CITY OF MARSHALLTOWN
COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 W STATE STREET
OCTOBER 8, 2018
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**

F. **CONSENT AGENDA**

1. Approve 9/24/18 And 10/1/18 Council Meeting Minutes

   Documents:

   2018-09-24_council-minutes.pdf
   2018-10-01_council-minutesSPECIAL.pdf

2. Approve Bill List In The Amount Of $2,267,595.32

   Documents:

   2018-10-08_BillList.pdf

3. Receipt Of Building Permit Report, September 2018

   Documents:

   Building_Report_0918.pdf

4. RESOLUTION 2018-173 DECLARING A PARKS AND RECREATION VEHICLE AND A MOWER SURPLUS AND

ACCEPTING DISPOSAL OF EACH ITEM

Documents:

Res for Parks and Rec Surplus.pdf

5. RESOLUTION 2018-174 ACCEPTING AN ACTUAL CASH VALUE PAYMENT OF $692,571.96 FOR THE SENIOR CITIZENS BUILDING

   Documents:

   Res Accepting ACV on Sr Bldg.pdf

6. RESOLUTION 2018-175 RESOLUTION ACCEPTING A BID OF $73,700 FROM IOWA DEMOLITION TO DEMOLISH THE CITY HALL ANNEX AND ACCEPTING THE ACTUAL CASH VALUE PAYMENT FOR THE DAMAGE

   Documents:

   Res Approving City Hall Annex Demo Bid.pdf

G. **MOTIONS**

1. Motion To Accept The Wayfinding Master Plan- Casey Byers, Bolton & Menk

   Documents:

   Wayfinding Signage Master Plan Report - Final.pdf

H. **REPORTS**

1. MCBD Update, Jenny Etter, Executive Director

I. **RESOLUTIONS**

1. RESOLUTION 2018-176 APPROVING AMENDED ENGINEERING SERVICES AGREEMENT #2 FOR THE MARSHALLTOWN HIGH STREET DRAINAGE PROJECT # BLD17001 FOR BOLTON & MENK AN INCREASE OF $11,950.00

   Documents:

   Bolton Menk change.pdf
   B and M10012018152221_001.pdf
   10082018 BandM AESA2 High Street Drainage Memo.pdf

2. RESOLUTION 2017-177 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#6-1 GENERAL SUPPLIES FOR GARLING CONSTRUCTION AN INCREASE OF $2406.82

   Documents:

Garling CO.pdf
Garling09272018114255_001.pdf

3. RESOLUTION 2018-178 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#9-1 GYMPSUM WALL ASSEMBLIES FOR HILSABEK SCHACHT, INC. AN INCREASE OF $815.00

   Documents:

   Hilsabek CO.pdf
   Hilsabek09272018115839_001.pdf

4. RESOLUTION 2018-179 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP# 22-1 PLUMBING & MECHANICAL FOR TONY'S PLUMBING & HEATING LLC. AN INCREASE OF $1352.00

   Documents:

   Tonys Plumbing (2).pdf
   Tonys09272018130430_001.pdf

5. RESOLUTION 2018-180 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#26-1 ELECTRICAL COMMUNICATIONS & SECURITY FOR DEVRIES ELECTRIC AN INCREASE OF $16,613.44

   Documents:

   Devries CO.pdf
   Devries09272018143508_001.pdf

6. RESOLUTION 2018-181 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#3-1 CONCRETE FOUNDATIONS FOR CALIBER CONCRETE AN INCREASE OF $1346.00

   Documents:

   Caliber (2).pdf
   Caliber09272018144501_001.pdf
   Story changes09272018150030_001.pdf

7. RESOLUTION 2018-182 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#2-1 SITE DEMOLITION AND EARTHWORK FOR CON-STRUCT, INC. AN INCREASE OF $469.38

   Documents:

   Con-Struct CO.pdf
   Construct09272018144957_001.pdf

8. RESOLUTION 2018-183 APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#9-3 PAINTING FOR HEARTLAND FINISHES AN INCREASE OF $1235.00

   Documents:

   Heartland Finishes.pdf
   Heartland09272018145418_001.pdf

9. RESOLUTION 2018-184 SETTING DATE FOR PUBLIC HEARING ON OFFER TO PURCHASE CITY-OWNED PROPERTY LOCATED AT 22 NORTH CENTER STREET

   Documents:

   SetDateHrngDisposPropertyMarshalltown422742-35-v1.pdf

10. RESOLUTION 2018-185 TERMINATING THE 28E AGREEMENT WITH THE MARSHALLTOWN YMCA/YWCA FOR OPERATION OF THE AQUATIC CENTER

    Documents:

    10-08-2018_2018-185_MEMO Terminating 28E Y for AQ Operation.pdf
    10-08-2018_2018-185_Res Terminating 28E Agreement with the YMCA-YWCA for operation of the Aquatic Center.pdf
    04-09-2018_2018-043_M510774 Signed Res and Agreement 28E Y for AQ Operation.pdf

J. **DISCUSSION**

1. Sale Of City Property Through Request For Proposal Process
   a. 12, 20, and 26 East State Street
   b. 213 East Main Street

   Documents:

   Memo on Sale of Property.pdf

2. Open Burning Follow-Up

   Documents:

   Open Burning Memo to Council.pdf

3. Third Quarter Strategic Plan Update

   Documents:

   Q3 Strategic Plan Update.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. **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
September 24, 2018

Mayor Greer called the meeting to order at 5:30 PM, September 24, 2018, in the council chambers at 10 W State Street and led the pledge of allegiance. Roll call- Present: Cahill, Gowdy, Hoop, Isom, Lamer, Martin and Wirin. Police Officer Andrew Cole was recognized for 10 years of service.

CONSENT AGENDA:

Lamer moved to adopt the consent agenda, pulling two items off the consent agenda: Approve 9/10/18 Council Meeting Minutes; Approve Bill list in the amount go $1,852,321.64; approve June 2018 financial statements; RESOLUTION 2018-165 ACCEPTING BID AND AUTHORIZING THE PURCHASE OF ONE 2015 CHRYSLER TOWN AND COUNTRY VAN FROM LUETHJE AUTO FOR THE PRICE OF $21,200.00 FOR USE IN THE POLICE DEPARTMENT AS A DETECTIVE VEHICLE AND POOL VEHICLE; RESOLUTION 2018-168 APPROVING ANNUAL CITY STREET FINANCIAL REPORT FOR FY2018; RESOLUTION 2018-170 APPROVING AN AGREEMENT WITH THE DUERSON CORPORATION FOR THE REPLACEMENT OF THE ROOF AT THE PUBLIC WORKS FACILITY; RESOLUTION 2018-172 AUTHORIZING HIRING OF POLICE RESERVE OFFICER MELINDA RUOPP; Approve Alcohol License Renewals – Casey's General Store #1564, Casey's General Store #3228, TC's, Tacos y Mariscos Maravilla, Express Mart; second by Wirin. Motion carried 7-0.

Wirin moved to adopt RESOLUTION 2018-166 APPROVING AMENDED AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN, IOWA, MARSHALL COUNTY AND THE IOWA DEPARTMENT OF TRANSPORTATION FOR A CITY HIGHWAY BRIDGE PROGRAM PROJECT NORTH CENTER STREET BRIDGE REPLACEMENT PROJECT NUMBER 76016001second by Cahill. The agreement is for bridge repairs adjacent to city limits on North Center Street over the Iowa River. The city is the applicant for federal funds. The project will be managed by Marshall County. Resolution adopted 7-0.

Wirin moved to adopt RESOLUTION 2018-167 TRANSFERRING FUNDS FOR FISCAL YEAR 2017-18, second by Martin. Resolution adopted 7-0.

MOTIONS:

Cahill moved to approve liquor license for La Raza Taco Shop, 822 N 3rd Avenue, add Sunday Sales to Smokin Gs, and premise update for the Central Iowa Fairgrounds relating to Oktemberfest, second by Wirin. Motion carried 7-0.

RESOLUTIONS:

Wirin moved to adopt RESOLUTION 2018-169 TO FIX A DATE FOR PUBLIC HEARINGS ON LOAN AGREEMENTS IN AN PRINCIPAL AMOUNT NOT TO EXCEED $3,000,000, FOR OCTOBER 22, 2018, second by Isom. The total borrowing is broken out in $2.4M Essential Corporate Purposes loan agreement and $600,000 General Purpose Loan for Parking Lot H rehabilitation. Lamer asked that the bonding be delayed. Finance Director Steiner explained the first payment is due in December 2019, and needs to be included in the budget submitted to the state in March 2019. Resolution adopted 6-1 with Lamer dissenting.

Isom moved to adopt RESOLUTION 2018-171 APPROVING CONTRACT CHANGE ORDER #1 FOR THE 2018 MICROSURFACING PROJECT STR18001, second by Cahill. The change order extends the completion date to June 30, 2019. Resolution adopted 7-0.

DISCUSSION:

The building housing the Senior Citizen program was severely damaged by the July 19, 2018 tornado. The insurance replacement estimate is $1.2M, which will not address the code updates that are required with such renovation. Actual cash settlement for the demolition is $690,000. The council had previously decided not to extend leases to the two senior organizations previously renting the building after December 31, 2019, due to negative cash flow of the building rents and lack of funding for the necessary improvements for that building. Cahill moved to direct staff to proceed with demolition of the building and prepare a Resolution for council consideration at the next meeting, second by Isom. Motion carried 7-0.

In 2017, the city applied for Sponsored Project funding through the State Revolving Fund (SRF) in the amount of $290,000 for a water quality improvement project, due to borrowing $2.9M from the SRF for the manhole/lamphole project. The renovation of Lot H to improve water quality issues downshed of the parking lot qualifies for use of the SFR funds. Fox Engineering has done preliminary design work to get the project approved by the DRN. It is now time for the council to decide if this is the project to use the SRF funds. Total project cost of $864,467, will be paid for with $290,000 Sponsored Project funds, $100,000 DNR funds (apply in December) with the city share $474,467, pending receipt of the DNR funds. This project funding is included in the Resolution 2018-169 setting public hearing for October 22. Wirin moved to direct staff to continue planning for improvements of Parking Lot H, located south of the Tremont building, at South 1st Street and Church Street, second by Isom. Motion carried 4-3, with Hoop, Lamer and Martin dissenting.

The meeting adjourned at 7:11 PM.

Respectfully submitted,

_____

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

_____

ATTEST: Joel T.S. Greer, Mayor

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Shari L. Coughenour, CMC, City Clerk

Council Proceedings – SPECIAL MEETING
October 1, 2018

Mayor Greer called the meeting to order at 12:00 PM, October 30, 2018, according to the posted notices and led the pledge of allegiance. Roll call- Present: Gowdy, Hoop, Isom, Martin. Absent: Cahill, Lamer and Wirin.

Gowdy moved to enter into closed session at 12:03 PM, second by Martin. Motion carried 4-0.

Gowdy moved to enter into open session at 12:46 PM, second by Isom. Motion carried 4-0.

The meeting adjourned with no further action at 12:47 PM.

Respectfully submitted,

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Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

_____

ATTEST: Joel T.S. Greer, Mayor

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Shari L. Coughenour, CMC, City Clerk

October 8, 2018 Bill List

Advertising

Great.Wstrn.Bnk/1	15.79

Buildings/Improvements

BLACK.HAWK.ROOF/1	71,852.34
BLACKHAWK.SPRNK/1	33,077.34
Caliber.Concret/2	142,025.00
DeVries.Electri/1	129,032.80
Forman.Ford/1	29,450.00
Garling.Constr/1	151,225.75
Heartland.Finsh/1	13,982.38
Hilsabeck.Schac/1	255,252.65
Schumacher.Elev/1	34,488.80
TONYS.PLUMBG/1	147,539.27

Consulting & Professional Fees

Bernie.Lowe/1	13.38
Bernie.Lowe.Asc/1	330.43
Bolton&Menk.Inc/1	10,642.00
CGA.Assoc/1	4,378.90
Eide.Bailly.LLP/1	14,000.00
Great.Wstrn.Bnk/1	25.00
Howard.R.Green/1	12,592.00
Iowa.One.Call/2	343.70
Lynch.Dallas.PC/6	4,395.00
TotalAdmin.Serv/1	1,752.66
Trinity.Consult/1	14,960.00

Contracts

A-1.Pest/2	60.00
Aramark.Unfrm/5	154.15
ARL/1	4,333.33
Assoc.Comp.Sys/1	205.00
BDH/8	5,925.50
Bolton&Menk.Inc/1	2,521.90
Construct/1	59,850.00
Electric.Supply/2	5,572.00
First.Transit/1	2,485.00
Fisher.Comm.Ctr/1	6,396.67
Foster.Freeman/1	9,526.41
Great.Wstrn.Bnk/3	1,339.49
Ia.Dept.Justice/1	55.80
Linahon,W/1	1,305.00
LUETHJE.AUTO/1	21,270.00
M.C.S.D./4	5,751.65
Marsh.Co.Landfi/12	689.80
Marshall.Co.Att/1	55.80
Marshall.Co.Tax/3	30.00
MarshalltownCBD/2	46,000.00
MMIT.INC/1	123.72
Mobotrex.Inc./2	13,584.00
Mtown.CVB/1	76,259.78
Network.Fleet/1	435.30
O.C.L.C.Inc/1	905.21
ONSITE.INFO.DES/2	82.24
Premier.Equip/4	790.37
Region.6.Planng/1	766.00
Schendel.Pest.C/2	115.00
Sje.Rhombus/1	6,250.00
Stone.Sanit/12	4,172.54
Unique.Mgmt.Svc/1	268.50
Xerox.Corp/1	38.31

Debt Service

CRBT/2	8,707.57

Library Books

Baker.Taylor/15	1,183.98
BRODART.CO/6	428.27
Cengage.Learng/8	421.80
CenterPoint.Prn/1	329.00
Great.Wstrn.Bnk/22	852.90
MicroMarketing./5	873.95
Midwest.Tape/3	139.67
OVERDRIVE,INC./8	1,248.96
RECORDED.BOOKS/4	420.10

Medical

Bernie.Lowe/1	269.53
McFarland.Cl/1	326.40
Medtrak.Service/2	542.93
Wellmark.Inc./2	69,826.28

Payroll.Deductions

American.Educa./1	64.41
AXA/1	425.00
Collection.Svs./6	2,438.33
Colonial.Life/1	522.21
Fidelity.Securi/2	390.76
Galls.LLC/1	109.99
Great.Wstrn.Bnk/2	37.01
I.M.W.C.A/1	6,123.00
I.P.E.R.S./7	73,424.63
I.R.S./9	78,461.09
IA.Treasurer/7	38,780.00
ICMA.457/11	10,771.36
IUPAT.PPME/1	880.53
Meskwaki Nation/1	300.34
Teamsters238/2	1,792.56
Texas.Child.Sup/2	252.57
TotalAdmin.Serv/4	7,683.94

Payroll.Net

Payroll/1	277,237.77

Refund/Reimbursed

Baker.Taylor/19	1,246.27
BRODART.CO/6	1,018.25
GOODING.B/1	806.12
Great.Wstrn.Bnk/13	293.42
Roush,A/1	61.60
Treas.State.IA/1	5.47

Rents/Leases

Garwin Trust/1	86.00
Ackley.Housing/11	1,729.00
ALCALA,R/1	194.00
Altringer,J/1	331.00
AMES,STEVEN/25	6,477.00
BJ&J.LLC/2	379.00
BLOOD,A/1	493.00
BOULDER.COOP.HS/1	289.00
Brodin,C/1	188.00
BROWN,B/1	57.00
Carbajal,S/1	322.00
Chadderdon,A/1	322.00
CIRSI/7	819.00
CLAWSON,J/2	358.00
CMHC.INVEST/1	294.00
Crosser,D/1	216.00
CROSSER,R/1	132.00
D.D.Rentals/1	2.00
Eakin,R/1	236.00
ECKLOR,S/3	1,010.00
Elwayne.Inc./2	872.00
Etter, W/1	380.00
Eubanks,C/2	667.00
Farrell.Propert/6	1,498.00
FISCHELS,R/2	399.00
Frese.Propts/3	840.00
FRIEND,T/1	235.00
Friendly.Valley/4	605.00
Gladbrook.Hsg/1	134.00

October 8, 2018 Bill List

Grant.Park.LLC/23	4,843.00
Gray,D/1	409.00
Hala,J/3	820.00
Halladay,W/1	250.00
HARRIS,T/1	324.00
HASS,S/1	240.00
Hatch,J/1	475.00
Hatch,R/3	1,556.00
HAVELKA,B/1	500.00
HESSENIUS,R/2	302.00
Hilltop.Village/9	1,421.00
HOULIHAN,D/1	287.00
HOVERSTEN,R/1	900.00
HOWARD,J/1	168.00
Hsg.Auth.CookCo/8	6,685.00
Hsg.Auth.Joliet/2	2,489.00
HUBBARD.MAPLE/2	374.00
Jared,S/2	426.00
JASPERS,M/1	127.00
JBI.COOP.Assn/4	1,021.00
Judge,M/10	3,178.00
KLOCKE,C/1	471.00
Landherr,J/1	415.00
LAWSON,R/2	310.00
Lawthers.Prop.M/1	460.00
LL.Enterprises/1	217.00
Lodge.Ind/2	654.00
LUENSE,B/4	1,541.00
MANNSON.PROP/1	268.00
MATNEY,L/1	264.00
Mtwn/Westown/15	3,249.00
MURPHY,P/1	487.00
Natl.Mngmt.Corp/2	827.00
NAUGHTON,R/1	825.00
North.Tama.Hsg/3	416.00
Oakland.Prop/1	92.00
Oetker,D/3	578.00
Oetker.Jr.,J/1	471.00
Palisade.Holdng/1	208.00
Park.Elms,LLC/4	1,025.00
Pheasant.Run.Ap/1	277.00
Polley,M/1	795.00
Prairie.Home.Pp/1	254.00
Premier.RE.Mgmt/2	520.00
PYLE,D/2	552.00
R.E.P.Corp/1	263.00
RA.Rental.Prop/1	369.00
RD.Toledo,LLP/2	890.00
Reed,T/12	4,321.00
River.Birch/4	1,988.00
River.Oaks/7	3,080.00
S.E.Invst/2	602.00
Sands,S/1	332.00
Schmidt,M/2	446.00
SCOTT,L/1	384.00
SE.Coop.Housing/1	225.00
SESKER,R/1	230.00
Specht,G/1	468.00
Squire,B/1	234.00
STAFF,E/1	245.00
Steelsmith,G/6	1,216.00
Sunrise.Apt/2	132.00
Swan.Estates/1	356.00
Switzer,T/2	682.00
Tallcorn.Tower/13	4,069.00
TAYLOR,M/1	211.00
Titus,T/1	318.00
TOWN.APARTMENT/5	673.00
TREVRON,LLC/1	332.00
TT.C.Coop.Hsg/2	538.00
VEST,L/2	482.00
WARREN,C/1	222.00
Weatherly.Erin/1	583.00
Welter,T/1	508.00
ZMOLEK,M/1	263.00
Service/Repairs	
A.J.Body.Shop/1	840.00
ANDERSON,S/1	46.00
Aponte,M/1	27.00
Atcher,R/3	1,470.00
B&G.HVAC.INC/1	245.00
Beecken,H/6	1,560.00
Bens.Tire/4	360.00
Century.Link/5	265.23
Concrete.Profes/1	96,677.94
Devig,T/7	1,045.00
Floors.More.IA/1	789.37
Great.Wstrn.Bnk/35	12,670.00
Hartwig.Plmbg/1	250.00
Hogeland.Auto.P/1	200.00
Holmes,K/1	68.00
Hsg.Auth.CookCo/1	276.64
Hsg.Auth.Joliet/1	72.62
IA.Pump.Works/1	1,130.45
IA.Sec.State/1	30.00
IA.Valley.Cont./1	5,050.00
JOHNSON,C/1	46.00
Kapaun.Brown/1	128.00
Kiwanis.PM/1	660.00
KROENER,L/1	4.00
Language.Line.S/2	191.10
Ledford,M/3	4,575.00
LENZ,D/1	460.00
LUAL,S/1	63.00
Marshall.Glass/2	1,474.00
McAtee.Tire/3	354.00
Mtwn.Wtrwrks/3	8,380.73
Occ.Med.Plus/2	385.00
PettyCash/1	23.91
Scroggins,J/1	100.00
Steiner,D/1	3.50
STREET-LOPEZ,J/1	67.00
Treas.State.IA/3	39.00
Verizon.Wireles/6	721.92
WICKHAM,M/2	390.00
WOAHTEE,G/1	46.00
Ziegler/3	1,916.23
Supplies/Parts	
A.J.Body.Shop/1	986.95
Airgas.U.S.A./1	70.95
Arnold.Motor.Su/18	877.85
B&G.HVAC.INC/1	100.00
Baker.Taylor/17	570.18
Bens.Tire/3	211.00
Browns.Shoe.Fit/1	117.00
Cessford.Constr/2	2,434.88
Chemsearch/1	663.68
City.Laundering/12	841.04
Cntrl.IA.Distr/3	501.60
Cntrl.IA.Farm/2	1,048.17
Cntrl.Office/3	230.27
Concrete/3	489.93
CORE.MAIN.LLP/1	628.81
Dave.WrightCDRJ/1	119.00
DEMCO.INCORP./2	99.48

Digital.Ally/1	245.00
EBSCO.Subscr/1	348.81
Eslick,J/1	6,200.00
Fareway.Stores/1	40.00
Fastenal.Co/2	63.99
Floors.More.IA/1	1,597.68
Galls.LLC/6	3,427.70
Gervich.Sons/1	56.00
Graphic.Edge/1	585.47
Great.Wstrn.Bnk/169	25,693.78
Ia.Assoc.Hsg/1	300.00
In.Stitches/1	8.00
JCI.INDUSTRIES/1	2,502.00
Keystone.Lab/1	90.00
Marshall.Co.Ext/10	350.00
Marshall.Glass/2	2,685.57
Martin.Marietta/1	801.09
McAtee.Tire/3	2,410.53
Mellen.Assoc/1	2,085.57
Midland.Scienti/1	158.18
Minuteman/2	86.50
Napa.Auto/7	210.36
PettyCash/3	17.45
Premier.Equip/1	11.80
Racom.Corp/2	195.00
Sign.Creations/1	50.00
Stevenson,K/1	10.00
Storey.Kenwrthy/1	51.99
Terminal.Supply/1	260.43
Testamerica/2	88.20
Those.Ink.Guys/1	34.95
Tri.State.Lock/1	600.00
Watkins.Product/1	216.68
Xcessories.Sqrd/1	359.33
Travel/Training	
Great.Wstrn.Bnk/6	478.71
Hillers,C/1	109.55
Hunter,A/1	43.84
Mauseth,B/1	9.44
ROSENBLUM,S/1	301.60
Steiner,D/2	38.06
Stevenson,K/1	74.12
Tejada,J/1	27.83
Utilities	
AlliantEnergy/47	37,678.70
CENTRAL.IA.WATE/1	148.92
Mtwn.Wtrwrks/8	64.00
WoodRiver.Enrgy/3	97.43
Total/1076	**2,267,595.32**

