

1. Agenda

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Documents:

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[PACKET.PDF](#)



**COUNCIL AGENDA**  
**CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET**  
**January 13, 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:** RECOGNITION of Sergeant Melinda Ruopp

**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 December 30, 2013.
- 2) Approve Bill List in the amount of \$1,106,846.39
- 3) Receive Civil Service New Hire List, Street Mechanic.
- 4) Approve new Cigarette Permit, Goldenland, Inc., 31 N Center Street, January 14, 2014 – June 30, 2014.
- 5) Resolution 2014-001 Approving Contract with Mid Iowa Community Action, Inc., grant for the Lead Hazard Control Program.
- 6) Resolution 2014-002 of Support for Marshall County Arts & Culture Alliance Application to the State of Iowa for Iowa Great Places Application on behalf of the community, relating to 13<sup>th</sup> Street District, Marshalltown Roundhouse and Marshalltown Public Library Prairie Garden project improvements, approximately \$375,000.
- 7) Resolution 2014-003 Authorizing the City Parks and Recreation Department to Submit a Community Foundation of Marshall County Grant Application not to exceed \$10,000 relating to Skate park improvements and equipment, not to exceed \$10,000.
- 8) Resolution 2014-004 Authorizing the City of Marshalltown Lead Hazard Control Program to Submit a Grant Application to the Community Foundation of Marshall County, an Affiliate of the Community Foundation of Greater Des Moines, relating to Lead Hazard Control Program training, relocation and other program costs, not to exceed \$5,000.
- 9) Resolution 2014-005 Approving Certificate of Completion and Final Project Costs with Christensen Brothers, Inc., in the amount of \$225,058.10, for construction of the East Main Street Bridge Project 76013004.
- 10) Resolution 2014-006 Approving Contract Mowing Agreement two year contracts, FY 2014 and FY 2015
- 11) Liquor License Renewals:  
Special Beer and Wine License: Mama DiGrado's Pasta & Pizza, 2500 S Center St, Suite 1690.  
Class C Carry Out: Kwik Star #607, 814 S 6<sup>th</sup> Street; Jiffy Convenience Store, 111 S 3<sup>rd</sup> Avenue.

**(end of consent agenda items)**

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**REPORTS:**

- 12) Calendar Year 2014 borrowing schedule, Maggie Burger, Speer Financial
- 13) Library

**MOTIONS:**

- 14) TABLED: Sandbags, Approve limiting distribution of city owned sandbags only to protect the City of Marshalltown's public infrastructure.
- 15) Motion to Approve Comprehensive Annual Financial Report
- 16) Iowa River Gun Club, request of parking issue
- 17) Approve Reimbursement of \$20,000, completion of 119 E Main Street, City Code Building Upgrade Grant, originally approved by council April 8, 2013.

**RESOLUTIONS:**

- 18) Resolution 2014-007 Approving Certificate of Completion and Final Project costs with Story Construction Co., in the Amount of \$5,675,037.70 for Construction of the WPCP Peak Holding and Pumping Project 52009004

**DISCUSSION: January 27, 2014, Agenda in process**

- 19) Woodman Controls Company HVAC contract, in the amount of \$80,200.
- 20) Aquatic Center Report, recommendation for hours change.
- 21) Retire K-9 Officer AWOL
- 22) Surplus Radios, Ambulance service
- 23) Council Goals
- 24) Financial Software Selection

**PUBLIC COMMENTS:****CLOSED SESSION**

- 25) 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)

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

**ADJOURNMENT:**

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Council Proceedings  
January 13, 2014

The Marshalltown City Council met in regular session on January 13, 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. Sergeant Melinda Ruopp and K-9 Awol were recognized. Sgt. Ruopp, being nationally recognized for running a successful K-9 program in Marshalltown for the past 15 years, and for being handler of two dogs, J.R. and Awol. Schubert moved to approve the agenda, second by Greer. Motion approved 7-0.

**CONSENT AGENDA**

Lamer moved to approve the Consent Agenda: Approve Council meeting Minutes of December 30, 2013; Approve Bill List in the amount of \$1,106,846.39; Receive Civil Service New Hire List, Street Mechanic; Approve new Cigarette Permit, Goldenland, Inc., 31 N Center Street, January 14, 2014 – June 30, 2014; Resolution 2014-001 Approving Contract with Mid Iowa Community Action, Inc., grant for the Lead Hazard Control Program; Resolution 2014-002 of Support for Marshall County Arts & Culture Alliance Application to the State of Iowa for Iowa Great Places Application on behalf of the community, relating to 13th Street District, Marshalltown Roundhouse and Marshalltown Public Library Prairie Garden project improvements, approximately \$375,000; Resolution 2014-003 Authorizing the City Parks and Recreation Department to Submit a Community Foundation of Marshall County Grant Application not to exceed \$10,000 relating to Skate park improvements and equipment, not to exceed \$10,000; Resolution 2014-004 Authorizing the City of Marshalltown Lead Hazard Control Program to Submit a Grant Application to the Community Foundation of Marshall County, an Affiliate of the Community Foundation of Greater Des Moines, relating to Lead Hazard Control Program training, relocation and other program costs, not to exceed \$5,000; Resolution 2014-005 Approving Certificate of Completion and Final Project Costs with Christensen Brothers, Inc., in the amount of \$225,058.10, for construction of the East Main Street Bridge Project 76013004; Resolution 2014-006 Approving Contract Mowing Agreement two year contracts, FY 2014 and FY 2015; Liquor License Renewals: Special Beer and Wine License: Mama DiGrado's Pasta & Pizza, 2500 S Center St, Suite 1690; Class C Carry Out: Kwik Star #607, 814 S 6th Street; Jiffy Convenience Store, 111 S 3rd Avenue; second by Wirin. Consent agenda adopted 7-0.

**REPORTS**

Maggie Burger, Speer Financial discussed the 2014 calendar year borrowing schedule, including \$2 million in general obligation bonds for roads, \$7 million in sewer revenue bonds, approximately \$465,000 in TIF Revenue Bond relating to the TIF agreement with TIG Distributing, \$1 million in storm water revenue bonds and referendum for new police and fire department buildings. Overall rates remain low and the city can issue up to \$10 million in a calendar year of bank qualified debt for increased interest savings due to bank tax savings.

Library Director Sarah Rosenblum reviewed the milestones from the first five years of operating in the new building, noting 1,432,929 items checked out; 1,249,961 visitors, 305,193 computer sessions, 71,549 people attending library programs, 44,384 books added to the collection, 11 piglets that visited the library, and 5 after hours games of sardines.

**MOTIONS**

Greer moved to place Sandbags, Approve limiting distribution of city owned sandbags only to protect the City of Marshalltown's public infrastructure on the table for discussion and action, second by Martin. Motion carried 7-0. Parks and Recreation Director Gray explained the city does not have enough people to distribute sandbags or fund available to purchase sandbags. The policy was reviewed and it is staff recommendation to not stock sandbags for the general public's use, and limit sandbag stock to cover needs relating to protection of city assets. Sandbags are available at retail outlets. Emergency Management Director Kim Elder was consulted and as most flooding along the Iowa River is predictable, affected persons have time to assemble bags. Sandbags are not effective during flash flooding. Gray stated the sandbags that had been available, but not sand. Homeland Security will provide cities sandbags for protection of their infrastructure but those bags may not be sold or given away. Bill Egleson asked the

Council Proceedings  
January 13, 2014

council to consider allowing staff to distribute sandbags and sand, noting the sand pile had been removed from public use.

Greer moved to limit sandbag distribution to the protection of city owned infrastructure, second by Wirin. Motion carried 6-1 with Lamer dissenting.

Lamer moved to Receive the Comprehensive Annual Financial Report, second by Wirin. Motion carried 7-0.

There was no action by the council to change the parking availability under the viaduct as per request of the Iowa River Gun Club. The request was to sign several spaces during a portion of the week for the club's specific use.

Greer moved to approve reimbursement of \$20,000, due to completion of the project at 119 E Main Street, City Code Building Upgrade Grant, originally approved by council April 8, 2013, second by Wirin. Motion carried 7-0.

**RESOLUTIONS:**

Wirin moved to adopt Resolution 2014-007 Approving Certificate of Completion and Final Project costs with Story Construction Co., in the Amount of \$5,675,037.70 for Construction of the WPCP Peak Holding and Pumping Project 52009004, second by Greer. Resolution adopted 7-0. Greer left the meeting at 6:32 PM.

**FUTURE AGENDA ITEMS DISCUSSION:**

Woodman Controls Company HVAC contract, in the amount of \$80,200; Aquatic Center Report, recommendation for hours change; Retire K-9 Officer AWOL; Surplus Radios, Ambulance service; Council Goals; Financial Software Selection.

**PUBLIC COMMENTS:**

There were no public comments.

**CLOSED SESSION**

Wirin moved to enter into closed session at 7:00 PM 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, second by Hoop. Motion carried 6-0. Lamer moved to leave closed session, second by Schubert. Motion carried 6-0. Roll Call – all present except Greer.

**ADJOURNMENT**

With no additional action, at 7:49 PM, Lamer moved to adjourn, second by Hoop. Motion carried 6-0.

Respectfully submitted,

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Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

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James L. Lowrance, Mayor

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Shari L. Coughenour, CMC, City Clerk



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**CALL TO ORDER:** Mayor James L. Lowrance

**PLEDGE OF ALLEGIANCE:**

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

**MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS:** RECOGNITION of Sergeant Melinda Ruopp

**APPROVAL OF AGENDA:**

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**OPEN SESSION** (if appropriate and recommended by legal counsel)

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**ADJOURNMENT:**

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Council Proceedings  
December 30, 2013

The Marshalltown City Council met in regular session on December 30, 2013, at 12:00 pm, noon, in the Council Chambers at City Hall. Mayor Thompson called the meeting to order and led the Pledge of Allegiance. Present: Grabenbauer, Greer, Hoop, Lamer, Schubert, Wenner, Wirin. Absent for Roll Call but present at 12:20 pm, fully participating electronically by speakerphone due to family commitment, Greer. Wenner and Grabenbauer thanked staff and the community for their professionalism and interest. Schubert moved to approve the agenda, second by Lamer. Motion approved 6-0.

**CONSENT AGENDA**

Grabenbauer moved to approve the Consent Agenda: Approve Council meeting Minutes of December 9, 2013; Approve Bill List in the amount of \$1,079,752.79; Receipt of November 2013, Building Report; Approve Purchase of K-9 Vehicle purchase of Tahoe from Karl Chevrolet, \$28,128.00, being \$23,878.00 with trade in allowance; Resolution 2013-194 Approving Purchasing Policy and Procedure Manual for the City of Marshalltown, relating to changes of Section 2, Vendors compliant with Federal, state and local laws; Resolution 2013-195 Approving Engineering Services Contract with HR Green, Inc., for Anson Creek Erosion Control Project 29113006, \$92,000; Resolution 2013-196 Approving Engineering Services Contract with HR Green, Inc., for Ingeldue Street Storm Sewer Project 29108009, \$24,000; Resolution 2013-197 Approving Five Year Airport Capital Improvement Plan Program; second by Lamer. Consent agenda adopted 6-0.

