

CITY OF MARSHALLTOWN
COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
2ND FLOOR, 10 W STATE STREET
AUGUST 27, 2018 AT 5:30 PM

A. NOTICE TO PUBLIC

The Mayor and City Council welcome comment from the public during discussion of any of the agenda items. 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 3 minutes or less in order that others may be given the opportunity to speak. All speakers shall speak clearly and direct their comments to the Mayor and City Council and not to any Councilor specifically. It is at the discretion of the Mayor and Council to respond to specific questions and comments or to have staff respond during the meeting.

B. CALL TO ORDER

Mayor Joel T.S. Greer

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

Cahill, Gowdy, Hoop, Isom, Lamer, Martin, Wirin.

E. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

1. Years Of Service

Years of Service

Stephen Sheets - 5 years

Debra VanGundy - 5 years

Pat Johnson - 20 years

Brad Weuve - 40 years

F. CONSENT AGENDA

1. Approve Minutes Of August 13, 2018.

Documents:

[2018-08-13_council-minutes.pdf](#)

2. Approve Bill List In The Amount Of \$1,404,074.64

Documents:

[2018-08-27_BillList.pdf](#)

3. Civil Service New Hire List - Parking Enforcement

Documents:

[20180816 Parking Enforcement New Hire List.pdf](#)

4. RESOLUTION 2018-147 APPROVING CONTRACTS SIGNED BY THE MAYOR PURSUANT TO THE DECLARATION OF THE STATE OF PUBLIC EMERGENCY BEGINNING JULY 19, 2018

Documents:

[08-27-2018_2018-147_Res Approve Civil Emergency Contracts.pdf](#)

5. RESOLUTION 2018-148 MODIFYING THE BUDGET FOR THE POLICE AND FIRE BUILDING PROJECT TO INCLUDE SIDEWALKS AND LANDSCAPING

Documents:

[Res to Modify PFBldg Budget.pdf](#)

6. RESOLUTION 2018-149 RESOLUTION APPROVING CHANGES TO THE FISCAL YEAR 2019 CAPITAL IMPROVEMENT PLAN TO ALLOW FOR VEHICLE PURCHASES

Documents:

[Res Amending FY19 CIP.pdf](#)

7. Approve Alcohol License Renewals - October Renewals
Old Timers Tavern, Hy Vee Drugstore, Fiddle & Whistle Pub, Kwik Star #394, Zamora Fresh Market, Aldi, Inc. #43.

G. MOTIONS

1. Oktemberfest Liquor License At Fairgrounds

H. REPORTS

1. Convention & Visitors Bureau, Director Val Ruff
2. Marshalltown Water Works, Kenn Vinson

I. RESOLUTIONS

1. RESOLUTION 2018-150 RESOLUTION AUTHORIZING THE PURCHASE OF VEHICLES FOR MULTIPLE CITY DEPARTMENTS

Documents:

[Res for Vehicle Purchases.pdf](#)
[2018 vehbids.pdf](#)

2. RESOLUTION 2018-151 RESOLUTION ADOPTING A DEBRIS MANAGEMENT PLAN

Documents:

[Res Adopt Debris Mgmt Plan.pdf](#)
[FINAL Debris Mgmt Plan 8.24.18.pdf](#)

3. RESOLUTION 2018-152 TERMINATING THE CIVIL EMERGENCY
ISSUED ON JULY 19, 2018

Documents:

[Res to End Civil Emergency.pdf](#)

4. RESOLUTION 2018-153 AUTHORIZING THE ACCEPTANCE OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR
HOUSING REHABILITATION AND RENTAL ASSISTANCE

Documents:

[Res for CDBG Housing Funds.pdf](#)

5. RESOLUTION 2018-155 AMENDING THE MEMBERSHIP OF THE
PARKS AND RECREATION ADVISORY BOARD AND
ABOLISHING THE COLISEUM COMMISSION

Documents:

[Res to Modify PR Advisory Board.pdf](#)

6. PUBLIC HEARING - JAG GRANT

RESOLUTION 2018-154 APPROVING INTERLOCAL GRANT
AGREEMENT FOR THE IOWA/BYRNE-JUSTICE ASSISTANCE
GRANT PROGRAM (JAG) \$20,765.00 SPLIT 50% WITH
MARSHALL COUNTY, TO ASSIST WITH LAW ENFORCEMENT
PROGRAMMING OR EQUIPMENT PURCHASES, AND
APPROVAL OF MEMORANDUM OF UNDERSTANDING TO
SHARE GRANT FUNDS WITH MARSHALL COUNTY

Documents:

[_PD JAG-Step3 Res ADOPT 28E.pdf](#)
[MPD JAG MEMO.pdf](#)

J. ORDINANCES

1. ORDINANCE 14977 TO AMEND NUMBER OF HANDICAP
PARKING SPACES

Adding a handicap parking space in front of the House of
Compassion, 210 W Church St.
First reading, consider waiving of 2nd and 3rd reading. No public
hearing required.

Documents:

[_Ordinance Handicap spaces added HOC.pdf](#)

2. ORDINANCE 14978 AMENDING CHAPTER 7 BUILDINGS AND BUILDING REGULATIONS, ARTICLE III DANGEROUS BUILDINGS, OF THE CODE OF ORDINANCES OF THE CITY OF MARSHALLTOWN, IOWA, 2013

First Reading. No public hearing required.

Documents:

[Dangerous Building Ordinance 02.26.18_final.pdf](#)

K. **PUBLIC COMMENT**

Members of the public may make comments on any item which was not on the agenda during this time. The speaker shall approach the microphone, and state his or her name and address. Comments shall be limited to three minutes, unless a longer comment is authorized by the Mayor. The speaker shall direct comments to the Mayor and to the Council as a whole. The Mayor and Councilors shall not engage in discussion or debate on items raised by members of the public, and no action may be taken on items raised in public comments in order to comply with open meetings laws.

L. **CLOSED SESSION - PENDING LITIGATION**

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 disclosure would be likely to prejudice or disadvantage the city in that litigation. The City of Marshalltown has an attorney-client relationship with Attorney Roger Schoell, appointed as City Attorney on May 5, 2014, by Council Resolution #2014-047. and with Lynch Dallas P.C., by Council Resolution #2017-093, approved May 8, 2017.

M. **CLOSED SESSION - REAL ESTATE**

Closed session pursuant to Section 21.5 subsection (1) paragraph (j) OF THE CODE OF IOWA to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The City of Marshalltown has an attorney-client relationship with Attorney Roger Schoell, appointed as City Attorney on May 5, 2014, by Council Resolution #2014-047; and with Lynch Dallas P.C., by Council Resolution #2017-093, approved May 8, 2017.

N. **ADJOURN**

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

Council Proceedings
August 13, 2018

Mayor Greer called the meeting to order at 5:30 PM, August 13, 2018, in the temporary council chambers at the public library and led the pledge of allegiance. Roll call- Present: Cahill, Gowdy, Hoop, Isom, Lamer, Martin and Wirin. Councilor Lamer noted many businesses were only insured for appraised value instead of replacement value and need money now to help rebuild roofs and suggested the city assist businesses so they can get their doors open. Councilor Cahill thanked staff and volunteers for continued cleanup efforts and asked for a rebuild committee to evaluate and provide direction.

CONSENT AGENDA:

Wirin moved to adopt the consent agenda: Approve Council Minutes of July 23 and July 30, Approve Bill List in the amount of \$2,615,555.58, Receipt of the July 2018 Building Report, Resolution 2018-136 Approving Contracts Signed by the Mayor Pursuant to the Declaration of the State of Public Emergency Beginning July 19, 2018, Resolution 2018-137 Allowing Existing Transient Food Merchants To Sell In One Location More Than Seven Days Per Calendar Month Due To The State Of Public Emergency, Resolution 2018-138 Declaring Vehicles Totaled by the 7/19/18 Tornado as Surplus Property and Authorizing Sale and Disposal Thereof, Resolution 2018-139 Approving the Purchase of a 2018 Dodge Durango SUV to Replace a Totaled Vehicle in the Fire Department, Resolution 2018-146 Setting Public Hearing on August 27, 2018, Regarding an Interlocal Grant Agreement for the Iowa/Byrne-Justice Assistance Grant program (JAG) \$20,765.00 Split 50% with Marshall County, to assist with Law Enforcement Programming or Equipment Purchases, notifying the Public of the Grant Award and proposed use of Federal Funds, second by Isom. Motion carried 7-0.

MOTIONS:

Martin moved to approve expanded outdoor service area for TC's, 921 N 3rd Avenue, for August 25, 2018 and September 15, 2018, second by Wirin. Motion carried 7-0.

Wirin moved to approve the transfer of the Orpheum's liquor license to the N 13th Street designated areas August 10 and August 17 and to RS Stover on August 14, second by Isom. Motion carried 6-1, Hoop dissenting.

Wirin moved to approve the following Tree Trimmer licenses: Bolar & Gill Tree Service LLC, Top Notch Tree Service, Wolfe Creek Stump Grinding, second by Martin. Motion carried 7-0.

RESOLUTIONS:

Wirin moved to adopt Resolution 2018-140 Approving 2018 Amendment to Agreement with Marshalltown Central Business District, second by Isom. Resolution adopted 7-0.

Lamer moved to adopt Resolution 2018-141 Approving an Agreement with Bolton & Menk for a Highway 14 Traffic and Access Management Study and accepting funding from the Iowa Department of Transportation, second by Wirin. Resolution adopted 7-0.

Isom moved to adopt Resolution 2018-142 Authorizing the Acceptance of a Martha-Ellen Tye Foundation grant for a Downtown Redevelopment Master Plan in the Amount of \$100,000, second by Gowdy. Resolution adopted 7-0.

Wirin moved to adopt Resolution 2018-143 Authorizing the City Housing & Community Development Department to submit a Grant Application to the Economic Development Administration (EDA) for a Downtown Redevelopment Master Plan, second by Martin. Resolution adopted 7-0.

Wirin moved to adopt Resolution 2018-144 Authorizing an Application to the Iowa Economic Development Authority for a Community Catalyst Building Remediation Program Grant for the Remediation of Buildings within the Marshalltown Central Business District, second by Isom.

Wirin moved to adopt Resolution 2018-145 Approving Policy on Examination and Copying of Public Records and appointing the Lawful records Custodian for the City of Marshalltown, second by Cahill. Resolution adopted 7-0.

DISCUSSION:

Finance Director Steiner reviewed the progress of the Police and Fire Building, noting the \$225K storm water improvement along High Street is listed as an outside expense. The project is on schedule and \$918k is unallocated.

Hoop moved to direct staff to go out for bid for landscaping and sidewalks at the new site, second by Lamer. Motion carried 6-1, Cahill dissenting, as she wanted public artists to begin work now.

Gowdy moved to combine the Veterans Memorial Coliseum Commission with the Parks and Recreation Advisory Board, holding two spots on the combined board for veterans, second by Isom. A Resolution will be presented at the August 27 meeting. Motion carried 7-0.

The council discussed the landfill charges to commercial entities. Kinser explained that the independent Landfill Commission agreed to waive only residential debris. Most commercial properties have adequate insurance to haul debris. Kinser asked the council to wait for federal public assistance declaration and then review this item.

PUBLIC COMMENT:

Leon requested copies of the contracts signed by the mayor related to Resolution 2018-136. Marla Grabenbauer, 118 W Main Street asked that the council review traffic flow on Church and Linn Street.

The meeting adjourned at 6:46 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST: _____
Joel T.S. Greer, Mayor

Shari L. Coughenour, CMC, City Clerk

BILL LIST 8/27/2018

Advertising

T-R/3	546.12
US.Yellow.Pgs/1	229.00
WFCa-Dispatch/1	405.00

Buildings/Improvements

Forman.Ford/1	6,973.00
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Consulting & Professional Fees

AMERICAN.LEGAL./1	8,610.00
Bernie.Lowe/2	552.93
Bernie.Lowe.Asc/1	317.06
Bolton&Menk.Inc/3	32,451.50
Grimes.Buck.Sch/2	5,641.00
Hopson.J.Robert/1	1,800.00
I.L.E.A./1	150.00
Iowa.One.Call/2	591.20
Speer.Financial/1	400.00

Contracts

ANDERSON,C/7	28,593.72
Aramark.Unfrm/5	80.90
BASCOM.E,W/3	3,993.28
Ciio.Dilorio.M/16	51,994.74
KKSLR.ENT/2	9,573.66
Ledford,M/1	350.00
M.C.S.D./1	63.24
Mtn.Aviation/1	642.00
Mumm.Backhoe.Ex/6	9,847.99
O.C.L.C.Inc/1	905.21
Premier.Equip/1	36.24
Region.6.Planng/1	510.00
Safety-Kleen/1	865.78
Schendel.Pest.C/3	273.04
Servicemaster/1	1,772.00
Sirsi.Corp/1	16,659.46
Stone.Sanit/1	115.56
SUMNER.SRVC/2	24,600.70
THOMAS,B/2	15,623.36
TOP.NOTCH.TREE./2	55,782.62
Unique.Mgmt.Svc/1	187.95
Xerox.Corp/1	62.56

Library Books

Baker.Taylor/10	363.27
Cengage.Learn/11	662.28
MicroMarketing./13	1,276.63
OVERDRIVE,INC./1	96.33
RECORDED.BOOKS/4	148.47
Sentimental.Pro/1	125.00
Tumbleweed.Pres/1	375.00

Medical

Bernie.Lowe/2	5,084.53
McFarland.Cl/1	55.44
Medtrak.Service/2	548.60
Unity.Point.Clc/1	42.00
Wellmark.Inc./5	197,445.71

Payroll.Deductions

American.Educa./1	64.41
AXA/1	425.00
Browns.Shoe.Fit/1	16.00
Collection.Svs./6	2,438.33
Colonial.Life/1	522.21
Fidelity.Securi/2	401.10
Fire.Union.Dues/2	1,260.00
I.P.E.R.S./8	75,886.80
I.R.S./6	80,396.06
IA.Treasurer/4	19,728.00
ICMA.457/12	10,795.48
M.F.P.R.S.I./4	119,767.57
Meskwaki.Nation/1	300.34
Texas.Child.Sup/2	252.57
TotalAdmin.Serv/11	15,778.81
UAW.Local.893/1	148.48
United.Way/4	836.54

Payroll.Net

Payroll/1	287,435.50
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Refund/Reimbursed

Adair,C/1	62.68
Baker.Taylor/7	148.72
Bobcat.Academy/1	15.00
BRODART.CO/1	8.79
Cengage.Learn/1	29.24
Davis,J/1	46.20
Graves,R/1	41.18
IA.Treasurer/1	75.00
Iowa.Winnie.Hwk/1	350.00
Klass.K/1	85.30
Marsh.Co.Treas/1	61,093.06
Miller,G/1	24.71
Randall,G/1	21.99
Schulte,L/1	43.12
Seberger.C/1	14.99
Shetler,B/1	63.14

Rents/Leases

Reed,T/1	138.00
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Service/Repairs

AAA.Septic/1	85.00
Advance.Garage./8	61,039.40
Bens.Tire/1	116.00
Century.Link/56	707.88
Centurylink.Id/6	13.50
Devig,T/14	1,115.00
Glass.Tech/13	6,765.01
Hardin.Co. Recr/1	7.00
Hartwig.Plmbg/1	196.00
Ia.Div.Labor/2	175.00
IA.Pub.Transit/1	1,630.00
IA.Treasurer/2	11,038.00
Kapaun.Brown/6	11,477.00
Ledford,M/6	1,950.00
LENZ,D/1	460.00
M.Co.Recorder/1	52.00
Manship,W/1	180.00
McAtee.Tire/9	351.00
Mtn.Aviation/2	1,909.84
Occ.Med.Plus/3	294.50
Overhead.Door/1	255.00
Racom.Corp/1	375.00
Verizon.Wireles/6	573.60

Supplies/Parts

Adland.Engrvg/1	48.75
Airgas.U.S.A./1	27.52
ANDERSEN,C/3	600.00
Arnold.Motor.Su/4	68.52
Baker.Taylor/8	351.58
Barco.MuniProd/2	293.74
BDH/3	1,241.60
Browns.Shoe.Fit/2	335.00
Cntrl.IA.Farm/1	140.84
Cntrl.Office/3	215.32
Crop.Production/3	753.05
Crop.Rite.Inc/1	469.92
Dave.WrightCDRJ/1	50.68
DEMCO.INCORP./2	1,006.49
Diamond.Vogel/3	265.82
Education.Spc/4	395.00
Fastenal.Co/3	410.74
Galls.LLC/2	157.97
Gillig.LLC/2	791.27
Graymont.Lime/1	4,177.69
Hartwig.Plmbg/1	535.36
HyVee.Accts/3	68.44
IA.Prison.Ind/15	10,132.25
Inland.Truck/30	7,562.27
Jensen.Inc/2	241.40
Kieslers/2	8,315.00
LIBRARY.STORE/1	662.88
Marsh.Co.Engr/35	26,508.52
Midland.Scienti/7	957.92
MINITEX.UN.MINN/1	1,288.00
Mtn.Aviation/2	69.92
Municipal.Emerg/3	10,998.89
Murphy.Tractor./1	539.39
Northern.Lights/2	581.87
Office.Express/10	275.23
Oreilly.Automot/3	116.77
Outdoor.Recr/1	1,730.00
Racom.Corp/1	98.00
Sje.Rhombus/1	1,856.50
Stevenson,K/1	24.00
Storey.Kenwrthy/2	122.25
Sunshine.Filter/1	547.16
Tags.Screen.Prt/1	56.00
Testamerica/1	44.10
T-R/1	108.15
ULTRAMAX.AMMUN/1	2,408.00
Vajgrt.R/1	28.00
Verizon.Wireles/1	785.85
Watson,T/1	53.05
WW.Grainger/1	234.48
Ziegler/3	457.79

Travel/Training

Olson,R/2	86.42
ROSENBLUM,S/3	409.70
Stevenson,K/1	23.32

Utilities

AlliantEnergy/64	46,132.02
Consumr.Energy/2	414.66
Mtn.Wtrwrks/1	850.95
WoodRiver.Enrgy/2	44.50

Total/627	1,404,074.64
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 the City of
Marshalltown
POLICE DEPARTMENT

Joel Greer, Mayor
Jessica Kinser, City Administrator
Michael W. Tupper, Chief of Police
22 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5725
Fax - (641) 752-1211

TO: CIVIL SERVICE COMMISSION

FROM: MICHAEL TUPPER, CHIEF OF POLICE

RE: PARKING ENFORCEMENT OFFICER 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 and are ranked as follows:

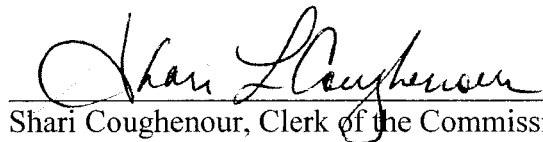
Rank	Name	Score (Actual/Total Possible)
1	Daniel McCready*	199.25/245
2	Anthony Baldazo	195/245

This list shall be valid for a period not to exceed *August 16, 2019*.

Certified by the Civil Service Commission on *August 16, 2018*.


Civil Service Commission Chair

Attest:


Shari Coughenour, Clerk of the Commission

*Veterans Preference applied

CITY COUNCIL

Sue Cahill, Mike Gowdy, Al Hoop, Gabriel Isom,
Leon Lamer, Bill Martin, Bethany Wirin

**RESOLUTION 2018-147 APPROVING CONTRACTS SIGNED BY THE MAYOR PURSUANT TO
THE DECLARATION OF THE STATE OF PUBLIC EMERGENCY BEGINNING
JULY 19, 2018**

WHEREAS, the City of Marshalltown Code of Ordinances, Chapter 9, sets forth the City's policy for civil emergencies; and

WHEREAS, on Thursday, July 19, 2018, the City of Marshalltown was severely impacted by an F-3 tornado which caused major destruction in the north half of the City; and

WHEREAS, Mayor Greer declared a civil emergency immediately following the tornado on July 19, 2018; and

WHEREAS, the Mayor has signed contracts for emergency repairs and services to restore the City to a normal state that need approval by the City Council; and

WHEREAS the council finds this is in the best interest of the City of Marshalltown.

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

Section 1. The following contracts are hereby approved pursuant to the Mayor and other City Officials in Chapter 9 of the Code of Ordinances and ratified by the Council to restore the City to a normal state.

Contractor		Service
BELFOR Property Restoration		Veterans Memorial Coliseum restoration
Hindman Tree Removal		Tree cleanup service contract
Ledford Tree & Lawn		Tree cleanup service contract
Robert W. Thorp		Tree cleanup service contract
C Anderson	\$28,593.72	Tree cleanup services * included in bill list 8/27/18
W Bascome	\$3,993.28	Tree cleanup services * included in bill list 8/27/18
KKSLR Enterprises LLC	\$9,573.66	Tree cleanup services * included in bill list 8/27/18
Sumner Services LLC	\$24,600.70	Tree cleanup services * included in bill list 8/27/18
B Thomas	\$15,623.36	Tree cleanup services * included in bill list 8/27/18
Top Notch Tree Service Inc	\$55,782.62	Tree cleanup services * included in bill list 8/27/18
Ciro DiIorio Masonry & Landscaping	\$51,994.74	Tree cleanup services * included in bill list 8/27/18

Section 2. This Resolution is retroactive to July 19, 2018.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**RESOLUTION MODIFYING THE BUDGET FOR THE POLICE AND FIRE BUILDNG PROJECT
TO INCLUDE SIDEWALKS AND LANDSCAPING**

WHEREAS, the construction of a new facility for Police and Fire operations is well underway, with an overall budget of \$17.5 million; and

WHEREAS, a report to the City Council on August 13, 2018, identified more than \$900,000 as not spent or committed from the Police and Fire Building budget; and

WHEREAS, the scope of the project did not include sidewalks, which are required under the Code of Ordinances, or landscaping, which was removed ahead of the bid packages being delivered, as a value-engineering item; and

WHEREAS, the City Council finds that the current budget allows for the addition of sidewalks and landscaping;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that budgets of \$70,000 for sidewalks and \$40,000 for landscaping are hereby established, and staff is directed to proceed with the contracting of those projects.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**RESOLUTION APPROVING CHANGES TO THE FISCAL YEAR 2019 CAPITAL
IMPROVEMENT PLAN TO ALLOW FOR VEHICLE PURCHASES**

WHEREAS, the City Council adopted a five-year Capital Improvement Plan for fiscal years 2018 through 2022 on March 5, 2018, as part of the fiscal year 2019 budget process; and

WHEREAS, projects or vehicles were approved and budgeted in fiscal year ending June 30, 2018, and were not completed in the fiscal year but still remain capital needs; and

WHEREAS, the July 19, 2018, tornado caused damage to multiple City vehicles, resulting in the need to replace vehicles in fiscal year 2019 which were not planned; and

WHEREAS, insurance proceeds are being applied to the purchase of vehicles to reduce the overall impact to the budgeted revenue of the CIP tax levy or Road Use Tax dollars;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the following changes to the Capital Improvement Plan for fiscal year 2019 are hereby approved:

		Budget	Actual	CIP Levy	Insurance	Action
FUND 030						
Building Truck 1	FY18	20,000	22,957	15,524	7,433	Move to FY19; reduce budget
Building Truck 2	FY19	20,000	22,957	15,375	7,582	Reduce budget
Fire SUV #2	FY20	30,000	28,147	15,127	13,020	Move to FY19; reduce budget
Rental Inspection #1	FY18	20,000	22,957	15,295	7,662	Move to FY19; reduce budget
Rental Inspection #2	FY19	20,000	21,998	16,298	5,700	Reduce budget
Code Enforcement	NA	-	21,998	8,098	13,900	Schedule in FY19; set budget
Recreation Vehicle	NA	-	27,742	13,242	14,500	Schedule in FY19; set budget
PD Detective Vehicle	NA	-	18,200	1,541	16,659	Increase PD Vehicle Budget
PD SRO Vehicle	NA	-	41,030	16,418	24,612	Increase PD Vehicle Budget
Fund 030 Totals		\$110,000	\$227,986	\$116,918	\$111,068	
		Budget	Actual	Road Use	Insurance	Action
FUND 110						
Survey Truck	FY19	40,000	28,750	25,000	15,000	Reduce Road Use Tax
Engineering SUV	NA	-	27,985	8,070	19,915	Schedule in FY19; set budget
Fund 110 Totals		\$ 40,000	\$ 56,735	\$ 33,070	\$ 34,915	