BUILDING DEPARTMENT

BUILDING PERMIT SUMMARY 2018

MONTH	NEW DWELLINGS	ALTER DWELLINGS	MINOR DWELLINGS	MISC. IMPROVEMENTS	TOTAL IMPROVEMENTS	FEES
JANUARY	$185,000	$10,000	$0	$10,000	$205,000	$1,114
FEBRUARY	$785,000	$14,000	$0	$923,000	$1,722,000	$10,996
MARCH	$0	$45,000	$77,000	$149,000	$271,000	$3,815
APRIL	$0	$36,000	$0	$3,014,000	$3,050,000	$17,067
MAY	$922,000	$100,000	$33,000	$49,000	$1,104,000	$9,589
JUNE	$228,000	$64,000	$14,000	$0	$306,000	$3,038
JULY	$2,056,000	$14,000	$22,000	$633,000	$2,725,000	$17,654
AUGUST	$0	$256,000	$264,000	$12,133,000	$12,653,000	$57,378
SEPTEMBER	$0	$342,000	$217,000	$3,323,000	$3,882,000	$26,618
OCTOBER	$0	$0	$0	$0	$0	$0
NOVEMBER	$0	$0	$0	$0	$0	$0
DECEMBER	$0	$0	$0	$0	$0	$0
TOTALS	**$4,176,000**	**$881,000**	**$627,000**	**$20,234,000**	**$25,918,000**	**$147,269**

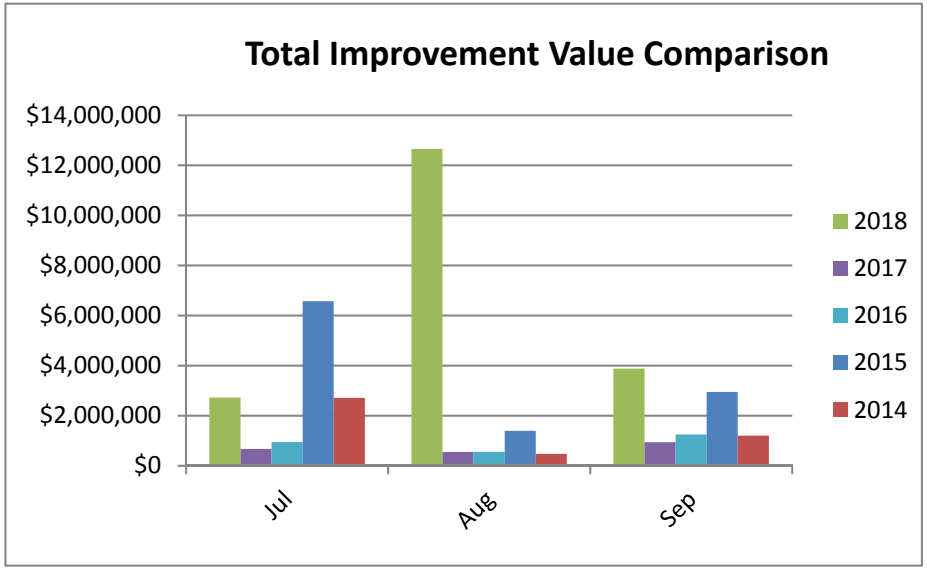
Building Division Improvement Value & Fee Summary - Sept. 2018

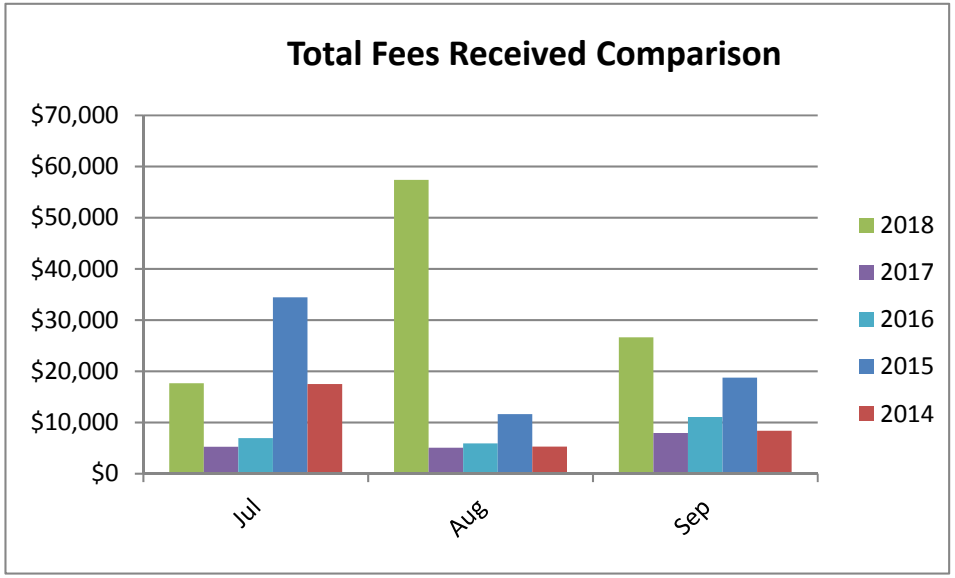
Total Improvement Value Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2018	$205,000	$1,722,000	$271,000	$3,050,000	$1,104,000	$306,000	$2,725,000	$12,653,000	$3,882,000				**$25,918,000**
2017	$74,000	$331,000	$7,559,000	$1,214,000	$8,277,000	$1,171,000	$671,000	$547,000	$937,000				**$20,781,000**
2016	$479,000	$1,034,000	$2,977,000	$1,699,000	$2,257,000	$113,000	$945,000	$555,000	$1,246,000				**$11,305,000**
2015	$0	$57,000	$941,000	$3,671,000	$1,516,000	$3,067,000	$6,572,000	$1,391,000	$2,944,000				**$20,159,000**
2014	$311,000	$206,000	$4,457,000	$4,101,000	$25,076,000	$35,000,000	$2,712,000	$470,000	$1,203,000				**$73,536,000**

Total Fees Received Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2018	$1,114	$10,996	$3,815	$17,067	$9,589	$3,038	$17,654	$57,378	$26,618				**$147,269**
2017	$1,006	$3,995	$35,959	$9,819	$39,400	$10,063	$5,237	$5,075	$7,933				**$118,487**
2016	$3,860	$7,490	$18,014	$12,229	$16,500	$1,553	$6,946	$5,912	$11,069				**$83,573**
2015	$0	$762	$8,610	$24,464	$12,214	$18,787	$34,441	$11,625	$18,742				**$129,645**
2014	$2,414	$1,980	$21,811	$22,054	$106,382	$20,451	$17,496	$5,278	$8,360				**$206,226**





BUILDING REPORT FOR THE MONTH OF SEPTEMBER 2018

PERMIT NUMBER	OWNER OF IMPROVEMENT	LOCATION OF IMPROVEMENT	TYPE OF IMPROVEMENT	NEW DWELLING	ALTER DWELLING	MINOR BUILDING	MISC. IMPROVEMENT	FEE
24633	Miguel Herrera (storm)	303 Woodbury Street	Demolish Garage					Fee Waived
24634	Miguel Herrera (storm)	303 Woodbury Street	New Garage			$6,000		Fee Waived
24635	Christina Potter (storm)	1214 West State St.	Demolish Garage					Fee Waived
24636	Christina Potter (storm)	1214 West State St.	New Garage			$11,000		Fee Waived
24637	Graciela Gomez (storm)	206 South 16th Ave.	Demolish Garage					Fee Waived
24638	Graciela Gomez (storm)	206 South 16th Ave.	New Garage			$12,000		Fee Waived
24639	Carol Dannen (storm)	423 Union Street	Demolish Garage					Fee Waived
24640	Carol Dannen (storm)	423 Union Street	New Garage			$8,000		Fee Waived
24641	Darrell Jebson (storm)	907 West Main St.	Demolish Garage					Fee Waived
24642	Darrell Jebson (storm)	907 West Main St.	New Garage			$8,000		Fee Waived
24543	Andrew Pallet, LLC (storm)	102 North 9th Ave.	Demolish Building					Fee Waived
24644	Andrew Pallet, LLC (storm)	102 North 9th Ave.	New Building				$275,000	$2,044
24645	Debra Randall	501 West Ingledue St.	New Shed			$3,000		$83
24646	Marshalltown Federation (storm)	110 North 2nd Ave.	Demolish Garage					Fee Waived
24647	Jared Steckly (storm)	1507 Fremont Street	Demolish Dwelling					Fee Waived
24648	Mike Petersohn (storm)	208 North 15th St.	Demolish Garage					Fee Waived
24649	Mike Petersohn (storm)	208 North 15th St.	New Garage			$11,000		Fee Waived
24650	Justin Witte	505 Fremont Street	Alter Dwelling		$14,000			$237
24651	Tony Moore (storm)	8 North 10th Avenue	Demolish Garage					Fee Waived
24652	Tony Moore (storm)	8 North 10th Avenue	New Garage			$7,000		Fee Waived
24653	Marshalltown Mall	2500 S. Center St.	Alter Building				$12,000	$209
24654	Ken Severson (storm)	909 West Church St.	Demolish Shed					Fee Waived
24655	Ken Severson (storm)	909 West Church St.	New Shed			$5,000		Fee Waived
24656	Katie Lyons (storm)	306 North 5th Street	Demolish Garage					Fee Waived
24657	Katie Lyons (storm)	306 North 5th Street	Alter Dwelling/Garage		$8,000			Fee Waived
24658	Brad Ruse (storm)	201 North 9th Street	Demolish Porch					Fee Waived
24659	Brad Ruse (storm)	201 North 9th Street	Alter Dwelling		$18,000			Fee Waived
24660	DeeAnna Feldmann	506 West High Street	New Shed			$6,000		$125
24661	Lorena Rivera Reyes (storm)	505 Marion Street	Demolish Garage					Fee Waived
24662	Lorena Rivera Reyes (storm)	505 Marion Street	New Garage			$10,000		Fee Waived
24663	Victor Gutierrez	1224 Marshall Drive	Alter Dwelling		$26,000			$402
24664	Black Tire Bike Co. (storm)	117 West Main Street	Demolish 3rd Floor					Fee Waived
24665	Black Tire Bike Co. (storm)	117 West Main Street	Alter Building				$250,000	$1,894
24666	McGregors Furniture (storm)	105 West Main Street	Demolish 4th Floor					Fee Waived
24667	McGregors Furniture (storm)	105 West Main Street	Alter Building				$400,000	$2,794
24668	Ulises Reyes (storm)	406 Woodbury Street	Demolish Building					Fee Waived
24669	Shawn Hovel (storm)	8 North 12th Street	Demolish Garage					Fee Waived
24670	Shawn Hovel (storm)	8 North 12th Street	New Garage			$8,000		Fee Waived
24671	Braulio Pereyra (storm)	103 North 2nd Avenue	Alter Dwelling		$16,000			Fee Waived

BUILDING REPORT FOR THE MONTH OF SEPTEMBER 2018

PERMIT NUMBER	OWNER OF IMPROVEMENT	LOCATION OF IMPROVEMENT	TYPE OF IMPROVEMENT	NEW DWELLING	ALTER DWELLING	MINOR BUILDING	MISC. IMPROVEMENT	FEE
24672	Levi Dubberke (storm)	7 South 6th Street	Alter Dwelling		$175,000			Fee Waived
24673	Joseph Mach	1707 South Center St.	New Shed			$2,000		$69
24674	IVCCD (storm)	208 East Church Street	Alter Building				$350,000	$2,494
24675	IVCCD (storm)	220 East Main Street	Alter Building				$950,000	$5,484
24676	Primary Health Care, Inc.	704 May Street	Alter Building				$378,000	$2,662
24677	Janet Priske (storm)	213 South 17th Ave.	Demolish Garage					Fee Waived
24678	Janet Priske (storm)	213 South 17th Ave.	New Garage			$6,000		Fee Waived
24679	Luis Madrigal (storm)	802 Bromley Street	Demolish Garage					Fee Waived
24680	Luis Madrigal (storm)	802 Bromley Street	New Garage			$11,000		Fee Waived
24681	Jimmy Bachman (storm)	306 North 8th Street	Demolish Garage					Fee Waived
24682	Jimmy Bachman (storm)	306 North 8th Street	New Garage			$8,000		Fee Waived
24683	Deb Cripps (storm)	515 Bromley Street	Alter Dwelling		$6,000			Fee Waived
24684	Viegoun Soukhanong (storm)	421 Swayze Street	Demolish Garage					Fee Waived
24685	Viegoun Soukhanong (storm)	421 Swayze Street	New Garage			$14,000		Fee Waived
24686	Jesus Corona (storm)	107 North 2nd Avenue	Demolish Garage					Fee Waived
24687	Jesus Corona (storm)	107 North 2nd Avenue	Alter Dwelling/Garage		$29,000			Fee Waived
24688	Steven Hall (storm)	110 North 15th Street	Demolish Garage					Fee Waived
24689	Steven Hall (storm)	110 North 15th Street	New Garage			$5,000		Fee Waived
24690	Christopher Tiernan (storm)	107 North 3rd Street	Demolish Garage					Fee Waived
24691	Christopher Tiernan (storm)	107 North 3rd Street	New Garage			$6,000		Fee Waived
24692	Mark Norton (storm	106 North 6th Street	New Shed			$6,000		Fee Waived
24693	Dennis Anderson (storm)	109 Byron Street	Alter Dwelling		$10,000			Fee Waived
24694	Hilary Crane (storm)	7 North 13th Street	Demolish Garage					Fee Waived
24695	Hilary Crane (storm)	7 North 13th Street	Alter Dwelling/Garage		$9,000			Fee Waived
24696	Angela Torres (storm)	107 Byron Street	Demolish Dwelling					Fee Waived
24697	Lawrence Nichol (storm)	207 North 16th St.	Demolish Garage					Fee Waived
24698	Lawrence Nichol (storm)	207 North 16th St.	New Garage			$14,000		Fee Waived
24699	Menard Inc.	2001 South 18th Ave.	Alter Building				$56,000	$686
24700	Douglas & Mary Knox	508 Terry Terrace	New Shed			$2,000		$69
24701	Randall Weir	2420 233rd Street	New Garage			$13,000		$2,223
24702	Joe Sutherland	1106 W. Lincolnway	New Building				$22,000	$349
24703	Donna Barker (storm)	504 East Main Street	Demolish Garage					Fee Waived
24704	Ardis Winters (storm)	201 North 15th Street	Demolish Garage					Fee Waived
24705	Ardis Winters (storm)	201 North 15th Street	New Garage			$8,000		Fee Waived
24706	Donald Bown (storm)	702 Bromley Street	Demolish Garage					Fee Waived
24707	Donald Bown (storm)	702 Bromley Street	New Garage			$9,000		Fee Waived
24708	Donald Bown (storm)	702 Bromley Street	Alter Dwelling		$8,000			Fee Waived
24709	Daniel Bohlke	705 East Anson Street	Demolish Garage					$25
24710	Dave Stalzer (storm)	108 North 5th Street	Demolish Car Port					Fee Waived

BUILDING REPORT FOR THE MONTH OF SEPTEMBER 2018

the City of Marshalltown

PERMIT NUMBER	OWNER OF IMPROVEMENT	LOCATION OF IMPROVEMENT	TYPE OF IMPROVEMENT	NEW DWELLING	ALTER DWELLING	MINOR BUILDING	MISC. IMPROVEMENT	FEE
24711	Dave Stalzer (storm)	108 North 5th Street	Alter Dwelling/Car Port		$5,000			Fee Waived
24712	Marshall County Iowa (storm)	101 East Main Street	Alter Building				$185,000	$1,504
24713	Raul Moreno (storm)	707 East State Street	Demolish Garage					Fee Waived
24714	Raul Moreno (storm)	707 East State Street	New Garage			$18,000		Fee Waived
24715	Brian Sowers (storm)	302 East State Street	Demolish Dwelling					Fee Waived
24716	Valentina Kunkel (storm)	810 East State Street	Demolish Dwelling					Fee Waived
24717	Cindy Hammer (storm)	308 Bromley Street	Demolish Dwelling					Fee Waived
24718	Kathleen Dooley (storm)	113 Norrth 7th Street	Demolish Dwelling					Fee Waived
24719	Betty Hovey (storm)	802 West State Street	Demolish Dwelling					Fee Waived
24720	Madelyn Irvine (storm)	122 East Main Street	Demolish Part of Bldg.					Fee Waived
24721	Steve Irvine (storm)	122 East Main Street	Alter Building				$425,000	$2,944
24722	Braulio Pereyra (storm)	512 Bromley Street	Alter Dwelling		$18,000			Fee Waived
24723	Top Farm LLLP (storm)	204 West State St.	Alter Building				$20,000	$321
			TOTALS:	**$0**	**$342,000**	**$217,000**	**$3,323,000**	**$26,618**
			TOTAL IMPROVEMENT AMOUNT:		**$3,882,000**			
				Units	Permits	Permits	Permits	Demo Permits
			# OF PERMITS:	**0**	**0**	**13**	**26**	**12**	**40**

Scott A. Riemenschneider, Chief Building Official

RESOLUTION DELCARING A PARKS AND RECREATION VEHICLE AND A MOWER SURPLUS AND ACCEPTING DISPOSAL OF EACH ITEM

WHEREAS, the tornado on July 19, 2018, caused damage to a 2005 Dodge Caravan, VIN 2D4GP44 L65R354305, associated with the Parks and Recreation Department which had liability only coverage and has been deemed a total loss; and

WHEREAS, two bids were received for the salvage value of the 2005 Dodge Caravan, with the highest amount being $175 from Hogeland's; and

WHEREAS, the Parks and Recreation Department is replacing a 2010 John Deere 1445 mower, serial number TC1445D100797, as funded in the FY2019 Capital Improvement Plan, with the current mower to be used as trade-in value; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the 2005 Dodge Grand Caravan is hereby declared surplus, with the salvage value of $175 from Hogeland's accepted for the disposal of the vehicle; and

BE IT FURTHER RESOLVED, the 2010 John Deere mower is hereby declared surplus and disposal of $7,100 trade-in value with Van Wall Equipment of Marshalltown is accepted.

Passed this 8th day of October, 2018, and signed this _____ day of October, 2018.

CITY OF MARSHALLTOWN, IOWA

_____

Joel T.S. Greer, Mayor

ATTEST:

_____

Shari L. Coughenour, CMC, City Clerk

RESOLUTION ACCEPTING AN ACTUAL CASH VALUE PAYMENT OF $692,571.96 FOR THE SENIOR CITIZENS BUILDING

WHEREAS, the tornado on July 19, 2018, caused damage to multiple City facilities, including the Senior Citizens Building located at 20 East State Street; and

WHEREAS, after consideration and discussion by the City Council at the September 24th Council meeting, it was determined to proceed with demolishing the Senior Citizens Building and finding a new space for the Senior Citizens Center, a 501(c)3 non-profit not affiliate with the City of Marshalltown;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the City Administrator is hereby directed to sign the necessary insurance paperwork to facilitate the actual cash value payment; and

BE IT FURTHER RESOLVED, staff is hereby directed to undertake the necessary public bidding process for the demolition and site restoration of the Senior Citizens Building, located at 20 East State Street.

Passed this 8th day of October, 2018, and signed this _____ day of October, 2018.

CITY OF MARSHALLTOWN, IOWA

_____

Joel T.S. Greer, Mayor

ATTEST:

_____

Shari L. Coughenour, CMC, City Clerk

RESOLUTION ACCEPTING A BID OF $73,700 FROM IOWA DEMOLITION TO DEMOLISH THE CITY HALL ANNEX AND ACCEPTING THE ACTUAL CASH VALUE PAYMENT FOR THE DAMAGE

WHEREAS, the tornado on July 19, 2018, caused damage to multiple City facilities, including City Hall located at 24 North Center Street; and

WHEREAS, the Annex portion of City Hall was not being utilized and sustained significant roof damage which resulted in significant water damage and air quality issues; and

WHEREAS, the City sought quotations on the demolition from two vendors, with the bid of $73,700 from Iowa Demolition being the lowest responsible, responsive quotation received; and

WHEREAS, the City's insurance company has proposed an insurance settlement of $75,000 as an actual cash value payout for the damaged area, which does not include additional payments for asbestos remediation and interior wall repair resulting from the demolition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, the Mayor is directed to execute an agreement with Iowa Demolition when presented, as well as the acceptance of the actual cash value proof of loss from the Iowa Communities Assurance Pool when presented.

Passed this 8th day of October, 2018, and signed this _____ day of October, 2018.

CITY OF MARSHALLTOWN, IOWA

_____

Joel T.S. Greer, Mayor

ATTEST:

_____

Shari L. Coughenour, CMC, City Clerk

WAYFINDING MASTER PLAN

CITY OF MARSHALLTOWN, IOWA

OCTOBER 2018

MARSHALLTOWN
IOWA

BOLTON & MENK
Real People. Real Solutions.

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SPECIAL THANKS TO:

Community members and public participants who provided feedback to help define the final recommendations for this document.

PROJECT STEERING COMMITTEE:

Andrew Potter - Marshalltown Community School District

Deirdre Gruendler - UnityPoint - Marshalltown

Denise Ullery - 13th Street District, Retired IVH

Gary Ross - YMCA-YWCA

Jenny Etter - Director, Marshalltown Central Business District

Jessica Kinser - City Administrator, City of Marshalltown

Kyley Leger - Executive Director, Vision Marshalltown

Steve Valbracht - Owner, Marshalltown Aviation, Planning & Zoning Commission, Trails Inc. Board Member

Val Ruff - Director, Marshalltown CVB

Tyler Wollam - Marshall County Fairgrounds

CITY STAFF:

Jessica Kinser - City Administrator

Justin Nickel - Public Works Director

Michelle Spohnheimer - Housing/Community Development Director

CITY COUNCIL

Joel Greer - Mayor

Bethany Wirin - Mayor Pro-Tem

Bill Martin - At Large

Leon Lamer - At Large

Susan Cahill - 1st Ward

Gabriel Isom - 2nd Ward

Mike Gowdy - 3rd Ward

Al Hoop - 4th Ward

DESIGN TEAM:

Bolton & Menk

Jim Harbaugh, PLA - Principal, Landscape Architect

Casey Byers, PLA - Project Manager, Landscape Architect

Shannon Gapp - Landscape Designer

MARSHALLTOWN IOWA

BOLTON & MENK
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INTRODUCTION 1

PROJECT BACKGROUND

In March of 2018, the City of Marshalltown executed a planning process with the goal of improving wayfinding signage opportunities throughout Marshalltown. The outcomes of this project provide the City with a family of signage for four distinct scales including:

- Entry Monument Signage
- Civic Building/Property Signage
- Community and Neighborhood Park Signage
- Directional and Parking Lot Signage

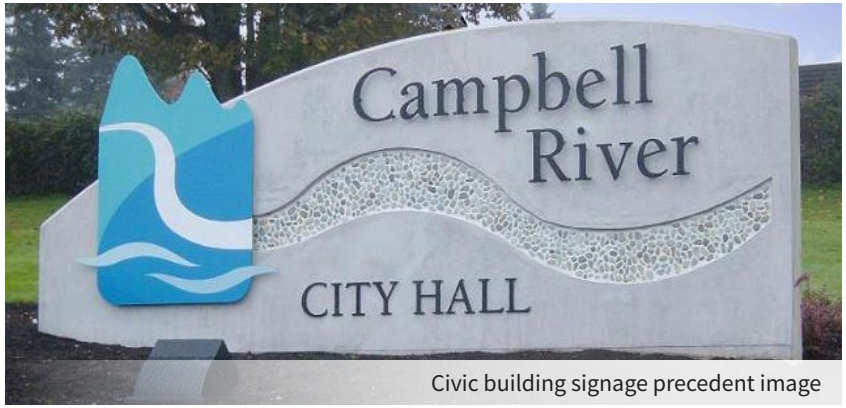
What is Wayfinding?

