/Snow, and Emergency Modes:	
Suspension:	
Front & Rear	Dual rate coil springs and separate hydraulic shock absorbers on each wheel end, with stabilizers

FOR MORE INFORMATION CONTACT:

BAE Systems
5000 I-10 West
Sugar, TX 77474 USA
Telephone 281-856-0139
Toll Free 866-390-1944
Fax 281-856-7910
Email sales.mtv@baesystems.com
www.baesystems.com

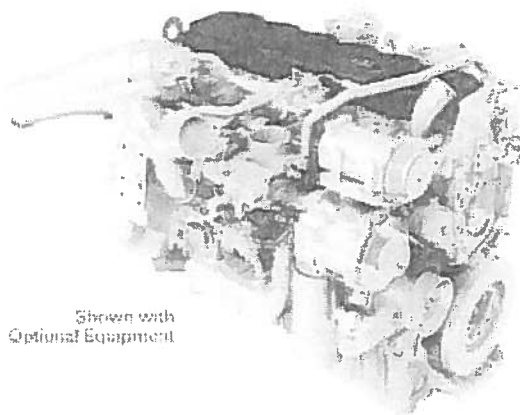
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CATERPILLAR

On-Highway Diesel Engine with ACERT® Technology

C9
EPA 07 Certified
335-350 hp @ 2200 rpm
1150-1250 lb-ft @
1400 rpm Peak Torque



Shown with
Optional Equipment

CATERPILLAR® ENGINE SPECIFICATIONS

In-line 6-Cylinder, 4-Stroke-Cycle Diesel	
Bore — in (mm)	4.53 (115)
Stroke — in (mm)	5.87 (149)
Displacement — cu in (L)	567 (9.3)
Aspiration	Turbocharged
Compression Ratio	18.0:1
Rotation (from flywheel end)	Counterclockwise
Cooling System — gal (L)	5.23 (19.8)
Lube Oil System Refill — gal (L)	8.5 (32)
Weight, Net Dry (approx) — lb (kg)	
with standard equipment	1650 (748)

*Engines only. Capacity will vary with radiator size and use of sub cooler.

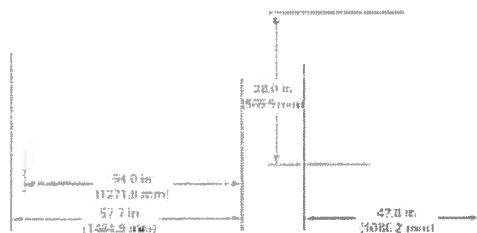
STANDARD EQUIPMENT

- Air inlet manifold heater
- Cat® common rail fuel system
- Caterpillar® Regeneration System
- Cooling: belt-driven water pump, oil cooler
- Closed crankcase breather
- Diesel particulate filter
- Electronic Control Module (ECM)
- Electronic Data Link, SAE/ATA, SAE J1939
- Fuel: spin-on secondary filter, transfer pump
- Governor: full-range, electronically controlled
- Lifting eyes
- Lubrication: gear-driven pump, front or rear sump pan, full flow spin-on filter, oil filler, oil level gauge (dipstick)
- SAE No. 1 flywheel housing
- Variable nozzle turbocharger
- Vibration damper

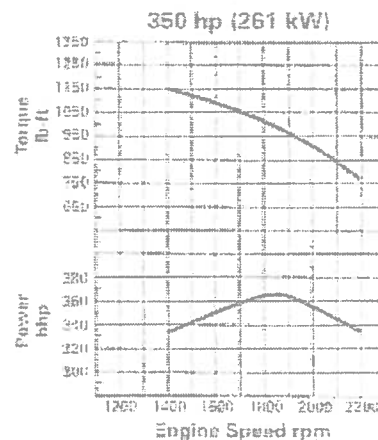
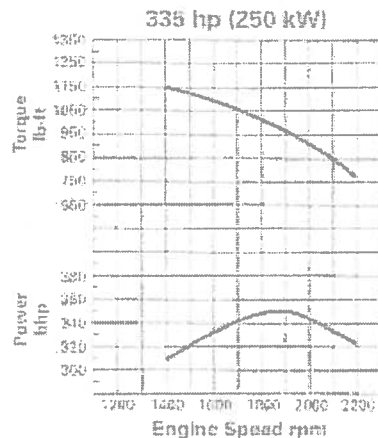
ACCESSORY EQUIPMENT

- Air compressor: 16.1 cfm (0.46 m³/min) or 31.6 cfm (0.9 m³/min) with drive through capability
- Air conditioner compressor mounting
- Air inlet elbow
- ATAAC inlet elbow
- Automatic transmission adapter
- Cat engine brake available
- Fan drive mounting bracket
- Flywheel
- Front engine support
- Front PTO adapter
- Fuel priming pump
- Hydraulic pump drive, SAE A
- Jacket water heater
- Primary fuel filter (10 micron)
- Rear PTO (RPTO)
- Starting motor: 12V or 24V

DIMENSIONS



PERFORMANCE CURVES



PERFORMANCE DATA¹

Operating Range (rpm) 1400-2200
 Governed Speed — rpm 2200
 Advertised hp (kW) 335 (250)
 Max hp (kW) 350 (261)
 Peak Torque — lb-ft (N·m) 1150 (1559)
 Peak Torque — rpm 1400
 Torque rise (%) 50
 Altitude Capability — ft (m) 10,000 (3048)

Operating Range (rpm) 1400-2200
 Governed Speed — rpm 2200
 Advertised hp (kW) 350 (261)
 Max hp (kW) 365 (272)
 Peak Torque — lb-ft (N·m) 1250 (1695)
 Peak Torque — rpm 1400
 Torque rise (%) 56
 Altitude Capability — ft (m) 10,000 (3048)

¹When spacing with automatic transmission the engine has overrun capabilities to 2300 rpm.

GEARING CONSIDERATIONS

The C9 On-Highway Diesel Engine offers a wide operating range and high torque rise, which promotes the use of transmissions with fewer gears. Even with this built-in feature, heavy specialty haulers must remember their trucks should be geared to achieve the appropriate compromise between startability and desired road speed. The general principal drivers should follow is that of the "gear fast, run slow" strategy to achieve optimal performance.

For the best balance of performance and fuel economy, spec axle ratios and tire sizes according to the following:

- 60,000 lb GCW or less

Less than 1250 lb-ft:
1650 rpm @ 65 mph

1250 lb-ft and above:
1550 rpm @ 65 mph

The minimum startability requirements are 10% for pick-up and delivery, 14% for linehaul, 20% for on/off highway, and 25% for off-highway. At peak torque rpm in top gear, the recommended gradeability is 1.8% (1.5% minimum). At cruise speed in top gear, 1.0% is the ideal gradeability.

To optimize your truck's performance characteristics, a computerized spec'ing tool called Design Pro is offered by your Caterpillar dealer. It calculates effects of various driveline variables on engine operation such as transmissions, axles, and tires. This analysis allows you to verify that your truck's driveline specifications are best suited to your application.

FUEL AND LUBE OIL REQUIREMENTS**FUEL**

Model year 2007 and newer Caterpillar on-highway diesel engines require the use of ULSD fuel in order to meet the United States (U.S.) Environmental Protection Agency (EPA) 2007 emissions regulations for on-highway diesel engines. Failure to use ULSD in these engines is punishable with civil penalties.

Ultra Low Sulfur Diesel (ULSD) fuel will have ≤ 15 ppm (0.0015%) sulfur using the ASTM D5453, ASTM D2622, or DIN 51400 test methods.

CRANKCASE LUBE OIL

Diesel engine oils meeting the Cat ECF-3 (Engine Crankcase Fluid-3) specification are strongly **recommended** for use in 2007 model year and newer Caterpillar on-highway diesel engines. The Cat ECF-3 specification was developed in order to protect emissions control systems, help comply with the emissions standards, reduce engine wear, and control piston deposits and oil consumption in 2007 model year and newer on-highway diesel engines that are designed to use fuels with ≤ 15 ppm (0.0015%) sulfur.

The combination of ULSD fuel and API CJ-4 compliant diesel engine oil is strongly recommended for optimum engine system performance.

Note: Oils that meet the API CJ-4 oil category requirements are Cat ECF-3 compliant.

ELECTRONIC FEATURES

- Customer selectable, re-programmable operational parameters:
 - 2-speed fast idle capabilities
 - Adjustable low idle rpm
 - Automated Transmission compatibility
 - Cooling fan control
 - Cruise control with exclusive Soft Cruise
 - Customer password protection
 - Engine Monitoring System — warning, derate, or shutdown
 - Enhanced theft deterrent and secure idle (Cat Messenger or Pocket Tec required)
 - Cat engine brake operational modes
 - Fleet Information Software capability
 - Idle shutdown timer & override
 - Maintenance monitor [miles (km) or hours]
 - OEM parameter lockout
 - Progressive shifting and gear down protection
 - Selectable AT/MT/HT shift points for automatic transmission
 - Vehicle speed [mph (km/h)] limiting and protection
- Real time clock with date and time stamping of critical events
- Electronic self-diagnostics
- Compatible with Caterpillar Electronic Technician (ET)
- Cold weather startup strategy and electronic idle control functions
- ECM storage of operational, maintenance, diagnostic codes and diagnostic data
- J1939 compatible
- Programmable Power Take-Off (PTO) functions:
 - Adjustable maximum engine rpm speed
 - Adjustable minimum engine rpm speed
 - Adjustable ramp rate up or down between PTO set speed(s)
 - Adjustable rpm "bump" intervals
 - Adjustable speed control [mph (km/h)] of vehicle while in PTO mode
 - Limit engine torque to driven equipment
 - Multi-speed PTO set speed capability
 - Selectable PTO configuration for "in cab" or station of remote operation

RATING DEFINITIONS AND CONDITIONS

Performance is based on SAE J1995 standard conditions of 29.61 in. Hg (100 kPa) and 77° F (25° C).

The curves shown are for a standard engine without fan, but equipped with air compressor and fuel, lubricating oil, and water pumps.

Materials and specifications are subject to change without notice. The International System of Units (SI) is used in this publication. CAT, CATERPILLAR, their respective logos, ACERT, "Caterpillar Yellow" and the POWER EDGE trade dress, as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.



T2011

May 5, 2014

Curtis A. Ward, City Attorney
City of Marshalltown
24 N Center St.
Marshalltown, IA 50158

RE: Settlement Agreement

Dear Mr. Ward:

Enclosed herewith, please find an original of the Acknowledgement/Settlement Agreement signed by Hy-Vee. If you need anything further, please don't hesitate to let me know.

Very Truly Yours,
Hy-Vee, Inc.

By: 
Nathan Allen
Assistant General Counsel

CITY OF MARSHALLTOWN

IN RE:

Hy-Vee, Inc.

d/b/a Hy-Vee Food & Drug Store

802 S Center St.

Marshalltown, Iowa 50158

Liquor License No. LE-0000429

**ACKNOWLEDGEMENT/
SETTLEMENT AGREEMENT**

I hereby knowingly and voluntarily acknowledge that I have received the Order in the above case. I hereby knowingly and voluntarily acknowledge the facts and allegations contained in the Order and knowingly and voluntarily admit that the same are true and correct. I hereby knowingly and voluntarily admit that Rebecca Lynn Elizabeth Gilgen sold an alcoholic beverage to a minor on November 1, 2013. I have submitted the required documents to show Rebecca Lynn Elizabeth Gilgen completed the I-PACT employee training program developed by the Alcoholic Beverages Division pursuant to Iowa Code section 123.50A. I hereby assert an affirmative defense under Iowa Code section 123.50(5). I understand that the affirmative defense asserted for the violation dated November 1, 2013, may only be used once in a four-year period to bar assessment of a penalty against the licensee or permittee. I understand that in order to conclude this matter the City of Marshalltown, Iowa, must approve this settlement agreement.

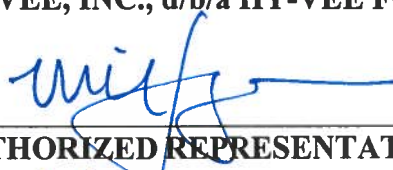
WHEREFORE, the terms of this agreement and stipulation are agreed to and accepted by the City of Marshalltown, Iowa, and Hy-Vee, Inc.. Therefore, the matter shall be dismissed.

CITY OF MARSHALLTOWN, IOWA

By: _____
JAMES L. LOWRANCE
MAYOR

Date

HY-VEE, INC., d/b/a HY-VEE FOOD & DRUG STORE, PERMITTEE

By:  _____
AUTHORIZED REPRESENTATIVE *Michael Surgens, V.P.*

5/5/14

Date

TZBW

RESOLUTION ORDERING CONSTRUCTION OF THE CONCRETE REPAIR 2014 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 76014005

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 Concrete Repair 2014, Project No. 76014005, in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 76014005, 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:

Section 1. This Council does hereby order the construction of the Concrete Repair 2014 in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 76014005, now on file in the office of the City Clerk of Marshalltown, Iowa.

Section 2. 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.

Section 3. 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.

Section 4. 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 a Concrete Repair 2014 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 27th day of May, 2014 , 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 3rd day of June, 2014. 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 9th day of June, 2014, 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 12th day of May 2014, and signed this _____ day of May 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

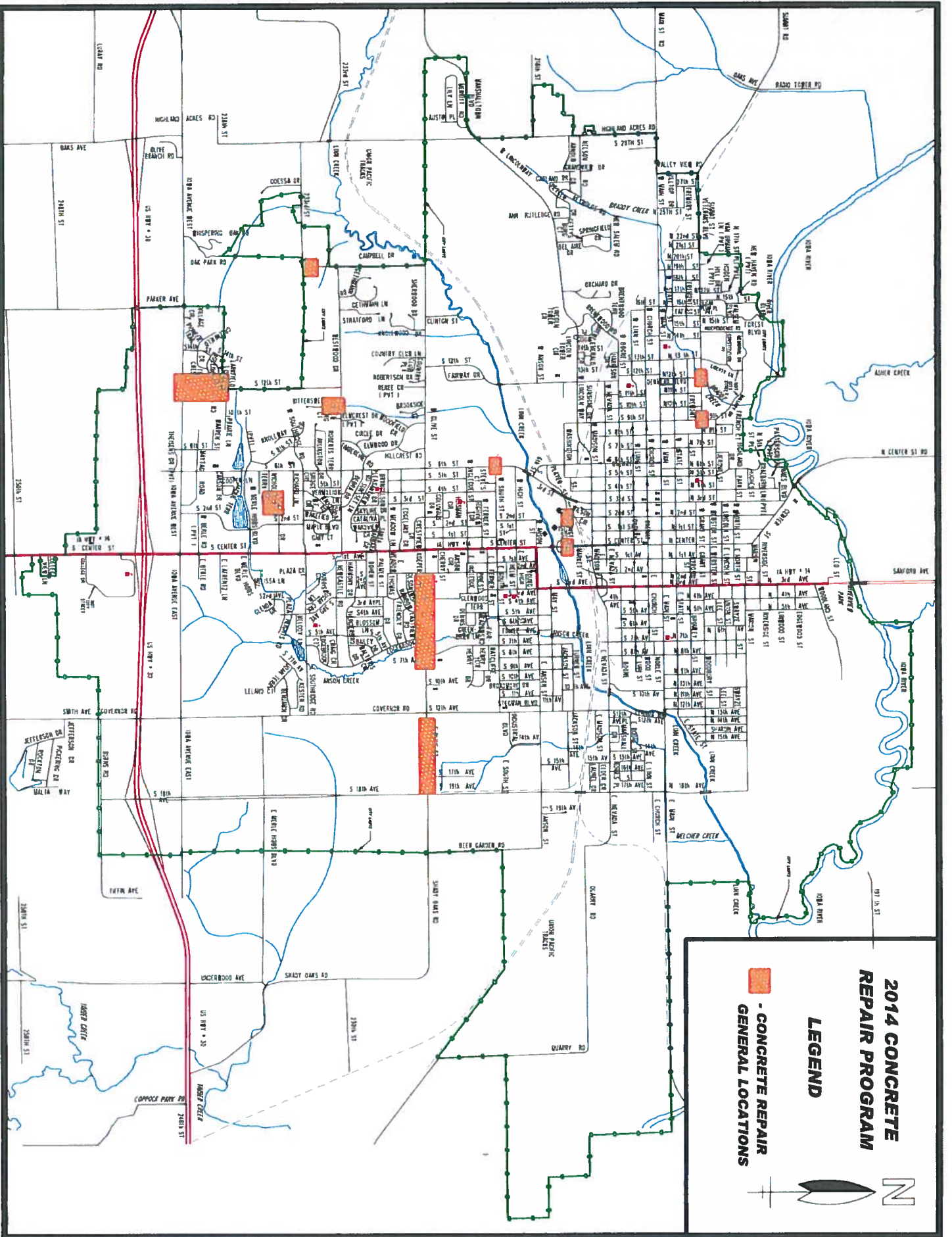
ATTEST:

Shari L. Coughenour, CMC, City Clerk

2014 CONCRETE REPAIR PROGRAM

LEGEND

-  - CONCRETE REPAIR
-  GENERAL LOCATIONS



**ESTIMATED PATCH AREA QUANTITIES
2014 CONCRETE REPAIR**

PATCH NO.	LOCATION OF REPAIR	FULL DEPTH PATCH 8" PCC, w/ 6" GRANULAR BASE S.Y.	FULL DEPTH PATCH 8" PCC AS-BUILT S.Y.	CURB & GUTTER 30" L.F.	CURB & GUTTER 30" AS-BUILT L.F.
	1200 Blk of Summit St			160	
	NE Quad, N 9th St. & Summit St			34	
	W Ingledue St			16	
1	S 12th St (Caseys)	139.4			
2	S 12th St	50.9			
	70 patches 3'x4' (12sf) S 12th St	93.3			
	S 12th St	5.1			
	S 12th St	2.2			
	S 12th St	2.3			
	S 12th St	5.1			
3	Rolling Meadows	79.3			
4	Larkfield Crt	52.0			
5	Campbell Dr. / 233rd St	173.6			
6	Bittersweet	40.0			
7	Bittersweet	131.0			
8	Bittersweet	45.6			
9	Nicholas Dr	26.3			
10	Nicholas Dr	10.2			
11	Nicholas Dr	17.8			
12	Nicholas Dr	108.7			
13	Nicholas Dr	100.0			
14	E Olive St	55.6			
15	E Olive St	27.6			
16	E Olive St	76.7			
17	E Olive St	78.9			
18	E Olive St	166.1			
19	E Olive St	230.3			
20	E Olive St	15.8			
21	E Olive St	139.3			
22	E Olive St	166.0			
23	E Olive St	7.1			
24	E Olive St	34.2			
	85 patches 3'x4' (12sf) E Olive St - 12th Ave to 18th Ave	113.3			
	45 patches 3'x13.5' (40.5sf) E Olive St - 12th Ave to 18th Ave	202.6			
25	Washington St & S 2nd St	17.2			
26	Washington St & S 2nd St	180.0			
27	Washington St & East Center St Ramp	30.0			
TOTALS		2,622		210	
		S.Y.		L.F.	

T200

RESOLUTION ORDERING CONSTRUCTION OF THE MILL AND OVERLAY 2014 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 76014004

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 Mill and Overlay 2014, Project No. 76014004, in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 76014004, 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:

Section 1. This Council does hereby order the construction of the Mill and Overlay 2014 in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 76014004, now on file in the office of the City Clerk of Marshalltown, Iowa.

Section 2. 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.

Section 3. 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.

Section 4. 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 a Mill and Overlay 2014 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 27th day of May, 2014 , 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 3rd day of June, 2014. 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 9th day of June, 2014, 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 12th day of May 2014, and signed this _____ day of May 2014.

CITY OF MARSHALLTOWN, IOWA

Thomas R. Thompson, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Mill and Overlay Locations			
Segment No.	Name of the Street	Length (LF)	Notes
1	Pleasant View Rd.	2,627	S. 6th St. to the Cul de Sac
2	Sunset Ln.	1,390	S. 6th St. to Westwood Dr.
3	Debra Dr.	845	S. 6th St. to Westwood Dr.
4	S. 4th St.	1,030	W. Meadow Ln. to Sunset Ln.
5	Brygelson Dr.	998	S. 4th St. to Pleasant View Rd.
6	Santa Barbara Dr.	1,140	Mid Radius of Skline Dr./Santa Barbara Dr. to S. Center St.
7	Skyline Dr.	777	Mid Radius of Skline Dr./Santa Barbara Dr. to Pleasant View Rd.
8	Catalina Pl.	858	Santa Barbara Dr. to Pleasant View Dr.
9	Wardview Rd.	685	Santa Barbara Dr. to Pleasant View Dr.

See large
map in
packet

T2100

RESOLUTION ACCEPTING COMPETITIVE QUOTATION
FOR THE LINN CREEK TRAIL REPAIR PROJECT AND DIRECTING
EXECUTION OF CONTRACT AND FURNISHMENT OF PERFORMANCE BOND

WHEREAS the City has solicited competitive quotations from two firms and obtained from Denco Highway Construction Corp. a competitive quotation for the Linn Creek Trail Repair Project; and

WHEREAS the repairs are necessary; and

WHEREAS the quotation is from a firm considered to be responsible and responsive to the solicitation; and

WHEREAS the quotation is for an amount in excess of \$35,000, thus requiring City Council approval; and

WHEREAS the quotation is for an amount in excess of \$25,000, thus requiring the firm to furnish a performance bond as required by Chapter 373.2 of the Iowa Code.

NOW, THEREFORE, BE IT THEREFORE HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MARSHALLTOWN, IOWA, as follows:

Section 1. That the quotation from Denco Highway Construction Corp. for the Linn Creek Trail Repair Project in the amount of \$46,321.17, is hereby accepted and a contract in an amount not to exceed that quotation should be signed by the Mayor and attested by the Clerk, upon receipt of a contract signed by said firm and a performance bond as required by Chapter 373.2 of the Iowa Code.

Passed this _____ day of _____, 2014, and signed this _____ day of _____, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Marshalltown

Parks and Recreation



To: City Administrator, Mayor and City Council
From: Terry Gray, Parks and Recreation
Date: April 24, 2014
Subject: Linn Creek Trail Repair

Much study has been done and public input has been received concerning crack repair of the Linn Creek Recreational trail. After determining the course of action we believe is best for the repairs, we asked for quotes from two companies: Denco Highway Construction Corp. and Ft. Dodge Asphalt Company. Denco was the only one to respond.

A spreadsheet is attached showing the cost for repairs for three segments as well as a combination of all three segments. It is recommended that Denco be contracted to provide the repairs for all three segments for the estimated cost of \$46,321.17.

There is currently \$67,721.83 in the Bike Trail Fund which can cover the cost. However, we are also embarking on a fundraising campaign to match some of the city funds available.



416 E. Main Street
Mingo, Iowa 50168
(641) 363-4212
FAX (641) 363-4211
www.dencohighway.com

Special Quotation

April 24, 2014

TO:
Terry Gray
Parks and Recreation Director
10 West State
Marshalltown, Iowa 50158

Mastic Leveling and Crack Sealing	
Location	Option #4 – All 3 Sections: 12 th Street to affluent dam pump station north of WCPC

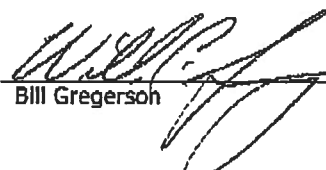
Denco Highway Construction proposes to complete Mastic Leveling and Hot Pour Crack Repairs on the listed Marshalltown multi-use trail. Work will consist of filling the depressions in the pavement with approved Mastic One and leveling those areas with a lute, covering the entire depression. Crack sealing work will consist of routing the new cracks where appropriate, high-pressure air blowing them clean, and sealing with Iowa DOT approved Crafcro 231 Hot Pour Material.

***Denco is willing to add 1100 ft. of repair elsewhere in exchange for the 1100 ft. Included in a reconstruction project.**

ESTIMATED QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
	Lump	Labor and Equipment	\$ 15,702.00	\$ 15,702.00
23,000	Pounds	Mastic One	\$ 0.85	\$ 19,550.00
14,593	Linear Feet	HMA Hot Pour Crack Repair	\$ 0.69	\$ 10,069.17
	Lump	Mobilization	\$ 1,000.00	\$ 1,000.00
TOTAL				\$ 46,321.17

1. Our price includes all labor, materials, equipment, mobilization and traffic control to complete the project.
2. A current certificate of Insurance and Performance Bond will be sent to your office upon our receipt of a signed quote or contract.
3. Please forward an Iowa Sales Tax Exemption Certificate for the project.

THANK YOU,
Denco Highway Construction


Bill Gregerson

4/24/14
Date

Authorized by

Date

Equal Opportunity Employer

573.2 Public improvements - bond - waiver and remedies.

Contracts for the construction of a public improvement shall, when the contract price equals or exceeds twenty-five thousand dollars, be accompanied by a bond, with surety, conditioned for the faithful performance of the contract, and for the fulfillment of other requirements as provided by law. The bond may also be required when the contract price does not equal that amount.

However, if a contractor provides a performance or maintenance bond as required by a public improvement contract governed by this chapter and subsequently the surety company becomes insolvent and the contractor is required to purchase a new bond, the contractor may apply for reimbursement from the governmental agency that required a second bond and the claims shall be reimbursed from funds allocated for road construction purposes.

If the requirement for a bond is waived pursuant to section 12.44, a person, firm, or corporation, having a contract with the targeted small business or with subcontractors of the targeted small business, for labor performed or materials furnished, in the performance of the contract on account of which the bond was waived, is entitled to any remedy provided under this chapter.

When a bond has been waived pursuant to section 12.44, the remedies provided for under this paragraph are available in an action against the public corporation.

[C24, 27, 31, 35, 39, §10300; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §573.2; 82 Acts, ch 1096, §1]

86 Acts, ch 1246, §32; 88 Acts, ch 1032, §1

573.3 Bond mandatory.

The obligation of the public corporation to require, and the contractor to execute and deliver said bond, shall not be limited or avoided by contract.

A public corporation, with respect to a public improvement which is or has been competitively bid or negotiated, shall not require a contractor to procure a bond, as required under section 573.2, from a particular insurance or surety company, agent, or broker.

[C24, 27, 31, 35, 39, §10301; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §573.3]

2000 Acts, ch 1023, §58

573.4 Deposit in lieu of bond.

A deposit of money, a certified check on a solvent bank of the county in which the improvement is to be located, a credit union certified share draft, state or federal bonds, bonds issued by a city, school corporation, or county of this state, or bonds issued on behalf of a drainage or highway paving district of this state may be received in an amount equal to the amount of the bond and held in lieu of a surety on the bond, and when so received the securities shall be held on the terms and conditions applicable to a surety.

[C24, 27, 31, 35, 39, §10302; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §573.4]

84 Acts, ch 1055, §14

573.5 Amount of bond.

Said bond shall run to the public corporation. The amount thereof shall be fixed, and the bond approved, by the official board or officer empowered to let the contract, in an amount not less than seventy-five percent of the contract price, and sufficient to comply with all requirements of said contract and to insure the fulfillment of every condition, expressly or impliedly embraced in said bond; except that in contracts where no part of the contract price is paid until after the

completion of the public improvement the amount of said bond may be fixed at not less than twenty-five percent of the contract price.

[C24, 27, 31, 35, 39, §10303; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §573.5]

Rise

Memorandum

To: Mayor & City Council

From: Stephen Troskey – City Planner

Date: April 25, 2014

Re: April 28, 2014 meeting

Glenwood Place Amendment

Glenwood Place was approved in 1995 as a nursing home and amended in 2006 to add another wing to the main building. In 2011, the Commission recommend approval and the Council approved a 21-building (42 units) townhome project on the site. Currently Glenwood Place desires to add another 8 room addition to the main building. Adding 8 units would be a 9% increase in density to the whole property, which allows them to apply for a PUD Amendment. The site has adequate parking and the building will be architecturally the same as the existing building. A condition of the 2011 plan was that all streets and sidewalks must be constructed by 2021. The Plan & Zoning Commission approved this Amendment at their April 17th, 2014 meeting. Staff recommends approval of this PUD Amendment.

The Plan & Zoning Commission recommended approval at their April 17th, 2014 meeting.

I can be reached at stroskey@ci.marshalltown.ia.us or 641-752-3154.



Glenwood Place

RETIREMENT COMMUNITY

2907 South 6th Street Marshalltown, Iowa 50158 (641) 752-8410 Fax: (641) 752-8515

April 9, 2014

Mr. Stephen Troskey
City Planner
City of Marshalltown, IA
36 N. Center St.
Marshalltown, IA 50158

RE: Glenwood Place Expansion Site Plan

Dear Stephen,

Glenwood Place LLC is proposing to add a 7,000 sq. ft addition to its campus at 2907 S. 6th St in Marshalltown. The addition will consist of 8 additional apartments, 2 floors of common space and an outside patio area. The property is currently zoned as a PUD. The proposed expansion will not be in excess of 10% of the existing facilities. Currently the campus consists of 46 units in the main building and 4 independent living units in 2 duplex structures. The currently approved plan includes an additional 19 duplex structures containing 38 additional units for a total of 88 units. The proposed expansion will bring the total living units on the campus to 96. Please consider this letter and the attached site information and drawing as an application for the required review at the next available P & Z meeting. A check for the \$100 filing fee will be sent under separate cover to you.

Should you have any questions or need any additional information please feel free to contact me at either 563.349.3288 which is my cell phone or at rkvach@aol.com. Please send any correspondence to myself at 2030 Bristol Dr, Bettendorf, IA 52722

Sincerely,

Dick Kvach
Management Committee Member

TZAW

**RESOLUTION APPROVING AN AMENDED MASTER PLAN FOR GLENWOOD PLACE PLANNED
UNIT DEVELOPMENT**

WHEREAS the Amended Master Plan, including lot layout plan and grading for Glenwood Place Planned Unit Development, has been filed for review and approval; and

WHEREAS The Plan & Zoning Commission reviewed and recommended approval of the Amended Master Plan at a meeting on April 17th, 2014.

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

Section 1. That the Amended Master Plan for the Glenwood Place Planned Unit Development is hereby approved and accepted as under the conditions as set forth therein.

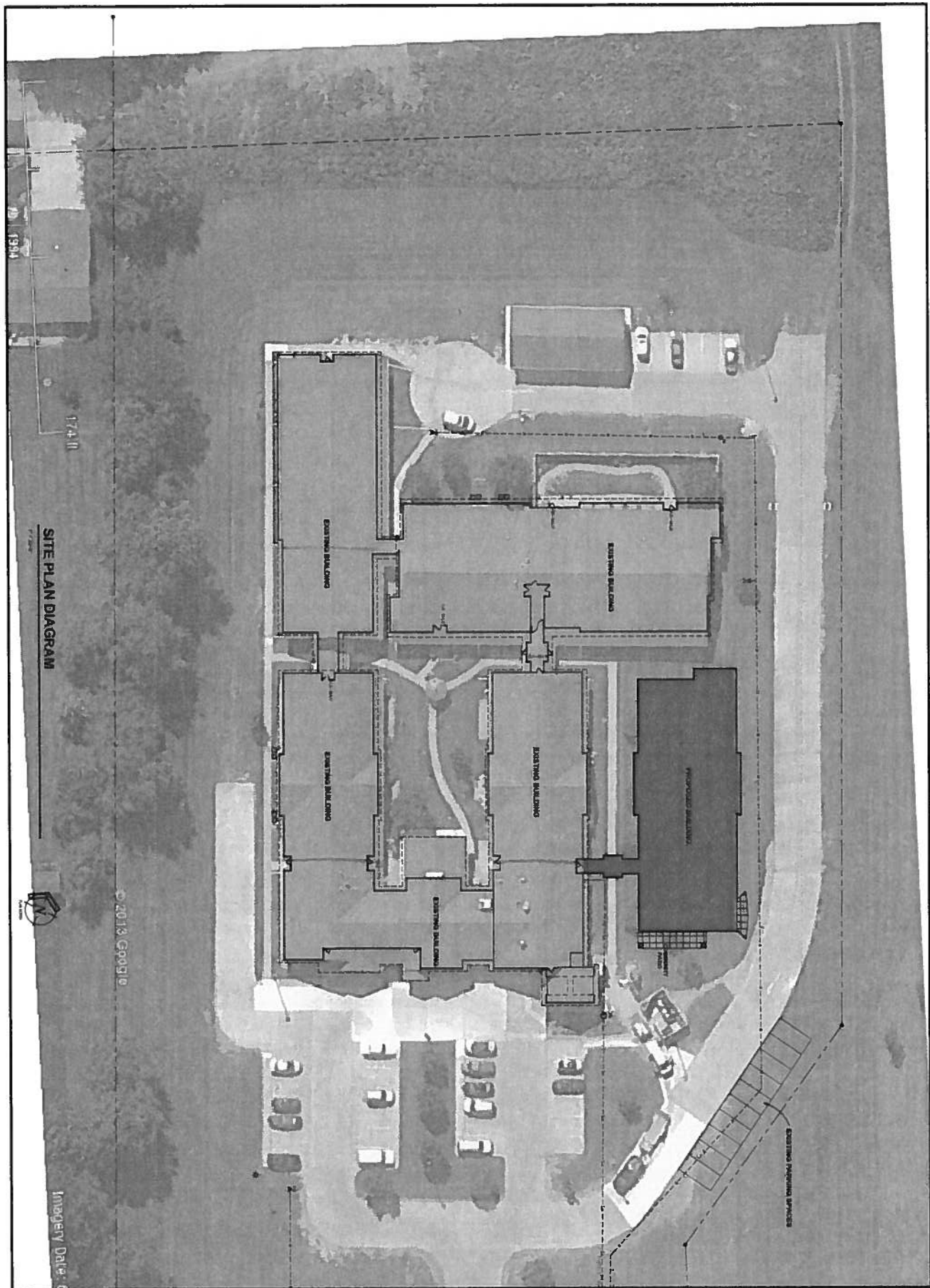
Passed this ____ day of ____ 2014 and signed this ____ day of ____ 2014.

CITY OF MARSHALLTOWN

JAMES L. LOWRANCE, Mayor

ATTEST:

SHARI L. COUGHENOUR, City Clerk



SITE PLAN DIAGRAM

© 2013 GPM/10

Imagery Date: 1/1/2013

SHEET C1.1	REVIEW	GLENWOOD PLACE ADDITION 2007 SOUTH 8TH STREET MARSHALLTOWN, IOWA	 VANTAGE POINT LLC ARCHITECTURAL SERVICES 101 3RD AVENUE NW, SUITE 210 CEDAR RAPIDS, IOWA 52404 319-393-1738 WWW.VPARCH.COM
	SET		
	DATE		
	BY		
SITE PLAN DIAGRAM			

Row

#2014-

RESOLUTION TO CERTIFY UNPAID BILLS
FOR COLLECTION WITH TAXES

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

Section 1. That the costs and expenses incurred by the City of Marshalltown, Iowa as set forth in the attached schedule, being nuisance abatements, illegal fire charges, sidewalk repairs and unpaid rental registration fees are hereby approved for certification to the County Treasurer for collection with taxes and the City Clerk is hereby directed to transmit same.