Passed this 27th day of August, 2018, and signed this ____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**RESOLUTION AUTHORIZING THE PURCHASE OF VEHICLES FOR MULTIPLE CITY
DEPARTMENTS**

WHEREAS, the tornado of July 19th caused significant damage to the City of Marshalltown fleet, impacting the Police Department, Housing and Community Development, Engineering, and Parks and Recreation; and

WHEREAS, the Capital Improvement Plan called for the purchase of other vehicles in fiscal year 2019; and

WHEREAS, a competitive bid process or utilization of State of Iowa purchasing contracts was utilized to determine the most cost effective purchase with the shortest timeframe for restoring the City of Marshalltown fleet;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the following vehicle purchases are hereby approved:

Department	Purchase Price	Vehicle Type	Vendor
Police	\$18,200	2014 Ford Edge	Luethje Auto
Police	\$31,030	2019 Ford Interceptor	Jensen Ford
Parks and Recreation	\$27,741.50	2019 Chevrolet Traverse	Karl Chevrolet
Parks and Recreation	\$25,000	2019 Ford F150	Jensen Ford
Housing & Comm. Development	\$21,998	2018 Ford Escape	Dewey Ford
Housing & Comm. Development	\$21,998	2018 Ford Escape	Dewey Ford
Engineering	\$27,985	2018 Ford Explorer	Stivers Ford
Engineering	\$28,750	2019 Ford F250	Union Auto

Passed this 27th day of August, 2018, and signed this ____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

DEALER	MAKE	MODEL	price	available	department	description
DEWEY	FORD	2018 ESCAPE	21,998.00	IN STOCK	eng suv	SE 4WD 1.5L 6-SPD
MCGRATH	FORD	2018 ESCAPE	22,068.00	EST. 9/4-9/11/2018	eng suv	SE 4WD 1.5L 6-SPD
UNION AUTO	FORD	2019 ESCAPE	22,657.00	NOV 3RD WEEK	eng suv	4WD 1.6L 6-SPD
JENSEN FORD	FORD	2019 ESCAPE	22,957.00	ON ORDER LATE NOV EARLY DEC	eng suv	SE 4WD 1.5L 6-SPD
KARL CHEV	CHEV	2019 EQUINOX	23,255.30	4-6 WEEKS	eng suv	AWD 1.5 turbo DOHC 4-CYLINDER, 6-SPD
JENSEN FORD	FORD	2018 ESCAPE	23,481.00	IN STOCK	eng suv	SE 4WD 1.5L 6-SPD
STEW HANSEN	DODGE	2018 COMPASS LATITUDE	24,245.00	IN STOCK	eng suv	4X4 2.4L 9-SPD
MCGRATH	FORD	2018 ESCAPE	24,485.00	IN STOCK	eng suv	ONE VEHICLE AT THIS PRICE
STIVERS	FORD	2018 EXPLORER	27,985.00	1-2 WEEKS	eng suv	7 passenger w/fold down seats
UNION AUTO	FORD	2019 F250	28,750.00	NOV 3RD WEEK	eng truck	eng truck 160" wheelbase
JENSEN FORD	FORD	2019 F250	29,125.00	ON ORDER LATE NOV	eng truck	4X4 CREW/C, 6.2L V8, 6-SPD W/TOW 160" WB
STIVERS	FORD	2019 F250 EXT CAP	31,321.00	APPROX 9-25-18	eng truck	extended cab 4x4 6.5' box
JENSEN FORD	FORD	2018 F250 4S4 CREW	32,839.00	IN STOCK	eng truck	4X4 CREW/C, 6.2L V8, 6-SPD W/TOW (NO WB SPECIFIED)
STEW HANSEN	DODGE	2018 2500 TRADESMAN	33,197.00	4-6 WEEKS	eng truck	eng truck 6'4" box
DEWEY	FORD	2019 F250 XL	40,330.00	3 MOS	eng truck	eng truck 6.75' box SUPER CAB 4X4
DEWEY	FORD	2018 ESCAPE	21,998.00	IN STOCK	hsg suv	SE 4WD 1.5L 6-SPD
MCGRATH	FORD	2018 ESCAPE	22,068.00	EST. 9/4-9/11/2018	hsg suv	SE 4WD 1.5L 6-SPD
UNION AUTO	FORD	2019 ESCAPE	22,657.00	NOV 3RD WEEK	hsg suv	4WD 1.6L 6-SPD
JENSEN FORD	FORD	2019 ESCAPE	22,957.00	ON ORDER LATE NOV EARLY DEC	hsg suv	SE 4WD 1.5L 6-SPD
JENSEN FORD	FORD	2019 ESCAPE	22,957.00	ON ORDER LATE NOV EARLY DEC	hsg suv	SE 4WD 1.5L 6-SPD
STEW HANSEN	DODGE	2019 CHEROKEE LATITUDE	23,101.00	8-10 WEEKS	hsg suv	4X4 2.4L 9-SPD
KARL CHEV	CHEV	2019 EQUINOX	23,255.30	4-6 WEEKS	hsg suv	AWD 1.5 turbo DOHC 4-CYLINDER, 6-SPD
KARL CHEV	CHEV	2019 EQUINOX	23,255.30	4-6 WEEKS	hsg suv	AWD 1.5 turbo DOHC 4-CYLINDER, 6-SPD
JENSEN FORD	FORD	2018 ESCAPE	23,485.00	IN STOCK	hsg suv	SE 4WD 1.5L 6-SPD
STEW HANSEN	DODGE	2019 CHEROKEE LATITUDE	23,501.00	IN STOCK	hsg suv	4X4 2.4L 9-SPD
JENSEN FORD	FORD	2018 ESCAPE	23,577.00	IN STOCK	hsg suv	SE 4WD 1.5L 6-SPD
STIVERS	FORD	2018 EXPLORER	27,985.00	1-2 WEEKS	hsg suv	7 passenger w/fold down seats
STIVERS	FORD	2018 EXPLORER	27,985.00	1-2 WEEKS	hsg suv	7 passenger w/fold down seats
STEW HANSEN	DODGE	2018 DURANGO	25,947.00	120+ days	parks suv	AWD 3.6L V6 8-SPD
UNION AUTO	FORD	2019 EXPLORER	26,899.00	NOV 5TH WEEK	parks suv	7 passenger w/fold down seats
JENSEN FORD	FORD	2019 EXPLORER	27,199.00	ON ORDER LATE NOV EARLY DEC	parks suv	4WD 3.5L V6, 6-SPD
KARL CHEV	CHEV	2019 TRAVERSE	27,741.50	4-6 WEEKS	parks suv	AWD 3.6L V6, 9-SPD
STIVERS	FORD	2018 EXPLORER	27,985.00	1-2 WEEKS	parks suv	4WD 3.5L V6, 6-SPD
JENSEN FORD	FORD	2018 EXPLORER	29,834.00	IN STOCK	parks suv	4WD 3.5L V6, 6-SPD
MCGRATH	FORD	2018 EXPLORER	31,469.00	EST. 9/24-10/5/2018	parks suv	7 passenger w/fold down seats
DEWEY	FORD	2018 EXPLORER	31,556.00	IN STOCK	parks suv	7 passenger w/fold down seats
STEW HANSEN	DODGE	2018 DURANGO	31,822.00	IN STOCK	parks suv	AWD 3.6L V6 8-SPD
UNION AUTO	FORD	2019 EXPEDITION	39,966.00	DEC 1ST WEEK	parks suv	4X4 3.5L V6 3RD ROW SEAT FOLDING 8 PASSENGER
JENSEN FORD	FORD	2019 F150	25,000.00	ON ORDER MID DECEMBER	parks truck	4X2 S/C 5.0L V8, 10 SP W/ TOW CLASS IV HITCH
JENSEN FORD	FORD	2018 F150	27,600.00	IN STOCK	parks truck	4X2 S/C 5.0L V8, 10 SP W/ TOW
UNION AUTO	FORD	2019 F150	28,342.00	DEC 1ST WEEK	parks truck	park cab truck 8' box
DEWEY	FORD	2018 F150	37,960.00	3 MOS	parks truck	park cab truck 8' box SUPERCAB 4X2

RESOLUTION ADOPTING A DEBRIS MANAGEMENT PLAN

WHEREAS, the tornado of July 19, 2018, resulted in a significant amount of tree and building debris, requiring pick-up and handling at volumes never seen before in the City of Marshalltown; and

WHEREAS, the Iowa Department of Homeland Security and Emergency recommended the City have a formal Debris Management Plan, which outlines the roles and responsibilities as well as the locations, and plans for debris disposal;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the attached Debris Management Plan for the City of Marshalltown is hereby adopted.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

Debris Management Plan

Coordinating Agency: City of Marshalltown

Primary Agency: City of Marshalltown Public Works Department

Support Agencies:

City of Marshalltown Finance Department
City of Marshalltown Parks and Recreation Department
City of Marshalltown Police Department
City of Marshalltown Fire Department
City of Marshalltown Housing & Community Development Department
City Attorney
GIS support (City of Marshalltown/Marshall County)
Private Sector Contractors
Marshall County Assessor's Office
Marshall County Emergency Management Agency
Regional Hazardous Materials Team (if needed)

I. INTRODUCTION

A. Purpose

The City of Marshalltown will use this plan to manage operations after a debris-generating disaster event. This plan is designed to identify agencies and activities that are involved in debris management to ensure a coordinated response which achieves removal, storage, and final disposition of debris deposited along or immediately adjacent to public rights-of-way or on public property in the incorporated City of Marshalltown.

This plan is designed to assist staff responsible for implementing debris removal actions to do so in a more efficient manner. An expeditious debris management process will mitigate the threat to the health, safety and welfare of all City residents.

B. Scope

This plan provides organizational structure, guidance, and standardized guidelines for field operations in the clearance, removal, and disposal of debris caused by a major debris-generating event. It will apply to all City of Marshalltown departments.

C. Process

The City of Marshalltown will follow the process to dispose of disaster debris as defined below:

1. **Forecasting (pre-event)/Estimating (post-event)**

Forecasting is the initial step in developing a debris management plan. Knowing how much and what types of debris is essential to ensuring that adequate space is available at the debris management sites. Estimating is the post-event process of quantifying how much debris was generated requiring disposal.

2. **Initial disaster assessments**

Disaster assessments provide leaders with the quantifiable information needed to coordinate the processes of response and recovery. The city will provide the Marshall County Emergency Management Agency (EMA) with the results of these assessments. This assessment should include how much of what types of debris needs to be disposed of, what types of structures were involved, the age of those structures and the potential for hazardous materials in the area as well as the number and types of properties that have been deemed dangerous and dilapidated by the Building Official. These assessments also need to include the estimated amount of debris from trees, shrubs and other organic sources.

The EMA will consolidate assessments provided by each jurisdiction within the county and provide it to Iowa Homeland Security and Emergency Management (HSEMD). Depending on the severity and magnitude of the assessments, HSEMD may determine a state-wide task force is required to support local efforts.

3. **Typing and debris handling strategy**

This step uses what information the assessments provide as the backbone to developing the strategy. Also, beyond volume, information regarding where the debris needs to go for disposal and how to get it there are also critical components of the strategy. Accounting for the need to continue traditional household trash collection and disposal is another component.

The labor and equipment used to handle and dispose of the debris can be city, volunteer, contract or any combination thereof. Determining what combination will be used is critical as the process and timelines for each will be unique.

This step also includes providing information to the citizens regarding their role in the separation/ segregation of debris and the pick-up schedule for different types of debris. Gaining support by the citizens of the community to help separate debris at the source as much as possible will decrease the need for separation at the Temporary Debris Management Site (TDMS) as well as having the citizens actively engaged in the recovery of the city. (See **Attachment F: “Debris separation for citizens” sample**)

4. **Collection**

This step includes collection route identification, collection of the separated streams of debris and transporting debris to the TDMS.

5. **Separating**

Regardless of how well the citizens are informed of the separation process and how supportive they are, there will still be some mixed debris. Prior to recycling/ reduction/final disposal, additional separating will likely be needed at the TDMS.

6. **Reducing/recycling**

Defining reduction and recycling opportunities in advance can decrease the out-of-pocket cost to the city. The city intends to maximize recycling and reduction opportunities to reduce the amount going into landfills.

7. **Disposal**

The city will dispose of all disaster-related debris in accordance with all federal, state and local requirements.

Additional areas covered in this plan are:

- a. Use of contracted services
- b. Condemnation and nuisance ordinances
- c. Demolition and removal of debris from private property

II. **STAFF ROLES and RESPONSIBILITIES**

The City Public Works Department is responsible for coordinating debris removal and disposal in the incorporated City of Marshalltown. In emergency situations, the Public Works Department will assume the responsibility for debris management where limited local resources may require centralized coordination and prioritization between traditional solid waste and disaster debris management processes.

The size and composition of a staff organized to manage debris clearance, removal, and disposal issues depends on the magnitude of the disaster and the complexity of issues involved in the situation. Successful debris management operations require collaborative efforts between all departments within City of Marshalltown and with specific external agencies that have regulatory authority over debris management operations. Staff members should receive training and practice interfacing with other agencies responsible for debris management operations.

The City will work in coordination with county or state level agencies for support and guidance where and when required. These agencies possess expertise and information that are invaluable in the planning and performing of debris management operations.

Immediately following a large disaster event, a disaster debris management team will be established to facilitate successful coordination. Team members will consist of personnel from local government departments including Public Works, EMA, legal, finance, and other local government agencies pertinent to the specific disaster scenario. Each member of the team is responsible for implementing specific portions of this debris management plan in accordance with the planning goals and objectives and in compliance with federal, state, and local laws and regulations. A Debris Management Project Manager (DMPM) will be designated to serve as the primary coordinator for all operations.

Debris Management Project Manager (DMPM) – This position will serve as the primary decision-maker for all operations and has the following responsibilities:

- Know the City of Marshalltown processes, procedures, personnel, resources, and limitations;
- Overall responsible for the operations, planning, logistics, financial, and administrative components of the debris management operations;
- Validate the disaster assessment prior to submitting it to the EMA;
- Assign tasks to team members and support personnel to track the completion of tasks to ensure the quick and safe implementation of the debris removal process;
- Request additional resources if there is a shortfall;
- Maintain contact with the Emergency Operations Center (EOC) regarding operational progress and planning needs; and
- Activation and deactivation of debris management operations.

Operations – This function is responsible for the supervision of city and contract resources and overall project implementation. This section is responsible for implementing the entire debris removal operation and may perform the following tasks:

- Position equipment and resources for the response and recovery debris removal operations;
- Develop staff schedules and strategies to ensure efficient and effective response;
- Coordinate with EMA for volunteer resources who will operate under the “Volunteer and Donated Resources” Support Annex to the County Comprehensive Emergency Plan;
- Coordinate with County Assessor’s office and GIS personnel to map the impacted area;
- Coordinate with Building Official for scope of dangerous and dilapidated properties requiring demolition;
- Coordinate with HazMat Team and EMA to ensure known hazardous materials are included in the debris handling strategy and not in the area where volunteers are supporting debris operations;
- Provide communication, facilities, services, equipment, and materials to support the response and recovery activities;
- Monitor the City of Marshalltown personnel and/or contract labor;
- Distribute response and recovery resources;
- Operate and manage the collection, TDMS, and disposal strategies;
- Report progress for distribution to the debris management planning staff;
- Create a demolition strategy for structures (if necessary); and
- Collect and report disaster assessment information up to the EOC and the planning section.

Planning – This section supports all other debris management sections in a technical and planning role. This section also provides debris quantity assumptions, economic analysis, and feasible solutions for debris management operations. The following tasks may be performed:

- Estimate debris volume based on disaster type;
- Develop an estimating strategy for post-disaster debris quantities;
- Strategize and map transportation routes for debris;
- Select debris management sites and design the site layout;
- Determine reduction and recycling means and methods (if possible);
- Identify and coordinate environmental issues;
- Assess available landfill space and determine if additional space is needed;
- Develop the debris collection strategy;
- Write contract scopes of work, conditions, and specifications;
- Coordinate with other local and state jurisdictions for road clearance and operations;
- Coordinate with Building Official for scope of dangerous and dilapidated properties requiring demolition;
- Coordinate with the EMA for access to the County Emergency Support Function – 10, Hazardous Materials information;
- Establish a process for building damage assessment and condemnation (including public and private properties); and
- Request and/or issue permits.

Finance & Administration – This function typically includes finance, personnel, and legal issues. This section establishes a records management system in order to collect and keep all the documentation that may be required for reimbursement under the Public Assistance program if a Presidential Disaster Declaration is granted.

Administration –For all debris management activities, this sub-function primarily documents at least the following information:

- Personnel policies;
- Labor and equipment timesheets and summaries;
- Safety procedures;
- Contract procurement procedures;
- Contracts;
- Billing and invoices (including debris hauler load tickets);
- Environmental permits;
- “Right-of-Entry” and “Hold Harmless” agreements for private property debris removal and demolition (when applicable); and
- Debris salvage and recycling value information.

Contracting and Procurement – This sub-function maintains contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. This group should follow all applicable City of Marshalltown procurement policies in effect at the time of the disaster. Organizational elements for this section include, but are not limited to the following tasks:

- Develop contract requirements;
- Establish contractor qualifications;
- Distribute instructions to bidders;
- Advertise bids;

- Establish a pre-disaster list of pre-qualified contractors;
- Manage the contract scope of work; and
- Establish a post-disaster contractor procedure (if necessary).

Legal – This sub-function leads the review process for all legal matters in the debris management planning process. The following tasks may be performed by the legal unit:

- Review all contracts;
- Review the plan;
- Review and/or establish a land acquisition process for temporary debris management sites;
- Review all insurance policies;
- Ensure environmental and historic preservation compliance before, during, and after operations (function may be tasked to local government's planning department);
- Ensure that site restoration and closure requirements are fulfilled;
- Review and/or establish a building condemnation processes;
- Review and/or establish a legal process for private property demolition and debris removal; and
- Review right-of-entry and hold harmless agreements.

Public Information/Public Information Officer (PIO) – This section distributes information and educates citizens about debris management operations. This function reports directly to the Debris Management Project Manager. See page 29, Section VIII for additional information.

Operational Safety Officer

The DMPM will assign personnel to monitor and report on the safety of all debris management operations. The responsibilities of this position include the following:

- Communicate timely information to the DMPM and EOC regarding the safety status of the debris clearing, removal, and disposal operations;
- Review the plan for safety implications and provide suggestions for improvements;
- Coordinate with the DMPM to assure the appropriate Responder Safety Training is provided;
- Ensure local government personnel follow all state and federal Department of Labor rules and regulations;
- Monitor contractor compliance with Occupational Safety and Health Administration (OSHA) and Department of Natural Resources (DNR) rules and regulations;
- Coordinate with DMPM to ensure that all volunteers and employees are operating in a safe manner and that the volunteers specifically are only working in non-hazardous areas;
- Report and address any accidents or injuries that occur during operations;
- Coordinate with the DMPM to assure that a site-specific safety and health plan is created; and
- Provide media relations information regarding safety concerns with the DMPM and acting public information officer.

Appendix D provides a detailed list of safety regulations and hazards that impact debris management operations.

Liaison Officers

- GIS personnel provide mapping support. Maps can be used to define damage areas to support the estimation of debris fields. Adding this type of information to maps can be used in the debris

handling strategy development process. Damage maps can be turned over to the Assessor's office for them to include additional information as detailed below.

- Assessor's office provides detailed information regarding the structures damaged and destroyed. This information can be used to infer the presence of hazardous materials such as asbestos and lead paint based on the construction dates. This information informs the debris handling strategy development process as well.
- The EMA can also provide information regarding the type and amounts of hazardous materials in the damage field. They can also provide contact information for the industrial and commercial sources in the area. They also can provide insight and guidance on the management of volunteers for the community. EMA can also be leveraged for resources if the situation is larger than the city can accommodate. Damage assessment results are reported to the county emergency management agency for compilation on a county-wide basis and submission to HSEMD.
- The Hazardous Materials (HazMat) Team can provide support and guidance for the handling of all hazardous materials and essential contacts at the Iowa Department of Natural Resources (DNR) and US Environmental Protection Agency (EPA), as needed.
- The Building Official provides the structural assessments to the operations and planning teams. These assessments will support decision making on whether a structure needs to be demolished or can be rehabilitated and retained for the pre-disaster purpose.

Personnel

The following personnel are recommended to fill the required command-level positions for debris management operations:

Debris Management Project Manager:	Public Works Director
Public Information Officer (PIO):	City Administrator or designee
Safety Officer:	Fire Chief or designee
Operations:	Street Superintendent
Planning:	Housing and Community Development Director
Finance/Administration:	Finance Director
Liaison Officers:	County assessor's office, county emergency management agency, GIS support, HazMat Deputy Team Chief (contracted support)

Additional personnel will be assigned as needed and available to relieve these positions and/or to expand operations to meet growing debris management needs. Adjustments to these assignments need to be coordinated through the DMPM or his designee.

Training Schedule

City of Marshalltown Public Works Department personnel will be trained on this debris management plan in accordance with pre-established internal policies.

Estimating Staff, Procedures, and Assignments

During debris removal events, Public Works Department personnel will be the first workers utilized as directed by the DMPM. Personnel assignments will be based upon event needs and will be diverted from routine public works operations as necessary and where needed. Outside contractors will be utilized to assist and augment the local workforce as needed, primarily in the recovery period of debris management.

III. SITUATION AND ASSUMPTIONS

The City of Marshalltown will use the criteria as established by the Robert T. Stafford Act as guidance for debris removal and disposal operations. Eligibility notwithstanding, the city will remove debris as deemed necessary to affect recovery. The actions and activities and costs associated with them will be separated according to eligibility criteria as described below.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-28), as amended, authorizes the Federal Emergency Management Agency (FEMA) Public Assistance Program to award federal funding to state and local governments, federally recognized tribes, and eligible private non-profit organizations in order to assist them in their disaster response and recovery activities.

Debris management activities are grouped into Debris Removal (Category A) and Emergency Protective Measures (Category B). For Public Assistance program, eligible debris management activities in these categories must meet all of the following:

- Be required as a result of the disaster event;
- Be located within a designated disaster area;
- Be the legal responsibility of the local government entity;
- Be in the public interest, which is defined as work necessary to meet the following:
 - Eliminate immediate threats to life, public health and safety;
 - Eliminate immediate threats of significant damage to improved public or private property;
 - Ensure economic recovery of the affected community to the benefit of the community-at-large; or
 - Mitigate the risk of life and property by removing substantially damaged structures and associate appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to use compatible with open space, recreation, or wetlands management practices.
- Be of a reasonable cost, which is defined as a cost which in its nature does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost.

For debris removal work, per FEMA's 2007 Public Assistance Debris Management Pilot Program, straight-time labor and overtime costs (including benefits) are eligible for permanent employees, reassigned employees, and seasonal employees (used during the season of anticipated employment). Note that this is a pilot program and may not always be available.

For debris that exceeds the limitations listed above, the city will not apply for reimbursement under the Public Assistance program if the disaster event is presidentially declared.

Types of Disaster Events

Understanding what types of disasters occur in our area and what types of debris they yield is the foundation of debris management planning. Debris forecasting predicts the amount and type of debris prior to a disaster, whereas debris estimating quantifies the amount of debris after the disaster. By forecasting the type and quantity of debris, the planning section can better define the scope of work for the debris management operation prior to the event.

The following are general descriptions of natural and human-caused disasters and the associated debris caused by each:

Flooding/Flash Flooding Event

Impact: High

Probability: Moderate

Community Impact: Certain low-lying developed areas in the City are more prone to flooding than others. The following areas in the City are within a special flood hazard area:

- A levee system exists along the Iowa River and Linn Creek. During flooding events, the levee system is constantly evaluated for structural integrity.
- Also special attention to various low lying areas within the city will be made.

Debris Generated: Flooding of dwellings and structures in the above areas would result in debris such as personal property (furniture, clothing), white goods such as appliances, electronics, household hazardous wastes, wall coverings and flooring, construction debris, and motorized equipment.

City of Marshalltown will strongly encourage that the above debris can be separated at the source for general pickup. However, the city contracts for their garbage waste to be hauled. This contractor will be used as a back up in the event of a lack of homeowner-sorting

Winter Storm/Snow and Ice Event

Impact: Moderate

Probability: High

Community Impact: Damage from a major snowstorm or ice storm event is likely to be widespread. An ice storm is likely to cause power outages of a significant duration. Vegetative debris (i.e., fallen limbs and uprooted trees) may contribute to significant transportation delays and accidents.