Wayfinding is a network of signage that orients and directs travelers to and from destinations. These systems include informational, directional, and identification strategies that are intuitive, cohesive, and easy-to read to help people of all ages and abilities find their way. Wayfinding systems also help enhance the brand and character of a community. A consistent and functional wayfinding plan provides opportunities through naming, gateways, identification signs, and site-specific signage to help develop a sense of place that connects users to the community.

Well-designed and well-placed signs create aesthetic harmony in a community and work to:

- Help visitors find their way
- Promote a pedestrian friendly environment
- Link uses, destinations, and districts
- Enhance a community's identity

Entry monument precedent image



Civic building signage precedent image

Directional panel sign precedent image

PROCESS

As part of the Wayfinding Signage Master Plan process, the project team worked in close coordination with the City and steering committee participants to develop the project schedule and ensure project expectations were met. Key elements of the project process included:

1. Project Management | Day-to-day communication, coordination and facilitation of project meetings and deliverables, regular project updates.

2. Information Gathering | In-depth inventory and assessment of the types of signage currently being used throughout the community.

3. Steering Committee/Stakeholder Outreach | Collected feedback from committee members at regular project intervals to evaluate project critical success factors and concept development.

4. Theme Development | Gaged participant interest on precedent imagery of various signage elements, character, and material to develop a palette of attributes to help determine a theme for concept development.

5. Signage Concept Development | Developed three distinct signage families to establish a consistent character and effectively portray a specific message that could be replicated at different scales.

6. Preferred Concept/Standard Development | Refined signage alternatives into a preferred concept and prepared schematic level construction details for one prototype sign for each signage type. Elements of the design drawing include: dimensions, material call-outs, font type and size, colors, architectural elements, graphics, and anticipated costs.

PROJECT SIGNIFICANCE

Wayfinding signage is as much about enhancing community identity as it is an actual tool for directing visitors to amenities and attractions. The overarching goal of the Wayfinding Signage Master Plan is to develop a wayfinding system that is efficient, identifies community amenities and portrays a consistent character that is representative of the community. This project is significant to the Marshalltown community, as it aims to:

- Eliminate ineffective, redundant, or confusing signage within the community
- Develop a system of signage that is consistent, cohesive, and instills a positive image of the community's branding and identity
- Apply a system of signage that is appropriate in Marshalltown's varied contexts - including historic sites and viewsheds, centers of civic amenities, and recreational areas
- Design signs with a scale, typeface, position, and location that render them easy to see, read, understand, and use

Improving wayfinding signage not only helps direct people but also creates a "sense of place," making the city more memorable, iconic, and aesthetically pleasing to residents and visitors. With the recent completion for the Hwy 14 Corridor Study, the Parks and Recreation Master Plan, and re-branding of the City's website, several opportunities exist to tie these endeavors into wayfinding signage improvements.

Existing entry sign

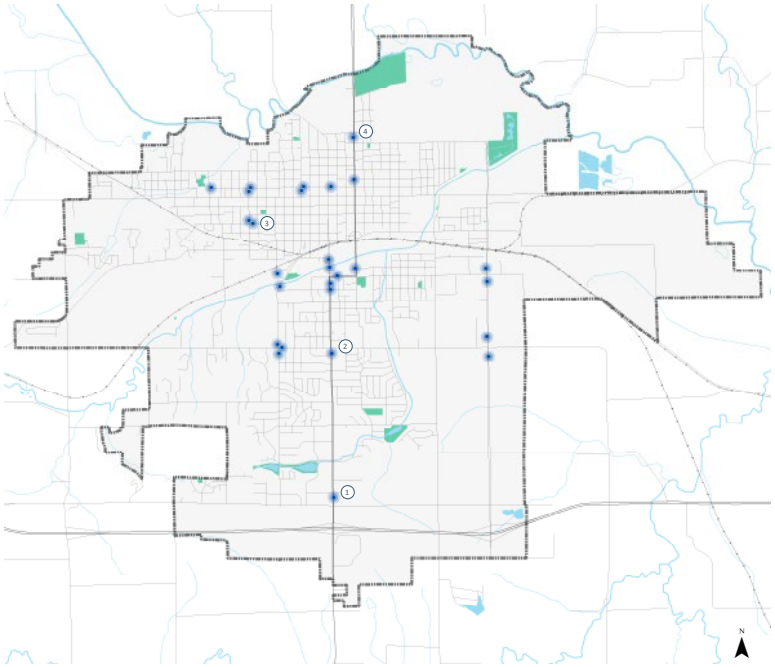
Existing neighborhood park sign

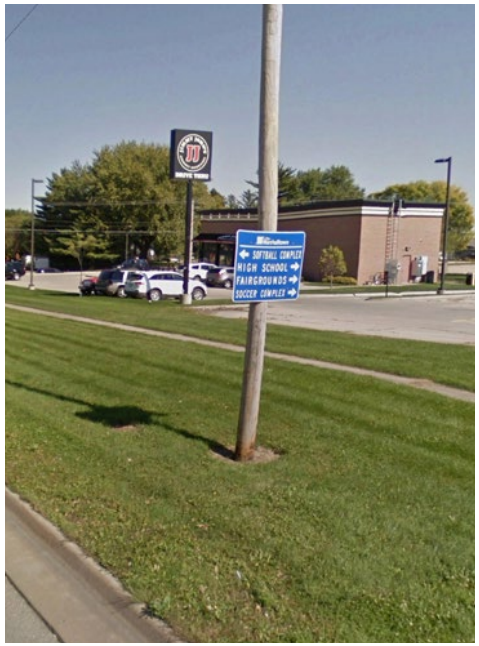
Existing community park sign

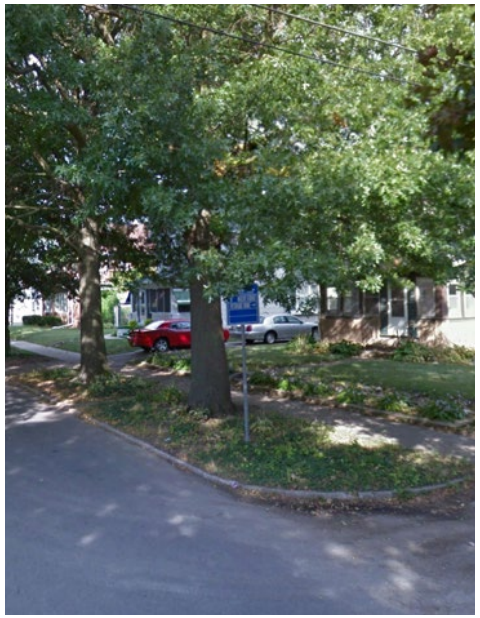
EXISTING SIGNAGE

An in-depth inventory of City wayfinding signage was conducted to gain an understanding of community attractions and where signage is currentlydisplayed. Using this information, a digital base map was developed to illustrate where wayfinding signage currently exists and what is on each sign. The findings of the inventory identified significant wayfinding gaps, improper naming or misrepresentation of amenities, as well as opportunities for more efficient means of directing visitors to attractions

In addition to the inventory, the project steering committee was asked to complete a visual preference survey and questionnaire to determine how and where wayfinding signage could be improved throughout the community. The images to the right include examples of the existing signage within the community, and the map below highlights where the current signage exists.







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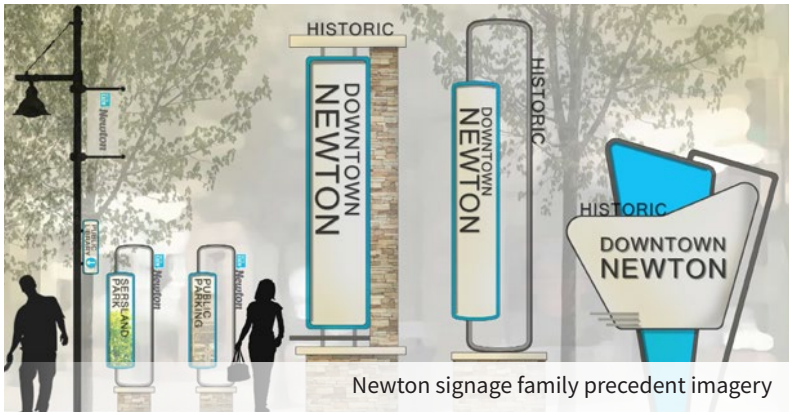
THEME DEVELOPMENT 2

INTRODUCTION

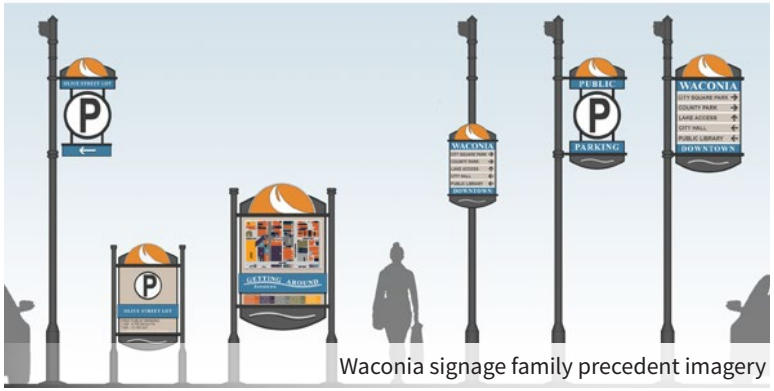
Wayfinding signage comes in a variety of shapes, sizes, character, etc. There are endless combinations of color, text and design options, but ultimately, it should be easy to read, appropriately sized for its location and carry a consistent theme or message that is representative of the community it supports. To determine what design direction fits Marshalltown, the design team relied on the input of a project steering committee which was comprised of active citizens, City staff, and leaders of community organizations. This group provided valuable input throughout the planning process, reviewed precedent imagery, critiqued design concepts, and played a critical role in shaping the outcomes of the conceptual recommendations included herein.

The following section illustrates the evaluation process that was conducted among the steering committee that assisted in determining developing a consistent theme for the wayfinding signage master plan. Individual comments, recommendations and suggestions are directly from those who participated in the survey and questionnaire. This information was then reviewed by the design team and used to prepare a range of concepts. At each step of this process, the steering committee was engaged to provide input on design direction, ensuring that outcomes fulfilled the goals of the project.



Newton signage family precedent imagery

Jordan signage family precedent imagery



Waconia signage family precedent imagery

STEERING COMMITTEE VISUAL PREFERENCE SURVEY

At the April 13th Kickoff Meeting, the steering committee was asked to select three images they liked best for entry monument signage, medium scale site and landmark signage, and small-scale directional signage. The figures on the following pages indicate the number of times an image was selected as a top three choice, then collectively illustrate the top picks for each category. Shown below are precedent images of entry monument signage that were discussed with and voted upon by the steering committee.

LARGE SCALE: GATEWAY & ENTRY SIGNAGE | *PICK 3 IMAGES YOU LIKE MOST*

WAYFINDING SIGNAGE STUDY | CHARACTER IMAGERY
MARSHALLTOWN, IOWA

SEPTEMBER 2018

BOLTON & MENK

Welcome MARSHALLTOWN

In addition to reviewing and voting upon the entry monument examples, precedent imagery for medium scale site and landmark signage was compiled and presented as shown below. The top choices in this category indicate a desire for a unique/artistic approach to signage that may take on a non traditional form, but still easy to read and displays a simple message.

MEDIUM SCALE: SITE & LANDMARK SIGNAGE | *PICK 3 IMAGES YOU LIKE MOST*

WAYFINDING SIGNAGE STUDY | CHARACTER IMAGERY
MARSHALLTOWN, IOWA

SEPTEMBER 2018

BOLTON & MENK

Welcome to the City of MARSHALLTOWN

In reviewing precedent imagery for small scale directional signage there were a number of images that received the same number of votes. In general, characteristics that the steering committee preferred included: easy to read/understand, visually pleasing, flexibility to add to/change over time. Each of these elements were taken into consideration when developing the concept graphics for the directional signage.

SMALL SCALE: DIRECTIONAL SIGNAGE | *PICK 3 IMAGES YOU LIKE MOST*

WAYFINDING SIGNAGE STUDY | CHARACTER IMAGERY
MARSHALLTOWN, IOWA

SEPTEMBER 2018

BOLTON & MENK

Welcome MARSHALLTOWN

WAYFINDING QUESTIONNAIRE

The steering committee was asked the following questions to better understand specific information about wayfinding opportunities in Marshalltown and what they were drawn to in the visual preference survey.

The information below includes a summary of the responses to each question, as well as the individual responses from the steering committee members.

1. Why should the City update the wayfinding signage in Marshalltown?

Summary:

- To create a cohesive style that promotes the City's 'brand'
- To enhance community pride through placemaking, public art, and consistent signage
- The existing signage is outdated, small, and difficult to see

Responses:

- Wayfinding signage serves significantly more than just wayfinding. It is placemaking, public art, and generally contributes to the theme of the community. There is a tremendous return on investment.
- Existing signage doesn't help visitors. Gaps in directional signs. Huge opportunity for place-making for residents.
- To present a better image or our community and develop a brand.
- Cohesive upgraded signage signifies progress, planning, and growth.
- To provide a more professional and confident image as well as helping people to safely get to where they are going.
- Many are outdated, and there doesn't seem to be a plan as to what gets a sign and what doesn't.
- The current signage is very small and difficult to find or read.
- Demonstrate pride, cohesive experience.
- Because the minimal current signage is not effective. It lacks navigation and does not connect place to place for residents or visitors.

2. If there was a particular theme or character to be used as a concept for Marshalltown signage, what is it? What should we pull from?

Summary:

- Having a timeless/innovative theme or character is crucial
- Possible themes: river, railroad, patriotic, dome
- Ideal to incorporate materials and resources that represent the community's history and culture

Responses:

- I think we are often thought of in a patriotic way due to the Veterans Home.
- Keeping it timeless is critical.
- Maybe a river theme or transportation type logo with wheels. A community in motion!

• As a recent (2 year) person to Marshalltown I am impressed with the train industry ties to Marshalltown. The Iowa River Trail is planning a railroad theme, plus MEGA-10 has a restored caboose.

• Courthouse is the most iconic structure in town, but it's a county facility. Roundhouse is the other iconic structure but it's a school facility. Maybe a "catch all" dome logo.

• Multicultural diversity.

• Birth of innovation: Lennox/Emerson, prairie, river, landscape.

• It would be ideal and beneficial if a common brand was identified by community leaders that best represents the community/area. Materials and resources conducive to the area (limestone) that represent history, innovation, architecture and art/culture.

3. What elements of the large scale signage imagery did you like most?

Summary:

• The incorporation of unique, artistic features

• Multiple types of materials, simplistic, back-lit

• Signs that imaginatively represent the community's character

Responses:

• Everything about the Fireside sign. I like large vertical signs, especially in our wide entrance streets. I also like some sort of artistic feature.

• I liked the elements that were not natural stone, and were more metal and form based.

• Large in scale. Multi-materials. Uniqueness. Back-lit.

• Artwork incorporated in design. Mixed medium rock, steel/metal, and color.

• The two I liked best had an upscale modern feel that also included natural elements.

• Simplistic and easy to tell as you drive by. Brick work is nice. I do not like metal cut outs – would be hard to tell what it is when driving by.

• I prefer the signs with imagination and character.

• Vertical "airy-ness" rather than stone/weight.

• The limestone that represents the historic architecture, the clear legible larger font style, solid colors that represent the brand of the community. The Marshalltown Bobcat blue and red seems to be a common theme the community embraces.

4. What elements of the medium scale signage imagery did you like most?

Summary:

• Artistic incorporation of the logo

• Branded colors that reflect the community's character

• Multi-materials, artistic in form

Responses:

• Torn between signage that is more compact versus larger.

• Bottom three were just a little boring/dated. I like how the Campbell River and West Des Moines incorporated their logo artistically.

• Multi- materials, vertical, color.

• Again, artwork.

• The ones I like best had an upscale modern feel and included natural elements.

• Simplistic basic logos that are easily identified, brick work.

• Again, imagination and character.

• Landscape reflected, airy-ness.

• The clear concise legible font, branded colors that reflect community pride. Easily accessible to residents/visitors. Clive is well branded, clean and easy to read.

5. What elements of the small scale signage imagery did you like most?

Summary:

• Simplistic, clear, and concise

• Ease of changing and updating

• Colorful and interesting in design and shape

Responses:

• Must have a defined shape with ease of changing and updating.

• I struggled to pick favorites on this one. The only one that got me excited was Trinity Trails.

• Like two-piece design the most. Nor sure if it works for us.

• Artwork, color, interesting design shape.

• The only one I really liked was the modern piece in the lower left. I liked the curved lines and it was much more interesting than other options.

• Easy to read, lumping or locations.

• I like the large font with directional arrows indicating points of interest.

• Clarity – Easy to understand. Simple color.

• Simplistic, clean line, branded, bright colors, easy to read and directional friendly.

6. What are the special places, attractions and amenities that should be represented with wayfinding signage?

Summary:

• Schools and public facilities

• Parks and recreation areas

• Destinations: Fisher Community Center, Iowa Veterans Home, Central Business District, etc.

Responses:

• All schools, all parks, trails, Fisher Community Center, Iowa Funeral Museum. This would be in addition to items currently on signs.

• All athletic attractions, industrial park, schools, 13th Street, CBD, Parks, recreational opportunities.

• Public spaces.

• City Hall, library, hospital, downtown historic district, trails, aquatic center, fair grounds, high school.

• Parks, trails, trailheads, aquatic center, coliseum, Fischer Center, schools, riverside cemetery, and softball complex – specific amenities within parks: disc golf, dog park, skate park, etc.

• Iowa Veterans Home, YMCA-YWCA, Aquatic center, downtown, 13th Street, Marshalltown High School, public library.

• YMCA-YWCA, parks, aquatic center, playing fields, Orpheum, hospital, ER.

• County courthouse, river/Linn creek, Orpheum.

• Tourist attractions, community points of interest, parks and recreational points of interest such as trails, Central Iowa Fairgrounds, Downtown points of interest, identified districts, emergency destinations, City Hall.

7. Other than the 13th St. District and Central Business District, are there other 'districts' in Marshalltown?

Summary:

• Multifaceted Recreational District: MEGA-10 park, Children's Garden, Skate Park, Softball Complex, YMCA, Aquatic Center, Iowa River Trail

• Industrial District: East side

• Possible Railroad District: 3rd Ave and Nevada

Responses:

• Maybe – the east side of the City is generally more industrial, while the south side is more commercial.

• Recreation, industrial.

• Marshalltown Community School District, Recreation District (Mega-10, skate park, softball complex, trail, the YMCA.

• In the future possibly the "railroad" district 3rd Ave and Nevada.

• The south 6th street area has become a significant focal area with MEGA-10, Children's garden, skate park, Y, Aquatic center, Iowa River Trail and the new wayward social trail area. This could be termed a "multifaceted recreational district" since so many recreational pursuits are now possible here.

• Industrial district on the east side.

• Health care, education, not sure.

• Possibly if it's warranted. It could potentially distinguish areas of significant value and create memorable destinations. Sporting venues that are frequently used may be identified in a particular way? I like this idea.

8. Is there signage in another community that you like? If so, where?

Summary:

• Places with a family of signage

• Communities with a limited number of items on the sign as to not overwhelm

• Newton, Cedar Falls, Des Moines, Grinnell, and Dubuque in Iowa. Bentonville, AR.

Responses:

• I love Bentonville, Arkansas. They limit the number of items on a sign so as not to overwhelm.

• Newton.

• I like everyone who has a family of signs.

• Cedar Falls, Des Moines.

• Clinton's bridge branding.

• Bilingual signage/multilingual

• Grinnell comes to mind. They created their own community brand that is incorporated throughout the wayfinding and community assets. Dubuque has great wayfinding and educational information boards.

SUMMARY

In reviewing the feedback received from the Steering Committee survey, certain trends arose. In general, the committee:

- Preferred options that were unique or artistic
- Desired a mix of materials
- Appreciated simplistic, easy to understand options
- Liked options that had a consistent theme

Each of these elements were taken into consideration as the project team moved forward with the development of signage concepts.

MAPPING 3

INTRODUCTION

Where signage is located, what destinations are included and to what frequency, are important considerations when developing a signage master plan. To facilitate this process, a series of mapping exercises were completed to determine the most appropriate locations of building, park and directional signage. Specific maps that resulted from this process include:

1. Landmark, Facilities and Destinations Map | This map was developed to help identify and highlight key points of interest within the community. This information helped identify what content should included on the directional signage, as well as where each directional sign should be placed throughout the community.

2. Civic and Park Signage Map | The civic and park signage map is a simplified version of the landmarks, facilities and destinations map, and identifies where the civic and park signage is recommended.

3. Directional Signage Map | This map illustrates where the community's existing directional signage is located as well as the locations and content of the proposed directional signage.