Passed this 17th day of May, 2014, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

City#	Property Owner	Address	Service Date	Description	Amount Due
-------	----------------	---------	--------------	-------------	------------

Fire Services

3687	BUTCHER, CHARLES OR JOANN	1901 S CENTER ST 11-02-328-029	3/30/2014	Illegal Burning	\$100.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 107762	# Calculated Interest Days: 246		*Interest Through: 12/1/2014		\$9.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$154.00
3691	CARLSON, CAROLYN	1907 S 4TH AVE 11-02-477-007	4/19/2014	Illegal Burning	\$100.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 115281	# Calculated Interest Days: 226		*Interest Through: 12/1/2014		\$8.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$153.00
3688	SHORE, RYAN T	803 W LINN ST 07-34-229-013	3/8/2014	Illegal Burning	\$100.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120419	# Calculated Interest Days: 268		*Interest Through: 12/1/2014		\$10.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$155.00

Number: 3	Original Assessment:	\$300.00
Fire Services	Rental Registration Late Fee:	\$0.00
	Interest:	\$27.00
	Certify to Taxes Administration Fee:	\$135.00
	Total to Certify to Taxes:	\$462.00

Rental Inspections

3692	ALVAREZ, JESUS	720 N 5TH AVE 07-26-277-011	1/21/2014	Rental Inspection	\$45.00
				Rental Registration Late Fee:	\$25.00
JDEAddress: 120310	# Calculated Interest Days: 314		*Interest Through: 12/1/2014		\$9.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$124.00
3693	AVINA, JESUS	1410 E NEVADA ST 07-36-276-020	1/7/2014	Rental Inspection	\$45.00
				Rental Registration Late Fee:	\$25.00
JDEAddress: 120277	# Calculated Interest Days: 328		*Interest Through: 12/1/2014		\$9.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$124.00
3694	DELGADILLO, LUIS	411 N 1ST AVE 07-26-405-001	2/13/2014	Rental Inspection	\$90.00
				Rental Registration Late Fee:	\$25.00
JDEAddress: 117133	# Calculated Interest Days: 291		*Interest Through: 12/1/2014		\$11.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$171.00
3695	DELGADILLO, LUIS	512 S 6TH ST 07-35-157-010	2/13/2014	Rental Inspection	\$45.00
				Rental Registration Late Fee:	\$25.00
JDEAddress: 117133	# Calculated Interest Days: 291		*Interest Through: 12/1/2014		\$8.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$123.00
3701	MENTER, RONNIE JO** HOMESTEAD 4/14	208 S 5TH ST 07-35-108-009	2/12/2014	Rental Inspection	\$45.00
				Rental Registration Late Fee:	\$25.00
JDEAddress: 0	# Calculated Interest Days: 292		*Interest Through: 12/1/2014		\$8.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$123.00

City#	Property Owner	Address	Service Date	Description	Amount Due	
3696	RIOS, FEDELINA	925 N 4TH AVE 07-26-228-003	11/21/2013	Rental Inspection	\$45.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 109709		# Calculated Interest Days: 375	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$11.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$126.00	
3697	SANCHEZ, CARMEN	110 N 13TH AVE 07-25-451-022	10/8/2013	Rental Inspection	\$45.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 106914		# Calculated Interest Days: 419	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$12.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$127.00	
3698	STEELSMITH, LAURI	405 S 3RD ST 07-35-156-014	2/6/2014	Rental Inspection	\$90.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 116795		# Calculated Interest Days: 298	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$12.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$172.00	
3700	SUPERIOR HOUSING COOP NO 12	502 E MAIN ST 07-26-484-004	3/5/2014	Rental Inspection	\$60.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 119666		# Calculated Interest Days: 271	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$9.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$139.00	
3699	SUPERIOR HOUSING COOP NO 12	502 E MAIN ST 07-26-484-004	2/6/2014	Rental Inspection	\$135.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 119666		# Calculated Interest Days: 298	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$15.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$220.00	
3702	TL CRANE CONSTRUCTION	916 S CENTER 07-35-451-006	2/12/2014	Rental Inspection	\$45.00	
				Rental Registration Late Fee:	\$25.00	
JDEAddress: 117485		# Calculated Interest Days: 292	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$8.00	
				Certify to Taxes Administration Fee	\$45.00	
				Adj Total to Certify:	\$123.00	
Number: 11					Original Assessment:	\$690.00
Rental Inspections					Rental Registration Late Fee:	\$275.00
					Interest:	\$112.00
					Certify to Taxes Administration Fee:	\$495.00
					Total to Certify to Taxes:	\$1,572.00

Nuisance Abatements

3673	ANGEL, MORENA	201 S 7TH AVE 07-36-103-006	1/20/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 1		# Calculated Interest Days: 315	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$17.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$237.00
3617	ANGEL, MORENA	201 S 7TH AVE 07-36-103-006	9/13/2013	Weed Mowing	\$195.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119592		# Calculated Interest Days: 444	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$26.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$266.00

City#	Property Owner	Address	Service Date	Description	Amount Due
3625	BEIGHTOL, DAVID OR KATHLEEN	1408 SUMMIT ST 07-27-354-033	8/9/2013 Weed Mowing		\$400.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119847	# Calculated Interest Days: 479		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$53.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$498.00
3674	BROWN, LELAND OR JOYCE	1710 S 4TH ST 11-02-303-005	3/3/2014 Snow Removal		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 112056	# Calculated Interest Days: 273		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$13.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$208.00
3682	BROWN, LELAND OR JOYCE	1710 S 4TH ST 11-02-303-005	2/14/2014 Snow Removal		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 112056	# Calculated Interest Days: 290		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$14.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$209.00
3620	BURCHARD, CARL OR ANITA	PARCEL #07-34-426-030 07-34-426-030	8/9/2013 Weed Mowing		\$200.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119933	# Calculated Interest Days: 479		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$29.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$274.00
3654	CASTILLO VARGAS, MANUEL	404 N 11TH AVE 07-25-328-014	11/1/2013 Branches Removal		\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120178	# Calculated Interest Days: 395		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$21.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$241.00
3609	CHANDAVONG, JODY	401 N 13TH AVE 07-25-402-014	9/6/2013 Weed Mowing		\$180.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119217	# Calculated Interest Days: 451		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$25.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$250.00
3621	CLAPSADDLE, ROBERT OR LEANN	808 W BOONE ST 07-34-276-003	8/9/2013 Weed Mowing		\$275.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120077	# Calculated Interest Days: 479		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$38.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$358.00
3645	CTCC DEVELOPMENT LLC	2903 JACKIE TER 11-11-305-019	10/1/2013 Weed Mowing		\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$243.00
3653	CTCC DEVELOPMENT LLC	2907 JACKIE TER 11-11-304-021	10/1/2013 Weed Mowing		\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$243.00
3647	CTCC DEVELOPMENT LLC	2911 JACKIE TER 11-11-304-019	10/1/2013 Weed Mowing		\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$243.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 4 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3648	CTCC DEVELOPMENT LLC	2913 JACKIE TER 11-11-304-018	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3649	CTCC DEVELOPMENT LLC	2915 JACKIE TER 11-11-304-017	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3650	CTCC DEVELOPMENT LLC	2918 JACKIE TER 11-11-306-002	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3651	CTCC DEVELOPMENT LLC	2919 JACKIE TER 11-11-304-015	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3652	CTCC DEVELOPMENT LLC	2921 JACKIE TER 11-11-304-014	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3641	CTCC DEVELOPMENT LLC	302 CARSON DR 11-11-305-017	10/1/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$20.00
					\$45.00
				Adj Total to Certify:	\$215.00
3642	CTCC DEVELOPMENT LLC	308 CARSON DR 11-11-305-014	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120124	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3644	CTCC DEVELOPMENT LLC	310 CARSON DR 11-11-305-013	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3646	CTCC DEVELOPMENT LLC	402 CARSON DR 11-11-305-012	10/1/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120123	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
					\$45.00
				Adj Total to Certify:	\$243.00
3640	CTCC DEVELOPMENT LLC	404 CARSON DR 11-11-305-011	10/1/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120124	# Calculated Interest Days: 426		*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$20.00
					\$45.00
				Adj Total to Certify:	\$215.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 5 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3675	DOLLAR GENERAL #2019, DOLLAR GENERAL	408 S 9TH ST 07-34-278-011	3/3/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120146	# Calculated Interest Days: 273		*Interest Through: 12/1/2014		\$15.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$235.00
3683	DOLLAR GENERAL #2019, DOLLAR GENERAL	408 S 9TH ST 07-34-278-011	2/10/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120146	# Calculated Interest Days: 294		*Interest Through: 12/1/2014		\$16.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$236.00
3676	DOTY, CHARLES	602 W BOONE ST 07-34-277-022	2/20/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120424	# Calculated Interest Days: 284		*Interest Through: 12/1/2014		\$15.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$235.00
3613	FLEIG, ROBERT OR RATNA	1310 EMERALD DR 07-34-182-002	9/6/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 116179	# Calculated Interest Days: 451		*Interest Through: 12/1/2014		\$22.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$217.00
3634	GARCIA, DEISY	411 N 3RD AVE 07-26-428-001	9/18/2013	Illegal Burning	\$100.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120074	# Calculated Interest Days: 439		*Interest Through: 12/1/2014		\$16.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$161.00
3656	GAVAGAN, JAMES OR DANIELLE	311 S 5TH ST 07-35-151-022	10/7/2013	Weed Mowing	\$230.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120180	# Calculated Interest Days: 420		*Interest Through: 12/1/2014		\$28.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$303.00
3667	GAVIGAN, JAMES OR DANIELLE	311 S 5TH ST 07-35-151-022	1/3/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120269	# Calculated Interest Days: 332		*Interest Through: 12/1/2014		\$18.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$238.00
3606	HF 11	502 BROMLEY ST 07-26-478-010	9/6/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 115525	# Calculated Interest Days: 451		*Interest Through: 12/1/2014		\$24.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$244.00
3608	HF 25	906 S 11TH AVE 07-36-378-005	9/6/2013	Weed Mowing	\$180.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 115525	# Calculated Interest Days: 451		*Interest Through: 12/1/2014		\$25.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$250.00
3616	HUCKFELDT, SALLY	902 E ANSON ST 07-36-331-018	9/13/2013	Weed Mowing	\$165.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 109665	# Calculated Interest Days: 444		*Interest Through: 12/1/2014		\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$233.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 6 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3614	HUGHES, PAIGE	1704 W STATE ST 07-28-485-014	9/13/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119843		# Calculated Interest Days: 444	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$24.00
				Adj Total to Certify:	\$244.00
3679	KOCH, ANDREA	402 W SOUTHRIDGE RD 11-11-152-002	3/3/2014	Snow Removal	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117836		# Calculated Interest Days: 273	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$13.00
				Adj Total to Certify:	\$208.00
3668	KOCH, ANDREA	402 W SOUTHRIDGE RD 11-11-152-002	1/3/2014	Snow Removal	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117836		# Calculated Interest Days: 332	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$16.00
				Adj Total to Certify:	\$211.00
3664	KOCH, ANDREA	402 W SOUTHRIDGE RD 11-11-152-002	12/27/2013	Snow Removal	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117836		# Calculated Interest Days: 339	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$16.00
				Adj Total to Certify:	\$211.00
3661	KOCH, ANDREA	402 W SOUTHRIDGE RD 11-11-152-002	12/18/2013	Snow Removal	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117836		# Calculated Interest Days: 348	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$17.00
				Adj Total to Certify:	\$212.00
3633	LEONARD, JEFFREY	4 N 8TH AVE 07-25-358-016	8/9/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 111104		# Calculated Interest Days: 479	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Adj Total to Certify:	\$218.00
3624	LEYVA ROSALEZ, LEDIMO OR MARGARITA	917 JACKSON ST 07-36-329-008	8/9/2013	Weed Mowing	\$195.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120078		# Calculated Interest Days: 479	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$28.00
				Adj Total to Certify:	\$268.00
3623	MARTINEZ, MARIA OR RUELAND	306 N 14TH AVE 07-25-402-040	8/9/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119207		# Calculated Interest Days: 479	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$26.00
				Adj Total to Certify:	\$246.00
3686	MAXON, TIMOTHY OR BRITTANY	711 W BOONE ST 07-34-233-010	3/10/2014	Weed Mowing	\$190.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120418		# Calculated Interest Days: 266	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$15.00
				Adj Total to Certify:	\$250.00
3657	MCGARY, KIMBALL	612 BROMLEY ST 07-25-351-020	10/16/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119360		# Calculated Interest Days: 411	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$20.00
				Adj Total to Certify:	\$215.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 7 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3630	MCGARY, KIMBALL	612 BROMLEY ST 07-25-351-020	8/14/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119360		# Calculated Interest Days: 474	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Adj Total to Certify:	\$218.00
3680	MITCHELL, DAREN OR KRISTI	212 S 9TH ST 07-34-232-009	3/5/2014	Snow Removal	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119577		# Calculated Interest Days: 271	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$15.00
				Adj Total to Certify:	\$235.00
3629	MORLEY, MELANIE	503 WOODBURY ST 07-26-478-002	8/14/2013	Weed Mowing	\$165.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 109545		# Calculated Interest Days: 474	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$25.00
				Adj Total to Certify:	\$235.00
3610	RAMIREZ, ENRIQUE OR JUANA	509 E LINN ST 07-35-233-006	9/6/2013	Weed Mowing	\$200.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119934		# Calculated Interest Days: 451	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$27.00
				Adj Total to Certify:	\$272.00
3484	RASH, TERRI	1006 S 8TH AVE 07-36-357-005	6/14/2013	Weed Mowing	\$175.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 108076		# Calculated Interest Days: 170	*Interest Through: 12/1/2013	Certify to Taxes Administration Fee	\$9.00
				Adj Total to Certify:	\$229.00
3464	RASH, TERRI	1006 S 8TH AVE 07-36-357-005	5/17/2013	Weed Mowing	\$165.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 108076		# Calculated Interest Days: 198	*Interest Through: 12/1/2013	Certify to Taxes Administration Fee	\$10.00
				Adj Total to Certify:	\$220.00
3607	RASH, TERRI	1006 S 8TH AVE 07-36-357-005	9/6/2013	Weed Mowing	\$250.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 108076		# Calculated Interest Days: 451	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$33.00
				Adj Total to Certify:	\$328.00
3635	RIVERA, DOMINGO	701 E MAIN ST 07-36-104-001	9/27/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 114880		# Calculated Interest Days: 430	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$21.00
				Adj Total to Certify:	\$216.00
3618	ROMIG, ROGER	513 S 4TH ST 07-35-304-002	8/16/2013	Weed Mowing	\$360.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120076		# Calculated Interest Days: 472	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$47.00
				Adj Total to Certify:	\$452.00
3636	ROTH LEFF SCOTT	404 BRENTWOOD RD 07-34-154-005	9/27/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119842		# Calculated Interest Days: 430	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$21.00
				Adj Total to Certify:	\$216.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 8 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3632	ROTH LEFF, SCOTT	207 S 5TH AVE 07-35-232-014	8/9/2013 Weed Mowing		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119842		# Calculated Interest Days: 479	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$218.00
3637	SCHMIDT, JONATHAN	305 BROMLEY ST 07-26-479-003	9/27/2013 Weed Mowing		\$200.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117507		# Calculated Interest Days: 430	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$26.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$271.00
3605	SCHRADER, DAVID OR TERESA	108 N 7TH ST 07-27-479-010	9/13/2013 Weed Mowing		\$350.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120073		# Calculated Interest Days: 444	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$43.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$438.00
3627	SECRETARY OF HOUSING & URBAN DEV	509 N 4TH ST (REAR) 07-26-157-038	8/15/2013 Weed Mowing		\$180.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117055		# Calculated Interest Days: 473	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$26.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$251.00
3655	SILVA FABIOLA OR JUAN MALDONADO	214 S 16TH AVE 07-36-229-007	10/16/2013 Branches Removal		\$210.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117107		# Calculated Interest Days: 411	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$26.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$281.00
3638	SILVIA PEREZ PUGA, JOSE PADILLA	401 1/2 PARK ST 07-26-302-013	9/27/2013 Weed Mowing		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120126		# Calculated Interest Days: 430	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$21.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$216.00
3677	SIRENO, JEREMY	805 W LINN ST 07-34-229-009	2/20/2014 Snow Removal		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120423		# Calculated Interest Days: 284	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$14.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$209.00
3628	SNOE, KARLA OR EH	204 W LINCOLN ST 07-26-331-020	8/15/2013 Weed Mowing		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 120079		# Calculated Interest Days: 473	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$218.00
3622	TF 13	105 S 5TH ST 07-34-229-011	8/9/2013 Weed Mowing		\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 118038		# Calculated Interest Days: 479	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$23.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$218.00
3659	TF 29	920 N 5TH AVE 07-26-228-019	11/1/2013 Weed Mowing		\$200.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117776		# Calculated Interest Days: 395	*Interest Through: 12/1/2014	Certify to Taxes Administration Fee	\$24.00
				Certify to Taxes Administration Fee	\$45.00
				Adj Total to Certify:	\$269.00

City of Marshalltown, Iowa
Amounts To Be Certified to Courthouse
Scheduled Council Date 5/12/14

Page 9 of 9

5/7/2014 6:15:46 PM

City#	Property Owner	Address	Service Date	Description	Amount Due
3611	TF 29	920 N 5TH AVE 07-26-228-019	9/6/2013	Weed Mowing	\$200.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117776		# Calculated Interest Days: 451	*Interest Through:	12/1/2014	\$27.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$272.00
3626	TF, 16 CCSB LLC	115-117 N 2ND ST 07-26-377-004	8/16/2013	Housing Code	\$2,450.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119844		# Calculated Interest Days: 472	*Interest Through:	12/1/2014	\$290.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$2,785.00
3619	TF, 32 CCSB LLC	108 N 7TH AVE 07-25-354-009	8/9/2013	Weed Mowing	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 119580		# Calculated Interest Days: 479	*Interest Through:	12/1/2014	\$23.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$218.00
3703	THORSON, PHILLIP	1215 E NEVADA ST 07-36-255-008	6/28/2013	Housing Code	\$1,597.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 1200241		# Calculated Interest Days: 521	*Interest Through:	12/1/2014	\$211.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$1,853.00
3684	UETZ, JOHN	301 1/2 S 5TH ST 07-35-151-017	3/5/2014	Snow Removal	\$150.00
				Rental Registration Late Fee:	\$0.00
JDEAddress: 117385		# Calculated Interest Days: 271	*Interest Through:	12/1/2014	\$13.00
			Certify to Taxes Administration Fee		\$45.00
			Adj Total to Certify:		\$208.00
Number: 67					Original Assessment:
					\$15,837.00
Nuisance Abatements					Rental Registration Late Fee:
					\$0.00
					Interest:
					\$1,973.00
					Certify to Taxes Administration Fee:
					\$3,015.00
					Total to Certify to Taxes:
					\$20,825.00

TOTAL FOR REPORT:	Original Assessment:	\$16,827.00
Number: 81	Rental Registration Late Fee:	\$275.00
	Interest:	\$2,112.00
	Certify to Taxes Administration Fee:	\$3,645.00
	Total to Certify to Taxes:	\$22,859.00

*Interest on Assessments are calculated to Dec 1 of the year they will first be payable as property tax.
(Reference Iowa Code 384.60)



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

Marshalltown Police Department Chief of Police Memorandum

TO: Randy Wetmore, City Administrator

FROM: Michael W. Tupper
Chief of Police

DATE: 05/07/2014

RE: Crime Scene Vehicle Replacement Authorization & Approval Request

The police department is seeking authorization and approval to replace our department crime scene vehicle. This vehicle does not put on a great deal of miles on an annual basis but it performs critical functions within the police department. The current vehicle is not meeting operational needs and is beginning to develop mechanical problems. Staff feels we would be better served if we traded in the current vehicle and looked for a used vehicle that would allow staff to be more effective and efficient.

Currently the department utilizes a 2001 Ford Excursion (Mileage: 22,931) as a crime scene vehicle. A crime scene vehicle must have the capabilities to transport large amounts of equipment and evidence. The Ford Excursion has adequate storage space but it is difficult for personnel to climb in and out of the back of the vehicle to retrieve equipment or load the vehicle with evidence. SUVs do not allow for staff members to readily walk in and out of the storage area of the vehicle. SUVs also have limited capabilities for the organization of equipment and allowing for quick access to the equipment storage area.

The Ford Excursion currently has the following mechanical and operational deficiencies:

Mechanical

- Vehicle does not start reliably and needs to be jump started almost every time it is put into use (even after changing or charging the battery); this slows down response times to crime scenes.
- Must leave it running on scene, wastes gas.
- Not able to drive out of town (transporting evidence to DCI, Sheriff's Office, etc.) because it is unreliable.
- On again and off again engine and transmission problems.
- Outdated emergency equipment on vehicle.
- Electrical problems.
- Water leaks in the equipment storage area which could cause:
 - Ruined equipment
 - Destroyed or compromised evidence
 - Health issues because of mold growth

CITY COUNCIL

Mike Gowdy, Joel Greer, Al Hoop, Leon Lamer,
Bill Martin, Robert Schubert, Bethany Wirin

Operational

- Not functional for crime scene investigation work.
- Hard to organize, not efficient on scenes.
- A large amount of equipment is needed for the crime scene technician to respond to a variety of different types of crime scenes. Limited storage capabilities.
- The Ford Excursion is a very large vehicle but there is no way to fully utilize the space and the actual equipment storage area is limiting.
- No storage/organizational options (moving/sliding around).
- Hard to transport evidence.
- Not secure for all equipment/evidence that must be stored inside.

Staff would like to purchase a used utility van for use as a crime scene vehicle. Staff proposes shopping for such a vehicle locally. Staff feels a utility van would better meet operational needs and would provide our crime scene technician with a vehicle that will meet all operational needs. Since the crime scene vehicle is not historically driven great distances and generally has very few miles put on it, staff feels a newer model used vehicle will be serviceable for several years.

Staff has researched and priced used vehicles that meet our specifications and operational needs. Staff also sought quotes for the trade-in of the 2001 Ford Excursion. Staff contacted the following vendors and received the following price quotes.

Luethje Motors have two Ford Transit Connect XLT vehicles:

- Vehicle 1 – 2012 Ford Transit (white), 71,611 miles for \$16,800. No extras added.
- Vehicle 2 – 2012 Ford Transit (white), 47,478 miles for \$19,800. Has cage inside behind front seats and metal shelves already installed on one side in the back (about \$1,000-1,500 of equipment).
- Luethje will give us \$7000 for trade on the Ford Excursion.

George White in Ames

- 2012 Ram Cargo Van (white), 16,123 miles for \$17,995. No extras included.
- George White will give us \$6400 for trade on the Ford Excursion.

Ames Ford

- 2012 Ford Transit (black) 24,000 miles for \$17,460. No extras.
- Ames Ford will give us \$6100 for trade on the Ford Excursion.

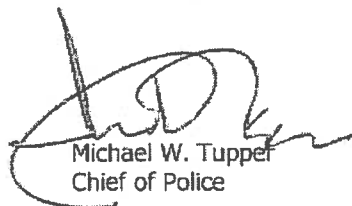
Jensen Ford

- 2012 Ford Transit (white) 38,000 miles for \$18,500 with a basic equipment cage.
- Jensen will give us \$7000 for trade on the Ford Excursion.

The police department did budget \$13,000.00 in the FY 13-14 CIP budget for the purchase this vehicle. Staff has also researched the trade-in value of the 2001 Ford Excursion. Staff feels the City could receive \$6000-\$7000.00 as trade-in value for the Ford Excursion.

Staff recommends upgrading the crime scene vehicle and is seeking authorization for this purchase. Staff is recommending the purchase of Vehicle #2 listed under Luethje Motors. This vehicle meets our operational needs and has a significant amount of extra equipment that we would otherwise have to purchase. **The total**

cost for this purchase after the trade of the 2001 Ford Excursion would be \$12,800.00. This purchase does fit within our budget restrictions. If you have any questions or concerns about this issue, please let me know.



Michael W. Tupper
Chief of Police

2014-21

Cc: Captain Michael Hanken
Sgt. Rick Bellile
Sgt. Patricia Thein
Alicia Hunter, Administrative Assistant

TZM

RESOLUTION APPROVING CONTRACTS FOR PROPERTY ACQUISITION, PERMANENT
AND TEMPORARY AND ALTERNATE EASEMENT ACQUISITION FOR ALLIANT GAS FIRED
PLANT / EAST NEVADA STREET REBUILD PROJECT NO. 66013014

WHEREAS, there is herewith submitted to the City Council of Marshalltown, Iowa, a
proposed right of way acquisition contracts by and between the CITY OF MARSHALLTOWN,
IOWA, AND:

ADDRESS	OWNER	AMOUNT
1804 E NEVADA ST	Thomas L. Harris	\$
1906 E NEVADA ST	WES Inc.	\$
2105 E NEVADA ST	Lynch Real Estate Corp.	\$
2101 E NEVADA ST	Jeremy A. Adkins	\$
506 S 18 TH AVE	Tim Doyle	\$

relative to the Alliant Gas Fired Plant / East Nevada Street Rebuild Project, Number 66013014.

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 contracts by and between the CITY OF MARSHALLTOWN, IOWA,
and the foregoing property owners relative to acquisition of temporary and permanent (or
perpetual) easements along and/or within the area of the Alliant Gas Fired Plant / East Nevada
Street Rebuild Project, are 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 ____ day of May , 2014 and signed this ____ day of May, 2014.

JAMES L. LOWRANCE, Mayor

ATTEST:

SHARI L. COUGHENOUR, City Clerk

Revised

RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD OF CONTRACT
FOR THE ALLIANT GAS FIRED PLANT / EAST NEVADA STREET REBUILD PROJECT
IN THE CITY OF MARSHALLTOWN, IOWA BEING PROJECT NO. 66013014
IN THE AMOUNT OF \$1,078,918.50

WHEREAS notice to bidders has been duly given as required by law publication in the Marshalltown Times-Republican for the Alliant Gas Fired Plant / East Nevada Street Rebuild Project, being Project No.66013014, in the City of Marshalltown, as described in the plans and specifications therefore, and

WHEREAS, there has been filed with the City Clerk in response to the published notice to the bidders referred to above, certain proposals for the construction of the above designated improvement with the required certified checks or bid bond accompanying each proposal from the following bidders, to-wit:

<u>Name and Address of Bidders</u>	<u>Amount of Bid</u>
Blommer's Construction, Inc. 1117 22 nd Ave. Pella IA 50219	\$1,078,918.50
Con-Struct, Inc. 1710 E Main St. Marshalltown IA 50158	\$1,170,810.35

After consideration of all bids filed, there was determined by the Council that the bid of Blommer's Construction Inc., is the best and lowest responsible bid for the public improvement as is herein outlined.

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

Section 1. That the bid of Blommer's Construction Inc. , and the same is hereby accepted for the construction of the improvement as described in the plans and specifications therefore, as previously ordered by the Council, and that the contract for the construction of same is now awarded to said contractor in the total amount of one million seventy eight thousand nine hundred eighteen and 50/100=====\$1,078,918.50) Dollars.

Section 2. The Mayor and Clerk of the City of Marshalltown, Iowa are hereby authorized and directed to execute the contract with the contractor for the public improvement as is herein referred to, and that upon the contractor filing the required bond that the said bond and contract be then submitted to this Council for final approval as provided by law.

Section 3. The final settlement upon the contract, as referred to herein with said contractor, shall be upon the basis of the unit prices as are set forth in the bid of said contractor and for the actual quantities for each item of materials furnished or work performed in the

construction of this public improvement. The said contract is subject to all of the conditions as are contained in the resolution ordering construction of this improvement, the notice to bidders as published, the terms of the bidders written proposal, the plans and specifications as are provided therefore, all of which are made a part of this resolution and the said bidders contract by reference as though the same were set out herein verbatim and in specific detail.

Section 4. This resolution as now adopted shall be in full force and binding effect upon the City of Marshalltown, Iowa, upon the final approval of the completed contract with the successful bidder and the approval of the contractor's surety bond by resolution of this Council.

Passed this 12th day of May, 2014, and signed this _____ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

BID TABULATION

PROJECT: E NEVADA ST IMPROVEMENTS 66013014
OWNER: CITY OF MARSHALLTOWN
LETTING: MAY 6, 2014 AT 10:00 AM

ENGINEER'S OPINION

BIDDER
ADDRESS
CHECK OR BID BOND

BLUMMERS CONSTRUCTION, INC.
1117 222ND AVE, PELLA, IA 50219
10% BID BOND

CON-STRUCT INC.
1710 E MAIN ST, MARSHALLTOWN, IA 50158
10% BID BOND

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION	LS	1	\$ 29,000.00	\$ 29,000.00	\$ 33,660.00	\$ 33,660.00	\$ 20,000.00	\$ 20,000.00
2	CONSTRUCTION SURVEY	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00	\$ 9,400.00	\$ 9,400.00
3	STABILIZED CONSTRUCTION ENTRANCE	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00
4	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,600.00	\$ 3,600.00
5	EXCAVATION, CLASS 13	CV	3,458	\$ 8.00	\$ 27,664.00	\$ 5.00	\$ 17,290.00	\$ 8.50	\$ 29,393.00
6	BORROW, HAUL IN	CV	1,386	\$ 10.00	\$ 13,860.00	\$ 8.00	\$ 11,088.00	\$ 9.00	\$ 12,474.00
7	INTAKE PROTECTION	EA	11	\$ 100.00	\$ 1,100.00	\$ 100.00	\$ 1,100.00	\$ 85.00	\$ 935.00
8	SILT FENCE	LF	1204	\$ 3.00	\$ 3,612.00	\$ 2.00	\$ 2,408.00	\$ 2.15	\$ 2,588.60
9	HYDROSEEDING (URBAN)	AC	2	\$ 5,000.00	\$ 10,000.00	\$ 2,500.00	\$ 5,000.00	\$ 6,250.00	\$ 12,500.00
10	PAVEMENT REMOVAL	SV	4520	\$ 3.50	\$ 15,820.00	\$ 6.00	\$ 27,120.00	\$ 3.75	\$ 16,950.00
11	DRIVEWAY REMOVAL	SV	379	\$ 6.00	\$ 2,274.00	\$ 5.00	\$ 1,895.00	\$ 3.75	\$ 1,421.25
12	REMOVE & DISPOSE EXISTING STORM SEWER PIPE	LF	275	\$ 10.00	\$ 2,750.00	\$ 32.00	\$ 8,800.00	\$ 20.00	\$ 5,500.00
13	REMOVE & DISPOSE EXISTING STORM SEWER STRUCTURE	EA	5	\$ 250.00	\$ 1,250.00	\$ 1,200.00	\$ 6,000.00	\$ 500.00	\$ 2,500.00
14	SUBGRADE PREPARATION, 12"	SV	7,700	\$ 3.00	\$ 23,100.00	\$ 3.00	\$ 23,100.00	\$ 3.75	\$ 28,875.00
15	MODIFIED SUBBASE, 12"	SV	7,700	\$ 12.00	\$ 92,400.00	\$ 13.00	\$ 100,100.00	\$ 13.50	\$ 103,950.00
16	PCC PAVING, 9", CLASS C, WITH CO BASKETS	SV	6,895	\$ 48.00	\$ 330,960.00	\$ 46.50	\$ 320,617.50	\$ 51.00	\$ 351,645.00
17	PCC DRIVEWAY, 6", 2% C&CL	SV	379	\$ 40.00	\$ 15,160.00	\$ 43.00	\$ 16,297.00	\$ 52.00	\$ 19,708.00
18	SUBDRAN, 6"	LF	3,250	\$ 10.00	\$ 32,500.00	\$ 9.00	\$ 29,250.00	\$ 13.00	\$ 42,250.00
19	RCP STORM SEWER PIPE, 15"	LF	749	\$ 45.00	\$ 33,705.00	\$ 37.00	\$ 27,713.00	\$ 52.50	\$ 39,322.50
20	RCP STORM SEWER PIPE, 18"	LF	581	\$ 50.00	\$ 29,050.00	\$ 38.00	\$ 22,078.00	\$ 56.00	\$ 32,536.00
21	RCP CULVERT PIPE, 72"	LF	44	\$ 280.00	\$ 12,320.00	\$ 375.00	\$ 16,500.00	\$ 560.00	\$ 24,640.00
22	STORM SEWER INTAKE, SW-541	EA	10	\$ 5,500.00	\$ 55,000.00	\$ 3,920.00	\$ 39,200.00	\$ 4,100.00	\$ 41,000.00
23	STORM SEWER INTAKE, SW-509	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 3,800.00	\$ 3,800.00	\$ 6,100.00	\$ 6,100.00
24	RCP APRON, 72"	EA	2	\$ 2,800.00	\$ 5,600.00	\$ 4,500.00	\$ 9,000.00	\$ 6,800.00	\$ 13,600.00
25	RCP APRON, 18"	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 2,500.00	\$ 2,500.00
26	REVIEWMENT, CLASS D	TON	35	\$ 40.00	\$ 1,400.00	\$ 22.00	\$ 770.00	\$ 50.00	\$ 1,750.00
27	WATERMAN, 16", DIP	LF	1,748	\$ 130.00	\$ 227,240.00	\$ 89.00	\$ 155,572.00	\$ 86.00	\$ 150,328.00
28	WATERMAN, 12", DIP	LF	65	\$ 65.00	\$ 4,225.00	\$ 93.00	\$ 6,045.00	\$ 66.00	\$ 6,240.00
29	WATER VALVE, 16"	EA	5	\$ 3,500.00	\$ 17,500.00	\$ 7,631.00	\$ 38,155.00	\$ 5,200.00	\$ 26,000.00
30	WATER VALVE, 12"	EA	3	\$ 3,000.00	\$ 9,000.00	\$ 4,020.00	\$ 12,060.00	\$ 1,700.00	\$ 5,100.00
31	FINE HYDRANT	EA	2	\$ 5,000.00	\$ 10,000.00	\$ 5,061.00	\$ 10,122.00	\$ 4,200.00	\$ 8,400.00
32	TEMPORARY ACCESS DRIVE, 4" MODIFIED	TON	1,000	\$ 24.00	\$ 24,000.00	\$ 18.00	\$ 18,000.00	\$ 22.75	\$ 22,750.00
33	TEMPORARY ACCESS DRIVE, 12" MACADAM	TON	2,800	\$ 26.00	\$ 72,800.00	\$ 20.00	\$ 56,000.00	\$ 23.15	\$ 64,820.00
34	BARRICADE, TYPE III, ROAD CLOSED	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 350.00	\$ 350.00	\$ 3,400.00	\$ 3,400.00
35	HMA, FULL DEPTH PATCH	SV	47	\$ 75.00	\$ 3,525.00	\$ 54.00	\$ 2,538.00	\$ 114.00	\$ 5,358.00
36	PCC SIDEWALK, 4"	SV	1,080	\$ 36.00	\$ 38,880.00	\$ 36.00	\$ 38,880.00	\$ 45.00	\$ 48,600.00
37	PRECAST CONCRETE PANELS (RAILROAD CROSSING)	SV	0	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
38	ORANGE MESH SAFETY FENCE ALONG UNION PACIFIC	LF	72	\$ 10.00	\$ 720.00	\$ 5.00	\$ 360.00	\$ 8.00	\$ 576.00
39	SIGNS W/ STEEL TUBING POST	EA	3	\$ 300.00	\$ 900.00	\$ 150.00	\$ 450.00	\$ 400.00	\$ 1,200.00
40	SIGNS W/ POST (RAILROAD CROSSING CROSSBUCK)	EA	0	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
41	DETECTABLE WARNING DEVICES, TRUNCATED DOWNS	EA	4	\$ 200.00	\$ 800.00	\$ 350.00	\$ 1,400.00	\$ 350.00	\$ 1,400.00
Construction Total					\$ 1,171,615.00		\$ 1,078,918.50		\$ 1,170,810.35

T. Shaw

RESOLUTION ORDERING CONSTRUCTION OF THE AIRPORT HANGER FLOOR
REPLACEMENT 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 77013010

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 Airport Hanger Floor Replacement, Project No. 77013010, in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 77013010, 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:

Section 1. This Council does hereby order the construction of the Airport Hanger Floor Replacement Project in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 77013010, now on file in the office of the City Clerk of Marshalltown, Iowa.

Section 2. 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.

Section 3. 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.

Section 4. 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 Airport Hanger Floor Replacement Project 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 9th day of June, 2014 , 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 26th day of June, 2014. 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 14th day of July, 2014, 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 27th day of May, 2014, and signed this _____ day of May 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Revised

#2014-____

RESOLUTION APPROVING PURCHASING POLICY AND PROCEDURE MANUAL FOR
THE CITY OF MARSHALLTOWN

WHEREAS the City of Marshalltown, Iowa wishes to enhance purchasing control and accountability; and

WHEREAS, it is desired that the City Finance Department be the central accounting locale for processing vendor payments, budget monitoring and that this department will ensure that policies and procedures are followed; and

WHEREAS the council finds that adopting this policy is in the best interest of the City of Marshalltown, Iowa.

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

Section 1. That the Purchasing Policy and Procedure Manual shall be adopted, as the policy of the City and copies shall be distributed to all required city employees and officials.

Passed this 12th day of May, 2014, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Row

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND COST FOR THE 2014 CONCRETE REPAIR TIF DISTRICT 3 PROJECT, IN THE
CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. 76014006

WHEREAS there was placed on file in the office of the Clerk of the City of Marshalltown, Iowa, proposed plans and specifications, proposed form of contract and estimated cost for a public improvement in the City of Marshalltown, Iowa, for the 2014 Concrete Repair TIF District 3, Project No. 76014006, as fully set forth in the resolution ordering same, and that public notice of hearing on such plans, specifications and form of contract were duly published in the Marshalltown Times-Republican in time for hearing now before the Council, and

WHEREAS written objections to the plans, specifications and form of contract have been called for and no such written objections have been filed with the City Clerk, and oral objections being called for and no oral objections being made in open Council, it is the decision of this Council that such plans, specifications, form of contract and estimate of cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the plans, specifications, form of contract and estimated cost heretofore placed on file and upon which public notice has been duly given and no objections thereto have been made either in writing or in open council, the Council does now adopt and approve the plans, specifications, form of contract and estimate of cost for Project No. 76014006, being the 2014 Concrete Repair TIF District 3 in the city of Marshalltown, Iowa.

Passed this 12th day of May, 2014, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**CITY OF MARSHALLTOWN, IOWA
OFFICIAL NOTICE OF HEARING AND LETTING**

**2014 CONCRETE REPAIR PROJECT
TIF DISTRICT 3**

PROJECT NO. 76014006

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATED COST FOR THE 2014 CONCRETE REPAIR PROJECT IN TIF DISTRICT 3 IN THE CITY OF MARSHALLTOWN, IOWA, AND THE TAKING OF BIDS FOR SUCH IMPROVEMENTS.

A public hearing will be held at 5:30 p.m. local time on the 12th day of May, 2014 in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, on the proposed plans, specifications, proposed form of contract, and the estimated cost of improvements proposed to be constructed under Project No. 76014006, the 2014 Concrete Repair Project in TIF District 3 now on file in the office of the City Clerk and at said hearing any interested person may appear and file objection thereto or to the bidding process.

Sealed proposals based upon the proposed plans, specifications, proposed form of contract, estimated costs of improvement, will be received until 10:00 a.m. local time, on the 15th day of May, 2014 for the construction of the 2014 Concrete Repair Project in TIF District 3 as described in the plans and specifications for Project No 76014006, and which will be opened, read, and tabulated by the City Engineer or his designate at that time, will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers on the 27th day of May, 2014 or at such later time and place as may then be fixed.

The proposed work will involve furnishing the labor, equipment, and materials necessary for constructing the 2014 Concrete Repair Project in TIF District 3 in Marshalltown, Iowa as shown in the plans and specifications for Project No. 76014006, the 2014 Concrete Repair Project in TIF District 3.

The estimated quantities of materials and labor to be furnished in the construction of said improvements and on which bids will be received are as follows:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT
1	Full Depth Patch, 8" PCC, w/ 6" Granular Base	1,364.0	S.Y.
2	Full Depth Patch, 8" PCC + 2% Calcium Chloride, w/ 6" Granular Base	1,190.0	S.Y.
3	Crack and Joint Cleaning and Sealing (PCC Pavement)	8,000.0	L.F.
4	Traffic Control	1.0	L.S.
5	Seed, Fertilizer, and Mulch	1.0	L.S.
6	Mobilization	1.0	L.S.

All work is to be done in strict compliance with the Plans and Specifications for said Project No. 76014006 as proposed by the City Engineer.

The work shall begin without unnecessary delay and shall be **completed by June 30th, 2014**. The City and Contractor recognize that time is of the essence of this Agreement and that City will suffer financial loss if the Work is not completed within the times specified in paragraph above, plus any extensions thereof allowed. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by City if the Work is not completed on time. Accordingly, instead of requiring any such proof, City and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay the City according to the following schedule:

Substantial Completion Liquidated Damages	Final Completion Liquidated Damages
\$400.00	\$200.00

For each day that expires after the time specified for Substantial Completion until the work is certified by the engineer as substantially complete and after certification of substantial completion if Contractor neglects, refuses or fails to complete the remaining Work within the contract time for Final Completion. The City shall deduct the accrued liquidated damages from the final payment due to the Contractor.