A snowstorm can cause damage to vegetation depending on the weight of the snow and if leaves still remain on trees. Rural residents may not be able to travel until their roads and lanes are plowed out, especially if there is significant drifting.

Debris Generated: Vegetation such as tree limbs, tree trunks, and root balls from uprooted trees is likely to be the most predominant form of debris. There may also be debris from broken or damaged utility poles. Depending on the length of the power outage there may be spoiled food disposed of by restaurants and individuals.

Tornado/High Wind Event

Impact: High

Probability: High

Community Impact: Damage from a tornado event is likely to be in a focused path. Damage from a high wind event is likely to be widespread. Both have similar effects but on different scales. Vegetative debris (i.e., fallen limbs and uprooted trees) may contribute to significant transportation delays and accidents and are common to both events.

Unlike high winds, tornados can also cause catastrophic impacts to structures.

Debris Generated: Vegetation such as tree limbs, as well as personal property (furniture, clothing), white goods such as appliances, electronics, household hazardous wastes, wall coverings

and flooring, construction debris, and motorized equipment are types of debris from a tornado event. There may also be debris from broken or damaged utility poles. Depending on the length of the power outage there may be spoiled food disposed of by restaurants and individuals.

Disaster Debris

Typically, disasters generate a mix of different types of debris. The following figure summarized the typical types of debris for each type of disaster.

		Typical Debris Streams								
		Vegetative	Construction & Demolition (C&D)	Personal Property/ Household Items	Hazardous Waste	Household Hazardous Waste	White Goods	Soil and Sand	Vehicles	Putrescent
Types of Disasters	Tornadoes	X	X	X	X	X	X		X	X
	Floods	X	X	X	X	X	X	X	X	X
	Winter Storms	X								X
	Acts of Terrorism	X	X	X	X	X	X	X	X	X

Forecasted Debris Types

The different types of debris expected to be encountered during a disaster event are detailed below. There are references to “eligibility”. This refers directly to eligibility for reimbursement in the event of a Presidential Disaster Declaration. If the debris causes a hazard, it will be removed and disposed of regardless of whether or not it is identified as eligible or not. However, ineligible costs will not be included in a request for reimbursement.

Vegetative Debris: Consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. The number of collection passes for vegetative debris is generally limited. Because of the large volume, vegetative debris should be reduced by mulching, grinding, or burning, if ordinances allow. Collection prices are typically based on the size of the vegetative material or by unit.

Hazardous Trees – Type of vegetative debris that is caused by the disaster and is an immediate threat to lives, public health, safety, or improved property, has a diameter at 5 feet six inches or greater and one or more of the following criteria are met:

- It has more than 50% of the crown damaged or destroyed;
- It has a split trunk or broken branches that expose the heartwood;
- It has fallen or been uprooted within a public-use area, and/or
- It is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and that have less than 50% of the root-ball exposed will be cut flush at the ground level. This cut portion will then be included with regular vegetative debris. Grinding of the resulting stump after the tree has been cut flush at the ground is not eligible debris management work.

Straightening and bracing are allowable emergency protective measures if they eliminate an immediate threat to lives, public health, safety, or improved property and are less costly than removal and disposal of the hazardous tree.

Hazardous Limb (Hangers) – Type of vegetative debris that is eligible for removal if the limbs are:

- Located on improved property;
- Greater than two inches in diameter at the point of breakage; and
- Still hanging in a tree and threatening a public-use area (e.g. trails, sidewalks, paths, etc.)

Only the minimum amount of work necessary is eligible for hazardous limb removal. Pruning, maintenance trimming, and landscaping are not eligible. If the canopy of a tree located on private property extends over a public right-of-way, the removal of the limbs on the tree is eligible.

Hazardous Tree Stumps – Requirements to be eligible for removal as a unit cost are if all the following criteria are met:

- It has 50% or more of the root-ball exposed;
- *It is greater than 24" in diameter, measured 24" above the ground;*
- *It is on improved public property or a public right-of-way, and*
- It poses an immediate threat to life, and public health and safety.

Dirt from the cleaning of ditches will be hauled to the property of individuals who had contacted the Public Works Department's Office interested in receiving this dirt. The corn stalks and other vegetative debris will remain in place as it degrades over time. In the event there is more dirt than identified need, then the fill dirt will be hauled to the landfill and used there.

Construction and Demolition (C & D) Debris: Consists of damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Certain types of construction and demolition debris are reusable or recyclable. To conserve landfill space, every effort will be made to separate materials for reuse, recycling, or directed final disposition. Because some construction and demolition debris may be hazardous (ex: asbestos coated materials), environmental regulations and ordinances must be included during all operations. Full documentation of these materials including debris origin, any processing (reduction or recycling), and the final disposition must be noted.

Typically, removal of construction by-products generated by repairs or rebuilding is covered by insurance policies and therefore is not part of the debris management process.

Personal Property/Household Items: When homes and businesses are damaged or destroyed due to a disaster event, the contents of those structures often need to be disposed of as well. This type of debris is separate from garbage/household waste and should be handled separately. Items are frequently bulky and can take up a lot of landfill space if not handled properly.

Garbage (Household Waste) – Type of debris that is waste generated during non-disaster situations and regularly picked up through normal municipal waste collection methods. Common examples of garbage include food, packaging, plastics, and papers. This type of debris is not eligible for debris management activities. The city will make every effort to maintain regular pick up schedules. These will be separate from debris pickups.

Hazardous Waste: A type of debris with properties that make it potentially harmful to human health or the environment. This type of debris most often is generated from commercial or industrial sources. Generally, this type of material exhibits at least one of the following characteristics: ignitability, corrosivity, reactivity, or toxicity. Debris management activities are allowed for measures that address widespread hazardous materials contamination. The County “Emergency Support Function – 10, Hazardous Materials”, provides planning guidance on the handling of hazmat to include what organizations store hazardous materials and the emergency contact information for those organizations as well as the roles and responsibilities in a hazmat incident.

Household Hazardous Waste (HHW): A type of debris composed of hazardous products and materials that are used and disposed of by residential, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, cleaning chemicals and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

The City of Marshalltown will coordinate with the Metro Hazardous Waste Authority to determine if a HHW disposal site to accept household hazardous wastes by appointment is necessary. The DNR and the EPA are also resources for the collection of household hazardous wastes.

Electronic Waste (E-Waste): A type of debris composed of electronics that contain hazardous materials such as cathode ray tubes, lead and other heavy metals. Electronic waste also contains rare and valuable materials that can be recycled. These need to be separated outside of typical waste streams and will be recycled.

White Goods: A type of debris defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils, which are prohibited by the Clean Air Act to be released into the atmosphere. Certified technicians must extract these refrigerants before disposing or recycling the white goods. White goods can be diverted from the waste stream and taken to businesses such as Gervich and Sons in Marshalltown.

Soil and Mud: Floods often deposit soil and mud on improved public property and public rights-of-way. Facilities commonly impacted by this type of debris may include streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage basins, and swimming pools. This type of debris on improved property or public rights-of-way can be included in the debris management process; however, removal from streams and unimproved property cannot be included. Regularly scheduled maintenance reports for improved public property and public rights-of-way will be kept that indicate pre-disaster soil, mud, and sand levels.

Vehicles and Vessels: A type of debris that includes vehicles and/or vessels that have been moved to or abandoned on improved public property and public rights-of-way. To remove this type of debris, the follow characteristics must be met:

- The vehicle or vessel presents a hazard or immediate threat that blocks ingress/egress in a public-use area;

- The vehicle is abandoned (e.g., the vehicle is not on the owner's property and the ownership is undetermined);
- City of Marshalltown follows local ordinances and State law by securing ownership, and
- City of Marshalltown verified chain of custody, transport, and disposal of the vehicle.

Putrescent Materials: Type of debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. The DNR, Iowa Department of Agriculture and Land Stewardship (IDALS) and the United States Department of Agriculture's (USDA) National Resources Conservation Service (NRCS) have developed specific disposal guidelines for animal carcasses.

Infectious Waste: Type of debris capable of causing infections in humans, including contaminated animal waste, human blood and blood products, isolation waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments). If this type of debris is present, local public health authorities will be consulted as to the proper disposal process.

IV. THE PLAN

Estimating:

After the disaster parameters and geographic extent are established, GIS can provide the maps to support the development of a reasonable estimate of debris volumes for the impacted areas. The maps that they provide will be invaluable in defining the area affected. The Assessor's office will then overlay the age of the structures to determine if there is the potential for asbestos present. Based on this information, the strategy for debris collection, handling and disposal will be adjusted to ensure volunteer and worker safety.

Once GIS provides the map, "windshield tours" and "pass through" of the impacted portions the city will be conducted. These actions will note the location, vegetative cover, and estimated percentage of area impacted. See **Attachment E: USACE Forecasting Technique** for information on the USACE model for quantifying debris amounts if needed.

Disaster Assessment:

The results of the mapping and estimating processes will yield an assessment of how much debris was generated and what types may require disposal. This is the damage assessment. The results will be submitted to the EMA. The data included in the assessment will drive the strategy for removal, collection and disposal.

Strategy Development

The strategy may be a phased operation. The initial phase is during response where the focus is on getting roads and other critical infrastructure open and accessible and power restored. The main focus of the strategy will be in the recovery phase.

Response Operations

The City will use its own labor force and equipment to the maximum extent possible to remove debris during this phase. In circumstances when the existing labor force is not sufficient, or when specialized services are required, the City of Marshalltown may supplement its work efforts by activating local or regional mutual aid agreements or by awarding short-term debris removal contracts for specific work. If this is not enough, additional assistance will be requested through the EMA. Use of volunteer resources in debris operations will be restricted to vegetative and personal

property (less e-waste) on public property. This is to limit the potential for exposure to harmful, hazardous waste.

In the debris management process, providing refined estimates of the volume and types of debris generated by the event occur during the response phase of operations. These occur simultaneously with the priority debris clearing and removal processes essential to getting the city back to an operational status.

Priorities

Response operations will primarily focus on the emergency access routes and main arterial roads within the City of Marshalltown. Based on the incident, planning staff members will identify which roads and streets are essential to emergency operations so local resources can be optimally managed and directed.

Prior to and immediately following the event, extricating people and providing access to health care facilities are the top priorities; therefore, the major arterial road routes are given priority for the emergency services staff such as police, fire, and emergency medical services (EMS).

Overall priority to roadways will be prioritized by the event; however, specific considerations are as follows:

- Fire, police, and EMS routes
- Access routes to trauma centers, hospitals, critical care units, and jails
- Additional life-sustaining facilities (i.e., emergency feeding and sheltering sites, Local Distribution Points, other)
- Critical community support facilities (i.e., police, fire, EMS, and emergency operations centers, emergency supply distribution centers, other)
- Access to critical infrastructure facilities (i.e., electrical utilities, telecommunications utilities, other)
- Access to longer- term sustaining facilities (i.e., water treatment facilities, wastewater treatment facilities, water pumping stations, other)

Recovery Operations

These activities begin after the emergency access routes are cleared, critical infrastructure is accessible and residents are able return to their homes and begin to bring debris to the public rights-of-way.

The recovery phase involves the typing and debris handling strategy development as well as the collection, separation (when not done at the source), reduction/recycling and final disposal processes. Based on the assessments completed, determining the reduction/recycling options and incorporating them into the overall strategy is critical at this time. See **Attachment D: Reduction and Recycling Processes** for more details.

The implementation of disaster debris collection immediately after the disaster event assures the public that recovery efforts are in progress and that the community will return to normal quickly. The two main methods of debris collection are curbside collection and collection centers.

Collection:

The City of Marshalltown will utilize curbside collections to the greatest extent possible. Citizens will be strongly encouraged to separate debris to the maximum capability, with pick-up to occur on a rotating basis throughout the affected area. Information on the pick-up schedule will be publicized via the City of Marshalltown website and social media accounts, local television, print media, and fliers posted at key locations throughout the city. Some of those key locations are: City Hall, City Library and school locations. **Attachment F: “Debris separation for citizens” sample** contains a template of how this flier would be formatted.

Examples of categories of debris that citizens would be encouraged to segregate and set out for pick-up separately include C&D (construction and demolition debris, mixed solid waste, metals, brick/block/stone), vegetative debris, HHW and white goods.

Property owners can drop debris off at the collection center as well. They are still encouraged to segregate as much as possible. Depending on the scope of the event, household hazardous waste may need to fall into this category if there is no other reasonable means to collect it.

Curbside Collection – This is the City’s preferred method of debris collection. Debris is placed at the curb or public rights-of-way by the residents and collected by standard methods according to the schedule provided. This type of collection parallels but does not replace normal garbage and trash collection operations as completed by private companies.

Source-Segregated Debris Collection has residents sort the debris by material type and place it at the curb in separate piles, often on different dates. Trucks designated for a particular debris type collect the assigned debris and deliver it to a temporary staging area, or TDMS, reduction, recycling, or disposal facility. This method requires more trucks to collect the different types of debris; however the increased equipment cost is offset by the avoiding the labor cost and time to separate the debris by hand (as per mixed debris collection). This method offers the potential of high salvage value and efficient recycling/reduction processing.

Often the citizens do not or cannot separate the debris. If the debris is mixed, there will be established dates for those collections as well. At the point where the mixed debris goes to the TDMS, if possible, it will be separated there. If not, the mixed debris must go to the landfill.

Collection Centers- This type of collection method directs residents to transport their debris to a common location in the city where roll-off bins or dumpsters are located. These locations will combine the debris and transport it to the TDMS. Associated costs are generally low since the public essentially accomplished the material collection and separate themselves; however, site monitoring is required to ensure debris cross-contamination is minimized. Although potentially effective, collection centers near debris management sites may inadvertently create a safety risk to debris management workers and the community-at-large. Therefore, collection centers will typically be established after initial curbside collection is completed to ensure the removal of remaining debris within the community and ensure the safety of the general public.

Collecting Hazardous Waste and White Goods

The three most common types of debris that will need special handling are household hazardous waste, white goods, and electronic waste.

Household Hazardous Waste (HHW)

HHW mixed with other debris types will contaminate the entire load, which necessitates special disposal methods such as storage in a particular area of the debris management site. Typically the landfill requires special liners and a more intense permit standard due to the hazardous waste. The disposal cost of HHW is generally higher than the disposal of other waste, which leads to escalating costs if this type of debris is not managed efficiently. This type of debris is mitigated through the local HHW Regional Collection Center and ongoing annual collection program for HHW materials from the public. The Metro Hazardous Waste Authority will coordinate with city curbside pickup programs and will pick up HHW materials and transport to the HHW processing center with the assistance of the HAZMAT Team as needed.

White Goods

White goods include all appliances and household machines that contain refrigerants and other fluids that are regulated the DNR and can only be reclaimed by certified technicians and disposed of at a permitted facility. To avoid accidental release of these hazardous fluids, the collection of white goods will be accomplished by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements that contain the hazardous fluids.

Electronic Waste (E-waste)

E-waste consists of any broken or damaged piece of electronic equipment. Categories include communications equipment, computer equipment, television and audio equipment, electronic tools, lighting, medical equipment, etc. These types of materials are already collected as part of the traditional semi-annual collection program for HHW and Electronics Collection events. These materials will be collected curbside and then taken to the landfill for final disposition.

Putrescent Waste Removal

Putrescent materials, such as dead animals, will not be picked up by the City of Marshalltown. IDALS and the DNR will be contacted to determine the appropriate disposal method. If the volume is large enough and on-site burial is considered, the City of Marshalltown Planning and Zoning, City of Marshalltown Public of Health, IDALS and DNR would need to be notified of such actions.

V. TEMPORARY DEBRIS MANAGEMENT SITES (TDMS)

Depending on the type of disaster debris and scale of the event, the City of Marshalltown's first option would be to take debris materials to the landfill. However, in those situations where the amount of debris is widespread, the volume is too high for the landfill to handle and temporary debris management sites (TDMS) are necessary, such sites will be opened. The TDMS location would be used to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. It will be used to increase the operational flexibility when landfill space is limited or when the landfill is not in close proximity to the debris removal area. The Debris Management Program Manager will work with the County Engineer to prioritize and select site locations based on safety, resources, and practicality of location.

TDMS provide a place to segregate and process the waste subject to the State's solid waste management hierarchy that mandates recycling as the preferred approach to managing the waste stream. DNR is responsible for permitting many activities related to the management of debris. The City of Marshalltown will notify the DNR of the site location, the DNR can assist in determining such locations if requested.

A list of potential TDMS is included in Appendix E.

The TDMS site must be planned, configured and operated to ensure the following:

- Does not exist in an environmentally or historically sensitive area such as critical animal and plant habitats, sole source aquifers, freshwater well fields, historic districts, or archeological sites.
- Does not exist in Superfund site or area within a 100-year floodplain.
- Takes into consideration any disproportionately high or adverse impacts on minority or low-income populations.
- All permits are in place prior to using the site. This includes all environmental and historical permits.

DNR can assist the City in ensuring that the TDMS are properly closed out. The goal will be to maximize potential processing and recycling options consistent with the existing Solid Waste Management Plan.

The City is responsible to ensure the set-up, operations, and closeout of the TDMS sites is consistent with the requirements of the relevant state and federal laws. The City will use information gathered during debris management planning to select locations based in part on impact areas, amount of debris, and availability of public and private sites, within minimal transportation distance of the damaged areas. Based on the projections of the amount of debris that could be generated and area impacted, the TDMS will be established by the Debris Management Program Manager.

By employing a TDMS, the debris can be collected from the rights-of-way and public properties in order to expedite recovery operations.

Environmental Requirements

A baseline environmental assessment will also be conducted prior to establishing the TDMS. This baseline data is essential in assuring that the land is returned to its original condition following the end of all debris management operations. Some data already exists for the various City of Marshalltown waste management sites; however, the following methods may be used to document new or updated baseline data:

- Videotape and/or Photograph the Site – Videotape and/or photograph (ground or aerial) each site before beginning any activities. The city will use drones for this. Results will be maintained in the City Public Works Director's offices.
- Document Physical Features – Note existing structures, fences, culverts, irrigation systems, and landscaping that can help evaluate possible damage claims made later.
- Investigate the Historical Significance of the Site – Research the past use and ownership of the property to document any issues regarding the existence of historic structures or archeological sites.
- Sample Soil and Water – Soil and groundwater samples will be collected prior to use of the site. Planned HHW, white goods, electronic waste and fuel storage areas will also be sampled prior to site setup.

As operations proceed, additional data will be collected throughout the operation for closeout and quality assurance reasons. The data can be compared to the previously established information in order to determine any remediation that may be necessary. The following tools will be utilized:

- Sketch Site Operation Layout – TDMS operations may grow, shrink, or shift on the site. It is important to track reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants. A sample layout sketch can be found in Appendix A.
- Document Quality Assurance Issues – Document operations that will have a bearing on site closeout, such as petroleum spills at fueling sites, hydraulic fluid spills at equipment breakdowns, installation of water wells for stock pile cooling or dust control, discovery of HHW, and commercial, agricultural, or industrial hazardous and toxic waste management areas and disposal (if onsite).
- Restoration of Site – Final restoration of the landscape must be acceptable to the landowner, but within reasonable expectations. Therefore, the restoration of the landscape will be planned for as early as possible during debris management operations.

The objective, with regards to the potential environmental impact at all sites, is to ensure that safety precautions are taken to organize the site in such a way as to provide a safe and organized use of the location throughout the event, and that measures are taken to reduce the chance of ground, air, and water contamination after all the materials have been collected.

Safety

Safety is paramount in any situation. Appendix B includes a list of potential hazard and safety regulations that must be included in the planning process when designing and operating a TDMS.

Permitting process:

The majority of debris will be handled locally through facilities and permits already in place. Additional permits will be acquired by the DMPM from the DNR on an “as needed” basis.

Environmental permits and land-use variances may be required to establish a TDMS. Several agencies may be involved in issuing permits and granting land-use approvals. The need for these permits may be satisfied by changes established in a declared disaster in the City of Marshalltown. However, the following is a list of permits that may also be required from local, state and/or federal agencies:

- Waste processing and recycling operations
- Temporary land-use
- Land-use variances
- Traffic circulation strategies
- Air quality
- Water quality
- HHW
- Fire department permits

Agencies involved in issuing permits and granting land-use approvals includes, but is not limited to, the following:

- City of Marshalltown Planning and Zoning
- Marshall County Public Health Department

- Iowa Department of Natural Resources
- Iowa Department of Agriculture and Land Stewardship
- Iowa Department of Public Safety- State Fire Marshall's Office

Disaster-related debris will be handled through the Marshall County Landfill. This facility is permitted by the DNR as a subtitle-D sanitary landfill under the federal Resource Conservation and Recovery Act. The Marshall County Landfill already holds a Title V air permit, storm water permit, solid waste disposal permit, HHW permit, and City IC Industrial Discharge Wastewater Permit. The city has validated that the landfill has the noted HHW permit.

The Solid Waste Permit for the Marshall County Landfill is #64-SDP-02-75P.

The following materials can be accepted without amendments to the existing permit or additional permits.

1. Household hazardous waste (HHW). The Marshall County Landfill is permitted as a Regional Collection Center and may accept such things as include oil-based paints, petroleum-based products, insecticides, herbicides, fertilizers and household cleaners. The Landfill reuses some materials on-site through an exchange room and contracts with Metro Waste Authority Pollution Control Industries to recycle and properly dispose of collected materials the rest.

2. Appliances, electronic waste and scrap metal gasoline-powered engines. The Marshall County Landfill is permitted to accept the following items for recycling:

- a. Appliances are accepted from residents in the service area at a rate \$10.00 per appliance.
- b. Electronic waste is accepted from residents. We can accept but recommend computer items be recycled at Goodwill Industries in Marshalltown.
- c. Scrap metal including: gasoline-powered engines, such as lawnmowers and snowblowers, are accepted at no charge.
- d. Lead acid batteries
- e. Tires (car, truck and tractor)
- f. Motor oil

3. Vegetative Debris. Yard waste is banned at Iowa landfills with limited exceptions. The yard waste composting facility has the capacity to deal with large amounts of yard waste. Untreated wood waste is chipped and given to the public for residential use. Grass clippings, limbs, brush and leaves are ground and composted. The compost may be sold as a soil amendment.

4. Refuse. The local sanitary landfill has approximately **ten** years of remaining capacity. The next cell with an additional 30 years of capacity has been permitted and is not currently under Construction. Tipping fees are \$55.00 per ton for construction debris and \$75.00 per ton for materials containing asbestos.

Site Design and Preparation

The topography and soil/substrate conditions will be evaluated to determine the best site layout. When planning site preparation, the designer will consider ways to make site closure and restoration easier. For example, if the soil is very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be re-spread to preserve the integrity of the tillable soils.

The TDMS should have:

- Visible, demarcated buffer areas at least 200-feet from any wetland, drainage ditch, waster way or tile intake.
- A method to control the off-site migration of dust, wood chips, or other debris residuals from vehicular traffic and from the handling of debris and ash.
- The traffic circulation needs to be well defined throughout the entire site. Although traffic signs and barricades aid in directing traffic, the planning staff may consider flag personnel to help direct traffic.
- Fire Department presence with adequate equipment to respond to a fire or spill incident onsite.
- Some type of access control to prevent unauthorized dumping and scavenging.
- Monitors to correctly identify and segregate waste types, especially hazardous waste from non-hazardous waste, for appropriate management.
- Oversight management for the site.
- Storm water controls and secondary containment for HHW and hazardous waste storage areas, portable fuel tanks, drums, and other fluids for operating equipment and vehicles.

When staging debris other than green waste,

- Traditional household waste (garbage) should not be taken to a TDMS but should be taken direct to the appropriate solid waste landfill;
- Place HHW, white goods and other potentially hazardous materials in separate secondary containment structures;
- Provide specific fuel storage areas;
- Take videos and photos of the site before and during operations; periodically sketch/map layout including specific storage areas, secondary containment and runoff control structures, spill and potentially contaminated areas; and
- Prepare debris management quality assurance reports, spill reports, etc. as part of the overall project.

Operational Boundaries

Operational boundaries are the boundaries separating different waste streams within the TDMS. In establishing the operational boundaries, the TDMS design staff may consider using earthen berms, temporary barriers, or any other physical restriction. This aids traffic circulation and helps keep debris confined to designated areas.