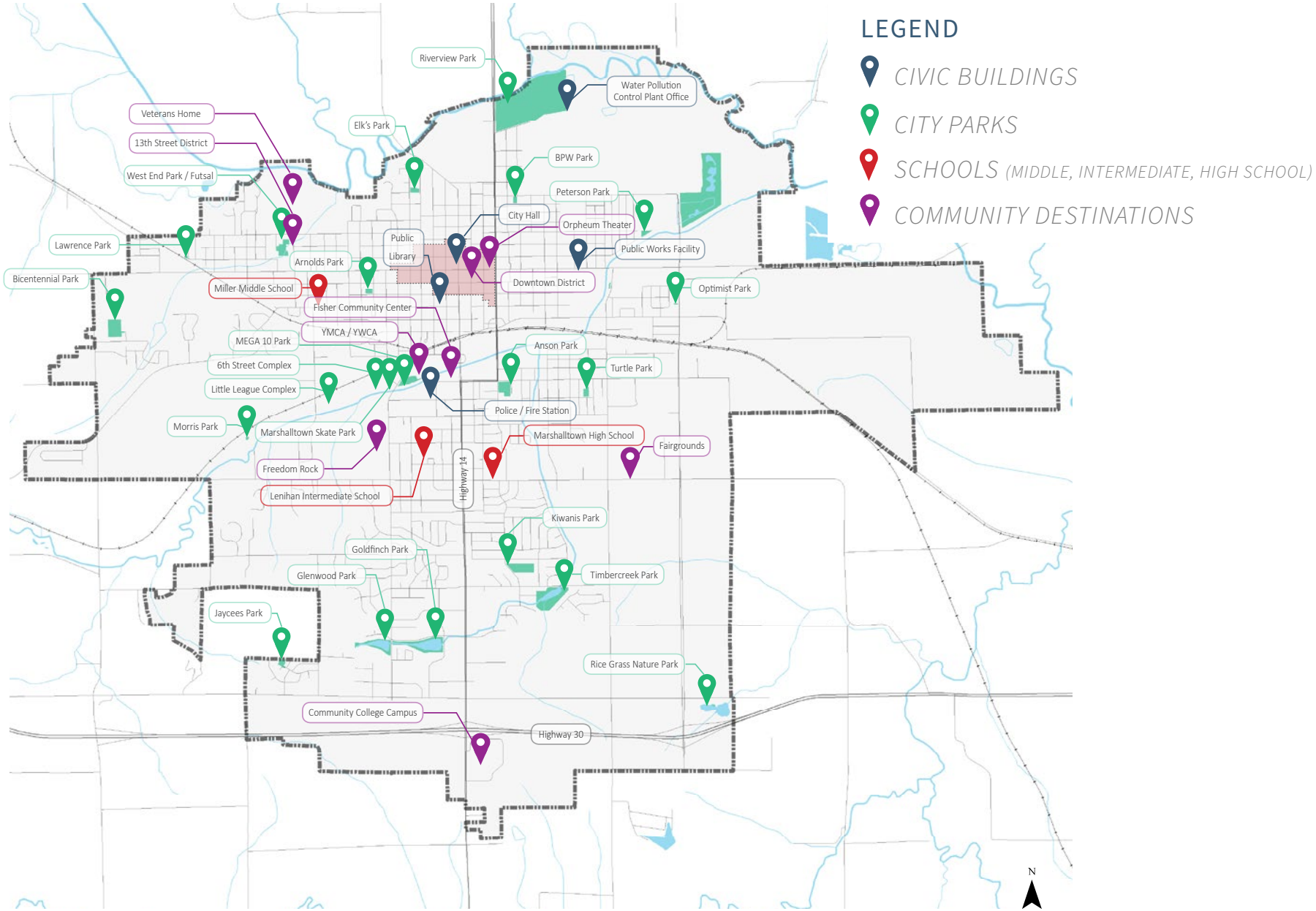
4. Parking Signage Map | The parking signage map is a new and improved version of the public parking map that the City currently has. This version includes the locations of public parking lots and a revised naming convention which numbers the lots, in-lieu of the letters previously used to identify the lots.

Civic facilities | Marshalltown Public Library

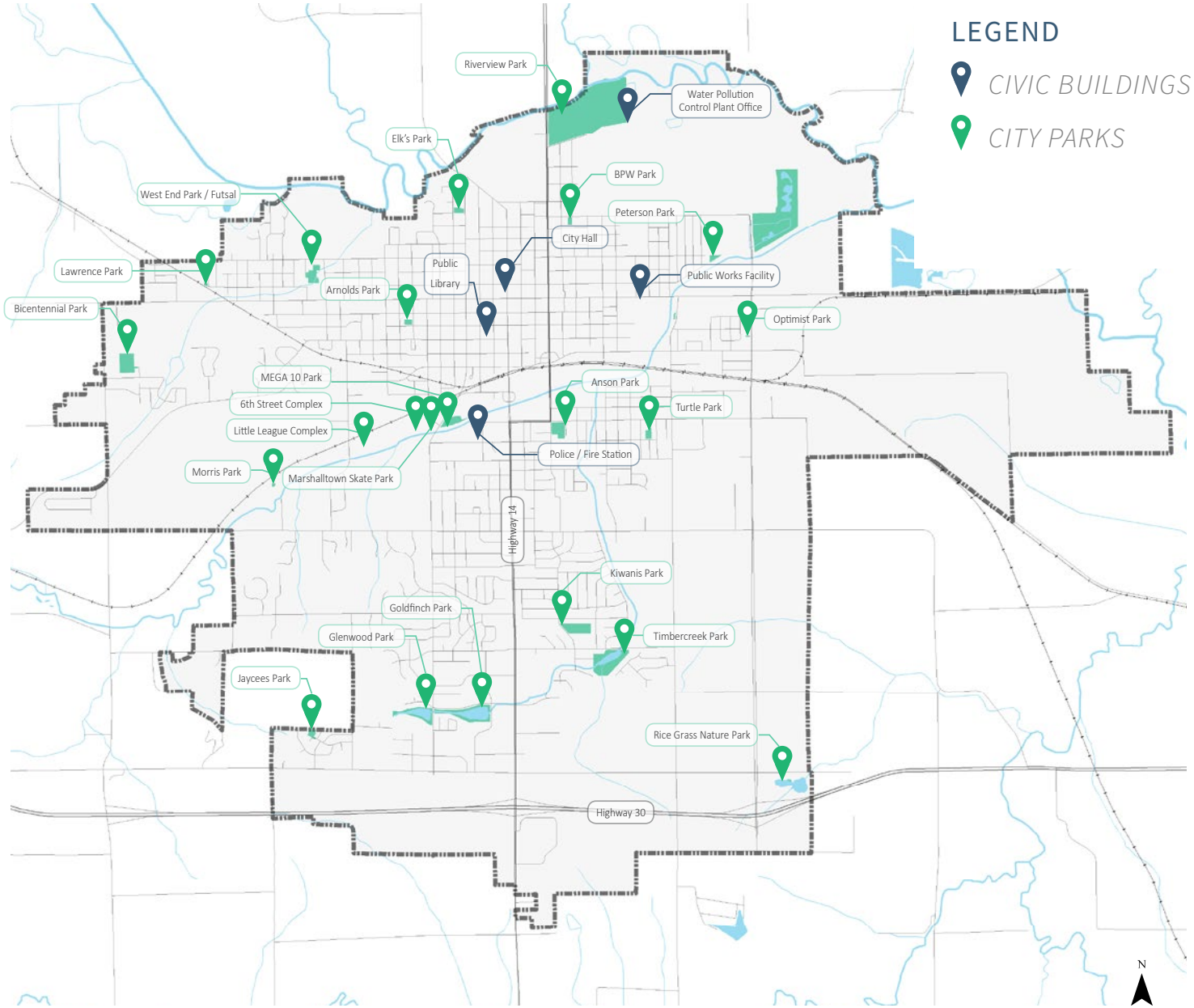
Districts and destinations | Downtown

Parks | MEGA 10 and children's discovery garden

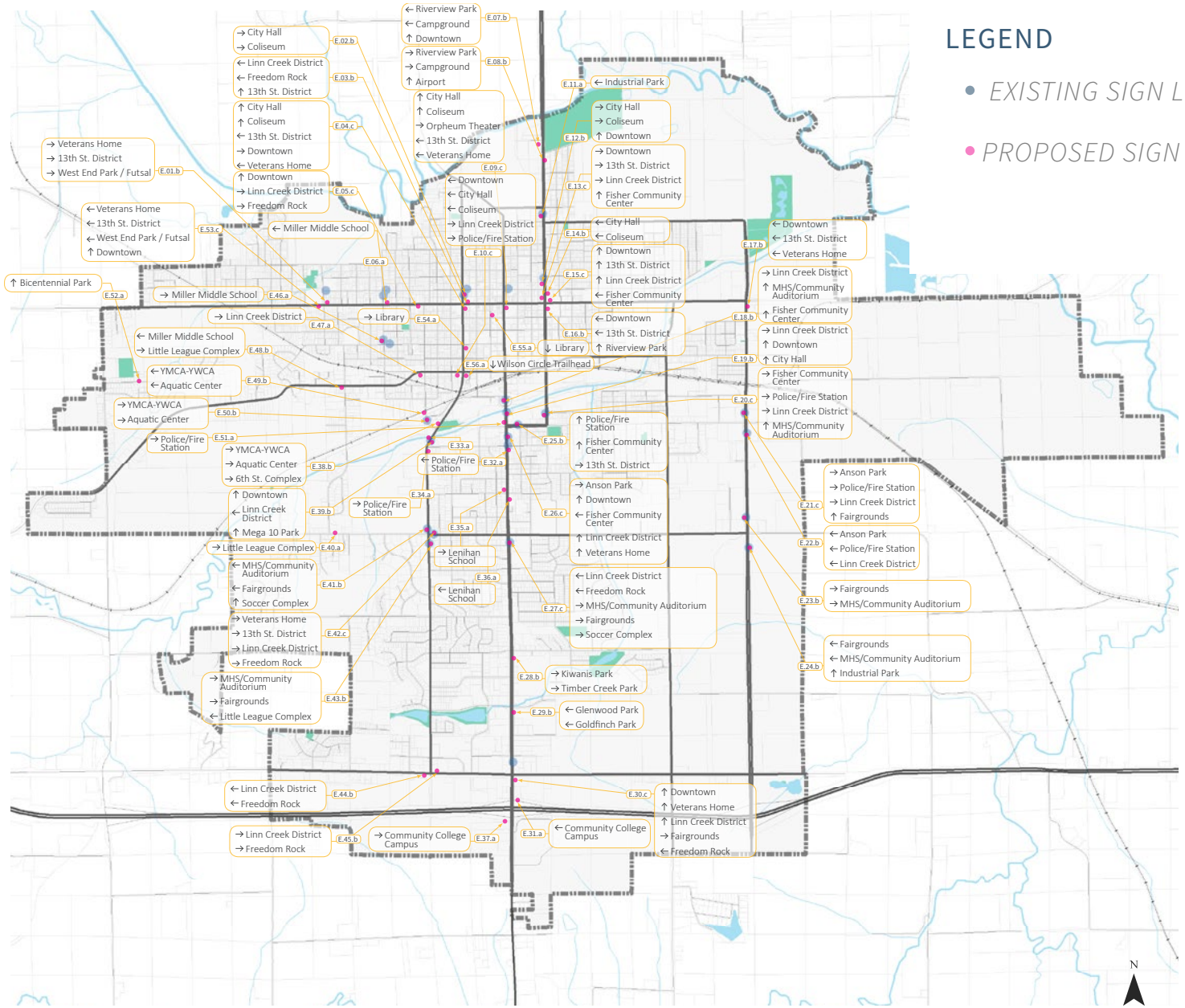
LANDMARKS, FACILITIES AND DESTINATION



CIVIC AND PARK SIGNAGE



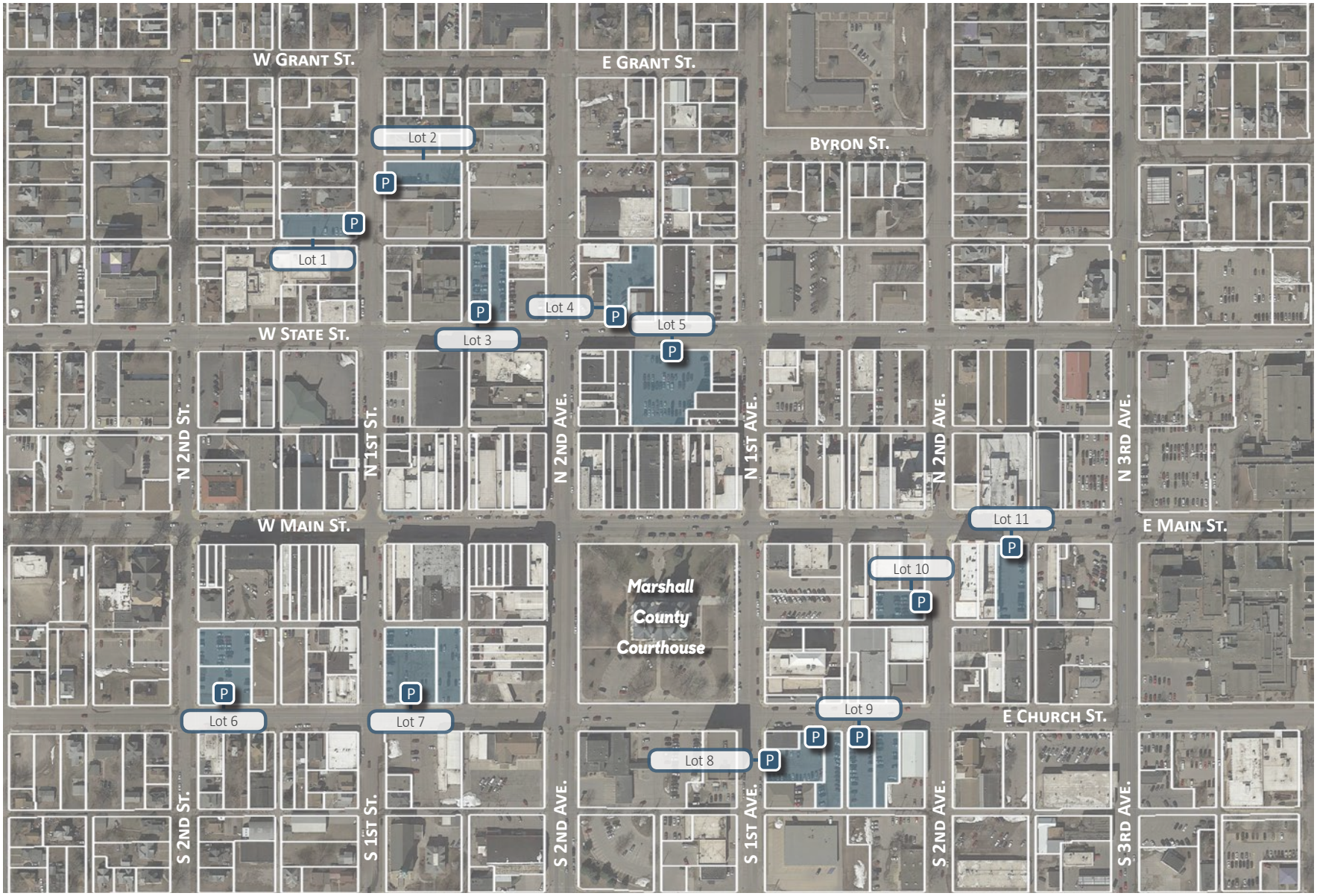
DIRECTIONAL SIGNAGE



LEGEND

- *EXISTING SIGN LOCATION*
- *PROPOSED SIGN LOCATION*

PARKING SIGNAGE



LEGEND

P *PUBLIC PARKING*

WAYFINDING SIGNAGE 4

INTRODUCTION

Based upon the input obtained from the preference study and questionnaire conducted with the steering committee, a series of preliminary concepts were developed. These included multiple alternatives for entry monuments, civic/park signage and directional signage.

At subsequent steering committee meetings concepts were discussed to determine which aspects of each sign option the steering committee liked or disliked and why. The committee collectively identified specific aspects of the concept alternatives to become part of the preferred concept.

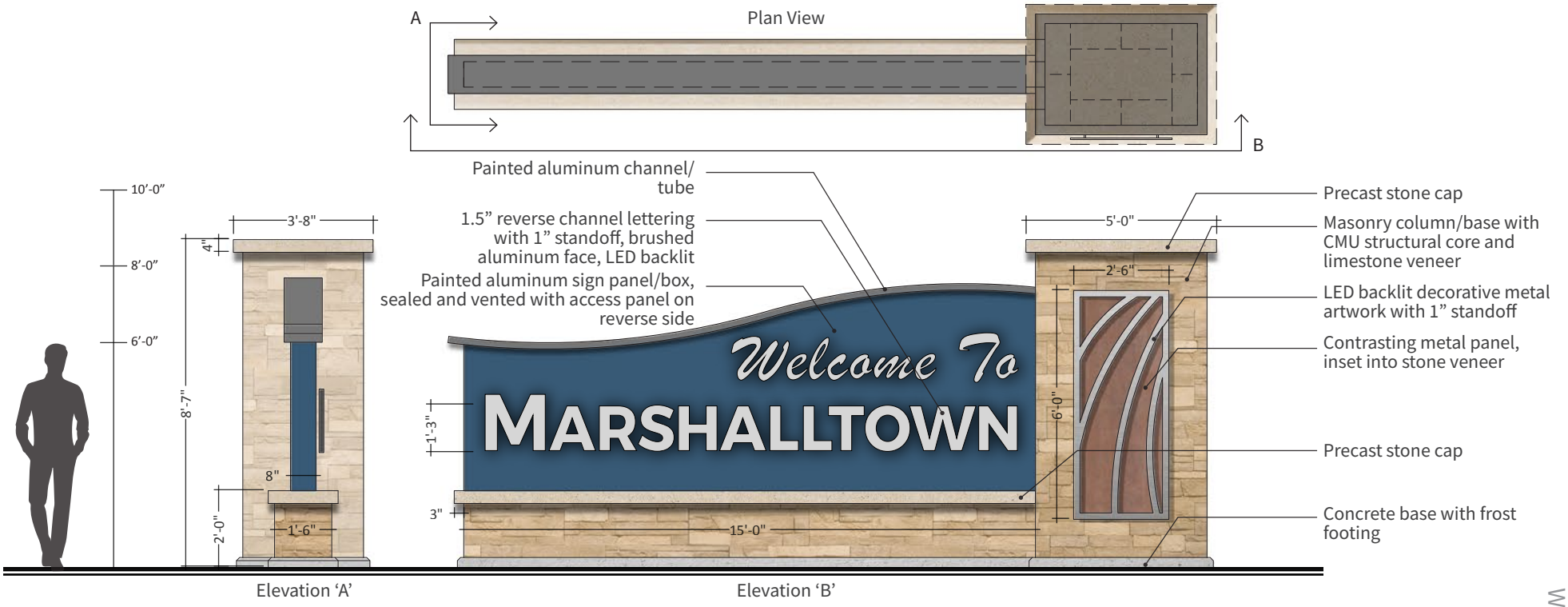
Themes that emerged and are addressed in the preferred signage concepts include:

- A unique or artistic look and feel
- A mix of materials
- Simplistic and easy to understand
- Cohesive appearance and color scheme

Each of these elements tie back to comments received by the steering committee throughout the process. The recommended conceptual designs included herein are schematic in nature. Major components of each sign prototype are identified to describe the design intent. Additional construction details, structural engineering and shop drawing review should be included as part of the final design and specification development, prior to installation. Schematic level cost estimates are provided for the purposes of budget estimating and planning of phased implementation of recommended signage improvements included in this report.

Preliminary entry monument concepts

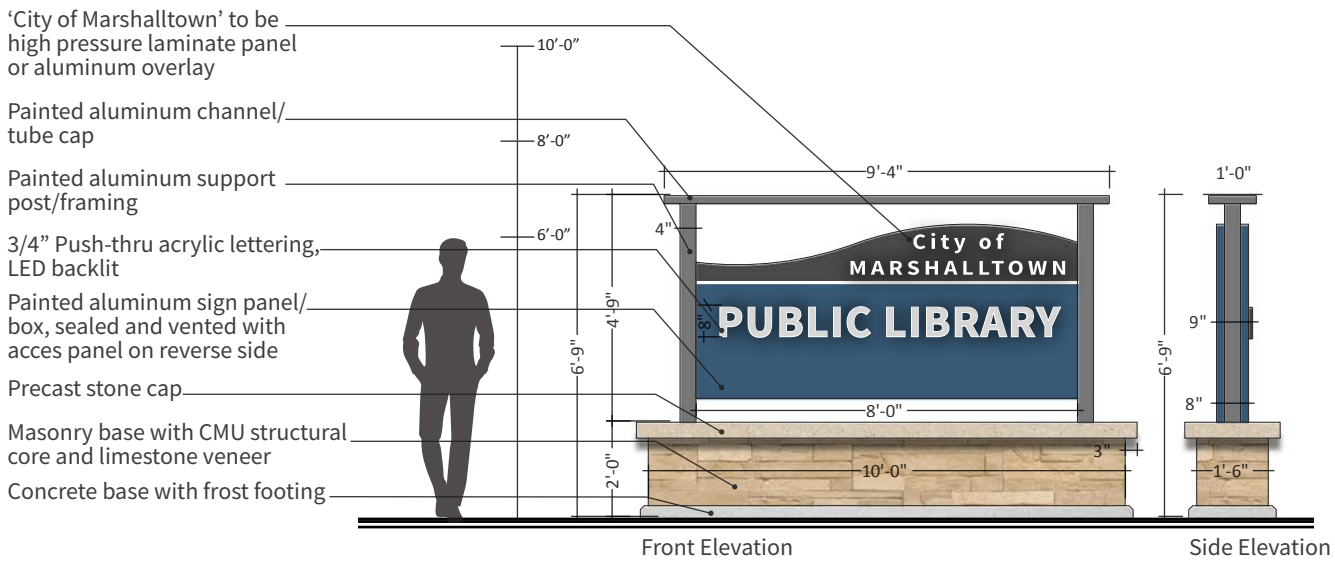
ENTRY MONUMENT CONCEPT



QTY: 3. Anticipated locations: 1) South entrance to City on east side of S. Center St., 2) North entrance to City on west side of Hwy 14 / 3rd Ave., south of Iowa River Bridge, 3) West entrance to City on Lincoln Way, similar location to existing sign. Final locations TBD.

ESTIMATED COST: $45,000 each x 3 = $135,000 + 15% Contingency = $155,250 . Engineering / Construction Fees (15%) = $20,250.
*Anticipated costs are intended for budget planning purposes.

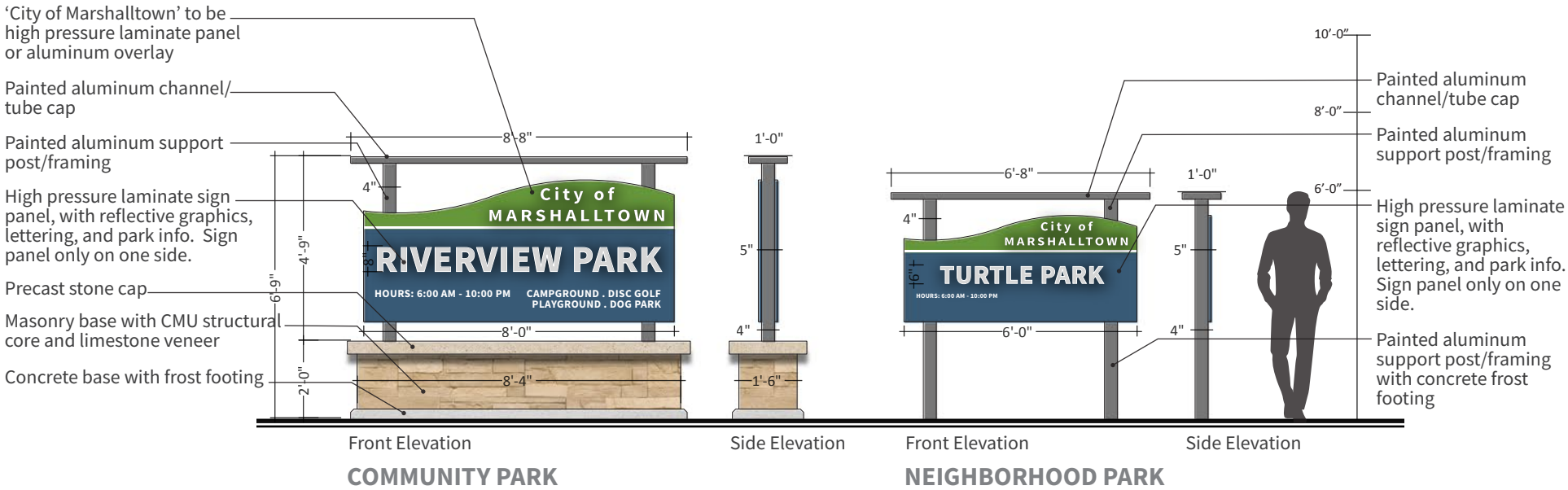
CIVIC SIGN CONCEPT



QTY: 7. Specific locations may require special considerations such as: orientation, access to electrical feeds, etc. Design may be amended to adapt to requirements of final location.