All proposals shall be made upon the official bidding blanks furnished by the City and any alteration in the Official Form of Proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each said proposal shall be sealed and plainly identified.

Each proposal shall be accompanied by a certified check in an amount equal to ten percent (10%) of the total amount of the bid, in a separate sealed envelope, drawn on and certified payable by a solvent bank to the City Treasurer of the City as security that, if awarded the contract by resolution of the City Council, the bidder will enter into contract at the prices bid and will furnish the required corporate surety bond. Any bidder may, in lieu of the certified check provided for herein, file with such bid a bid bond executed by a corporation authorized to contract as surety in Iowa and satisfactory to the City on the form included in the specifications. The certified check may be cashed and the proceeds retained by the City, or the bid bond forfeited to the City, as agreed liquidated damages if the bidder fails to execute a contract or file an acceptable bond for faithful performance thereof within ten (10) days after acceptance of his proposal by resolution of the City Council. Said security shall be returned to the bidder upon execution of the formal contract to complete said work and approval of performance bond by the Council.

The successful bidder shall furnish the City a surety bond, acceptable to said City, for one hundred percent of the bid guaranteeing his faithful performance of the contract. All bonds called for in this notice shall contain no other conditions except as provided in Chapter 384.97(5) of the Iowa Code.

The Contractor will be paid in cash from the General Fund of said City or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of the above methods as may be used for such payments. Said payment to the Contractor will be made by the City in monthly estimates and one final payment. Monthly estimates will be equivalent to ninety-five percent (95%) of the contract value of the work completed during the preceding calendar month, and will be based upon an estimate prepared by the Contractor and submitted at least 15 days before a regularly scheduled City Council meeting, subject to the approval of the City Engineer, who will certify to the City for payment of each approved estimate. Final payment will be made on or before thirty (30) days after completion and acceptance by resolution of the City Council of the completed contract.

No such partial or final payment will be due until the Contractor has certified to the City Clerk that materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications. Such partial payment shall in no way be construed as an act of acceptance for any part of the work partially or totally completed.

Preference will be given to products and provisions grown and coal produced within the State of Iowa, by virtue of statutory authority, and to Iowa domestic labor in constructing said improvements.

The Contractor shall file with the contract a corporate surety bond acceptable to the City and providing for maintenance of the improvements for not less than four years from and after acceptance of the project.

Plans, specifications and proposed contract documents may be examined at the office of the City Engineer, Marshalltown, Iowa, and at the office of the City Clerk, Marshalltown, Iowa. Copies of said plans, specifications, and Form of Proposal blanks may be secured at the office of the Engineer by bona fide bidders upon a deposit of \$25.00 per set.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities and all bids must remain effective for a period of 30 days of opening same.

This Notice to Bidders is hereby published by authority of resolution duly adopted by the Council of the City of Marshalltown on the ____ day of _____, _____.

CITY OF MARSHALLTOWN, IOWA

By _____
Shari L. Coughenour, CMC, City Clerk

TZ

#2014-__

RESOLUTION ADOPTING TENTATIVE RESOLUTION
PROVIDING FOR THE PERPETUAL EASEMENT DESCRIBED FROM
THE CITY OF MARSHALLTOWN, IOWA
TO INTERSTATE POWER AND LIGHT COMPANY OF CEDAR RAPIDS, IOWA, TO THE
PROPERTY DESCRIBED HEREIN AND
AUTHORIZING EXECUTION AND DELIVERY OF ELECTRIC LINE EASEMENT

WHEREAS the Council of the City of Marshalltown, Iowa did, on the 5th day of May, 2014, place on file a Tentative Resolution whereby it proposed to sell, dispose of and convey the title of the CITY OF MARSHALLTOWN, IOWA to INTERSTATE POWER AND LIGHT COMPANY OF CEDAR RAPIDS, IOWA, the property, located in Marshalltown, Iowa, herein after described; and

WHEREAS published notice as required by law of the intended conveyance by the CITY OF MARSHALLTOWN, IOWA, of the real estate owned by it and described hereinafter has all been duly published and no other bids or objections to the proposed conveyance have been filed in writing with the City Clerk and no objections thereto are made in open Council meeting to the proposed conveyance for the consideration as therein described and as heretofore set forth and that this is the time and place provided for in said Tentative Resolution and in the published notice for this Council to take final action upon said Tentative Resolution; and

WHEREAS the purpose of this Resolution is to authorize the conveyance by the CITY OF MARSHALLTOWN, IOWA, TO INTERSTATE POWER AND LIGHT COMPANY OF CEDAR RAPIDS, IOWA, of the real estate hereinafter described subject to easements for public utilities and sewers,

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

Section 1. The Tentative Resolution placed on file in the office of the Clerk of the CITY OF MARSHALLTOWN, IOWA, on the 5th day of May, 2014, whereby it is proposed to sell and dispose of and convey title of the CITY MARSHALLTOWN, IOWA, subject to easements as set out in Section 2, to the real estate located in the City of Marshalltown described as:

The South 30 feet of Lot 4 and lot 5, except for the west 43 feet of Lot 5, all
in Block 13, Town of Marshall, Marshall County, Iowa;

in Marshalltown, Iowa,

to INTERSTATE POWER AND LIGHT COMPANY OF CEDAR RAPIDS, IOWA, is hereby approved and adopted.

Section 2. The conveyance of the real estate as is described in Section 1 of this Resolution shall be by ELECTRIC LINE EASEMENT from the CITY OF MARSHALLTOWN, subject to existing utility easements, rights of ways and access being retained for said property for utilities, access and maintenance of utilities, and for such other municipal easement as presently exists. Said easements, rights of way and access will be retained until such time as their retention is no longer desired by the City of Marshalltown, Iowa.

Section 3. The Mayor and Clerk are hereby authorized to execute the ELECTRIC LINE EASEMENT, as referred to herein and upon receipt of the consideration therein, deliver the deed to the Buyer and to do all things necessary to carry out said sale.

Passed this ___ day of May, 2014, and signed this ___ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk

Prepared by: Mary Fredericks Interstate Power and Light Company – PO Box 351 – Cedar Rapids, IA 52406 (319) 786- 4046

Return to: Mary Fredericks Interstate Power and Light Company – PO Box 351 – Cedar Rapids, IA 52406 (319) 786-4046

SPACE ABOVE THIS LINE FOR RECORDER

ELECTRIC LINE EASEMENT

For and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, City of Marshalltown ("Grantor(s)"), ADDRESS: 24 North Center Street, Marshalltown, IA 50158 do(es) hereby warrant and convey unto Interstate Power and Light Company, an Iowa Corporation, its successor and assigns, ("Grantee"), a perpetual easement with the right, privilege and authority to construct, reconstruct, maintain, operate, repair, patrol and remove an underground electric and telecommunications line or lines, consisting of wires, transformers, switches and other necessary fixtures and equipment, (including associated surface mounted equipment) and construction for transmitting electricity, communications and all Corporate purposes together with the power to extend to any other party the right to use, jointly with the Grantee, pursuant to the provisions hereof, upon, under, and across the following described lands located in the County of Marshall, and the State of Iowa:

The easement area being the South 30 feet of the below described property;
Lot 4 and Lot 5, except for the west 43 feet of Lot 5, all in Block 13, Town of Marshall, Marshall County Iowa.

together with all the rights and privileges for the full enjoyment or use thereof for the aforesaid purpose.

Grantor(s) agrees that it will not construct or place any buildings, structures, plants, or other obstructions on the property described above.

Grantor(s) also conveys the right and privilege to trim, cut down or control the growth of any trees or other vegetation on said described land and such other trees and vegetation adjacent thereto as in the judgment of the Grantee may interfere with construction, reconstruction, maintenance, operation, repair, use of said line or lines, or associated equipment.

Grantee, its contractor or agent, may enter said premises for the purpose of making surveys and preliminary estimates immediately upon the execution of this easement.

The Grantor(s) also grants to the Grantee the right of ingress and egress to said line or lines, under lands now owned by the Grantor(s), for the purpose of constructing, reconstructing, maintaining, operating, patrolling, repairing and removing said line or lines, or associated equipment and the Grantee agrees to pay to the Grantor(s) or its tenants all damages done to the lands (except the cutting and trimming of trees or other vegetation), fences, livestock or crops of the Grantor(s) or its tenants, by the Grantee or its employees while constructing, reconstructing, patrolling or repairing said line or lines.

Signed this _____ day of _____, 20_____.

GRANTOR(S):

By: _____

By: _____

ALL PURPOSE ACKNOWLEDGMENT

STATE OF _____)

COUNTY OF _____) ss:

On this _____ day of _____, AD. 20_____, before me,
the undersigned, a Notary Public in and for said State, personally
appeared

_____ to me personally known

or _____ provided to me on the basis of satisfactory
evidence

to be the persons(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the
same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the
entity upon behalf of which the person(s) acted, executed the
instrument.

NOTARY SEAL _____
(Sign in Ink)

(Print/type name)

Notary Public in and for the State of _____

CAPACITY CLAIMED BY SIGNER

_____ INDIVIDUAL
_____ CORPORATE
Title(s) of Corporate Officers(s):

_____ N/A
_____ Corporate Seal is affixed
_____ No Corporate Seal procured

_____ PARTNER(s)
_____ Limited Partnership
_____ General Partnership

_____ ATTORNEY-IN-FACT
_____ EXECUTOR(s),
_____ ADMINISTRATOR(s),
_____ or TRUSTEE(s):
_____ GUARDIAN(s)
_____ or CONSERVATOR(s)
_____ OTHER

SIGNER IS REPRESENTING:
List name(s) of persons(s) or entity(ies):

Revised

ORDINANCE NO. 14929

AN ORDINANCE AMENDING THE MARSHALLTOWN ZONING ORDINANCE
REZONING 3901 SOUTH CENTER STREET FROM R2 LOW DENSITY RESIDENTIAL TO
OP OFFICE PARK

WHEREAS, 3901 South Center Street is currently zoned R2 Low Density Residential; and

WHEREAS, the Plan and Zoning Commission reviewed this rezoning request and held a public hearing on March 27th, 2014 and recommended approval of the rezoning at said meeting; and

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

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

Section 1. 3901 South Center Street shall be rezoned to OP Office Park.

Section 2. The public hearing required on this zoning amendment shall be held in the Council Chambers of City Hall, 10 West State Street, Marshalltown, Iowa at 5:30 p.m., local time, on the 27th day of May, 2014 and the City Clerk is directed to cause a publication of the notice of the public hearing in one issue of the Marshalltown Times-Republican, a newspaper published in Marshalltown, Marshall County, Iowa, not less than 7 days nor more than 20 days prior to the date of the public hearing fixed herein.

Section 3. This Ordinance shall be in full force and effect from and after public notice of hearing on this Rezoning has been duly given as required by the said Zoning Ordinance and the statutes of the State of Iowa and said public hearing has been duly held and after passage by this Council and publication as is provided by law.

Passed this ___ day of _____, 2014, and signed this ___ day of 2014.

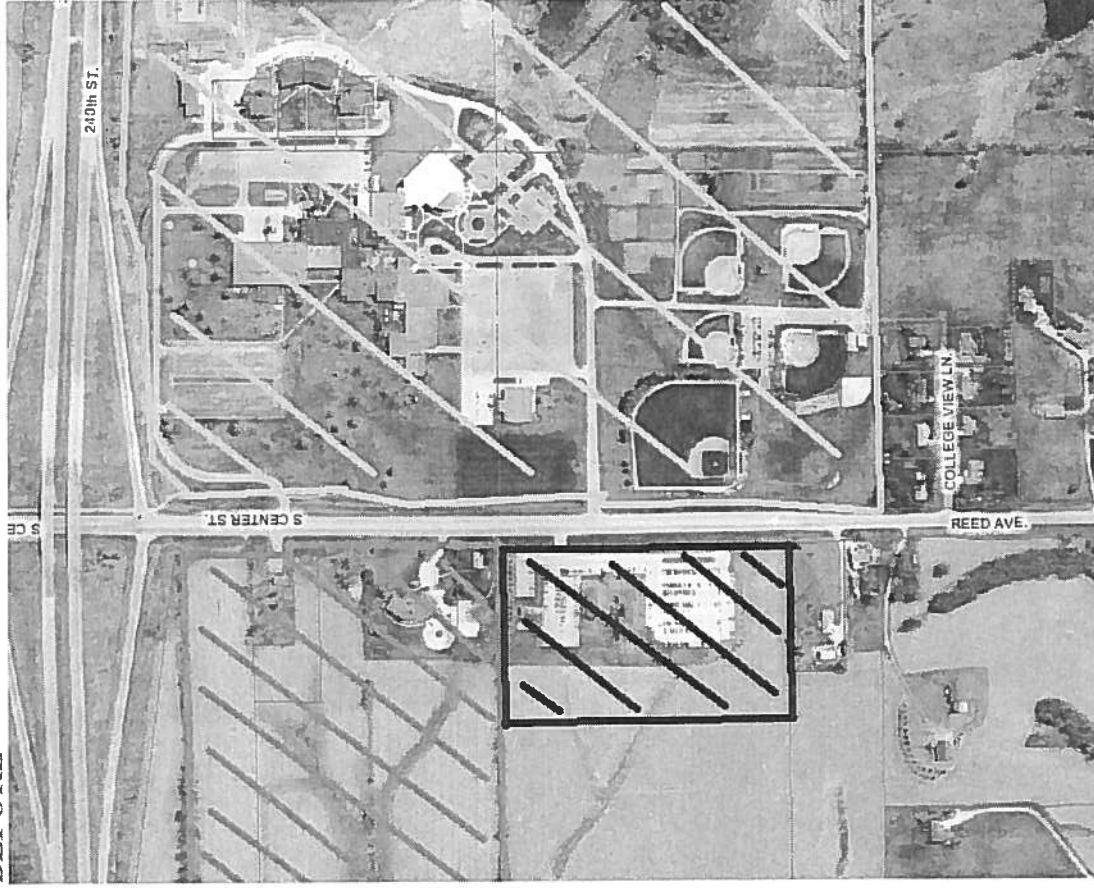
CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

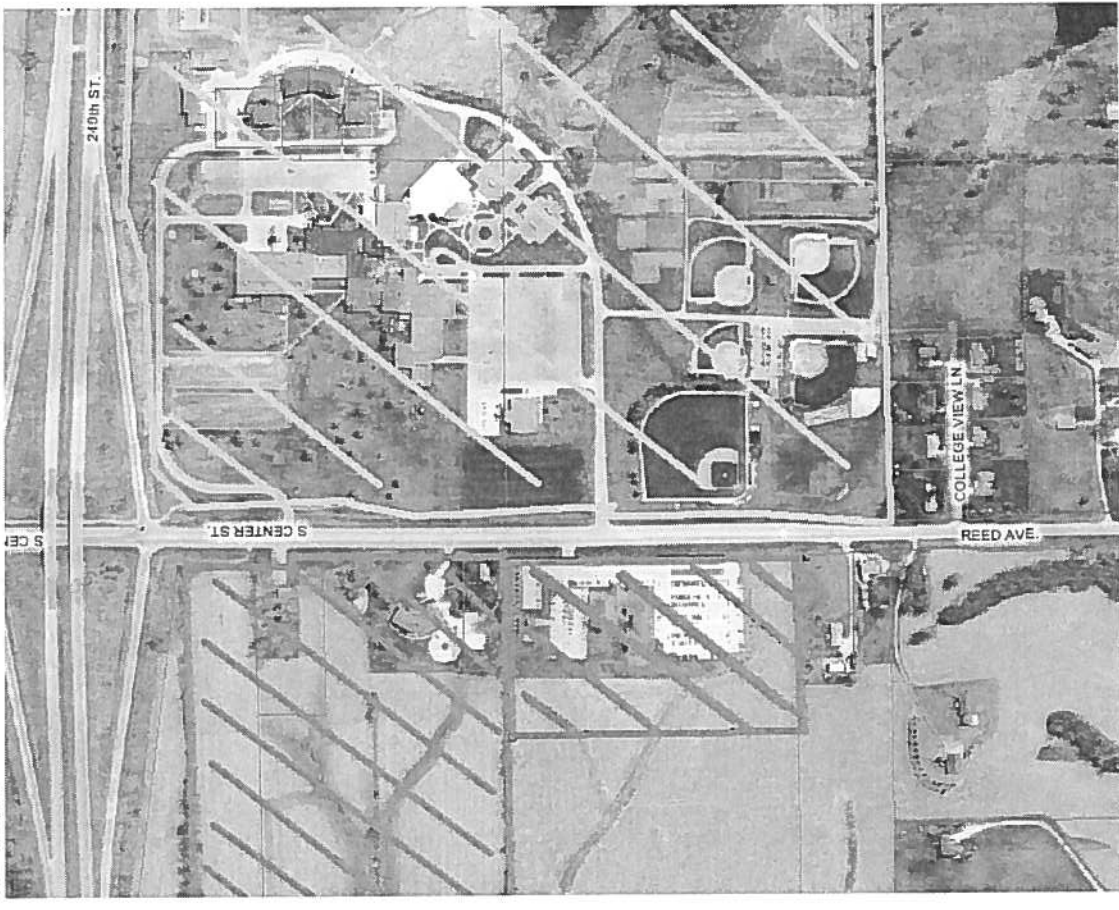
BEFORE



- ☐ OP Office Park
- ☐ Ed Education
- ☐ R2 Low Density Residential

Before Rezoning

AFTER



- ☐ OP Office Park
- ☐ Ed Education
- ☐ R2 Low Density Residential

After Rezoning

Memorandum

To: City Council & Mayor

From: Stephen Troskey – City Planner

Date: May 8, 2014

Re: April 14, 2014 COW meeting

Rezoning – 3901 South Center Street

New Hope Christian Church is seeking to rezone their property at 3901 South Center Street to OP Office Park from R2 Low Density Residential. Churches are allowed in any zoning district so changing the district will not have any adverse affects on their current use and will allow the property to be in the same classification of the new hospital property to the north. In addition, rezoning will allow the church to take advantage of highway frontage by installing a new sign.

The Plan & Zoning Commission voted to approve this rezoning at their 3/27/14 meeting.

Staff recommends approval of this rezoning application.

I can be reached at stroskey@ci.marshalltown.ia.us or 641-752-3154.

Memorandum

To: Mayor & City Council

From: Stephen Troskey – City Planner

Date: May 8, 2014

Re: April 28, 2014 meeting

Site Plan Review Board Changes

Currently the Sign Ordinance does not require a sign erector's license to install a sign due to code changes in the past year. I would ask that you please add in the following language to the pending sign ordinance changes to ensure that sign erector's have adequate liability insurance of \$300,000. An updated version of the changes are on the City website.

Chapter 30: Signs

Section 3: General Provisions

1.b. All signs that require a permit shall only be installed by a person and/or firm with a \$300,000 minimum liability insurance policy.

I can be reached at stroskey@ci.marshalltown.ia.us or 641-752-3154.

ORDINANCE NO. 14930

AN ORDINANCE APPROVING CHANGES TO THE
MARSHALLTOWN ZONING ORDINANCE OF 2010, REGARDING CHAPTER 5, SITE PLAN
REVIEW REQUIREMENTS, CHAPTER 22, CENTRAL BUSINESS DISTRICT, CHAPTER 30
SIGNS, AND CHAPTER 35, SITE PLAN REVIEW BOARD

WHEREAS the City Plan and Zoning Commission reviews zoning regulations as necessary and determined to recommend changes to the Marshalltown Zoning Ordinance of 2010 regarding the Site Plan Review Board uses at their April 17, 2014 meeting.

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

Section 1. Chapters 5, 22, 30, and 35 of the Zoning Ordinance of 2010 are hereby amended by removing and replacing language as identified on the following pages.

Section 2. The public hearing required on this City Code amendment shall be held in the Council Chambers of City Hall, 10 West State Street, Marshalltown, Iowa at 5:30 p.m. local time, on the 9th day of June, 2014, and the City Clerk is directed to cause a publication of the notice of public hearing in one issue of the Marshalltown Times-Republican, a newspaper published in Marshalltown, Marshall County, Iowa, not less than 7 days nor more than 20 days prior to the date of public hearing fixed herein.

Section 3. This Code shall be in full force and effect from and after public notice of hearing on this Amendment to the Marshalltown City Code has been duly given as required by the said Code and the statutes of the State of Iowa and said public hearing has been duly held and after passage by the Council and publication as is provided by law.

Passed this ____ day of _____, 2014, and signed this ____ day of _____, 2014.

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, City Clerk

Memorandum

To: Mayor & City Council

From: Stephen Troskey – City Planner

Date: April 25, 2014

Re: April 28, 2014 meeting

Site Plan Review Board Changes

This memo will provide a brief overview of the Site Plan Review Board's role in the Historic District, a timeline of events regarding sign regulations in the Historic District, as well as our recommendations for the future.

For the past 18-24 months the City, Marshalltown Central Business District, and the community at large has had an ongoing discussion of the sign permitting process within the Historic District. Currently all sign applications go before the Site Plan Review Board (SPRB), at which time the Board makes a determination as to whether or not the sign meets the City's guidelines.

The Zoning Ordinance gives authority to the SPRB but leaves specifics up to the Board. Because of this vagueness, we have heard complaints that the SPRB is too lenient with sign designs but also is too strict; applicants do not know what to expect from the Board. As a remedy, the City and SPRB created a document that set out guidelines that staff would hand out to applicants. These guidelines were not specific regulations so the problem of subjectivity remained.

In 2001 the community initiated a process with the State of Iowa to become a Main Street Iowa Community. This application was approved and subsequently created the MCBBD organization, a map and list of historic properties, as well as resources from the state on how to best preserve and enhance downtown. Part of this information are guidelines about appropriate signs.

In 2003 city staff suggested using those guidelines as regulations in the Historic District but the process never took hold.

In November 2012 the City Council approved the 2030 Comprehensive Plan, which directs Planning and Zoning efforts for the next 20 years. A major component of this plan was design guidelines throughout the city as well as specifically in the Historic District.

Finally, in October 2013, the city held a meeting with community members about the sign approval procedure. Mentioned among the weakness in the process were the SPRB is too subjective, no regulation of banners, grandfathering of existing "ugly" signs, and building owners who do not take responsibility for knowing the codes. Opportunities mentioned were to have a staff-only review of sign applications and to write clearer guidelines. Based on these comments, staff began a to create a document that contained specific regulations that could be

inserted into the Zoning Ordinance that provided clear rules on what would and would not be approved. It is this document that you will be discussing.

The SPRB is a five member volunteer Board appointed by the Mayor and approved by Council. In the past 18-24 months many members have resigned with the reasoning that they are criticized by community members for not approving any and all sign applications while at the same time being too lenient on design standards in a state-approved Historic District. As volunteers, the Board is dedicating their time and talents to enhance the Historic District, in alignment with the mission of the Main Street Iowa program. Asking residents to join a volunteer group where they may be belittled and criticized is not appropriate and does not develop good relationships with the MCB, downtown business community, and individual residents. Because of this, we propose to eliminate the SPRB and have all sign applications be approved administratively as is the process throughout the rest of the city.

The attached document is the proposal of regulations staff has developed by speaking with state employees, sign experts, the Plan & Zoning Commission, as well as community members. The document, which will be approved as an Ordinance change and formally inserted into the Zoning Ordinance, details the materials used for sign construction, the size and location of proposed signs, as well as ancillary language detailing banners, lighting, and bracketing standards. The document provides applicants and staff a clear outline of what may be approved; it does not leave room for "grey areas" or subjective approval. If a sign does not meet code the applicant will be given specific rationale for why and what must be changed to meet code.

Eliminating the SPRB will put community criticism onto staff rather than volunteers. Approving these changes will align our codes with guidelines from the State of Iowa, 2030 Comprehensive Plan, and ensure any development in Historic District has high standards with both longevity and preservation of property values in mind.

The Plan & Zoning Commission recommended these changes at their April 17th, 2014 meeting.

I can be reached at stroskev@ci.marshaltown.ia.us or 641-752-3154.

TBW

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND COST FOR THE MILL AND OVERLAY 2014 PROJECT, IN THE
CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. 76014004

WHEREAS there was placed on file in the office of the Clerk of the City of Marshalltown, Iowa, proposed plans and specifications, proposed form of contract and estimated cost for a public improvement in the City of Marshalltown, Iowa, for the Mill and Overlay 2014, Project No. 76014004, as fully set forth in the resolution ordering same, and that public notice of hearing on such plans, specifications and form of contract were duly published in the Marshalltown Times-Republican in time for hearing now before the Council, and

WHEREAS written objections to the plans, specifications and form of contract have been called for and no such written objections have been filed with the City Clerk, and oral objections being called for and no oral objections being made in open Council, it is the decision of this Council that such plans, specifications, form of contract and estimate of cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the plans, specifications, form of contract and estimated cost heretofore placed on file and upon which public notice has been duly given and no objections thereto have been made either in writing or in open council, the Council does now adopt and approve the plans, specifications, form of contract and estimate of cost for Project No. 76014004, being the Mill and Overlay 2014 Project in the city of Marshalltown, Iowa.

Passed this 27th day of May, 2014, and signed this _____ day of May, 2014.

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**CITY OF MARSHALLTOWN, IOWA
OFFICIAL NOTICE OF HEARING AND LETTING**

2014 MILL AND OVERLAY PROJECT

PROJECT NO. 76014004

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATED COST FOR THE 2013 MILL AND OVERLAY PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, AND THE TAKING OF BIDS FOR SUCH IMPROVEMENTS.

A public hearing will be held at 12:00 p.m. local time on the **27th day of May, 2014** in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, on the proposed plans, specifications, proposed form of contract, and the estimated cost of improvements proposed to be constructed under Project No. 76014004, the Mill and Overlay Project now on file in the office of the City Clerk and at said hearing any interested person may appear and file objection thereto or to the bidding process.

Sealed proposals based upon the proposed plans, specifications, proposed form of contract, estimated costs of improvement, will be received until 10:00 a.m. local time, on the **3rd day of June, 2014** for the construction of the 2014 Mill and Overlay Project as described in the plans and specifications for Project No 76014004, and which will be opened, read, and tabulated by the City Engineer or his designate at that time, will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers on the 9th day of June, 2014 or at such later time and place as may then be fixed.

The proposed work will involve furnishing the labor, equipment, and materials necessary for constructing the 2014 Mill and Overlay Project in Marshalltown, Iowa as shown in the plans and specifications for Project No. 76014004, the Mill and Overlay Project.

The estimated quantities of materials and labor to be furnished in the construction of said improvements and on which bids will be received are as follows:

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	Pavement Scarification	SY	17,984.0
2	Cleaning and Preparation of Base	MILE	2.0
3	HMA Surface Course 1/2" Mix (1,000,000 ESAL, Type A)	TON	3,540.0
4	Asphalt Binder, PG-64-22	TON	212.0
5	Full Depth Patch	SY	600.0
6	Sanitary Sewer Risers	EA	25.0
7	Manhole Box Out, W/ Wrapid Seal (Reuse Existing Ring &	EA	25.0
8	Traffic Control	LS	1.0
9	Mobilization	LS	1.0

All work is to be done in strict compliance with the Plans and Specifications for said Project No. 76014004 as proposed by the City Engineer.

The work shall begin without unnecessary delay and shall be completed by **September 30th 2014**. The City and Contractor recognize that time is of the essence of this Agreement and that City will suffer financial loss if the Work is not completed within the times specified in paragraph above, plus any extensions thereof allowed. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by City if the Work is not completed on time.

Accordingly, instead of requiring any such proof, City and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay the City according to the following schedule:

Substantial Completion Liquidated Damages	Final Completion Liquidated Damages
\$600.00	\$300.00

For each day that expires after the time specified for Substantial Completion until the work is certified by the engineer as substantially complete and after certification of substantial completion if Contractor neglects, refuses or fails to complete the remaining Work within the contract time for Final Completion. The City shall deduct the accrued liquidated damages from the final payment due to the Contractor.

All proposals shall be made upon the official bidding blanks furnished by the City and any alteration in the Official Form of Proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each said proposal shall be sealed and plainly identified.

Each proposal shall be accompanied by a certified check in an amount equal to ten percent (10%) of the total amount of the bid, in a separate sealed envelope, drawn on and certified payable by a solvent bank to the City Treasurer of the City as security that, if awarded the contract by resolution of the City Council, the bidder will enter into contract at the prices bid and will furnish the required corporate surety bond. Any bidder may, in lieu of the certified check provided for herein, file with such bid a bid bond executed by a corporation authorized to contract as surety in Iowa and satisfactory to the City on the form included in the specifications. The certified check may be cashed and the proceeds retained by the City, or the bid bond forfeited to the City, as agreed liquidated damages if the bidder fails to execute a contract or file an acceptable bond for faithful performance thereof within ten (10) days after acceptance of his proposal by resolution of the City Council. Said security shall be returned to the bidder upon execution of the formal contract to complete said work and approval of performance bond by the Council.

The successful bidder shall furnish the City a surety bond, acceptable to said City, for one hundred percent of the bid guaranteeing his faithful performance of the contract. All bonds called for in this notice shall contain no other conditions except as provided in Chapter 384.97(5) of the Iowa Code.

The Contractor will be paid in cash from the General Fund of said City or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of the above methods as may be used for such payments. Said payment to the Contractor will be made by the City in monthly estimates and one final payment. Monthly estimates will be equivalent to ninety-five percent (95%) of the contract value of the work completed during the preceding calendar month, and will be based upon an estimate prepared by the Contractor and submitted at least 15 days before a regularly scheduled City Council meeting, subject to the approval of the City Engineer, who will certify to the City for payment of each approved estimate. Final payment will be made on or before thirty (30) days after completion and acceptance by resolution of the City Council of the completed contract. No such partial or final payment will be due until the Contractor has certified to the City Clerk that materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications. Such partial payment shall in no way be construed as an act of acceptance for any part of the work partially or totally completed.

Preference will be given to products and provisions grown and coal produced within the State of Iowa, by virtue of statutory authority, and to Iowa domestic labor in constructing said improvements.

The Contractor shall file with the contract a corporate surety bond acceptable to the City and providing for maintenance of the improvements for not less than four years from and after acceptance of the project.

Plans, specifications and proposed contract documents may be examined at the office of the City Engineer, Marshalltown, Iowa, and at the office of the City Clerk, Marshalltown, Iowa. Copies of said plans, specifications, and Form of Proposal blanks may be secured at the office of the Engineer by bona fide bidders upon a deposit of \$25.00 per set.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities and all bids must remain effective for a period of 30 days of opening same.

This Notice to Bidders is hereby published by authority of resolution duly adopted by the Council of the City of Marshalltown on the ____ day of ____, ____.

CITY OF MARSHALLTOWN, IOWA

By _____
Shari L. Coughenour, CMC, City Clerk

Zaw

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND COST FOR THE CONCRETE REPAIR 2014 PROJECT, IN THE
CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. 76014005

WHEREAS there was placed on file in the office of the Clerk of the City of Marshalltown, Iowa, proposed plans and specifications, proposed form of contract and estimated cost for a public improvement in the City of Marshalltown, Iowa, for the Concrete Repair 2014, Project No. 76014005, as fully set forth in the resolution ordering same, and that public notice of hearing on such plans, specifications and form of contract were duly published in the Marshalltown Times-Republican in time for hearing now before the Council, and

WHEREAS written objections to the plans, specifications and form of contract have been called for and no such written objections have been filed with the City Clerk, and oral objections being called for and no oral objections being made in open Council, it is the decision of this Council that such plans, specifications, form of contract and estimate of cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the plans, specifications, form of contract and estimated cost heretofore placed on file and upon which public notice has been duly given and no objections thereto have been made either in writing or in open council, the Council does now adopt and approve the plans, specifications, form of contract and estimate of cost for Project No. 76014005, being the Concrete Repair 2014 in the city of Marshalltown, Iowa.

Passed this 27th day of May, 2014, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**CITY OF MARSHALLTOWN, IOWA
OFFICIAL NOTICE OF HEARING AND LETTING**

2014 CONCRETE REPAIR PROJECT

PROJECT NO. 76014005

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATED COST FOR THE 2014 CONCRETE REPAIR PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, AND THE TAKING OF BIDS FOR SUCH IMPROVEMENTS.

A public hearing will be held at 12:00 p.m. local time on the 27th day of May, 2014 in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, on the proposed plans, specifications, proposed form of contract, and the estimated cost of improvements proposed to be constructed under Project No. 76014005, the 2014 Concrete Repair Project is now on file in the office of the City Clerk and at said hearing any interested person may appear and file objection thereto or to the bidding process.

Sealed proposals based upon the proposed plans, specifications, proposed form of contract, estimated costs of improvement, will be received until 10:00 a.m. local time, on the 3rd day of June, 2014 for the construction of the 2014 Concrete Repair Project as described in the plans and specifications for Project No 76014005, and which will be opened, read, and tabulated by the City Engineer or his designate at that time, will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers on the 9th day of June, 2014 or at such later time and place as may then be fixed.

The proposed work will involve furnishing the labor, equipment, and materials necessary for constructing the 2014 Concrete Repair Project in Marshalltown, Iowa as shown in the plans and specifications for Project No. 76014005, the 2014 Concrete Repair Project.

The estimated quantities of materials and labor to be furnished in the construction of said improvements and on which bids will be received are as follows:

ESTIMATED PROJECT QUANTITIES 2014 CONCRETE REPAIR PROJECT NO. 76014005			
ITEM NO.	DESCRIPTION	QUANTITY	UNIT
1	Full Depth Patch, 8" PCC, w/ 6" Granular Base	2,622.0	S.Y.
2	Curb and Gutter, 30" PCC	210.0	L.F.
3	Sidewalk, 6" PCC and Detectable Warning Panel (2 - 2'x4')	108.0	S.F.
4	Traffic Control	1.0	L.S.
5	Seed, Fertilizer, and Mulch	1.0	L.S.
6	Mobilization	1.0	L.S.

All work is to be done in strict compliance with the Plans and Specifications for said Project No. 76014005 as proposed by the City Engineer.

The work shall begin without unnecessary delay and shall be **completed by September 30th, 2014**. The City and Contractor recognize that time is of the essence of this Agreement and that City will suffer financial loss if the Work is not completed within the times specified in paragraph above, plus any extensions thereof allowed. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by City if the Work is not completed on time. Accordingly, instead of requiring any such proof, City and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay the City according to the following schedule:

Substantial Completion Liquidated Damages	Final Completion Liquidated Damages
\$400.00	\$200.00

For each day that expires after the time specified for Substantial Completion until the work is certified by the engineer as substantially complete and after certification of substantial completion if Contractor neglects, refuses or fails to complete the remaining Work within the contract time for Final Completion. The City shall deduct the accrued liquidated damages from the final payment due to the Contractor.

All proposals shall be made upon the official bidding blanks furnished by the City and any alteration in the Official Form of Proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each said proposal shall be sealed and plainly identified.

Each proposal shall be accompanied by a certified check in an amount equal to ten percent (10%) of the total amount of the bid, in a separate sealed envelope, drawn on and certified payable by a solvent bank to the City Treasurer of the City as security that, if awarded the contract by resolution of the City Council, the bidder will enter into contract at the prices bid and will furnish the required corporate surety bond. Any bidder may, in lieu of the certified check provided for herein, file with such bid a bid bond executed by a corporation authorized to contract as surety in Iowa and satisfactory to the City on the form included in the specifications. The certified check may be cashed and the proceeds retained by the City, or the bid bond forfeited to the City, as agreed liquidated damages if the bidder fails to execute a contract or file an acceptable bond for faithful performance thereof within ten (10) days after acceptance of his proposal by resolution of the City Council. Said security shall be returned to the bidder upon execution of the formal contract to complete said work and approval of performance bond by the Council.

The successful bidder shall furnish the City a surety bond, acceptable to said City, for one hundred percent of the bid guaranteeing his faithful performance of the contract. All bonds called for in this notice shall contain no other conditions except as provided in Chapter 384.97(5) of the Iowa Code.

The Contractor will be paid in cash from the General Fund of said City or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of the above methods as may be used for such payments. Said payment to the Contractor will be made by the City in monthly estimates and one final payment. Monthly estimates will be equivalent to ninety-five percent (95%) of the contract value of the work completed during the preceding calendar month, and will be based upon an estimate prepared by the Contractor and submitted at least 15 days before a regularly scheduled City Council meeting, subject to the approval of the City Engineer, who will certify to the City for payment of each approved estimate. Final payment will be made on or before thirty (30) days after completion and acceptance by resolution of the City Council of the completed contract. No such partial or final payment will be due until the Contractor has certified to the City Clerk that materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications. Such partial payment shall in no way be construed as an act of acceptance for any part of the work partially or totally completed.

Preference will be given to products and provisions grown and coal produced within the State of Iowa, by virtue of statutory authority, and to Iowa domestic labor in constructing said improvements.

The Contractor shall file with the contract a corporate surety bond acceptable to the City and providing for maintenance of the improvements for not less than four years from and after acceptance of the project.

Plans, specifications and proposed contract documents may be examined at the office of the City Engineer, Marshalltown, Iowa, and at the office of the City Clerk, Marshalltown, Iowa. Copies of said plans, specifications, and Form of Proposal blanks may be secured at the office of the Engineer by bona fide bidders upon a deposit of \$25.00 per set.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities and all bids must remain effective for a period of 30 days of opening same.

This Notice to Bidders is hereby published by authority of resolution duly adopted by the Council of the City of Marshalltown on the ____ day of _____, _____.

CITY OF MARSHALLTOWN, IOWA

By _____
Shari L. Coughenour, CMC, City Clerk

Raw

RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD OF CONTRACT
FOR 2014 CONCRETE REPAIR TIF DISTRICT 3 PROJECT IN THE CITY OF
MARSHALLTOWN, IOWA BEING PROJECT NO. 76014006
IN THE AMOUNT OF \$XXXXXXX

WHEREAS notice to bidders has been duly given as required by law publication in the Marshalltown Times-Republican for the 2014 Concrete Repair TIF District 3 Project, being Project No.76014006, in the City of Marshalltown, as described in the plans and specifications therefore, and

WHEREAS, there has been filed with the City Clerk in response to the published notice to the bidders referred to above, certain proposals for the construction of the above designated improvement with the required certified checks or bid bond accompanying each proposal from the following bidders, to-wit:

<u>Name and Address of Bidders</u>	<u>Amount of Bid</u>
CONTRACTOR. ADDRESS. CITY STATE ZIP	\$XXXXXXX
CONTRACTOR. ADDRESS CITY STATE ZIP	\$XXXXXXX
CONTRACTOR ADDRESS CITY STATE ZIP	\$XXXXXXX

After consideration of all bids filed, there was determined by the Council that the bid of Contractor. is the best and lowest responsible bid for the public improvement as is herein outlined.