**MOTIONS**

TABLED: Sandbags, Approve limiting distribution of city owned sandbags only to protect the City of Marshalltown's public infrastructure.

**RESOLUTIONS:**

Lamer moved to adopt Resolution 2013-198 Approving Revitalize Iowa's Sound Economy Program (RISE) Agreement with the Iowa Department of Transportation for the South Street Improvements, Relating to the Development Agreement with TIG Distributing, Inc., second by Wenner. Resolution adopted 6-0.

**FUTURE AGENDA ITEMS DISCUSSION:**

The council discussed the following items and did not take any action: Mid Iowa Community Action, Inc., grant for the Lead Hazard Control Program; Support of the Iowa Great Places Application on behalf of the community, application is due January 15; Skatepark grant request to Community Foundation for skatepark enhancements, application is due January 15; Certificate of Completion, E Main Street Bridge, Project 76013004, Christensen Brothers, Inc., \$225,058.10; Calendar Year 2014 borrowing schedule; Mowing Contracts. Joel Greer joined the meeting at 12:20 PM.

**PUBLIC COMMENTS:**

Michelle Spohnheimer, Housing and Community Development Director asked the council to consider a Community Foundation Grant application for relocation expenses for the Lead Grant program, and reminded the council of the Public Housing Advisory Board meeting at 5:00 PM, which includes a public hearing on the plan. Parks Director Terry Gray informed the council of an opening on the Parks and Recreation Advisory Board. Councilor Lamer asked that three items be considered at a future agenda (1) review of the farm management contract, (2) have the city attorney review the bidding process, and (3) have finance present an accounting breakdown of the \$5M bond expenditure for street improvement. Mayor Thompson asked the council to remember Mayor Gene Beach for his leadership and thanked outgoing members for their service and thanked the new members for welcoming both the challenges and opportunities of their positions. City Administrator Wetmore thanked Mayor Thompson for providing consistent leadership and for being willing to accept the responsibility following the death of Mayor Gene Beach.

**CLOSED SESSION**

At 12:30 PM, Lamer moved to enter into closed session pursuant to Section 21.5, subsection 1, paragraph c, of the Code of Iowa, to discuss strategy with counsel in matters where litigation is imminent where its



Council Proceedings  
December 30, 2013

disclosure would be likely to prejudice or disadvantage the city in that litigation, second by Schubert. Motion carried 6-0. At 12:40 PM, Greer moved to leave closed session, second by Wenner. Motion carried 7-0. Grabenbauer moved to enter open session, second by Wirin. Motion carried 7-0. Roll Call – all present.

At 12:40 PM, Grabenbauer moved to entering back into open session, second by Wenner. Motion carried 7-0. Roll call – all present.

**OPEN SESSION:**

Greer moved to adopt recommendations of legal counsel proposed in closed session, second by Wirin. Motion passed 4-3, with Lamer, Schubert and Greer dissenting.

**ADJOURNMENT**

The meeting adjourned at 12:40 PM.

Respectfully submitted,

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Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

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Thomas R. Thompson, Mayor

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Shari L. Coughenour, CMC, City Clerk



RAW

Jill Petermeier  
Human Resource Director  
24 North Center Street  
Marshalltown, IA 50158  
Tel (641) 754-5704 Fax (641) 754-5704  
jpetermeier@ci.marshalltown.ia.us

To: Civil Service Commission

From: Randy Wetmore, City Administrator  
Jeff Roads, Street Superintendent  
Jill Petermeier, Human Resource Director

Re: Street Mechanic New Hire List

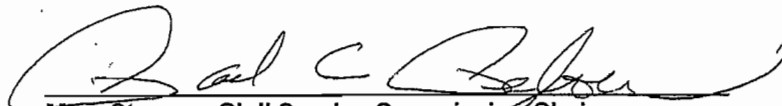
After reviewing all applicants and their qualifications, the following persons were tested and considered to best meet the qualifications for the above listed position:

|                 |                  |
|-----------------|------------------|
| Richard DeLay   | Marshalltown, IA |
| Robert McBride  | Albion, IA       |
| Travis Peterson | Gladbrook, IA    |
| David Rasmusson | Marshalltown, IA |
| Todd Wilkening  | Marshalltown, IA |

14 applicants

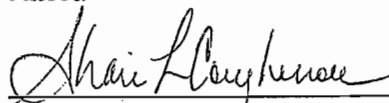
This list shall be valid for a period not to exceed December 27, 2014

Certified by Civil Service Commission on December 27, 2013



Mary Stevens, Civil Service Commission Chair

Attest:



Shari Coughenour, Clerk of the Commission

RAW

# APPLICATION FOR IOWA RETAIL CIGARETTE / TOBACCO PERMIT

For period 1-1, 20 14 through June 30, 20 14

PLEASE TYPE OR PRINT LEGIBLY

Please mail this completed application to your local jurisdiction. If you have questions, call your city clerk (within city limits) or your county auditor (outside city limits).

I/We hereby make application for a retail permit to sell cigarettes and tobacco products:

## BUSINESS INFORMATION

Name of Business/DBA: Goldenland, Inc

Location Address (Must Have): 31 N Center street

Mailing Address: 31 N Center street City: Marshalltown State/Zip: IA, 5015

Type of Sales: ☐ Vending Machine ☒ Over-the-counter Telephone Number (641) 328 1012

### Type of Retail Establishment:

☐ bar ☐ convenience store - with gas ☐ convenience store - no gas ☐ drug store ☐ gas station  
☒ grocery ☐ hotel/motel ☐ liquor store ☐ restaurant ☐ tobacco store  
☐ other \_\_\_\_\_

☐ has vending machine that assembles cigarettes

Cigarettes must be sold at the minimum price set by the State of Iowa. Obtain a current copy from the Iowa Department of Revenue Web site at [www.state.ia.us/tax](http://www.state.ia.us/tax) or from TaxFax at 1-800-572-3943 (enter form number 71023).

### ONLY APPROVED BRANDS OF CIGARETTES OR ROLL-YOUR-OWN PRODUCTS MAY BE SOLD IN IOWA

Any brand not on the list is contraband. In addition, all cigarettes sold in Iowa must have an Iowa Cigarette Tax Stamp affixed to each package. Any violation of contraband or non-Iowa cigarette tax stamped package is subject to seizure and penalties under the provisions of Iowa Code 453A and 453D.

The list of approved brands is always current at [www.state.ia.us/tax/business/CigTobIndex.html](http://www.state.ia.us/tax/business/CigTobIndex.html) and is called IOWA DIRECTORY OF CERTIFIED TOBACCO PRODUCTS MANUFACTURERS — THEIR BRANDS AND BRAND FAMILIES

Go to <http://elists.idrf.state.ia.us/scripts/wa.exe> and sign up for the Cigarette/Tobacco eList (listserv).

You will receive an e-mail every time the approved list changes or the minimum price changes.

## LEGAL OWNER INFORMATION

Type of Ownership: ☐ Individual ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

Legal Owner: Goldenland, Inc

(Name of Individual, Partnership, Corporation, LLC, or LLP)

Mailing Address: 31 N Center street

City: Marshalltown State: IA Zip: 50158 Ph. Number: (641) 328 1012

Fax Number: (641) 328 1019 E-mail Address: gl2010wm@gmail.com

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes and tobacco products.

## SIGNATURE OF OWNER, PARTNER(S), OR CORPORATE OFFICIAL

Name (please print): Win Kyaw

Name (please print): Min Thea Tun

Signature: \_\_\_\_\_

Signature: b8mj

Date: 11/13/13

Date: 11/13/13

FOR CITY CLERK/COUNTY AUDITOR ONLY  
PLEASE SEND COMPLETED COPY TO THE IOWA  
DEPARTMENT OF COMMERCE,  
ALCOHOLIC BEVERAGE DIVISION

Name of Issuing City or County Marshalltown



**Housing & Community Development**  
**Lead Hazard Control Program (LHCP)**

Thomas R. Thompson, Mayor  
Randy A. Wetmore, City Administrator  
36 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5756  
Fax - (641) 754-5742

TO: Randy Wetmore, Mayor and Council  
FROM: Joyce R. Brown, Lead Grant Program Manager  
DATE: December 12, 2013  
RE: Partnership between The City of Marshalltown and Mid-Iowa Community Action, Inc. for the activities related to the Lead Hazard Control Program

In August 2013, the City was notified by their GTR from the U.S. Department of Housing and Urban Development (HUD) that all budgetary line items were to be delegated to three categories; administrative, direct costs and indirect costs. The Housing Director and the Program Manager reviewed the budget and made the necessary changes as per the new guidance. The Lead Hazard Control Program partnered with Mid-Iowa Community Action, Inc. (MICA) as a subcontractor back in October 2012 to administer the outreach, education and case management piece of the program as well as the blood-lead testing and data base entry of those children who have been lead poisoned. These funds were also affected by this change.

When the original contract was entered into fees for services were to be paid quarterly at a rate of \$9,000. MICA would in turn give us an equivalent in-kind match. This was one of the factors that met the City's match requirement when obtaining the grant funding. After meeting with a representative from MICA to discuss the need for a breakdown of funds being requested for reimbursement, it was discussed that all funds that had been paid to date had not been spent down. Both parties agreed that the contract should be amended to meet HUD's new directive.

HUD has also made other Policy Guidance changes which has increased our expenses in areas we did not adequately budget for. The money that will now be freed up from MICA will go to cover those budget line items. HUD will also have to approve these line item adjustments. We are asking to be placed on the Council meeting agenda for discussion on December 30, 2013. We will submit the signed Amended Contract and Resolution approving the change in contract terms between the City of Marshalltown and Mid-Iowa Community Action, Inc for the January 13, 2014 meeting.

Joyce R. Brown  
Lead Grant Program Manager  
(641) 754-6583  
jbrown@ci.marshalltown.ia.us

**City Council**  
Leon Lamer, Marla Grabenbauer, Joel Greer, Al Hoop,  
Robert Schubert, Robert Wenner, Bethany Wirin



TZW

**RESOLUTION AUTHORIZING APPROVAL OF THE AMENDED CONTRACT BETWEEN  
THE CITY OF MARSHALLTOWN AND MID-IOWA COMMUNITY ACTION, INC. FOR  
SERVICES RELATED TO THE ADMINISTRATION OF THE HUD LEAD HAZARD  
CONTROL GRANT EFFECTIVE OCTOBER 1, 2012 THROUGH MAY 15, 2015 AND  
AMENDED ON OCTOBER 1, 2013.**

**WHEREAS** the City of Marshalltown (hereinafter referred to as the "City"), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the "State"); and

**WHEREAS** the City of Marshalltown Housing & Community Development Department is administering a HUD Lead Hazard Control Program which requires the education, outreach, case management, blood-lead testing and other services for program applicants for the duration of the grant; and

**WHEREAS** Mid-Iowa Community Action, Inc. has agreed to provide these services under the conditions set forth in the attached amended contract.