ESTIMATED COST: $20,000 each x 7 = $140,000 + 15% Contingency = $161,000. Engineering / Construction Fees (15%) = $21,000.
*Anticipated costs are intended for budget planning purposes.

PARK SIGN CONCEPTS



Front Elevation | Side Elevation

COMMUNITY PARK

Front Elevation | Side Elevation

NEIGHBORHOOD PARK

COMMUNITY PARK SIGN

QTY: 7. Specific locations may require special considerations such as: orientation, incorporation into landscape, etc. Design may be amended to adapt to requirements of final location.

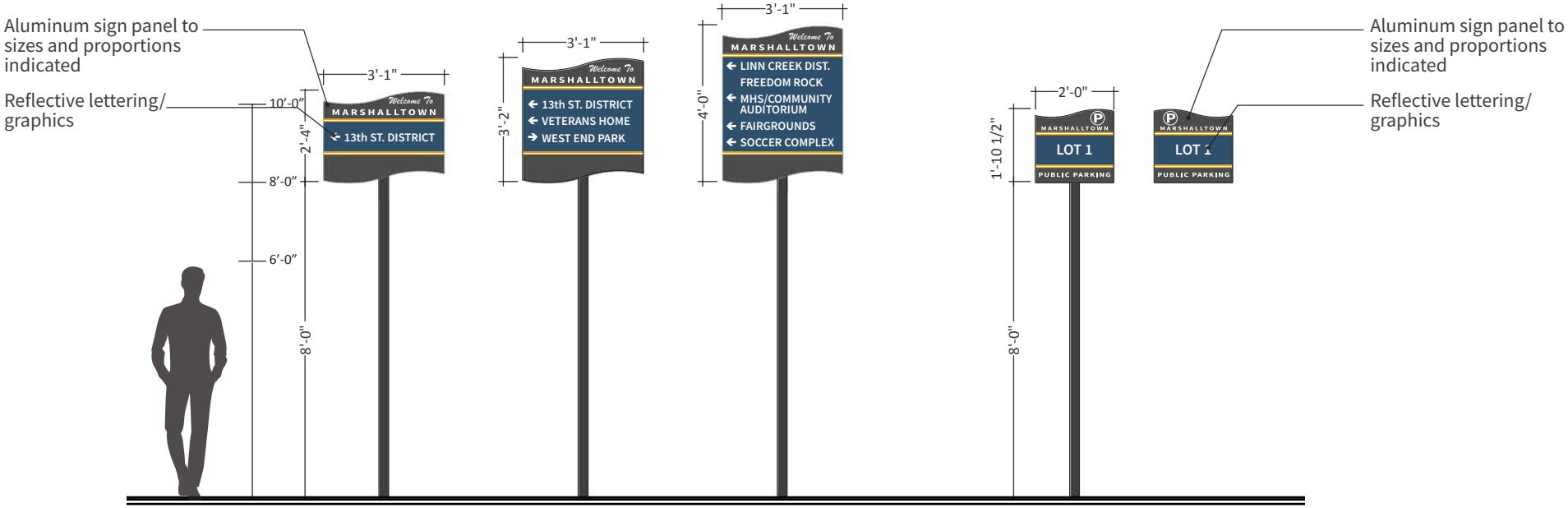
ESTIMATED COST: $12,000 each x 7 = $84,000 + 15% Contingency = $96,600. Engineering / Construction Fees (15%) = $12,600.
*Anticipated costs are intended for budget planning purposes.

NEIGHBORHOOD PARK SIGN

QTY: 15. Specific locations may require special considerations such as: orientation, incorporation into landscape, etc. Design may be amended to adapt to requirements of final location.

ESTIMATED COST: $5,000 each x 15 = $75,000 + 15% Contingency = $86,250. Engineering / Construction Fees (15%) = $11,250.
*Anticipated costs are intended for budget planning purposes.

DIRECTIONAL / PARKING LOT SIGN CONCEPTS



DIRECTIONAL **PARKING**

DIRECTIONAL SIGNS

QTY: 56 Total (Size 'A' = 17, size 'B' = 26, size 'C' = 13). Locations / orientation indicated on signage map must be verified in the field. Signs within clear zone of roadway will require breakaway post attachments. Design may be amended to adapt to requirements of final location.

ESTIMATED COST: 'A': $750 each x 17 = $12,750, 'B': $1,000 each x 26 = $26,000, 'C': $1,250 each x 13 = $16,250, combined = $55,000 + 15% Contingency = $63,250. Engineering / Construction Fees (15%) = $9,500.
*Anticipated costs are intended for budget planning purposes.

PARKING LOT SIGNS

QTY: 11. Locations / orientation indicated on signage map must be verified in the field. Signs within clear zone of roadway will require breakaway post attachments. Design may be amended to adapt to requirements of final location.

ESTIMATED COST: $750 each x 7 = $5,250 + 15% Contingency = $6,050. Engineering / Construction Fees (15%) = $950.
*Anticipated costs are intended for budget planning purposes.

SUMMARY OF ANTICIPATED COSTS

The following table includes an estimate of anticipated implementation costs for the proposed signage improvements included herein.

SIGN TYPE	QUANTITY	ESTIMATED UNIT COST	TOTAL COST
ENTRY MONUMENT	3	$45,000	$135,000
CIVIC BUILDING	7	$20,000	$140,000
COMMUNITY PARK	7	$12,000	$84,000
NEIGHBORHOOD PARK	15	$5,000	$75,000
DIRECTIONAL 'A'	17	$750	$12,750
DIRECTIONAL 'B'	26	$1,000	$26,000
DIRECTIONAL 'C'	13	$1,250	$16,250
PARKING LOT	11	$750	$8,250

SUBTOTAL COST	$497,250		
15% CONTINGENCY	$74,588		
15% ENG. / CONST. FEES	$74,588		
TOTAL	**$646,426**		

SIGNAGE LOCATION MATRIX

The following matrix includes a number, specific to each proposed sign, accompanied by the approximate location and coordinates, a description of the sign type and content. The directional signage map includes locations and content for all directional signs, with the corresponding identification number which correlates to the signage matrix.

ENTRY MONUMENT SIGNAGE - LOCATION MATRIX

NUMBER	LOCATION	Y COORDINATES	X COORDINATES	TYPE	CONTENT
A.1	TBD	TBD	TBD	ENTRY MONUMENT	• WELCOME TO MARSHALLTOWN
A.2	TBD	TBD	TBD	ENTRY MONUMENT	• WELCOME TO MARSHALLTOWN
A.3	TBD	TBD	TBD	ENTRY MONUMENT	• WELCOME TO MARSHALLTOWN

CIVIC FACILITY SIGNAGE - LOCATION MATRIX

NUMBER	LOCATION	Y COORDINATES	X COORDINATES	TYPE	CONTENT
B.1	20 W. STATE STREET	42.25991	-92.545052	CIVIC FACILITY SIGN	• COLISEUM
B.2	24, 36 N. CENTER STREET/10 W. STATE STREET	42.30960	-92.544860	CIVIC FACILITY SIGN	• CITY HALL*
B.3	909 S. 2ND ST	42.21431	-92.543785	CIVIC FACILITY SIGN	• POLICE/FIRE STATION
B.4	105 W. BOONE STREET	42.24605	-92.545507	CIVIC FACILITY SIGN	• PUBLIC LIBRARY
B.5	905 E. MAIN STREET	42.25678	-92.534966	CIVIC FACILITY SIGN	• PUBLIC WORKS FACILITY
B.6	2651 170TH STREET	42.62612	-92.545822	CIVIC FACILITY SIGN	• MARSHALLTOWN AIRPORT
B.7	1001 WOODLAND STREET	42.35553	-92.534824	CIVIC FACILITY SIGN	• WATER POLLUTION CONTROL PLANT OFFICE

*City Hall sign as modified version of Civic Sign, to fit existing space.

COMMUNITY PARK SIGNAGE - LOCATION MATRIX

NUMBER	LOCATION	Y COORDINATES	X COORDINATES	TYPE	CONTENT
C.1	402 WOODLAND ST.	42.34596	-92.542830	COMMUNITY PARK SIGN	• RIVERVIEW PARK
C.2	301 EAST ANSON ST.	42.21691	-92.542779	COMMUNITY PARK SIGN	• ANSON PARK
C.3	802 S 3RD-6TH ST.	42.21836	-92.551309	COMMUNITY PARK SIGN	• MEGA 10 PARK
C.4	2206 S. 3RD AVE.	42.11147	-92.542368	COMMUNITY PARK SIGN	• KIWANIS PARK
C.5	609 E. SOUTHRIDGE RD.	42.1379	-92.535609	COMMUNITY PARK SIGN	• TIMBER CREEK PARK
C.6	220 N. 13TH ST.	42.3496	-92.561276	COMMUNITY PARK SIGN	• WEST END/TANKERSLEY PARK
C.7	18TH AVE & HWY 30	42.02414	-92.53730	COMMUNITY PARK SIGN	• RICE GRASS NATURE AREA

NEIGHBORHOOD PARK SIGNAGE - LOCATION MATRIX

NUMBER	LOCATION	Y COORDINATES	X COORDINATES	TYPE	CONTENT
D.1	107 S. 7TH ST.	42.24842	-92.552961	NEIGHBORHOOD PARK SIGN	• ARNOLDS PARK
D.2	1008 E. HIGH ST.	42.21161	-92.534648	NEIGHBORHOOD PARK SIGN	• TURTLE PARK
D.3	507 GRANDVIEW DR.	42.23530	-92.572512	NEIGHBORHOOD PARK SIGN	• BICENTENNIAL PARK
D.4	407 MARION ST.	42.32277	-92.541881	NEIGHBORHOOD PARK SIGN	• BPW PARK
D.5	516 N. 3RD ST.	42.32475	-92.555110	NEIGHBORHOOD PARK SIGN	• ELK'S PARK
D.6	2601 S. 6TH ST.	42.04541	-92.552076	NEIGHBORHOOD PARK SIGN	• GLENWOOD PARK
D.7	310 W. HIBBS BLVD	42.04642	-92.545569	NEIGHBORHOOD PARK SIGN	• GOLDFINCH PARK
D.8	1401 ROLLING MEADOWS RD.	42.03723	-92.561121	NEIGHBORHOOD PARK SIGN	• JAYCEES PARK
D.9	1203 S. 12TH ST.	42.15986	-92.561840	NEIGHBORHOOD PARK SIGN	• JUDGE PARK
D.10	102 N. 22ND ST.	42.31800	-92.565520	NEIGHBORHOOD PARK SIGN	• LAWRENCE PARK
D.11	2101 HIGHLAND ACRES RD.	42.21605	-92.551355	NEIGHBORHOOD PARK SIGN	• LINN CREEK TRAIL
D.12	901 S.6TH ST.	42.21640	-92.551792	NEIGHBORHOOD PARK SIGN	• MARSHALLTOWN SKATE PARK
D.13	1501 CLINTON ST.	42.25760	-92.565830	NEIGHBORHOOD PARK SIGN	• MORRIS PARK
D.14	305 S. 18TH AVE	42.24331	-92.53262	NEIGHBORHOOD PARK SIGN	• OPTIMIST PARK
D.15	1503 WOODBURY ST.	42.39850	-92.531945	NEIGHBORHOOD PARK SIGN	• PETERSON PARK

DIRECTIONAL SIGNAGE - LOCATION MATRIX

NUMBER	Y COORDINATES	X COORDINATES	TYPE	CONTENT
E.01.b	42.25784	-92.56284	DIRECTIONAL SIGN	• VETERANS HOME • 13TH ST. DISTRICT • WEST END PARK/FUTSAL
E.02.b	42.30400	-92.55277	DIRECTIONAL SIGN	• CITY HALL • COLISEUM
E.03.b	42.25789	-92.55138	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • FREEDOM ROCK • 13TH ST. DISTRICT
E.04.c	42.25562	-92.55303	DIRECTIONAL SIGN	• CITY HALL • COLISEUM • 13TH ST. DISTRICT • DOWNTOWN • VETERANS HOME
E.05.c	42.25557	-92.552251	DIRECTIONAL SIGN	• DOWNTOWN • LINN CREEK DISTRICT • FREEDOM ROCK
E.06.a	42.25801	-92.553681	DIRECTIONAL SIGN	• MILLER MIDDLE SCHOOL
E.07.b	42.34843	-92.543100	DIRECTIONAL SIGN	• RIVERVIEW PARK • CAMPGROUND • DOWNTOWN
E.08.b	42.34254	-92.542799	DIRECTIONAL SIGN	• RIVERVIEW PARK • CAMPGROUND • AIRPORT
E.09.c	42.25570	-92.544479	DIRECTIONAL SIGN	• CITY HALL • COLISEUM • ORPHEUM THEATER • 13TH ST. DISTRICT • VETERANS HOME
E.10.c	42.23375	-92.55603	DIRECTIONAL SIGN	• DOWNTOWN • CITY HALL • COLISEUM • LINN CREEK DISTRICT • POLICE/FIRE STATION
E.11.a	42.32498	-92.543056	DIRECTIONAL SIGN	• INDUSTRIAL PARK
E.12.b	42.33530	-92.543076	DIRECTIONAL SIGN	• CITY HALL • COLISEUM • DOWNTOWN

E.13.c	42.25892	-92.543063	DIRECTIONAL SIGN	• DOWNTOWN • 13TH ST. DISTRICT • LINN CREEK DISTRICT • FISHER COMMUNITY CENTER
E.14.b	42.30220	-92.542762	DIRECTIONAL SIGN	• CITY HALL • COLISEUM
E.15.c	42.25811	-92.542658	DIRECTIONAL SIGN	• DOWNTOWN • 13TH ST. DISTRICT • LINN CREEK DISTRICT • FISHER COMMUNITY CENTER
E.16.b	42.25508	-92.542731	DIRECTIONAL SIGN	• DOWNTOWN • 13TH ST. DISTRICT • RIVERVIEW PARK
E.17.b	42.25503	-92.53043	DIRECTIONAL SIGN	• DOWNTOWN • 13TH ST. DISTRICT • VETERANS HOME
E.18.b	42.22574	-92.544640	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • MHS/COMMUNITY AUDITORIUM • FISHER COMMUNITY CENTER
E.19.b	42.221.79	-92.544569	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • DOWNTOWN • CITY HALL
E.20.c	42.22074	-92.542967	DIRECTIONAL SIGN	• FISHER COMMUNITY CENTER • POLICE/FIRE STATION • LINN CREEK DISTRICT • MHS/COMMUNITY AUDITORIUM
E.21.c	42.22111	-92.53291	DIRECTIONAL SIGN	• ANSON PARK • POLICE/FIRE STATION • LINN CREEK DISTRICT • FAIRGROUNDS
E.22.b	42.21434	-92.53101	DIRECTIONAL SIGN	• ANSON PARK • POLICE/FIRE STATION • LINN CREEK DISTRICT
E.23.b	42.14719	-92.53349	DIRECTIONAL SIGN	• FAIRGROUNDS • MHS/COMMUNITY AUDITORIUM
E.24.b	42.13764	-92.531430	DIRECTIONAL SIGN	• FAIRGROUNDS • MHS/COMMUNITY AUDITORIUM • INDUSTRIAL PARK

E.25.b	42.21836	-92.544094	DIRECTIONAL SIGN	• POLICE/FIRE STATION • FISHER COMMUNITY CENTER • 13TH ST. DISTRICT
E.26.c	42.21389	-92.544528	DIRECTIONAL SIGN	• ANSON PARK • DOWNTOWN • FISHER COMMUNITY CENTER • LINN CREEK DISTRICT • VETERANS HOME
E.27.c	42.13987	-92.544478	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • FREEDOM ROCK • MHS/COMMUNITY AUDITORIUM • FAIRGROUNDS • SOCCER COMPLEX
E.28.b	42.12610	-92.544285	DIRECTIONAL SIGN	• KIWANIS PARK • TIMBER CREEK PARK
E.29.b	42.04541	-92.544290	DIRECTIONAL SIGN	• GLENWOOD PARK • GOLDFINCH PARK
E.30.c	42.02333	-92.544268	DIRECTIONAL SIGN	• DOWNTOWN • VETERANS HOME • LINN CREEK DISTRICT • FAIRGROUNDS • FREEDOM ROCK
E.31.a	42.01686	-92.544232	DIRECTIONAL SIGN	• COMMUNITY COLLEGE CAMPUS
E.32.a	42.29610	-92.544416	DIRECTIONAL SIGN	• POLICE/FIRE STATION
E.33.a	42.21415	-92.551974	DIRECTIONAL SIGN	• POLICE/FIRE STATION
E.34.a	42.29270	-92.551896	DIRECTIONAL SIGN	• POLICE/FIRE STATION
E.35.a	42.15686	-92.544717	DIRECTIONAL SIGN	• LENIHAN SCHOOL
E.36.a	42.15414	-92.544412	DIRECTIONAL SIGN	• LENIHAN SCHOOL
E.37.a	42.09930	-92.544727	DIRECTIONAL SIGN	• COMMUNITY COLLEGE CAMPUS
E.38.b	42.21900	-92.551497	DIRECTIONAL SIGN	• YMCA-YWCA • AQUATIC CENTER • 6TH ST. COMPLEX
E.39.b	42.21283	-92.551874	DIRECTIONAL SIGN	• DOWNTOWN • LINN CREEK DISTRICT • MEGA 10 PARK
E.40.a	42.14371	-92.555971	DIRECTIONAL SIGN	• LITTLE LEAGUE COMPLEX

E.41.b	42.14441	-92.552042	DIRECTIONAL SIGN	• MHS/COMMUNITY AUDITORIUM • FAIRGROUNDS • SOCCER COMPLEX
E.42.c	42.14270	-92.551756	DIRECTIONAL SIGN	• VETERANS HOME • 13TH ST. DISTRICT • LINN CREEK DISTRICT • FREEDOM ROCK
E.43.b	42.13974	-92.551961	DIRECTIONAL SIGN	• MHS/COMMUNITY AUDITORIUM • FAIRGROUNDS • LITTLE LEAGUE COMPLEX
E.44.b	42.02449	-92.552138	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • FREEDOM ROCK
E.45.b	42.02668	-92.551674	DIRECTIONAL SIGN	• LINN CREEK DISTRICT • FREEDOM ROCK
E.46.a	42.24532	-92.553883	DIRECTIONAL SIGN	• MILLER MIDDLE SCHOOL
E.47.a	42.23408	-92.552352	DIRECTIONAL SIGN	• LINN CREEK DISTRICT
E.48.b	42.22945	-92.555683	DIRECTIONAL SIGN	• MILLER MIDDLE SCHOOL • LITTLE LEAGUE COMPLEX
E.49.b	42.22218	-92.552025	DIRECTIONAL SIGN	• YMCA-YWCA • AQUATIC CENTER
E.50.b	42.21936	-92.552019	DIRECTIONAL SIGN	• YMCA-YWCA • AQUATIC CENTER
E.51.a	42.21870	-92.544761	DIRECTIONAL SIGN	• POLICE/FIRE STATION
E.52.a	42.23279	-92.572390	DIRECTIONAL SIGN	• BICENTENNIAL PARK
E.53.c	42.25577	-92.56643	DIRECTIONAL SIGN	• VETERANS HOME • 13TH ST. DISTRICT • WEST END PARK / FUTSAL • DOWNTOWN
E.54.a	42.24338	-92.55378	DIRECTIONAL SIGN	• LIBRARY
E.55.a	42.25273	-92.545214	DIRECTIONAL SIGN	• LIBRARY
E.56.a	42.23438	-92.55283	DIRECTIONAL SIGN	• WILSON CIRCLE TRAILHEAD

PUBLIC PARKING SIGNAGE - LOCATION MATRIX

NUMBER	Y COORDINATES	X COORDINATES	TYPE	CONTENT
F.1	42.3384	-92.545308	PUBLIC PARKING SIGN	• LOT 1
F.2	42.3509	-92.545220	PUBLIC PARKING SIGN	• LOT 2
F.3	42.3163	-92.544893	PUBLIC PARKING SIGN	• LOT 3
F.4	43.3167	-92.544499	PUBLIC PARKING SIGN	• LOT 4
F.5	42.3096	-92.544331	PUBLIC PARKING SIGN	• LOT 5
F.6	42.25277	-92.545713	PUBLIC PARKING SIGN	• LOT 6
F.7	42.25275	-92.545102	PUBLIC PARKING SIGN	• LOT 7
F.8	42.25140	-92.544021	PUBLIC PARKING SIGN	• LOT 8
F.9	42.25204	-92.5437.07	PUBLIC PARKING SIGN	• LOT 9
F.10	42.25496	-92.543526	PUBLIC PARKING SIGN	• LOT 10
F.11	42.25640	-92.543234	PUBLIC PARKING SIGN	• LOT 11

SUMMARY

Extensive research and analysis was completed particularly in regard to the directional signage. Early in this study it was determined that the existing signage within the community was outdated, difficult to read, and lacked several key destinations. The design team coordinated with the steering committee to determine which destinations and attractions should be incorporated into the directional signage. Once this information was obtained, each destination was mapped (See page 25). From there, a study was performed to determine how and where to direct visitors to each of these locations (See page 27). This resulted in a more comprehensive wayfinding system for the City of Marshalltown.

In addition to the directional signage, the proposed entry signage will greatly benefit the community through providing multiple gateways into the city, enhancing the community's branding efforts, and promoting a strong sense of place.

The incorporation of signage in the parks not only aligns with the recommendations of the Parks and Recreation Strategic Master Plan, but also creates a consistent look, feel, and color scheme across all city parks while signifying the larger community parks. Each civic facility is similarly identified with a similar character/aesthetic.

Lastly, the proposed parking signage allows for public parking to be more easily identified, utilizing numbered lots and an updated location map (See page 28).

The culmination of the wayfinding recommendations expressed throughout this document set Marshalltown up to be a more welcoming, navigable, and visitor friendly community which in turn, creates memorable experiences and establishes a sense of place.

WORKS CITED

Page 24 - Civic facilities | Marshalltown Library:

http://farm6.staticflickr.com/5087/5264400552_2a24fe2a52_z.jpg

Page 24 - Districts and destinations | Children's discovery garden

http://mw2.google.com/mw-panoramio/photos/medium/13127759.jpg

MARSHALLTOWN
IOWA

BOLTON & MENK

Real People. Real Solutions.