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

Section 1. That the bid of Contractor , and the same is hereby accepted for the construction of the improvement as described in the plans and specifications therefore, as previously ordered by the Council, and that the contract for the construction of same is now awarded to said contractor in the total amount AMOUT WRITTEN OUT and 00/100====(\$XXXXXX) Dollars.

Section 2. The Mayor and Clerk of the City of Marshalltown, Iowa are hereby authorized and directed to execute the contract with the contractor for the public improvement as is herein referred to, and that upon the contractor filing the required bond that the said bond and contract be then submitted to this Council for final approval as provided by law.

Section 3. The final settlement upon the contract, as referred to herein with said contractor, shall be upon the basis of the unit prices as are set forth in the bid of said contractor and for the actual quantities for each item of materials furnished or work performed in the construction of this public improvement. The said contract is subject to all of the conditions as are contained in the resolution ordering construction of this improvement, the notice to bidders as published, the terms of the bidders written proposal, the plans and specifications as are provided therefore, all of which are made a part of this resolution and the said bidders contract by reference as though the same were set out herein verbatim and in specific detail.

Section 4. This resolution as now adopted shall be in full force and binding effect upon the City of Marshalltown, Iowa, upon the final approval of the completed contract with the successful bidder and the approval of the contractor's surety bond by resolution of this Council.

Passed this 27th day of May, 2014, and signed this __ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

72nd

RESOLUTION APPROVING CONTRACT AND BOND FOR CONSTRUCTION OF THE
2014 CONCRETE REPAIR TIF DISTRICT 3 IN THE CITY OF MARSHALLTOWN, IOWA,
BEING PROJECT NO. 76014006 IN THE AMOUNT OF \$XXXXXXX

WHEREAS the City of Marshalltown, Iowa, did by resolution duly adopted by the Council, accept the bid of CONTRACTOR. of CITY / STATE, for construction of the 2014 Concrete Repair TIF District 3, as required by plans and specifications therefore and in the City of Marshalltown, Iowa, as covered by resolution ordering said construction, and,

WHEREAS the said CONTRACTOR. of CITY / STATE has executed a contract for the construction of said improvement and has filed its construction bond covering the full amount of said improvement with adequate sureties thereon, and that the said contract is now before this Council for final approval.

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

That the contract of CONTRACTOR duly executed by said company and the surety bond for the performance of said contract, duly executed by said company, together with the surety, are now filed with the City Clerk for the construction of the public improvement as fully set forth in the plans and specifications for Project No. 76014006, the 2014 Concrete Repair TIF District 3, in the City of Marshalltown, Iowa, and therein specifically described, be and the same are hereby accepted and approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be authorized and directed to execute the contract for and on behalf of the City of Marshalltown, Iowa.

Passed this 27th day of May, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk



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

**Marshalltown Police Department
Chief of Police Memorandum**

TO: Randy Wetmore, City Administrator
FROM: Michael W. Tupper
Chief of Police
DATE: 05/07/2014
RE: 2014 Byrne Justice Assistance Grant Program Award

The Marshalltown Police Department recently received notification from the Bureau of Justice Assistance (BJA) and the State of Iowa that local funding from the Byrne Justice Assistance Grant Program (JAG) had been announced. The JAG program provides states and units of local government with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs. Awards from this federally funded grant program are given to communities annually. Grant awards are given out based upon population and crime statistic formulas.

The City of Marshalltown and Marshall County have historically split the grant award 50/50. The City of Marshalltown handles the grant application and program management. This year the City of Marshalltown and Marshall County received a grant award totaling \$18,855.00. The City of Marshalltown's fifty percent split is \$9,427.50. The grant application is due by June 10, 2014. Final awards are generally distributed in the fall. We are required to have a council resolution of support, public notification of this grant award and a public hearing regarding how the City plans to utilize these grant funds.

The Marshalltown Police Department plans to expend the City of Marshalltown grant award to support law enforcement and criminal investigation programs by purchasing the following law enforcement equipment.

- (5) Generation 4T Simunition Training Handguns (\$2270.00)
- (2) Cases of Force on Force Simunition Rounds (\$510.00)
- (2) Class III X2 Tasers (\$1886.00)
- (2) Class III Taser Batteries (\$106.00)
- Sim Model II Taser Suit (\$550.00)
- TCI Liberator Tactical Headset (\$710.00)
- Nikon AF-DX 300 SLR Digital Camera (\$1697.00)
- Nikon AF-DX Nikon VR - (\$799.00)

CITY COUNCIL

Mike Gowdy, Joel Greer, Al Hoop, Leon Lamer,
Bill Martin, Robert Schubert, Bethany Winn

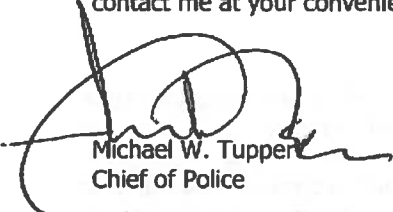
- Canon Vixia HF 620 (\$899.00)

Total- \$9427.00

The aforementioned equipment will assist the police department in enhancing our law enforcement training programs and investigative operations. Utilization of these grant dollars for these purposes will also enhance the law enforcement services we provide to the community and will support our mission of providing quality and professional police services for the Marshalltown community.

The Marshall County Sheriff's Office is required to complete a public hearing process as well as seek approval from Marshall County for their portion of this grant award. The sheriff's office is currently working through their process.

Staff recommends that the Marshalltown City Council approve this grant award and authorize the police department to move forward with the grant application. Staff also recommends that this grant award be placed on the May 12 agenda of the Marshalltown City Council with a public hearing subsequently scheduled for the May 27 meeting of the Marshalltown City Council. If you have questions or concerns about this issue, please contact me at your convenience.



Michael W. Tupper
Chief of Police

2014-22

Cc: Captain Christopher Jones
Captain Brian Batterson
Captain Michael Hanken
Alicia Hunter, Administrative Assistant
Lori Stansberry, Finance Director

Encl: 2014 Iowa JAG Allocations Document
MCSO JAG Letter 2014

2014 IOWA JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2014 JAG funding, as determined by the JAG formula. If your jurisdiction is listed with another city or county government in a shaded area, you are in a funding disparity. In this case, the units of local government must develop a Memorandum of Understanding (MOU) and apply for an award with a single, joint application.

Finding your jurisdiction: (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county. (2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report: <https://www.bja.gov/Publications/JAGTechRpt.pdf>.

For JAG Frequently Asked Questions, please refer to BJA's JAG webpage: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

IA	BLACK HAWK COUNTY	County	*	
IA	WATERLOO CITY	Municipal	\$60,271	\$60,271
IA	CLINTON COUNTY	County	*	
IA	CLINTON CITY	Municipal	\$21,610	\$21,610
IA	DES MOINES COUNTY	County	*	
IA	BURLINGTON CITY	Municipal	\$23,082	\$23,082
IA	DUBUQUE COUNTY	County	*	
IA	DUBUQUE CITY	Municipal	\$20,470	\$20,470
IA	JOHNSON COUNTY	County	*	
IA	IOWA CITY CITY	Municipal	\$25,790	\$25,790
IA	LEE COUNTY	County	*	
IA	KEOKUK CITY	Municipal	\$15,388	\$15,388
IA	LINN COUNTY	County	*	
IA	CEDAR RAPIDS CITY	Municipal	\$52,339	\$52,339
X IA	MARSHALL COUNTY	County	*	
IA	MARSHALLTOWN CITY	Municipal	\$18,855	\$18,855
IA	MUSCATINE COUNTY	County	*	
IA	MUSCATINE CITY	Municipal	\$21,373	\$21,373
IA	POLK COUNTY	County	\$12,871	
IA	DES MOINES CITY	Municipal	\$154,452	\$167,323
IA	POTTAWATTAMIE COUNTY	County	*	
IA	COUNCIL BLUFFS CITY	Municipal	\$96,984	\$96,984

IA	SCOTT COUNTY	County	*	
IA	DAVENPORT CITY	Municipal	\$100,878	\$100,878
IA	STORY COUNTY	County	*	
IA	AMES CITY	Municipal	\$20,565	\$20,565
IA	WAPELLO COUNTY	County	*	
IA	OTTUMWA CITY	Municipal	\$11,636	\$11,636
IA	WEBSTER COUNTY	County	*	
IA	FORT DODGE CITY	Municipal	\$16,576	\$16,576
IA	WOODBURY COUNTY	County	*	
IA	SIOUX CITY CITY	Municipal	\$43,410	\$43,410
IA	WEST DES MOINES CITY	Municipal	\$15,198	
Local total			\$731,748	

RESOLUTION APPROVING INTERLOCAL GRANT AGREEMENT FOR THE
IOWA/BYRNE-JUSTICE ASSISTANCE GRANT PROGRAM (JAG)
\$18,855.00, SPLIT 50% WITH MARSHALL COUNTY, TO ASSIST WITH
OFFICER SAFETY, TRAINING, EQUIPMENT AND SUPPLIES

WHEREAS the City of Marshalltown, Iowa has negotiated an Agreement with the STATE OF IOWA to provide a grant award of \$18,855, through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; 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 Agreement relating to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program for FY 2014 is hereby approved and ratified with the understanding it is shared equally with Marshall County and used to assist with equipment purchases.

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

Passed this 27th day of May, 2014, and signed this ____ day of May, 2014.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

THE STATE OF IOWA

COUNTY OF MARSHALL

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF MARSHALLTOWN, IOWA AND COUNTY OF MARSHALL, IOWA**

2013 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this day of July, 2013, by and between The COUNTY of marshall, acting by and through its governing body, the Board of Supervisors, hereinafter referred to as COUNTY, and the CITY of MARSHALLTOWN, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of MARSHALL County, State of IOWA, witnesseth:

WHEREAS, this Agreement is made under the authority of Section 28E, Iowa State Code: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY \$8,459 from the JAG award for the purchasing of equipment in support of law enforcement in Marshall County: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY agrees to pay COUNTY a total of \$8,459 of JAG funds.

Section 2.

COUNTY agrees to use \$8,459 for the 2013 JAG Grant Program until the programs end date.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

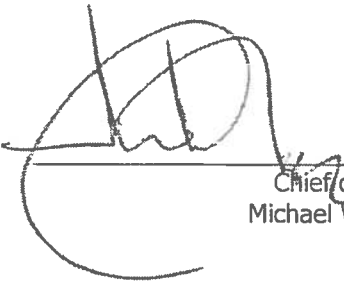
The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

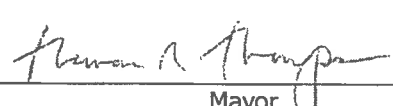
By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF MARSHALLTOWN, IOWA

COUNTY OF MARSHALL, IOWA


07-12-13
Chief of Police
Michael W. Tupper


Marshall County Sheriff
Ted G. Kamatchus


Mayor
Thomas R. Thompson


Chairman Board of Supervisors
Dave Thompson

OFFICE OF THE SHERIFF MARSHALL COUNTY

TED G. KAMATCHUS, SHERIFF

BURT D. TECKLENBURG, Chief Deputy * STEVEN W. HOFFMAN, Chief Jailer
2369 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158
TELEPHONE: 641-754-6380
FAX: 641-754-6369

May 5th, 2014

To Whom It May Concern;

In reference to the use of funding allocated through the JAG grant process for fiscal year 2015.

The Marshall County Sheriff's Office will be applying the funding received through the "JAG Direct" program, toward the replacement of mobile data computers located in our traffic interdiction units. We will be replacing three(3) current Panasonic S-52 Toughbooks, docking stations and peripherals with new Panasonic FZ-G1 ruggedized tablets (or like version), Havis docking stations and all peripherals which would allow full mobile-data access to our current Records Management/CAD system. Dependent on the availability of the FZ tablet, Marshall County retains the right to select the most current or updated version of that unit or whatever like system is available at time of purchase.

Equipment List:

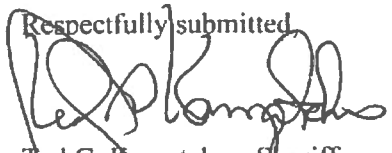
3 - FZ-G1 (or upgraded version)	-	\$2,750 each	=	\$8,250.00
3 - Havis Docking Station w/peripherals	-	\$1,500 each	=	\$4,500.00
Installation into current Squad Cars	-	\$500 per unit	=	\$1,500.00

Total cost of updating and replacement of current Panasonic S-52 Toughbooks:

= \$14,250.00

The Marshall County Sheriff's Office will be applying the total amount of \$9,427.50 (*Equal to 50% of total JAG-Direct funding received by the City of Marshalltown*) to this system update project. The balance of any and all expenses over the \$9,427.50 award shall be secured from the "General Fund Budget" of Marshall County.

Respectfully submitted,



Ted G. Kamatchus, Sheriff
Marshall County Sheriff's Office

OFFICE OF THE SHERIFF
MARSHALL COUNTY

TED G. KAMATCHUS, SHERIFF

BURT D. TECKLENBURG, Chief Deputy * STEVEN W. HOFFMAN, Chief Jailer
2355 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158
TELEPHONE: 641-754-6380
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May 5th, 2014

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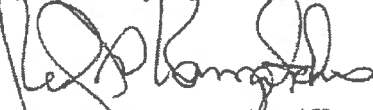
3 - FZ-G1 (or upgraded version)	-	\$2,750 each	=	\$8,250.00
3 - Havis Docking Station w/peripherals	-	\$1,500 each	=	\$4,500.00
Installation into current Squad Cars	-	\$500 per unit	=	\$1,500.00

Total cost of updating and replacement of current Panasonic S-52 Toughbooks:

= \$14,250.00

The Marshall County Sheriff's Office will be applying the total amount of \$9,427.50 (*Equal to 50% of total JAG-Direct funding received by the City of Marshalltown*) to this system update project. The balance of any and all expenses over the \$9,427.50 award shall be secured from the "General Fund Budget" of Marshall County.

Respectfully submitted



Ted G. Kamatchus, Sheriff
Marshall County Sheriff's Office



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

**Marshalltown Police Department
Chief of Police Memorandum**

TO: Randy Wetmore, City Administrator

FROM: Michael W. Tupper
Chief of Police

DATE: 05/07/2014

RE: 2014 Byrne Justice Assistance Grant Program Award

The Marshalltown Police Department recently received notification from the Bureau of Justice Assistance (BJA) and the State of Iowa that local funding from the Byrne Justice Assistance Grant Program (JAG) had been announced. The JAG program provides states and units of local government with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs. Awards from this federally funded grant program are given to communities annually. Grant awards are given out based upon population and crime statistic formulas.

The City of Marshalltown and Marshall County have historically split the grant award 50/50. The City of Marshalltown handles the grant application and program management. This year the City of Marshalltown and Marshall County received a grant award totaling \$18,855.00. The City of Marshalltown's fifty percent split is \$9,427.50. The grant application is due by June 10, 2014. Final awards are generally distributed in the fall. We are required to have a council resolution of support, public notification of this grant award and a public hearing regarding how the City plans to utilize these grant funds.

The Marshalltown Police Department plans to expend the City of Marshalltown grant award to support law enforcement and criminal investigation programs by purchasing the following law enforcement equipment.

- (5) Generation 4T Simunition Training Handguns (\$2270.00)
- (2) Cases of Force on Force Simunition Rounds (\$510.00)
- (2) Class III X2 Tasers (\$1886.00)
- (2) Class III Taser Batteries (\$106.00)
- Sim Model II Taser Suit (\$550.00)
- TCI Liberator Tactical Headset (\$710.00)
- Nikon AF-DX 300 SLR Digital Camera (\$1697.00)
- Nikon AF-DX Nikon VR - (\$799.00)

CITY COUNCIL

Mike Gowdy, Joel Greer, Al Hoop, Leon Lamer,
Bill Martin, Robert Schubert, Bethany Wirin

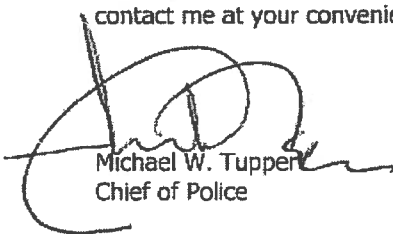
- Canon Vixia HF 620 (\$899.00)

Total- \$9427.00

The aforementioned equipment will assist the police department in enhancing our law enforcement training programs and investigative operations. Utilization of these grant dollars for these purposes will also enhance the law enforcement services we provide to the community and will support our mission of providing quality and professional police services for the Marshalltown community.

The Marshall County Sheriff's Office is required to complete a public hearing process as well as seek approval from Marshall County for their portion of this grant award. The sheriff's office is currently working through their process.

Staff recommends that the Marshalltown City Council approve this grant award and authorize the police department to move forward with the grant application. Staff also recommends that this grant award be placed on the May 12 agenda of the Marshalltown City Council with a public hearing subsequently scheduled for the May 27 meeting of the Marshalltown City Council. If you have questions or concerns about this issue, please contact me at your convenience.



Michael W. Tupper
Chief of Police

2014-22

Cc: Captain Christopher Jones
Captain Brian Batterson
Captain Michael Hanken
Alicia Hunter, Administrative Assistant
Lori Stansberry, Finance Director

Encl: 2014 Iowa JAG Allocations Document
MCSO JAG Letter 2014

Turn

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MARSHALLTOWN ZONING ORDINANCE
REZONING 114 NORTH CENTER STREET FROM R4 MEDIUM DENSITY RESIDENTIAL
TO CBD CENTRAL BUSINESS DISTRICT

WHEREAS, 114 North Center Street is currently zoned R4 Medium Density Residential; and

WHEREAS, the Plan and Zoning Commission reviewed this rezoning request and held a public hearing on May 1, 2014 and recommended approval of the rezoning at said meeting; and

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

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

Section 1. 114 North Center Street shall be rezoned to CBD Central Business District.

Section 2. The public hearing required on this zoning amendment shall be held in the Council Chambers of City Hall, 10 West State Street, Marshalltown, Iowa at 5:30 p.m., local time, on the 23rd day of June, 2014 and the City Clerk is directed to cause a publication of the notice of the public hearing in one issue of the Marshalltown Times-Republican, a newspaper published in Marshalltown, Marshall County, Iowa, not less than 7 days nor more than 20 days prior to the date of the public hearing fixed herein.

Section 3. This Ordinance shall be in full force and effect from and after public notice of hearing on this Rezoning has been duly given as required by the said Zoning Ordinance and the statutes of the State of Iowa and said public hearing has been duly held and after passage by this Council and publication as is provided by law.

Passed this _____ day of _____, 2014, and signed this _____ day of _____, 2014.

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST: _____
Shari L. Coughenour, City Clerk

Memorandum

To: Mayor & City Council

From: Stephen Troskey – City Planner

Date: May 6, 2014

Re: May 12, 2014 meeting

114 North Center Street rezoning

This property is currently zoned R4 Medium Density Residential. It is a legal non-conforming property that houses a retail use as well as six apartment units. The owners seek to expand the business by removing two apartments and putting in additional retail space, including a cellular sales counter and the possibility of to-go food. IN order to expand commercial uses the property must be rezoned.

If Council approves the rezoning the property would be CBD Central Business District but still remain legal non-conforming because of the four apartment units. The owner is aware that if the property is rezoned to CBD he can not add additional rental units in the building but he can expand commercial activity.

The Plan & Zoning Commission recommended approval at their May 1, 2014 meeting.

I can be reached at stroskey@ci.marshalltown.ia.us or 641-752-3154.

Date Submitted & Fee Paid: 4-9-14

Rezoning Application Form

36 N. Center Street, Marshalltown, IA 50158 Ph: 641-752-3154 Fax: 641-754-5742
www.ci.marshalltown.ia.us

All items listed must be submitted with this application:

Failure to complete and submit all the required materials as a part of this application will result in a delay in accepting your application until it is complete.

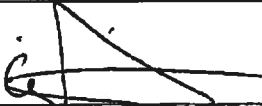
X

Legal description of the property. The property owner should have a copy of the legal description. If not, owners may obtain a copy of the recorded deed, which contains the legal description, from the Marshall County Recorder's Office for a fee.

X

Application fee. A \$500 fee is required payable to "City of Marshalltown." The fee must be paid when the application is submitted to the Zoning Office.

Please type or print legibly in ink.

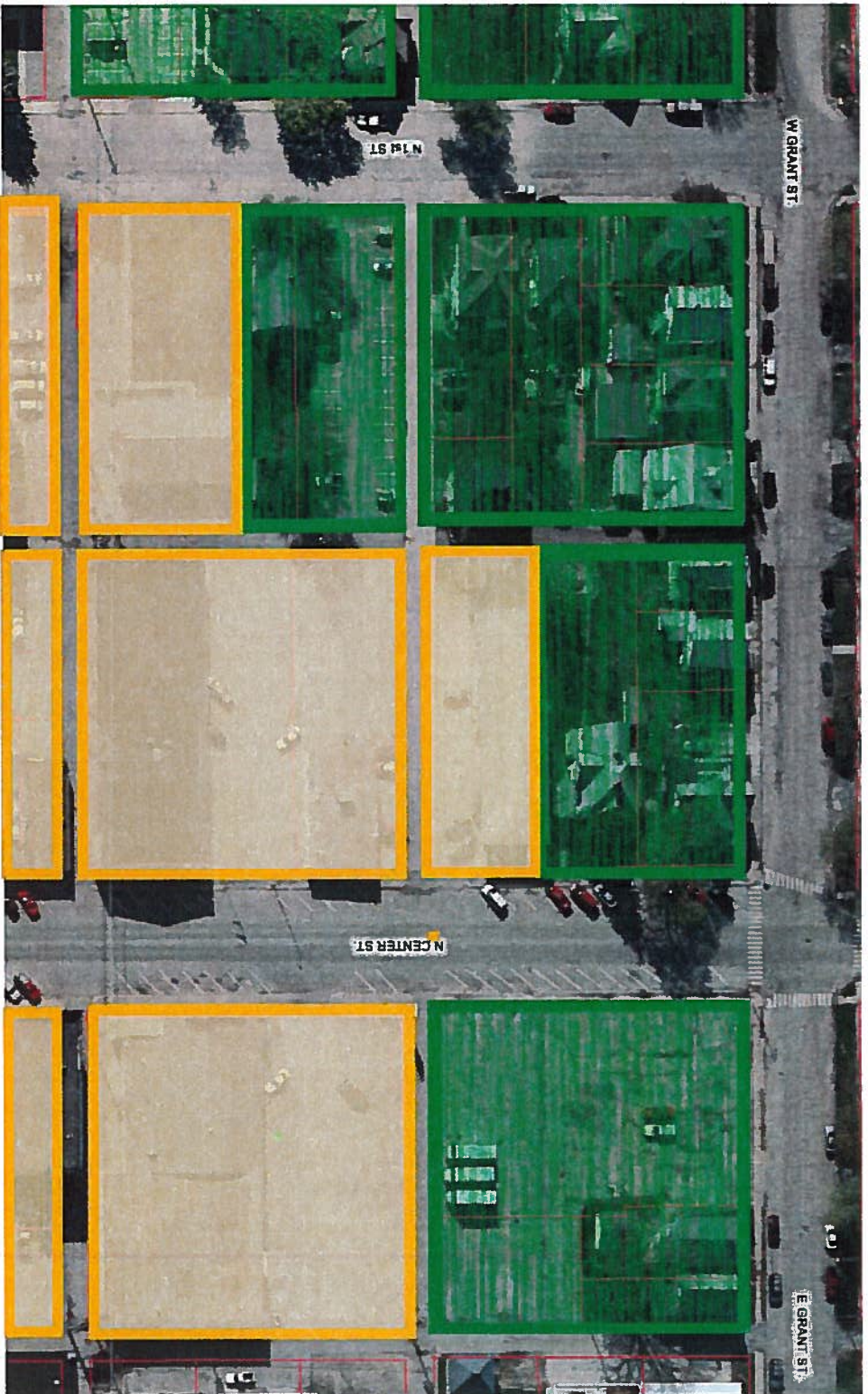
Property Address: <u>114 North center St</u>	
Owner: <u>ZAYN PROPERTIES (Gulshan Abbas)</u>	
Mailing Address: <u>114 N center St Marshalltown IA 50158</u>	
Phone: <u>319-231-1448</u>	Fax:
Current Zoning Classification: <u>R4</u>	
Current Use: <u>RETAIL / APARTMENTS</u>	
Proposed Zoning Classification: <u>CBD</u>	
Proposed Use: <u>Resturant & IA wireless</u> <u>Zayn504@hotmail.com</u>	
Please list the uses of surrounding properties: <u>NORTH - R4</u> <u>SOUTH - CBP</u> <u>EAST & WEST - R4</u>	
Signature and Date: 	



 **R4 Medium
Density
Residential**

 **CBD Central
Business District**

Before Rezoning



**R4 Medium
Density
Residential**

**CBD Central
Business District**

After Rezoning



PURCHASING POLICY and PROCEDURE MANUAL

April 14, 2003
Amended May 12, 2014

- Amended to include Local Bidder Preference, 12/08/2003, Res #2013-293
- Further amended to revise the threshold dollar amounts for bids/quotations, assign responsibility for approval, and amend Local Bidder Preference, 5/12/2014, Res #2014-____

CITY OF MARSHALLTOWN, IOWA

PURCHASING AND PROCEDURAL MANUAL

TABLE OF CONTENTS

SECTION 1 RESOLUTION ADOPTING POLICY

SECTION 2 INTRODUCTIONS

- A General Discussion
- Procurement - Purchasing
- Notice
- Budgetary Control
- Soliciting Bids

SECTION 3 GOOD FAITH QUOTATION VERSUS FORMAL BIDS

- Good Faith Quotations
- Performance Bond Requirement
- When Solicitation of Formal Bids Is Required
- Types of Formal Bid Solicitation
 - Competitive Sealed Bidding or Invitation to Bid
 - Public Improvement Projects
 - Commodities and Services
 - Multi-Step Sealed Bidding
 - Written Requests for Quotations/Bids
 - Small Purchases - Verbal Quotations
 - Competitive sealed proposals-Requests for Proposals (RFP)
 - Sole Economically Feasible Source
- Competitive Selection Procedures For Professional And Artistic Services
 - Request for Information
- Dollar Basis for Bids/Quotations, or Proposals**
 - Exceptions
 - Special Conditions
 - Evaluation Criteria
- Contract Awards and Execution**
 - Contract Administration
 - Change Orders

SECTION 4 LOCAL BIDDER PREFERENCE POLICY

SECTION 5 PURCHASING PROCEDURES

- General Discussion
- Procedures by Level of Expenditure

- Public Calamity
- Specifications
- Equipment Purchases
- Annual Contracts and/or Projects
- Intergovernmental Purchases
- Purchase Order Forms
- Purchasing Card Programs
- Blanket Purchase Orders
- Central Stores
- Petty Cash
- Expediting Purchase Orders
- Discounts and Tax Exemptions
- Payment to Vendors
- Cash Flow Monitoring
- Surplus City Property

SECTION 6 PURCHASING AUDITS

SECTION APPENDIX A

- Purchasing Process Recap
- Purchase Order Form
- Direct Deposit Form
- Payroll Deduction Form
- Petty Cash Disbursement
- Central Office Supplies
- Budget Line Item Transfer Form
- Budget Transfer between Activities-Same Function Program
- Request for Additional funds and/or Budget
- Informal (Phone) Bid
- Fixed Asset Acquisition Form
- Fixed Asset Disposition, Retirement or Transfer Form

SECTION 1
RESOLUTION
ADOPTING POLICY

Resolution #2003-073 Adopting policy passed 4/18/2003

Resolution #2003-293 Local Bidder Preference Policy Passed 12/8/2003

Resolution #2014-_____ Adopting policy as revised 5/12/2014

SECTION 2

INTRODUCTION

PURCHASING - GENERAL DISCUSSION

Purchasing for the City is one of the most important functions because every department requires supplies and equipment to operate. Other than payroll, purchasing represents the largest portion of municipal operating expenditures.

This section is included for the Council and General Public for three major reasons:

- 1) To serve as a guide for improving purchasing efficiency and operations;
- 2) To maintain compliance with state and local laws pertaining to municipal purchasing; and
- 3) To maintain compliance with annual budget and long term purchasing needs

This manual is intended for use as a guide to procedures that departments in the City shall follow in the procurement of supplies, equipment and contractual services. The goal of this manual is to assist departments in the City's procurement process, and to establish consistent purchasing operations, maintaining certain controls to obtain needed supplies and services efficiently and economically. The cooperation of all employees, administration and vendors is essential if the City of Marshalltown is to obtain maximum value for each tax dollar spent.

Requests and suggestions for changes to this manual may be submitted to the Finance Director/City Treasurer at any time. When it appears that a proposed change may be inconsistent with state law, local ordinances, or administrative rules, the matter shall be submitted to the City Attorney for an opinion. All changes in this manual shall be approved by City Council by resolution to be effective. When changes are effected, new pages covering such changes will be sent to recipients of the manual. Those who have copies shall keep them up to date by replacing the old pages with the change supplements.

It is important that the City deal only with Vendors whose conduct is compliant with federal, state and local laws. Not only does illegal vendor behavior reflect poorly upon the City, but it may also adversely affect the ability of competing businesses who wish to conduct business with the City while obeying the law. It shall be considered sufficient cause to cease doing business with a vendor if that vendor is convicted of violating the law in any aspect of its business operations, or investigation reveals a probability that the vendor is violating the law in any aspect of its business operations. This specifically includes, but is not limited to, vendors which hire undocumented workers, or which knowingly continue to employ workers who become unauthorized under the federal Immigration Reform and Control Act of 1986 (IRCA). A vendor with an existing

business relationship with the City will be given written notice of the City's intent to terminate its relationship with that vendor, and an opportunity for a hearing with the supervisor of the affected City Department, prior to the effective date of the termination.

PROCUREMENT - PURCHASING

Procurement or Purchasing is:

1. The determination of what to buy, that is, the physical and performance specifications of the goods or services to be bought and the quality and quantity to be obtained.
2. The identification and selection of potential sources of supplies.
3. The qualification of sources and of the products they will supply (vendor).
4. The design of the request for proposals (RFP) and the solicitation of bids.
5. The negotiation of price, terms and conditions with a selected vendor and the allocation of the purchase amounts among them.
6. The monitoring of supplier performance and the conduct of ongoing supplier relations, including but not limited to:
 - The management of technical activities and support
 - Delivery schedules and transportation arrangements for incoming shipments
 - Audits of vendors cost
 - Accounting for equipment and materials owned by the buyer and located on the vendor's premises
 - Feedback on vendor's performance
 - The resolution of delivery, product quality, service, and other problems
 - The handling of any claims against the vendor for failure to perform
 - Discounts and payment cycle tolerance
7. The establishment of procurement policies, control systems, and resolution of service problems.
8. The management of inventories of purchased parts, materials and supplies.

9. The disposal of surplus, waste and scrap materials.

Optimally, purchasing operations should be centralized into one department, agent, or officer. As resources become available, it is the desire for this position and method of purchasing to be implemented. It can be substantiated that central purchasing will benefit the taxpayers of our community by insuring better internal control, efficiency, consistency, accurate accounting and budgetary control. In addition, the purchasing power of all departments is pooled so that a focus will be given to lower prices and better services can be attained. To accommodate centralized purchasing, manpower must be considered along with the storage and distribution of supplies. As funding becomes available, this practice should be implemented.

Currently, all purchases of fixed assets, materials, supplies and services are coordinated through the Department Director or designee who oversees bid solicitation and approves purchases. Approval of the City Administrator or Council must be obtained in cases in which the department director is uncertain of the propriety of the purchase, the purchase exceeds a certain dollar limit as set by this policy, or the City enters into a contractual agreement under the guidelines of this manual.

The Department Director must develop and maintain a strong code of ethical conduct. In doing so, he or she will build a reputation as an honest person while placing himself/herself above reproach. The relationship, which is developed between a Department Directors and vendors, must also be protected. From time to time, vendors may present gifts to a department. Employees or City Officers are expressly prohibited (See Section 68B.22 Code of Iowa) from accepting directly or indirectly, from any person, company or corporation to which any purchase order or contract is or is reasonably expected to be awarded, any rebate, given money, discount, or anything of value except where given for the direct use and benefit of the City. If a situation should arise where an Agent is in doubt, ask the City Attorney for direction.

The Department Director, or designee shall be responsible for:

- 1) Consistent purchasing for all departments according to the rules and regulations established by the City Council, Procedural Manual, State Code, and/or Department Director;
- 2) Supervising the delivery of all material;
- 3) Maintaining a file on price quotation of supplies most frequently purchased by unit; and,
- 4) Maintaining other supplemental data to assist in making purchases at the best price possible.

The purchasing system allows vendors to deliver supplies and equipment only if an official authorization has been properly issued. Payment for goods or services is only released after the Department Director is satisfied that the goods are in satisfactory order and/or that services or contractual agreements were completed as required and the appropriate W-9 has been filed with the Finance Department.

This purchasing policy manual generally does not apply to either the Library or the Water Works, which operate under the supervision of their respective Boards.

NOTICE

Any and all contracts or agreements hereafter made by any representatives of the City, without complying with the terms of this Policy shall be void and shall not be enforceable, and the performance of same and payment of any money there under may be enjoined by any property taxpaying citizen of the City.

All sealed bids shall be opened at the handicap accessible place designated in the public notice. This will take place on the day and time specified in bidding requests and advertisement of bids. This will allow time before Council meetings to evaluate all bids and proposals to insure the best selection for the expenditure dollar.

BUDGETARY CONTROL

The City shall use a system of "Line Item" account numbers. The purpose of these numbers is to provide an accounting basis upon which expenditures can be classified and monitored, as well as to provide a consistent means for forecasting and budgeting future expenditures.

It shall be the responsibility of the Finance Department to maintain and distribute a current, functional listing of account numbers. It is the responsibility of the operating departments to determine and assign the most appropriate account number for each item or service purchased. Upon review of the assigned account number, representatives of the Finance Department may alter said assignment with written/email notification to the department.

If a supply or service exceeds the budgeting amount in the line item to be charged, a budget transfer may be requested. When the budget to be transferred is within the fund/activity (moving from one line item to another) a "Budget Line Item Transfer Request Form" should be filed with the Finance Department. (See Appendix A) Only the signature of the Department Director is needed on this form.

If the budget transfer is between activities (i.e., 110 to 111, Police Administration to Police Patrol), a "Budget Transfer between Activities Form" should be filed with the Finance Department. (See Appendix A) Signatures from the Department Director and Finance Director/City Treasurer are required for this transfer. Execution of this transfer must be within the same budgetary program as defined by State Code. This transfer is optional, based upon the management technique used by the Department Director. The Finance Director/City Treasurer shall report such transfers within the monthly financial reports.

Budget transfer requests between programs require approval of the public through a budget amendment. (Section 384.18 of the Iowa Code.) This request should be submitted on a "Request for Additional Funds and/or Budget Form". (See Appendix A) Prior authorization must be sought from the City Administrator and Finance Director/City Treasurer who will in turn present it to the City Council for approval.

In the event that a purchase or service was not planned in the original budget or exceeds planned program funding levels, prior authorization must be sought from the City Administrator and Finance Director/City Treasurer who will in turn present it to the City Council for approval. This request should be submitted on a "Request for Additional Funds and/or Budget Form". (See Appendix A)

Not less than annually, the Finance Director/City Treasurer shall cause a budget amendment and transfer resolution to be prepared for adoption by the City Council to prevent any program from exceeding its limit as set by the approved budget.

SOLICITING BIDS

It is recommended that competitive bids or informal price quotations be obtained on all purchases of goods or services, if it can be reasonably anticipated that the bids will be competitive and result in a savings.

On low-value purchases, telephone calls to a few known suppliers are sufficient. For higher priced or larger quantities of items, the Department Director may want to do a more thorough investigation into potential suppliers and their prices.

SECTION 3

GOOD FAITH QUOTATIONS

VERSUS FORMAL BIDS

GOOD FAITH QUOTATIONS

Iowa Code 26.14(2)(e) currently requires that public improvement projects with an “estimated total cost” in excess of \$36,000, but not more than \$100,000.00, or the adjusted competitive bid threshold established in section 314.1B, shall make a good faith effort to obtain quotations for the work from at least two contractors regularly engaged in such work prior to letting a contract. Good faith effort shall include advising all contractors who have filed with the governmental entity a request for notice of projects. The governmental entity shall provide such notice in a timely manner so that a requesting contractor will have a reasonable opportunity to submit a competitive quotation. Quotations may be obtained from contractors after the governmental entity provides a description of the work to be performed, including the plans and specifications prepared by an architect, landscape architect, or engineer, if required under chapter 542B, 544B, or 544A, and an opportunity to inspect the work site. The contractor shall include in the quotation the price for labor, materials, equipment, and supplies required to perform the work. If the work can be performed by an employee or employees of the governmental entity, the governmental entity may file a quotation for the work to be performed in the same manner as a contractor. If the governmental entity receives no quotations after making a good faith effort to obtain quotations from at least two contractors regularly engaged in such work, the governmental entity may negotiate a contract with a contractor regularly engaged in such work.

The governmental entity shall designate the time, place, and manner for filing quotations, which may be received by mail, facsimile, or electronic mail. The governmental entity shall award the contract to the contractor submitting the lowest responsive, responsible quotation subject to section 26.9, or the governmental entity may reject all of the quotations. The unconditional acceptance and approval of the lowest responsive, responsible quotation shall constitute the award of a contract. The governmental entity shall record the approved quotation in its meeting minutes. The contractor awarded the contract shall not commence work until the contractor’s performance and payment bond has been approved by the governmental entity. A governmental entity may delegate the authority to award a contract, to execute a contract, to authorize work to proceed under a contract, or to approve the contractor’s performance and payment bond to an officer or employee of the governmental entity. A quotation approved outside a meeting of the governing body of a governmental entity shall be included in the minutes of the next regular or special meeting of the governing body.