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

Section 1. The City of Marshalltown, Iowa authorizes approval of the attached amended contract by and between the City and Mid-Iowa Community Action, Inc.

Section 2. Attached hereto is said amended contract, which is hereby approved and ratified by the Council of the City of Marshalltown, Iowa.

Section 3. This Resolution shall be in full force and effect from and after its passage and adoption as by law required.

Passed this \_\_\_\_ day of January, 2014, and signed this \_\_\_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

\_\_\_\_\_  
James L. Lowrance, Mayor

ATTEST:

\_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

**CONTRACT BY AND BETWEEN CITY OF MARSHALLTOWN AND MID-IOWA  
COMMUNITY ACTION, INC. FOR SERVICES RELATED TO THE  
ADMINISTRATION OF THE HUD LEAD HAZARD CONTROL GRANT  
EFFECTIVE  
OCTOBER 1, 2012 THROUGH MAY 14, 2015  
AMENDED OCTOBER 1, 2013  
CONTRACT NUMBER: IALHB0518-12**

**Section 1**

• **Identification of Parties and Effective Date**

This Contract was entered into by and between the City of Marshalltown (the City) and Mid-Iowa Community Action, Inc. (MICA) (the Contractor) the 1<sup>st</sup> day of October, 2012, for the length of the contract as provided in Section 3. However, as the Department of Housing and Urban Development has changed their requirements for requesting reimbursement of funds, this contract is being amended to remain in compliance with documentation of all eligible costs.

**Section 2**

• **Description of Work and Services**

The Contractor shall provide all of the following services and support in conjunction with the City of Marshalltown Lead Hazard Control Program:

**1. Education**

- a. Develop and coordinate efforts to inform and educate the public, medical service community, and social service agencies about lead hazards and the City of Marshalltown Lead Hazard Control Program; and
- b. Educate parents of lead poisoned children in lead poisoning and prevention techniques and assure parental compliance with the management of each child's elevated blood level.

**2. Blood-lead testing**

- a. Shall do capillary blood draws and blood-lead screenings as needed for all children under the age of six of each applicant family; and
- b. Coordinate and/or refer for testing of a venous blood-lead in children with capillary levels above 20, or two levels between 14 and 19, identified through application to the City of Marshalltown Lead Hazard Control Program under the following circumstances:
  - 1) If the family does not have medical insurance, or
  - 2) If the family does not have a primary medical provider

**3. Case Management**

- a. Shall provide follow-up care coordination and coordination of follow-up environmental inspections and environmental case management for lead poisoned children identified through application to the City of Marshalltown Lead Hazard Control Program; and
- b. Shall provide nursing support, medical case management and care coordination of EBL cases identified through application to the City of Marshalltown Lead Hazard Control Program.
- c. Shall meet with families with lead poisoned children and make referrals to the City.

#### **4. Other Services**

- a. Shall provide data management (WIC85), clerical support and billing support for the services described above.

#### **5. Reporting Requirements**

- a. The Contractor shall continue to submit a quarterly report to the City for the duration of the grant indicating any outreach/education events held and meetings attended that meet benchmark standards.
- b. The Contractor shall continue to submit a quarterly report to the City for the duration of the grant indicating any matching/in-kind contributions, summary of money spent on labor, materials, or other services as incurred.
- c. The Contractor shall continue to maintain detailed accounting records, which would be available upon request by the City, an independent auditor, or by the U.S. Department of Housing and Urban Development (HUD).

### **Section 3**

- **Term of Contract**

The term of this contract shall be from October 1, 2012 through May 14, 2015.

- **Certificate of Liability Insurance**

The Contractor shall carry and maintain, during the term of this Contract, general liability insurance per occurrence basis with limits of liability no less than \$1,000,000 per occurrence for Bodily and Property Damage.

The Contractor will defend, indemnify and hold harmless the City, its Officers, commissioners, and employees from liability and claims for damages because of bodily injury, death, and property damage or loss and expense arising from any of the Contractors actions under this Contract.

- **Certificate of Workers Compensation**

The Contractor shall carry and maintain, during the term of this Contract, worker's compensation and employers liability insurance meeting the requirement of Iowa Workers Compensation Law on the Contractor's employees carrying out the work involved in this Contract.

- **Fee for services**

As of November 1, 2013, the Contractor has billed and received \$36,000 according to the pay scale established in the original contract. Not all funds have been used by the Contractor to date. The Contractor will continue to provide those services listed in the original contract but no further funds will be paid until such time all prior funds received from the City and paid to the Contractor can be documented as spent. Once all funds are exhausted and if time remains prior to the end of the contract, of which is May 14, 2015, the Contractor will bill the City for reimbursement of funds spent above and beyond the balance as they occur and at the approval of the City as an eligible expense and pending budget availability.

|                                                                              |                                                                              |                                                                              |                                                                              |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Federal Funds-                                                               | -                                                                            | -                                                                            | 10/01/12 – 12/31/12                                                          |
| -                                                                            | -                                                                            | -                                                                            | <b>\$9,000.00</b>                                                            |
| 01/01/13 – 03/31/13                                                          | 04/01/13 – 06/30/13                                                          | 07/01/13 – 09/30/13                                                          | 10/01/13 – 12/31/13                                                          |
| <b>\$9,000.00</b>                                                            | <b>\$9,000.00</b>                                                            | <b>\$9,000.00</b>                                                            | <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> |
| 01/01/14 – 03/31/14                                                          | 04/01/14 – 06/30/14                                                          | 07/01/14 – 09/30/14                                                          | 10/01/14 – 12/31/14                                                          |
| <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> | <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> | <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> | <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> |
| 01/01/15 – 03/31/15                                                          | 04/01/15 – 05/14/15                                                          |                                                                              |                                                                              |
| <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> | <b>Bill for<br/>Reimbursement<br/>Approval &amp; Budget<br/>Availability</b> |                                                                              |                                                                              |

|                                        |                                        |                                        |                                        |
|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|
| Local Match Funds-                     | -                                      | -                                      | 10/01/12 – 12/31/12                    |
| -                                      | -                                      | -                                      | <b>\$9,000.00</b>                      |
| 01/01/13 – 03/31/13                    | 04/01/13 – 06/30/13                    | 07/01/13 – 09/30/13                    | 10/01/13 – 12/31/13                    |
| <b>\$9,000.00</b>                      | <b>\$9,000.00</b>                      | <b>\$9,000.00</b>                      | <b>Report Any<br/>Qualifying Match</b> |
| 01/01/14 – 03/31/14                    | 04/01/14 – 06/30/14                    | 07/01/14 – 09/30/14                    | 10/01/14 – 12/31/14                    |
| <b>Report Any<br/>Qualifying Match</b> | <b>Report Any<br/>Qualifying Match</b> | <b>Report Any<br/>Qualifying Match</b> | <b>Report Any<br/>Qualifying Match</b> |
| 01/01/15 – 03/31/15                    | 04/01/15 – 05/14/15                    |                                        |                                        |
| <b>Report Any<br/>Qualifying Match</b> | <b>Report Any<br/>Qualifying Match</b> |                                        |                                        |

The Contractor understands that this contract may be terminated by the City immediately for non-compliance or withdrawal of funding from the U.S. Department of Housing and Urban Development.

Signature:

Signature:

James Lowrance, Mayor  
City of Marshalltown

Mid Iowa Community Action, Inc.  
Executive Director, Arlene McAtee

Attest: \_\_\_\_\_  
Shari Coughenour, City Clerk





Thomas R Thompson, Mayor  
Randy A Wetmore, City Administrator  
36 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5756  
Fax - (641) 754-5742

## Housing & Community Development

TO: Mayor and City Council

FROM: Michelle Spohnheimer, Housing & Community Development Director *MS*

DATE: December 20, 2013

RE: **Iowa Great Places application for funding and designation**

October 1, 2013 a letter of intent was submitted to the State of Iowa indicating interest in completing an application for Marshalltown to be designated as an Iowa Great Places community along with a funding request of approximately \$375,000.

The State responded with an invitation to submit a full application. The Marshall County Arts & Culture Alliance is acting as the lead applicant on this application and as the fiscal agent. An initial steering committee gathered to explore this opportunity. A lead team including Mary Giese, Heidi Pierson and myself has since been working on the final application which is due January 15, 2014.

It is our intention to submit an application that has a common tie of incorporating public art into three key projects. Art will be included in the following three projects, 13<sup>th</sup> Street plaza, the Roundhouse and the Library Prairie Garden.

The State will conduct a site visit of finalists in February or March with a final award in April. We are asking for a resolution of support from the City for the application to be approved at your next meeting. Along with the funding if awarded Marshalltown would then be officially recognized as an Iowa Great Places community. This designation can be used for future marketing and to aid in other grant applications.

Michelle Spohnheimer  
Housing & Community Development Director  
City of Marshalltown  
641-754-5756 phone  
641-754-5742 fax  
[mspohnheimer@ci.marshalltown.ia.us](mailto:mspohnheimer@ci.marshalltown.ia.us)

City Council  
Leon Lamer, Marla Grabenbauer, Al Hoop, Joel Greer  
Robert Schubert, Robert Wenner, Bethany Wirin



TBL

**RESOLUTION OF SUPPORT FOR MARSHALL COUNTY ARTS & CULTURE  
ALLIANCE APPLICATION TO THE STATE OF IOWA FOR IOWA GREAT PLACES  
APPLICATION**

WHEREAS the City of Marshalltown (hereinafter referred to as the “City”), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the “State”); and

WHEREAS the City of Marshalltown, Iowa, has been informed by the Marshall County Arts & Culture Alliance that they intend on submitting an application to the State for Iowa Great Places funding and designation; and

WHEREAS the City has previously supported Imagine and the Marshalltown Public Art Committee (M-PAC) in their efforts to improve Marshalltown; and

WHEREAS the City agrees that the inclusion of public art and other improvements associated with the 13<sup>th</sup> Street District, the Marshalltown Roundhouse and the Marshalltown Public Library Prairie Garden are all valuable projects that deserve consideration.

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

Section 1. That the City of Marshalltown supports the Marshall County Arts & Culture Alliance in their submission of the Iowa Great Places application.

Section 2. This resolution is effective until the project is complete.

Passed this 13th day of January 2014, and signed this \_\_\_\_\_ day of January 2014.

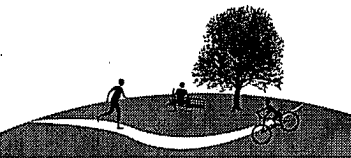
CITY OF MARSHALLTOWN, IOWA

\_\_\_\_\_  
James L. Lowrance, Mayor

ATTEST:

\_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

Marshalltown  
Parks and Recreation



To: Mayor and City Council  
From: Terry Gray, Parks and Recreation  
Date: December 23, 2013  
Subject: Community Foundation Grant Application

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The Skatepark Committee is interested in applying for a grant through the Community Foundation of Marshall County for added equipment/ramps to the skatepark. The application is due January 15, 2014. The application will be for an amount not to exceed \$10,000.