Common operational uses are:

- Volume reduction (open burning and mulching areas)
- Waste recycling (metals, white goods and other recyclable materials)
- Bulk waste drop off areas (unloading)
- Loading areas for processed debris to go to its final disposition
- Drop-off centers for the general public (this may include vegetative, recycling, or construction and demolition debris)
- HHW drop off and storage
- Monitoring tower locations at both the ingress and egress points
- Equipment, fuel, and water storage and staging areas

The separation between all of the areas listed above needs to be clearly delineated and defined. As operations proceed, the lines may be moved to accommodate either growing demand for space or a reduction in preparation for closure.

The reduction, recycling, loading, and off-loading areas need ample room for large equipment operations. The design should take into consideration the possibility of multiple pieces of equipment being in the same activity area at one time. Depending on the scale of operations, each debris stream may have its own tipping area and should be designed accordingly. Reduction activity considerations are discussed in **Attachment D: Debris Reduction/ Recycling**.

General public drop-off areas for recycling, reduction, and construction and demolition debris may be included within a TDMS. These public use areas should be carefully designed for passenger vehicle traffic and public safety.

HHW drop-off and storage should be close to the public drop-off center yet restricted so that qualified personnel may process the waste appropriately. The HHW storage and drop-off areas should have an impermeable lining and earthen berms to contain spills and prevent surface water runoff from leaving the areas. The HHW storage areas should be further segmented to keep incompatible materials separate

Equipment and fuel should have a designated storage area and signs posted appropriately. The fuel storage areas need to be designed to contain spills. Firefighting and spill response equipment should be readily available at all times. Firefighting and spill response equipment areas should be strategically positioned with quick and easy access throughout the site and identified appropriately.

Monitoring towers should be located at ingress and egress points. Monitoring towers should be constructed of durable structural materials. Additional monitoring concerns and issues are discussed in the section entitled "Monitoring Processes".

Equipment and fuel should have a designated storage area and signs posted appropriately. The fuel storage areas need to be designed to contain spills. Water should be readily available at all times. Water storage areas should be strategically positioned throughout the site and identified appropriately. **Attachment C: Site Closure Requirements** contains a sample TDMS layout with operational boundaries.

Traffic Patterns

The traffic circulation needs to be well defined throughout the entire site. Although traffic signs and barricades aid in directing traffic, flag directors and law enforcement personnel may need to be on site to direct traffic at more complex or congested sites. The City Engineer will contact the County Engineer and the Iowa Department of Transportation if use of county and/or state roads will be required.

Optimally, the designed traffic pattern should allow trucks to enter and exit through different access points, as long as each is monitored. Haulers are typically paid by the volume of a load. The load is evaluated when entering the site as a percentage of the full capacity of the truck. Stationing monitors at ingress and egress points ensures every truck is empty prior to leaving the site. The empty trucks that enter the site to load the processed (reduced) debris should enter and exit through an access point other than that of all other traffic. This reduces confusion and improves safety.

Site Management

The management of the TDMS will be under the control of the City of Marshalltown Public Works personnel to ensure operational efficiency and to meet strategic goals.

Site Manager

This position is responsible for supervising the overall day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. Furthermore, the site manager has oversight for monitoring the activities of the debris removal contractors and onsite debris processing contractors to ensure they comply with the terms of their contracts. The site manager is also responsible for site security and traffic control. These functions can be delegated to assigned personnel if appropriate and available.

Debris Monitors

Operational monitors will be placed at ingress and egress points in order to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks.

Safety Personnel

Safety personnel are responsible for traffic control and ensuring that site operations are in compliance with federal and state occupational safety regulations.

Monitoring Debris Removal

The purpose of monitoring debris removal is to (1) verify that the work completed by the contractor is within the scope of work of the contract and (2) documentation is provided to ensure operations have met all local, state, and federal laws, regulations, and guidelines.

Debris Monitoring Duties

To do this debris monitors will minimally perform the following roles:

- Measure and certify truck capacities (recertify on a regular basis);
- Complete and physically control load tickets (at monitoring stations and the field);
- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms);
- Ensure that trucks are accurately credited for their loads;
- Ensure that trucks are not artificially loaded to maximize reimbursement (i.e., wet debris, debris is not compacted, etc.)
- Ensure that hazardous waste is not mixed with loads
- Ensure that all debris is removed from trucks at the DMS
- Report to project manager:
 - o Mobilization and use of improper equipment
 - o Contractor personnel safety standards are not followed
 - o General public safety standards are not followed
 - o Completion schedules are not on target
 - o Debris removal work does not comply with all local, state, and federal ordinances and regulations
- Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible;
- Monitor site development and restoration of DMS;
- Ensure daily loads meet permit requirements; and
- Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.

Debris Monitoring Methods

Additional documentation requirements depend on how the debris is collected and processed. The following methods and systems may be used to monitor and document the work completed by the City of Marshalltown resources and/or by contractors.

Debris Monitoring Reports – This type of report is important for time-and-materials contracts that may be used during the response phase of the operations. Monitoring documentation for time-and-materials contracts includes:

- Actual labor hours worked
- Actual equipment hours operated
- Type and specification of equipment used

Truck Certification Form – This type of report allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. See Appendix F: Truck Certification Form. The standard list of requirements includes:

- Size of hauling bed in cubic yards
- License plate number
- Truck identification number assigned by the owner
- Short physical description of the truck

Recertification of the hauling trucks on a random and periodic basis will be implemented for contract compliance and reimbursement considerations. Annex J contains a sample truck certification form.

Load Ticket System – The term “load ticket” refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented.

Each monitor keeps a copy of the load ticket and the driver/contractor keeps two copies for billing purposes. Appendix E includes a copy of the load ticket that will be used during debris management.

Monitoring Tips

Contractors must always be monitored closely to ensure compliance with the scope of work. Appendix G includes monitoring tips that address common types of contractor abuse.

Methods of Material Reduction

There are three main types of reduction methods to consider and use during debris management operations; incineration, chipping/grinding, and recycling. The type(s) used will be based operational goals, site availability, and personnel availability.

Incineration/open burning – Burning vegetative debris is a very common reduction method because it has up to a 95% reduction rate. The incineration process requires a minimum of three steps, to include:

- Unloading the debris
- Moving the debris into an incinerator or burn pile
- Removing the ash from the incinerator or burn pile for final disposal.

There are several incineration methods available for volume reduction.

Open Burning – This method reduces debris with no control over how much or how quickly it is allowed to burn. The use of this type of reduction is the most common used method in Iowa.

Air Curtain Pit Incineration – This method effectively expedites the volume reduction process while substantially reducing the environmental concerns caused by open-burning. Specifically, this type of reduction uses a pit constructed by digging below grade or building above grade and using a blower unit. The burning chamber is usually no more than 8 feet wide and 9-14 feet deep.

Portable Air Curtain Incinerators – This method uses the same concept as air curtain pit incineration, except this method utilizes pre-manufactured pits rather than onsite constructed earthen pits. These types of incinerators are the most efficient because they have been pre-engineering to precise dimensions to complement the blower system.

Setbacks and buffer zones need to be established within and around the reduction sites not only for the public safety, but also for the safety of debris operations. A setback of at least 100 feet will be maintained between the debris piles and the incineration area. More over a 1,000 feet buffer zone will be established between the incineration area and the nearest building to create room for emergency vehicles to maneuver. Contact the DNR for incinerator permit and waiver requirements.

Chipping/Grinding – This method calls for the vegetative debris to be chipped or ground. This method reduces volume by 75%. Because of the remaining volume, the benefit of this reduction method is increased by identifying alternate use of residual material such as recycled wood chips used for agricultural purposes or as fuel for industrial heating. Plastics will be eliminated completely from debris prior to performing this method.

Recycling – This method captures pre-identified types of debris materials for recycling and/or reuse.

Site Closure

When the site operations are complete, the property must be restored to its original condition before returning the site to the property owner. This restoration includes the removal of all traces of operations and possible remediation of any contamination that may have taken place during the operations. The site, whether owned or leased by the City of Marshalltown, must be brought back to its environmental state, prior to it being returned to the owner.

The final environmental site evaluation is an extension of the environmental monitoring program. Similar testing as completed in the baseline study will be conducted to confirm that the site has been returned to its pre-activity state. Test samples will be taken at the same locations as those of the initial assessment and monitoring program. Based on the results of the testing, additional remediation may be required.

All operational documentation will be collected and organized and then copied to EMA for review. If needed, these documents will be incorporated into disaster reimbursement request per pre-determined processes established by county policy.

A detailed checklist of closure requirements is found in **Attachment C: Site Closure Requirements** of this annex.

VI. CONTRACTED SERVICES

Disasters may generate debris of types and quantities that exceed the city's capabilities. In such cases, the Administrative Officer will implement a contracting process to have private debris hauling contractors on stand-by to respond within a pre-determined period to assist in the debris removal operation if the Debris Management Program Manager determines that there is a need.

A. Emergency Contracting/Procurement Procedures

1. A copy of the Purchasing Policy for the City of Marshalltown is found at the City Clerk's Office. Unless a pre-positioned contract has been entered into or the situation is an emergency as specified by the Purchasing Policy, the policy should be followed.
2. The Purchasing Policy for the City of Marshalltown shall be followed in the procurement of pre-positioned contracts.

B. Debris Operations to be outsourced – Depending on the situation, the following debris removal operations may be outsourced:

1. Household hazardous waste collection.
2. The collection of white goods (including but not limited to furnaces, washing machines, air conditioners, air handlers, hot water heaters, dryers, freezers, and refrigerators) and electronics such as computers, monitors, printers, stereos, televisions, gaming systems, and video equipment (DVDs and VCRs) may be outsourced to a contractor trained and experienced in handling the disposal of such items.
3. If the amount of residential and commercial disaster waste exceeds the hauling capacity of the city, waste collection may be outsourced. The City of Marshalltown does not manage solid waste collection; this service is provided by multiple entities.
4. If the amount of vegetative waste (trees, root balls, branches, limbs, leaves, bushes) exceeds what can be handled by a city, then private excavators and tree trimming services may be contracted.
5. Security and monitoring services may be contracted for temporary debris staging sites if such tasks are beyond the capacity of City and/or County departments.
6. Structure demolition projects may be outsourced subject to Section 26.15 of Iowa Code. Pre-demolition asbestos inspections need to be completed by contractors licensed by the Iowa Workforce Development (IWD).

C. General Contract Provisions – All contracts, whether pre-positioned or issued following a disaster, shall, at a minimum, contain the following provisions:

1. Basis of payment – Basis of payment is usually based on the volume and/or weight of the contractor's loads.
2. Duration of contract – To ensure that debris removal is conducted expeditiously; the contract will include specific timelines for work to be completed.
3. Performance measures – City of Marshalltown will implement progress payments for services as specific performance tasks have been met and documented.
4. Agreement to restore collateral damage – A contract provision will include a requirement that the contractor is to restore and/or repair (at the contractor's cost) all damaged infrastructure back to pre-existing conditions if the damage was caused by their activities.
5. Termination for convenience – This clause allows the City of Marshalltown the ability to terminate the contract if the contractor does not deliver services in the manner delineated in the contract.
6. Conflict resolution process – This contract provision will include alternatives for resolving issues that arise between the local government and the contractor.
7. Scope of work –
 - a. The scope of work will reference one of the following:
 1. Eligible work,
 2. Work eligible under FEMA Public Assistance regulations, policies, and guidance, or
 3. Work performed on public property and/or public rights-of-way.
 - b. Units of work must be viewed uniformly to prevent work on one piece of debris on multiple occasions (example: removing a leaning portion of a tree and cutting the stump to the ground cannot be two separate unit costs).
8. That the contractor shall provide a certificate of insurance showing that you have coverage meeting or exceeding the following requirements:
 - a. Commercial General liability insurance, each occurrence of \$1,000,000.
 - b. Workers Compensation and Employer's Liability of \$500,000
 - c. Umbrella coverage of \$1,000,000.
 - d. The certificate holder shall be the City of Marshalltown. A 10-day written notice of cancellation of coverage is required. A certificate of insurance must also be filed for each subcontractor that will be used.
9. The contract shall include a hold harmless statement that the contractor agrees to indemnify and hold harmless the city, its agents, employees or any other person against loss or expense, including attorney's fees, by reason of the liability imposed by law upon the County, except in cases of the County's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the contract, whether injuries to persons or damage to

property were due or claimed to be due to any passive negligence of the County, its employees or agents or any other person. The contract also shall state that the contractor understands and agrees that they shall at the option of the city, defend the city with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising from the contract.

D. Qualifications Requirements - The Contractor Shall:

1. Demonstrate compliance with USDOT and state laws concerning commercial motor vehicles.
2. Demonstrate compliance with USDOT drug testing laws for commercial vehicles
3. Be in full compliance with all of Section C above

E. Solicitation of Contractors

1. Method – The solicitation of contractors for prepositioned disaster management contracts and the procurement of additional contractors following a disaster will be handled by following the City of Marshalltown Purchasing Policy.
2. A contract shall be submitted to the City Council along with a reason for why the service is necessary and a recommendation on why a specific proposal is preferred. Approved contracts shall be forwarded to the City Clerk.

Emergency Solicitation – An emergency purchase of services may be made as described by the City's Purchasing Policy. Should the Mayor declare a Civil Emergency, the procedures outlined by Chapter 9 of the Code of Ordinances of the City of Marshalltown shall be followed.

3. The Solicitation of Contractors shall be governed by the City's Purchasing Policy and Chapter 26 of the Iowa Code.

VII. PRIVATE PROPERTY DEMOLITION and DEBRIS REMOVAL

- A. Condemnation criteria and procedures – Disaster-generated debris on non-commercial, private property must be moved to the curb or right-of-way by the property owner before it can be removed or disposed of at public expense. Private contractors hired by the city cannot enter and remove debris from private property without a signed right-of-entry/hold harmless agreement. Debris on commercial private property cannot be placed at the curb and must be removed at the owner's expense. **Attachment A: Dangerous Building Ordinance** is a copy of the City of Marshalltown's ordinance for this situation. **Attachment B: Private Property Debris Removal Condemnation and Demolition** has additional detailed information on those subjects.
- B. Dangerous Structures – The removal of dangerous structures is the responsibility of the property owner, at their own expense. However, such structures are often still in place long after a disaster due to lack of insurance or funds to remove the structures, or absentee landlords.
 1. Legal documentation – In order for the removal of dangerous private structures to be reimbursed by FEMA, the following information must be gathered and submitted to the FEMA Federal Coordinating Officer.

- a. Immediate threat determination – The City must obtain documentation from the City Building Official, or similar authority that the debris on private property is a threat to public health or safety.
 - b. Documentation of legal responsibility – The City must demonstrate that it has the legal authority to enter private property and accepts the responsibility to abate all hazards, regardless of whether or not a federal disaster declaration is made.
 - c. Right-of-Entry and Hold Harmless Agreements – The City must obtain signed Right-of-Entry and Hold Harmless Agreement documents holding the government harmless from any damages caused to private property.
 - d. Photos – The City shall photograph conditions of private property before and after debris removal is completed. The photos will assist in verifying addresses and scopes of work on each property.
 - e. Private property debris removal assessment – The assessment is a property-specific form that establishes the scope of eligible work on the property. The scope of work must be clearly identified.
 - f. Documentation of environmental and historic review – Debris removal efforts on private property must comply with all review requirements of 44 CFR Part 9.
2. Demolition permitting – Written authorization for demolition of a dangerous structure will only occur after:
 - a. All documentation above has been reviewed and approved by the necessary authorities and agencies.
 - b. Qualified environmental contractors have been identified to remove hazardous materials such as asbestos and lead-based paint.
 - c. Right-of-Entry and Hold Harmless agreements have been executed with property owners.
3. Inspections – Inspections for debris and/or structure removal on private property will be performed by the City's Building Official. In the event additional inspection resources are needed, the City will request through the EMA for augmentation.

Mobile home park procedures – The procedures for debris and structure removal in a mobile home park will be similar to the procedures outlined above. However, Right-of-Entry and Hold Harmless agreements will be needed with the owner of the mobile home park and each mobile home owner.

VIII. PUBLIC INFORMATION PLAN

Distribution Strategy

Public information related to debris management will be provided to the public in as many ways as possible. Although there will be an operational public information officer designated by the Debris Management Project Manager, this position will work in cooperation with the City of Marshalltown Public Information Officer (PIO) to facilitate the distribution of public information. The following communication mechanisms will be considered when performing this function:

- Media – This includes local television, radio, newspapers, or community newsletters that reach the impacted area(s).
- Internet Sites – Information will be posted to the City of Marshalltown's web site

- Public forums – This includes interactive meetings at a local government building(s), area malls, etc.
- Direct Delivery Products – This includes door hangers, direct mail, fact sheets, flyers within bills, billboards, etc.

Using these various communication methods will ensure the distribution of information even if power, utilities, and other infrastructure have been damaged during the disaster. Providing this information to the workers in the field is also a critical way to distribute vital information. A sample flier on this can be found in **Attachment F: “Debris separation for citizens” sample**.

Important information to include in public service announcements or other public communication on disaster debris collection, the public will be encouraged to do the following:

- Where to put material for collection (e.g., at curbside, ensure it is not obstructing vehicle traffic) and to keep debris materials from fire hydrants;
- How to separate and prepare materials for collection (e.g., separate vegetative debris, recyclable materials, building materials, appliances, hazardous products; and empty refrigerators/ freezers and remove doors)
- When will regular collection for household trash, recycling, and yard waste resume and how to manage those materials until regular collection begins
- Other collection mechanisms available for public use, if applicable (e.g., drop-off centers, specific debris management site area for use by residents)
- Expected dates and schedule for collection (when specific dates are known)
- Report illegal debris material dump sites
- Contact information for questions on managing debris

The PIO may choose to establish a “Debris Public Information Center” if the scope of the debris management process warrants it. This may include a direct City of Marshalltown hotline. Various printing service vendors are on file in the logistics section resource file, and will be used to print all materials needed for debris management activities.

IX. PLAN MAINTENANCE

As a part of the City of Marshalltown Comprehensive Emergency Management Operations Plan, this will be reviewed on an annual basis for necessary changes or additions to continue to meet operational and legal requirements.

X. APPENDICES

Appendix A: Sample DMS Layout with Operational Boundaries

Appendix B: Operational Safety Awareness & Regulations

Appendix C: Sample Debris Load Ticket

Appendix D: Landfills and Debris Management Sites in the City of Marshalltown

Appendix E: Locations for Temporary Debris Management Sites

Appendix F: Truck Certification Form

Appendix G: Debris Monitoring Tips

XI. ATTACHMENTS

Attachment A: City of Marshalltown ordinance for “Dangerous Buildings”

Attachment B: Private Property, Condemnation, and Demolition with Hold Harmless and Right of Entry

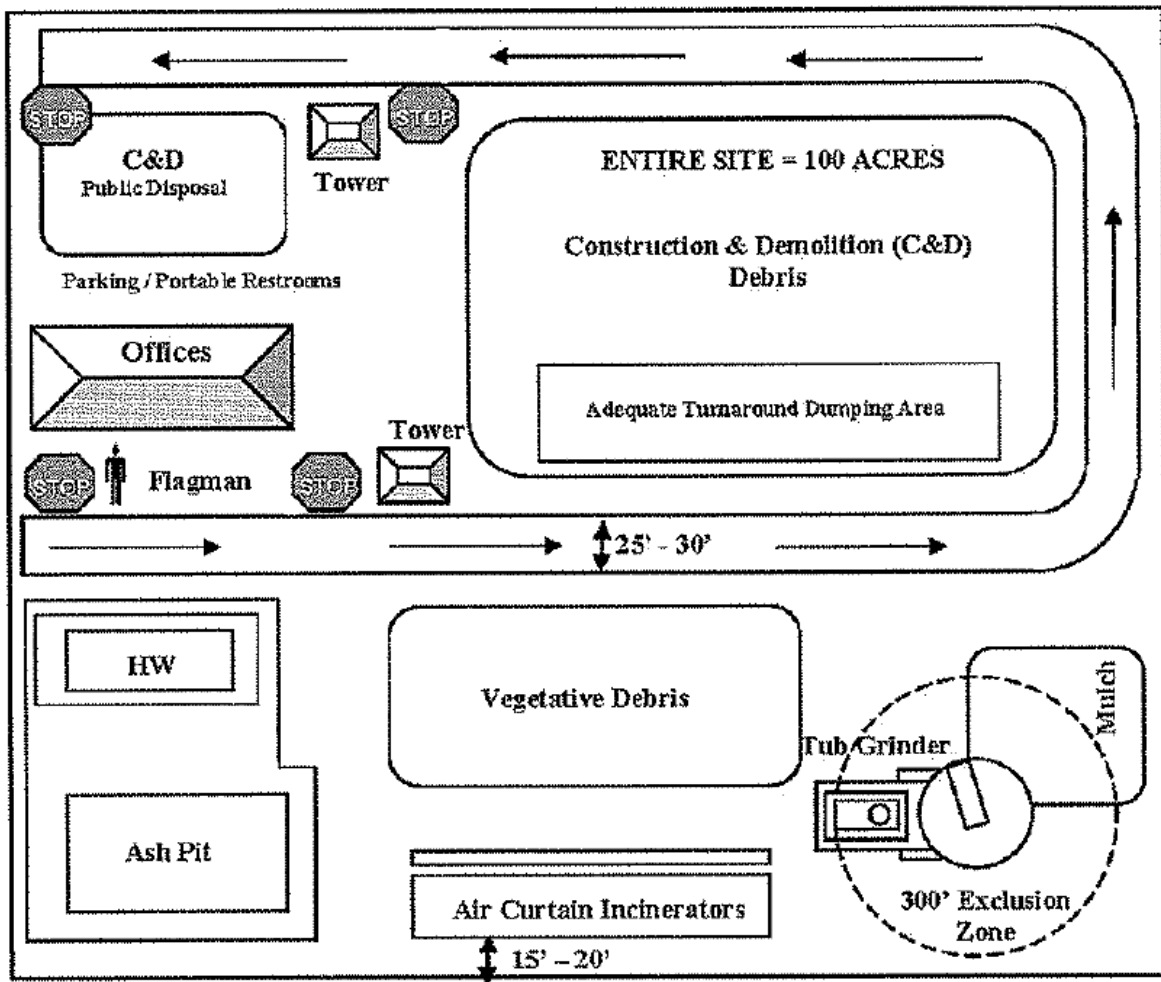
Attachment C: Site Closure Requirements

Attachment D: Reduction and Recycling

Attachment E: USACE Forecasting Techniques

Attachment F: “Debris separation for citizens” sample

APPENDIX A: Sample TDMS Layout with Operational Boundaries



APPENDIX B: Operational Safety Awareness & Regulations

Potential Hazards

City of Marshalltown responders along with contracted workers may face the following potential hazards while performing debris management operations:

• Unstable work surfaces	• Roadside work
• Structural integrity	• Driving
• Flying debris (eye injuries)	• Breathing dust
• Heavy equipment	• Falling Ice & Debris
• Electrical	• Carbon monoxide
• Excessive noise	• Smoke inhalation
• Falls from heights	• Potential chemical exposures
• Molds	• Bites and stings
• Blood-borne diseases	• Water and food sanitation
• Personal sanitation and Hygiene	• Traumatic stress
• Confined spaces	

Safety Regulations

City of Marshalltown personnel are subject to the rules and regulations of the Iowa Department of Labor, while contracted personnel are subject to OSHA regulations. However, since these regulations are often tied together, the following list of regulations will be considered before, during, and after all debris management activities.

- 29 CFR 1910.1200 (HazCom)
- 29 CFR 1910.120 (Hazwoper)
- 29 CFR 1910.134 (Respiratory Protection)
- 29 CFR 1910.146 (Confined Spaces)
- 29 CFR 1910.1030 (Bloodborne Pathogens)
- 29 CFR 1926.20-35 (General Construction),
- 29 CFR 1910.23 (Fall Protection),
- 29 CFR 1915.159 (Fall Arrest Equipment)
- 29 CFR 1910.132 (Personal Protective Equipment),
- 29 CFR 1910.137 & 29 CFR 1910.332 (Electrical safety),
- 29 CFR 1910.147 (Lockout/Tagout), and
- All other local, State, or Federal safety regulations.

Health Concerns

Exposure to potentially hazardous conditions may require immunization and/or monitoring from public health experts. Specific considerations include tetanus, hepatitis A, or other vaccines as recommended by the City of Marshalltown Public Health Department.