PERFORMANCE BOND REQUIREMENT

Iowa Code section 573.2-.5 currently requires that any public improvement contract which equals or exceeds \$25,000.00 (which include projects which are not required to be bid, or even be competitively quoted) shall require a performance bond, unless the contractor or certain sub-contractors are “targeted small businesses” as defined in Chapter 12 of the Iowa code and the bond requirement is waived. The contract may not require the bond be supplied by any particular bonding company. The amount of the bond shall be not less than 75% of the contract price, unless the contract provides for no payments until after the public improvement has been completed, in which case the amount of the bond shall not be less than 25% of the contract price.

Please note that if the estimated cost of the project is less than \$25,000.00, but the best quotation comes in higher, then the actual cost exceeds the requirement for a bond. It is based on the actual contract price, not the estimated price.

WHEN SOLICITATION OF FORMAL BIDS IS REQUIRED

If the total “estimated cost” of a public improvement project, excluding the cost of architectural, landscape architectural, or engineering design services and inspection, exceeds \$100,000.00, or such other “adjusted competitive bid threshold established in accordance with section 314.1B” (per Iowa Code 26.3), the City shall obtain formal, written, competitive bids. The bid thresholds under Iowa Code section 314.1B are fixed on or before August 1 of every other year, or of every year if determined necessary by the subcommittee (Iowa Code 314.1B(3)), and are divided into “horizontal” projects and “vertical” projects.

Even though the estimated cost of a public improvement may fall below the threshold amount for formal bidding requirements, , Department Directors should solicit formal bids when there is potential cost savings.

TYPES OF FORMAL SOLICITATIONS (Bids, Quotations, Proposals)

- A. Competitive Sealed Bidding or Invitation to Bid: Vendors are invited to bid on an item that has specified requirements where comparison across bidders is facilitated. This is the required method of source selection (except as allowed by Code and Rules) and award is made to the lowest responsible bidder meeting specifications.

An Invitation for Bid (IFB) is the solicitation of competitive, written, sealed bids based on specifications of the required equipment, material, and/or service. These are sometimes called “formal bids” because bids are usually submitted to the City Clerk where they are held until there is a public opening of the bids, and because bids are reported to the Marshalltown City Council for award at a City Council meeting. There are normally two types of formal bids:

1. Public Improvement Projects:

a. Definition: A public improvement project is most often construction related.

(1) Included are buildings, additions, utility system improvements, street and infrastructure construction and improvements, and improvements to existing public buildings and other structures.

(2) Materials purchased for installation by others, the completion of which will result in a public improvement, are also included.

b. Notice of Public Hearing and Award of Contract:

(1) Preparation of the contract documents will include preparation of the notice as required by the *Code of Iowa 362.3, 384.96 and 384.97*.

(2) The notice will be furnished to the City Clerk with the preliminary plans and specifications.

(3) The notice will be furnished in a format suitable for publication, presented in a written and electronic (Word or PDF) format.

(4) The City Clerk will arrange for publication of the notice.

2. Commodities and Services:

a. Definitions:

(1) Commodities: Commodities are defined as equipment, materials, supplies, and other tangible goods.

(2) Services: For the purposes of the Purchasing Policies, here are two types of services:

(a) Professional Services: Professional services are defined as architectural/engineering and related design services; legal services; medical services; software designers and other consulting services.

- (b) General Services: General services include all contractual services not included in professional services.
- b. An Invitation to Bid may also be used for the purchase of commodities and general services that are not public improvements. This includes fleet equipment, routine replacement of plant and movable equipment, repair parts and services, and services for the repair and maintenance of City equipment and facilities.
- c. Notice of Request for Bids: Unless required by the *Code of Iowa* or other Federal, State, or local laws, ordinances or policies, publication of a notice is not required. However, when publishing a Notice of Request for Bids is determined to be in the best interests of the City, preparation of the contract documents will include preparation of the notice.
 - (1) Notice will be furnished to the City Clerk with the bid documents.
 - (2) The notice will be furnished in a format suitable for publication, presented in a written and electronic (Word or PDF) format.
 - (3) The City Clerk will arrange for publication of the notice.
- 3. The City Clerk will be furnished with a complete copy of the contract documents for all Invitations to Bid, upon issuance, and, when applicable, prior to consideration of proposed bid documents by the Marshalltown City Council.
 - a. The City Clerk will be furnished with copies of all addenda, change orders, and other official correspondence concerning the bid.
 - b. The City Clerk will receive original bid responses and related bonds, change orders, and other bid/proposal documents.

- B. Multi-Step Sealed Bidding. This is a two-phase process consisting of a technical first phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the City staff and a second phase in which those bidders whose technical offers are determined to be acceptable during the first phase have their price bids considered. This method may be used when it is impractical to prepare a definitive description that will be suitable to permit an award based on price. Award is made to the lowest cost-responsive bidder meeting specifications.
- C. Written Requests for Competitive Quotations/Bids: A Request for Quotation/Bid (RFQ) is the solicitation of written offers and/or pricing based on specifications of the required equipment, material, and/or general service. These are sometimes called “informal bids” because there is usually not a public opening, and the award is generally not made by the City Council, unless the amount exceeds \$35,000.
- D. Small Purchases - Verbal Quotations: When procurements are for supplies or services (other than professional and artistic) for \$5,000 or less and have a non-renewal term of one year or less, they can be considered “small purchases”. This category of purchase has more lenient rules than high priced purchases. Sometimes referred to as “phone quotes”, these are verbal requests for pricing. This type of price solicitation is usually used for readily available parts, supplies, and/or general services of a non-technical nature for which no written record of the quotation is deemed necessary.
- E. Written Requests for Proposal (RFP): Written requests for proposal are typically used when specifications and requirements are not standardized and the City wishes the bidder to propose a solution or methodology. This method may be used on a case-by case basis when it is determined by the Department Director that competitive sealed bidding is either not practicable or advantageous. The solicitation of proposals may be to furnish equipment or general or professional services. Proposals are requested based on general requirements and/or guidelines and those persons or companies submitting proposals may offer the equipment or services they have determined to be best suited to the general requirements stated in the RFP. Proposals will usually differ in the details of what is offered by those submitting proposals; the details and/or pricing of proposals are usually subject to negotiation.
1. This method is usually used to procure professional services.

2. An RFP may also be used for the purchase of equipment that is designed and built for a specific project, or if more than one type of equipment will suit the intended purpose and “results” along with “performance” is the emphasis of the specification.
 3. Proposals may also be used for general services when the companies who are expected to respond will offer different levels of service or have a range of qualifications that are to be considered in addition to price.
 4. Proposals may also be used if a number of special criteria have been established, and included in the proposal documents, for the evaluation process.
- F. Sole Economically Feasible Source: This method is permissible when a competitive bid or competitive quotation is not required by state law or by this purchasing policy and a product or service is only available from a single supplier, such as parts available only from an OEM, or under an existing warranty.
- G. Competitive Selection Procedures For Professional And Artistic Services: This method is used for procurements of professional and artistic services and usually accomplished via a proposal in response to an RFP. Award is the most qualified vendor who will perform at a fair and reasonable price.
- H. Request for Information: This method is used exclusively for contracts for leases or acquisition of real property. A lease or acquisition value is negotiated after considering competitively acquired information about alternatives and values. The City Administrator and Finance Director must be included in these negotiations. Council action is required before any contract is signed for acquisition of real property.

DOLLAR BASIS FOR BIDS/QUOTATIONS, OR PROPOSALS

- A. Public Improvement Projects. The method for determining the cost of a public improvement projects is governed by Chaptered 26 of the Iowa Code. The threshold dollar amounts for formal bids and for competitive quotations are subject to change every two years, or more often, at the discretion of a committee established under Iowa Code section 314.1B. These projects require City Council approval of the form of contract, specifications and engineer’s estimated cost. You should consult with the Engineering Department concerning the current dollar amounts which determine whether formal bids, or competitive quotes, are required. If the dollar amount of the public improvement project meets the threshold for formal bids, an engineer is required to certify the estimated cost and to prepare the plans, specifications and form of contract.

- B. Contracts Funded Entirely By Grants. Grant funds are often conditioned by rules which define the process by which contracts are approved. Once the grant funds are accepted, those rules must be followed even if different from this policy. For example, HUD rules currently require sealed bids, but do not require council approval of specifications or form of contract. The Housing Department obtains Council pre-approval of the specifications, form of contract and pre-authorization to go out to bid and to accept the lowest bid. The Council does not approve the bids after they have been opened, which could delay and disrupt the schedule required by HUD for awarding the contracts.
- C. Invitation to Bid (formal bid): Competitive sealed bids will be solicited for purchases of materials, equipment, and general services (other than public improvements) in excess of \$100,000. The IFB shall specify that City Council approval of the lowest responsible bidder is required.

Solicitation of Competitive Bids: Written competitive bids will be solicited for all purchases of materials, equipment, and general services with an estimated cost of more than \$35,000, but does not exceed \$100,000, and the Department Director has determined that a competitive bid would not be of significant value or competitive nature.

- D. Solicitation of Competitive Quotations Competitive quotations will be solicited for purchases of materials, equipment, and general or professional services when the specifications and requirements are sufficiently standardized that the quotations can be easily compared with one another, and when the estimated cost is more than \$5,000, but does not exceed \$100,000, and the Department Director has determined that a competitive bid would not be of significant benefit. The Department Director may delegate to someone else within that department the responsibility for obtaining competitive quotations or proposals for materials, equipment and general services when the estimated cost does not exceed \$10,000. When such costs are less than \$5,000, the Department Director may determine that sole source, local preference or other purchase without competitive quotation is appropriate.

Competitive Proposals: Competitive Proposals (as defined in paragraph E under Types of Formal Solicitations, above), differ from Competitive Quotations in that the precise means or methods may not yet be defined well enough for cost comparison purposes at the time of solicitation; the price may need to be negotiated after the proposed approaches have been received and evaluated. Once the price has been determined, approval of the particular proposal will be made by City Council if \$35,000 or more, or by Department Heads or City Administrator, according to these rules

Sole Source Negotiation: Sole source equipment, materials, and/or general services may be utilized for purchases costing less than \$5,000.

- E. All Purchases Over \$5,000: All public improvements, purchases of equipment, materials, professional services, and/or general services costing more than \$5,000 shall be approved by the City Administrator, and notification given to the Finance Director.
- F. All Public Improvements, regardless of dollar amount, and all other Purchases Over \$10,000, but not requiring City Council approval (e.g., not involving purchase of a motor vehicle, or less than \$35,000), shall be listed and delivered to the City Clerk for inclusion in the Council packets at its next regular meeting. The listing shall include the item of equipment or service, the identity of the successful bid or quotation and the number of bids or quotes obtained. As to public improvements, Iowa Code §26.14(3)(b) currently provides: "A governmental entity may delegate the authority to award a contract, to execute a contract, to authorize work to proceed under a contract, or to approve the contractor's performance and payment bond to an officer or employee of the governmental entity. A quotation approved outside a meeting of the governing body of a governmental entity shall be included in the minutes of the next regular or special meeting of the governing body." Therefore, public improvements below \$36,000, which do not require council approval, must be included in the council packets for **the next regular or special meeting**, regardless of the dollar amount involved.
- G. Recurring purchases which cannot be reasonably predicted, such that bids or quotations can be obtained in advance, shall not be aggregated over a month, quarter or year to determine the cost amount for purposes of this policy.
- H. The purchase of any new or used motor vehicle, regardless of bid or quotation price, must be subject to City Council pre-approval.

EMERGENCY EXCEPTION

The solicitation of bids or competitive quotations is not necessary when emergency repairs or provisions of service could not be foreseen and are required to continue service to the public or to insure the safety of citizens or employees.

SPECIAL CONDITIONS

- A. Affirmative Action Compliance: Contractors awarded contracts in excess of \$10,000 must satisfy the requirements of the City's Affirmative Action Program. Bid documents for contracts in excess of \$35,000 will include Affirmative Action compliance requirements.

- B. Bonding and Insurance Requirements: Bid/Proposal documents will include requirements for performance bonds and liability insurance coverage with types and amounts of coverage as determined appropriate by the City Administrator. Types of contracts requiring performance bonds and/or insurance coverage include:
1. Public Improvement Projects with estimated costs in excess of \$25,000;
 2. Contracts for services to be performed on City and public property including grounds, streets, rights-of-way, and facilities;
 3. Contracts for professional services; and
 4. Contracts under which the Contractor will have possession of City equipment.
- C. Bonding:
1. Bid Bonds:
 - a. Public improvement projects will include requirements for bid bonds, the minimum amount of which will be in accordance with the *Code of Iowa*.
 - b. Other bids should require bid bonds when the Department Director or City Administrator determines it to be in the City's best interest.
 2. Performance Bonds
 - a. Public improvement projects will requirement performance bonds, the minimum amount of which will be in accordance with the *Code of Iowa Chapter 573, currently \$25,000.*
 - b. Other projects may include the requirement for a performance bond if determined to be in the City's best interest.
- D. Retainage:
1. Public improvement contracts will include retainage, the minimum amount and terms of which will be in accordance with the *Code of Iowa*.
 2. Other contracts will include a retainage requirement if it is determined to be in the City's best interest.

E. Lien Waivers:

1. Public improvement contracts will include the requirement for lien waivers in accordance with the *Code of Iowa*.
2. Other contracts may include the requirement for lien waivers if it is determined to be in the City's best interest.

F. Mediation and Arbitration Clauses:

1. For possible dispute resolution mediation and arbitration clauses should be included in the contract documents. Mediators and Arbitrators can have construction background where juries will not. In a study as of 2000, 95% of all mediations ended with a settlement.

G. Availability to Other Cities and Other Political Subdivisions: Bids will be made available to other political subdivisions in accordance with the *Code of Iowa* and other applicable Federal and State regulations.

EVALUATION CRITERIA

- A. Evaluation criteria will be stated in the bid/contract documents.
- B. Using departments will state any requested evaluation criteria when providing information for creation of the solicitation.
- C. If no evaluation criteria are listed, it is assumed that the award will be made to the lowest responsible, responsive bidder.
- D. Bidders not in compliance with the requirements stated in the bid documents are considered non-responsive and will not be considered further. The Council can waive irregularities if it does not provide an unfair advantage to one contractor.

Deem not responsive, do not open or read it:

- 1) Bid bonds is not signed or amount is not correct, should reject
- 2) If bid is not properly completed, would waiving the irregularity provide an unfair advantage to one contractor
- 3) Late delivery (time is based on clock at point of acceptance or opening location (reject)
- 4) Not acknowledging Addendums – reject

Responsible bidder – is the bidder qualified. Be careful to reject bids which are not responsive to the bid requirements and judge all bidders on the same published criteria. If there are bid specifications in the contract, those must be followed, as well as the terms of the published notice to bidders. Be sure the performance or bid bond is from a reputable company and that all signers of the bond are authorized in the attached power of attorney.

- E. Failure to properly perform on prior contracts with the City of Marshalltown having a similar scope or nature of materials and/or services furnished will be considered in whether bids, quotations, and proposals are both responsible and responsive.
- F. Tie Bids: If price and all other evaluation criteria are determined to be equal among one or more firms submitting bids or proposals, award will be determined by coin toss, with each tied bidder or quoter invited to attend and witness the event.

CONTRACT AWARDS AND EXECUTION

A. Contract Approval and Award:

1. Contracts for budgeted public improvement projects, or the purchase of services, equipment, or general or professional services with an estimated cost, bid or competitive quotation of \$35,000 or more, and contracts for the purchase of any motor vehicle regardless of cost shall only be awarded by the Marshalltown City Council and executed by the Mayor or Mayor Pro Tem and Attested by the City Clerk.
2. Contracts for budgeted public improvement projects, or the purchase of services, equipment, or general or professional services with an estimated cost, bid or competitive quotation of \$10,000 or more, but less than \$35,000, will be awarded by the Department Director and executed by the Department Director on behalf of the City. Any such contract shall be provided to the City Clerk for inclusion in the Council packets for review at its next regular. Only one purchase order will be issued in conjunction with the award of an executed contract. Partial and progress payments will be reflected with each submission.

CONTRACT ADMINISTRATION

A. Contract administration and management is the responsibility of the department.

1. The City Attorney will be consulted as determined by the Department Director or City Administrator to be appropriate in settling disputes, assessing compliance with the contract requirements and other matters that may arise during the course of the contract.

B. Additional City Responsibility

1. Hold retainage until 30 days after the Council approves a resolution of Final Acceptance upon Certification of Completion on all contracts which required and received City Council approval.
2. If a claim is filed, the Department Director shall submit the claim to the City Administrator for handling in consultation with the City Attorney.

CHANGE ORDERS

A. Changes to Contracts Awarded by City Council:

1. Change orders on contracts previously approved by the City Council shall be submitted to the City Council for approval. The City Engineer may authorize work to proceed pending City Council approval whenever necessary to avoid disruption of work flow.

B. Changes to Contracts Not Originally Awarded by City Council: The Department Director, or designee, will have the authority to approve change orders provided the total contract amount, including all change orders, does not exceed limits established for contracts not requiring City Council award.

C. All Change Orders:

1. The Finance Department will review all change orders for compliance with budgetary guidelines.
2. The Department Director or designee will review all change orders applicable and adjust encumbrances as appropriate (future use).

SECTION 4

LOCAL BIDDER PREFERENCE POLICY

It is the policy of the City of Marshalltown that a bidding preference shall be granted to local bidders in situations where the anticipated cost is less than \$5,000 and the Department Director determines that significant savings to the city from competitive bid or quotation appears unlikely.

Local business is defined as any business that owns or leases a building within the city limits of Marshalltown and uses the building for the conduct of actual business operations within the City.

This policy is adopted to give some preference to businesses that pay taxes and participate in our community. Their contributions should be rewarded by some recognition that they are sharing their revenues with the community in a variety of ways – taxes, jobs, donations to community organizations, etc. Preference should not be so great that it imposes unacceptable costs on the general taxpayer. The costs must be carefully weighed in relation to the benefits received.

This policy shall be interpreted to give a local preference to the extent consistent with state law and this Purchasing Policy. It is not appropriate to solicit bids or quotations, then select a higher bid or quote because of local preference. It does not apply when awarding contracts for public improvements under Section 384.99 of the Code of Iowa, nor to goods and services purchased with the assistance of federal, state or county grants or funds. It does not apply to other specific circumstances when the application would make it unlawful under state or federal law, including the application under treaty or trade agreements.

Resolution #2003-293, Adopted the 8th day of December 2003.

Revised by Resolution #2014- _____ adopted the ____ day of _____, 2014.

SECTION 5

PURCHASING PROCEDURES

GENERAL DISCUSSION

The major steps in the purchasing process are:

- 1) A department establishes the need for a particular supply item or piece of equipment.
- 2) The Department Director prepares a purchase order for issuance to the appropriate vendor. The purchase order indicates the number, type, narrative description and unit cost of the item (s) needed and the full cost of the order.
- 3) Upon receipt of the yellow copy of the purchase order, the Finance Officer determines if sufficient funds are available in the department's budget to pay for the goods to be purchased. With the establishment of the electronic purchase orders, budget authorization will be indicated when each purchase order is prepared.
- 4) If funds are available, the requesting department places the order; the white copy of the purchase order is issued to the vendor.
- 5) Vendor delivers goods to department. Department makes sure packing/receiving report is checked against original order.
- 6) Vendor sends invoice to Finance Department which is copied and sent to the department for verification.
- 7) Department informs the Finance Department of satisfactory receipt of goods specifying amount, condition, and any problems. A receiving report (the pink copy of purchase order) is used to transmit this information to Finance.
- 8) The Finance Department matches invoice against purchase order and receiving report (signed pink copy of purchase order) and, if all is in order, schedules payment.

For the system to operate effectively, certain basic forms and procedures are necessary, as discussed in this section. Also included are sample forms.

The recommended procedures and forms are based on state law; sound purchasing procedure, and principles of good internal control.

SPECIFICATIONS

In all cases, specifications must be available to all potential vendors to insure uniformity in requests and specific standards for comparison of goods or services. Specifications are a detailed and exact statement of the requested material and/or services sought. Specifications must be written in such a manner as to describe the physical, functional or performance characteristics of the material and/or service requested. The requirements must allow for competitive bidding except in cases of sole-source requirements. Sole-source requests, including written justification must be approved by the City Administrator. In all cases, any testing methods to be used in the evaluation of the bids must be stated as part of the specifications.

There are five (5) basic types of specifications to be used:

- 1) Brand Name or Equal Specifications: This type of specification describes a commodity and states a manufacturer and catalog number, which meets the specifications and has been determined to be acceptable. Approval of another manufacturer and catalog number will be given if the alternate can be proven equal to the item described in the specifications. The department determining acceptability and/or equivalency will designate the alternate as "equal".
- 2) Specifications for Common Use Items: This type of detailed specification lists all physical, functional and performance requirements. These commodities are normally not of a technical nature, and an item meeting the requirements as stated by the Department Director would be acceptable Standard specifications.
- 3) Brand Name Only Specifications: This type of specification describes a commodity and states a manufacturer and catalog number. This type of specification calls for a highly technical commodity for which there is no acceptable equivalent.
- 4) Design Specification: This type of specification states the requirements for material to be used and a detailed description of the required-end result. This type of specification is used for items and/or projects which are not readily available on the open market, but which are built-to-suit according to the specifications.
- 5) Performance Specifications: This type of specification emphasizes the functional or performance criteria. Physical description and design requirements are limited. The bidder's response is usually in the form of proposal. It is normally the bidder's option to determine the item and/or service required to achieve the required end result.

ANNUAL CONTRACTS AND/OR PROJECTS

In situations in which a vendor is awarded an annual contract by the City Council for services, rents or royalties and is to receive monthly payments, only one purchase order needs to be issued. Each monthly payment will be recorded on that purchase order and shall be copied as needed to cross reference the vendor file. No additional approval will be needed.

For each vendor awarded a contract for a project, only one purchase order needs to be issued. Each progress payment approved by the Department Director will be recorded on that purchase order, copies shall be made as needed to cross reference the vendor file.

INTERGOVERNMENTAL PURCHASES UNDER 28E

JOINT PURCHASES WITH OTHER GOVERNMENTAL AGENCIES

Prior to entering into an intergovernmental purchasing agreement (a 28E agreement) the Department Director will recommend plans to the City Administrator for pre-approval. The Department Director and/or Finance Director/City Treasurer must demonstrate sufficient budget to cover the City's portion of the expenditure.

Information to be reported shall include the following:

- a) Commodity (ies) to be purchased;
- b) Availability of said commodity (ies) through local merchants and businessmen; and
- c) The governmental agency offering or to be solicited for their cooperation in purchasing said commodity (ies).

After pre-approval has been granted, appropriate agreements shall be submitted to the City Council in resolution form. The Resolution shall state the entities involved, the type of purchase intended, length of agreement, term of agreement (i.e., location of storage, insurance holder, principal persons responsible, maintenance terms), and funding source.

Local merchants and businessmen will be requested to bid on said commodity (ies) if available. These bid packets shall state the following:

- a) The City's intentions to review bids and an intergovernmental cooperative proposal;
- b) The awarding of said bid shall not necessarily be based solely on the lowest dollar amount, but rather the transaction which benefits the taxpayer the most; and
- c) The cooperative governmental agency or municipality will be identified with mailing address and their purchasing representative's name.

Upon approval, the Council must adopt a resolution approving any intergovernmental transaction that may lead to the issuance of a contract and/or purchase order. Ownership, location, insurance coverage and financial reporting (GASB 14) need to be documented in the contract.

PURCHASE ORDER FORMS

The Purchase Order is the instrument used to initiate and control purchases. It should be completed and approved prior to making a purchase so that effective control over resources is continually maintained. The purpose of the system is to ensure that only those items needed by the department and authorized by its budget are purchased.

A Purchase Order is issued to a vendor by the Department Director. The Purchase Order is used as the order document, and is also used as a receiving document and final payment authorization document on all purchases.

Department Director issues and disburses the Purchase Order.

TO ISSUE A PURCHASE ORDER:

The purchase order form can be obtained from the Finance Department. A range of purchase order numbers are assigned to each department for purposes of internal control.

The purchase order may be typed or handwritten. If handwritten, legibility is vital. In the area designated as:

Date	place the date this item(s) is to be ordered
Vendor	place the name and mailing address of the vendor
Account	designate account to which this order is to be charged. Please use the chart of accounts supplied by the Finance Department. If you have questions, or need a new account, please contact the Finance Department before disbursing the purchase order. Project numbers are assigned as additions the account number for special tracking such as grants, be sure to include the project number if necessary.
Quantity	the number of items to be ordered (use one line for each different item. If additional room is needed, a separate sheet may be attached to each copy of the purchase order).
Description	a description of the item. This is used in the publication notice so please do not use catalog numbers or codes.
Unit Cost	the cost per unit ordered.
Extension	the total cost for this item. (Number of items ordered times the cost per unit). The total of all items ordered, including shipping and freight expenses.

Signatures a minimum of two signatures are required on each purchase order. One signature (on the right hand side) is for the person ordering and/or receiving the order. The second signature is pre-approval by the Department Director (left hand side of form). Orders exceeding \$25,000 shall be listed for Council approval prior to ordering.

TO DISBURSE A PURCHASE ORDER:

1 copy To supplier, if applicable

1 copy To Finance with confirming purchase request and informal bids when order is placed

1 copy To authorize payment after receipt of goods and/or services

1 copy Department Director copy

- If goods are already received, these steps will be expedited and processed by Finance
- When goods are received - receiving report, freight bill or delivery ticket and packing list and copy of invoice should be checked. A copy of purchase order should be approved by department Manager and sent to Finance for payment processing.
- Open purchase order file pulled - department copy of purchase order verified against receiving report – invoice copy approved and sent to finance indicating payment authorization
- Finance staff: identifies and verifies all invoices sent from vendors against information sent from departments, issues authorized payments; files check copy and original invoice in permanent file. (See Purchase Order Form in Appendix A)

PURCHASING CARD PROGRAMS

The purpose of a purchasing card program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume, repetitive purchases. This type of program is designed as an alternative to the traditional purchasing process reducing the volume of purchase orders, invoices and checks processed. Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed with any vendor that accepts credit cards. Benefits of using the purchasing card program include:

- Simplifies and makes more convenient purchasing without a purchase order (eliminating many blanket purchase orders)
- Expedited delivery of goods
- Expanded list of merchants from whom purchases can be made (still requires W-9 form to be on file with finance prior to using the vendor, (inquire on AS400 or call finance)
- Lowers overall transaction processing costs per purchase
- Reduces requests for hand written checks
- Increased management information of purchases and personnel making purchases
- Allows purchasing dollar limits
- Vendors receive expedited payments and reduced paperwork
- Eliminating many reimbursements from Petty Cash

Each department will determine how many purchasing cards will be issued and monitor activity and assign accounting ledger numbers on the Internet. Analysis by cardholder, vendor, or volume can be retrieved directly over the Internet. Each issued card will include the individual's name along with the City's name and Tax Exemption number. Each department shall bear all costs associated with the use of the card. The Finance department shall solicit competitive bids for the selection of and terms for the use of a purchasing card for City use. A written agreement with the successful bank will include fees and processing procedures.

Spending and transaction limits for each cardholder, per transaction and on a cycle basis, shall be negotiated between the Department Director and the finance department.

Each employee issued a purchasing card will be required to sign an affidavit acknowledging responsibility for the safe keeping and proper use of the card. Upon employee termination, both voluntarily or due to disciplinary action, the purchasing card shall be returned to the finance department and all purchases will be suspended prior to issuance of final paycheck.

Any card may be withdrawn from the program for misuse, which shall include, but is not limited to periodic audits for card activity and retention of sales receipts and documentation of purchases.

Lost or stolen cards must be reported to the finance department immediately 754-5760. Any cost associated with the replacement of cards will be bore by the responsible department. The card will be automatically suspended and a new card will be sent to the program administrator.

When using the purchasing card for telephone orders, give the supplier the purchasing card number and expiration date. Ask the supplier to place a receipt with each shipment or with the item to be picked up.

The detailed sales receipt for each transaction shall be submitted to the finance department. All sales receipts must be approved by the Department Director and the appropriate account number assigned through the Internet. Some credit card "swipe machines" only indicate account number and total amount, in these situations, the cash register detailed receipt is also required. The reader of the receipt should be able to tell exactly what was purchased.

Care should be given that all methods of purchasing are monitored for policy and budget compliance.

Purchases using the purchasing card may be made by telephone, fax or secure Internet sites. Precautions should be made to in all cases to insure security and protection from theft or unauthorized use. Each transaction should reflect the appropriate purchasing card number, expiration date, signature of user and detailed invoices (receipts) which should be forwarded to the finance department. When using the purchasing card for telephone orders, ask the supplier to place a detailed receipt with each shipment or with the item to be picked up, order number (if used) and invoices should be forwarded to the finance department.

CREDITS/DISPUTED ITEMS AND CHARGES

The handling of disputed charges and unauthorized purchases will be the responsibility of the department. Problems with a purchased item or billing resulting from use of the purchasing card should be resolved with the supplier or merchant that provided the item. In most cases, disputes can be resolved directly between the cardholder and the supplier.

The supplier or merchant should issue credit for any item that has been discussed and agreed to for return and a Returned Goods authorization number from the supplier should be given. If the department cannot reach resolution with the merchant, write a formal letter within 60 days of the date the charge first appeared on the statement and forward it to finance. Finance will then dispute the item to the bank disputes department.

No cash advances shall be allowed with the purchasing card.

BLANKET PURCHASE ORDERS

Blanket purchase orders (or continuing appropriations) are used for those merchants from whom purchases are made, as supplies are repetitive and use of the purchase card is not available. Rather than issue a purchase order for each purchase, one purchase order is issued in advance, for a predetermined budget amount.

The Finance Department shall, or upon recommendation of a Department Director, initiate a blanket purchase order by:

- 1) Identifying the need to have a blanket purchase through examination of past purchasing records.
- 2) Solicit bids from suppliers if there is more than one accessible supplier.
- 3) Give the purchase order number to the selected vendor by issuing a pre-numbered purchase order. In the description section, write:

“Term order, furnish items as requested by (-----Department) employee when above purchase order number is referenced. Please issue monthly statements supported by invoices. This order expires upon notification, but no later than June 30, 20__
- 4) The Department Director shall determine those employees in each department who will be authorized to make purchases under the blanket purchase order.
- 5) The Department Director shall inform authorized employees of the type of items covered by blanket purchase orders, vendor name, purchase order number, budgeted amount and expiration date. Each authorized employee should obtain approval from the Department Director before making purchases under the blanket purchase order.
- 6) Close the blanket purchase order upon exhaustion of the budget or June 30th of each year, whichever comes first, by writing “Complete” on the copies maintained in accounting and issue a new purchase order. Inform authorized employees of the new purchase order.

CENTRAL STORES

Warehouse Procedure (currently used only for Central Stores also intended for future use in a central garage and/or other centrally purchased inventory).

An inventory list of all items centrally warehoused will be supplied to all departments and will be updated as the system evolves.

Items may be added or deleted and inventory levels adjusted up or down by contacting the appropriate department.

A charge-out sheet (or requisition) filed by each requesting division will be maintained by the warehouse person.

The person picking up supplies will present a list of items on a charge-out sheet. The items will be pulled from inventory and released after the signature of the person picking up the supplies is secured.

The warehouse person will code and price the item on the charge-out sheet before refilling the inventory.

At the end of each month, the Account Receivable Clerk will post the perpetual records and make copies for accounting to journalize the purchases.

PETTY CASH

Each of the following departments shall be responsible for maintaining a petty cash fund: City Clerk, Police Department, Park & Recreation Department (which includes the swimming pools and concessions), Water Pollution Control, Transit, Library, and Compost Facility. The petty cash fund is used for two purposes: 1) To make coins and currency available to make change for customers; 2) For individual purchases under \$30 which could not be covered by a purchase card or blanket purchase order.

REIMBURSEMENT FROM PETTY CASH

This is a discussion of eligible reimbursements from petty cash, required documentation for reimbursement and the replenishment of petty cash.

REQUEST FOR REIMBURSEMENT PROCEDURE:

A Request for Reimbursement - Petty Cash Fund Form will be used to reimburse City employees for the purchase of minor non-inventory items, in an amount not to exceed \$30 per incident. No sales tax should be charged to the City, and will not be reimbursed.

- 1) Valid petty cash requests: City employees shall be reimbursed through the Petty Cash Fund for items such as office supplies, minor automobile and equipment parts and miscellaneous items such as nuts, bolts, screws, incidental postage, mileage or meal reimbursements. No item purchased through the Petty Cash Fund should be a Central Stores inventory item or an item that could be covered under the established purchase card or blanket purchase order unless the request shows justification of such purchase.
- 2) A completed Request for Reimbursement - Petty Cash Fund form and supplier's cash receipt must be submitted to the appropriate department in order for a City employee to be reimbursed from the Petty Cash Fund. No reimbursement will be made without a supplier's cash receipt.
- 3) Request for Reimbursement - Petty Cash Fund form: The following information must be included on the Request for Reimbursement-Petty Cash Fund form: (See Appendix A)
 - Date of request.
 - Description of Item:
 - Purpose:
 - Amount Paid
 - Complete 13-digit account number to be expended
 - Signature of Recipient

- 4) At a time when the petty cash fund is depleted due to reimbursements, the Department Director shall submit all reimbursement forms and associated receipts to the Finance Department for replenishment of the petty cash fund. This request should be done on a purchase order in conjunction with the normal monthly vendor payment cycle but not less than annually.

- 5) City employees are not allowed to cash personal checks through the petty cash fund, or overwrite a check to receive cash.
- ## **MONITORING AND EXPEDITING PURCHASE ORDERS**

A procedure for the follow-up on purchase orders, which are outstanding beyond the requested delivery dates, shall be defined as follows:

The Department Director shall:

- 1) Review the purchase orders in the open purchase order file on a regular basis, not less than bi-annually.
- 2) Determine which purchase orders are overdue.
- 3) Contact vendors responsible for late deliveries.
- 4) Maintain a vendor correspondence file, which will include phone calls and actions taken on late deliveries.

PAYMENT TO VENDORS

SCHEDULING PAYMENTS

A schedule of payment must be established to maintain a good credit rating and good working relationship between the City and its vendors. In an effort to accommodate this goal, all completed purchase orders presented to the Finance Department by 5:00 P.M. on the third Monday of each month, will be presented for payment to be released following the Council meeting on the fourth Monday of each month. (Should the Council meeting be rescheduled, payment of invoices will be changed accordingly).

To insure that all items are paid in a timely manner, the following cooperation is necessary:

- 1) To obtain a pre-numbered purchase order forms, contact the Finance Department, or have a supply within your department. The computer will assign purchase order numbers electronically when purchase order system is implemented
- 2) If a new vendor is to be used, contact the Finance Department for a new vendor identification number. The Finance Department will assign the new vendor number and request a W-9 form from the vendor.
- 3) When placing an order, the Department Director must give the purchase order number and instruct the vendor to use that number when invoicing, sending statements or inquiring about payment.
- 4) Upon execution of a purchase order, a copy should be sent to the Finance Department.

- 5) All invoices and statements must be sent directly to the Finance Department. (If a statement or invoice is received without either #1 or #2 above, Finance will notify the affected department, if that can be ascertained). No payments will be made until all information is filed with the Finance Department.
- 6) Upon receipt of the supply, completion of the service and verification of cost, send the signed copy of the purchase order to Finance indicating acceptance.
- 7) Finance will process all completed purchase orders for the next payment cycle.
- 8) A list of all invoices shall be presented to the City Council for approval and publication. This invoice listing shall include the name of the vendor, brief description of items or services purchased, and the total of the invoices. The Finance Director/City Treasurer shall be prepared to give a brief explanation of all invoices to be included with the Council invoice listing.

In order to maintain a good credit standing, some payments need to be made outside of the monthly cycle. Those instances are as follows:

- a) Payroll and associated liabilities, i.e., deductions.
- b) If a discount can be received or a penalty avoided.
- c) Payment for bonds or interest payments on bonds.
- d) Contractual obligations previously approved by Council.
- e) Items purchased through the purchasing card process
- f) Reimbursements to employees

Replacement Checks

In the event payment is not received, a replacement check may be issued no earlier than ten calendar days following the original distribution date of the check. If payment is received but is lost prior to the cashing of the check, the System may issue a replacement check at any time with a charge of \$20.

DISCOUNTS AND TAX EXEMPTIONS

The Department Director should take advantage of each purchase discount offered and every tax exemption to which the City is entitled.

If materials and supplies are purchased in certain quantities, a vendor may offer a discount. In addition, a discount is often given on a purchase if payment is made within a given period of time. The money saved on any invoice for discount or avoidance of penalty shall be maximized and a pre-write is encouraged.

The City is not required to pay federal excise or state sales taxes. Therefore, the employee should inform all vendors that no tax should be charged. If tax is charged, the Finance Department shall reduce the invoice by the amount of the tax. For capital projects, the contractor shall furnish completed state forms upon completion of the project with the City Clerk. The City Clerk shall forward these refunds to the state for reimbursement. For all capital projects constructed after January 2, 2003 the plans and specifications should include information concerning the Contractor's ability to purchase materials, supplies or equipment for use in a building contract tax exempt from Iowa sales or use tax. The contractor needs an authorizing letter and a tax exempt certificate from the finance department when purchasing the materials, supplies or equipment for that project.

In many cases, the City pays fuel taxes up front and then must submit for a refund from the state and federal government. Records must be kept as to the number of gallons or each type of fuel used on which the refund is requested. The number and refund forms obtained from the State Department of Revenue and Finance and the Internal Revenue Service, shall be submitted by the Finance Department in a timely manner for each refund the City is eligible to receive.

METHOD OF PAYMENT TO VENDORS

The day following approval by the City Council, or if a request for early payment meets the pre-write criteria listed above, payment may be released by one of the following methods:

1. Checks are prepared and posted for first class mail.
2. Upon special arrangement and signature of receiver, a vendor may collect a written check at 24 N. Center Street.
3. Upon written approval and pre-note, confirmed by the vendor's bank, the finance department may release payment by ACH (automated clearing house). Due to the efficiencies when using the ACH payment method, all efforts should be made to convert the following payments to this method:
 - Disbursements
 - Payroll and payroll liabilities
 - Expense reimbursements to employees
 - Vendor payments
 - Retirement payments
 - Intergovernmental payments
 - Other recurring payments (for example: Rent assistance, group health claims)

Care should also be exercised to forward information as to the reason and amount of the payment. (See desk manuals and Cash Management Policy for internal controls on check writing and ACH payments.)