The committee is working with American Ramp Company to finalize the plan which may be a slight alteration of the final phase as originally designed.

Raw

2013-

**RESOLUTION AUTHORIZING THE CITY PARKS AND RECREATION DEPARTMENT  
TO SUBMIT A COMMUNITY FOUNDATION OF MARSHALL COUNTY GRANT  
APPLICATION NOT TO EXCEED \$10,000**

**WHEREAS** the City of Marshalltown (hereinafter referred to as the "City"), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the "State"); and

**WHEREAS** the City owns a skatepark and has a final phase plan for completion; and

**WHEREAS** the City Council understands that there is no local match required.

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

Section 1. The City of Marshalltown, Iowa, authorizes and directs the City Parks and Recreation Director to apply for a grant to be used for skatepark improvements and additional equipment as part of the original skatepark design.

Passed this 13th day of January, 2013, and signed this \_\_\_\_\_ day of January, 2013.

CITY OF MARSHALLTOWN, IOWA

\_\_\_\_\_  
James L. Lowrance, Mayor

ATTEST:

\_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

TBLW

**RESOLUTION AUTHORIZING THE CITY OF MARSHALLTOWN LEAD HAZARD CONTROL PROGRAM TO SUBMIT A GRANT APPLICATION TO THE COMMUNITY FOUNDATION OF MARSHALL COUNTY, AN AFFILIATE OF THE COMMUNITY FOUNDATION OF GREATER DES MOINES**

**WHEREAS** the City of Marshalltown (hereinafter referred to as the "City"), State of Iowa, is a political subdivision organized and existing under the laws of the State of Iowa and the Constitution of the State of Iowa (the "State"); and

**WHEREAS** The Community Foundation of Marshall County, an affiliate of the Community Foundation of Greater Des Moines, is accepting grant applications for 2014; and

**WHEREAS** the City intends on applying to the Community Foundation of Marshall County, an affiliate of the Community Foundation of Greater Des Moines for a grant; and

**WHEREAS** the Council has found it to be in the best interests of the City of Marshalltown, Iowa, as there is no financial commitment made by the application for grant funds and that grant applications should be made.

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

Section 1. The City of Marshalltown, Iowa authorizes and directs City staff to apply for grant funding for the following programs or activities:

| Department                      | Grant Description                                                         | Estimated Request |
|---------------------------------|---------------------------------------------------------------------------|-------------------|
| Housing & Community Development | Lead Hazard Control Program training, relocation and other program costs. | \$5,000           |

Section 2. The Appropriate Department Director or designated staff are authorized and directed to sign on behalf of the City of Marshalltown this application and other necessary documents to effectuate this Resolution.

Section 3. The City of Marshalltown, if awarded the grant, accepts the grant from the Community Foundation of Marshall County, an affiliate of the Community Foundation of Greater Des Moines.

Passed this 13<sup>th</sup> day of January, 2014, and signed this \_\_\_\_\_ day of January, 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  
36 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5756  
Fax - (641) 754-5742

**Housing/Zoning Department – LHCP – Lead Hazard Control**

TO: Randy Wetmore, Mayor and Council  
FROM: Joyce R. Brown, Program Manager  
DATE: January 6, 2014  
RE: HUD Lead Hazard Control Grant

The Lead Hazard Control Program would like to submit a grant application to the Community Foundation of Marshall County, an affiliate of the Community Foundation of Greater Des Moines for \$5,000 in additional funds to help in the cost of training, relocation and other program needs for families whose homes are being made "lead safe".

We are asking to be placed on the Council meeting agenda for approval January 13, 2014, at which time we will submit a Resolution for approval to submit the program's grant application.

Joyce R. Brown  
Lead Grant Program Manager  
(641) 754-6583

**City Council**

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



2104

RESOLUTION APPROVING CERTIFICATE OF COMPLETION  
AND FINAL PROJECT COSTS WITH CHRISTENSEN BROTHERS INC. ,  
IN THE AMOUNT OF \$225,058.10 FOR CONSTRUCTION OF THE  
EAST MAIN STREET BRIDGE PROJECT IN THE CITY OF  
MARSHALLTOWN, IOWA,  
BEING PROJECT NO. 76013004

WHEREAS, the City of Marshalltown, Iowa has heretofore entered into a contract for labor and material for the East Main Street Bridge Project.

WHEREAS, said project has been completed Christensen Brothers Inc., of Cherokee, Iowa, pursuant to the plans and specifications covering said project.

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

That the labor and material for the East Main Street Bridge Project, being project number 76013004, is hereby accepted pursuant to the Engineer's Statement of Completion for the final project cost of \$225,058.10.

BE IT FURTHER RESOLVED that the Mayor and City Clerk is hereby authorized and directed to do all things necessary to complete the contract with Christensen Brothers Inc., including the payment of the items called for in said contract and approved for final payment.

Passed this 13<sup>th</sup> day of January, 2014 and signed this \_\_\_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

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James L. Lowrance, Mayor

ATTEST:

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Shari L. Coughenour, CMC, City Clerk

# CITY OF MARSHALLTOWN, IOWA

## CERTIFICATE OF COMPLETION AND FINAL ACCEPTANCE WORK

CONTRACTOR: Christensen Brothers, Inc.

PROJECT NO.: 7100 13 004

ADDRESS: Bridge Deck Overlay - East Main Street over Linn Creek

SURETY: Merchants Bonding Company (Mutual)

ADDRESS: 300 Walnut, Suite 200, Des Moines, IA 50309

KIND OF WORK: Bridge Deck Repair & Overlay

CONTRACT COMPLETION DATE: 11/13/2013

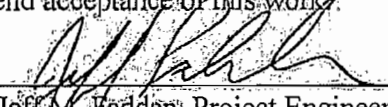
This is to certify that the work covered by the contract with Christensen Brothers Inc.

On the above project, let 9/3/13 and dated 9/24/13, with original contract amount of \$290,395.00 consisting of Bridge Deck Repair & Overlay and located East Main Street over Linn Creek was completed on the 13th day of November, and that the materials listed on the attached final estimate were delivered and placed by the Contractor.

Final Contract Amount: \$225,058.10 Retainage: \$6,751.74

Tax Form ST-172 Rec'd: See Note Below Lien Waivers Received: n/a I hereby

further certify that this report was prepared by me or under my direct personal supervision and that I am a duly registered Professional Engineer under the laws of the State of Iowa and I hereby recommend acceptance of this work.

Signed:  Iowa Reg. No. 16512 Date: 12/31/2014  
Jeff M. Fadden, Project Engineer

APPROVED AND WORK ACCEPTED BY THE CITY OF MARSHALLTOWN, IOWA

By: \_\_\_\_\_  
Thomas R. Thompson, Mayor

Attest: \_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

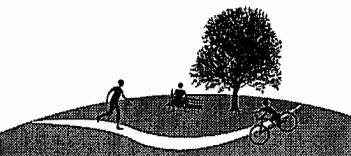
NOTE: CITY OF MARSHALLTOWN IOWA SALES TAX EXEMPTIONS CERTIFICATE USED.  
NO SALES TAXES PAID.



TJW

# Marshalltown

Parks and Recreation



To: Mayor and City Council  
From: Terry Gray, Parks and Recreation  
Date: December 20, 2013  
Subject: Mowing Contracts

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Bids to mow parks and various other public areas were solicited in November. A copy of the results is attached and shows how much each contractor bid per week to mow that area. The total per contract period shows the total for 26 weeks of mowing in one season. We had fewer contractors bid this year than in previous years. The bids came in under what they were during the past contract period. We are seeking approval to award the contracts as presented.

|                           |                         |                            |
|---------------------------|-------------------------|----------------------------|
| Public Areas Annual Cost: | \$16,796 (Road Use)     | 19 areas: five contractors |
| Parks Annual Cost:        | \$26,936 (General Fund) | 18 areas: four contractors |

#2013

RESOLUTION APPROVING CONTRACT MOWING AGREEMENT BETWEEN  
CITY OF MARSHALLTOWN AND INDEPENDENT CONTRACTORS

WHEREAS the City of Marshalltown owns substantial properties which require annual lawn care; and

WHEREAS the City of Marshalltown has developed an independent contractor agreement so as to obtain the needed services pursuant to a written agreement.

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

Section 1. The attached contract Mowing Agreements are hereby approved and ratified by the Council of the City of Marshalltown, Iowa.

Section 2. The City of Marshalltown Parks & Recreation Department is hereby authorized to use this agreement to obtain independent contractors to provide the required lawn care for City property administered through the Parks and Recreation Department.

Section 3. This Resolution is in full force and effect from and after its passage.

Passed this 13<sup>th</sup> day of January, 2013, and signed this \_\_\_\_ day of January, 2013.

CITY OF MARSHALLTOWN, IOWA

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Gene L. Beach, Mayor

ATTEST:

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Shari L. Coughenour, CMC, City Clerk

Road Use Mowing FY 2014-2015 - 2 Year Contract

|                                                                        | Graff | Scott<br>Tent | Ag Line<br>Mowing Inc | Devig | The<br>Perfect<br>Cut | Lenz<br>With-<br>drew | This Contract<br>Period Cost<br>Per Year |
|------------------------------------------------------------------------|-------|---------------|-----------------------|-------|-----------------------|-----------------------|------------------------------------------|
| AREA                                                                   |       |               |                       |       |                       |                       |                                          |
| 12th Ave Terracce                                                      | 25    | 25            | 20                    | 22    |                       |                       | \$ 520                                   |
| Center St Viaduct                                                      | 30    | 28            | 35                    | 31    |                       | 35                    | \$ 728                                   |
| West Center - Westwood - Southside of Marshalltown sign;               | 75    | 158           | 159                   | 163   | 185                   |                       | \$ 1,950                                 |
| East Center - Westwood - Southridge                                    |       |               |                       |       |                       |                       |                                          |
| Anson Creek - Finkle to 6th Ave                                        |       | 20            |                       | 19    |                       |                       | \$ 494                                   |
| Walks off 3rd-6th viaducts; & Wilson Circle                            |       | 20            | 20                    | 21    |                       |                       | \$ 520                                   |
| Bldv at Riverside St                                                   | 20    | 18            |                       | 19    |                       |                       | \$ 468                                   |
| 3rd Avenue Cloverleaf                                                  | 75    |               |                       | 70    |                       | 70                    | \$ 1,820                                 |
| Public Works                                                           | 65    | 38            | 39                    | 43    |                       |                       | \$ 988                                   |
| High Street Holding Pond                                               |       |               | 13                    | 19    |                       |                       | \$ 338                                   |
| Bike Path 12th - 15th Ave (E State Flood Control Maintenance accounts) | 45    | 68            | 68                    | 72    |                       | 75                    | \$ 1,170                                 |
| E Nevada by Gervich                                                    | 20    | 18            | 15                    | 21    |                       |                       | \$ 390                                   |
| Bryngelson Area                                                        |       | 15            | 15                    | 18    |                       |                       | \$ 390                                   |
| 3rd Ave & Plaza Heights                                                |       | 18            |                       | 19    |                       |                       | \$ 468                                   |
| 1216-1302 E Nevada                                                     |       |               |                       | 110   |                       | 150                   | \$ 2,860                                 |
| Turner & 12th Ave                                                      |       | 12            | 10                    | 20    |                       |                       | \$ 260                                   |
| NW corner 4th & Hughes                                                 |       | 18            |                       | 21    | 25                    |                       | \$ 468                                   |
| 5 Klass Court                                                          |       | 75            | 60                    | 72    |                       |                       | \$ 1,560                                 |
| Summit St E of 13th St                                                 |       | 20            |                       |       |                       |                       | \$ 520                                   |
| West Southridge                                                        |       |               |                       | 34    | 74                    | 35                    | \$ 884.0                                 |
| TOTAL                                                                  |       |               |                       |       |                       |                       | \$ 16,796                                |
| Last Contract Annual Cost Increase/Decrease                            |       |               |                       |       |                       |                       | \$ 18,408                                |
|                                                                        |       |               |                       |       |                       |                       | (1,612)                                  |