RESOLUTION APPROVING AMENDED ENGINEERING SERVICES AGREEMENT #1 FOR THE HIGH STREET DRAINAGE IMPROVEMENTS PROJECT #BLD17001 FOR BOLTON & MENK
AN INCREASE OF $123,250.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Bolton & Menk for the engineering services for the High Street Drainage Improvements Project #BLD17001

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the new contract for the High Street Drainage Improvements Project, in the increased amount of $190,550.00 is hereby accepted and approved.

Passed this 12th day of March 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

BOLTON & MENK
Real People. Real Solutions.

1519 Baltimore Drive
Ames, IA 50010-0668

Ph: (515) 233-6100
Fax: (515) 233-4430
Bolton-Menk.com

August 24, 2018

Mr. Justin Nickel
24 N. Center Street
Marshalltown, IA 50158

RE: High Street Drainage Improvements

Dear Justin,

Based on the preliminary plans for the project Bolton & Menk has identified 3 parcels where permanent and temporary easements are required for the project and an additional 10 parcels where temporary easements or right of entry is needed for construction. We have prepared a scope and contract amendment to adjust the original contact to include the additional work associated with the easement acquisition. That scope and amendment information can be seen below.

ADDITIONAL SCOPE OF SERVICES

TASK 10: Easement Acquisition

Subtask 10.1: Right of Entry Documentation

Description: There are 10 properties located on the east side of S. 4th Street which have been determined to need a 10' temporary construction easement. One additional property on South Street will also require a temporary construction easement for removal of the existing storm sewer. Bolton & Menk recommend utilizing a right of entry

- Drafting letter for City to review and end to land owner.
- Coordinating any questions from Land owner on the request.
- If the land owner will not sign a right of entry permit temporary easement documentation can be completed for $500/lot

Deliverables:

- Right of Entry Permits

Cost

- $250/parcel = $2,750

Subtask 10.2: Permanent Easement Acquisition Plat

Description: Bolton & Menk will prepare the acquisition plats for the 2 parcels which will require permanent easements. This will include the following items.

- Property research including plat and deeds
- Acquisition Plat Drafting
- Legal Description
- Coordination with City Attorney on legal documents.

Bolton & Menk is an equal opportunity employer.

Deliverables:

- Two (2) permanent acquisition plats

Cost

- $1,200/parcel = $2,400

Subtask 10.2: Permanent Easement Acquisition Right of Way Services

Description: Bolton & Menk will be partnering with JCG Land Services to provide Right of Way services for the Acquisition. This will include the following items.

- Title reports for each property.
- Compensation Valuation including up to $25,000. If estimated easement acquisition value is over $25,000 an experienced Eminent Domain appraise shall be required per State code 6B.54(3) and will be an additional fee.
- Acquisition including property owner meeting and negotiations.
- Coordination with City Attorney on legal documents.

Deliverables:

- Right of Way services for Three Parcels

Cost

- $6,800.00

COMPENSATION

	TASK	ORIGINAL CONTRACT AMOUNT	AMENDMENT #1 AMOUNT	AMENDMENT #2 AMOUNT	REVISED CONTRACT AMOUNT
1	Project Initiation	$ 4,100.00	$ -	$ -	$ 4,100.00
2	Data Collection	$ 6,700.00	$ 4,900.00	$ -	$ 11,600.00
3	Wetland Investigation	$ 3,100.00	$ -	$ -	$ 3,100.00
4	Storm Water Study	$ 29,000.00	$ -	$ -	$ 29,000.00
5	Public Improvement Plans	$ 18,300.00		$ -	
	5.2 Levee Improvements	$ -	$ 26,500.00	$ -	$ 116,800.00
	5.3 Construction Documents	$ -	$ 72,000.00	$ -	
6	Bidding Services	$ 5,000.00	$ -	$ -	$ 5,000.00
7	Construction Services	$ 1,100.00	$ -	$ -	$ 1,100.00
8	Section 408 Approval Process	$ -	$ 14,900.00	$ -	$ 14,900.00
9	Geotechinal Services	$ -	$ 4,950.00	$ -	$ 4,950.00
10	Easement Acquisition	$ -	$ -	$ 11,950.00	$ 11,950.00
	Total	**$ 67,300.00**	**$ 123,250.00**	**$ 11,950.00**	**$ 202,500.00**

This scope of work for amendment #2 will be completed and invoiced monthly at Standard Hourly Rates with an hourly not to exceed estimated fee of $11,950 unless prior approval is received.

This proposal is subject to the original Agreement for Professional Services dated 6/12/2017.

Bolton & Menk is an equal opportunity employer.

We appreciate this opportunity and look forward to showcasing our capabilities. Please feel free to contact me with questions.

Sincerely,

BOLTON & MENK, INC.

Gregory Broussard

Greg Broussard, P.E.
Project Manager

Accepted,

City of Marshalltown

_____

Bolton & Menk is an equal opportunity employer.

Joel T.S. Greer, Mayor
Jessica Kinser, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

October 4, 2018

To: Mayor Joel T.S. Greer
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Amendment #2 to Professional Services Agreement– Bolton and Menk for easement acquisition services in the amount of $11,950. The services are necessary to begin construction for the High Street Drainage project (BLD17001). The revised contract amount including this amendment is $202,500.

Policy Issue: City policy requires Governing Body approval of professional services agreements.

Recommendation: Staff recommends approving the amendment to Agreement with Bolton and Menk for easement acquisition services.

Background: Bolton and Menk has prepared a not to exceed amount of $11,950 to provide easement acquisition services. Please see all the details of services provided in the attached agreement.

Budget Impact: These costs will be covered by Storm Water Utility funds.

Attachment: Agreement Amendment #2

cc: Jessica Kinser, City Administrator

City Council
Leon Lamer, Mike Gowdy, Gabriel Isom, Al Hoop
Bill Martin, Susan Cahill, Bethany Wirin

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#6-1 GENERAL SUPPLIES FOR GARLING CONSTRUCTION
AN INCREASE OF $2406.82

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Garling Construction for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $1,236,590.82 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

Bid Package No. 06-1 General
Garling Construction

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 1,197,000.00
1	CR-004 - Exterior Signage	2/13/2018	1	$ 7,152.00	
1	CR-009 - Toilet Room Floor Tile	2/13/2018	1	$ (100.00)	
1	CR-014 - ASI #1 Wood Door Type and Stain Modifications	2/13/2018	1	$ 4,211.00	
2	CR-005R -PR #004 Evidence Processing Modifications	3/9/2018	2	$ 9,879.00	
2	CR-013 PR #017 2nd Floor Doors to Roof	3/9/2018	2	$ 830.00	
3	CR-022 FD Range Hood Change	4/26/2018	3	$ 6,441.00	
3	CR-028 Countertop & Millwork Modifications	4/26/2018	3	$ 1,792.00	
4	CR 030 - ASI #014	6/14/2018	4	$ 723.00	
4	CR 031 - PR #23 Lobby Modifications	6/14/2018	4	$ 740.00	
5	CR 017R -PR #018R Dispatch Dept Changes	7/24/2018	5	$ 1,234.00	
5	CR 026 - PR #019R Communication & Technology Enhancements	7/24/2018	5	$ 151.00	
5	CR 036 - PR #030 HM Frame P220 Mods	7/24/2018	5	$ 1,536.00	
6	CCD 009 New Frame for Door Opening C106A	9/18/2018	6	$ 270.00	
6	CR 038 - PR #032 – Door Hwd. & Keying Mods	9/18/2018	6	$ 2,325.00	
	Net change by Fully Executed Change Orders				$ 37,184.00
	Contract Sum to Date based upon Fully Executed Change Orders				$ 1,234,184.00
	Pending Changes				
	CR 040 - PR #036 Storage Room F134			$ 2,406.82	
	New Contract Sum				**$ 1,236,590.82**

GARLING
CONSTRUCTION, INC.

General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 0018

CITY OF MARSHALLTOWN
24 N CENTER STREET
MARSHALLTOWN, IA 50158

Date Wednesday, August 15, 2018

Project: Marshalltown Police & Fire

Pricing for PR 36.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00024	Bond 2%	Other Expense				0.0000	$47.19
00024	Doors Inc-Emailed dated 8.01.18				1268.000	15.0000	$1,458.20
00024	Quick Construction-Back up pricing PR 36				858.500	5.0006	$901.43

PROPOSAL SUMMARY

Other Expense	$47.19
	$2,359.63
Net Costs	**$2,406.82**
Proposal Total	**$2,406.82**

✍ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ✍

Architect: x _____ **Date:** _____

Owner: x _____ **Date:** _____
CITY OF MARSHALLTOWN

PM: x *Kendall Meyeraan* **Date:** *08/15/2018*
Kendall Meyeraan, Project Manager

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)* ..... $ _____

Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)* ..... $ _____

Overhead and Profit - *(15% max.)* ..... $ _____

Subtotal $

Subcontractor Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)* ..... $ _____

Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)* ..... $ _____

Overhead and Profit - *(5% max.)* ..... $ _____

Subtotal $

Bond ..... $ _____

GRAND TOTAL $ _____

Company: _____ Date: _____

Signature: _____ Name: _____

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

CR #040 FOR PRICING (CONT.)

2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

- **Supplemental Drawing A6.3a, dated 7/26/18**
- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**
- **Supplemental Drawing E2.3h, dated 7/26/18**
- **Supplemental Drawing M2.3c, dated 7/26/18**

CHANGE REQUEST

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #040
DATE: July 31, 2018
SUBJECT: PR #036 Storage Room F134

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☒ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☒ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☒ Allied Construction - [Bid Package No. 9-2]
- ☒ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☒ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☒ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Tuesday, August 14, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category.*** Lack of response by this date will be considered no change in cost,and claims for additional cost or time for these changes will not be honored if submitted after this date.

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.

CHANGE REQUEST

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #040
DATE: July 31, 2018
SUBJECT: PR #036 Storage Room F134

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☒ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☒ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☒ Allied Construction - [Bid Package No. 9-2]
- ☒ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☒ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☒ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Tuesday, August 14, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category.*** Lack of response by this date will be considered no change in cost,and claims for additional cost or time for these changes will not be honored if submitted after this date.

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.

CR #040 FOR PRICING (CONT.)

2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

- **Supplemental Drawing A6.3a, dated 7/26/18**
- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**
- **Supplemental Drawing E2.3h, dated 7/26/18**
- **Supplemental Drawing M2.3c, dated 7/26/18**

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work		
Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	1,268.00
Overhead and Profit - *(15% max.)*	$	190.20
Subtotal	$	1,458.20
Subcontractor Work		
Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	858.50
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	
Overhead and Profit - *(5% max.)*	$	42.93
Subtotal	$	901.43
Bond	$	47.19
GRAND TOTAL	$	2,406.82

Company: Garling Construction, Inc. Date: 8/15/18

Signature: *Kendall Meyeraan* Name: Kendall Meyeraan

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

PROPOSAL REQUEST

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Marshalltown Police & Fire Headquarters **PR:** **036**

Project No.: 160308 **DATE ISSUED:** 07/26/18

DATE REQUIRED: 08/09/18

A. Proposed Change
The attached documentation / description is a "Proposed Change" to the contracted Work. The CM/Contractor herein provides detailed cost and time 'breakdowns', to support this **(ADD) (DEDUCT) (CLARIFICATION).** The Project Team is hereby notified of this proposed change. Unless otherwise directed, the CM/Contractor shall not stop work in progress or execute the proposed change prior to formal written acceptance. All costs (including re-work) and Contract time impacts are included in this Proposal.

B. Estimated Change
In order to expedite the Work and avoid escalating costs and/or delays, which could increasingly affect Contract Sum or Contract Time, this request is based on the 'field' estimate stated or attached herein, to accomplish the following **(ADD) (DEDUCT) (CLARIFICATION)** to the Work.

Proposed Change(s) herein as follows **(ADD) (DEDUCT) (CLARIFICATION)** to the Work:

1. **The Contractor(s)/Supplier(s) shall provide pricing for adding room F134A for transformers. See attached Supplemental Drawings A6.3a, A7.3d for architectural changes, E1.3c and E2.3h for electrical changes and M2.3c for mechanical changes.**
2. **Add Room F134A on Room Finish Schedule after Room F134, Sheet A4.1, with the following finishes: Conc/RB-2 for Floor columns; P-4 for Wall columns; Exposed Structure for Ceiling columns not painted.**

Upon approval/acceptance by the Owner, this PR is to be incorporated into a Change Order via AIA Document G701-2001, and once the CO is signed by the Owner then the CO is to be included into the CM's/Contractor's next Application and Certificate for Payment (AIA Document G702-2001).

CONTRACTORS RESPONSE ..... **From: Contractor** **To: A/E**

A. In accordance with this PR, this CM/Contractor **proposes** to make changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $_____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

B. In accordance with this PR, this CM/Contractor **estimates** the changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $ _____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

By: _____ Date: _____

A/E RECOMMENDATION ..... **From: A/E** **To: Owner**

We have reviewed the CM's/Contractor's **(proposal) (estimate)** for the change described above and recommend your **(approval) (disapproval)** of the Contract Sum, and **(approval) (disapproval)** of Contract Time.

By: _____ Date: _____

OWNER'S ACTION ..... **From: Owner** **To: A/E**

The CM/Contractor is **(authorized) (not authorized)** to proceed with the work and the contract adjustments are to be formalized in the next upcoming Change Order.

By: _____ Date: _____

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755 FAX: (402) 334-0868 E-Mail: mail@prochaska.us

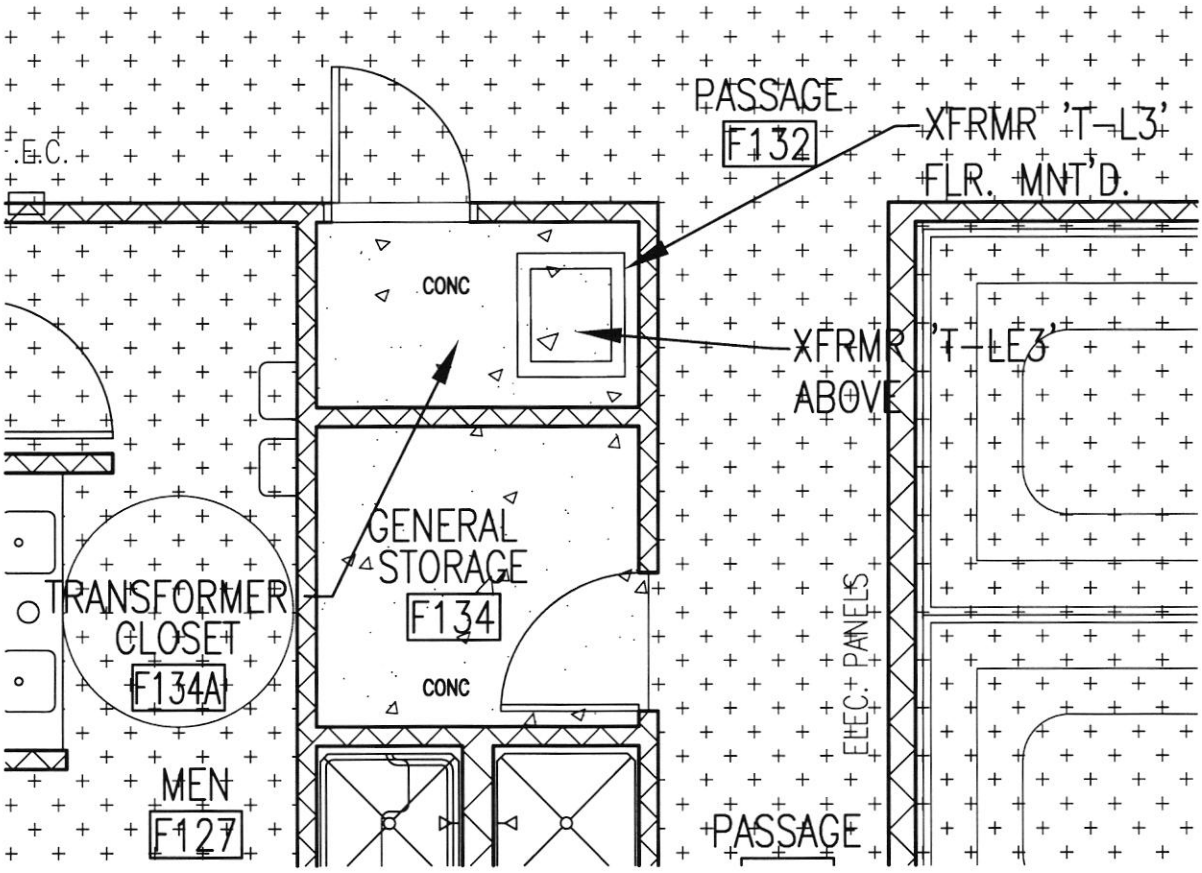
MAIN FLOOR REFLECTED CEILING PLAN – FIRE DEPARTMENT WING

SCALE: 1/4" = 1'-0"

N

PR 036 F134 STORAGE ROOM – MOVING DOOR TO HALLWAY (PASSAGE F132)

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A6.3a



PARTIAL MAIN FLOOR FINISH PATTERN PLAN – FIRE WING

SCALE: 1/4" = 1'-0"

N

PLAN NORTH

PR No. 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE AND FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A7.3d

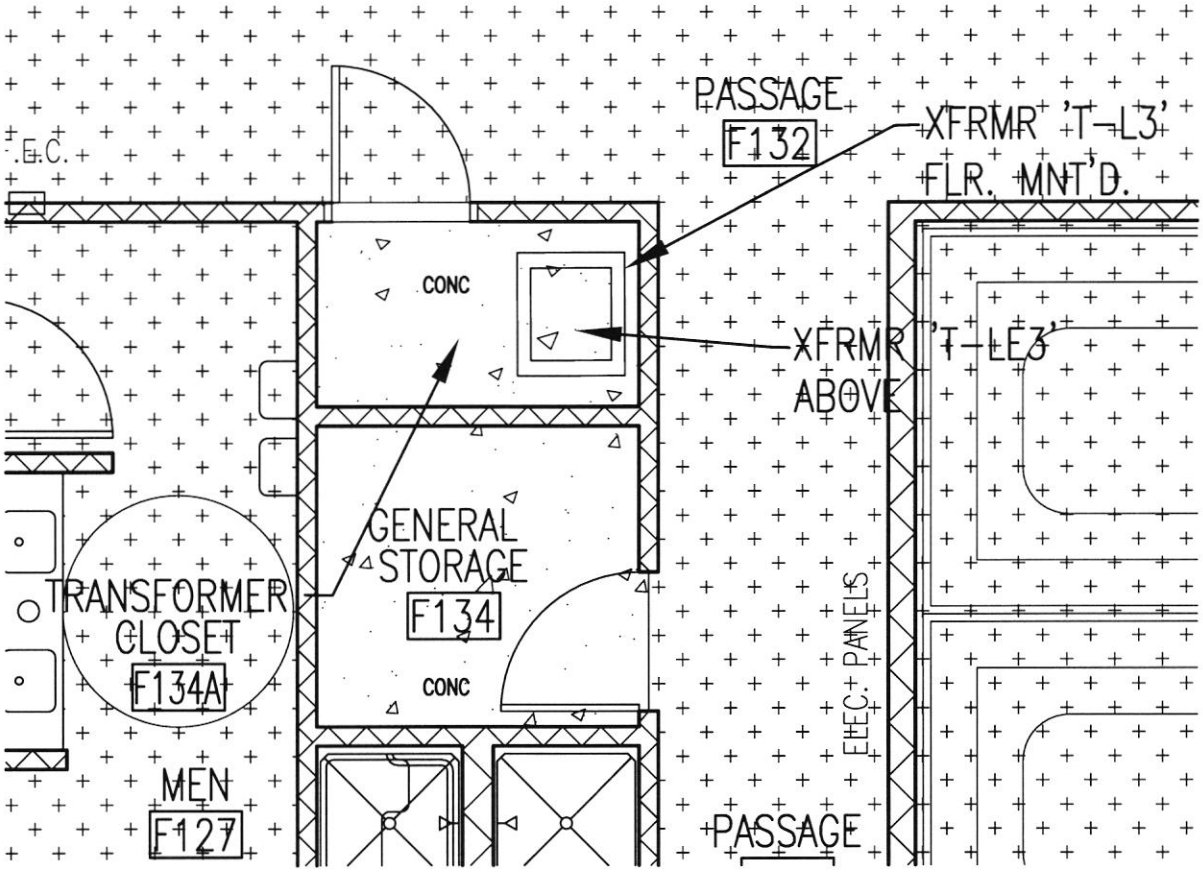
MAIN FLOOR REFLECTED CEILING PLAN – FIRE DEPARTMENT WING

SCALE: 1/4" = 1'-0"

N

PR 036 F134 STORAGE ROOM – MOVING DOOR TO HALLWAY (PASSAGE F132)

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A6.3a



PARTIAL MAIN FLOOR FINISH PATTERN PLAN – FIRE WING

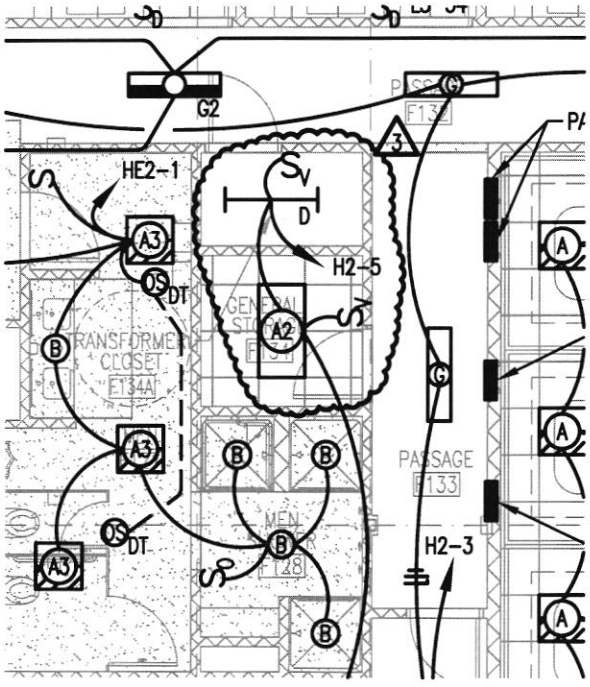
SCALE: 1/4" = 1'-0"

N

PLAN NORTH

PR No. 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE AND FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A7.3d



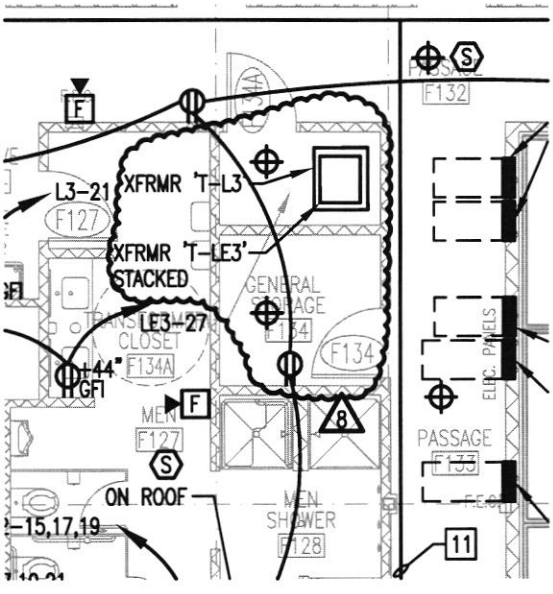
MAIN FLOOR LIGHTING PLAN
LOBBY & FIRE DEPARTMENT WING

SCALE: 1/8" = 1'-0"