APPENDIX C: Sample Debris Load Ticket

City of Marshalltown LOAD TICKET

Ticket Number: 000001

Jurisdiction ID Code:

Prime Contractor:

Sub-Contractor:

Date:

Driver's Name:

Truck License Number:

Measured Bed Capacity (cu yds):

Debris Pickup Site Location:

Debris Type: (check one)

Vegetation C&D

Mixed Other

Departure Time:

Distance to Debris Disposal Site

Loading Site Monitor:

Print Name Signature

Debris Disposal Site Location:

Arrival Time:

Estimated Debris Quantity (cu yds)

Disposal Site Monitor:

Print Name

Signature

White – Load Site; Green-Disposal site monitor; Canary – Debris Site monitor;-Pink – Driver

Notes:

APPENDIX D: Landfills and Debris Management Sites in the City of Marshalltown

Marshall County landfill is located at 2313 Marshalltown Blvd, Marshalltown, IA 50158. The Marshall County Landfill is owned and operated by The Solid Waste Management Commission of Marshall County which includes the cities of Albion, Clemons, Collins, Colo, Ferguson, Gilman, Haverhill, Laurel, LeGrand, Liscomb, Marshalltown, Melbourne, Rhodes, St. Anthony, State Center, Whitten and Marshall County at large.

At this time, there are no other landfills within the city boundaries.

APPENDIX E: Potential Temporary Debris Management Sites (TDMS)

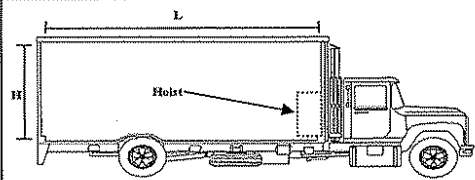
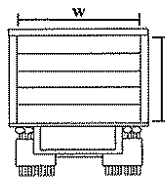
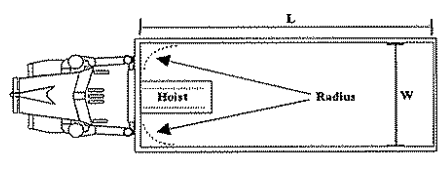
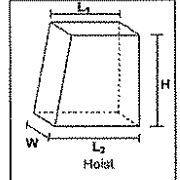
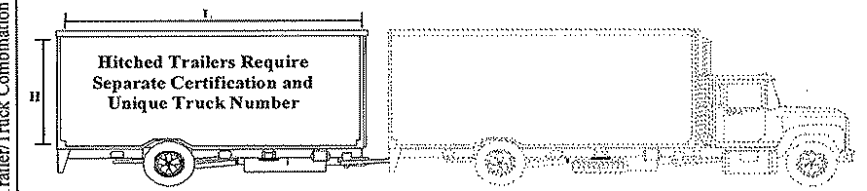
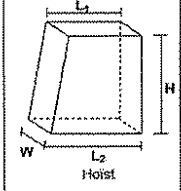
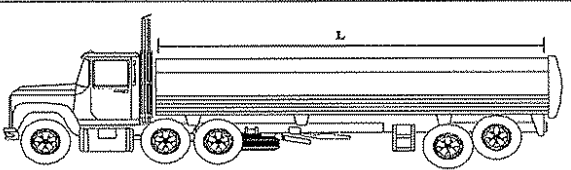
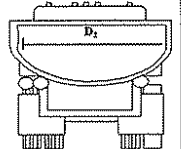
All of the locations listed below have been reviewed and inspected for hazardous materials and historical significance.

City of Marshalltown Compost Facility, 900 Woodland Street, POC: Justin Nickel, City Engineer/Public Works Director

City of Marshalltown Snow Dump Site, No Address (18th Avenue, south of Linn Creek); POC: Justin Nickel, City Engineer/Public Works Director

Marshalltown Waterworks Well Fields, No Address (Center Street, north of the Iowa River); POC: Marshalltown Waterworks

APPENDIX F: Truck Certification Form

DUMP TRUCK			
Measurements			
Truck Measurements	Length (L) =	Width (W) ft =	Height (H) ft =
Hoist Measurement	Length ₁ (L ₁) ft =	Width _H (W _H) ft =	Height _H (H _H) ft =
	Length ₂ (L ₂) ft =		
Radius	Radius ft =	Height (H) =	
Calculations			
Bed Volume (Basic)	$(L \times W \times H) / 27 =$	cyd	
Hoist Volume	$((L_1 + L_2) / 2) \times W_H \times H_H =$	cyd	
Radius Volume	$(3.14 \times R^2 \times H) / 27 =$	cyd	
Total =		cyd	
Cubic Yards			
 Truck Measurements   			
EXTRA TRAILER			
Measurements			
Truck Measurements (Basic)	Length (L) =	Width (W) ft =	Height (H) ft =
Hoist Measurement	Length ₁ (L ₁) ft =	Width _H (W _H) ft =	Height _H (H _H) ft =
	Length ₂ (L ₂) ft =		
Radius	Radius ft =	Height (H) =	
Calculations			
Bed Volume (Basic)	$(L \times W \times H) / 27 =$	cyd	
Hoist Volume	$((L_1 + L_2) / 2) \times W_H \times H_H =$	cyd	
Radius Volume	$(3.14 \times R^2 \times H) / 27 =$	cyd	
Total =		cyd	
Cubic Yards			
 Trailer/Truck Combination 			
ROUND BOTTOM TRUCK			
Measurements			
Truck Measurements	Length (L) ft =	Diameter (D) ft =	
Calculations			
Approx. Volume $(3.14 \times (D/2)^2 \times L) / 27 =$		cyd (round bottom portion only)	
 Round Bottom Truck  Cubic Yards			

General Information			
Applicant: _____	Monitor: _____		
Contractor: _____	Date: _____		
Measurement Location: _____	County: _____		
Declaration Number: _____			
Truck Information			
Make	Year	Color	License
Truck Measurements Performed By: _____ Date: _____ Volume Calculated By: _____ Date: _____ Both Checked by: _____ Date: _____			
Driver Information			
Name: _____			
Address: _____			
Phone Number: _____			
Owner Information			
Name: _____			
Address: _____			
Phone Number: _____			
Truck Identification	Truck Capacity		
Photo (See reverse for calculation worksheet)			

APPENDIX G: Debris Monitoring Tips

Debris monitoring is a critical piece of the overall operation. By avoiding the following fraudulent acts, operational compliance is maintained.

Inaccurate Truck Capacities – Trucks will be measured before operations and load capacities will be documented by truck number. Periodically, trucks will be pulled from operations and reassessed.

Trucks Not Fully Loaded – Do not accept the contention that loads are higher in the middle and if level would fill the truck.

Trucks Lightly Loaded – Trucks arrive loaded with treetops with extensive voids in the load. Trucks need to be loaded to their full capacity with front end loaders or other similar equipment.

Trucks Overloaded – Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards.

Changing Truck Numbers – Trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. Periodically re-measuring the trucks will identify this issue.

Reduced Truck Capacity or Increased Truck Weight – There have been occasions where trucks have had heavy steel grating welded two to three feet above the bed after being measure, thus reducing the capacity or inflating the weight of the load. Periodically re-measuring the trucks will identify this issue.

Wet Debris When Paid by Weight – Excessive water added to debris will increase the weight of the load. When the contractual unit cost is based on weight, this increases the cost to _____ County. This can be detected during monitoring if there is excessive water dripping from the truck bed.

Multiple Counting of the Same Load – Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load. This can be detected by observing the time of departure and the time of arrival recorded on the driver's load ticket.

Picking up Ineligible Debris – Monitors will have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris.

ATTACHMENT A: City of MARSHALLTOWN "Dangerous Buildings" ordinance

ARTICLE III. DANGEROUS BUILDINGS*

Sec. 7-30. Purpose and scope.

It is the purpose of the provisions of this article to provide a just, equitable, and practicable method, whereby buildings or structures which from any cause endanger the life, limb, health, morals, property, safety or welfare of the general public or their occupants may be required to be repaired, vacated, or demolished. The provisions of this article shall apply to all dangerous buildings, as defined in this article, which are in existence or which may be constructed in this city. All buildings or structures, which are required to be repaired under the provisions of this article, shall be subject to the provisions of the existing building ordinances.

(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-31. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

a.) Dangerous building. Dangerous building means any building or structure which has any or all of the following conditions or defects, provided that such conditions or defects exist to the extent that the life, health, property, or safety of the public or its occupants are endangered whenever:

- 1.) Any portion or member or appurtenance thereof is likely to fail or to become detached or dislodged or to collapse and thereby injure persons or damage property.
- 2.) Any portion thereof has wracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.
- 3.) The building or structure or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay or inadequacy of its foundations; or any other cause is likely to partially or completely collapse.
- 4.) For any reason the building or structure or any portion thereof is manifestly unsafe for the purpose for which it is being used.
- 5.) The exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base.
- 6.) The building or structure has been so damaged by fire, wind, earthquake or flood or has become so dilapidated or deteriorated as to become an attractive nuisance to children or a harbor for vagrants, criminals, or immoral persons or as to enable persons to resort thereto for the purpose of committing unlawful or immoral acts.

7.) A building or structure used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air, or sanitation facilities or otherwise is determined by the health officer to be unsanitary, unfit for human habitation or in such a condition that it is likely to cause sickness or disease.

8.) Any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistive construction, faulty electric wiring, gas connections or heating apparatus or other cause is determined by the fire marshal to be a fire hazard.

9.) Any portion of a building or structure remains on a site after the demolition or destruction of the building or structure, or any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-32. Procedures and rules.

The following are procedures to be followed under this article:

a.) The building official is authorized to enforce the provisions of this article.

b.) The fire marshal and the building official are authorized to make such inspections and take such actions as may be required to enforce the provisions of this article.

c.) Whenever necessary to make an inspection to enforce any of the provisions of this article or whenever the building official or his authorized representative has reasonable cause to believe that there exists in any building or upon any premises any condition which makes such building or premises dangerous as defined in this article, the building official may enter such building or premises at all reasonable times to inspect the building or premises or perform any duty imposed upon the building official by this article. If such building or premises is occupied, he shall first present proper credentials and demand entry, and if such building or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and demand entry. If such entry is refused, the building official or his authorized representative shall have recourse to every remedy provided by law to secure entry. The term "authorized representative" shall include the officers named in this section and their authorized inspection personnel. No owner or occupant or any other person having charge, care or control of any building or premises shall fail or neglect, after proper demand is made as provided in this subsection, to promptly permit entry therein by the building official or his authorized representative for the purpose of inspection and examination pursuant to this article. Any person violating this section shall be guilty of a misdemeanor. The building official and fire marshal are likewise empowered to make the described inspections under the rules as set forth in this section.

d.) All buildings or portions thereof which are determined after inspection by the mentioned officials to be dangerous as defined in this article are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this article.

e.) All buildings or structures within the scope of this article and all construction or work for which a permit is required shall be subject to inspection by the building official in accordance with and in the manner provided by this article and the existing building ordinances.

f.) In order to provide for final interpretation of the provisions of this article and to hear appeals provided for under this article, there is established a board of appeals consisting of three members who are not city employees. The building official shall be an ex officio member of and shall act as secretary to such board. The board shall be appointed by the mayor with approval of the council and shall serve at its pleasure. The board may adopt reasonable rules and regulations for conducting its business and shall render all decisions and findings in writing to the appellant with a copy to the building official. Appeals to the board shall be processed in accordance with the provisions of this article. Copies of all rules or regulations adopted by the board shall be delivered to the building official who shall make them freely accessible to the public.
(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-33. Notices and orders of building official.

The following shall constitute the rules as to notices and orders under this article:

a.) Whenever the building official has inspected or caused to be inspected any building and has found and determined that such building is a dangerous building, he shall commence proceedings to cause the repair, vacation, or demolition of the building.

b.) The building official shall issue a notice and order directed to the record owner of the building. The notice and order shall contain the following:

- 1.) The street address and a legal description sufficient for identification of the premises upon which the building is located.
- 2.) A statement that the building official has found the building to be dangerous with a brief and concise description of the conditions found to render the building dangerous under the provisions of this article.
- 3.) A statement of the action required to be taken as determined by the building official.

c.) If the building official has determined that the building or structure must be repaired, the order shall require that all required permits be secured therefore and the work physically commenced within 30 days from the date of the order and completed within such time as the building official shall determine is reasonable under all of the circumstances.

d.) If the building official has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable.

e.) If the building official has determined that the building or structure must be demolished, the order shall require that the building be vacated within such time as the building official shall determine is reasonable, not to exceed 30 days from the date of the order; that all required permits be secured therefore within 30 days from the date of the order; and that the demolition be completed within such time as the building official shall determine is reasonable.

f.) Statements advising that if any required repair or demolition work, without vacation also being required, is not commenced within the time specified, the building official will order the building vacated and posted to prevent further occupancy until the work is completed and may proceed to cause the work to be done and charge the costs thereof against the property or its owner.

g.) Statements advising that any person having any record title or legal interest in the building may appeal from the notice and order or any action of the building official to the board of appeals, provided the appeal is made in writing as provided in this article and filed with the building official within ten days from the date of service of such notice and order and that failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

h.) The notice and order and any amended or supplemental notice and order shall be served upon the record owner and posted on the property, and one copy thereof shall be served on each of the following if known to the building official or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record, the owner or holder of any lease of record, and the holder of any other estate or legal interest of record in or to the building or the land on which it is located. The failure of the building official to serve any person required in this subsection to be served shall not invalidate any proceedings under this article as to any other person duly served or relieve any such person from any duty or obligation imposed on him by the provisions of this section.

i.) Service of the notice and order shall be made upon all persons entitled thereto either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested, to each such person at his address as it appears on the last equalized assessment roll of the county or as known to the building official. If no address of any such person so appears or is unknown to the building official, a copy of the notice and order shall be so mailed, addressed to such person, at the address of the building involved in the proceedings. The failure of any such person to receive such notice shall not affect the validity of any proceedings taken under this section. Service by certified mail in the manner provided in this subsection shall be effective on the date of mailing. This shall apply to nonresidents of this state as well as residents.

j.) Proof of service of the notice and order shall be certified to at the time of service by a written declaration under penalty of perjury executed by the person effecting service, declaring the time, date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgement of receipt by certified mail, shall be affixed to the copy of the notice and order retained by the building official.

k.) If compliance is not had with the order within the time specified therein and no appeal has been properly and timely filed, the building official shall file in the office of the county recorder a certificate describing the property and certifying that the building is a dangerous building and that the owner has been so notified. Whenever the corrections ordered shall thereafter have been completed or the building demolished so that it no longer exists as a dangerous building on the property described in the certificate, the building official shall file a new certificate with the

county recorder certifying that the building has been demolished or all required corrections have been made so that the building is no longer dangerous, whichever is appropriate.

l.) The following standards shall be followed by the building official, and by the board of appeals if an appeal is taken, in ordering the repair, vacation or demolition of any dangerous building or structure:

- 1.) Any building declared a dangerous building under this article shall either be repaired in accordance with the current building ordinances or shall be demolished by the building owner, all within the time allowed and pursuant to this article.
- 2.) If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or its occupants, it shall be ordered to be vacated.

m.) Every notice to vacate shall, in addition to being served as provided in this section, be posted at or upon each exit of the building, and shall be in substantially the following form:

"DO NOT ENTER UNSAFE TO OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Building Official
City of Marshalltown"

n.) Whenever such notice is posted, the building official shall include a notification thereof in the notice and order issued by him under this section reciting the emergency and specifying the conditions that necessitate the posting. No person shall remain in or enter any building that has been so posted, except that entry may be made to repair, demolish or remove such building under permit. No person shall remove or deface any such notice after it is posted until the required repairs, demolition, or removal has been completed. Any person violating this section shall be guilty of a misdemeanor.

(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-34. Appeal.

The following are the procedures whereby an appeal is taken under this article:

a.) Any person entitled to service under this article may appeal from any notice and order or any action of the building official under this article by filing at the office of the building official, within ten days from the date of service of such order, a written appeal containing a request for hearing and setting forth facts sufficient to allow the building official to determine the identity of the person appealing and the property involved. The appellant must include his address on the appeal papers.

b.) As soon as practicable after receiving the written appeal, the board of appeals shall fix a date, time, and place for the hearing of the appeal by the board. Such date shall be not less than five days or more than 20 days from the date of the appeal being filed with the building official. Written notice of the time and date of the hearing shall be given at least five days prior to the date of the hearing to each appellant by the secretary of the board either by causing a copy of such notice to be delivered to the appellant personally or by mailing a copy thereof, postage prepaid, addressed to the appellant at his address shown on the appeal.

c.) Failure of any person to file an appeal in accordance with this section shall constitute a waiver of his right to an administrative hearing and adjudication of the notice and order or any portion thereof.

d.) The issue at hearing shall be whether a condition exists on the premises involved that makes the building thereon dangerous as defined in this article.

e.) The notice to the appellant shall be substantially in the following form, but may include other information: "You are hereby notified that a hearing will be held before (the board or name of hearing examiner) at ____ on the ____ day of ____, ____, at the hour of ____, upon the notice and order served upon you. You may be present at the hearing. You may be, but need not be, represented by counsel. You may present any relevant evidence and will be given full opportunity to question all witnesses against you."

f.) Hearings need not be conducted according to the technical rules relating to evidence and witnesses.

g.) Any relevant evidence shall be admitted if it is the type of evidence on which responsible persons are accustomed to relying in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions in courts of competent jurisdiction in this state.

h.) Irrelevant and unduly repetitious evidence shall be excluded.

i.) The board or the hearing examiner may inspect any building or premises involved in the appeal during the course of the hearing, provided that the parties are given an opportunity to be present during the inspection, and the board or the hearing examiner shall state in writing upon completion of the inspection the material facts observed and the conclusions drawn therefrom.

j.) At the conclusion of the hearing, the hearing officer shall enter a written decision as to whether a condition exists on the premises involved that makes the building thereon dangerous. If it is found that a dangerous condition exists, no more than 20 additional days may be given the appellant to comply with the original notice and order. A copy of the decision shall be delivered to the appellant personally or sent to him by certified mail, postage prepaid, return receipt requested.
(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-35. Enforcement.

The following are the procedures for enforcement of the orders of the building official made under this article:

a.) Whenever the required repair or demolition is not commenced within 30 days after any final notice and order issued under this article becomes effective, the building official shall cause the building described in the notice and order to be vacated by posting at each entrance thereto a notice reading:

"DANGEROUS BUILDING DO NOT OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.
Building Official
City of Marshalltown”

b.) No person shall occupy any building that has been posted as specified in this section. No person shall remove or deface any such notice so posted until the repairs, demolition, or removal ordered by the building official have been completed.

c.) The building official may, in addition to any other remedy provided in this article, cause the building to be repaired to the extent necessary to correct the conditions which render the building dangerous as set forth in the notice and order or, if the notice and order require demolition, to cause the building to be sold and demolished or demolished and the materials, rubble, and debris therefrom removed and the lot cleaned. Any such repair or demolition work shall be accomplished and the cost thereof paid and recovered in the manner provided in this article. Any surplus realized from the sale of any such building or from the demolition thereof, over and above the cost of demolition and of cleaning the lot, shall be paid over to the person lawfully entitled thereto.

d.) Upon receipt of a written application from the person required to conform to the order and an agreement by such person that he will comply with the order if allowed additional time, the building official may, in his discretion, grant an extension of time, not to exceed an additional 120 days, within which to complete such repair, rehabilitation, or demolition, if the building official determines that such an extension of time will not create or perpetuate a situation imminently dangerous to life or property. The building official's authority to extend time is limited to the physical repair, rehabilitation, or demolition of the premises and will not in any way affect or extend the time to appeal his notice and order. Only one extension can be granted.

e.) No person shall obstruct, impede or interfere with any officer, employee, contractor or authorized representative of the city or with any person who owns or holds any estate or interest in any building which has been ordered repaired, vacated or demolished under this article or with any person to whom such building has been lawfully sold pursuant to this article, whenever such officer, employee, contractor or authorized representative of the city or person having an interest or estate in such building or structure or purchaser is engaged in the work of repairing, vacating and repairing or demolishing any such building, pursuant to this article, or in performing any necessary act preliminary to or incidental to such work or as authorized or directed pursuant to this article.
(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-36. Performance of work of repair or demolition.

The following rules shall apply for the performance of the work of repair or demolition under this article:

a.) When any work of repair or demolition is to be done pursuant to this article, the building official shall see that the work shall be accomplished by city personnel or by private contract under the direction of the building official. The building official therefore may prepare plans and specifications or he may employ such architectural and engineering assistance on a contract basis

as he may deem reasonably necessary. If any part of the work is to be accomplished by private contract, the usual public works contractual procedures shall be followed.

b.) The cost of such work shall be paid from the general fund and may be made an assessment against the property involved or may be made a personal obligation of the property owner, if through suit the city council shall determine this to be appropriate.
(Ord. No. 14067, § 1, 8-24-1981)

Sec. 7-37. Recovery of cost of repair or demolition.

a.) The building official shall keep an itemized account of the expense incurred by the city in the repair or demolition of any building done pursuant to this article. Upon completion of the work of repair or demolition, the building official shall prepare and file with the city clerk a report specifying the work done, the itemized and total cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to subsection 7-33(3) of this article.

b.) The clerk shall mail a statement of the total expense incurred to the people entitled to notice pursuant to subsection 7-33(3) of this article. If the amount shown by the statement has not been paid within one month, the clerk shall certify the costs to the county auditor, and it shall then be collected with and in the same manner as general property taxes.

c.) If the amount expended to repair or demolish exceeds \$500.00, the city may permit the amount of the statement to be paid in no more than 24 monthly installments. Arrangements for such payments must be made before the costs are certified to the county auditor. Upon default in an installment payment, the remaining costs shall be immediately certified to the county auditor.
(Ord. No. 14067, § 1, 8-24-1981)

Attachment B: Private Property Debris Removal, Condemnation and Demolition

Private property debris removal (PPDR) and/or demolition is not common. Public jurisdictions may undertake PPDR and demolition in extreme cases where public health, life, safety, and the economic recovery of the community-at-large are at risk. The planning staff should establish procedures for this type of work in the event this becomes necessary. The planning effort for PPDR and demolition includes the following:

- Criteria for implementing PPDR and demolition operations
- Process for condemnation
- Documentation requirements and procedures
- Inspection and demolition procedures

Throughout the planning process, the staff needs to establish the private property owner in decisions and operations.

Appendix G, *FEMA DAP9523.13, Debris Removal from Private Property*, and *FEMA DAP9523.4, Demolition of Private Structures*, set forth the FEMA eligibility criteria and requirements that the planning staff should consider when developing the PPDR and demolition strategy.

This Appendix is broken down in four separate sections:

- Private property debris removal
- Condemnation process and documentation requirements
- Demo of condemned property right after the disaster strikes and the title of the property remains with the private property owner
- Demo of property acquired by the jurisdiction

A. Removal of Debris from Private Property

Removal of debris from private property must meet the following criteria:

- Must have a “hold harmless” and a “right of entry” signed by the property owner (samples of both are included with the “Condemnation Process” attachment)
- Must be in the public interest
- Eliminate immediate threats to life, public health, and safety; eliminate immediate threats of significant damage to improved property; or ensure economic recovery of the affected community to the benefit of the community-at-large. In these situations, debris removal from private property may be considered to be in the public interest

After meeting the criteria as defined above, it is the city’s responsibility to remove the debris. If city resources are not adequate to meet the need, the city will request from the county emergency management agency the needed additional support from the county and/or other jurisdictions. If that support cannot meet the need, the county emergency management agency will request of Iowa HSEMD and HSEMD will direct other agency’s to support the city’s requirements.

B. Condemnation processes

After a disaster occurs and initial property damage assessment is complete, structures may be considered a health and safety risk to the community and the community determines that they must be destroyed. Condemnation for health and safety reasons are designed only to remove the health and safety risks, the property remains titled with the property owner and therefore, the costs associated with removing those risks also is to be borne by the property owner as well. A copy of the city's condemnation ordinance is included as **Attachment A- City Plan Dangerous Building Ordinance** of this plan.

In order to legally demolish a structure, ordinances, agreements and procedures must be in place to ensure that all parties are within their legal rights.

The city's building inspector contacts the property owner to gain access to the structure and determines building structural integrity. Using existing processes, the city will assess the structure for safety and include those results as part of the disaster condemnation criteria as well. Typically, any building or structure may be condemned if the building official determines that it represents a hazard to the health and safety of the public or poses a threat to public rights-of-way. Following that determination, the city would then initiate condemnation proceedings.

After the city verifies ownership of the property, the city will notify said owner of and hold condemnation hearings in order to give the property owner time to correct the threat without government action. In some cases, liens are secured in order for jurisdictions to enforce the condemnation order. In this case, if the city performs the work, executing liens against the property allows the city to recoup the costs of demolition and debris removal from the property owner.