**Parks Mowing FY 2014-2015 - 2 Year Contract**

[illegible][illegible]

|                           |  |  |  |  |    |        |
|---------------------------|--|--|--|--|----|--------|
| Last Contract Annual Cost |  |  |  |  | \$ | 27,898 |
| Increase/Decrease         |  |  |  |  | \$ | (962)  |

TZW

**Marshalltown, IA**  
**2014 Possible Borrowing Memo**

January 13, 2014

From: Speer Financial, Inc.

In the past couple of months we have discussed with City staff the following projects or possible plans for bonding in calendar year (CY) 2014:

|             |                                                               |
|-------------|---------------------------------------------------------------|
| \$2,000,000 | General Obligation Bonds – Road Projects                      |
| \$7,000,000 | Sewer Revenue Bonds – Sewer Projects                          |
| \$465,000   | TIF Revenue Bonds – TIG Distributing Project                  |
| \$1,000,000 | Storm Water Revenue Bonds – Storm Water Projects              |
| \$???       | General Obligation Bonds – Police & Fire Department Buildings |

In the next few paragraphs I will discuss each possible plan and give some comments from Speer Financial, Inc.

The City has indicated that they would like to do an additional **\$2,000,000 in General Obligation Bonds** for Roads in CY 2014. The City will need to have a public hearing, based on the fact that we have used up all prior GO authority for Roads. We should be able to issue the bonds over a time period that is acceptable to the City and stay in the range of your \$3.50 self-imposed debt service levy limitation. We would recommend that we sell these bonds competitively, because as shown in the past with the City's good bond rating, we have received a good number of bids and low bids as well. This is a general obligation bond that will count against the City's debt capacity.

The City has indicated that they would like to do an additional **\$7,000,000 in Sewer Revenue bonds** for CY 2014. The City has part of this authority remaining in a previous public hearing but will need to have an additional public hearing to cover the rest of these projects and any projects you expect you might bond for next year in Sewer Revenue Bonds. As in the past two years of Sewer Revenue bond issues, we will look to negotiate these bonds, for the main reason of saving the City the cost of a Debt Service Reserve Fund. The past two sewer revenue issues did establish a 1.20x coverage factor and NO Debt Service Reserve Fund. At this time, if these new bonds were sold competitively the City would likely be held to 1.20x or 1.25x for coverage and at least 10% of the par amount of bonds set aside in a Debt Service Reserve Fund. This could be approximately \$700,000 for this issue alone that you would set aside and not be able to use until the final bond payment. This is a revenue bond that will NOT count against the City's debt capacity.

The City has entered into a TIF agreement with TIG Distributing for approximately \$450,000 plus cost of issuance, we estimate the **TIF Revenue Bond** issue to be around **\$465,000**. The City will need to hold a public hearing for this issue, along with amending their urban renewal plan, under TIF laws as of April 2012. If the City can sell the bonds as Bank Qualified\* (see discussion below), we would look to sell bonds possibly competitively with your local banking institutions. If the TIF revenue bonds will be Non-Bank Qualified, we will most likely need to use a Placement Agent who can place them with non-banking investors. If a local bank is the purchaser, the City may be able to save money on the issue by not offering an underwriters discount/placement fee for the issue, which could be around 1% or the par amount of the bonds, or approximately \$4,650. We are not recommending a full competitive sale nationwide like the GO bonds, the cost of issuance would be too high for the size of the issue and TIF Revenue bonds don't always garner a lot of interest on a competitive basis. This is a Revenue bond, but TIF Revenue Bonds DO count against the City's debt capacity.

The City has expressed interest in issuing **\$1,000,000 in Storm Water Revenue Bonds** for some future projects in CY 2014. In order for the City to issue the bonds as revenue bonds, they must be able to show its sufficiency to pay the debt, as well as meet a coverage factor pay the bonds with revenues of the system. We understand that storm water utility system has had a rate increase on July 1, 2013 and has an anticipated rate increase on July 1, 2014. We will review those projections and plan with the City a responsible borrowing based revenue information. Most likely the City would have to set aside a Debt Service Reserve Fund. We could look at a negotiated sale for this to try to limit the coverage factor and eliminate the Debt Service Reserve Fund. A Storm Water Revenue bond will NOT count against your debt capacity.

The City has expressed interest in the future of holding a bond referendum for new **Police and Fire Department Buildings**. City staff would work with your Bond Counsel, Bob Josten to draw up the referendum ballot and would want to have meetings to educate voters on the project with costs, possible tax increases, etc. The City Council will also need to review its self-imposed \$3.50 debt service levy limitation. Based on the total amount of bonds outstanding at this time and near future, along with the Legislature's most current rollback of Commercial and Industrial property taxes, we don't believe it would be possible to finance this project at the \$3.50 limit currently. Speer can provide schedules and help with timing ideas on the project financing to help educate voters as well as assist in reviewing your levy limitations and possible changes in the current amount. This project would be issued as General Obligation bonds and would count against the City's debt capacity.

**\*Bank Qualification** – Under the current IRS regulations a public agency, such as your City, can issue up to \$10,000,000 in one calendar year in what is called bank qualified debt, meaning banks get certain tax advantages by purchasing this debt. The \$10,000,000 is a combination of all types of debt you may issue, including lease purchases for items like copiers, computers, etc. The GO bonds for roads, Sewer Revenue Bonds, TIF Revenue Bonds and Storm Water Revenue Bonds all equal \$10,465,000 as proposed. The difference you might expect for a City such as Marshalltown with between bank qualified bonds and non-bank qualified bonds is approximately increase of 0.10% on a 10 year bond and possibly 0.20% on a 20 year bond. The main effect it may have on your future bond sales would be easier placement of the TIF Revenue Bonds with bank qualification. They can be placed as non-bank qualified, as I have spoken with an underwriter, but the likelihood of local bank placement and a savings on cost of issuance is greater with bank qualification. If bank qualification is something the City intends to maintain in CY 2014 we would suggest sizing down one of the other issues by the approximate \$465,000 amount. With further discussions we may find that next year you don't issue bank qualified debt if you do move forward with Police and Fire Department Buildings, just based on the project size and any other projects in the City at that time.

Overall bond interest rates remain low, the longer terms, 12, 15 and 20 year bonds have increased in rates over the past 6-7 months. It would still be in the best interest of the City to issue bonds for these projects sooner than later, because we do anticipate re-investment rates increasing over time and having locked in lower interest rates on the debt may create further savings in the future.

Speer Financial would be happy to discuss further with you any of the items we have mentioned above and will work with City staff to help plan and provide you with the financial planning tools you need.

Thank you,  
Maggie Burger, Vice President  
Larry Burger, Vice President  
Speer Financial, Inc.

TGaw

# Marshalltown

Parks and Recreation



To: Mayor and City Council  
From: Terry Gray, Parks and Recreation  
Date: January 7, 2014  
Subject: Sandbags

---

It is our recommendation that the city discontinue providing sandbags to residents, businesses or other governmental agencies. I have been working with Kim Elder, Emergency Management, in determining the city's need to provide sandbags to city and county residents. Discussions were held with the County Supervisors and mayors of towns in Marshall County. No other entity has an interest in providing sandbags or feels it their responsibility to make them available.

Some points to consider:

1. Although the city can get sandbags in a declared emergency event from Homeland Security, they cannot be given or sold to private entities. They are for public infrastructure use only.
2. Sandbags may be purchased at various retail outlets in the city at prices comparable to what the city would charge for them. The outlets would also be more accessible evenings and weekends.
3. The sandbag distribution last spring was as follows:
  - 145 to Marshalltown residents (3 households)
  - 1000 to a Marshalltown business
  - 2000 to the City of Chelsea
  - 2000 to Iowa DOT
  - 4375 to residents outside of Marshalltown
4. The sandbags we are discussing are not filled sandbags. The city does not have sand available. Sand must be procured elsewhere by the sandbag users.
5. Flooding events are forecast and residents have time to prepare. Sandbags aren't useful in flash flood situations.

T21211

DEC 5 2013  
CITY OF  
MARSHALLTOWN

Dear Mayor and Marshalltown City Council,

My name is Steve Gile and I am the current president of the Iowa River Gun Club which is located under the North end of the Center Street viaduct. We have had a lease with the city of Marshalltown on this facility since about 1960 and are currently under a lease agreement on this property. Just to the South of the range there are approximately eight parking spaces which are under the viaduct and have always been considered public parking. Our membership has always used this space for parking but this year we have been faced with concerns regarding these parking spots and are asking for a help from the city on a hopeful solution.

Fisher Controls has recently adapted a 'NO SMOKING ON FISHER PROPERTY' policy. Several smokers working there who used to take their smoke breaks just outside one of the Fisher exit doors now are coming over to our range location and smoking by our entry door because they are partially protected from the elements and it is out of sight from Fisher. They are also now parking their cars in this area so they can simply walk over and set in the comfort of their car while having cigarettes before returning to work. This has caused us a couple of issues. One is the litter associated with the cigarettes and wrappers but more of a concern is lack of parking spaces for our members. We did contact Fisher about this topic but got no response so it appears they are unwilling to address.