N

PR 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: E1.3c



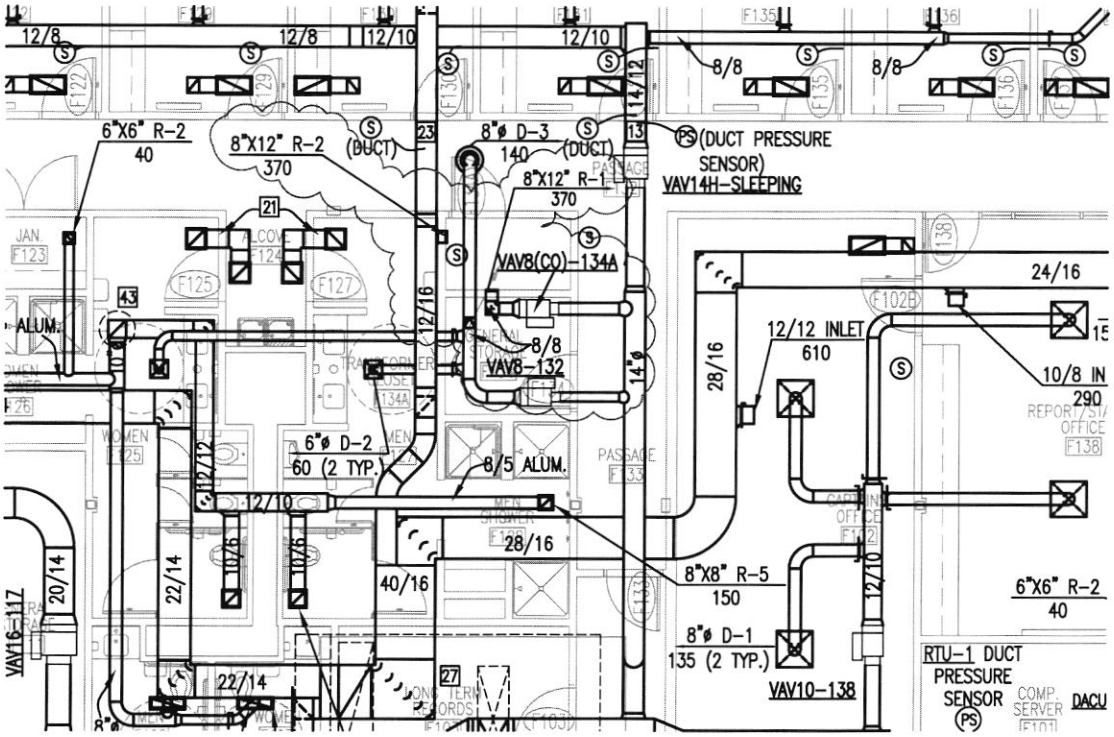
MAIN FLOOR POWER & SYSTEMS PLAN
FIRE DEPARTMENT WING & LOBBY

SCALE: 1/8" = 1'-0"

N

PR 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: E2.3h



Date: 7/27/18 Project No. 160308	Project: MARSHALLTOWN POLICE AND FIRE HEADQUARTERS MARSHALLTOWN IA **PR # 36**	Planning Architecture Engineering Interiors & Facility Management 11317 Chicago Circle Omaha, Nebraska 68154-2633 Phone: (402) 334-0755 Fax: (402) 334-0866 E-Mail: mail@prochaska.us	Sheet: M2.3c

GARLING
CONSTRUCTION, INC.

GENERAL CONTRACTORS SINCE 1971

Marshalltown Police and Fire Station Headquarters
08-15-18
CR 040 / PR 036

Storage Room F134:

Subcontractor Labor:

Quick Construction:

	Add for installation of additional door, frame, and hardware for opening F134A:	= $ 858.50

Materials:

Doors Inc.:	Add door, frame, and hardware set #23 for opening #F134A:	= $ 1,268.00

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#9-1 GYMPSUM WALL ASSEMBLIES FOR HILSABEK SCHACHT, INC.
AN INCREASE OF $815.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Hilsabek Schacht, Inc. for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $1,097,610.00 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

BP No. 09-1 Gypsum Wall Assemblies
Hilsabeck Schacht, Inc.

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 1,092,350.00
1	CR-005R PR #004 Evidence Processing Modifications	3/9/2018	1	$ 865.00	
2	CR 031 PR #23 Lobby Modifications	6/14/2018	2	$ 1,905.00	
2	CR 032 - PR #026 Booking Ext. East Wall	6/14/2018	2	$ 560.00	
3	CR 017R -PR #018R Dispatch Dept Changes	7/24/2018	3	$ 438.00	
4	CR 039 - PR #034 Lighting Changes	9/18/2018	4	$ 677.00	
	Net change by Fully Executed Change Orders				$ 4,445.00
	Contract Sum to Date based upon Fully Executed Change Orders				$ 1,096,795.00
	Pending Changes				
	CR 040 - PR #036 Storage Room F134			$ 815.00	
	New Contract Sum				**$ 1,097,610.00**

QUICK CONSTRUCTION, INC.
PH# 515-966-2092

MARSHALLTOWN POLICE & FIRE STATION HQ

Name	Description	Qty
CR #040	PR #036	
BID PACKAGE 6-1	NEW HMF & DOOR / HDW # F134A	1

LABOR TO INSTALL ONLY $858.50

Kendall Meyeraan

From: mjonesahc@doorsinciowa.com
Sent: Wednesday, August 01, 2018 7:21 AM
To: Kendall Meyeraan
Subject: RE: Marshalltown P & F - CR # 040 - PR #036-Storage Room F134

Categories: Red Category, Orange Category

Kendall,
This added opening requires an exit device, so it gets a little expensive, $1,268.00 plus tax, for the door frame, wood door, and hardware set 23.
Marvin Jones

STORY CONSTRUCTION

CHANGE REQUEST

HILSABECK SCHACHT INC
617 S. 19th Street
West Des Moines, IA 50265

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #040
DATE: July 31, 2018
SUBJECT: PR #036 Storage Room F134

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☒ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☒ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☒ Allied Construction - [Bid Package No. 9-2]
- ☒ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☒ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☒ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Tuesday, August 14, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category.*** Lack of response by this date will be considered no change in cost,and claims for additional cost or time for these changes will not be honored if submitted after this date.

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.

CR #040 FOR PRICING (CONT.)

2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

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- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**
- **Supplemental Drawing E2.3h, dated 7/26/18**
- **Supplemental Drawing M2.3c, dated 7/26/18**

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	430
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	200
Overhead and Profit - *(15% max.)*	$	95
Subtotal	$	715

Subcontractor Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	NA
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	NA
Overhead and Profit - *(5% max.)*	$	NA
Subtotal	$	
Bond	$	10
GRAND TOTAL	$	815 00

Company: Hilsabeck Schacht

Date: 8/2/18

Signature:

Name: Jerry Atchison

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

REQUEST FOR CHANGE ORDER

HEARTLAND
FINISHES, INC.

Heartland Companies 1305 E. Broadway Avenue Des Moines, IA 50313 www.hrtlnd.com

Ref.# CO-01183
GC #
Date Aug 01, 2018
Job # 17-9169

To: **STORY CONSTRUCTION**
2810 Wakefield Circle
AMES, IA 50010
Phone: 515-232-4358 Fax: 515-232-1981

Project: **Marshalltown Fire & Police Headquarters**
909 S. 2nd St.
Marshalltown, IA

Project: CR #040

Scope of work	Amount
Paint new wall dividing General Storage F134 and new Transformer Closet F134A	
Paint new hollow metal frame F134A	
Paint exposed structure in F134A	

Not Included in Contract (NIC)

No bonds or permits.
No wood construction, or plywood.
Temp partitions, heat and enclosures, toilets, dumpsters, ventilation, lights, electricity, and other temporary utilities are excluded from this quote.
Work performed during normal work hours of 7:00 am - 3:30 pm, M-F.
Any work not included in the scope of work is excluded

Total: **$1,235.00**

AUTHORIZED BY: Jace Christensen
ON BEHALF OF: STORY CONSTRUCTION
PROJECT MANAGER: Nicholas Merfeld
ESTIMATOR: Justin D. Shannon

Nicholas Merfeld

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

BP No. 09-1 Gypsum Wall Assemblies
Hilsabeck Schacht, Inc.

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 1,092,350.00
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	Net change by Fully Executed Change Orders				$ 4,445.00
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	Pending Changes				
	CR 040 - PR #036 Storage Room F134			$ 815.00	
	New Contract Sum				**$ 1,097,610.00**

QUICK CONSTRUCTION, INC.
PH# 515-966-2092

MARSHALLTOWN POLICE & FIRE STATION HQ

Name	Description	Qty
CR #040	PR #036	
BID PACKAGE 6-1	NEW HMF & DOOR / HDW # F134A	1

LABOR TO INSTALL ONLY $858.50

Kendall Meyeraan

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Sent: Wednesday, August 01, 2018 7:21 AM
To: Kendall Meyeraan
Subject: RE: Marshalltown P & F - CR # 040 - PR #036-Storage Room F134

Categories: Red Category, Orange Category

Kendall,
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Marvin Jones

STORY CONSTRUCTION

CHANGE REQUEST

HILSABECK SCHACHT INC
617 S. 19th Street
West Des Moines, IA 50265

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #040
DATE: July 31, 2018
SUBJECT: PR #036 Storage Room F134

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☒ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☒ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☒ Allied Construction - [Bid Package No. 9-2]
- ☒ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☒ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☒ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Tuesday, August 14, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category.*** Lack of response by this date will be considered no change in cost,and claims for additional cost or time for these changes will not be honored if submitted after this date.

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.

CR #040 FOR PRICING (CONT.)

2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

- **Supplemental Drawing A6.3a, dated 7/26/18**
- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**
- **Supplemental Drawing E2.3h, dated 7/26/18**
- **Supplemental Drawing M2.3c, dated 7/26/18**

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	430
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	200
Overhead and Profit - *(15% max.)*	$	95
Subtotal	$	715

Subcontractor Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$	NA
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$	NA
Overhead and Profit - *(5% max.)*	$	NA
Subtotal	$	
Bond	$	10
GRAND TOTAL	$	815 00

Company: Hilsabeck Schacht Date: 8/2/18

Signature: Name: Jerry Atchison

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

REQUEST FOR CHANGE ORDER

HEARTLAND FINISHES, INC.

Heartland Companies 1305 E. Broadway Avenue Des Moines, IA 50313 www.hrtlnd.com

Ref.# CO-01183
GC #
Date Aug 01, 2018
Job # 17-9169

To: **STORY CONSTRUCTION**
2810 Wakefield Circle
AMES, IA 50010
Phone: 515-232-4358 Fax: 515-232-1981

Project: **Marshalltown Fire & Police Headquarters**
909 S. 2nd St.
Marshalltown, IA

Project: CR #040

Scope of work	Amount
Paint new wall dividing General Storage F134 and new Transformer Closet F134A	
Paint new hollow metal frame F134A	
Paint exposed structure in F134A	

Not Included in Contract (NIC)

No bonds or permits.
No wood construction, or plywood.
Temp partitions, heat and enclosures, toilets, dumpsters, ventilation, lights, electricity, and other temporary utilities are excluded from this quote.
Work performed during normal work hours of 7:00 am - 3:30 pm, M-F.
Any work not included in the scope of work is excluded

Total: **$1,235.00**

AUTHORIZED BY: Jace Christensen
ON BEHALF OF: STORY CONSTRUCTION
PROJECT MANAGER: Nicholas Merfeld
ESTIMATOR: Justin D. Shannon

Nicholas Merfeld

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP# 22-1 PLUMBING & MECHANICAL FOR TONY'S PLUMBING & HEATING LLC.
AN INCREASE OF $1352.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Tony's Plumbing & Heating LLC for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the decreased amount of $1,818,938.00 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

BP No. 22-1 Plumbing and Mechanical
Tony's Plumbing & Heating LLC

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 1,811,761.00
1	CR-010 Trap Primer & RFI 29 Venting Deduct	2/13/2018	1	$ (4,964.00)	
2	CR 005R – PR #004 Evidence Processing Modifications	3/12/2018	2	$ 7,552.00	
2	CR 018 – PR #016R Steam Shower Modifications	3/12/2018	2	$ (1,793.00)	
3	CR 015 - Irrigation System Removal	4/26/2018	3	$ (679.00)	
3	CR 022 - PR #021 FD Range Hood Change	4/26/2018	3	$ 290.00	
3	CR 024 - L-1 Sink Model Clarification	4/26/2018	3	$ 1,494.00	
4	CR 023 - PR #024 F149 Water Heater	6/14/2018	4	$ 3,818.00	
4	CR 033 - PR #027 Emergency Eyewash Mods Ev. Proc P121	6/14/2018	4	$ 1,668.00	
4	CR 034 PR #023 Lobby Modifications	6/14/2018	4	$ 980.00	
5	CR 017R -PR #018R Dispatch Dept Changes	7/24/2018	5	$ (1,911.00)	
6	CR 037 - PR #031 ASI #22 Gas E-Stops	9/18/2018	6	$ (630.00)	
	Net change by Fully Executed Change Orders				$ 5,825.00
	Contract Sum to Date based upon Fully Executed Change Orders				**$ 1,817,586.00**
	Pending Changes				
	CR 040 - PR #036 Storage Room F134			$ 1,352.00	
	New Contract Sum				**$ 1,818,938.00**

CHANGE REQUEST

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #040
DATE: July 31, 2018
SUBJECT: PR #036 Storage Room F134

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☒ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☒ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☒ Allied Construction - [Bid Package No. 9-2]
- ☒ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☒ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☒ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Tuesday, August 14, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category***. Lack of response by this date will be considered no change in cost,and claims for additional cost or time for these changes will not be honored if submitted after this date.

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.

CR #040 FOR PRICING (CONT.)

2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

- **Supplemental Drawing A6.3a, dated 7/26/18**
- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**
- **Supplemental Drawing E2.3h, dated 7/26/18**
- **Supplemental Drawing M2.3c, dated 7/26/18**

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$
Overhead and Profit - *(15% max.)*	$
Subtotal	$

Subcontractor Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$ 560.00
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$ 715.00
Overhead and Profit - *(5% max.)*	$ 64.00
Subtotal	$ 1,339.00
Bond	$ 13.00
GRAND TOTAL	$ 1,352.00

Company: Tony's Plumbing Date: 8/14/18

Signature: M Caswell Name: Michael Caswell

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

From: chad
To: "MIke Caswell"
Subject: RE: Marshalltown P&F
Date: Tuesday, August 14, 2018 6:38:16 AM

$560.00 labor
$715.00 materials

$1275.00 total

Chad Gauthier
B&G HVAC
1208 E Main St
Marshalltown IA 50158
Office : 641 752 3429
Cell : 641 751 9408
Website : bghvac.com

From: MIke Caswell [mailto:mike@tonysphc.com]
Sent: Monday, August 13, 2018 2:31 PM
To: 'chad'
Subject: Marshalltown P&F
Importance: High

I'll need pricing for the VAV

Thanks

M. Caswell

Mike Caswell
Estimator/Plumber
Tony's Plumbing and Heating
Office: 319-277-2750
Cell: 641-330-7167
Fax: 319-277-3311
www.tonysphc.com

TONY'S Plumbing

PROPOSAL REQUEST

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Marshalltown Police & Fire Headquarters **PR:** **036**

Project No.: 160308 **DATE ISSUED:** 07/26/18

DATE REQUIRED: 08/09/18

A. Proposed Change
The attached documentation / description is a "Proposed Change" to the contracted Work. The CM/Contractor herein provides detailed cost and time 'breakdowns', to support this **(ADD) (DEDUCT) (CLARIFICATION).** The Project Team is hereby notified of this proposed change. Unless otherwise directed, the CM/Contractor shall not stop work in progress or execute the proposed change prior to formal written acceptance. All costs (including re-work) and Contract time impacts are included in this Proposal.

B. Estimated Change
In order to expedite the Work and avoid escalating costs and/or delays, which could increasingly affect Contract Sum or Contract Time, this request is based on the 'field' estimate stated or attached herein, to accomplish the following **(ADD) (DEDUCT) (CLARIFICATION)** to the Work.

Proposed Change(s) herein as follows **(ADD) (DEDUCT) (CLARIFICATION)** to the Work:

1. **The Contractor(s)/Supplier(s) shall provide pricing for adding room F134A for transformers. See attached Supplemental Drawings A6.3a, A7.3d for architectural changes, E1.3c and E2.3h for electrical changes and M2.3c for mechanical changes.**
2. **Add Room F134A on Room Finish Schedule after Room F134, Sheet A4.1, with the following finishes: Conc/RB-2 for Floor columns; P-4 for Wall columns; Exposed Structure for Ceiling columns not painted.**

Upon approval/acceptance by the Owner, this PR is to be incorporated into a Change Order via AIA Document G701-2001, and once the CO is signed by the Owner then the CO is to be included into the CM's/Contractor's next Application and Certificate for Payment (AIA Document G702-2001).

CONTRACTORS RESPONSE .....From: Contractor To: A/E

A. In accordance with this PR, this CM/Contractor **proposes** to make changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $_____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

B. In accordance with this PR, this CM/Contractor **estimates** the changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $ _____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

By: _____ Date: _____

A/E RECOMMENDATION.....From: A/E To: Owner

We have reviewed the CM's/Contractor's **(proposal) (estimate)** for the change described above and recommend your **(approval) (disapproval)** of the Contract Sum, and **(approval) (disapproval)** of Contract Time.

By: _____ Date: _____

OWNER'S ACTION ..... **From: Owner To: A/E**

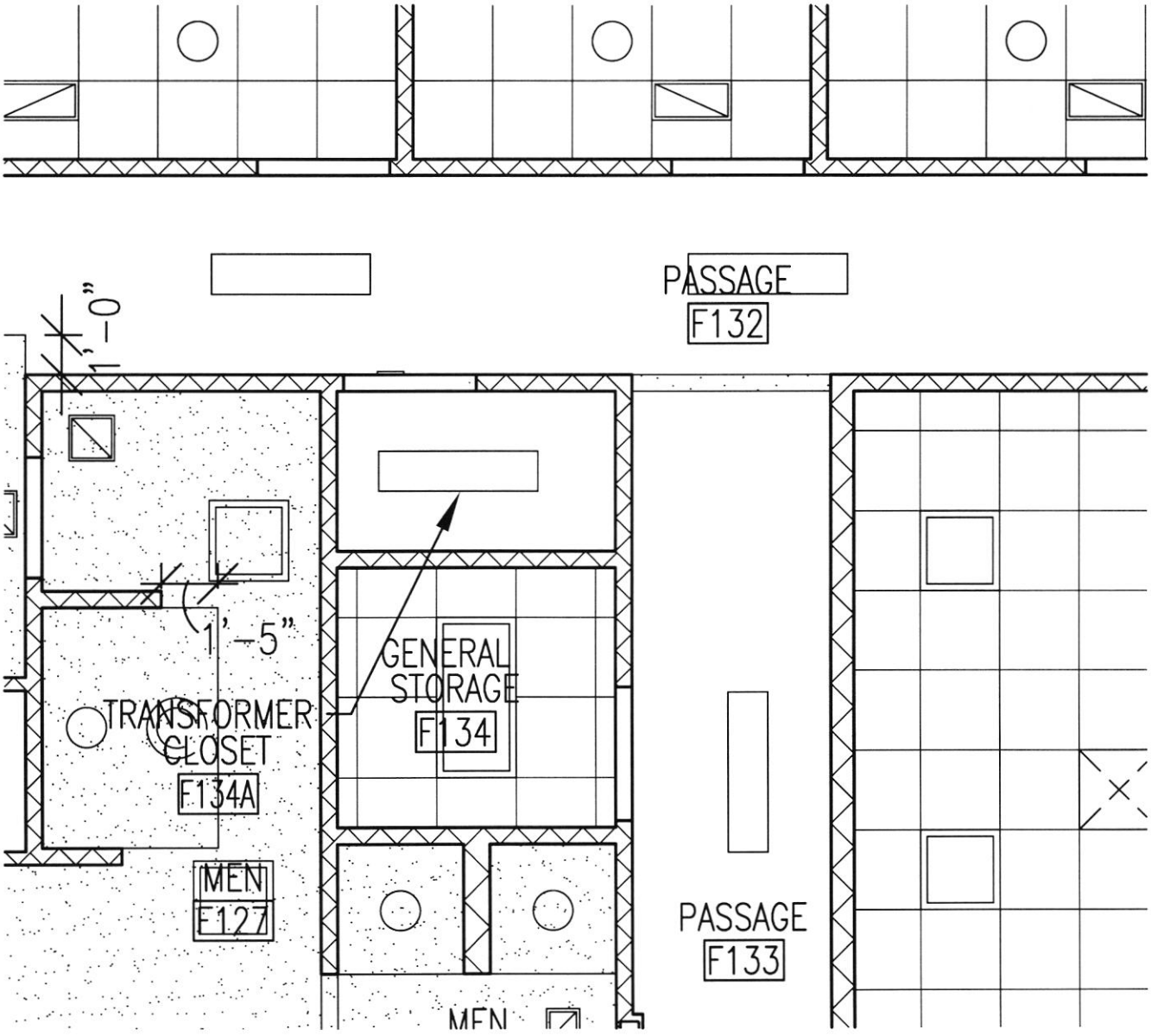
The CM/Contractor is **(authorized) (not authorized)** to proceed with the work and the contract adjustments are to be formalized in the next upcoming Change Order.