The city's normal procedures that require multiple notices to property owners, condemnation hearings, and liens may be expedited in the event of a catastrophic disaster that causes a high concentration of debris on private property over a widespread area presenting an immediate health and safety hazard. For this reason, a copy of the local ordinance, condemnation process and references to state law are included with this plan. The planning staff should review the condemnation criteria and procedures for the benefit of the debris management plan.

Demolition of Structures. Private property debris removal and/or demolition will only be done in those extreme cases where there are clear and present threats to public health and safety, or the economic recovery of the affected local jurisdiction is at risk. Procedures have been developed for this type of work in the event this becomes necessary. These procedures include: 1) criteria for implementing removal and demolition operations on private property; 2) documentation requirements; and 3) a demolition inspection process.

(Note: FEMA Recovery Policies 9523.4, "Demolition of Private Structures," and 9523.13, "Debris Removal from Private Property," provide guidance on FEMA eligibility criteria and requirements for private property debris removal and/or demolition. These policies will be followed to the extent possible when conducting these types of operations.)

Private Property Condemnation Criteria and Procedures. If the city decides it may be necessary to demolish damaged private structures, normal private property condemnation procedures for that jurisdiction will be implemented. The local building safety official will contact the affected

property owner and assess and determine the building's structural integrity. If this assessment determines that the building represents a hazard to the health and safety of the public or poses a threat to public rights-of-way, the building will be condemned and formal condemnation proceedings will be initiated.

Documentation Requirements for Private Property Condemnation and Demolition. The following documentation will be maintained (as appropriate) for private property condemnation and demolition operations:

DOCUMENTATION REQUIREMENTS FOR PRIVATE PROPERTY CONDEMNATION AND DEMOLITION

Documentation	Purpose
Verification of Ownership	Ensures the proper site and owner are identified and the owner is aware of the nature of the scheduled building assessment.
Right-of-Entry Permit / Hold Harmless Agreement	Once signed by the property owner, this allows local officials to enter the property to complete the building assessment. The hold harmless agreement documents the property owner's promise that he/she will not bring legal action against the jurisdiction if there is damage or harm done to the property. Sample forms are at the conclusion of this Attachment.
Building Assessment	Documents damage to the structure and describes the threat(s) to public health and safety. Generally contains the building official's determination as to whether the structure should be condemned and whether it should be repaired or demolished. This may be an official structural assessment.
Verification of Insurance	Allows the jurisdiction to pursue financial compensation if the property owner's insurance policy covers demolition and debris removal.
Archaeological Review	Outlines the archaeological low-impact stipulations for demolition and debris removal activities and highlights implications if guidelines are not properly complied with.
Environmental Review	Ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. Reviews must be acceptable to the appropriate resource agency. Wetlands and other water resources, hazardous materials, and endangered species habitats are of particular concern.
State Historic Preservation Office (SHPO) Review	Confirms that the SHPO has been notified and correspondence has been received absolving the area of any historic significance.
Photographs	Show the disaster-damaged condition of the property prior to the beginning of demolition

	work. Generally consists of one or more labeled photographs that confirm the address and identified scope of work on the property.
Letter / Notice of Condemnation	A document signed by the building official that outlines the specific threat to public health and safety.
Notice of Demolition	Issued to inform the property owner when demolition will begin. Notices must be posted so as to provide a reasonable period of time for personal property to be removed. The property owner should be notified, if not already contacted, through direct mail and local media.
Notice of Intent to Demolish	Issued to provide for the public health and safety of the neighboring residents. The notice must be conspicuously posted on the structure to be demolished.

C. Demolition of condemned properties immediately after a disaster strikes due to health and safety concerns

According to Iowa Code 364.12A, local jurisdictions have the authority to condemn private properties that are found to be a public nuisance. ¹ State code allows for the process in Iowa Code 657A. ²

The title of such property does not change. It remains with the property owner. A copy of the City of Marshalltown's ordinance for "Dangerous Buildings" can be found in Attachment A of the Debris Management Plan.

D. Demolition of other properties

In the event of a federally declared disaster, there are two different instances where demolition can be considered an eligible activity under the Public Assistance Program. Demolition information and guidance is predominantly focused at the city level and their responsibilities and functions. The city will follow the guidance given at that time to determine which properties will be demolished and the process to follow.

1. The structure is damaged beyond repair and is "condemned" by the City's Building Inspector. These are generally considered "emergency" and have to be done quickly and meet the criteria as established below. This demolition is known as "403 demolition" and fits within the Public Assistance Program typically.
2. After a jurisdiction acquires the property. One of the requirements is that the structure needs to be demolished. This demolition can be completed under the Public Assistance or the Hazard Mitigation Grant Programs if it meets certain requirements.

The process is the same in both cases, only the timeframe differ.

¹ <https://www.legis.iowa.gov/publications/search/document?fq=id:821783&pdid=803784&q=Condemn#364.12A>

² <http://coolice.legis.iowa.gov/cool-ice/default.asp?category=billinfo&service=iowacode&input=657A>

Demolition can be reimbursed under the Public Assistance or the Hazard Mitigation Grant Programs if applicable. There are specific requirements for each. The city will contact the HSEMD Recovery Division staff for either program for additional details.

The debris from demolition must be assessed carefully for hazardous materials and disposed of properly.

Labor Resources

Demolition and debris removal from private property is an extremely document- and labor intensive operation. The planning staff is responsible for assigning tasks to the appropriate departments and labor forces. The building safety or inspection section leads these operations, with the administrative staff collecting and logging all of the required documents. The jurisdiction may consider employing temporary personnel or contractors for any portion of the operation.

Legal Documentation for Demolition

A jurisdiction should have standard procedures that apply to its condemnation process. During the planning process, the city may have its legal counsel review and update any documents for inclusion within the plan.

The following is a general list of documents that may be included in the plan.

- ☐ **Verification of ownership** ensures that the proper site and owner are identified and the owner is aware of the nature of the scheduled building assessment.
- ☐ **A right-of-entry form (ROE/HHD) and hold harmless agreement** is signed by the homeowner and allows the building official to enter the property to complete the assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the city if there is damage or harm done to the property. The ROE/HHD for 403 demolition is included at the end of this Appendix.
- ☐ **Building official assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the building official's determination as to whether the structure should be condemned and whether it should be repaired or demolished. This may be an official structural assessment.
- ☐ **Verification of insurance information** allows the city to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- ☐ **Archeological review** outlines the archeological low-impact stipulations for demolition and debris removal activities and highlights the implications for the city if they fail to comply with the guidelines.
- ☐ **Environmental review** ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetlands and other water resources, hazardous materials, and endangered species habitats are among the resources of most frequent concern. Some jurisdictions may also have State or local requirements for the evaluation or assessment of impacts to natural resources.
- ☐ **SHPO review** confirms that SHPO has been notified and correspondence has been received absolving the area of any historic significance.
- ☐ **Photos** that show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled pictures that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required, not only for the city's legal protection, but also for the public's health and safety during the demolition and debris removal operations.

□ **Letter or notice of condemnation** is a document signed by the building official that outlines the specific threat to public safety and health.

□ **Notice of demolition** is issued to inform the property owner when the demolition will begin; notices shall be posted so as to provide a reasonable period of time in order for personal property to be removed. The city should attempt to notify the property owner, if not already contacted, through direct mail and local media.

□ **Notice of intent to demolish** is normally for the public health and safety of the neighboring residents. This notice is conspicuously posted on the structure to be demolished.

Demolition Permitting

Common requirements for obtaining a demolition permit include a demolition plan, public notification, inspection requirements, and a hazardous waste report. See the process as described in the basic plan for additional details.

Demolition strategy

The strategy itself will include the following information:

1. **Site map**, to scale, showing the site with all structures and other features of interest.
2. **Site ingress and egress** showing the fronting streets and planned route for the project. This may also include a movement of traffic strategy. Normal traffic will need to be diverted into other lanes.
3. **Site preparation documents** illustrate any pre-demolition work that may be required. Examples include erosion control, vegetation removal, or utility pole adjustments.
4. **Staging strategies** show the sequence of events prior to, during, and after demolition of the structure.
5. **Hazardous waste handling requirements** detail if contents of the structure require dust suppression or wet demolition. These provisions also describe how hazardous waste or environmentally sensitive materials will be handled or disposed. This includes HHW and white goods. Asbestos requires specialized removal, handling, and disposal personnel and permits. Special documents or strategies may be required if the demolition of the building involves shoring, stabilizing structures, or any other special circumstances that may jeopardize another structure or the public's health and safety. Once it has been established that the building is to be demolished and the required processes are underway, a notification to demolish notice is posted on the building.

Inspections

The city will conduct regular inspections of demolition sites a few days prior to, the day of, during (occasionally), and upon completion of the operations. Inspectors generally take photographs at each site visit for their records. These inspections and verifications generally include the following:

1. **Water, gas, electric and sewer/septic tank inspection** to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations. The inspector normally verifies that all other utilities have been terminated during the same visit.
2. **Asbestos NESHAP inspection** must be performed by a contractor licensed by Iowa Workforce Development prior to any demolition work.
3. **Occupancy inspection** is conducted immediately prior to demolition to ensure that no one is physically in the building.

4. Open void inspection is performed if the structure has a basement that is to be filled. This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below-grade excavation.

5. Post-demolition inspection is completed once the structure is demolished, the debris is removed, and the site graded. The applicant usually requires that a hazardous materials report be submitted to the State environmental protection agency. This report normally includes a description of any hazardous material that was found in the building, the means and measures to collect it, and the final disposal location of the hazardous waste. A checklist that may be used for demolition activities is available in from the Recovery Division Public Assistance staff.

Special Use Areas

The discussion so far has pertained to fairly low density situations, such as single-family homes or businesses on individual sites. Planning staff may need to consider specific areas of their jurisdiction that require additional planning and coordination for debris operations. Mobile home parks and navigation hazards present intense and sometimes complicated obstacles for the debris operations.

Mobile Home Park Procedures

Higher density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. The planning staff may consider the same procedures for individual sites as a basis to be used in mobile home parks but should expect a more intense operation in all accounts of the operation. The most complex aspect of the operation may be documenting legal responsibility within the parks. Sometimes, the mobile home park site is owned, operated, and maintained by one or more parties. The individual homes may be owned by one of those same parties or by the individuals that occupy the structures. As part of the planning process, the planning staff should investigate the legal responsibility for debris issues within the mobile home parks within its jurisdiction. The city should coordinate the potential PPDR and demolition operations with the park owners in order to expedite recovery after an event. Agreements need to be made with respect to the debris collection, location, separation of materials, and the amount of debris expected to be handled.

Attachments: Hold Harmless Agreement
Right of Entry

Appendix listing:

- Appendix 1: 19 point demolition checklist
- Appendix 2: Residential Structure Inspection Report-ATC-45 Rapid Eval Safety Assessment Form
- Appendix 3: Demolition flowchart 403 404 relationship
- Appendix 4: Funding flowchart for demolition
- Appendix 5: Pre-demo process flowchart
- Appendix 6: Pre-acquisition demolition checklist

HOLD HARMLESS AGREEMENT

Pursuant to Sections 403 and 407 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended, 42 U.S.C 5170(b) and 5173, the applicant agrees to indemnify, hold harmless, and defend the United States of America and the State of Iowa, as well as their agents and employees, for any claims arising from the removal of debris or wreckage for this disaster. The applicant agrees that debris removal from public and private property will not occur until the landowner provides an unconditional authorization for the removal of debris.

Typed Name of Authorized Representative	Title
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Area Code/Telephone	Facsimile Number
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Signature	Date Signed
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RIGHT OF ENTRY AGREEMENT

I/We _____, being the owner(s) of the property commonly identified as: (address) _____, City of Marshalltown, 50158 , in Marshall County, in the State of Iowa do hereby grant and give freely and without coercion, the right of access and entry to said property to the City of Marshalltown, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the City of Marshalltown, Marshall County, the State of Iowa, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and or other utility lines located on the described property.

I/We (have _____, have not _____) (will _____, will not _____) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the consideration and purposes set forth herein, I set my hand this _____day of _____, 2_____.

Owner 1 Signature

Witness Signature

Owner 2 Signature

Witness Signature

Owner Address/phone

Witness Address/phone

Attachment C: Site Closure Requirements

Site Closure

Site Remediation/Closure Checklist for temporary debris management storage and reduction sites

The testing and closure of TDMS will be undertaken in accordance with all requirements of Iowa and federal laws.

The following broad guidelines apply to the closure of TDMS:

- ☐ Owner/operators of the TDMS will be responsible for closure of the site in accordance with DNR requirements, including environmental sampling, if needed.
- ☐ All disaster related debris must be removed unless otherwise authorized by DNR.
- ☐ Mulch and wood chips produced from processing uncontaminated green waste may be left on-site if prior approval is obtained from DNR. DNR will consider these requests on a case-by-case basis.
- ☐ Areas that were only used to stage uncontaminated green waste, or ash from authorized burning of solely vegetative debris, will not require any environmental sampling after the debris or ash is removed unless there is reason to believe that the area may have become contaminated (e.g., significant visible staining or known contaminant releases in the area).
- ☐ Areas that were used to stage mixed debris, or ash from burning mixed debris, will normally require environmental sampling after the debris or ash is removed, unless there is reason to believe that no contamination in the area occurred (e.g., the area is paved with asphalt or concrete and there is no visible evidence of staining or known contaminant releases).
- ☐ Areas that were used to stage HHW and hazardous waste will require environmental sampling after all material has been removed from the site. These sites may require possible remediation to meet the requirements of the DNRs contaminated sites section and Iowa Administrative Code, Section 567, Environmental Protection Chapters 133¹ and 137².
- ☐ When sampling of soils and groundwater is needed, it should typically include at least four soil samples and one groundwater sample collected from a monitoring well or direct sampling method in areas showing significant visible staining or areas believed to be impacted by the staged waste or ash. Unless otherwise approved by DNR, these samples should normally be analyzed for total RCRA metals, volatile organic compounds and semi-volatile organic compounds using approved USEPA methods and DNR protocols. DNR may also require other approaches to conducting environmental sampling at staging areas on a case-by-case basis.

When site operations are complete, the property must be restored to its original condition before returning the site to the property owner. Restoration of a site involves removing all traces of the operations and possible remediation of any contamination that may have taken place during the operations. The site, either applicant owned or leased, must be brought back to its environmental state, prior to it being returned to the owner.

¹ <https://www.legis.iowa.gov/docs/ACO/chapter/567.133.pdf>

² <https://www.legis.iowa.gov/docs/ACO/chapter/567.137.pdf>

The final environmental site evaluation is an extension of the environmental monitoring program. Similar testing as completed in the baseline study will be conducted to confirm that the site has been returned to its pre-activity state. Test samples should be taken at the same locations as those of the initial assessment and monitoring program. However, if warranted, additional test samples may need to be taken at other locations on or adjacent to the site. Based on the results of the testing, additional remediation may be required before the owner takes final acceptance of the site. The lease agreement should have provisions to release the applicant from future damages when the site is returned in its original condition or final acceptance is received from the owner.

Additional Testing Criteria

The following is additional testing criteria that may be required, at the discretion of the DNR, under certain debris staging situations:

Ash Testing

- ☐ All ash piles in mixed debris burn sites should be tested using the Toxicity Characteristic Leaching Procedure (TCLP). One composite sample from each separate ash pile should be analyzed. A minimum of ten samples taken from different strata within the pile is appropriate to develop the composite sample, and if unacceptable contamination is not found, ash may be handled as green waste ash.
- ☐ If unacceptable levels of contamination are detected, the material should be further evaluated and placed in a permitted landfill (if contamination is within permit limits) or a hazardous waste landfill, as appropriate.

Soil Testing

- ☐ Soils should be tested for the presence of volatile and semi-volatile organic compounds. Samples should be taken immediately below the surface. This testing should be done if it is suspected that they were hazardous materials, such as oil or diesel fuel spills, were dumped or spilled at the site. This phase of the testing should be done after the stockpiles are removed from the site.
- ☐ If burning is conducted, the entire burn site should be inspected for any areas of discoloration, odor, or obvious problems. Such areas should be identified and restored, as necessary.
- ☐ Soil samples should be collected under secondary containment structures if visible indications of soil contamination exist (discoloration, odors, etc.). Analysis will be based on material stored within the secondary containment structure.

Surface and Groundwater Testing

- ☐ Groundwater should be tested on selected sites to determine the impacts from TDMS operations if soil sampling and observation indicate potential contamination.
- ☐ Runoff from stockpiled debris within the storage areas has the potential to contaminate surface and groundwater. Surface water collection areas and adjacent soils should be sampled for RCRA metals, volatile and semi-volatile organic compounds as deemed appropriate for the operations that occurred at the site.

- ☐ Groundwater should be sampled if surface water and/or soil sampling indicates contamination is present and could impact groundwater.

Checklist for Quality Assurance at Site Closeout

City of Marshalltown will use this Quality Assurance (QA) checklist to closeout each TDMS. This checklist is in accordance with the DNR requirements. The City's DMPM is responsible for closure in accordance with all applicable federal, State and local requirements. The generic checklist includes, but is not limited to, the following:

- ☐ Lease special conditions met?
- ☐ Debris stockpiles removed and disposed?
- ☐ Ash pile tested, removed, disposed?
- ☐ Chain of custody records complete for the site?
- ☐ Location of storage area stockpiles marked on plans?
- ☐ Petroleum, hazardous waste and HHW spills remediated?
- ☐ Perimeter berms leveled and topsoil restored?
- ☐ Environmental records submitted (contractor groundwater and air quality monitoring if any, chain of custody records for HHW, other state approvals)?
- ☐ Do site secured stockpiles (chips, tires, etc.) remain? Has the DNR approved this?
- ☐ All contractor equipment and temporary structures removed?
- ☐ Compare baseline data of the temporary site to conditions after the stockpile is removed and the contractor vacates the site.
- ☐ Use Global Positioning system (GPS) coordinates to locate the sites for future reference needs.
- ☐ Do site secured wherever stockpiles (chips, tires, etc.) remain? Has the DNR approved this?
- ☐ All contractor equipment and temporary structures removed?
- ☐ Compare baseline data of the temporary site to conditions after the stockpile is removed and the contractor vacates the site.
- ☐ Use Global Positioning system (GPS) coordinates to locate the sites for future reference needs

Monitoring Processes

Developing a debris monitoring process is essential to ensure contractor billing accuracy as well as all debris is properly segregated and disposed of. Monitoring duties can be done using internal or contracted personnel. The primary role for monitors is to document the location and amount of debris managed. Debris monitors estimate debris quantities, differentiate between debris types, properly fill out load tickets and follow/enforce all site safety procedures.

Debris monitoring will be required if private contractors are used in the debris management operation. There are two basic purposes of debris monitoring: 1) to verify that work completed by the contractor is within the contract scope of work; and 2) to provide the required documentation for federal Public Assistance (PA) Grant Program cost reimbursement. The primary role for Debris Monitors is to document the location and amount of debris collected.

Debris Monitors are concerned with documenting debris at three stages: 1) debris collected from Collection Centers and/or curbside; 2) debris accepted at TMDS Sites and/or final disposition; and 3) debris reduced / recycled at TMDS Sites and taken to final disposition. Debris Monitors are also concerned with documenting any operational or safety issues that might arise.

Debris Monitors for established facilities and “roving” monitor positions will be provided by the affected local jurisdiction, as specified in its disaster debris management plan. If required, supplemental state support for debris monitoring can be provided through a request from the local Emergency Management Agency to HSEMD.

Debris Monitoring Methods

Additional documentation requirements depend on how the debris is collected and processed. The following methods and systems may be used to monitor and document the work completed by government resources and/or by contractors.

The planning staff should develop tools for their documentation duties. It is suggested that all three of the following tools be used to document all types of debris removal contracts – unit cost, lump sum, and time-and-materials contracts.

Monitoring Staff and Assignments

Monitoring debris removal operations achieves two objectives:

- a. Verifying that the work completed by the contractor is within the contract scope of work; and,
- b. Providing the required documentation for PA grant reimbursement.

Failure to document eligible work and costs may jeopardize PA grants. In federally declared disasters, FEMA periodically validates the local jurisdiction's monitoring efforts to ensure that eligible debris is being removed and processed efficiently.

Debris Monitoring Staff

Local jurisdictions can use force account resources, contractors, or a combination of both to monitor debris removal operations.

Force Account Resources

Local jurisdictions are encouraged to use their own employees to monitor debris removal operations. The local jurisdiction's employees are the most familiar with the jurisdiction and know the priorities of the local jurisdiction's Debris Management Plan. Force account employee costs are reimbursed based on the PA Program's labor cost policies for emergency work. Debris monitors should have experience working on construction sites and be familiar with safety regulations, but it is not necessary to have professional engineers and other certified professionals perform these duties. Primarily, debris monitors should be able to estimate debris quantities, differentiate between debris types, properly fill out load tickets, and follow all site safety procedures.

Debris Monitoring Duties

The primary role for debris monitors is to document the location and amount of debris collected. The key elements of information needed to verify the contractor's scope of work and determine eligibility are the:

- 1) Type of debris collected;
- 2) Amount of debris collected; and,
- 3) Original collection location.

Debris monitors will minimally perform the following roles:

- Measure and certify truck capacities (recertify on a regular basis);
- Complete and physically control load tickets (in monitoring towers and the field);
- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms);
- Ensure that trucks are accurately credited for their loads;
- Ensure that trucks are not artificially loaded to maximize reimbursement (i.e., debris is wetted, debris is not compacted, etc.)
- Ensure that hazardous waste is not mixed with loads
- Ensure that all debris is removed from trucks at the TDMS
- Report to project manager:
 - o Mobilization and use of improper equipment
 - o Contractor personnel safety standards are not followed
 - o General public safety standards are not followed
 - o Completion schedules are not on target
 - o Debris removal work does not comply with all local, State, and Federal ordinances and regulations
- Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible;
- Monitor site development and restoration of TDMS;
- Ensure daily loads meet permit requirements;
- Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered;
- Ensure the route to the TDMS is free of debris that may have fallen off trucks while hauling to the site. Might need a clean-up crew to follow the route on an hourly basis picking up fallen debris; and
- Report to project manager if debris removal work does not comply with all local ordinances as well as state and federal regulations.

The local jurisdiction is responsible for ensuring that local jurisdiction-managed debris removal work (either force account or contract) being funded under the PA Program is eligible in accordance with PA Program criteria.

Local jurisdictions may request state/FEMA assistance with debris monitoring or monitor training.

Debris Monitoring Reports – This type of report is important for time-and-materials contracts that may be used during the response phase of the operations. Monitoring documentation for time-and-materials contracts includes:

- Actual labor hours worked
- Actual equipment hours operated
- Type and specification of equipment used

The labor and equipment summary records provided by FEMA are often used by local jurisdictions as a starting point for their specific documentation needs and contract requirements if the jurisdiction does not have any. Forms can be found in the *FEMA Public Assistance Debris Management Guide: FEMA 325 Debris Management Guide - July 2007*

<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>

Local jurisdictions should develop a debris monitoring report to make all reporting documents consistent regardless of who performs the work.

Following are examples of debris monitor's reports. Local jurisdictions are not required to use these reports; however, they should have a reporting document that captures the types of information if seeking PA reimbursement. Samples of these reports are included in the appendix to this attachment:

- a) Tower Monitor Log;
- b) Roving Monitor Log; and
- c) Daily Issue Log

Truck Certification Form – A truck certification list allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. It is important to know the truck hauling capacity since debris, specifically vegetative debris, is often hauled and billed by volume. The standard list of requirements includes:

- Size of hauling bed in cubic yards
- License plate number
- Truck identification number assigned by the owner
- Short physical description of the truck

Monitors may need to be trained to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis will be implemented for contract compliance and reimbursement considerations. The appendix to this attachment contains a sample truck certification form.

Load Ticket System – The term “load ticket” refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the TDMS or landfill. By

positioning debris monitors at each point of the operations (collection, TDMS, and/or final disposition), the eligible scope of work can be properly documented. This is how the local jurisdiction documents and tracks the debris from the initial collection location to the TDMS and final disposal location. If the local jurisdiction uses a contract hauler, this ticket often verifies hauling activities and is used for billing purposes.

Each monitor keeps a copy of the load ticket and the driver/contractor keeps two copies for billing purposes. The appendix to this attachment includes a sample copy of a load. Load tickets should be printed sequentially.