We have not had a parking problem until this year. I have had discussions with Bob Schubert as well as Marla Grabenbauer and have taken our concerns to Randy Wettmore. Randy had Brad Bateman contact me regarding possible solutions. We discussed having a couple handicap parking spots painted in that 8 space area. We really only have a parking problem during the daytime hours of 8 AM to 4 PM from Monday thru Wednesday so I don't think the handicap spots are what is needed. Brad felt if we presented this to the council to get this parking space added to our lease boundaries then the city could put signs under the viaduct restricting the parking for the times needed by our membership during the winter league timeframe. I would like to see restricted parking hours signs without changing ~~the~~ lease. We really don't want the responsibility, or liability of the parking area. We simply need some parking for a few hours a week so am hopeful that can be accomplished without requiring a lease change. I see other parking areas around town where signs are present restricting parking between certain hours so that is all we are requesting here. If we could simply get this space marked for our use between 8AM and 4PM Monday-Wednesday we would be covered. This also would only need to be from November through March.

A little history of who we are and what we do. We have a total club membership pushing 300 and have 96 of those members shooting in a winter pistol league which starts first of November and runs to mid April of the following year. Many of these winter league shooters are elderly and physically can not carry their shooting equipment into the range unless they can get relatively close parking. Along with being a place for our members to shoot the facility has, and is, used regularly for firearms related instruction and training, NRA sanctioned pistol matches, Iowa State Annual Pistol Championship, Iowa State Annual Air Rifle/Air Pistol Championship. We also offer this facility to Clubs such as the Boy Scouts and Navy Seabees who train young adults in the shooting sport. We have had many local police officers and sheriff deputies over the years as members using the range to keep their skills sharpened in the comfort of a heated indoor facility.

Our club has always supported local and state wide youth needs and offered (at no charge) our facility when needed to allow those organizations a place to safely train young shooters.

I appreciate your time in considering our needs and would be more than willing to discuss if further information is needed. I have had lengthy discussions with both Randy and Brad on this so they also could be helpful in setting direction for a resolution. Please let me know what else is needed of us to assist in making a decision regarding this parking concern.

Regards,  
Steve Gile  
606 W. Southridge Rd.  
Marshalltown, Ia. 50158

641-485-1898 Cell  
641-752-6896 Home



TRAW

## Marshalltown Police Department Chief of Police Memorandum

TO: Randy Wetmore, City Administrator

FROM: Michael W. Tupper, Chief of Police  
Brad Bateman, Public Works-Engineering Division

DATE: 01/06/2014

RE: Iowa River Gun Club Parking Request

I have reviewed the written request from the Iowa River Gun Club for dedicated parking on the public street underneath the Center Street viaduct. This is a relatively unique request. Following conversations with senior staff, I am not aware of any other similar parking arrangements in the City of Marshalltown. Certainly the City does rent spaces in public parking lots to private businesses. I am not aware of any parking spaces on public streets being designated exclusively for private use.

If the City of Marshalltown does adopt a parking agreement with the Iowa River Gun Club, I do not anticipate significant enforcement problems so long as the spaces are adequately marked. I do not believe this additional enforcement obligation would negatively impact our resources. The Iowa River Gun Club would need to understand that our enforcement of this parking regulation would be complaint driven. We would not proactively monitor these parking spaces for parking violations. The Iowa River Gun Club would be responsible for providing parking permits to their members so that it would be easy to identify those vehicles that could legally park in these designated spaces. The Iowa River Gun Club would also need to understand that parking complaints are designated as low priority calls. The police department prioritizes calls for service and emergency or high priority incidents take precedence over parking complaints. Consequently, I cannot guarantee that parking complaints will receive an immediate police response.

On January 6, 2014, I spoke with Brad Bateman about this issue and the impacts this request would have on the resources of the Public Works Department. Brad has also reviewed the written request from the Iowa River Gun Club. Brad is concerned that approval of this request would negatively impact the resources of the Public Works Department. The City would be responsible for using its resources for the placement and maintenance of the pavement markings and signage necessary to accommodate this request. The City would also in essence be responsible for the maintenance of a private parking lot in this area.

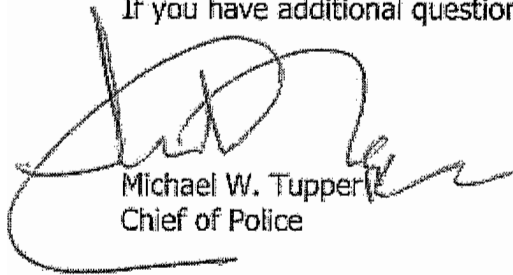
The parking at this location is currently available to the public and to change it to gun club parking only Monday through Wednesday from 8 A.M. to 4 P.M. between the months of November and March

### CITY COUNCIL

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

would not be in the City's best interest. We would also be setting a precedent that may lead to similar requests by other private businesses or organizations in town who want similar accommodations.

If you have additional questions or concerns about this issue, please let me know.

A handwritten signature in black ink, appearing to read "Michael W. Tupper", is written over the printed name and title.

Michael W. Tupper  
Chief of Police

2014-2

12/23/2013

Attn: Lori Stansberry - City of Marshalltown

Lori - Please find enclosed Dan Kester's email stating his project is complete.  
 I performed a site inspection on 119 E Main St, Marshalltown as of 11/27/2013.  
 I find the improvements made correspond to the City Council approval of 4/8/13.

The itemization with a total for the grant is as follows:

|                      |                      |                                            |
|----------------------|----------------------|--------------------------------------------|
| Blackhawk Sprinklers | \$4,832.25           |                                            |
| Blackhawk Sprinklers | \$19,329.00          |                                            |
| Blackhawk Sprinklers | \$8,053.44           |                                            |
| Bjelland Plumbing    | \$19,217.44          |                                            |
| Bjelland Plumbing    | \$12,700.34          |                                            |
| Bjelland Plumbing    | \$1,151.41           |                                            |
| Bjelland Plumbing    | \$848.25             |                                            |
|                      | \$0.00 Missing Ck    |                                            |
|                      | \$0.00 Missing Ck    |                                            |
| Bishop Engineering   | \$100.00             |                                            |
| Stanton Const        | \$2,800.00           |                                            |
| Stanton Const        | \$5,600.00           |                                            |
|                      | \$0.00 Missing Ck    |                                            |
| Stanton Const        | \$7,612.00           |                                            |
|                      | \$0.00 Missing Ck    |                                            |
| Clement Services     | \$4,493.00           |                                            |
| Clement Services     | \$6,000.00           |                                            |
| Clement Services     | \$4,300.00           |                                            |
| Clement Services     | \$987.00             |                                            |
| Clement Services     | \$992.00             |                                            |
| Clement Services     | \$252.53             |                                            |
| Neal's Electric      | <u>\$8,054.00</u>    |                                            |
|                      | \$107,322.66 x 25% = | <b>\$26,830.67 Allowable Reimbursement</b> |
|                      | Requested Grant =    | <b>\$20,000.00</b>                         |

*Douglas Husak,*  
*Program Chair*

## Husak, Douglas P.

---

**From:** Dan Kester [dank@marshalltown.com]  
**Sent:** Friday, November 01, 2013 2:24 PM  
**To:** Husak, Douglas P.  
**Subject:** Grant information for 199 E. Main  
**Attachments:** Grant Documents.pdf

Doug,

We have finally "finished" the project. Even though we are moved in and mostly settled, I think I have a honey-do list that will last me for a year.

Listed below are the costs associated with the project that relate to the Grant. I have also attached invoices and canceled checks that I have.

Please let me know if you need any additional information.

Thanks,

Dan

|                             |             |      |
|-----------------------------|-------------|------|
| Blackhawk Sprinkler Systems | \$4,832.25  | P. 1 |
|                             | \$19,329.00 | P. 1 |
|                             | \$8,053.44  | P. 1 |
| Bjelland Plumbing           | \$19,217.44 | P. 1 |
|                             | \$12,700.34 | P. 1 |
|                             | \$1,151.41  | P. 1 |
|                             | \$848.25    | P. 3 |
| Con-Struct                  | \$3,781.08  |      |
| Bishop Engineering          | \$650.00    |      |
|                             | \$100.00    | P. 1 |
| Stanton Construction        | \$2,800.00  | P. 1 |
|                             | \$5,600.00  | P. 1 |
|                             | \$310.00    |      |
|                             | \$7,612.00  | P. 1 |
| R & R Services              | \$615.60    |      |
| Clement Heating & Cooling   | \$4,493.00  | P. 2 |
|                             | \$6,000.00  | P. 2 |
|                             | \$4,300.00  | P. 2 |
|                             | \$987.00    | P. 2 |
|                             | \$992.00    | P. 2 |
|                             | \$252.53    | P. 3 |
| Neal Electric Services      | \$8054.00   | P. 3 |
| The Home Depot (Fire Doors) | \$539.51    |      |

|                      |                 |
|----------------------|-----------------|
| Menards (Fire Doors) | \$202.23        |
|                      | <u>\$202.23</u> |
| Total                | \$113,622.70    |



# Marshalltown Central Business District City Code Building Upgrade Grant (Downtown TIF District #4)

5:30 pm 4/1 Cow 4/8/16

## Checklist of City Code Building Upgrade Grant Program Application Items:

### Please complete application process in the order listed below:

- ☒ Strong recommendation to have report from architect or design professional (Report from Design Professional may be required if using existing International Building Code).
- ☒ City Building Inspector is available to do site visit.
- ☒ Three (3) drawings of the proposed work (to scale).
- ☒ Brief narrative description of the project.
- ☒ Picture(s) of particular area(s) to be enhanced.
- ☒ One (1) original completed City Code Building Upgrade application form.
- ☒ See City Zoning Office - City Site Plan Review Board – Signature of City Staff  
 Approved Stephen Tursky Not Applicable \_\_\_\_\_
- ☒ One (1) contractor's estimate.
  - Estimate must include only the work proposed for the façade.
  - The estimate must include a brief description and methodology of the work to be done (include drawings if necessary), it can not simply be a list of items.
  - Contractor resume of prior experience.
- ☐ Bring Plan to City Building Inspector
- ☒ City Building Permit – Signature of Building Inspector Scott R. [Signature]
- ☒ Color/material samples, if requested by the MCB. BUILDING OFFICIAL
- ☒ Required signatures
  - Signature of owner is required, if the applicant is not the owner.
- ☒ Meet with MCB, Main Street Downtown Incentive Committee to review application.
- ☒ The Downtown Incentive Committee will recommend approval or disapproval to the City Council – request is subject to approval by the City Council.