CASH FLOW MONITORING

The Finance Department, in an effort to capitalize on interest earnings, shall devise a cash flow procedure. This procedure shall forecast the receipt of revenues and the need for funds sufficient to cover all expenditures and payroll throughout the year. To that end, the Finance Department shall monitor all purchase orders. Any orders made by the Department Director in excess of \$25,000 shall be reported in advance to the Finance Director/City Treasurer to insure funds are available for anticipated payment.

SURPLUS CITY PROPERTY (EQUIPMENT)

Each Department Director shall be responsible for the disposal of all surplus property. Items that have no practical salvage or resale value shall be disposed of through local salvage yards, or through the landfill.

In the sale of property (equipment), the Council shall, upon recommendations from the City Administrator and Department Directors, make a declaration of surplus property by resolution and approve disposal of each item or parcel (See Section 364.7 Code of Iowa). The property shall be advertised for sale and bids solicited in the local newspaper once at least fourteen days prior to the awarding date of contract. The contract of sale shall be awarded to the highest responsible bidder, upon certification of sealed bids, public notice, public hearing, and competition as may be prescribed and upon such other terms and conditions not inconsistent with express provisions of the Code of Iowa and as the City Council may order. The City Council shall retain the power to reject any or all bids and advertise again. These same procedures shall be used when the City acts as transfer agent.

Upon successful disposal of an asset of the City, each Department Director shall submit a Disposition, Retirement or Transfer of Fixed Assets to the Finance Department to remove the asset from the City's Asset Listing and Insurance Policy. (See Form in Appendix A).

A transfer may be made if a need for the property (equipment), exists in other departments of the City. The Department Directors shall establish appropriate charges and transfer of said property. The Finance Department shall be notified of the transfer of all items which have been assigned an asset number.

Trade-Ins may be used if determined by the Department Director to provide maximum return to the City.

SECTION 5

AUDITING

The primary purpose of the purchasing audit is to ensure the procedures are being followed. Whether the audit is conducted by the finance department or external auditors, and that:

- Purchase volumes appear reasonable
- Purchases are appropriate budgeted transactions
- Purchases are properly accounted for

Auditor process when use is questioned or abuse is suspected:

- Ask manager about the item (s), if no remedy is available
- Ask purchaser about the item(s), if no remedy is available
- Review with vendor, if appropriate
- Contact Personnel Department if discipline is warranted
- Contact Union representative if advised

Appendix A

QUICK REFERENCE FOR PURCHASING

PURCHASING PROCEDURES (Recap)

The following recap summarizes the purchasing procedures. In all cases, multiple items may be listed on each purchase order. Each item must meet the following guidelines. Instructions for the distribution of purchase orders can be found on page nine (9) of this manual. Proper authorization and sufficient budget must be documented on each purchase order.

\$0 to \$5,000	Any budgeted item(s) under \$5,000 may be purchased by Department Directors or their respective designees without further approval or going through the Finance Department or procedures outlined elsewhere in the Purchasing Procedure. Purchase orders shall be filed when orders are placed and the vendor shall indicate the purchase order number on all invoices and statements or when inquiries are made concerning status of payment. If a purchase card or open purchase order is used, original invoices should be sent to the finance department after departmental approval and assigning of account number.
\$5,000 to \$10,000	Any item(s) costing over \$5,000, but less than \$10,000, must be processed in the manner described above and covered by a properly documented informal bid form and Purchase Order. If the informal bids are solicited verbally, the successful vendor shall provide written verification of price quoted.
\$10,000 to \$35,000	Items (goods and/or Services) costing over \$10,000, but less than \$35,000, shall be purchased from the individual or firm with the lowest and/or best bid or quotation providing that all specifications, delivery schedule or any other special requirements are met. A minimum of two bids or quotes must be secured providing there are that many acceptable potential sources available. (Documentation must be established to substantiate effort if less than three bids/ proposals are solicited).
Over \$35,000	Items (Goods and/or Services) costing over \$35,000 shall be purchased ONLY AFTER CITY COUNCIL has ACCEPTED the lowest responsible bid or quotation. Documentation must be established to substantiate good faith effort if less than three bids/proposals are solicited). IN THE CASE OF PUBLIC IMPROVEMENTS REQUIRED BY STATE LAW TO BE FORMALLY BID, the form of contract, contract plans, specifications and engineer's estimate of cost must be approved in advance of the solicitation of bids. The contract must then be approved by council and finally approved after being fully executed by the contractor.

Purchases on a Purchase Card (RECAP)

Purchase card orders are used with suppliers of repetitively purchased items, items that require advance deposits, such as hotel reservations and when it is necessary to expedite delivery of goods.

Payment for this type of purchase is required bi-weekly to benefit from the bank discounts so turn around time for approval must be timely. Each department has access to the Internet service to monitor activity and assign correct account numbers. Forward the invoice or counter ticket to the Finance Department to coincide with this schedule.

Purchases on a Blanket Purchase Order (RECAP)

Blanket purchase orders are placed with suppliers of repetitively purchased items where purchase cards are not available.

1. Recognize the need for an item covered by a Blanket Purchase Order and obtain the blanket purchase Order number;
2. Use the blanket purchase order number to obtain the item from the vendor. Obtain a copy of the signed vendor invoice and/or counter ticket. This signature very often is the only department identification available to Finance.
3. Forward the invoice or counter ticket to the Finance Department. When a department's internal procedures are to retain the counter ticket until a copy of the invoice is received from Finance, please notify Finance of this procedure or time delay for payment may be experienced.

Finance Department procedure for Blanket Purchase Orders:

- 1) Collect invoices as received. (Some department's request copies be made and forwarded)
- 2) Compare invoices to the terms and prices of the agreement with the vendor.
- 3) File invoices by vendor.
- 4) Monthly compare invoices to vendor's statements.
- 5) Resolve any differences between invoices and vendor's statements.
- 6) Process invoices for payment.

CITY OF MARSHALLTOWN

24 N. Center Street
Marshalltown, IA 50158-4911

Phone: (641) 754-5760

Fax: (641) 754-5717

PURCHASE ORDER

To: _____ PO No. _____

Date: _____

Dept: _____

Budget or Contract Total>>			
QUANTITY	DESCRIPTION	UNIT COST	TOTAL

PO Description

Accounts:

Cost Center	Object	Sub	Project	Total
.	.			
.	.			
.	.			
.	.			
.	.			
.	.			
.	.			

Sub Total

Shipping/Handling

TOTAL TO PAY>>

Approval/Date

<<If account totals and
invoice totals match
this should be blank

Notes/Remarks

DIRECT DEPOSIT OF PAYROLL CHECKS

All Regular City employees who begin employment with the City on or after July 1, 1998, shall be required to have their paycheck directly deposited to an account. Direct deposit is available to any financial institution. Regular City employees hired prior to that date are strongly encouraged to participate in the direct deposit program.

The employee must complete the Authorization for Direct Deposit form (next page of this section), attach a **voided blank check** or a photocopy of a check, and submit both to the Payroll Department. Because it typically takes ten days to run a test deposit through the banking system, the first actual direct deposit of the employee's check might not occur with the next payroll after the form and check are submitted to the Payroll Department. The Payroll Clerk can advise you on the timing of your request.

AUTHORIZATION FOR DIRECT DEPOSIT

Direct Deposit of your entire check can be made to any financial institution.

I hereby authorize the City of Marshalltown to deposit my payments directly to the following financial institution:

I have attached a copy of a **VOIDED BLANK CHECK** or a photocopy of a check.

I understand that because it typically takes ten days to run a test deposit through the banking system, the first actual direct deposit of my check might not occur with the next payment.

I understand that the City will furnish me with the check stub on the regular payment day and that the check will be deposited on or before noon on the regular payment day. Due to differences in the regulations of various financial institutions the City cannot guarantee when my financial institution will make the funds available to me.

This authorization is valid until canceled.

Signature: _____

Social Security Number: _____

Date: _____

AUTHORIZATION FOR PAYROLL DEDUCTION

Automatic withdrawal of payments due to the City of Marshalltown.

I hereby authorize the City of Marshalltown to withdraw payments from future paychecks for the item(s) listed below:

☐ Other: _____ (An equal amount will be deducted each pay period for the next four periods)

I understand that the City will furnish me with the remittance advice

This authorization is valid until an amount not to exceed \$_____ has been withheld.

Signature: _____

Social Security Number: _____

Date: _____

PETTY CASH DISBURSEMENT

DATE: _____

ITEM: _____

PURPOSE: _____

AMOUNT PAID: _____

RECEIVED BY

(Signature Required)

Account Number _____.

CENTRAL OFFICE SUPPLIES

Please indicate below each time you wish to order, the date of your request, department and the signature of the Department Director and list all supplies needed at this time.

After completed, please return this form to the finance department. Someone from the department will notify you of availability of supplies.

Date _____

Department

Signature

[illegible]

CITY OF MARSHALLTOWN

REQUEST FOR BUDGET LINE ITEMS TRANSFER

Date: _____

Department: _____

Request Amount: Budget \$ _____

Request #1 Transfer FROM Account No. _____ A

Transfer TO Account No. _____ A

Request Amount: Budget \$ _____

Request #2 Transfer FROM Account No. _____ A

Transfer TO Account No. _____ A

Request Amount: Budget \$ _____

Request #3 Transfer FROM Account No. _____ A

Transfer TO Account No. _____ A

Justification for Request:

Requested By/Date: _____

Department: _____

Date of Budget Voucher change: _____

CITY OF MARSHALLTOWN

**REQUEST FOR BUDGET TRANSFER BETWEEN ACTIVITIES
WITHIN THE SAME PROGRAM**

Date: _____

Department: _____

Request Amount: Budget \$ _____

Request #1 Transfer FROM Account No. _____ . _____ . _____ A

Transfer TO Account No. _____ . _____ . _____ A

Request Amount: Budget \$ _____

Request #2 Transfer FROM Account No. _____ . _____ . _____ A

Transfer TO Account No. _____ . _____ . _____ A

(may request additional transfers on another piece of paper)

Justification for Request:

Requested By/Date: _____

Date of City Administrator's
Approval: _____

Forward to
Finance _____

CITY OF MARSHALLTOWN

REQUEST FOR ADDITIONAL FUNDS AND/OR BUDGET

Date: _____

Department: _____

Requested Amount: _____

Account No. _____ A

Justification for Request:

Requested by: _____

Date: _____

Recommended Approval:

City Administrator

Finance Director

Council Approval Date

CITY OF MARSHALLTOWN

INFORMAL (PHONE) BID FORM

Date: _____

Items to be purchased:

Price / Terms

Vendor#1

Vendor #2

Vendor #3

Person soliciting quotes:

This same information can be entered onto the PO eliminating the need for this form

City of Marshalltown
Fixed Asset Acquisition Form For J.D. Edward's Software

Asset No. _____ Parent Number _____
(if applicable)
Department _____ Purchase Order No. _____
Vendor(s) _____ Expend Acct No. _____
Description _____
Date Acquired _____ Unit No. _____
Serial No. _____ Model No. _____
License Plate # _____ Title Number _____
Acquisition Cost _____ Salvage Value _____ Life _____
(including trade in value) (in months)

Special Coding for Reports

* The items with an asterisk will be completed by Finance. The blanks are represented by special codes. See "Fixed Assets Special Category Coding" report for a list of current codes set up in system. Additional codes can be created as requested.

*C1-Acctg Class _____ C2-Equip Class _____ *C6-Asset Type _____
C7-Activity _____ C8-Dept Head _____ *C9-Fund Type _____
C0-Contrib Cap _____ Contributor _____
C21-Project No _____ Project Name _____
C22-Location No _____ Location Name _____

Insurance Information

Date added _____ Coverage for Vehicles _____
Insurance Type _____ Insurance Number _____
Insured Value _____ Premium Amount _____

Finance Use Only

Company Number _____ Responsible CC _____
Asset CC/Obj/Sub _____ A/C CC/Obj/Sub _____
Date Paid _____ Check Number _____
Approved by _____ Date _____
(Dept. Head or Other Authorized Signature)

City of Marshalltown

Fixed Asset Disposition, Retirement or Transfer Form

Method of Disposal:

- ☐ Transferred
- ☐ Sold
- ☐ Traded In
- ☐ Stolen/Lost
- ☐ Obsolete
- ☐ Replaced during repair/maint

Delete from:

- ☐ Fixed Asset Listing
- ☐ Insurance
- ☐ Both

ASSET INFORMATION

Date Disposed _____ Department _____

Asset No. _____

Description _____

Serial Number _____

License Plate Number _____ Title Number _____

Orig Acquisition Date _____ Orig Acquisition Cost _____

GFAAG Funding Source (Finance) _____

DISPOSAL INFORMATION

Council Approved Date: _____

Sold/Transferred/Traded to: _____

Address: _____

Cash or Dollar Value Received: _____

TRADE-IN INFORMATION

Information concerning new asset received on trade-in:

Description _____

Serial No. _____

Asset No. _____

Approved by _____ Date _____
(Dept Head or Other Authorized Signature)

PURCHASING POLICY RECAP – Revised May, 2014

Purchase Type	Cost	Method	Approval	Review	Contract Signed by
Vertical Public Improvement (Does not include repairs)	Greater than \$130,000	Formal bid	Council		Mayor
	Between \$36,000 and \$130,000	Quotation	Council		Mayor
	Between \$10,000 and \$36,000	Quotation	Department Head / City Administrator	Council Packet*	Department Head
	Between \$5,000 and \$10,000	Quotation	Department Delegee / City Administrator	Council Packet*	Department Head
	Below \$5,000	Deminimus*	Department Delegee	Council Packet*	N/A or Department Delegee
	All Change Orders to be approved and reported in the same manner as the original contract.				Person that signed the original contract
	Performance Bonds (75%) are required for projects greater than \$25,000. The bond may be reduced to 25% if the contract agrees to single payment after contract completion.				
	Emergency – means a “public safety” situation, saving either life or property. Almost never applies.				
Motor Vehicles Requires council pre approval prior to requesting quotes /bids	Greater than \$100,000	Formal bid	Council		Mayor
	Between \$5,000 and \$100,000	Quotation	Council		Mayor
	Less than \$5,000	Deminimus*	Department Delegee		N/A or Department Delegee
All Other Purchases (except Grants)	Greater than \$100,000	Formal Bid	Council		Mayor
	Between \$35,000 and \$100,000	Quotation	Council		Mayor
	Between \$10,000 and \$35,000	Quotation	Department Head / City Administrator	Council Packet*	Department Head
	Between \$5,000 and \$10,000	Quotation	Department Delegee		Department Head
	Less than \$5,000	Deminimus*	Department Delegee		N/A or Department Delegee
Grants	Council approves grant application at time of grant application or award, receipt of grant funds; then must comply with grant terms.		Council		Mayor

***Council Packet** – state statute requires public improvements less than \$36,000 listed in the council minutes. Legal advice is to include a listing of all contracts in the packet. Language on agenda and in minutes is “All contracts approved by Dept heads or City Administrator since the last meeting were/are presented to council for review.”

***Deminimus** allows use of local preference.

- General rule: Bid everything, unless a conscious decision has been made the bidding process is not worthwhile being either 1) too cumbersome, or 2) unlikely to save money.
- Multiple year contracts for recurring purchases may use the same purchase order number throughout terms of the contract.
- Sole source may be used for OEM and warranty repairs
- Contracts for services with cost between \$5,000 and \$35,000 - submit insurance certificates and quotation memo with the purchase order. Finance keeps payment information ten years.

CHAPTER 5

SITE PLAN REVIEW REQUIREMENT

Section 1. Purpose.

It is the intent and purpose of this Chapter to:

1. Establish specific procedures which enable the City government to plan for and review proposed development/redevelopment of property;
2. Insure the orderly and harmonious development of property;
3. Promote the beneficial relationship between uses of land;
4. Provide for orderly and efficient circulation of traffic within the development and throughout the City;
5. Ensure that the proposed development/redevelopment is within the capacity limitations of public facilities and services;
6. Ensure adequate provision for surface and subsurface drainage; and
7. Provide for suitable screening of parking, truck loading, refuse disposal, and outdoor storage from adjacent properties.

Section 2. When Site Plans Required.

Site plans shall be submitted reviewed, and approved by the City prior to the issuance of a permit for all development/redevelopment of any lot, tract, or parcel of land in all zoning districts.

Section 3. Design Standards for all Site Plans.

1. When acting upon an application for site plan approval, the City shall rely upon generally accepted site planning criteria and design standards.
2. The site plan shall conform to the Marshalltown Comprehensive Plan; any sub-area plans; the Marshalltown Subdivision Ordinance; and all other applicable ordinances and statutes of the City and State of Iowa.
3. The proposed development shall be designed with a proper regard to topography, surface drainage and water runoff onto adjacent properties, natural drains and streams, wooded area, and other natural features which lend themselves to proper, harmonious, and attractive development of the site. The landowner shall be deemed exclusively responsible for developing and implementing a plan.
4. The proposed development shall be designed with adequate water mains, provisions for sanitary sewer service, storm water management facilities and flood control, in accordance with ordinances and regulations of the City of Marshalltown and the State of Iowa, and good engineering practice to protect the public health and welfare and not overload and existing public utilities.
5. The proposed development of all structures therein shall be designed in such a manner as to create a quality environment and shall be architecturally and aesthetically harmonious and attractive.

6. The design of the proposed development shall make adequate provision for fire protection through building placement, acceptable location of flammable materials, and other measures to ensure fire safety;
7. The design of interior vehicle and pedestrian circulation shall provide for convenient flow of vehicles and movement of pedestrians and shall prevent hazards to adjacent streets or property;
8. The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the adjoining property;
9. The proposed development shall limit entrances and exits upon adjacent streets in order to prevent congestion on adjacent or surrounding streets and in order to provide for safe and orderly vehicle movement; and
10. These criteria are necessary to fulfill the intent of the zoning ordinance, and are the minimum necessary to safeguard the public health, safety, aesthetics, and general welfare.

Section 4. Submittal Requirements.

Standard site plans shall be required for all development and/or redevelopment. All site plans shall be drawn on a plain sheet of paper no larger than 11" X 17".

1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways and entrances;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan which details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer. See also Section 7, Liability.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

2. Additional Site Plan Information Required:

All commercial, multi-family, and industrial developments and redevelopments of buildings larger than 120 square feet, and any development which increases water runoff shall include the following additional information:

- a) Location and dimensions of all existing paved surfaces and all abutting streets. The grade shall be shown if deemed necessary by the City Engineer or Zoning Administrator;
- b) The complete traffic circulation and parking plan including the location and dimension of all existing and proposed parking spaces, loading areas, entrance and exit drives, curb cuts, pedestrian walkways, dividers, curbs, islands, and other similar parking and drive improvements.
- c) Existing and proposed location of all outdoor trash and dumpster areas and method of screening such areas. Dumpster locations shall be screened, and shall not be visible from public streets and shall not be located in the right-of-way;

- d) Location and type of all existing and proposed signs and of all existing or proposed lighting of the property which illuminates any part of the required yard;
- e) Location of existing trees 6" or larger in diameter, any rock outcrops, landslide areas, springs and streams, and other water bodies, any areas subject to flooding;
- f) Location, amount, and type of any proposed landscaping fences, walls, or other screening as required by the zoning regulations;
- g) Soil tests, traffic impact studies, utility capacity analysis, and similar information if deemed necessary by the Zoning Administrator or City Engineer the City to determine the feasibility of the proposed development;
- h) Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Shall indicate the number of each size and species of tree and shrub. Type of ground cover and form or erosion control shall be illustrated; and
- i) Location of the nearest and all proposed fire hydrants.

Section 5. Review Procedure.

1. For all developments or redevelopments, with the exception of multi-family, governmental, institutional uses, churches, and those in the CBD Districts, the zoning administrator shall have authority to review, change, amend, and approve the site plans, only after consulting other pertinent City departments. If the applicant is not satisfied with the review standards, the applicant may appeal the recommendations to the Board of Adjustment.
2. Amendments to Approved Site Plans. An approved site plan placed on file may be amended with respect to location, size, design and conformity of buildings and other improvements, provided that the amended site plan conforms to the general use regulations, performance standards, and provisions of the district in which located. Amended site plans shall be reviewed and approved by the zoning administrator for all developments or redevelopments.
3. Expiration of Approval. All site plan approvals shall expire and terminate 365 days after the date of the City's approval, unless a building permit has been issued for the construction provided for in the site plan. In the event the building permit for construction provided for in a site plan expires or is canceled, then such site plan approval shall terminate.
4. Enforcement. Any violation of this Chapter shall be punishable by the Violation and Penalty Chapter of this Ordinance.

Section 6. Landscaping Standards.

1. Any required landscaping shall be in place at the time an occupancy permit is approved. Should completion of landscaping be delayed because of the season of the year, a temporary occupancy permit may be issued if the developer posts a bond or other acceptable guarantee in the amount of the landscaping as completed. When filing a site plan, a developer may submit a list of alternate and substitute species from the permitted or established list to be used should the preferred material not be available when needed and required.
2. All landscaping, buffering and screening shall be maintained at all times to conform to the regulations established in this Chapter. Landscaping, which is not maintained in a manner consistent with this Chapter shall be punishable by the Violation and Penalty Chapter of this Ordinance.

Section 7 Liability.

Deleted: ¶

<#>Multi-family, governmental, institutional uses, churches, or projects which are located in the CBD Districts shall be submitted to the Site Plan Review Board for review and approval when: ¶

... a) There is a development or redevelopment as defined in Chapter 3;¶

... b) There is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features;¶

... c) There is a change in the predominant, primary architectural features or materials of existing buildings, such as changes to horizontal or vertical elements of exterior walls, building trim, roof shape or composition, detailing, building height or roof line, parapets, or a significant change in signage. ¶

¶

<#>Jurisdiction. The Site Plan Review Board shall review building design, site planning, grading, including but not limited to the regulation and restriction of the type, number of stories, size, setback, and construction of buildings, signage and other structures to ensure harmonious and aesthetically pleasing developments. Advice shall be given concerning the treatment of the historical and visual characteristics such as color schemes, gardens and landscape features, and minor decorative elements. Such review is limited to the specific architectural building features proposed for modification.¶

¶ After receipt of the fully documented site plan, the Site Plan Review Board shall make their ruling within 30 days.¶

Deleted: , with the exception those in the Historic District.

Any landowner shall be deemed exclusively responsible for developing and implementing a plan to address storm water drainage, which shall be submitted to the City as a part of the site plan. The City of Marshalltown shall not be responsible for any deficiencies which may later be determined to exist under the storm water management plan. The City of Marshalltown shall undertake no corrective duties or actions concerning any said deficiencies.

CHAPTER 22
CBD CENTRAL BUSINESS DISTRICT

Section 1. Purpose.

The regulations set forth in this Article, or set forth elsewhere in this Ordinance when referred to in this Article, are the district regulations for the Central Business District.

Section 2. Permitted & Special Uses

A building or premises shall be used only for the purposes contained in Chapter 30 of this ordinance except for the existing uses special provisions contained below:

Existing Uses

Any existing use, which is conforming as of November 1, 1998 shall be, considered a conforming use for that zoning lot for the purposes of this ordinance. The use can change to any other listed conforming use for the zoning lot, or to a listed downtown special use with approval by the Board of Adjustment. The zoning lot for the business after 11/1/98 may expand provided that the new area is a listed conforming use for that zoning lot, or to a listed downtown conditional permitted use with the prior approval by the Board of Adjustment. With Board of Adjustment approval a conforming use as of November 1, 1998 that is not a permitted or a downtown special use in CBD may move to an alternate zoning lot in the Central Business District, unless the use in question becomes vacant for a continuous period of six (6) months.

Section 3. Performance Standards.

Existing uses on the effective date of this ordinance shall not be required to modify existing operations to come into compliance with the following performance standards, but shall not increase the amount of outside storage. The following standards shall apply to newly created uses.

1. The use shall not be rendered objectionable or detrimental to the vision of the downtown districts due to exterior appearance or by the emission of dust, gas, noise, odor, or smoke, or in any other way.
2. There shall be no outside storage or display of goods and services (including temporary and portable structures), except for temporary goods and services removed on a nightly basis, equipment associated with a child care facility, schools, telecommunications equipment, or unless otherwise noted in this ordinance. The Board of Adjustment shall have the authority to waive this requirement for temporary or seasonal circumstances.
3. Parking areas for uses in the CBD district shall be submitted and approved by the city. Parking and parking lots shall not be used for the storage of a vehicle for more than (ten) 10 days.
4. Where a structure exists on a lot, the parking spaces shall be adjacent to the structure and shall not be adjacent to the right of way lined up perpendicular to the street along the frontage of the lot. The Board of Adjustment may waive this requirement in cases where it is logical to have parking adjacent and perpendicular to the street frontage. In cases where this requirement is waived, curb stops or other barriers shall be required to deter parking over the sidewalk.

Section 4 . Architectural Standards.

The following minimum standards shall apply to uses within the Central Business District. These standards shall be part of the site plan review process described in Chapter 5.

1. Individual uses shall be tied together by prominent features such as architectural theme, roofing material and style, and/or landscape materials.

2. The architectural design of any building must be acceptable to be approved by the City. The visible sides of buildings, from the street, shall be consistent in design and use of materials. No wood, masonite, visible asphaltic exterior wall or roofing material, metal siding, nonarchitectural sheet metal, concrete block, or other similar materials shall constitute a portion of any building, except as trim material, unless the zoning administrator determines that the said material, when used as a primary element, enhances the physical appearance, or provides continuity to unite all structures within the property together into one project concept.
3. ~~Acceptable~~ building materials include: brick, stone, veneers, granite, decorative concrete block, stucco, or similar materials.

Deleted: Preferred

4. Building setback shall be in harmony and style with other buildings in the area.
5. Doorways adjacent to a right of way shall be set back so that doors do not swing into a right of way.
6. The location and size of signs shall be integrated into the design of the overall development and must meet regulations outlined in the Marshalltown Historic District Sign regulations packet, found as an appendix to Chapter 30: Signs of this document.
7. Signage is considered as part of the architectural theme of the building and district, and shall be reviewed in the site plan.
8. All utilities shall be placed underground, where feasible.
9. All storm water collected from the roofs of the buildings shall be diverted underground, where feasible.

Deleted: .

10. Exterior paint colors on buildings in the Historic District must be from the approved color palette found as an appendix to this Chapter.

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Section 5. Housing.

1. No new single family residences are permitted.
2. ~~Residential Uses shall only be on the first floor of mixed-use buildings if the residential units are located to the rear of non-residential uses and not visible from the public right-of-way.~~

Deleted: No new residential units shall be on the first floor of any existing or new multifamily or mixed-use building without approval from the Site Plan Review Board.

Section 6. Bulk Requirements

The following bulk requirements shall be observed for all uses within this district:

Front Yard Setback	None required, except for single family dwellings.
Side Yard Setback	None, except for existing single family dwellings. a) Existing Dwellings: For buildings not exceeding two and one-half (2 1/2) stories in height, there shall be a side yard on each side of the building, having a combined width of not less than fifteen (15) feet, provided that in no case shall either side yard be less than four (4) feet in width. Except as hereinafter provided, there shall be a side yard on each side of a three (3) story or a four (4) story building which shall have a width of not less than eight (8) feet.
Rear Yard Setback	None required, except for single family dwellings. a) Existing Dwellings: There shall be a rear yard having a depth of not less than twenty percent (20%) of the depth of the lot, but no lot shall be required to have a rear yard depth of more than twenty-five (25) feet.
Building Height	9 stories, except as herein provided.
Lot area Per Family	None required.
Open Space Required:	None.

Deleted: The Site Plan Review Board shall have authority over the zoning lot density and lot area per family.

Section 7. Parking Lot and Buffering Requirements.

See Chapters 6 and 7 of this Ordinance.

Section 8. Site Plan Requirement.

See Chapter 5.

Section 9. Loading Regulations.

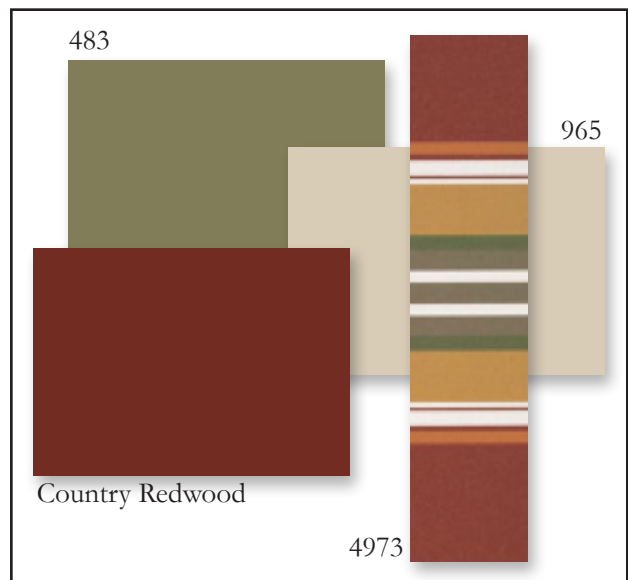
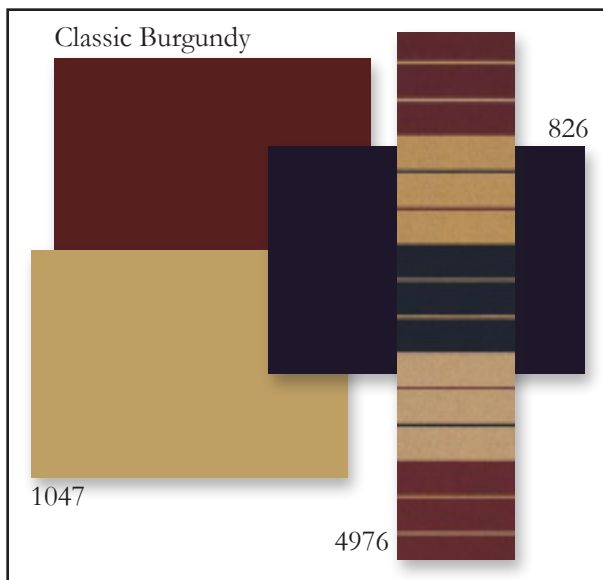
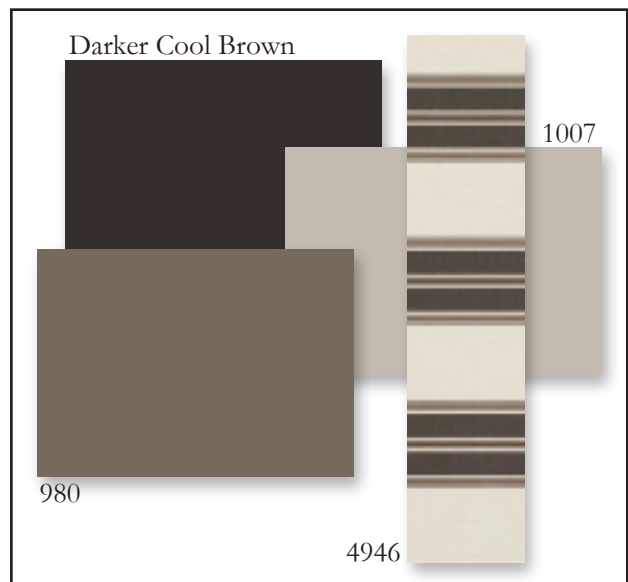
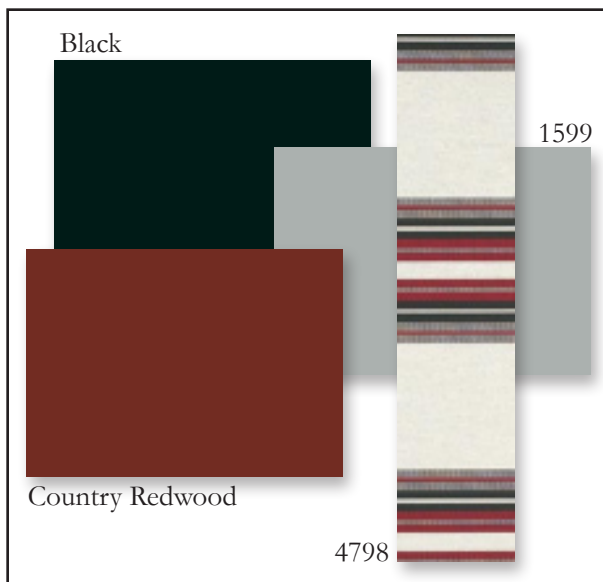
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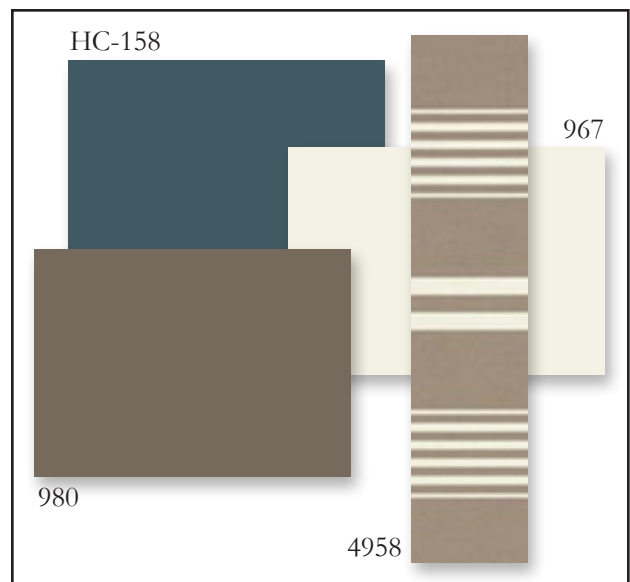
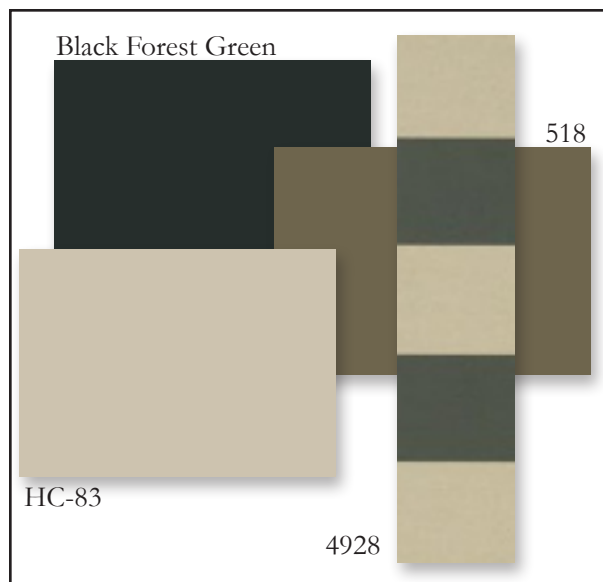
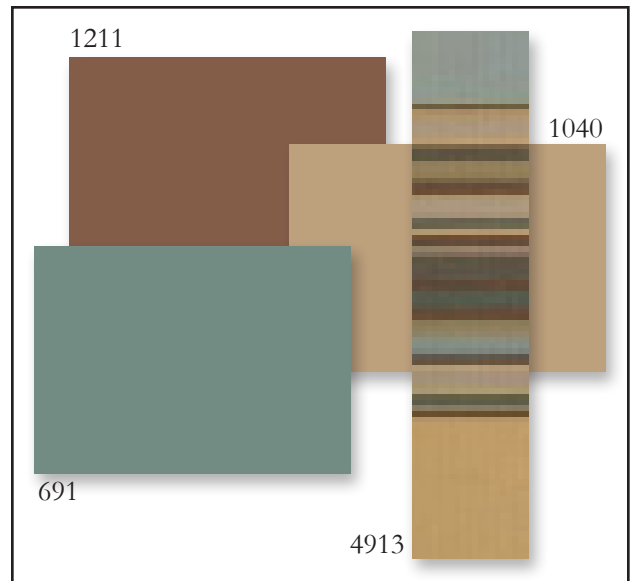
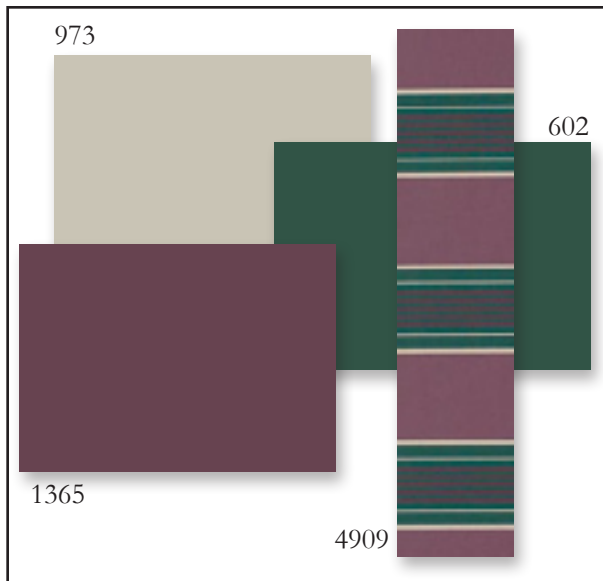
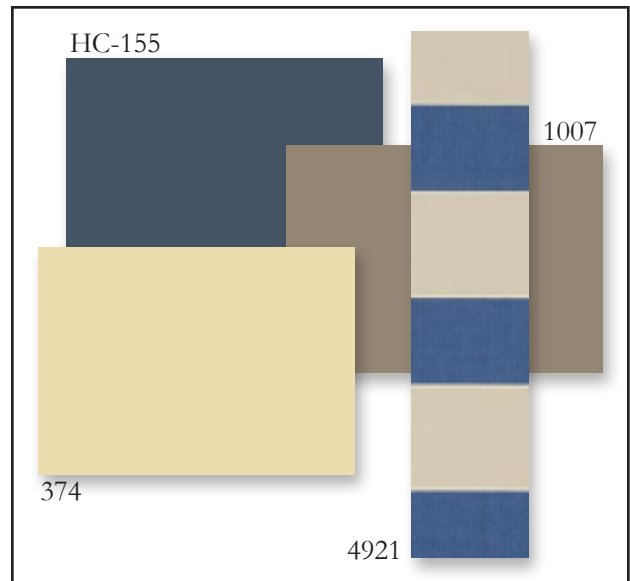
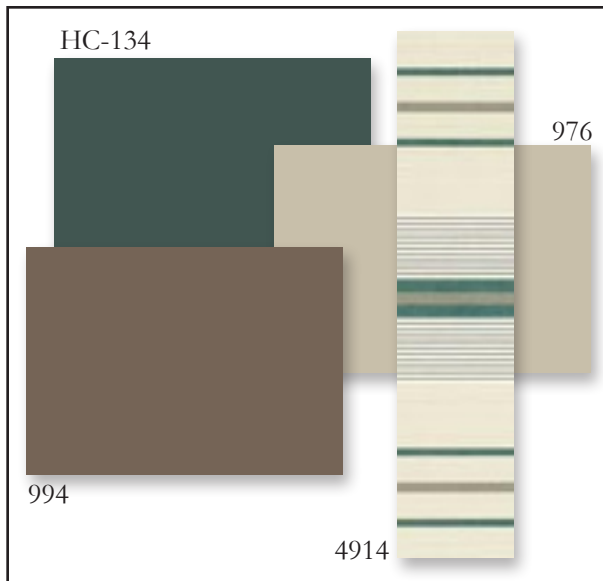
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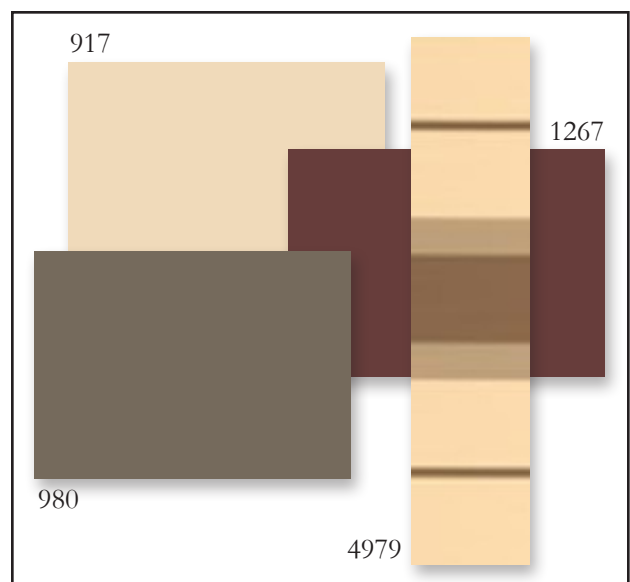
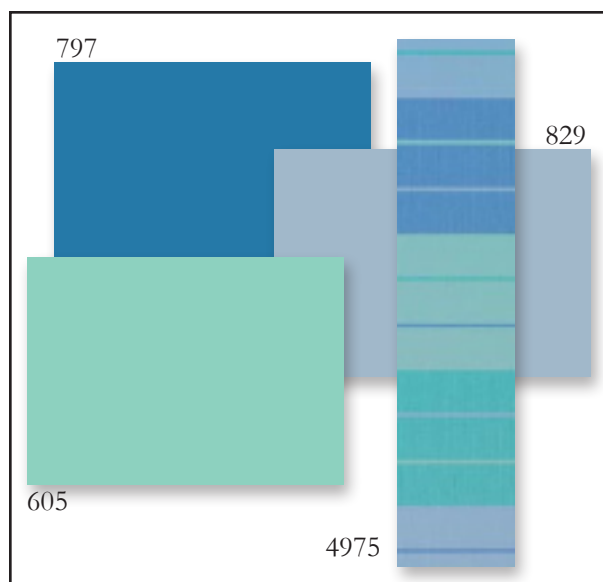
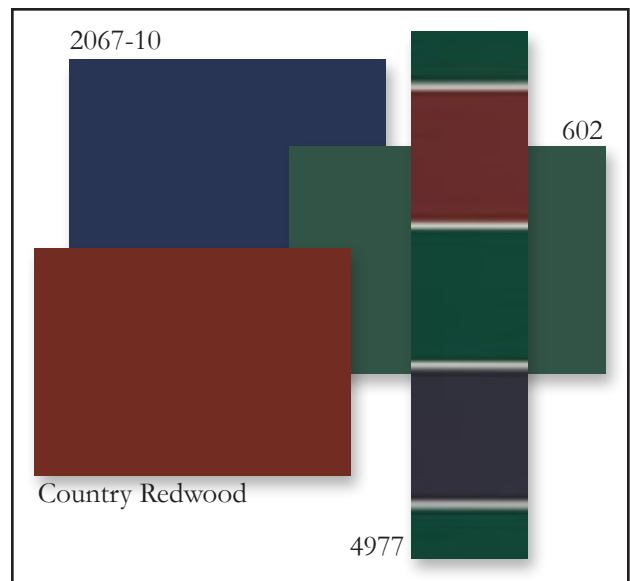
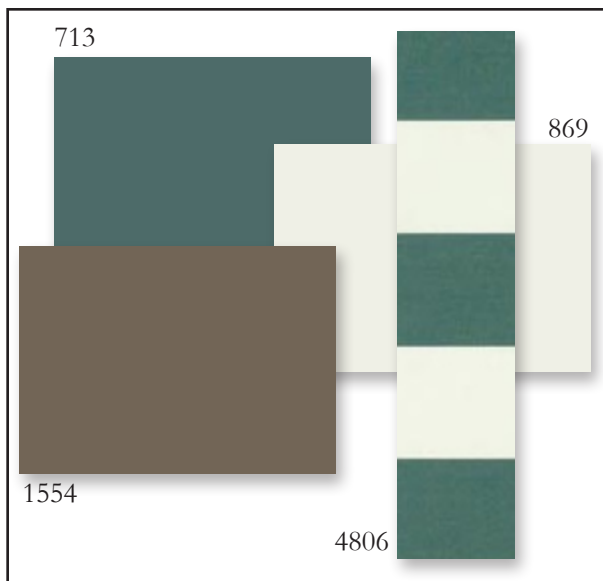
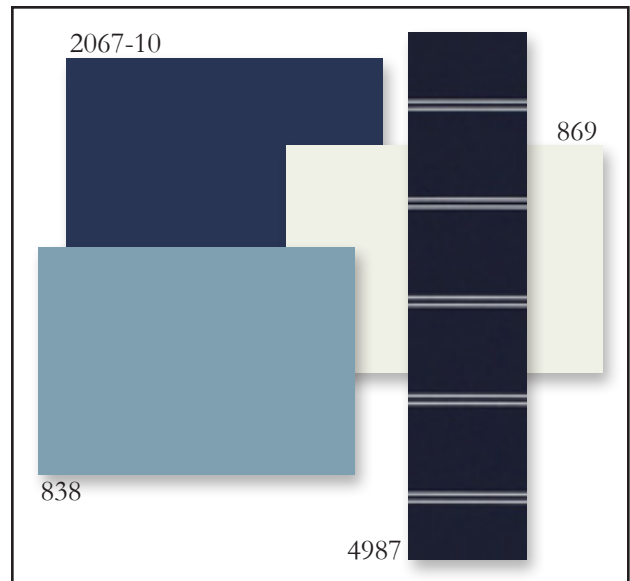
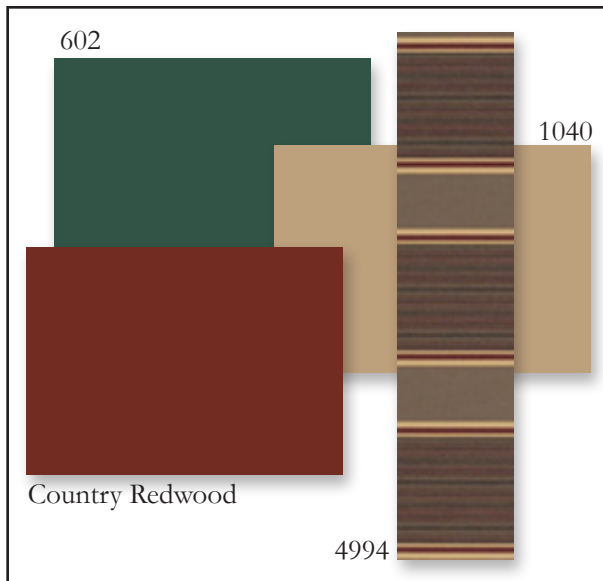
MAIN STREET IOWA TECHNOTES