Traditionally, load tickets have been carbon paper tickets with at least four copies generated for one load of debris. More advanced tracking tools have been developed and used in the field to reduce human error and expedite funding. These computer-based systems often include the same information as a traditional load ticket. Each load ticket will be printed as a five-part form. The following is the disposition of each load ticket part.

- Part 1– Site or Origin Representative
- Part 2 – Disposal Site Monitor
- Part 3 – Debris Site Representative
- Part 4 – Driver or Contractor
- Part 5 – Driver or Contractor

Each monitor is responsible for populating specific areas of the load ticket. The following table lists the load ticket information and the portions of the ticket to be completed by the respective monitor.

Each monitor keeps a copy of the load ticket, and the driver/contractor keeps two copies for billing purposes.

In computer-based systems, the collection monitor gathers the same information as in a traditional paper load ticket system and inputs this information into a handheld digital device. The collection monitor gives the hauler the information in a digital format (card or small driver). The monitor, stationed at the TDMS or landfill, downloads the information, and completes the transaction in a manner similar to the traditional method. The monitor, stationed at the TDMS or landfill, can then print a ticket for the hauler's billing purposes.

Monitoring Tips

Contractors must always be monitored closely to ensure compliance with the scope of work. There are a number of techniques used by debris contractors to inflate actual quantities of debris removed and processed.

Be on the lookout for:

- **Inaccurate Truck Capacities.** Trucks should be measured before operations and load capacities documented by truck number. Periodically, trucks should be pulled out of operation and re-measured by the applicant.
- **Trucks Not Fully Loaded.** Do not accept the contention that loads are higher in the middle and if leveled would fill the truck. Check to see if that statement is valid.
- **Trucks Lightly Loaded.** Trucks arrive loaded with treetops (or a treetop) with extensive voids in the load.

- **Trucks Overloaded.** Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards. If a truck is measured to carry 18 cubic yards it cannot receive credit for more than 18 cubic yards. However, it can receive credit for less if not fully loaded or lightly loaded as described above.
 - **Changing Truck Numbers.** Normally, trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers have been changed that have a smaller carrying capacity. This can be detected by having the applicant periodically re-measure the trucks or record actual State license numbers in addition to having a description of the truck.
 - **Reduced Truck Capacity.** There have been occasions where trucks have had a heavy steel grating welded 2 to 3 feet above the bed after being measured, reducing the capacity. This can be detected by periodically having the applicant re-measure the truck bed.
 - **Wet Debris when Paid by Weight.** There have been occasions when contractors have added excessive water to debris loads to increase the weight when being paid by the ton. This can be detected during monitoring before the load reaches the disposal site by excessive water dripping from the truck bed, or by inspecting the truck bed immediately after unloading.
 - **Multiple Counting of the Same Load.** Trucks have been reported driving through the disposal site without unloading, then re-enter with the same load. This can be detected by observing the time of departure and time of arrival recorded on the driver's load ticket. This may also indicate problems with the applicant's debris monitors at the loading or unloading site.
- Picking-up Ineligible Debris.** This is difficult to detect unless debris monitors are watching the pick-up process. Monitors should have a good understanding of eligible debris (especially from private property) and any time limits imposed on pick-up of specific types of debris. Examples (from actual occurrences) include sweeping areas for abandoned cars and white goods, cleaning up illegal dump sites, removing cut trees from sub-divisions under development, and removing/cutting trees from off the right-of-way in rural areas.

Attachment D: Debris Reduction/Recycling Methods and Disposal

Based on the debris forecasting, the planning staff will have a concept of the amount and types of debris that will be collected and disposed of. During this period, the staff may consider reduction and recycling methods to lower the overall cost of a debris removal operation.

Recycling or reducing disaster-related debris has financial and environmental advantages. These operations can decrease the overall cost of a debris removal operation by reducing the amount of material that is taken to a landfill. This decreases the cost of final disposition. In the case of recycling, potential end-use products for specific markets may offset the cost of operations even more. In many communities, recycling operations are an important component of the community. The staff should evaluate the types of reduction methods appropriate for the anticipated debris based on different disaster scenario events.

Methods of Reduction:

- ☐ Incineration
- ☐ Chipping and Grinding
- ☐ Recycling
- ☐ Final Disposition Operations

Methods of Reduction

There are three main types of reduction methods to consider and use during the operations: incineration or burning, chipping/grinding, and recycling.

One method or a combination of methods may be utilized as appropriate depending on the type and anticipated volume of debris. The city must ensure all federal, state, county, and local laws are followed before any reduction activities begin.

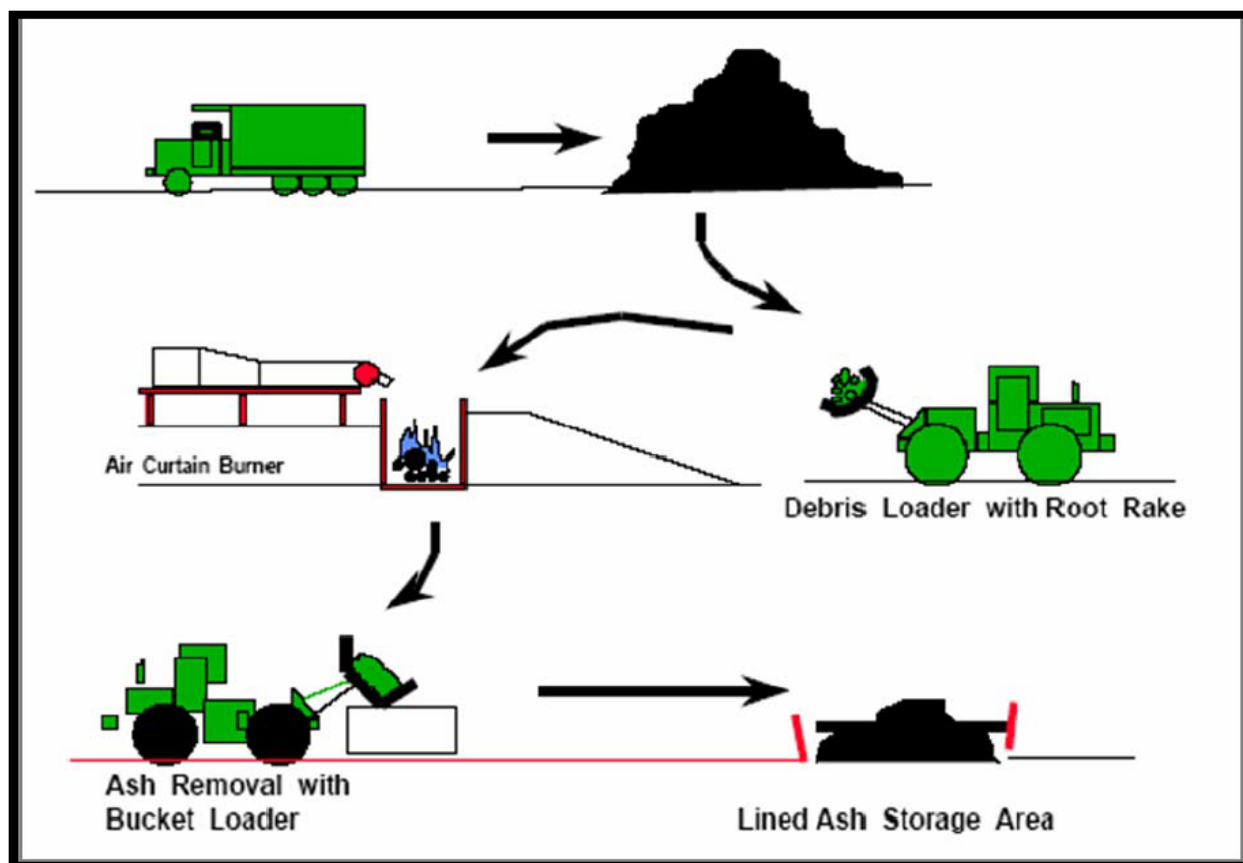
Incineration

Burning vegetative debris is a popular reduction method as it has up to a 95 percent reduction rate. DNR personnel should be consulted to determine disposal options of the resulting ash. Consult with the DNR if mixed debris enters the waste stream.

The incineration process requires a minimum of three steps, to include:

1. Unloading the debris.
2. Moving the debris into an incinerator.
3. Removing the ash from the incinerator to final disposition. Consult with the DNR for final disposition options.

There are several incineration methods available for volume reduction. All methods of incineration require permitting from DNR unless specifically addressed in a Governor's Proclamation.



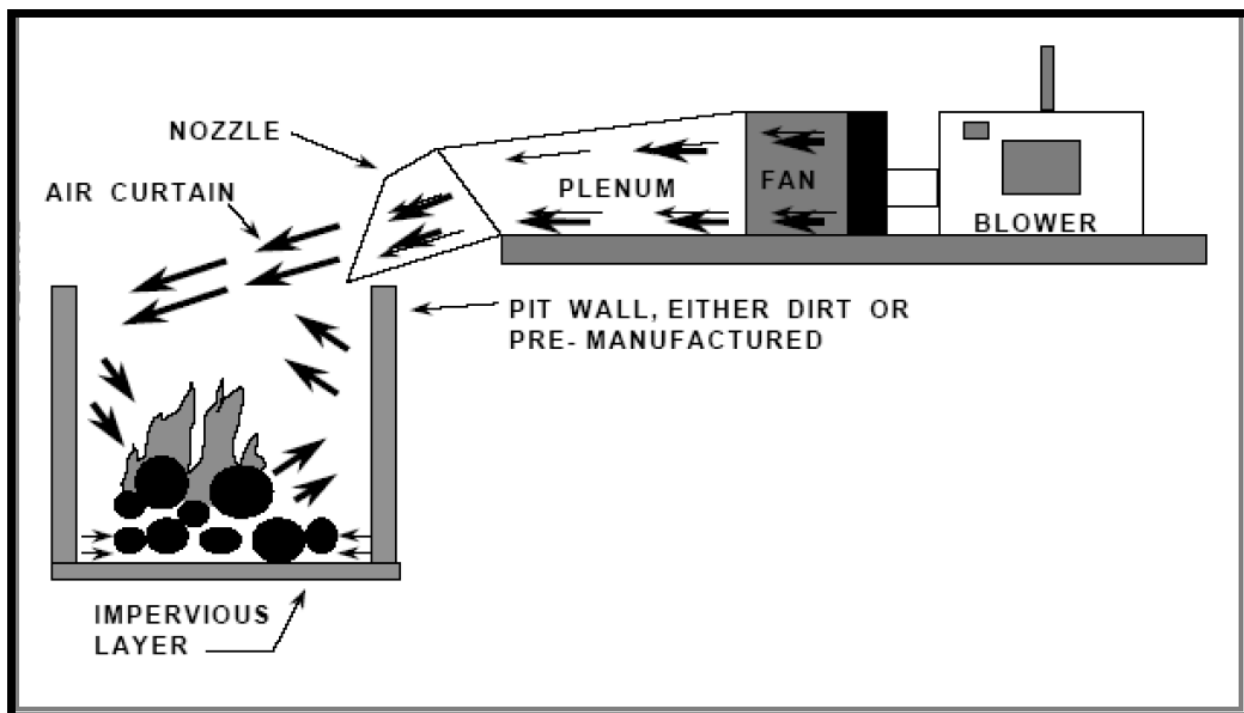
Flow Diagram for a Burning Operation

The methods listed below are in order of preference of use:

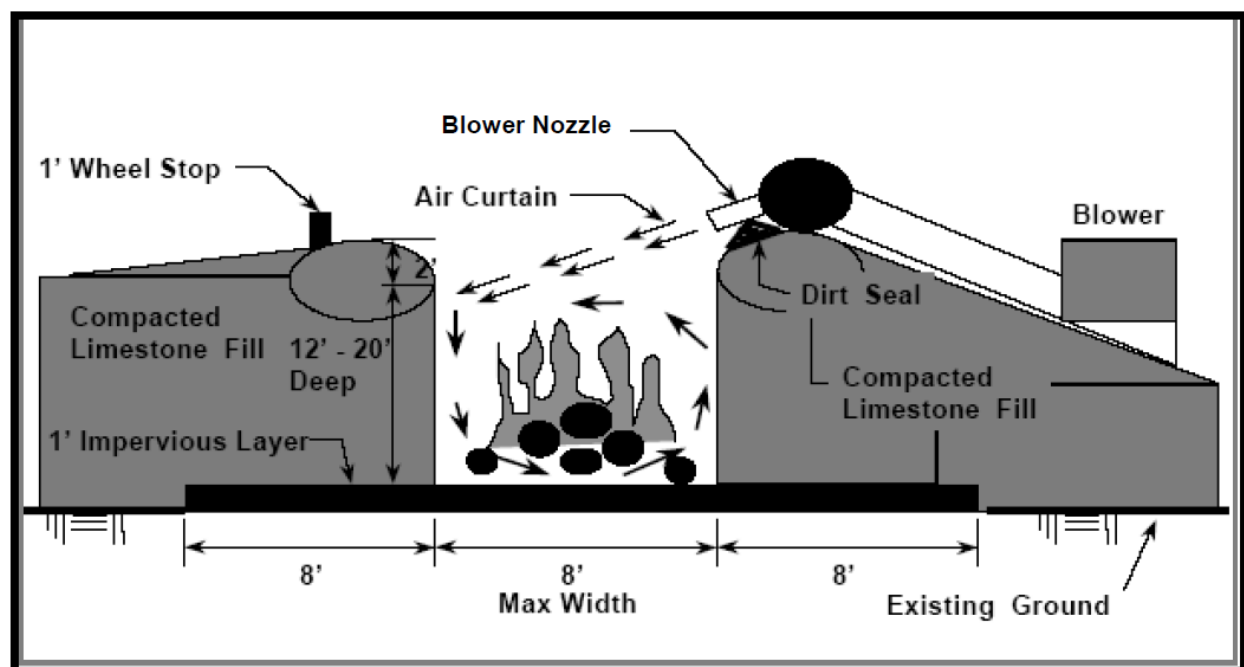
Air Curtain Pit Incineration expedites the volume reduction process while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and using a blower unit. The blower unit and pit comprise an engineered system that must be precisely configured to function properly.

The burning chamber is usually no more than 8 feet wide and 9 to 14 feet deep. The length of the pit varies depending on site size, environmental permitting, and labor/equipment limitations. The designs of successful air curtain incinerators used in past disasters are presented in the following figures, for reference and planning use only. Regardless of whether the chamber is above or below grade, this option must also have DNR permission before starting operations.

Uncontrolled Open-Air Incineration (Open Burning) is reducing debris with no control over how much or how quickly it is allowed to burn. This method is the most common volume reduction method used in Iowa and may be employed early in a disaster to make progress quickly. If this method is used, the burn site must be approved by the DNR prior to use. This reduction method should be closely monitored to ensure that only clean woody debris is burned.



Below-Grade Air Curtain Operation



Above-Grade Air Curtain Operation

It is important to note that there are no industry standards for air curtain pit design. The applicant should seek knowledgeable personnel who are experienced with air curtain pit incinerator design and operating procedures when soliciting expertise to perform incineration services. The planning staff should research and solicit qualified personnel to properly train all staff that may be operating or maintaining this process.

Portable Air Curtain Incinerators use the same methods as air curtain pit incinerator systems, except that the portable incinerators use a pre-manufactured pit rather than an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available because the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little or no maintenance as compared to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal for areas with high water tables and sandy soils as well as areas where smoke capacity must be kept to a minimum.

Environmental and Safety Concerns

With all of the incineration methods, environmental compliance and safety concerns need to be addressed within the plan. The planning staff must check with DNR for State-specific requirements. Setbacks and buffer zones will be established within and around the reduction sites not only for the public safety but also for the safety of the debris operations. A setback of at least 100 feet will be maintained between the debris piles and the incineration area. A distance of 1,000 feet is preferred between the incineration area and the nearest building in order to create a generous buffer zone for emergency vehicles. The fire will be extinguished two hours before anticipated removal of the ash mound. The ash mound will not exceed two feet below the lip of the incineration pit. To prevent explosions, hazardous or contaminated flammable material will not be placed in the pit. Finally, fencing and signage will be used as a simple and effective means to keep the public away from the incineration area.

Smoke generated by any of the above incineration methods is often interpreted by the general public as having an environmental impact. Therefore, it is important to also address smoke as part of the air monitoring guidelines. The DNR has guidelines to meet in order to acquire and retain a burn permit.

City staff, environmental groups, and residents should be thoroughly briefed on the volume reduction methods being used, how the systems work, environmental standards, health issues, and the risks associated with each type of incineration. A proactive public information strategy should be included in any operation that uses incineration as a primary means of volume reduction. The City PIO will ensure that the public be kept informed.

Chipping and Grinding

The second type of reduction method the city will use is to chip or grind disaster-related debris. The focus will be on vegetative debris. Chipping and grinding methods will also be used to reduce rubber and some metals prior to being shipped to the recycling facility. The planning staff will have to investigate the opportunities, economics, and equipment in order to determine if this reduction method is appropriate for the city.

There are significant differences in volume reduction between chipping and grinding and incineration/burning. Incineration/burning reduces the volume by approximately 95 percent, leaving only ash residue for disposal. Chipping and grinding reduces the volume by 75 percent. Since 25 percent of the volume remains from chipping and grinding, the benefit of this reduction method can be increased by identifying alternate uses of the residual material. The ability to use recycled wood chips as mulch for agricultural purposes, fuel for industrial heating, or in a cogeneration plant helps to offset the cost of the chipping and grinding operation.

If the grinding operation is strictly for volume reduction, the size of the mulch is not important; however, mulch to be used for agricultural purposes must be of a certain size and virtually free of paper, plastic, and dirt. Because of shallow topsoil conditions in some locations, mulch is a

desirable product. In other locations, however, the mulch may become nothing more than a landfill product. The jurisdiction's designated debris manager and planning staff should work closely with local environmental and agricultural groups to determine if there is a market for mulch.

Plastics should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the chipper or grinder. Hand laborers should remove contaminants prior to feeding the chippers and grinders. Bucket-loaders tend to scoop up earth, causing excessive wear to the grinder or chipper. Shaker screens should be used when processing stumps with root-balls or when large amounts of soil are present in the woody debris. The separated soil may then be recycled.

Equipment

The city will use grinders at debris storage and reduction sites because of their high-volume reduction capacity. However, a large area is needed to hold the resulting mulch. Chips or mulch should be stored in piles no higher than 15 feet and located so as not to hinder hauling operations. Properly locating the grinders is critical for noise and public safety considerations. There are numerous makes and models of grinders and chippers on the market. Tub-grinders have production rates ranging from 160 to 340 cubic yards per hour for brush and yard waste. Manufacturer-published grinder production logs can be misleading because they reflect only the engine hours and ideal rate of production. These production logs do not take into account personnel monitoring or consider varying debris conditions. Production rates should be verified by monitoring operations.

The reduced debris production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated with plastic and dirt and feeding operations are slow. When the debris is relatively clean, the production rates can increase up to 250 cubic yards per hour.

Brush chippers can be hauled or towed to the origination site and are ideal for use in residential areas. Damaged and uprooted trees present significant problems if they are pushed to the rights-of-way to wait for eventual pick-up and transport to storage and reduction sites. The brush chippers allow the downed trees and limbs to be reduced in place. The use of onsite chippers also allows the material to be used as mulch in the area where it is chipped, thereby saving the cost of transporting it.

Recycling

Based on our debris management goals and objectives, the city will recycle disaster debris to the greatest extent possible. The planning staff will first attempt to market and sell the reduced debris before deciding to haul the additional unreduced debris to a local landfill. This is also an environmentally attractive option and will reduce the impact on limited landfill space. Recycling will generally have public support.

Processing disaster debris through grinding, shredding, or any other means without a plan for the end use of the material can lead to additional disposal issues. For that reason, it is important to thoroughly research the end use of products and establish criteria to assist emergency personnel in making decisions to recycle certain types of debris. Debris management plans should include a list of the types of debris materials that can be recycled. The plans should determine end-use products that can be made from disaster debris, identify the end users of the products, and when feasible, secure agreements for the end use of those products prior to an event.

This debris management plan details the implementation of the appropriate processing technique to achieve the desired end product. If the city must use contracted services to process debris, the contract agreements should include the processing specifications so that the contractor uses the correct types of equipment to achieve that specification.

Specialized contractors may be available to bid on disposal of debris by recycling, if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recycling contractors comply with local, tribal, state, and federal environmental regulations. See the city's financial office for additional information on contracting processes and requirements.

Common Recyclable Materials

Metals - Tornadoes and severe wind storms can cause extensive damage to mobile homes, sun porches, metal shed, outbuildings and commercial buildings. Most of the nonferrous and ferrous metal debris from these structures is suitable for recycling. Metal maulers and shredders can be used to shred metal items. Ferrous and nonferrous metals are then separated using an electromagnet and sold to metal recycling firms.

Soil - Debris removal operations may include transporting large amounts of soil to the TDMS. At the TDMS, it may be combined with other organic materials that will decompose over time. This procedure can produce significant amounts of soil that can be sold, recycled back into the agricultural community or used as cover. In agricultural areas where chemical fertilizers are used heavily, recovered soil may be too contaminated for use on residential or existing agricultural land. It may be necessary to monitor and test the soil to ensure that it is not contaminated with chemicals. If the soil is not suitable for any agricultural or residential use, it may ultimately have to be disposed of at a permitted landfill.

Concrete, Asphalt, and Masonry Debris - Concrete, asphalt, and masonry products can be crushed and used as aggregate material for construction, base material for certain road construction products or as a trench backfill. Debris targeted for base materials needs to meet certain size specifications as determined by the end user.

Final Disposition Operations

The planning staff will need to identify the final disposition site of whole, reduced, or recycled debris. The most cost-efficient measure is usually to make use of the jurisdiction's own or normally utilized landfills. The available space often determines the most appropriate type of reduction method to employ. If local landfills are not adequate, the landfill staff should determine alternate sites with assistance from the DNR. County-to-county agreements may be used to achieve an equitable solution. Landfill tipping fee cost structures become important to the planning staff, especially if debris is being taken to a neighboring county. Capital improvement costs may be directly related to the landfill itself or may be for projects within the county.

The state portion of tipping fees and taxes are often waived for a time period during disaster recovery operations.

Attachment E: US Army Corps of Engineers (USACE) Forecasting technique

At a minimum, the City of Marshalltown will use this forecasting technique as a support tool for debris planning.

Buildings – Several basic techniques have been established to forecast destroyed building debris quantities. These techniques can be used to forecast debris quantities prior to an event or estimate quantities after an event.

Residential Buildings – A formula for estimating the debris quantities from a demolished single-family home and associated debris is as follows:

$$L \times W \times S \times 0.20 \times VCM = \text{cubic yards (cy) of debris}$$

- L = Length of the building in feet
- W = Width of the building in feet
- S = Height of building in stories
- VCM = Vegetative Cover Multiplier

The VCM is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

- Light (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have a sparse canopy cover.
- Medium (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover.
- Heavy (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

The table below can be used to forecast debris quantities for totally destroyed single-family, single-story homes in the applicable vegetative cover category.

Typical House Size	Vegetative Cover Multiplier (cy)			
	None	Light (1.1)	Medium (1.3)	Heavy (1.5)
1000 ft ²	220	220	260	300
1200 ft ²	240	264	312	360
1400 ft ²	280	308	364	420
1600 ft ²	320	352	416	480
1800 ft ²	360	396	468	540
2000 ft ²	400	440	520	600
2200 ft ²	440	484	572	660
2400 ft ²	480	528	624	720
2600 ft ²	520	572	676	780

The amount of personal property within an average flooded single-family home has been found to be:

- 25-40 cy for homes without a basement
- 45-50 cy for homes with a basement

Mobile homes have less utilized space due to their construction and use. The walls are narrower, and the units contain more storage space. Therefore, the typical mobile home generates more debris by volume than a single-family home. Historically, the volume of debris from mobile homes can be found to be:

- 290 cy of debris for a single-wide mobile home
- 415 cy of debris for a double-wide mobile home

Outbuildings – All other buildings volumes may be calculated by using the following formulas:

$$(L \times W \times H \times .33)/27 = \text{cubic yards of debris}$$

- L = Length of the building in feet
- W = Width of the building in feet
- H = Height of the building in feet
- 0.33 is a constant to account for the “air space” in the building
- “27” is the conversion factor from cubic feet to cubic yards

Vegetation – This type of debris is the most difficult to estimate due to the random sizes and shapes of trees and shrubbery. The following serves as a guide for forecasting and estimating vegetative debris:

- Each home is estimated to have an associated 3.65 cubic yards of this type of debris
- Treat debris piles as cubes, not a cone (when estimating)
- 15 trees, 8 inches in diameter = 40 cy (average)
- One acre of debris, 3.33 yards high = 16,117 cy

The following factors will be used to convert woody debris from cubic yards to tons:

- Softwoods: 6 cubic yards = 1 ton
- Hardwoods: 4 cubic yards = 1 ton
- Mixed Debris: 4 cubic yards = 1 ton
- Construction & Demolition: 2 cubic yards = 1 ton

Several truckloads may need to be tested to confirm these factors during actually debris management activities.