**Code Upgrade Grant**

Applicant Address: 119 E Main St., Marshalltown, IA

Contractor/

| <u>Company</u>                     | <u>Estimate</u> | <u>Deductions</u>          |
|------------------------------------|-----------------|----------------------------|
| Blackhawk                          | 11140           | 0                          |
| Blackhawk                          | 28950           | 0                          |
| Bjelland - Sprinklers              | 16000           | 500 permits                |
| Bjelland - Plumbing                | 14700           | 0                          |
| Neal's Electric                    | 14000           | 0                          |
| Clement Home Serv                  | 18295           | 2400 A/C<br>2500 Fireplace |
| Stanton Const - Fire Door          | <u>2800</u>     | <u>0</u>                   |
|                                    | \$105,885       | \$5,400                    |
| Less Deductions -                  | <u>5400</u>     |                            |
|                                    | 100485          |                            |
|                                    | X <u>25%</u>    |                            |
| Total Eligible Grant Reimbursement | \$25,121        |                            |
| Maximum Grant per Program/MCBD     | <b>\$20,000</b> |                            |

February 20, 2013

Subject:

Remodel Project

119 E. Main Street

Marshalltown, IA 50158

Submitted by Dan & Lora Kester

Scope of Project:

We are entertaining the idea of purchasing the building located at 119 E. Main Street, in Marshalltown. Our intent would be to remodel the second level into a loft for our family to live in. We have met with the city Building Inspector and the city Fire Marshall. We toured the entire building with both of these individuals and reviewed our drawings and intent. To proceed with this project, the building needs to have several items brought up to current code. The largest item to bring up to code is the fire sprinkler system.

Attached to this proposal you will find the following:

- Drawings of the second level remodel
- Pictures of the exterior of the building and views of the existing condition of the interior.
- Quotes from Blackhawk Sprinkler Company
- Quotes from the other Mechanical providers
- Marshalltown Central Business District City Code Building Upgrade Grant Application

Please feel free to contact me with any questions you may have and I hope the project can move forward.

Regards,



Dan Kester

903 Benjamin Drive

Marshalltown, IA 50158

641-751-7345-cell



RSD

RESOLUTION APPROVING CERTIFICATE OF COMPLETION  
AND FINAL PROJECT COSTS WITH STORY CONSTRUCTION CO.,  
IN THE AMOUNT OF \$5,675,037.70 FOR CONSTRUCTION OF THE  
WPCP PEAK HOLDING AND PUMPING PROJECT IN THE CITY OF  
MARSHALLTOWN, IOWA,  
BEING PROJECT NO. 52009004

WHEREAS, the City of Marshalltown, Iowa has heretofore entered into a contract for labor and material for the WPCP Peak Holding and Pumping Project.

WHEREAS, said project has been completed by Story Construction Co., of Marshalltown, Iowa, pursuant to the plans and specifications covering said project.

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

That the labor and material for the WPCP Peak Holding and Pumping Project, being project number 52009004, is hereby accepted pursuant to the Engineer's Statement of Completion for the final project cost of \$5,675,037.70.

BE IT FURTHER RESOLVED that the Mayor and City Clerk is hereby authorized and directed to do all things necessary to complete the contract with Story Construction Co., including the payment of the items called for in said contract and approved for final payment.

Passed this 13<sup>th</sup> day of January, 2014 and signed this \_\_\_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

\_\_\_\_\_  
James L. Lowrance, Mayor

ATTEST:

\_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

# Engineer's Statement of Completion

|                                                              |                                            |
|--------------------------------------------------------------|--------------------------------------------|
| Project: <b>Marshalltown WPCP Peak Holding &amp; Pumping</b> | Date of Contract: <b>December 14, 2010</b> |
| Owner: <b>City of Marshalltown, Iowa</b>                     | Owner's Contract No.: <b>52009004</b>      |
| Engineer: <b>FOX Engineering</b>                             | Engineer's Project No.: <b>2407-09A</b>    |
| Contractor: <b>Story Construction Co.</b>                    |                                            |

I hereby state that the construction of Marshalltown WPCP Peak Holding & Pumping project by a Contract dated December 14, 2010 has been satisfactorily completed in general compliance with the terms, conditions, and stipulations of said Contract.

The work was completed on September 5, 2013. The Contract final completion date is August 31, 2012. The Contractor exceeded the substantial completion date of April 15, 2012 by 108 days with an actual substantial completion date of August 1, 2012. The Contractor exceeded the final completion date of August 31, 2012 by 370 days with an actual final completion date of September 5, 2013. In accordance with the contract documents, liquidated damages could be assessed in the amount of \$2,000/day for substantial completion and \$1,000/day for final completion for a total of \$586,000.00.

I further state that the total amount due to the Contractor for the fulfillment of said Contract is \$5,675,037.70. The derivation of this total amount is tabulated below. Total amount paid to the Contractor to date is \$5,597,466.69. \$77,571.01 remains to be paid as indicated in Pay Application No. 20. Should the Council elect to assess liquidated damages, the total paid should be reflected in Pay Application No. 20.

|                     |                 |
|---------------------|-----------------|
| Original Contract   | \$ 5,039,000.00 |
| Change Order No. 1  | \$ 342,570.00   |
| Change Order No. 2  | \$ 216,007.00   |
| Change Order No. 3  | \$ 5,877.00     |
| Change Order No. 4  | \$ 9,555.00     |
| Change Order No. 5  | \$ (3,284.00)   |
| Change Order No. 6  | \$ 22,565.00    |
| Change Order No. 7  | \$ 41,251.00    |
| Change Order No. 8  | \$ 7,951.00     |
| Change Order No. 9  | \$ (7,025.31)   |
| Change Order No. 10 | \$ 571.01       |
| Final Contract      | \$ 5,675,037.70 |

At least ninety-five percent (95%) of the total amount due to the Contractor should be paid after the acceptance of the construction by resolution of the City Council. The remaining five percent (5%), minus liquidated damages, shall then be paid no sooner than thirty (30) days following formal acceptance of the construction by the City Council provided that no unpaid claims exist in connection with this Contract. The Contractor will receive interest on any unpaid balance at the maximum legal rate from and after thirty (30) days following acceptance of the project by the City Council.

## Signed:

FOX Engineering Associates

By: *Len Allen*

Iowa Registration No.: 15259

Date: 10/18/13

FOX PN: 2407-09A

## Distribution:

Engineer  
Contractor  
Owner  
IDNR

## Accepted by:

Owner: \_\_\_\_\_

Resolution: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

TBW

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO RATIFY HVAC CONTRACT WITH WOODMAN CONTROLS  
COMPANY, IN THE AMOUNT OF \$80,200, RELATING TO THE CITY HALL AND  
CARNEGIE BUILDING IMPROVEMENT PROJECT NO. 49913015,  
TO BE PAID FROM CAPITAL IMPROVEMENT PLAN CARNEGIE FUND

WHEREAS the City solicited competitive quotations from two contractors for capital improvements to the heating system controls for the City Hall, but actually received a written competitive quotation only from Woodman Controls Company to perform the work; and

WHEREAS the amount of the quotation received was in excess of the dollar limit of \$40,000.00, and should have received City Council approval prior to being accepted by the City; and

WHEREAS the competitive quotation should have included provision for a performance bond, since it exceeded the amount of \$25,000.00, but it did not; and

WHEREAS the initial payment to the contractor is now due and Council should be asked to ratify the contract prior to any payments being made.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council does hereby approve the competitive quotation and ratifies and confirms the HVAC contract between the City and Woodman Controls Company for capital improvements to the heating system for the City Hall and Carnegie Building Improvement project 49913015 which was signed in May, 2013, in the amount of \$51,200.00, to be paid from Account 499 for Carnegie Building improvements.

IT IS FURTHER RESOLVED that the City Council further ratifies and confirms the amendment to the contract for an additional \$29,000.00 signed in August, 2013.

IT IS FURTHER RESOLVED that the City Council approves the additional cost of a performance bond in favor of the City to be immediately furnished by the contractor.

Passed and approved this \_\_\_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

\_\_\_\_\_  
James L. Lowrance, Mayor  
ATTEST:

\_\_\_\_\_  
Shari L. Coughenour, CMC, City Clerk

May 31, 2013

**TO: Dave Daters**

**Re: Marshalltown City Hall and Police Department**

## ***REVISED QUOTATION***

### ***AUTOMATIC TEMPERATURE CONTROL***

Base Bid total investment for automatic control system including Engineering, Installation, Check test and start-up, and a one year material warranty is:

**\$51,200 (Fifty-One Thousand Two Hundred Dollars)**

**Front End Included items:**

- Graphics
- Floor Plans
- Outside Air Temp Sensor
- Web User Interface

**Boiler Included items:**

- Graphics
- Programming
- Boiler Controller
- Boiler Enable and Disable based on Outside Air Temp

**Cabinet Unit Heater Included items:**

- Graphics
- Programming
- Space Temp Sensor
- Enable/Disable Relay

**Exhaust Fan Included items:**

- Graphics
- Programming
- Current Transducer for fan Status
- Enable/Disable Relay

**AHU 1 Included items:**

- Graphics
- Programming
- Controller
- Replace Nine Existing Pneumatic Actuators with New Electronic Actuators
- Current Transducer for fan Status
- Freeze Stat
- Replace Existing Pneumatic Steam Valve with a New Electronic Valve
- Replace Existing Thermostats with New Electronic Style
- Filter Status Sensor
- Discharge Air Temp Sensor for Each Zone
- Condensing Unit Status

**AHU 2 Included items:**

- Graphics
- Programming
- Controller
- Replace 4 Existing Pneumatic Actuators with New Electronic Actuators
- Current Transducer for fan Status
- Freeze Stat
- Replace Existing Pneumatic Steam Valve with a New Electronic Valve
- Replace Existing Thermostats with New Electronic Style
- Filter Status Sensor
- Discharge Air Temp Sensor for Each Zone
- Condensing Unit Status

**AHU 2 Included items:**

- Graphics
- Programming
- Controller
- Replace 8 Existing Standalone Valve Actuators with Electronic Actuators
- Add Five Thermostats

**Items Not Included:**

- If there are any Pneumatic Fire Dampers located in the building the air compressor will need to remain.
- The repair of any non-working mechanical equipment that is not part of this scope
- Replacement of radiant fin-tube valves
- Replacement of Fire Damper Actuators

Thank you



Dan Ponxs  
dponxs@woodmaninc.com  
515-276-8111

ACCEPTED BY:



TITLE:

PUBLIC FAC. SUPT.

PURCHASE ORDER NUMBER:

730481

Note: If this quote is accepted, please sign below. Woodman Controls will not proceed with any work without a signed copy of this quote. The above quoted price is valid for 30 days.



Des Moines: Phone: 515-276-8111

Fax: 515-278-1862

Fort Dodge: Phone: 515-955-1800

Fax: 515-955-1704

August 28, 2013

TO: Dave Daters

RE: Marshalltown City Hall and PD

## Quotation

### HVAC BUILDING AUTOMATION SYSTEM

\$29,000 (Twenty Nine Thousand Dollars)

**Included items:**

- Provide valves in radiators currently controlled by the pneumatic system in the PD first floor and City Hall first floor and second floor
- Provide and install new thermostats for each of the combined zone as discussed with the owner
- Provide controllers each of the new zoned radiators
- Provide controls for the seven air handling zones located in the police department
- Provide and install new thermostats for each zone that is replaced
- Provide new valve and damper actuators for the generator room
- Provide new thermostat in generator room for the radiator

**Items Not Included:**

- Piping work will need to be done to eliminate the radiators in the unoccupied police storage area. This work is not included in this quote.
- Control of the solar heat will not be integrated
- Second floor of City Hall will remain standalone and will not be controlled
- All radiator valves will be removed and new ones installed by owner
- Radiator zones will be combined in several areas and controlled by one thermostat to reduce cost as discussed with the owner

Thank you

Dan Ponxs

dponxs@woodmaninc.com

515-276-8111

ACCEPTED BY:

TITLE:

Pub. Fac. Syst.