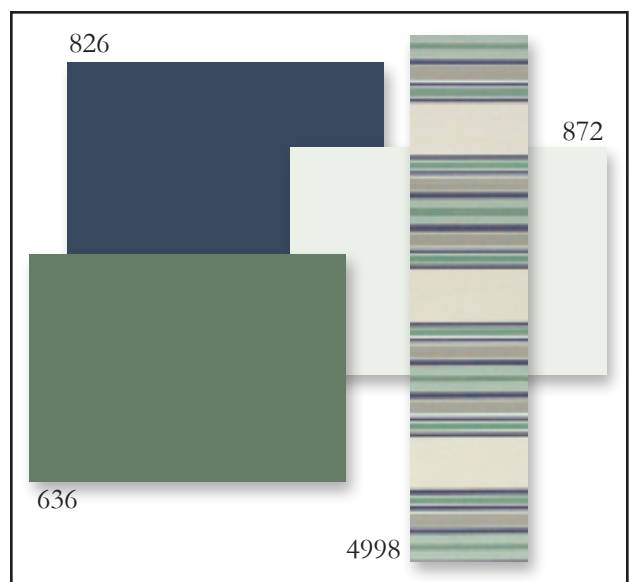
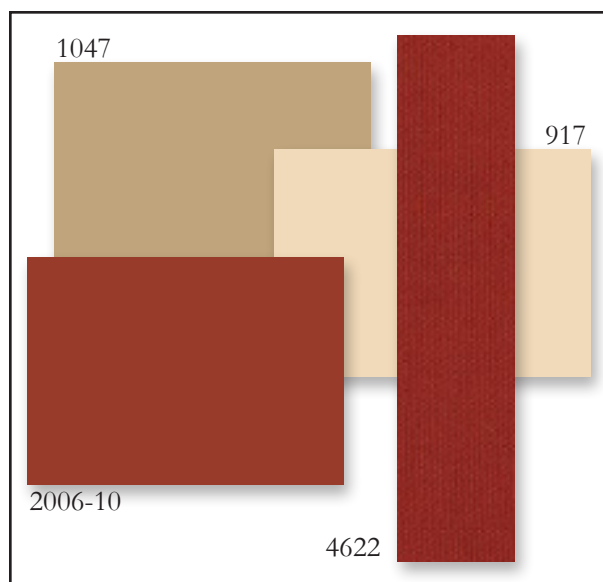
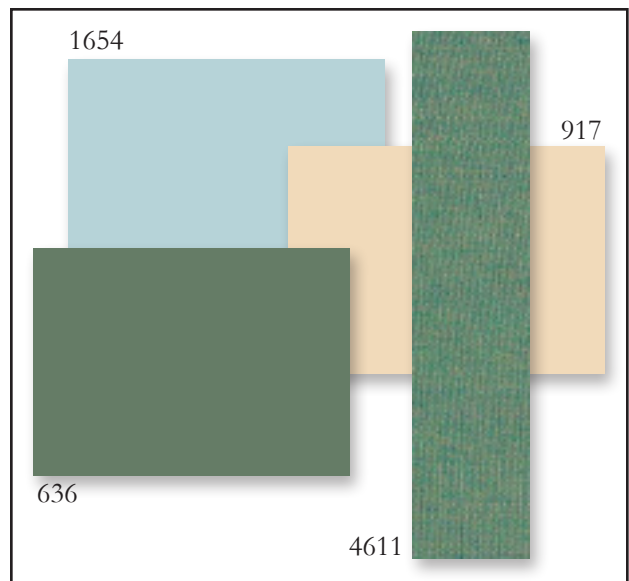
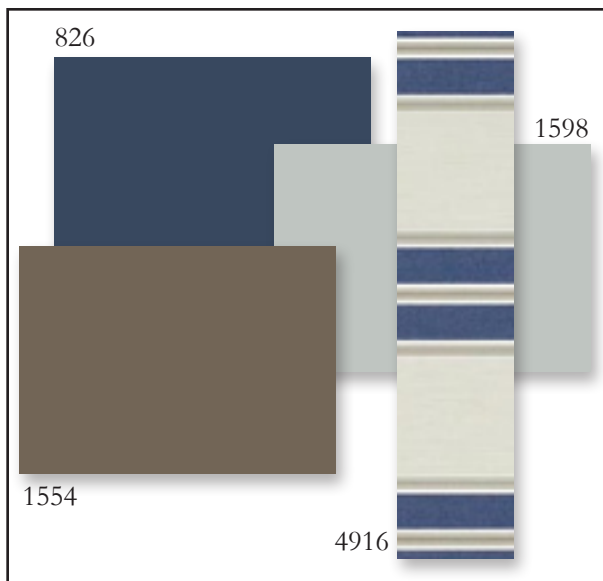
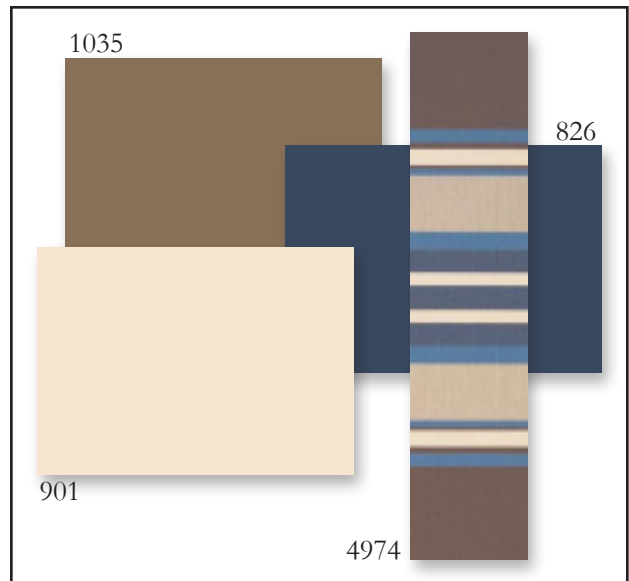
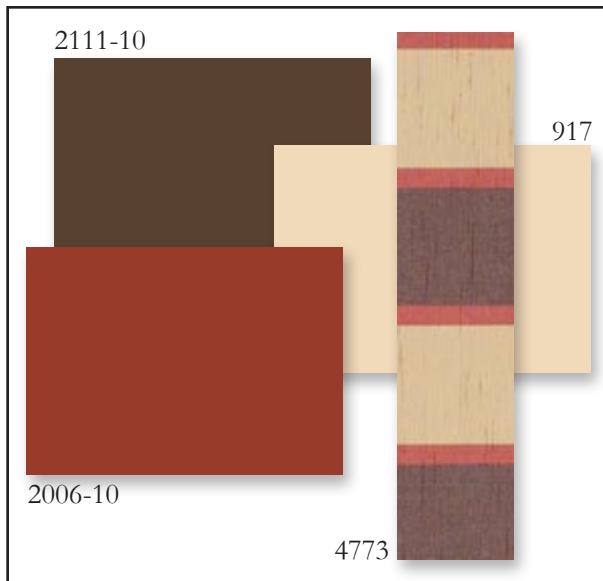
These paint pallets are arranged in suggested color combinations including coordinating awning fabrics. The schemes are intended to show various alternatives and a variety of options that can be used. While three colors are shown in each scheme, it is not necessary to use all three at once. These schemes are not all inclusive, but rather serve as representative examples.

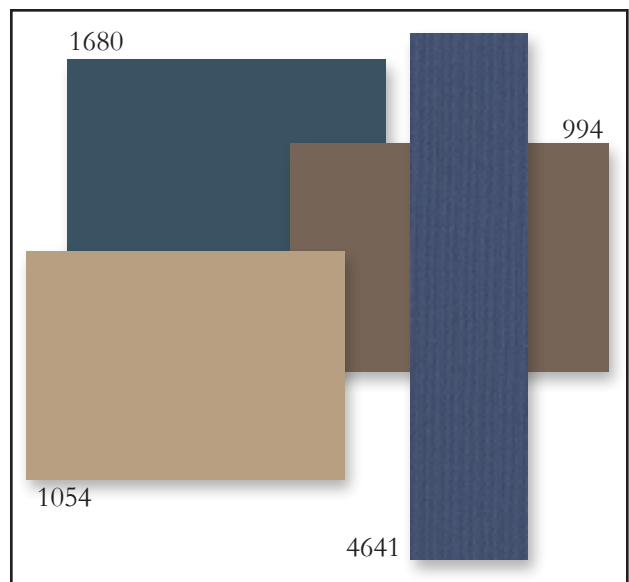
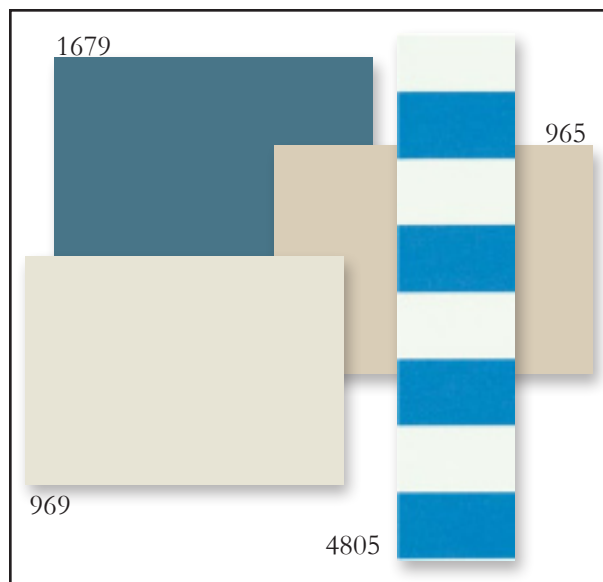
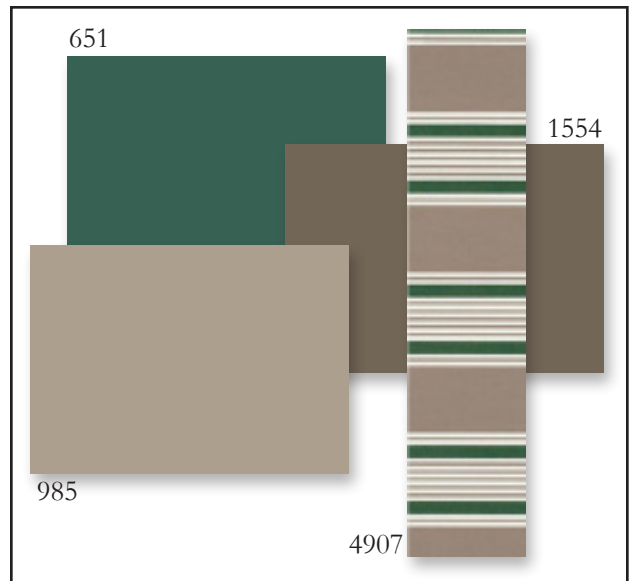
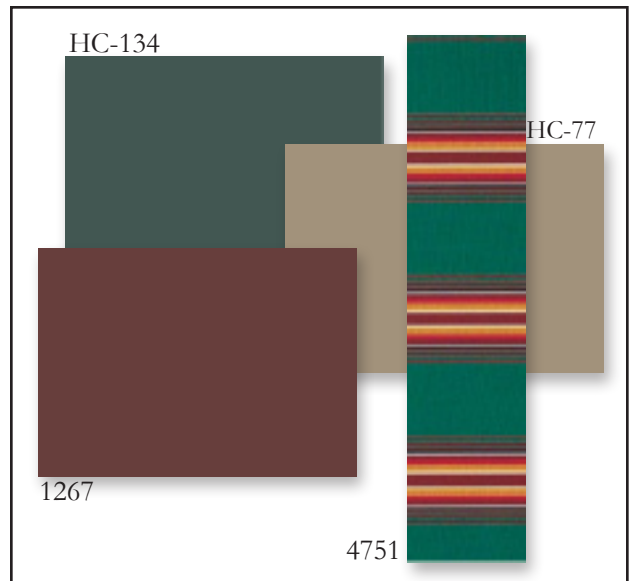
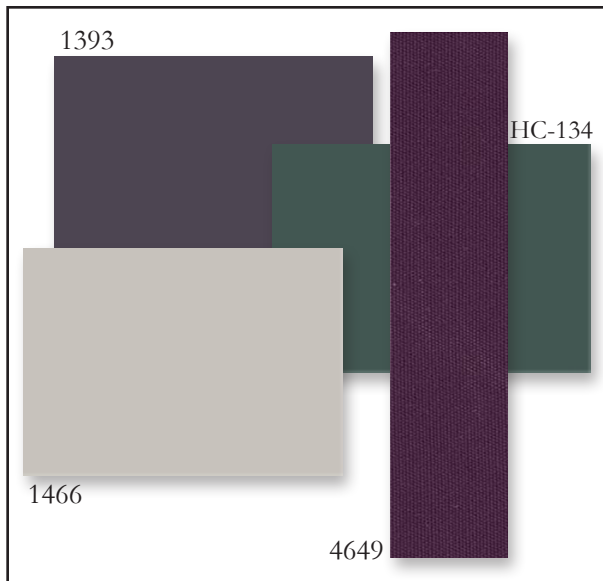
Benjamin Moore brand paint and Sunbrella awning fabrics are shown for reference. Use these colors as a guide in selecting paint available from local suppliers and dealers.

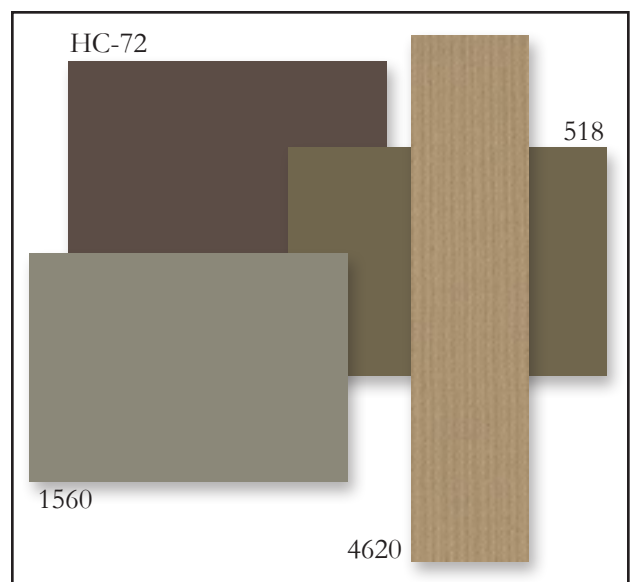
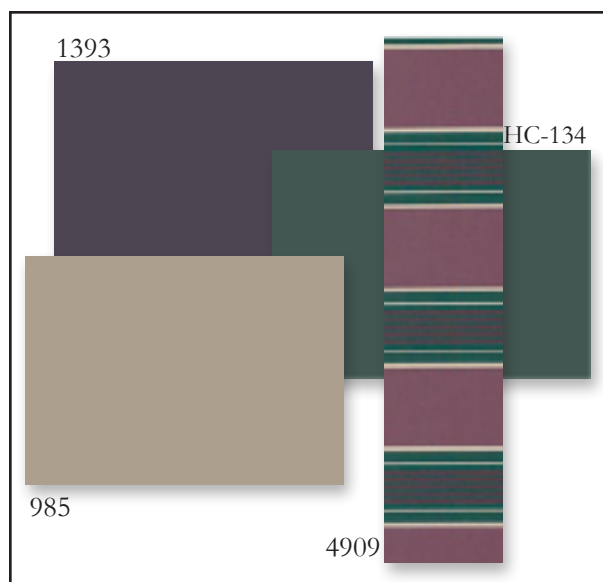
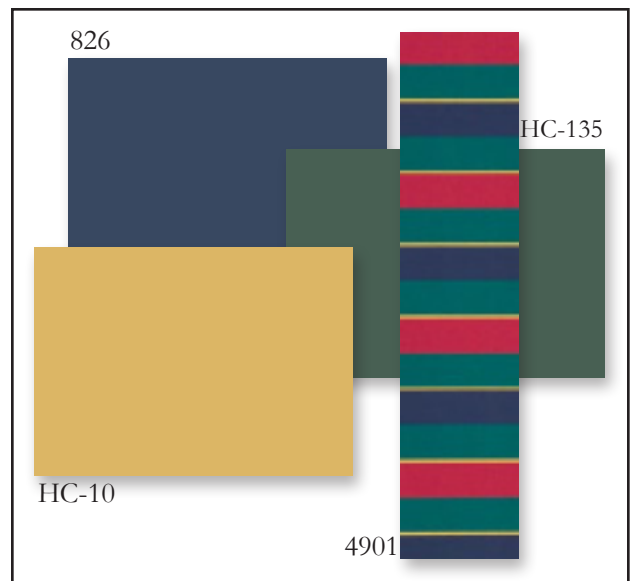
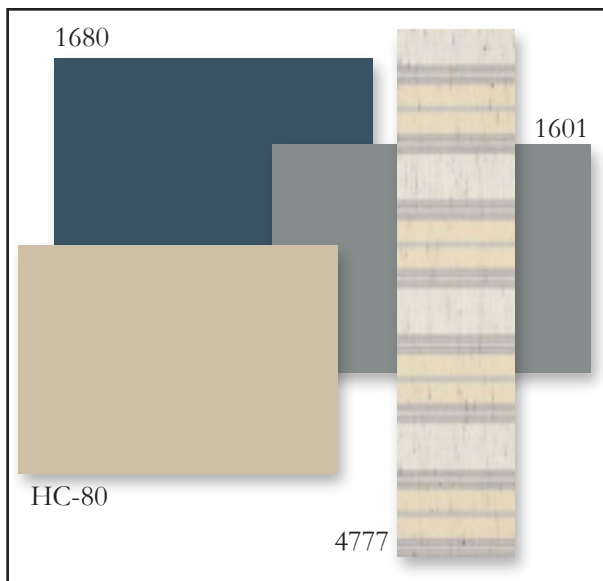
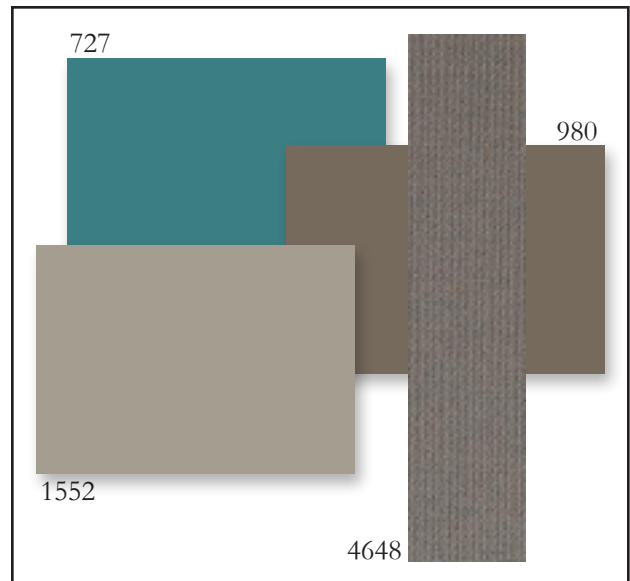
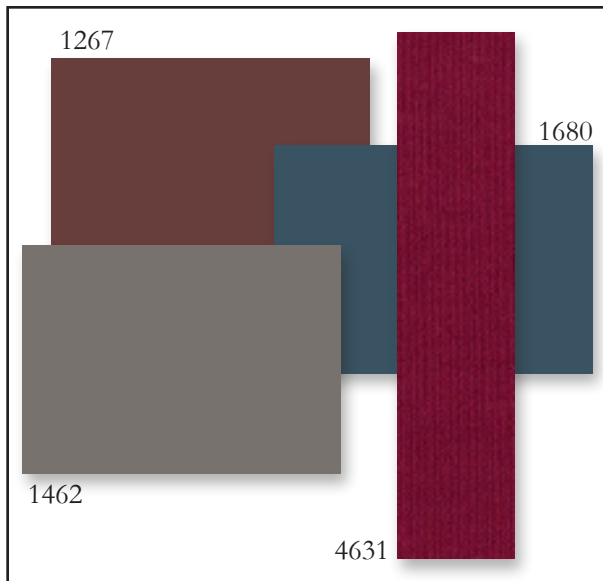












CHAPTER 30

SIGNS

Section 1. Purpose.

The purposes of this Chapter include but are not limited to: permitting and regulating signs which allow businesses, residents, and other interested parties to communicate, advertise, or be identified; assuring compatibility of signs with surrounding land uses; preventing a proliferation of signage which may reduce the effectiveness of individual signs; preventing visual clutter and promote the aesthetic appearance of the community; and preventing the size, location, construction, or manner of display of signs from endangering the public safety of individuals; which are confusing, misleading or obstructing the vision necessary for traffic safety; or otherwise endangering the public health, safety, morals, and general welfare.

Section 2. Definitions.

The following definitions shall apply to this Chapter. Unless specifically defined below, words or phrases used in this Chapter shall be defined in accordance with Chapter 3.

1. Abandoned Sign: A sign which advertises or identifies a product, place, activity, person, profession, service, institution or business which is no longer conducted or available on the premises or elsewhere. Signs that have been in a state of disrepair for at least 90 days are also considered abandoned signs.
2. Abandoned Sign Structure: Includes but is not limited to; supports, uprights, braces, mounting device, hardware or framework of a sign which are in a state of disrepair and/or has not been used for at least 90 days.
3. Accessory Sign: A sign which directs attention to a product, place, activity, person, profession, service, institution or business which is located, produced, conducted, sold or offered on the same premises where the sign is located, including but not limited too, wall signs, projecting signs, monument signs and freestanding signs.
4. Advertising Sign: A sign which directs attention to a product, place, activity, person, profession, service, institution or business which is located, produced, conducted, sold or offered elsewhere than on the premises where the sign is located.
5. Alteration: Any act or process that changes one or more of the exterior features of a structure.
6. Awning: A structure generally supported by a building that does not contain any electronic components is generally constructed from a fabric-like material.
7. Awning Sign: A sign incorporated into or attached to an awning.
8. Banners, Pennants, String Lights: Temporary signs hung with or without frames, possessing characters, letters, illustrations, or ornamentations applied to paper, plastic, fabric, or other similar material.

9. Billboard: A form of advertising sign designed for both painted bulletins and paper posters which advertises a product, place, activity, person, profession, service, institution or business located upon property other than the premises on which the sign is located.
10. Bulletin Board: A sign containing a surface upon which individual letters are temporarily attached for the announcement of services, activities, or special events related to and located on the same premises as schools, churches and institutions.
11. Canopy: A permanent non-walled structure designed and built to provide shelter from the elements for business transactions which is not usually attached to a primary structure. Customarily found at gas stations.
12. Changeable Copy Sign: A sign that is designed so that characters, letters, or illustrations can be periodically changed or rearranged, manually or automatically, without altering the face or the surface of the sign.
13. Commercial Sign: A sign whose message, in part or whole, concerns goods or services offered for consideration by a person engaged in a profit-oriented business.
14. Construction Sign: A temporary sign giving the name or names of principal contractors, architects, and lending institutions responsible for construction on the site where the sign is placed, and information about the enterprises or project being developed.
15. Design Guidelines: regulations intended to preserve the historic and architectural character of the district.
16. Directional/Information Sign: Any sign giving directions, instructions, or information principally to pedestrian or vehicular traffic.
17. Electronic Message Center: A sign where different copy changes are shown such as an electrically or electronically controlled time and temperature sign, message center, or reader board.
 - a. Time, temperature gas price – Text-only electronic displays typically used to advertise gas prices at service stations or time and temperature signs that do not show pictures or videos.
 - b. Electronic graphic display – Electronically controlled sign displaying text, pictorial images, or videos.
18. Fascia Sign: A single faced sign, which is, attached parallel to its supporting wall and not extending more than 18 inches from a wall or building.
19. Flashing Sign: A sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source. Automatic changing signs conveying public service messages such as time and temperature are not classified as flashing signs.

20. Freestanding Sign: A sign which is supported by one or more columns, ropes or lines, uprights, poles or braces in or upon the ground and not attached to any building, structure or wall. This term shall include but shall not be limited to, signs placed directly upon the ground but not monument signs.
21. Ghost Sign: A sign, painted or made of wood, upon the facade of a building, that is in excess of fifty (50) years old and which generally advertises an extinct business.
22. Home Occupation Sign: A non-illuminated sign or nameplate that identifies only the name and/or occupation of a practitioner or one conducting a permitted home occupation in a dwelling. Such sign shall not exceed one (1) square foot in area and is only permitted on the structure freestanding signs are not permitted.
23. Illuminated Sign: Any sign illuminated in any manner by an artificial light source.
24. Incidental Sign: A sign pertaining to specific products, services, or facilities available on the premises.
25. Inflatables: Any device designed to be filled with air or otherwise inflated which is intended to advertise or draw attention to specific business location, products, services, or facilities available on a premise.
26. Marquee: Any structure protruding over a right-of-way for the purposes of signage or shelter from the elements that is supported by a primary building.
27. Menu Board: A permanently mounted sign displaying the bill of fare of a drive-in or drive-thru restaurant.
28. Monument Sign: A ground sign which is mounted in or on a monument and does not have any exposed pole or pylon, and is attached to a base for at least 60% of the entire width of the sign.
29. Mural: Graphic image painted directly on a surface, which is not used for the purpose of advertising a product, place, activity, person, profession, service, institution or business.
30. Non-Commercial Sign: A sign that does not display products or services for sale. These include temporary signs directing traffic to or for non-profit enterprises or activities.
31. Nonconforming Sign: Any sign, which does not conform to the regulations of this Chapter.
32. Out Lot: A lot either sold or leased within the RC, Regional Commercial District, separate from the lot containing the shopping center.
33. Political Sign: A temporary sign relating to candidates or issues associated with a local, state or national election or referendum and not commercial in nature.

34. Portable Sign: A sign, which by its construction or nature is designed to be moved from one location to another. When on a trailer, the removal of wheels or undercarriage, or the anchoring of the sign by means of chains, wires, concrete blocks, sandbags, or other types of temporary anchors, does not change the classification of the sign.
35. Projecting Sign: A sign attached to and projecting more than 18 inches from the building face or wall.
36. Pylon Sign: Any freestanding sign which is supported by a structure that is attached to the base for less than 60% of the entire width.
37. Real Estate Sign: A temporary sign advertising the sale, rental or lease of a premise.
38. Roof Sign: A sign erected upon or above a roof or parapet wall of a building, and which is wholly or partially supported by said building.
39. Sandwich Board: A two-sided sign, also called an A-frame sign, which is a temporary portable sign commonly used on sidewalks directing patrons to or advertising for a business.
40. Sign: Any object, device, display or structure, or part thereof, which is affixed to or represented directly or indirectly upon a building, structure or parcel of land and which advertises, displays, identifies or directs attention to a product, place, activity, person, profession, service, institution or business.
41. Sign Area: The area within a single continuous perimeter enclosing the extreme limits of writing, representation, emblem or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary exposed supports or uprights on which the sign is placed. If the sign consists of more than one section or module, all areas shall be totaled. The area of signs composed of words or characters attached directly to a building or wall shall mean and shall be computed as the area within a regular geometric shape that encloses the words or characters. The area of signs composed of spherical, three-dimensional, free form, sculpture, and other nonplanar shapes shall be the sum of the areas of the four vertical sides of the smallest polyhedron (cube-like volume) that will enclose the sign structure. The area of back-to-back signs shall be taken as the area of one sign face if the two sign faces are of equal area, or as the area of the larger face if the two faces are of unequal area.
42. Sign Height: The vertical distance from the uppermost point on a sign to the surrounding grade level immediately below and upon which the sign is located.
43. Sign Structure: Any supports, uprights, braces, mounting device, hardware or framework of a sign.
44. Temporary Sign: A sign not permanently attached to a building, structure, or the ground and designed or intended to be displayed for a limited period of time such as political signs, real estate signs, portable signs, banners and special event signs.

45. Wall Sign: A sign painted on or attached to a wall or building with the face in a parallel plane to the plane of the building or wall.
46. Window Display Sign: Advertising matter painted on, or applied directly to a window.
47. Zoning Lot: A single tract of contiguous land to be used or developed as one unit under single unified ownership or control, and which meets all minimum requirements and provisions of the Zoning Ordinance.

Section 3. General Provisions.

The following general provisions shall apply to the regulation of signs in all zoning districts within the City of Marshalltown. No sign shall be located, erected or maintained except in compliance with the provisions contained herein.

1. Sign Permit Fees and Requirements.

- a) Except as otherwise provided in this Chapter it shall be unlawful for any person to erect, construct, enlarge, move or convert any sign in the city, or cause the same to be done, without first obtaining a sign permit for each such sign from the zoning administrator as required by this Chapter.
- b) All signs that require a permit shall only be installed by a person and/or firm with a \$300,000 minimum in liability insurance policy.
- c) All signs which require a sign permit, including incidental signs, shall be required to pay a sign permit fee, which shall be set by resolution approved by the City Council.
- d) These directives shall not be construed to require any permit for a change of copy on any sign, nor for the repainting, cleaning and other normal maintenance or repair of a sign or sign structure for which a permit has previously been issued, so long as the sign or sign structure is not modified in any way.
- e) No new permit is required for signs which have permits and which conform with the requirements of this Chapter on the date of its adoption unless and until the sign is altered or relocated. No permit shall be required when changing the face of any advertising sign.

2. Inspection; notice to remove nonconforming signs; action on failure to comply.

- a) At times the building official or zoning administrator may direct any designated person to inspect any and all signs overhanging the streets, avenues or alleys or which are hung or fastened parallel or flush with the front or wall of any building within two feet of any street, avenue or alley and the supports thereof. If the sign is considered dangerous he shall immediately report the condition to the building official or zoning officer.
- b) Upon receipt of such report, the building official or zoning administrator shall cause notice in writing to be given the owner of the sign or the owner of the building to which it is attached to at once remove the sign.
- c) If such owner neglect or fail to comply therewith, the building official or zoning administrator may cause the sign to be removed and the expense thereof to be assessed against the owner of the building or sign and collected as other special taxes.
- d) Anyone violating any of the provisions of this ordinance shall be subject to a fine that shall be set by resolution.