Your area has been involved in a disaster event. Please avoid placing debris over fire hydrants and gas meters and in the street.

To assist in the debris clean up and expedite clean-up efforts, please separate as follows in separate piles:

Trees and Vegetation

White goods (washing machine, refrigerators)

Clean construction debris (2x4's and such, plywood)

Metals

Household hazardous chemicals (paints, bug killers, cleaning products)

Personal Property

We thank you for your cooperation through these trying times; any questions please call your local contact at:

We will be posting the pick-up schedule for your neighborhood shortly. Watch here for updates!

RESOLUTION TERMINATING THE CIVIL EMERGENCY ISSUED ON JULY 19, 2018

WHEREAS, Mayor Greer, pursuant to Chapter 9 of the Code of Ordinances of the City of Marshalltown, Iowa, declared a civil emergency on July 19, 2018, following the destruction of a EF-3 tornado throughout the north side of the community; and

WHEREAS, the recovery of the community is underway, with City departments also transitioning from emergency response to recovery; and

WHEREAS, Mayor Greer has formally declared the conditions giving rise to the emergency have ceased and emergency conditions resulting from the initial tornado have ceased;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the Civil Emergency of July 19, 2018, is hereby ended, returning City operations to normal.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**RESOLUTION AUTHORIZING AN APPLICATION TO THE IOWA ECONOMIC
DEVELOPMENT AUTHORITY AND ACCEPTANCE OF DISASTER-RELATED COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS FOR HOUSING REHABILITATION AND RENTAL
ASSISTANCE**

WHEREAS, the City of Marshalltown experienced an EF-3 tornado on July 19, 2018, which caused devastation across the community, impacting multiple residential structures; and

WHEREAS, the Iowa Economic Development Authority has Community Development Block Grant funds set-aside for disaster response and recovery and the Authority administers the fund; and

WHEREAS, the Region 6 Housing Trust Fund has begun to identify residential structures in need of assistance and repair and has experience with and could administer a housing rehabilitation grant program; and

WHEREAS, the Housing and Community Development Department has identified a need for funding for rental assistance and has experience with and could administer a rental assistance program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, staff is hereby authorized to submit an application to the Iowa Economic Development Authority for Community Development Block Grant funding for housing rehabilitation to be administered by the Region 6 Housing Trust Fund and rental assistance to be administered by the Housing and Community Development Department; and

BE IT FURTHER RESOLVED, the City Council authorizes the acceptance of grant funds and hereby authorized the Mayor to execute documents related to the acceptance of a grant.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

**RESOLUTION AMENDING THE MEMBERSHIP OF THE PARKS AND RECREATION
ADVISORY BOARD AND ABOLISHING THE COLISEUM COMMISSION**

WHEREAS, the City of Marshalltown has maintained a Coliseum Commission consisting of five members representing different veteran organizations with the assigned duties of overseeing the use and maintenance of the Veteran's Memorial Coliseum, which falls under the duties of the Parks and Recreation Department; and

WHEREAS, the City of Marshalltown has maintained a Parks and Recreation Advisory Board to advise the Parks and Recreation Department on the facilities, capital improvements and programming offered through the Department; and

WHEREAS, the Coliseum is the Parks and Recreation Department's largest recreational facility, overseen and managed by the Department; and

WHEREAS, the Coliseum Commission currently has two members with current appointments and the Parks and Recreation Advisory Board has two available appointments to be made;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the Coliseum Commission is hereby abolished and the two current Coliseum Commission members are placed into the two vacancies on the Parks and Recreation Advisory Board; and

BE IT FURTHER RESOLVED, the membership of the Parks and Recreation Advisory Board shall continue to have two veterans, regardless of affiliation with a veterans organization, as part of the membership moving forward.

Passed this 27th day of August, 2018, and signed this _____ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

2018-__

RESOLUTION APPROVING INTERLOCAL GRANT AGREEMENT FOR THE
IOWA/BYRNE-JUSTICE ASSISTANCE GRANT PROGRAM (JAG)
\$20,765.00 SPLIT 50% WITH MARSHALL COUNTY, TO ASSIST WITH LAW
ENFORCEMENT PROGRAMMING OR EQUIPMENT PURCHASES, AND
APPROVAL OF MEMORANDUM OF UNDERSTANDING TO SHARE GRANT
FUNDS WITH MARSHALL COUNTY

WHEREAS the City of Marshalltown, Iowa has negotiated an Agreement with the STATE OF IOWA to provide a grant award of \$20,765.00, through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

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

WHEREAS a public hearing was held, notifying the public of the grant award and proposed use of federal funds; and

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

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

Section 1. That the attached Agreement relating to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program for FY 2018-2019 is hereby approved and ratified with the understanding it is shared equally with Marshall County and used to assist with law enforcement programming or equipment purchases.

Section 2. The council authorizes the Police Chief for the City of Marshalltown to enter into a Memorandum of Understanding with Marshall County to share the grant funds.

Section 3. That the Police Chief for the City of Marshalltown is hereby authorized and directed to execute said Agreements and submit all necessary documents to secure this federal funding on behalf of the City of Marshalltown.

Section 4. This Agreement and this resolution shall be in full force and effect from and after its passage and signature as by law provided.

Passed this __ day of August 2018, and signed this __ day of August, 2018.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk

**the City of
Marshalltown**

POLICE DEPARTMENT

Joel Greer, Mayor
Jessica Kinser, City Administrator
Michael W. Tupper, Chief of Police
22 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5725
Fax - (641) 752-1211

TO: Mayor Joel Greer
Members of the City Council
Jessica Kinser, City Administrator

FROM: Michael W. Tupper
Chief of Police

DATE: August 22, 2018

RE: 2018-2019 Byrne-JAG Grant Award

Policy Issue: City policy requires governing body approval of agreements and federal grant awards. The Byrne-JAG grant also requires public notification regarding the grant award and proposed use of federal funds.

Recommendation: Staff recommends Council accept the 2018-2019 Byrne JAG award and authorize the Chief of Police to submit all necessary application documents to secure this federal funding. Additionally staff recommends the Council authorize the Chief of Police to enter into a Memorandum of Understanding to share these grant funds with Marshall County.

Background: On July 20, 2018, the police department received email notification from the federal government the City will be allocated \$20,765.00 in grant funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. JAG legislation requires Cities and Counties to partner and share funds allocated as part of this federal program. These funds are traditionally split evenly with Marshall County. Consequently, the City of Marshalltown's share is \$10,382.50. These federal funds are intended for equipment or programming expenditures for FY 18-19. These funds cannot supplant funding already in place for law enforcement programming or equipment purchase plans.

While the grant award has already been announced, there is still an application and review process. As part of this process, we are required to approve a budget and spending plan via city council action. Additionally, we are required to hold a public hearing about how these funds will be spent. This issue will be on the August 27 city council agenda as an action item.

I have met with members of the police department leadership team. Staff recommends council accept this grant award and designate the City portion of these funds to be expended on the purchase of tactical micro-robot system. This system would allow officers to insert a camera device into a hostile environment and conduct surveillance of critical incidents. This technology will assist officers responding to threats of violence or potentially hostile scenes by allowing law enforcement personnel to gather real time information to assist with investigations, situational awareness and conflict resolution without having to place personnel directly into a high risk environment. This device will also assist law enforcement personnel in the search of victims of manmade or natural disasters. Seized asset dollars (forfeited funds) would be used to cover any costs for this equipment beyond the \$10,382.50 provided by this grant. There would be no general fund impact caused by this purchase.

Budget Impact: None

AN ORDINANCE TO AMEND NUMBER OF HANDICAP PARKING SPACES

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:
Section 1. Chapter 20 Motor Vehicles and Traffic Section 20-185 Disabled Parking Areas of the Municipal Code of Marshalltown, is amended by repealing Section 20-185 and enacting the following as a substitute:

Sec. 20-185. Disabled parking.

Areas established. The city council may establish parking areas in the city that shall be reserved for parking by disabled persons. The following locations are designated as disabled parking:

No.	Block		On Street	Side	Location
3	200	W	STATE ST.	SOUTH	1ST SPACE WEST OF 2ND ST.
4	300	W	MAIN ST.	NORTH	1ST AND 2ND SPACES EAST OF 4TH ST.
5	200	W	MAIN ST.	NORTH	1ST 2 SPACES EAST OF ALLEY
6	200	W	MAIN ST.	SOUTH	1ST SPACE EAST OF ALLEY
7	200	W	MAIN ST.	SOUTH	2ND AND 3RD SPACES EAST OF ALLEY (SUNDAY ONLY)
8	100	W	MAIN ST.	NORTH	1ST SPACE WEST OF ALLEY
9	10	W	MAIN ST.	SOUTH	1ST SPACE EAST OF 1ST ST.
10	10	W	MAIN ST.	SOUTH	1ST SPACE EAST OF ALLEY
11	10	E	MAIN ST.	NORTH	1ST SPACE WEST OF 1ST AVE.
12	100	E	MAIN ST.	NORTH	1ST SPACE EAST OF ALLEY
13	100	E	MAIN ST.	SOUTH	1ST SPACE WEST OF ALLEY
14	200	E	MAIN ST.	NORTH	1ST SPACE WEST OF ALLEY
15	300	E	MAIN ST.	SOUTH	2ND AND 3RD SPACES EAST OF 3RD AVE.
15a	10	W	CHURCH ST.	SOUTH	3RD AND 4TH SPACES EAST OF CENTER ST. (SUNDAY ONLY)
15b	10	W	CHURCH ST.	SOUTH	5TH SPACE EAST OF CENTER ST.
16	100	W	CHURCH ST.	NORTH	2ND SPACE WEST OF 1ST ST.
17	100	E	CHURCH ST.	NORTH	1ST SPACE WEST OF ALLEY
17b	100	E	CHURCH ST.	SOUTH	1ST SPACE WEST OF SOUTH 1ST AVENUE
18	200	E	CHURCH ST.	NORTH	1ST SPACE EAST OF ALLEY
19	200	E	CHURCH ST.	SOUTH	1ST SPACE EAST OF 2ND AVE.
20	10	S	1ST ST	WEST	1ST SPACE NORTH OF CHURCH ST.
	10	S	4 th ST	EAST	(2) SPACES, 135’ AND 170’ SOUTH OF THE SOUTH LINE OF W MAIN ST
21	10	N	CENTER ST.	WEST	1ST SPACE SOUTH OF W. STATE ST.
22	100	N	CENTER ST.	WEST	3RD SPACE SOUTH OF ALLEY
23	100	N	CENTER ST.	EAST	6TH SPACE NORTH OF ALLEY
24	10	S	CENTER ST.	WEST	1ST SPACE SOUTH OF ALLEY
25	10	N	1ST AVE.	WEST	1ST SPACE NORTH OF MAIN ST.
26	10	S	1ST AVE.	EAST	1ST SPACE SOUTH OF ALLEY
	10	S	1 st AVE.	EAST	1 st SPACE NORTH OF E. CHURCH ST AND S 1 st AVE
	10	S	2 nd AVE	EAST	1 st SPACE NORTH OF E. CHURCH ST AND S 2 nd AVE
26a	100	S	2ND AVE	WEST	2ND SPACE SOUTH OF ALLEY
	210	W	CHURCH ST	NORTH	1st SPACE EAST OF 3rd AVENUE
27	500	S	3RD AVE.	WEST	1ST 1 SPACE NORTH OF MADISON ST.
28	500	S	3RD AVE.	EAST	1ST 1 SPACE NORTH OF MADISON ST.
29	10	N	5TH AVE.	EAST	1 SPACE AS SIGNED (SUNDAY ONLY)
	10	S	5 th AVE.	EAST	1 st SPACE SOUTH OF THE EAST/WEST ALLEY
30	300		COLUMBUS DR.	NORTH	FROM 145 FEET WEST OF HUISMAN CIRCLE TO 70 FEET WEST
32			PARKING LOT A		2 SPACES AS SIGNED
33			PARKING LOT D		1 SPACE AS SIGNED
34			PARKING LOT E		1 SPACE AS SIGNED

35			PARKING LOT F		1 SPACE AS SIGNED
36			PARKING LOT H		3 SPACES AS SIGNED
37			PARKING LOT J		4 SPACES AS SIGNED
38			PARKING LOT K		1 SPACE AS SIGNED
39			PARKING LOT L		1 SPACE AS SIGNED
40			PARKING LOT N		1 SPACE AS SIGNED
41			PARKING LOT O		1 SPACE AS SIGNED
42			PARKING LOT P		2 SPACES AS SIGNED
44			PARKING LOT W		1 SPACE AS SIGNED
45			PARKING LOT Z		1 SPACE AS SIGNED
46			SENIOR CITIZENS LOT		4 SPACES AS SIGNED
			OFF STREET, WEST OF 10 W STATE STREET		2 SPACES AS SIGNED

Section 2 That suitable signs shall be removed or removed as provided by ordinance and these regulations shall become effective upon posting said signs.

Passed this __ day of ____, 2018, and signed this ____ day of ____, 2018.
CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor
ATTEST:

Shari L. Coughenour, CMC, City Clerk

I, Shari L. Coughenour, CMC, City Clerk of the City of Marshalltown, Iowa, do hereby certify that the foregoing ORDINANCE was passed and approved by the City Council of the City of Marshalltown, Iowa, on the __ day of _____, 2018, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the __ day of ____, 2018.

Shari L. Coughenour, CMC, City Clerk

Handicap Parking Space:

The House of Compassion is a service organization working with homeless and low-income individuals/families who need assistance. This organization has been in existence providing general services and meals for 25 years. The purpose of this proposal is to request an area in front of the facility be designated as handicapped.

To be in compliance with handicap federal regulations we need to be able to provide services to handicapped individuals seeking assistance. The facility, on the ground floor where services are provided, is handicapped adaptable. However, we lack a handicapped parking space in the front of the facility.

On many occasions handicapped individuals have had to park some distance from the facility or across the street in the parking lot. Others who are driven here to receive services and/or meals are dropped off and their driver must go elsewhere to park.

The expansive area in front of the facility was originally blocked off for parking due to the public bus which had a route on Church Street. This bus route is no longer in existence.

Therefore, it is the request of the House of Compassion that the City of Marshalltown designate thirty feet in front of the facility for one handicapped parking space. The space will be in front of the facility and not interfere with any private residences. By doing so it will make accessibility easier for handicapped individuals.

ORDINANCE _____

AN ORDINANCE AMENDING CHAPTER 7 BUILDINGS AND BUILDING REGULATIONS, ARTICLE III DANGEROUS BUILDINGS, OF THE CODE OF ORDINANCES OF THE CITY OF MARSHALLTOWN, IOWA, 2013

Be it enacted by the Council of the City of Marshalltown, Iowa, that Chapter 7, BUILDINGS AND BUILDING REGULATIONS, ARTICLE III DANGEROUS BUILDINGS is amended as follows:

Chapter 7, Buildings and Building Regulations, Article III, is amended as follows:

1. Section 7-30 is amended as follows:

It is the purpose of the provisions of this article to provide a just, equitable, and practicable method, whereby buildings and structures may be required to be repaired, removed, vacated, or demolished when the buildings or structures, from any cause, endanger the life, limb, health, morals, property, safety, or welfare of the general public or the occupants of the buildings. The provisions of this article shall apply to all dangerous buildings, as defined in this article, which are in existence or which may be constructed in this city. All buildings or structures, which are required to be repaired under the provisions of this article, shall be subject to the provisions of the Building Code.

2. Section 7-31 is amended as follows:

Sec. 7-31. Definitions. For the purpose of this article, *Dangerous building* means any building or structure which has any or all of the following conditions or defects, provided that such conditions or defects exist to the extent that the life, health, property, or safety of the public or the occupants of the building or structure are endangered whenever:-

- a.) Any portion or member or appurtenance thereof is likely to fail or to become detached or dislodged or to collapse and thereby injure persons or damage property;
- b.) Any portion thereof has wracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction;
- c.) The building or structure or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building or portion thereof; the deterioration, decay, or inadequacy of its foundations beyond repair; or any other cause, is likely to partially or completely collapse;
- d.) For any reason the building or structure or any portion thereof is manifestly unsafe for the purpose for which it is being used;
- e.) The exterior walls or other vertical structural members list, lean, or buckle more than two degrees or to an extent that upon inspection it is determined that the exterior walls or other vertical structural members are beyond repair or create an unsafe condition;

- f.) The building or structure or any portion thereof has been so damaged by fire, wind, earthquake, flood, or any other cause, or has become so dilapidated or deteriorated as to become an attractive nuisance; to become a harbor for vagrants, criminals, or immoral persons; to enable persons to resort thereto for the purpose of committing unlawful or immoral acts; or to create a haven for rodents, snakes, and/or other vermin;
- g.) A building or structure or portion thereof, used or intended to be used for dwelling purposes, because of inadequate maintenance; dilapidation; decay; damage; faulty construction or arrangement; inadequate light, air, or sanitation facilities; or otherwise is determined by the health officer to be unsanitary, unfit for human habitation, or in such a condition that it is likely to cause sickness or disease;
- h.) Any building or structure or portion thereof, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exists, lack of sufficient fire resistive construction, faulty electric wiring, gas connections, heating apparatus, or any other cause, is determined by the fire marshal to be a fire hazard;
- i.) Any portion of a building or structure remains on a site after the demolition or destruction of the building or structure, or any building or structure is abandoned so as to constitute such building or portion thereof an attractive nuisance or hazard to the public;
- j.) Any door, aisle, passageway, corridor, stairway, or other means of egress in is so warped, worn, loose, torn, or otherwise unsafe so it would not provide safe and adequate means of egress in case of fire or panic;
- k.) Any portion thereof has been damaged by fire, earthquake, wind, flood, or by any other cause, to an extent that the structural strength or stability thereof is materially less than it was before the catastrophe;
- l.) Any building, structure, or portion thereof is in violation of Chapter 15.5 so as to constitute such building, structure, or portion thereof an unsafe condition;
- m.) Any building or structure is in a condition as to constitute a public nuisance or hazard.

3. Section 7-32 subsections (a)-(d) are amended as follows:

Sec. 7-32. Procedure and rules.

- a.) The Building Official or his or her designee is hereby authorized to enforce the provisions of this Building Code.
- b.) The Building Official or his or her designee are authorized to make such inspections and take such actions as may be required to enforce the provisions of this Building Code.
- c.) Whenever necessary to make an inspection to enforce any of the provisions of this article, or whenever the Building Official or his or her designee has reasonable cause to believe that there exists in any building or upon unsafe, dangerous, or hazardous conditions, the Building Official or his or her designee, upon presentation of proper credentials to the property owner and/or occupant, may enter such building or premises at all reasonable times to inspect the building or premises or perform any duty imposed upon the Building Official or his or her designee by this Code of Ordinances. Building Official or his or her designee may apply for an administrative search warrant to the Iowa District Court for Marshall County, pursuant to Iowa Code § 808.14. No owner or

occupant or any other person having charge, care, or control of any building or premises shall fail or neglect, after presentation of a search warrant, to promptly permit entry therein by the Building Official or his or her designee for the purpose of inspection and examination pursuant to this article. Any person violating this section shall be guilty of a municipal infraction.

All buildings, structures, or portions thereof which are determined after inspection by the Building Official or his or her designee to be dangerous as defined in this article are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal.

4. Section 7-32 subsections (e) and (f) are repealed in their respective entireties and replaced and superseded by the following:

- d.) The Building Official shall examine or cause to be examined every building or structure or portion thereof reported as dangerous or damaged and, if such is found to be an unsafe building as defined in this article, the Building Official shall give to the owner of such building or structure written notice stating the defects thereof and ordering the abatement of such defects ("Notice of Dangerous Building and Order to Abate"). This notice may require the owner or person in charge of the building or premises, within a reasonable time as the circumstances require, as determined by the Building Official in his or her discretion, to commence the required repairs or improvements or demolition and removal of the building or structure or portions thereof, and all such work shall be completed within the time provide in the notice. If necessary, such notice shall also require the building, structure, or portion thereof to be vacated forthwith and not reoccupied until the required repairs and/or improvements are completed, inspected, and approved by the Building Official. Said notice shall also advise the property owner of the right to request a hearing before the Board of Appeals by filing a written request for hearing within ten days of the service of the notice and that failure to appeal will constitute a waiver of all rights to an administrative hearing and determination of the matter.

(Iowa Code Sec. 364.12(3)(c))

- e.) In an emergency, the City may abate a dangerous building without prior notice and assess the costs as provided in Section 7-37 after notice to the property owner and hearing.

(Iowa Code Sec. 364.12(3)(h))

5. Section 7-33 is repealed in its entirety and replaced and superseded by the following:

Section 7-33. Service of Notice and Orders of Building Official. Notice Served. The notice in Sec. 7-32 shall be served by certified mail or personal delivery to the property owner as shown by the records of the county auditor. Nothing in this section shall be construed to prohibit the use of any other manner of service allowable under the Iowa Rules of Civil Procedure.

(Iowa Code Sec. 364.12(3)(h))

6. Section 7-34 is repealed in its entirety and replaced and superseded by the following:

Sec. 7-34. Appeal. Any person entitled to service under Section 7-32 may appeal from any notice and order or any action of the Building Official or his or her designee under this article by filing a notice of appeal at the office of the Building Official on the form supplied for the filing purposes. The appeal shall be filed within ten days from the date of service of the order or action of the Building Official or his or her designee. Upon receipt of any appeal filed pursuant to this section, the Building Official or his or her designee shall present it to the Board of Appeals.

- a.) As soon as practicable after receiving the written appeal, the Board of Appeals shall fix a date, time, and place of hearing. Said hearing shall be not less than five (5) days nor more than twenty (20) days from the date the written notice of appeal is filed.
- b.) Failure of any person to file an appeal in accordance with the provisions of this article shall constitute a waiver of rights to an administrative hearing and adjudication of the notice and order or any portion thereof.
- c.) Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.
- d.) After hearing all testimony, the Board of Appeals shall have 15 days to issue a decision. The decision shall be in writing and shall contain findings of fact, a determination of the issues presented, and the requirements to be complied with. The decision shall be served on the appellant by certified mail, return receipt requested.

7. Section 7-35 is repealed in its entirety and replaced and superseded by the following:

Sec. 7-35. Posting of Signs.

- a.) The Building Official shall cause to be posted at each entrance to a dangerous building a notice reading:
“DANGEROUS BUILDING. DO NOT OCCUPY.
It is a municipal infraction to occupy this building, or to remove or deface this notice.
Building Official, City of Marshalltown.”
- b.) Such notice shall remain posted until the required repairs, demolition, or removal are completed. Such notice shall not be removed or defaced until the repairs, demolition, or removal ordered by the Building Official have been completed, and no person shall enter the building except for the purpose of making the required repairs or of demolishing the dangerous building.
- c.) Failure to comply with this section shall be a municipal infraction, with each day the violation continues a separate offense.

8. Section 7-36 is repealed in its entirety and replaced and superseded by the following:

Sec. 7-36. Right to Abate. If the property owner fails, neglects, or refuses to comply with the notice to repair, rehabilitate, or to demolish and remove the building or structure or portion thereof, the City may perform the required action.

(Iowa Code Sec. 364.12(3)(h))

9. Section 7-37 is repealed in its entirety and replaced and superseded by the following:

Sec. 7-37. Costs. Any and all costs incurred pursuant to this article, for the removal, repair, demolition, or dismantling of a dangerous building or structure from private property may be certified to the County Treasurer for property assessment and collection as taxes and/or the City may obtain a personal judgment against the property owner.

SECTION III

Any section(s) of this Code of Ordinance in conflict with these provisions shall be repealed.

SECTION IV

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjunction shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION V

This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED this ____ day of _____, 2018.

Joel T.S. Greer, Mayor

ATTEST:

Shari L. Coughenour, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the ____ day of _____, 2018.

Shari L. Coughenour, City Clerk