PURCHASE ORDER NUMBER:

730481

Note: If this quote is accepted, please sign below. Woodman Controls will not proceed with any work without a signed copy of this quote. The above quoted price is valid for 30 days.

TZG

# Marshalltown

Parks and Recreation



To: Mayor and City Council  
From: Terry Gray, Parks and Recreation  
Date: January 7, 2014  
Subject: 2014 Aquatic Center Recommendation

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The Marshalltown Family Aquatic Center suffered its lowest season attendance in the past six years. The month of June was cold and rainy with 15 days that the center was either closed, opened late or closed early due to weather. We also experienced a new record low temperature in July of 48 degrees.

One of the bright spots of the season was the water walking program which experienced great participation. In July, we averaged 68 water walkers during both the 11:00 a.m. and the 7:45 p.m. times. The regular attendance of this group of users is one of the factors that led to the Parks and Recreation Advisory Committee's recommendation that the daily opening time of the aquatic center be changed from 12 noon to 12:30. This will help alleviate the crunch time between swim lessons, water walking and opening. It will also add 30 minutes for the air temperature to reach 70 degrees which is the minimum temp required to open.

# Marshalltown Aquatic Center

November 1, 2012 – October 31, 2013

|                                                                          |                  |                           |                  |
|--------------------------------------------------------------------------|------------------|---------------------------|------------------|
| <b>Total Revenue</b>                                                     | <b>\$126,839</b> | <b>Total Expenses</b>     | <b>\$164,400</b> |
| Daily Admission                                                          | \$73,341         | Wages                     | \$12,259         |
| Season Passes                                                            | \$31,488         | Utilities                 | \$33,358         |
| Punch Cards                                                              | \$4,564          | Community Y               | \$98,962         |
| Rentals                                                                  | \$4,749          | Chemical supplies         | \$9,165          |
| Swim Lessons                                                             | \$12,697         | Repairs & Maintenance     | \$2,604          |
|                                                                          |                  | Operating/bldgs & grounds | \$5,310          |
|                                                                          |                  | Permits/phone/contracted  | \$2,742          |
| <b>Total Attendance</b>                                                  | <b>31,936</b>    |                           |                  |
| 35% of the season we were not open entire day (8 days closed/20 partial) |                  |                           |                  |

| Season Pass Sales | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 |
|-------------------|------|------|------|------|------|------|
| Family            | 109  | 127  | 143  | 214  | 239  | 302  |
| Single            | 112  | 90   | 90   | 96   | 105  | 126  |
| Two person        | 26   | 40   | 36   | -    | -    | -    |
| Three person      | 31   | 42   | 35   | -    | -    | -    |
| Total             | 256  | 321  | 304  | 310  | 344  | 428  |

| Revenue & Attendance               | 2013      | 2012      | 2011      | 2010*     | 2009      | 2008      |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total revenue without swim lessons | \$114,162 | \$145,530 | \$124,764 | \$128,561 | \$115,407 | \$146,620 |
| Total attendance                   | 31,936    | 43,728    | 34,878    | 37,877    | 32,000    | 44,196    |

\*2010 was first year of swim lessons

## Recommendations for 2014 Season:

Dates: May 31-August 17      79 days

Hours: Monday-Friday      12:30-7:30 pm *(This is a recommended change from the noon opening time.)*  
 Saturday and Sunday      12:30-6:00 pm

Fees: *No increase since 2007*

Daily      \$ 4.00  
 After 4:30      \$ 3.75  
 10-punch card      \$ 37.50  
 Single season pass      \$ 88.29  
 Two-person pass      \$144.45 *(Added this category in 2001)*  
 Three-person pass      \$160.50 *(Added this category in 2011)*  
 Four-six person pass      \$176.55  
 Daily water walking      \$ 2.75  
 15-punch water walking      \$ 35.00



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2014-\_\_

RESOLUTION DECLARING AWOL THE POLICE CANINE AND  
CERTAIN OF HIS ACCESSORIES AS SURPLUS PROPERTY  
AND AUTHORIZING THE SALE THEREOF UPON CONDITIONS

WHEREAS the police canine, Awol, has served all of its useful life as property of the City of Marshalltown and is being replaced by another canine; and

WHEREAS the most appropriate person to purchase and care for Awol, after Awol's retirement from the Marshalltown Police Department, is his present handler and caretaker, Sergeant Melinda Ruopp, with whom Awol resides.

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

Section 1. The police canine, Awol, and his expendable equipment as to be determined by the Chief of Police, including but not limited to used collars and leashes, is declared as surplus property.

Section 2. The surplus property, the subject of this resolution, shall be disposed of by the Police Department by offer and sale to Sergeant Melinda Ruopp for \$1.00 and other valuable consideration. By entering into said sale, and as a condition of purchase of police canine Awol, Sergeant Melinda Ruopp accepts Awol as is and agrees to save harmless and indemnify the City of Marshalltown, and its officers, agents, and employees for any claim or demand arising from the sale of Awol or conduct of Awol after the disposition of Awol as city surplus property.

Passed this 27<sup>th</sup> day of January, 2014, and signed this \_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

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James L. Lowrance, Mayor

ATTEST:

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Shari L. Coughenour, CMC, City Clerk

Feb

#2014-

RESOLUTION DECLARING CERTAIN  
PROPERTY IN THE POLICE DEPARTMENT AS SURPLUS PROPERTY AND  
AUTHORIZING SALE AND DISPOSAL THEREOF.

WHEREAS a list of surplus equipment follows in Section 1 which is surplus property; and

WHEREAS this surplus property should be disposed of or sold to raise additional revenue and prevent the further decline in value thereof prior to sale.

WHEREAS the disposal of excess property is in the best interests of the City of Marshalltown.

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

Section 1. The property listed below is hereby declared as surplus property:

1 Ericsson portable radio, serial #0005X2T  
\$500.00  
1 Ericsson portable radio, serial #0005MM3  
\$500.00  
1 Ericsson portable radio, serial #0005X2V  
\$500.00

**Sold to:**

Care Ambulance  
c/o Lori King Smith, RN  
PH: 319.248.5507  
FX: 319.338.7160  
care@careambulance.us

**INCLUDED ACCESSORIES:**

1 Otto Communications lapel mic, model  
V2-10069, serial #: 0512  
1 Otto Communications lapel mic, model  
V2-10069, serial #: 0606  
1 Otto Communications lapel mic, model  
V2-10069, serial #: 6124  
3 Ericsson LPE/KPC Rapid Desk Charger,  
model BML 1615-505 R4A

PO Box 261  
Iowa City, IA 52244-0261  
(for invoices/billing/etc)  
  
1801 South Riverside Drive  
Iowa City, IA 52246-5704  
(physical address for shipping/etc)

Section 2. The surplus property the subject of this resolution shall be sold or disposed of in accordance with applicable Federal, State and City guidelines.

Passed this \_\_\_ day of January, 2014, and signed this \_\_\_ day of January, 2014.

CITY OF MARSHALLTOWN, IOWA

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James L. Lowrance, Mayor

ATTEST:

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Shari L. Coughenour, CMC, City Clerk

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**Police Radios-Surplus Property**

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**From :** Michael W. Tupper <mtupper@ci.marshalltown.ia.us>  
**Subject :** Police Radios-Surplus Property  
**To :** Shari Coughenour <scoughenour@ci.marshalltown.ia.us>

Tue, Jan 07, 2014 03:25 PM

 1 attachment**The radios we want to sell are:**

1 Ericsson portable radio, serial #0005X2T \$500.00  
1 Ericsson portable radio, serial #0005MM3 \$500.00  
1 Ericsson portable radio, serial #0005X2V \$500.00

**INCLUDED ACCESSORIES:**

1 Otto Communications lapel mic, model V2-10069, serial #: 0512  
1 Otto Communications lapel mic, model V2-10069, serial #: 0606  
1 Otto Communications lapel mic, model V2-10069, serial #: 6124  
3 Ericsson LPE/KPC Rapid Desk Charger, model BML 1615-505 R4A

**We would be selling them to:**

Care Ambulance  
c/o Lori King Smith, RN  
PH: 319.248.5507  
FX: 319.338.7160  
care@careambulance.us

PO Box 261  
Iowa City, IA 52244-0261 (for invoices/billing/etc)

1801 South Riverside Drive  
Iowa City, IA 52246-5704 (physical address for shipping/etc)

Let me know if you need additional information. Thanks!

Mike

Michael W. Tupper  
Chief of Police  
Marshalltown Police Department  
22 North Center Street  
Marshalltown, Iowa 50158  
Office: 641.754.5771  
FAX: 641.752.1211  
Cell: 641.777.3259  
Email: [mtupper@ci.marshalltown.ia.us](mailto:mtupper@ci.marshalltown.ia.us)  
FBINA Session #242  
NUSPSC Session #249

**Marshalltown****DISCLOSURE STATEMENT:**

Email correspondence to and from this address may be subject to the Iowa Public Records Law, Code of Iowa Chapter 22, and may be disclosed to third parties.

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# City Council Goals

For

2014

(Numbered for ease of discussion, not to denote priority)

## **I. Enhance Marshalltown's Public Image**

1. Initiate comprehensive plan implementation in specific areas of the community along with the necessary ordinance changes.
2. Draft ordinance changes that are related to the signage in the historic district.
3. Continued support of the Imagine Visioning Plan, downtown redevelopment projects, and community projects such as Iowa Great Places.
4. Continue to implement the Street Maintenance Plan. Consider bonding and other \$2 million for street improvements and other improvement funding.

## **II. Strive to Provide Quality City Services**

1. Review current processes, permits and fees, costs, etc. Look for opportunities to provide more efficient services as well as possible new revenues and grants.
2. Continue to make information available to the public through the internet. Also, investigate being able to do more on-line registration and fillable forms.
3. Continue to look for opportunities to cross train employees where possible.

### **III. Improve City Owned Properties**

1. Continue the work on new Police and Fire Stations.
2. Review funding sources to improve City property or infrastructure.
3. Look at having public art in the Prairie Garden at Library
4. Develop emergency and continuity of operation plan city wide.
5. Look for cost effective ways to maintain or reduce man hours needed to preserve public property.

### **IV. Partner with Citizens, the Business Community, the County, Non-Profits, the Community College and Others to Improve the Quality of Life.**

1. Continue to work with the groups involved in the All America City Award and Read by 3rd Campaign.
2. Continue to promote employee volunteerism in the community.
3. Provide a strong and timely relationship with those undertaking major development projects.
4. Initiate, review, and promote business partnerships and volunteer programs to assist in enhancing City wide improvements.