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Deleted: <#>All signs that require a sign permit must be installed by a licensed sign erector with exception to awnings with signage printed on the fabric and signs painted directly upon the structure. For both awning signage and painted signs, a sign permit is still required. Any sign painted directly on a structure not by a licensed sign erector shall require prior approval of the Site Plan Review Board.¶

3. Exemptions.

The following signs are exempted from the permit requirements of this Chapter, unless specified elsewhere herein, but must be in compliance with all other applicable codes and ordinances:

1. Address and nameplate signs, not exceeding one square foot in surface area, containing only the address of the premises upon which it is located and related non-commercial information.
2. Advertising signs installed and approved by the City located at the South 6th Street softball complex and other City-owned sports complexes.
3. Any sign located within a structure.
4. Banners on utility poles in the public right-of-way approved by the Public Works Director.
5. Directional/information signs displayed strictly for the direction, safety or convenience of the public, including signs which identify restrooms, telephones, danger areas, parking area entrances or exits, freight entrances, or the like. Such signs shall not exceed 6 square feet in area and shall not exceed 4 feet in height. Directional signs shall be allowed off-premise on private property, with the written approval of the property owner, agent, or authorized business representative where the sign is located, and within 750 feet of the property where the activity is taking place. Such signs shall only direct traffic to the property and not be used for commercial advertising purposes.
6. Display of any official flag or emblem of a nation, state, or city, or a religious, charitable, educational, or non-profit institution or organization.
7. Flags, not exceeding 15 square feet, displaying the logo or symbol of a company.
8. Ghost signs. A ghost sign may be rehabilitated or preserved to maintain its character.
9. Grave markers, statues, or remembrances of persons or events that are not commercial in nature.
10. Home Occupations signs in compliance with Chapter 4, Section 11.
11. Menu boards, both electronic and non-electronic, as long as pictures and text on the board do not utilize chasing or flashing effects. These signs must be orientated towards customers using the service and may not be intended for any other advertising purpose.
12. No Trespassing signs less than four (4) square feet.
13. Plaques, tablets, or names of buildings and date of erection when cut into any surface of when such sign is attached flush to the building or commemorative plaques or monuments placed by historical organizations.
14. Public Notices.
15. Safety and warning signs, such as warnings of high voltage, explosives, hazardous materials, and other dangerous situations.
16. Sandwich board signs on sidewalks in the Historic District(s) and TN Districts, so long as they were designed and originally built as sandwich boards and leaves an unobstructed pathway of at least four (4) feet for pedestrians. The signs shall be no larger than eight (8) square feet per side and no taller than five (5) feet.
17. Sculptures and murals so long as the content is non-commercial.
18. Signs applied directly onto the body of a car, truck, bus, trailer, or other vehicle if such vehicle is operated in the normal course of a business and such vehicle is not used primarily to display such sign.
19. Signs and notices required to be displayed, maintained, or posted by law or by any court or governmental order, rule, or regulation.

20. Signs advertising any sales popularly referred to as "Garage" and "Yard" sales complying with the Code of City Ordinances. Signs shall not exceed 4 square feet in area. Signs may be erected no more than 24 hours before the sale and shall be removed within 24 hours after a sale has ended. Said signs may be placed on public property under the jurisdiction and control of the City of Marshalltown, Iowa terrace or parking areas if said posting is approved by the owner of the adjacent real estate who maintains the public property, terrace or parking area, and said posting does not interfere with vehicular traffic visibility or pedestrian movement. Such signs shall not be placed on utility poles, traffic signals or signs.
21. Signs placed by a government agency displaying the sponsors of an activity or city-owned structure, so long as the structure or activity is on City of Marshalltown property.
22. Signs at golf courses showing hole sponsors or other similar signs, so long as the sign is less than four (4) square feet.
23. Traffic and similar signs of a public agency, such as railroad crossing signs, and signs warning of danger, hazards or unsafe conditions.
24. Window display signs.
25. Works of fine art, including murals, if not displayed in conjunction with a commercial enterprise for the principal purpose of commercial advertisement.
26. Temporary signs, including:
 - a. Signs advertising the sale of a premise is permitted provided the following conditions are met: Signs must be non-illuminated, and must not exceed nine (9) square feet in area and six (6) feet in height.
 - b. Not more than one sign shall be permitted per street frontage, (excluding open house signs).
 - c. Signs may be placed on the premise for sale or lease or in the public right-of-way abutting the premise. Signs in the public right-of-way must be a minimum of six (6) feet back from the street or back of curb and twenty (20) feet from intersections. Signs should not be placed where they would cause a visual obstruction to pedestrian or vehicular traffic.
 - d. Signs shall be removed within thirty (30) days of sale of the premise.
 - e. Open House Signs must meet the same size requirements as described above, such signs may be placed in the public right-of-way abutting the premise for sale or lease and/or at another location provided permission is obtained from the abutting property owner. Such signs are permitted for a maximum period of three (3) days preceding the open house. The date and time of open house must be included on the open house sign.
 - f. Other types of directional signs advertising property for sale are not permitted off premises (i.e. directional arrows).
 - g. Signs promoting and/or directing traffic to non-profit or other community events that have obtained a valid Public Use Permit from the City Clerk's office, provided they are erected no more than one week in advance and removed no more than 24 hours after said event has ended.
 - h. Residential Zoned Development: Signs advertising the rental or lease of the premises or part of the premises on which the sign is displayed. One such non-illuminated sign, not to exceed 9 square feet in area and not to exceed 6 feet in height, shall be permitted on each premise. Such signs shall be removed within 30 days of lease of the premises or part of the premises on which sign is displayed. Such signs shall not be permitted in the public right-of-way.

- i. Commercial/Industrial Zoned Development: Signs advertising the architects, engineers, contractors, occupants, or other individuals involved in the construction, re-construction or remodeling of a building and/or development project and such signs announcing the character and/or purpose of the site. One such non-illuminated sign, not to exceed 120 square feet in area and not to exceed 8 feet in height, with a minimum setback of 15 feet, shall be permitted on each premise. Such signs shall not be erected until building permits have been issued, and shall be removed immediately upon project completion.
- j. Residential Zoned Development: Signs advertising the architects, engineers, contractors, occupants, or other individuals involved in the construction, re-construction, remodeling or financing of a building and/or development project. One such non-illuminated sign, not to exceed 9 square feet in area and not to exceed 6 feet in height, shall be permitted on each premise per contractor. Such signs shall be removed within thirty 30 days of project completion.
- k. One non-illuminated sign in any residential real estate development indicating real property for sale or rent, not larger than 120 square feet in area. In no case is any such sign to be located closer than 30 feet to any street line. In no case shall a temporary sign be permitted after residences have been erected on 60 percent of the lots in the subdivision or after more than 60 percent of the lots have been sold.
- l. One non-illuminated sign in any commercial or industrial real estate development indicating real property for sale or rent, not larger than 120 square feet in area. In no case is any such sign to be located closer than 30 feet to any street line. In no case shall a temporary sign be permitted after more than 60 percent of the lots in the subdivision have been built upon or sold.
- m. Signs announcing candidates seeking public political office or pertinent political issues. Such signs shall be confined to private property.
- n. Temporary signs, any special event sign, banner*, pennant, flag, streamer, inflatable device, balloon, blimp, or advertising device displayed on the premises of an establishment shall not exceed 50 square feet in area and shall not exceed the height of the principal structure. Signs shall not be posted more than 120 days in a calendar year. * Banners in a Historic District(s) must meet those regulations.

4 .Prohibited Signs.

The following signs are prohibited in all zoning districts within the City of Marshalltown:

- 1. Abandoned signs.
- 2. Damaged or broken signs.
- 3. Wall signs on single family or duplex units with the exceptions of approved Home Occupation signs.
- 4. Flashing signs, including those illuminated by or containing flashing, intermittent, rotating, or moving light or lights. This prohibition shall not apply to electronic message centers.
- 5. Snipe signs or signs attached to trees, telephone poles, public benches, streetlights, or placed on any public property or public right-of-way.
- 6. Signs placed on vehicles or trailers, which are parked or located for the primary purpose of displaying, said sign. Signs on vehicles or trailers must be parked on private property when not in use.
- 7. Signs, which revolve or swing by using mechanical devices.
- 8. Any sign, except menu boards, emitting sound other than that normal for their internal operation.

9. Any sign, which contains statements, words or pictures of an obscene, pornographic or immoral character.
10. Temporary signs, except for those expressly permitted by this Ordinance.
11. In no event shall an illuminated sign or lighting device be placed or directed or beamed upon a public street, highway, sidewalk, or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance. All signs shall be screened from beaming on residential windows.
12. No sign shall be erected so as to prevent free ingress to, or egress from, any door, window or any other exit-way required by the Building Code or Fire Code of the City of Marshalltown or by any other ordinance.
13. No sign or part thereof shall contain or consist of banners, posters, pennants, ribbons, streamers, spinners or other similar moving devices, except as specified herein.
14. No advertisement, advertising structure, billboard or other object shall be erected, used or maintained which in any way simulates official, directional or warning signs erected or maintained by the City or by the State of Iowa.
15. No sign or advertising device shall be erected or maintained at the intersection of streets in such a manner as to obstruct free and clear vision of the intersection.
16. No neon sign or other illuminated advertisement shall be of such color or located in such a manner as to diminish or detract in any way from the effectiveness of any traffic signal or similar safety or warning device.
17. No building wall or pole/monument sign shall be used for display of advertising except that pertaining to the use normally carried on within such building.
18. No sign or sign structure shall be placed on private or public property without the consent of the owner or authorized agent thereof.
19. No new sign shall be placed on the roof of any building as of the date of this ordinance; however, if damaged, existing roof signs may be rebuilt to the size, shape and design of the sign immediately prior to damage.
20. No sign shall be located in or over any public right-of-way, except as specified herein.

5. *Supplemental Provisions.*

- a) The construction, installation, erection, anchorage and maintenance of all signs shall be subject to the applicable codes and ordinances of the City of Marshalltown.
- b) All signs and sign structures requiring electrical connections must meet all requirements set by the City Electrician and applicable codes and ordinances of the City of Marshalltown.
- c) All signs and sign structures shall be erected and maintained in a safe condition. It shall be the responsibility of the sign owner or property owner to keep all signs thereon properly maintained.
- d) Signs not to exceed twelve (12) square feet on bus shelters shall be allowed in any zoning district. All signs must be non-electrical. Only one sign/sign face per shelter shall be allowed.
- e) Banners solely on light or utility poles on private commercial or industrially-zoned property not exceeding 16.34 square feet shall be allowed with a sign permit.

- f) Non conforming signs: Legally established signs, other than portable signs as herein defined, existing on the effective date of this Ordinance which do not conform to the provisions of this Ordinance shall be classified as legal nonconforming signs and be allowed to continue as such. No nonconforming sign shall be altered, reconstructed, enlarged, extended or relocated except in compliance with the provisions of this Ordinance. For purposes of this Section only, the terms "altered" and "reconstructed" shall not include minor maintenance, minor repair, landscaping around the sign, or the replacement of bulbs, changeable letters or figures, or other embellishments if such changes do not increase the size of the sign or the degree of its non-conformance.
- g) Projecting signs: Projecting signs may be erected in commercial and industrial districts provided that such signs shall project no more than 8 feet from the building to which attached, and provided that the minimum clearance from grade shall be 9 feet above any pedestrian way and 17 feet above any vehicular way. Said signs may project into or over any public right-of-way provided that the sign projects not more than 6 feet into said right-of-way and is located not closer than 2 feet to the back of the curb. Any business that uses a projecting sign shall have one allowable wall sign size reduced by the total area of the projecting sign.
- h) Portable signs: Portable signs may be located in any commercial or industrial district on a temporary basis through issuance of a permit. Said portable sign permit shall have a fee set by resolution, approved by City Council. Such signs shall not exceed 50 square feet in area, shall not exceed 6 feet in height, and shall not be located in any public right-of-way. One portable sign shall be permitted on any zoning lot for a period of not more than 60 days in any calendar year. Off-premise advertising is prohibited. Portable signs may not be adapted for use as permanent signs. All portable signs being displayed on the effective date of this Ordinance are subject to the above regulations and shall be removed within 30 days unless authorized in accordance with the provisions stated herein.
- i) Incidental and temporary signs: Placement is limited to 120 days per calendar year for any/all signage per zoning lot.
- j) Inflatable signs: Placement is limited to 60 days per calendar year.
- k) Advertising signs:
 - 1. Structures shall be limited to two faces per sign, shall not exceed 30 feet in height, and shall have a total sign face area visible in any one direction of traffic not exceeding 300 square feet. Advertising structures shall be constructed of metal or other durable materials. Poles made of wood shall not be considered acceptable.
 - 2. The minimum distance between advertising signs shall be 500 feet when adjacent to highway 30, and 300 feet on other streets, whether on the same side of a street or on opposite sides of a street.
 - 3. Advertising signs shall be set back a minimum of 50 feet from Highways 14 and 30 and Iowa Avenue. Setbacks from other streets shall be 30 feet. Where any advertising sign is directly adjacent to lots with buildings, the setback shall be no less than the building structure, but no sign shall be required to have a setback greater than 50 feet.
 - 4. No advertising sign shall be permitted within 100 feet of any residential zoning district boundary.
 - 5. Advertising signs may be permitted in the following areas of the City: Any M-1 or M-2 district, any commercial district adjacent to highway 30 and Iowa Avenue, commercial districts adjacent to highway 14 south of Southridge Road, commercial districts north of Riverside Cemetery specifically on the west side of Highway 14.

Table 30.1

	Electronic Graphic Display	Time, Temperature, Gas Price
Description	Moving pictures, with or without text	Time, temperature, and gas prices only
Orientation	Not within 100 feet of residential	Not in residential
Minimum Duration	No limit 1 second transition between static pictures	Time and temperature – 3 seconds Gas – ten minutes
Size of Electronic Portion	Maximum 50 square feet/side	Maximum 50 square feet/side
Color	No limit	Amber only Green, red or amber for gas prices
Brightness	Daytime: 10,000 nits Nighttime: 1,000 nits	No limit
Dimmer Control	Required	Not required
Setbacks	No limit	No limit
Audio or Pyrotechnics	Not allowed	Not allowed
Other	No aggressive flashing or blinking	No Flashing

l) Electronic message centers: These regulations shall not apply to school property*.

*Signs on school property:

1. The following provisions apply to electronic signs on property approved educational use, regardless of zoning classification:
2. Lots shall be more than four (4) acres in size,
3. The current use of the building and lot is to provide a school curriculum approved by the State of Iowa.
4. The school is not a home-school as defined by this Ordinance.
5. Signs shall display only content related to non-profit activities, including sponsorship of activities, etc.
6. Text shall be white or amber in color.
7. Signs shall not unduly shine into neighbors' property and/or distract traffic, as determined by the zoning administrator.
8. Signs shall be dimmed in the evening hours to an appropriate brightness level.

- m) Changeable copy signs: When combining a changeable copy sign with a pole sign or monument sign, the following standards shall be met: The changeable copy sign shall be integrated into other signage in a permanent manner, shall be placed directly below the commercial message sign or in a manner which looks integrated and natural, and both signs shall be facing the same direction and at the same angle. The total sign area of the changeable copy and the commercial message signs shall not exceed the allowable sign area, height, setback, and all other requirements for the given district. The changeable sign shall contain at least one color that is the same or complementary to that which is in the commercial message sign or pole and be made of the same type of materials in order to give the changeable copy sign an integrated look.

6. *Awnings and Marquees.*

- a) Any awning or marquee extending over any public street or thoroughfare shall be constructed by either the following methods:
- b) Constructed on steel beams projecting through the street wall of the structure or building and capable of supporting the weight of such canopy or marquee and an additional live load weight of 60 pounds per square foot.
- c) Solidly anchored against the street wall of such building or structure on steel plates bolted through the wall and hung by rigid rods anchored through such street wall and attached to the extended portion of such canopy or marquee and capable of carrying the weight thereof and an additional live load weight of 60 pounds per square foot.
- d) Awnings, as defined in this article, shall be attached to framework securely anchored to the street wall of the building or structure in a manner approved by the building commissioner and upon a permit issued by him.
- e) Any marquee or awning permitted to extend over any public street or thoroughfare shall conform to the following:
- f) It shall not extend in one section more than 25 feet along the line of the street.
- g) It shall provide a minimum clearance above the sidewalk of the lowest part thereof of not less than seven (7) feet.
- h) It shall not extend beyond the street line nearer than eighteen (18) inches to a vertical extension of the curb line.
- i) The owner of any building or the lessee thereof constructing any marquee or awning from a street wall and extending over any portion of a public sidewalk or thoroughfare shall be liable for injury to any person using such public sidewalk underneath or adjacent to the canopy, marquee or awning resulting from any faulty construction, maintenance or dangerous condition of the marquee or awning, and the owner shall hold a liability insurance policy which shall hold such city harmless on account thereof .

7. *Wall Signs.*

Wall sign requirements apply to all zoning districts. Signs shall only be allowed on two walls of a leased or owned space. Primary wall: The sum of all signage on the primary wall shall not exceed 1.5 square feet for every one linear foot of primary wall frontage length. In no event shall any wall sign extend beyond the width of the building or more than 6 feet above the top of the building wall or parapet. Buildings having a setback from the street of at least 150 feet will be permitted to have 2.0 square feet for every one linear foot of primary wall frontage length. Secondary wall: Signs shall be permitted on one secondary wall where the signage shall not exceed .5 square feet for every one linear foot of secondary wall frontage length.

8. *Freestanding signs.*

The following provisions for freestanding signs shall apply to the regulation of signs in the respective zoning districts within the City of Marshalltown. Any letters (a), etc. refer to the notes following the table. Sign faces shall be only allowed on two sides of a freestanding sign. Three-sided and larger signs are not allowed.

Key for Table 30.2

A-1: Agricultural Reserve District

“R” District: includes R-1, R-2, R-2A, R-3, R-4, R-5, and R-6 residential districts

NC: Neighborhood Commercial District

ED: Education District

TN: Traditional Neighborhood District

CBD: Central Business District

CC: Community Commercial District

GC: General Commercial District

OP: Office Park District

RC: Regional Commercial District

PC: Planned Commercial District

M-1 & M-2: Industrial Districts

Table 30.2

District	Max. # per Lot	Max. Height	Max. Area	Min. Setback**	Spacing***	Min. Distance from “R” District
A-1	1	10’	48 sq. ft.	0’	25’	NA
“R” District*	1	6’ – monument sign only	48 sq. ft.	10’	25’	NA
NC	1	10’ – monument sign only	48 sq. ft.	10’	25’	10’
ED	2	1) 20’ 2) 6’- monument only	48 sq. ft.	10’	25’	10’
TN	1	10’ – monument sign only	48 sq. ft.	10’	25’	10’
CBD	1	10’	48 sq. ft.	0’	25’	NA
CC	1	Arterial: 30’ Others: 20’	Along Arterial: 120 sq. ft. Other streets: 100sq. ft.	0’	50’	30’
GC	1	Arterial: 30’ Others: 20’	Along Arterial: 120 sq. ft. Other	0’	50’	30’

			streets: 100sq. ft.			
OP	1	10' – monument sign only	48 sq. ft.	10'	25'	10'
RC	(a)	Arterial: 30' Others: 25' Monument: 10'	(a)	0'	50'	30'
PC	(b)	Arterial: 30' Others: 20' Monument: 10'	Along Arterial: 120 sq. ft. Other streets: 100sq. ft.	0'	50'	30'
M-1, M-2	1	Arterial: 30' Others: 20'	Along Arterial: 150 sq. ft. Other streets: 120sq. ft.	0'	50'	30'
Schools	1 per public street frontage	12' – Monument only	60 sq. ft, not including base structure.	20'	50'	NA

*Monument signs in residential subdivisions shall be allowed on private property when indicated and approved on a final plat.

*Monument signs shall be allowed when placed by the City depicting Historic District(s) or other cultural points of interest.

*Signs shall only be placed on non-residential or multi-family buildings.

**Setbacks are measured from the property line.

***Spacing refers to the minimum distance allowable between signs.

Signs in the NC and TN Districts shall only be allowed on properties containing a commercial use or multi-family development.

a) REGIONAL COMMERCIAL DISTRICT:

1. Major Sign. One freestanding sign of not more than 300 square feet and not exceeding 30 feet in height shall be permitted on that side of the RC, Regional Commercial District that fronts on a major thoroughfare and is considered the main entrance, for the express purpose of identifying the shopping center and the business establishments included therein.
2. Secondary Sign. One additional freestanding sign shall be permitted on a secondary frontage of the RC, Regional Commercial District. If the property adjacent or across the street from the secondary frontage is a residential district, the secondary sign shall conform to the CC, Community Commercial District regulations.
3. Monument Sign. One additional monument sign shall be permitted in the RC, Regional Commercial District on any street frontage. Such signs shall not exceed 48 square feet in area and 10 feet in height

4. Out Lot Sign. One freestanding sign shall be permitted on any out lot in the RC, Regional Commercial District. Such sign shall comply with the requirements of the CC, Community Commercial District regulations.

b) PLANNED COMMERCIAL DISTRICT:

Major Sign. Each legal lot shall be allowed one main freestanding sign. One additional monument sign shall be permitted in the PC, Planned Commercial District on any street frontage if more than 100,000 square feet is being developed contiguously. Such signs shall not exceed 48 square feet in area and 10 feet in height.

9. *Historic District(s) signs.*

The purpose of this Section is to promote the educational, cultural, and economic welfare of the public of the City by preserving and protecting historic structures, sites, and neighborhoods which serve as visible reminders of the history and cultural heritage of the City, State, or Nation. Furthermore it is the purpose of this Section to strengthen the economy of the City by stabilizing and improving property values in historic areas, and to encourage new developments that will be harmonious with the existing historic buildings and squares. Lastly, it is the purpose of the chapter to foster civic pride and to enhance the attractiveness of the community to residents, potential residents and visitors.

The following general provisions shall apply to the regulation of signs in Historic District(s). No sign shall be located, erected or maintained except in compliance with the regulations contained herein.

- a) Signs in Historic District(s) must meet regulations in the Marshalltown Historic District Sign Regulation packet included as an appendix to this chapter.
- b) Signs in Historic District(s) must be approved as appropriate in order to be issued a Sign Permit by the City of Marshalltown.
- c) If the zoning administrator determines that the proposed sign is not appropriate according to the appropriate regulations, the applicant may appeal the decision of the through application to the Board of Adjustment in accordance with Chapter 34 of the City of Marshalltown Zoning Ordinance. The Board of Adjustment shall have no power to amend, change, or limit the regulations contained in the Historic District Sign Regulation packet.
- d) Signs installed without prior approval shall be considered in violation of this Chapter and subject to the penalties set forth in Section 10 of this Chapter.
- e) No freestanding signs or electronic message center signs shall be allowed in Historic District(s).
- f) Banners are allowed up to three days per month. A permit is required to hang a banner.

Deleted: are subject to review by the City of Marshalltown Site Plan Review Board prior to installation in addition to the permit requirements defined in this Chapter.

Deleted: <#>The Site Plan Review Board will review signs based on the Site Plan Review Board Sign Review Criteria including the Main Street Design Guidelines.¶

Deleted: Site Plan Review Board

Deleted: guidelines established and is not approved

Deleted: Site Plan Review Board

10. *Highway 30 Sign Overlay District:*

The following provisions shall apply to the Highway 30 Overlay District whose boundaries are: The full length of the city limits along both sides of Highway 30 including land within 150 feet of the property line adjacent to the Highway 30 right of way.

- a) No person shall develop, install, locate, or construct any sign requiring a permit within the Highway 30 Overlay District except as expressly authorized in this Section 8. The provisions of this Section shall apply in addition to any other zoning district regulations in which land may be classified and such lands may be used as permitted by such other districts.

- b) A maximum of four accessory signs per business, but not more than two freestanding signs per zoning lot shall be permitted as follows, regardless of the number of accessory and freestanding signs permitted in an underlying zoning district:
- c) One freestanding sign shall be permitted which meets the zoning requirements for the zoning district in which the land is located, and
- d) One freestanding sign shall be permitted and shall be located in the Highway 30 Overlay District with a maximum sign height of 40 feet above the elevation of the centerline of Highway 30 at a point perpendicular to placement of the sign. Maximum sign square footage requirement is 150 square feet. The sign must be located within the overlay district and be set back a minimum of 50 ft from the property line adjacent to the Highway 30 right of way.
- e) Only one non-freestanding accessory sign may be placed on any one side of the building.
- f) The maximum signage for the zoning lot as established in the underlying zoning district continues to apply to property in the overlay district.

11. Canopy Signs.

- a) On two sides of a canopy with a length of thirty (30) feet or less, each side may have a sign with square footage equal to one half times the square feet of that side. On two sides of a canopy larger than thirty (30) feet, each side may have a sign with square footage equal to one third times the square feet of that side.
- b) A third side may have a sign with the square footage equal to $\frac{1}{4}$ times the square feet of the side.

This Section shall not include decorative colors or designs unless said design contains an identifiable logo. Signs shall not extend above or below the physical structure.

12. Violation and Penalty.

Signs installed without obtaining prior approval through the issuance of a Sign Permit shall be subject to the approved fees, which shall be set by resolution approved by the City Council.

The zoning administrator is authorized to issue a municipal infraction or civil penalty as permitted in the City of Marshalltown Code of Ordinances or cause removal of such sign. The owner of the sign and/or sign structure or the owner of the property upon which the sign is located shall pay any expense incident to such removal. Failure to pay said costs may result in the assessment of such costs against the property.

CONTENTS

I. Intent and Purpose

II. Applicability

III. Sign Requirements

- A. General
- B. Location and Size
- C. Materials and Construction
- D. Bracketing and Electrical Items

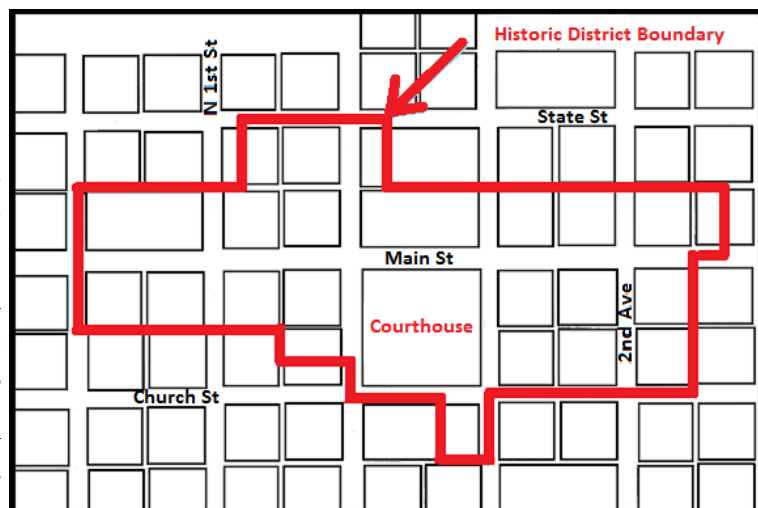


I. INTENT AND PURPOSE

The following design regulations are put forth in an effort to aid the future development of the Marshalltown Historic District by identifying desirable aesthetic qualities. These regulations provide consistency and avoid arbitrary design, thereby giving the tools and advice needed to integrate new constructions and remodeling into the surrounding community. The intent is to establish regulations through basic principles of design, such as texture, color, rhythm, and pattern. The result will be to develop a satisfactory visual impact within the Historic District, preserve taxable values, and promote public health, safety, and welfare. These regulations will introduce the Historic District community to the future, while maintaining its rich heritage.

II. APPLICABILITY

This document shall regulate all sign permit applications for proposed exterior signs, awnings, and associated lighting within the Marshalltown Historic District. The zoning administrator will review each sign application and consider the appropriateness of and installation in relationship to the building and the streetscape as a whole based on regulations outlined in this document. The applicant must obtain all necessary permits prior to proceeding with any work.



All projects within the Historic District (outlined in red) are required to comply with this document in order to be approved.

WHY GOOD DESIGN MATTERS

- Signs are the most effective, yet least expensive, form of advertising for the small business.
- A sign is your introduction with those passing by identifying your business to existing and potential customers.
- Signs are always on the job for you, advertising 24 hours a day, 365 days a year.
- People often judge a business by how it looks on the sign.
- Many merchants increase their business measurably just by adding a good sign.
- We live in a mobile society. According to the United States Census Bureau, 18% of households relocate each year. As your customers move, you need to replace them by attracting new customers.

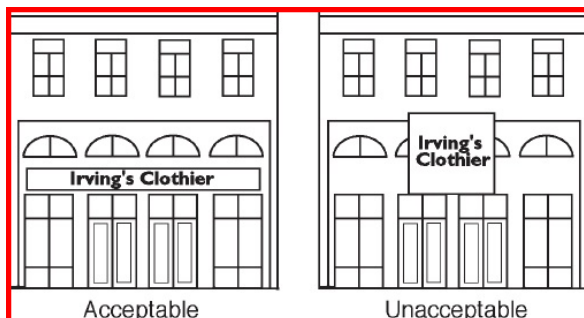


III. SIGN REQUIREMENTS

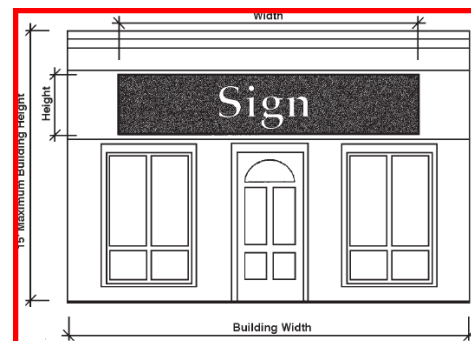
- A. General Requirements
- B. Location and Size
- C. Materials and Construction
- D. Bracketing and Electrical Items

A. General Requirements

1. Comply with all codes and ordinances adopted by the City of Marshalltown, including this packet.
2. Signs are a secondary design element to the building they are placed on and/or the surroundings they are placed within (see below). When designing signs for the Historic District, the signs must fit within the environment. Signs have the ability to enhance or detract from the qualities of a designed architectural environment.



3. Signs must fit the architectural details of a building they are placed on. The building should frame the sign. The size of a sign shall not destroy the continuity of the building.



4. Signs should relate to the architecture in at least one or more of the following categories; material, shape, and color.
5. A building shall only have one projecting sign OR one per 20' feet of frontage if occupied by multiple businesses.

B. Location and Size

1. Avoid overly large signs. Unlike highway strip development, the Historic District was built at a human scale, orientated to pedestrians, not cars.
2. Do not obscure or destroy architectural details. Aches, glass transom panels, and decorative brickwork are just a few of the features found on many downtown buildings which reflect a quality of workmanship difficult to duplicate today. This detailing greatly enhances the Historic District.
3. Signage on adjacent storefronts, particularly on the same building, must be coordinated. Placing signs higher or lower than adjacent signs may not increase readability but rather create visual confusion.

If an adjacent existing sign on a building does not meet these codes the new sign must meet these regulations and the existing sign will be brought into compliance when it is updated.

Wall Signs

Wall signs are allowed on two sides of an owned or leased space. The sum of all signage on one wall must not exceed 1.5 square feet for every one foot of linear frontage. A second wall sign is allowed but must not exceed 0.5 square feet for every one foot of linear frontage.

Wall signs must not extend above or beyond the walls of any building.

Wall signs must have a texture or depth to distinguish them from the substrate they are placed upon. Individual letters and/or logos must have different depths. 20% minimum of the sign must meet this criteria.



This sign would not be approved because it is printed (flat) letters with no depth beyond the white board. Simply raising the white board would not meet this requirement.



This sign would be approved because both the sign structure and letters are of different dimensions. More than 20% of the sign structure is of a different depth than the box it is placed on.



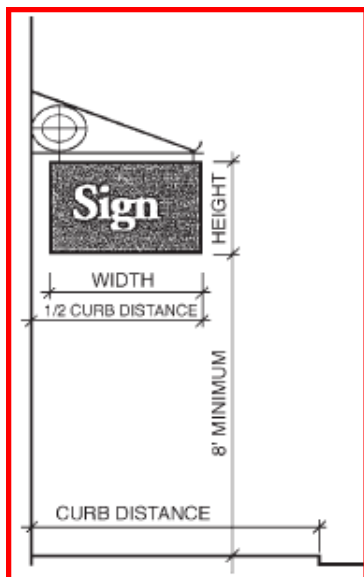
This sign would be approved because the letters provide depth from the substrate.



This sign would be approved because the sign box, the letters, and logo are of different depths.



This sign has no depth beyond the box. The letters are all on one plane.



Murals (*does not require permit*)

Murals depicting historical or artistic expressions are allowed on any wall except the primary wall. Murals containing any commercial advertising must meet the wall sign requirements.

Other Signs

Any sign, including rooftop or pole signs, not described in this packet are not allowed in the historic district. Electronic signs are not allowed in the Historic District.

C. Materials and Construction

Signs must be made from one or more of the following materials:

- 1/2" or 3/4" PVC board with layers
- 1/2" or 3/4" acrylic
- High density urethane (sign foam)
- Wrought iron
- Channel letters
- Aluminum
- Glass
- Steel or stainless steel
- Wood (solid cedar, cypress, white oak, and walnut. Plywood, pressboard, or other wood materials are not allowed).

Projecting Signs

Projecting signs may not project more than halfway into the right-of-way and must be at least 8 feet above any pedestrian way. Projecting signs shall not exceed one square foot for each foot of linear frontage.

Any business with a projecting sign shall have their primary wall sign size reduced by the size of the projecting sign.

The following types of signs will not be approved in the Historic District:

Interior box-lit signs:



Flat sign with no depth:



Flat signs that do not compliment the architecture of the building. Sign is all in the same plane:



Vacuum Formed Signs:



D. Bracketing and Electrical Items

Bracketing

All bracketing and support materials for signs must fit the original architectural style of the building **OR** enhance the design of the sign. Sign pins are exempt.

Electrical Items

Available ambient street or storefront lighting is often sufficient to illuminate signs. Therefore, the use of sign illumination must comply with the following conditions:

- Interior lit signs must only be channel letters or have halo illumination.
- Exterior lights must be gooseneck or appropriate to the original architecture of the building.
- Florescent lights are not allowed.
- Lights emitting white light are not allowed.
- Wires should not be visible.



These brackets provide architectural enhancements and would be approved.



These brackets do not enhance the sign or architecture and would not be approved.



Banners

One banner, not to exceed the allowable size of a primary wall sign, shall be allowed at each business for up to three days per month.

“Going Out of Business” banners are exempt from this requirement if the proper permit is filed with the City Clerk.

Anyone hanging a banner must obtain a sign permit prior to placement. Permits can be obtained for the entire year if dates for banners are known or a new permit must be obtained each instance of hanging a banner.

Canopy Signs

On two sides of a canopy with a length of 30 feet or less, each side may have a sign with square footage equal to one-half the square footage on that side. A third side may have signage up to 1/4 the square footage on that side.

Canopies with florescent lights are not allowed.

This document has been approved by the:

City of Marshalltown Plan & Zoning Commission (04-17-14)

Marshalltown City Council (ENTER DATE & ORD #)

CHAPTER 35

Reserved

Deleted: SITE PLAN REVIEW BOARD¶

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A Site Plan Review Board is hereby created. The word “Board” when used in this section shall refer to the Site Plan Review Board. The Board shall consist of five members serving without compensation, one of which shall be a member of the Plan and Zoning Commission. The Board shall be appointed by the Mayor, subject to the approval of the City Council for a term of five years, excepting that when the Board shall first be created, one member shall be appointed for a term of five years, one for a term of four years, one for a term of three years, one for a term of two years, and one for a term of one year. A majority of the members of the committee shall be appointed with due regard to the proper representation of such fields as: architecture, history, architectural history, planning, landscape architecture, site design, or cultural geography. Any vacancy shall be filled by appointment by the City Council for the unexpired portion of the term. Should any member be absent from the City or become incapacitated, or disqualified, the Council shall appoint a substitute to serve as a member until the regular member has returned or is able to serve on the Board.¶

Section 2. Meetings and General Procedures¶

<#>Meetings of the Board shall be held at the call of the Chair and at such other times as the Board may determine. Such Chair, or in his absence, the acting Chair, may administer oaths and compel the attendance of witnesses. All meetings of the Board shall be open to the public.¶

¶<#>The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record.¶

¶<#>The Board shall have power to call on any municipal department or officer for assistance in the performance of its duties, and it shall be the duty of any such department to render such assistance as may reasonably be required.¶

¶<#>The Board shall adopt, from time to time, such rules and regulations as ... [1]

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Section 1. Creation and Membership

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The Board shall adopt, from time to time, such rules and regulations as it may deem necessary to carry into effect the power and authority granted it by the provisions of this Ordinance or any state law.

The occurring vote of three (3) members of the Board shall be necessary to render a decision. The Board shall render its decisions without unreasonable delay.

Section 3. Jurisdiction.

Jurisdiction for the Site Plan Review Board shall be for all exterior changes to a building, including any development and/or redevelopment project located within the Historic District(s). The Board, or its assigned staff, shall review, give advice, and make requirements relating to the physical and aesthetic characteristics of the proposal, as detailed in this chapter. The Board, at its sole discretion, may require any project within its jurisdiction use traditional architecture and color schemes on any exterior project. This shall include exterior painting, exterior sign placement, or other similar project. It shall not include incidental or necessary repair of buildings, facades, or exterior signs, so long as said repair does not change the color or architectural elements of the building, facade, or sign. It shall be the responsibility of the Board to protect property rights and values, enhance important environmental features of the City and to ensure that the general appearance of buildings and structures along with development of the land shall not impair or preclude the orderly and harmonious development of the community.

Nothing herein contained shall be construed to give or grant to the Board the power or authority to alter or change the Zoning Ordinance or the District Map, such power and authority being reserved to the City Council of Marshalltown in the manner hereinafter provided in the City Code of Ordinances.

Section 4. Violation and Penalty

1. Work completed without prior approval of the Board shall be subject to approved fees, which shall be set by resolution approved by the City Council.

Section 4. Relief.

Any person or group, which has taken an application to the Board, in disagreement with any decision of the Board, may appeal the decision to the Board of Adjustment.