By: _____ Date: _____

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755 FAX: (402) 334-0868 E-Mail: mail@prochaska.us



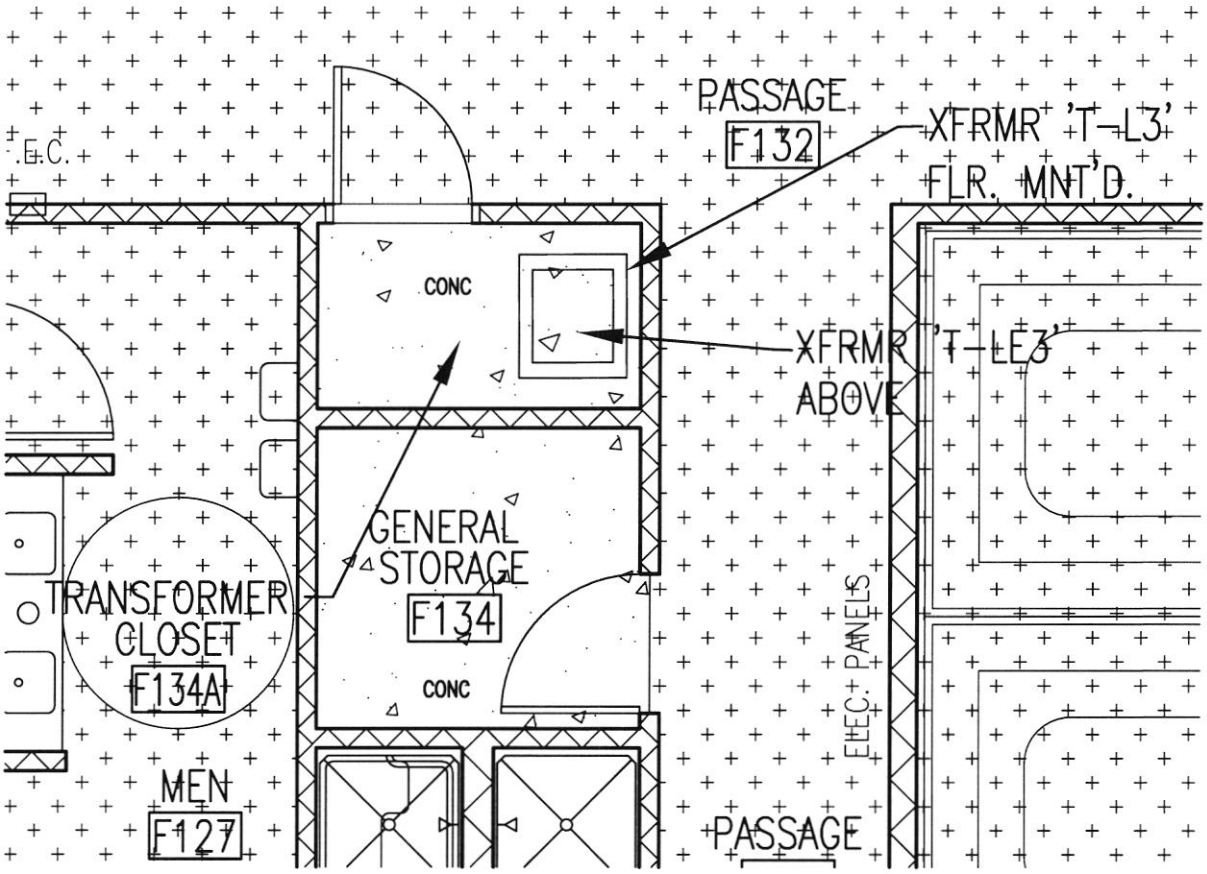
MAIN FLOOR REFLECTED CEILING PLAN – FIRE DEPARTMENT WING

SCALE: 1/4" = 1'-0"

N

PR 036 F134 STORAGE ROOM – MOVING DOOR TO HALLWAY (PASSAGE F132)

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A6.3a



PARTIAL MAIN FLOOR FINISH PATTERN PLAN – FIRE WING

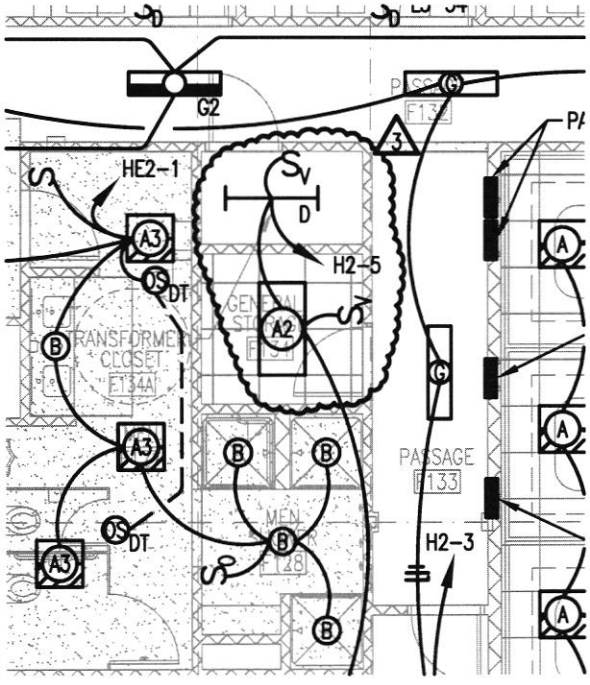
SCALE: 1/4" = 1'-0"

N

PLAN NORTH

PR No. 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE AND FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: A7.3d



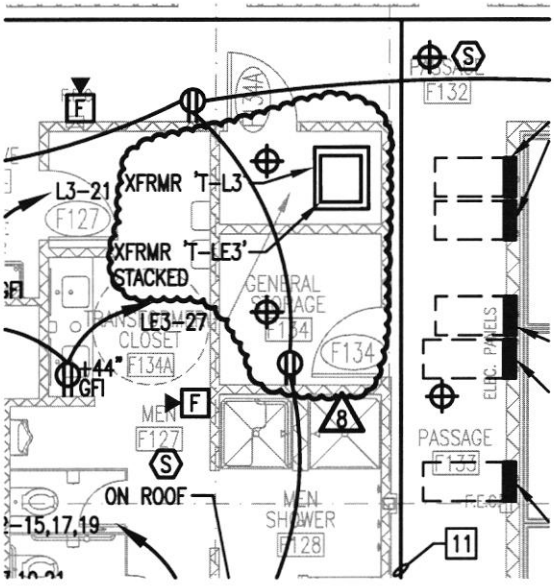
MAIN FLOOR LIGHTING PLAN
LOBBY & FIRE DEPARTMENT WING

SCALE: 1/8" = 1'-0"

N

PR 036

Date: 07/26/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS SUPPLEMENTAL DRAWING	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: E1.3c



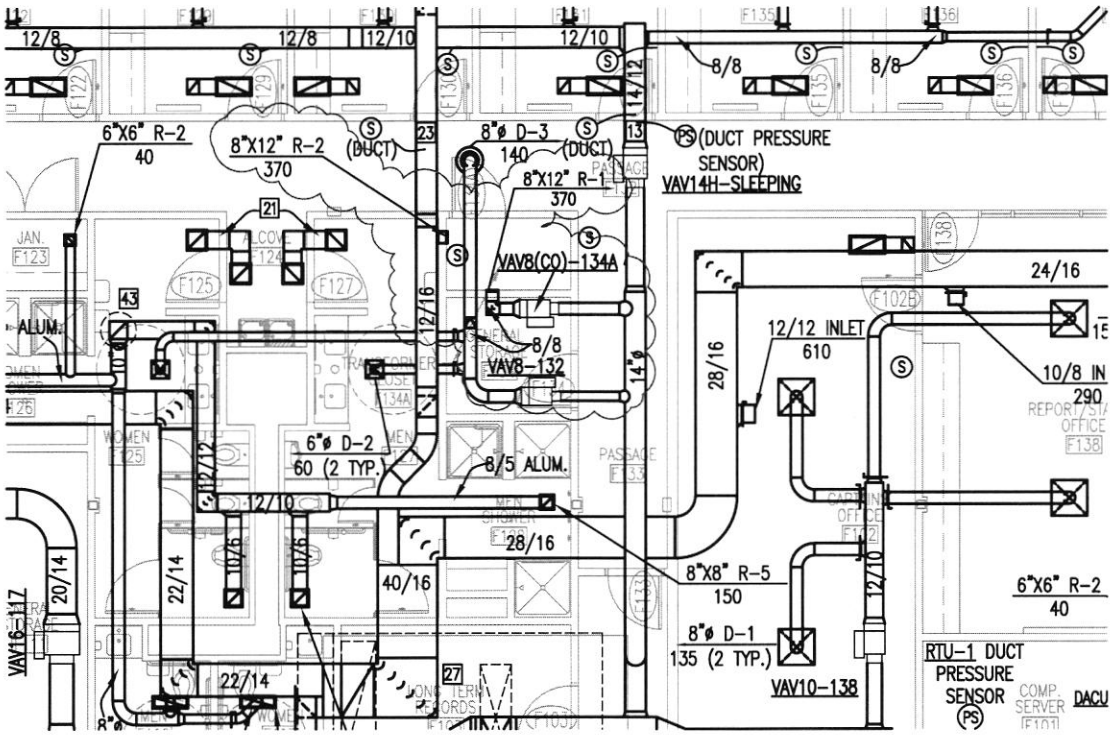
MAIN FLOOR POWER & SYSTEMS PLAN
FIRE DEPARTMENT WING & LOBBY

SCALE: 1/8" = 1'-0"

N

PR 036

Date:	Project:		Sheet:
07/26/18 Project No. 160308	MARSHALLTOWN POLICE & FIRE HEADQUARTERS	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	E2.3h



Date:
7/27/18
Project No.
160308

Project: MARSHALLTOWN POLICE AND FIRE HEADQUARTERS
MARSHALLTOWN IA
PR # 36

Planning Architecture Engineering
Interiors & Facility Management
11317 Chicago Circle Omaha, Nebraska 68154-2633
Phone: (402) 334-0788 Fax: (402) 334-0888
E-Mail: mail@prochaska.us

Sheet:
M2.3c

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#26-1 ELECTRICAL COMMUNICATIONS & SECURITY FOR DEVRIES ELECTRIC
AN INCREASE OF $16,613.44

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with DeVries Electric for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $1,108,997.12 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

BP No. 26-1 Electrical, Communications and Security
DeVries Electric

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 1,013,000.00
1	CR 005R – PR #004 Evidence Processing Modifications	3/12/2018	1	$ 2,766.86	
2	CR-012 – PR #011 – UPS Sizing	3/15/2018	2	$ (852.85)	
2	CR-019 – Server Rack Removal	3/15/2018	2	$ (1,539.00)	
3	CR 007 - PR #007 Antenna Tower interior Modifications	4/26/2018	3	$ 9,565.38	
3	CR 022 - PR #021 FD Range Hood Change	4/26/2018	3	$ 2,880.88	
3	CR 028 - PR #015R Countertop & Millwork Modifications	4/26/2018	3	$ 3,064.31	
4	CR 023 - PR #024 F149 Water Heater	6/14/2018	4	$ 1,192.21	
4	CR 025 - PR #014 - Wall Heater Circuits & Misc	6/14/2018	4	$ 5,887.93	
5	CR 017R -PR #018R Dispatch Dept Changes	7/24/2018	5	$ 38,022.44	
5	CR 026 - PR #019R Communication & Technology Enhancements	7/24/2018	5	$ 7,593.15	
6	CR 035 - PR #029 Range Receptacles	9/18/2018	6	$ 1,624.81	
6	CR 037 - PR #031 ASI #22 Gas E-Stops	9/18/2018	6	$ 4,915.19	
6	CR 038 - PR #032 – Door Hwd. & Keying Mods	9/18/2018	6	$ 2,288.76	
6	CR 039 - PR #034 Lighting Changes	9/18/2018	6	$ 1,973.61	
	Net change by Fully Executed Change Orders				$ 79,383.68
	Contract Sum to Date based upon Fully Executed Change Orders				**$ 1,092,383.68**
	Pending Changes				
	CR 040 - PR #036 Storage Room F134			$ 2,965.45	16,613.44
	CR 041 - PR #037 Mobile Shelving Power			$ 1,988.85	
	CR 043 - PR #038 Fire Station Hood Connections			$ 4,174.30	
	CR 047 - RFI #093 GFI Changes			$ 7,484.84	
	New Contract Sum				**$ 1,108,997.12**

STORY CONSTRUCTION

Change Request Summary

PROJECT: **Marshalltown Police & Fire Station Headquarters**
Marshalltown, IA

CHANGE REQUEST NO.: **CR-041**

DATE: August 28, 2018

SUBJECT: PR #037 – Mobile Shelving Power

PROPOSED CHANGE DESCRIPTION

DeVries Electric - [Bid Package No. 26-1]

1. Provide and install receptacles for the mobile shelving units using the circuits shown on E2.1k and coordinated with the locations from Midwest Storage Solutions.

Provide all work in accordance with Change Request No. CR #041 dated August 3, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached PR #037 from Prochaska & Associates.

- Supplemental Drawing E2.1k
- Midwest Storage Solutions Drawing

SUMMARY OF COST BREAKDOWN:

BP#	Bid Package Name	Contractor	Amount
26-1	Electrical, Communications & Security	DeVries Electric	$1,988.85
Total			**$1,988.85**

Story Construction Co. Contractor	**Prochaska & Associates** Designer	**City of Marshalltown** Owner
[X] Recommend Acceptance	[X] Recommend Acceptance	[ ] Accepted
[ ] Do Not Recommend Acceptance	[ ] Do Not Recommend Acceptance	[ ] Not Accepted
[ ] Other	[ ] Other	[ ] Other
By: Mike Weeks	By: William R. Harris III	By:
Date: 8-28-18	Date: 9/11/18	Date:

cc: Field
File

CHANGE REQUEST

Story Construction
Construction Manager
2810 Wakefield Circle
Ames, Iowa 50010

PROJECT: **Marshalltown New Police and Fire Station Headquarters**
City of Marshalltown
Marshalltown, IA

CHANGE REQUEST NO.: CR #041
DATE: August 3, 2018
SUBJECT: PR #037 – Mobile Shelving Power

CONTRACTOR:

- ☐ Con-Struct - [Bid Package No. 2-1]
- ☐ Caliber Concrete - [Bid Package No. 2-2]
- ☐ Caliber Concrete - [Bid Package No. 3-1]
- ☐ Corrado Construction - [Bid Package No. 4-1]
- ☐ Central Western Fabricators - [Bid Package No. 5-1]
- ☐ Garling Construction - [Bid Package No. 6-1]
- ☐ Black Hawk Roof - [Bid Package No. 7-1]
- ☐ Forman Ford - [Bid Package No. 8-1]
- ☐ Hilsabeck Schacht - [Bid Package No. 9-1]
- ☐ Allied Construction - [Bid Package No. 9-2]
- ☐ Heartland Finishes - [Bid Package No. 9-3]
- ☐ Schumacher Elevator - [Bid Package No. 14-1]
- ☐ Black Hawk Automatic Sprinkler - [Bid Package No. 21-1]
- ☐ Tony's Plumbing & Heating - [Bid Package No. 22-1]
- ☒ DeVries Electric - [Bid Package No. 26-1]

PROPOSED CHANGE - Please review the following proposed change and determine the impact on your work. This Change Request is intended to provide clarification and revisions to the Bid Packages listed below, however if you feel the proposed changed and/or attachments also impact your contract and result in a change to your scope of work, you are instructed to prepare a cost impact proposal. Responses and proposals are to be **submitted by no later than 12:00 p.m. on *Friday, August 17, 2018***, to Story Construction. ***Return to Story Construction Co., via uploading to Submittal Exchange in the Change Request Initial Log under your respective Bid Package Category.*** Lack of response by this date will be considered no change in cost, and claims for additional cost or time for these changes will not be honored if submitted after this date.

DeVries Electric - [Bid Package No. 26-1]

1. Provide and install receptacles for the mobile shelving units using the circuits shown on E2.1k and coordinated with the locations from Midwest Storage Solutions.

Provide all work in accordance with Change Request No. CR #041 dated August 3, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached PR #037 from Prochaska & Associates.

- Supplemental Drawing E2.1k
- Midwest Storage Solutions Drawing

CONTRACTOR PROPOSAL - Attach an itemized breakdown of costs (to include a breakdown of labor, including man-hours and rates, material, equipment, subcontractor, supplier, overhead and profit) as described in Section 00 72 13 GENERAL CONDITIONS – ARTICLE 8 and fill out the summary below. Include any comments or remarks and advise if proposed change affects contract time.

Self Performed Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$ _____
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$ _____
Overhead and Profit - *(15% max.)*	$ _____
Subtotal	$

Subcontractor Work

Labor *(attach itemized breakdown of hours, rates, etc. per the above paragraph & the project specification)*	$ _____
Material *(attach itemized breakdown of units, unit costs, etc. for each material per above paragraph & project specification)*	$ _____
Overhead and Profit - *(5% max.)*	$ _____
Subtotal	$
Bond	$ _____
GRAND TOTAL	$

Company: _____ Date: _____

Signature: _____ Name: _____

This is not a Change Order, a Construction Change Directive or a direction to proceed with the work described. An itemized proposal must be submitted to Story Construction Co. and approved by all parties before proceeding with the work described.

COPIES TO: **Justin Nickel, City of Marshalltown**
Bill Huey, Prochaska and Associates
Curt Field, Prochaska and Associates
Mike Welter, Story Construction
Ethan Dix, Story Construction
Jace Christensen, Story Construction

PROPOSAL REQUEST

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Marshalltown Police & Fire Headquarters **PR:** **037**

Project No.: 160308 **DATE ISSUED:** 08/01/18

DATE REQUIRED: 08/15/18

A. Proposed Change
The attached documentation / description is a "Proposed Change" to the contracted Work. The CM/Contractor herein provides detailed cost and time 'breakdowns', to support this **(ADD) (DEDUCT) (CLARIFICATION).** The Project Team is hereby notified of this proposed change. Unless otherwise directed, the CM/Contractor shall not stop work in progress or execute the proposed change prior to formal written acceptance. All costs (including re-work) and Contract time impacts are included in this Proposal.

B. Estimated Change
In order to expedite the Work and avoid escalating costs and/or delays, which could increasingly affect Contract Sum or Contract Time, this request is based on the 'field' estimate stated or attached herein, to accomplish the following **(ADD) (DEDUCT) (CLARIFICATION)** to the Work.

Proposed Change(s) herein as follows **(ADD) (DEDUCT) (CLARIFICATION)** to the Work:

1. **The Contractor(s)/Supplier(s) shall provide pricing for power to mobile shelving. See attached Supplemental Drawing E2.1k.**

Upon approval/acceptance by the Owner, this PR is to be incorporated into a Change Order via AIA Document G701-2001, and once the CO is signed by the Owner then the CO is to be included into the CM's/Contractor's next Application and Certificate for Payment (AIA Document G702-2001).

CONTRACTORS RESPONSE ..... **From: Contractor** **To: A/E**

A. In accordance with this PR, this CM/Contractor **proposes** to make changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $_____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

B. In accordance with this PR, this CM/Contractor **estimates** the changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $ _____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

By: _____ Date: _____

A/E RECOMMENDATION ..... **From: A/E** **To: Owner**

We have reviewed the CM's/Contractor's **(proposal) (estimate)** for the change described above and recommend your **(approval) (disapproval)** of the Contract Sum, and **(approval) (disapproval)** of Contract Time.

By: _____ Date: _____

OWNER'S ACTION ..... **From: Owner** **To: A/E**

The CM/Contractor is **(authorized) (not authorized)** to proceed with the work and the contract adjustments are to be formalized in the next upcoming Change Order.

By: _____ Date: _____

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755 FAX: (402) 334-0868 E-Mail: mail@prochaska.us

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

PROPOSAL REQUEST

August 28, 2018

To: Story Construction
2810 Wakefield Circle
Ames, IA 50010

Attn: Jace Christensen

Re: Marshalltown Police & Fire Station HQ
909 South 2nd Street
Marshalltown, IA 50518
CR #040 <PR#036 Storage Room F134>

Jace:
Please see the enclosed change request CR #040 – PR#036 Storage Room F134. This proposal includes adding light fixture, switch, moving receptacle and refeeding, and adding a smoke detector.

This proposal also excludes, but not limited to; installing/supplying access panels/holes, painting/re-finishing, sheetrock/plaster patching or removal, replacing fireproofing, all damages to finishes including ceiling tile and grid, block/"soaps", wood backing, dumpster/haul-off costs, and/or final clean to be included by others.

ADD/DEDUCT:
- Material $1,344.36
- Labor 9.06 hrs.

Quantity	Item Name
1	Sv
70	3/4 EMT
7	3/4 EMT CONN
6	3/4 EMT COUP
6	1/2 FLEX
2	1/2 FLEX CONN
2	4/S BOX
1	OCTAGON
1	FIXTURE D
1	FA SMOKE DET.
20	FA 18/2 CABLE
220	12 THHN CU
~	MISC. FASTNERS & TERMINATIONS

SUBCONTRACTORS:
- N/A $0.00

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

TOTAL MATERIAL ADD	$	1,344.36
TOTAL MATERIAL DEDUCT	$	-
SALES TAX EXEMPT	$	-
MATERIAL SUBTOTAL	$	1,344.36
TOTAL LABOR ADD (9.06 hr. x $72.54)	$	657.21
TOTAL LABOR DEDUCT (-0.00 hr. x $72.54)	$	-
PROJECT MANAGER (1 hr. x $89.50)	$	89.50
PROJECT COORDINATOR (1 hr. x $55.57)	$	55.57
ESTIMATOR (1 hr. x $89.50)	$	89.50
BIM/CAD	$	-
LABOR SUBTOTAL	$	891.78
MATERIAL & LABOR SUBTOTAL	$	2,236.14
OTHER ITEMS:		
COORDINATION/LAYOUT/AS-BUILTS (1 hr. x $72.54)	$	72.54
EQUIPMENT	$	-
RENTAL EQUIPMENT	$	-
EXPENDABLE TOOLS (3% Mat.)	$	40.33
TOOLS/EQUIP. (5% Lab.)	$	44.59
FIRE/SOUND CAULKING (3% Mat. + Lab.)	$	67.08
CLEAN-UP LABOR (2% Subtotal + Subcont.)	$	49.57
SAFETY (2% Lab.)	$	17.84
TESTING/START-UP/CXM	$	-
PERMITS/INSPECTIONS	$	-
COREDRILLING	$	-
FREIGHT	$	-
FUEL/TRAVEL	$	-
TONER TRUCK DELIVERY	$	-
STORAGE	$	-
SHOP LABOR	$	-
DRAWINGS/CAD PLOT/XEROX	$	-
OTHER ITEMS SUBTOTAL	$	291.95
SUBTOTAL	$	2,528.09
OVERHEAD FEE (15%)	$	379.21
SUBCONTRACTOR	$	-
OVERHEAD FEE (5%)	$	-
INSURANCE	$	58.15
TOTAL	**$**	**2,965.45**

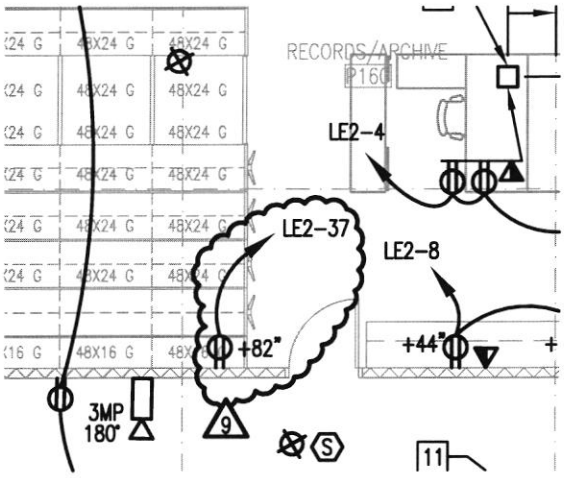
Please provide written direction (approval or rejection) within *14* days of submission of above reference proposal. If approved, please provide a written change order within *30* days from written direction of approval. If written direction and/or change orders are not met within given timelines above, it could result in null and void proposals.

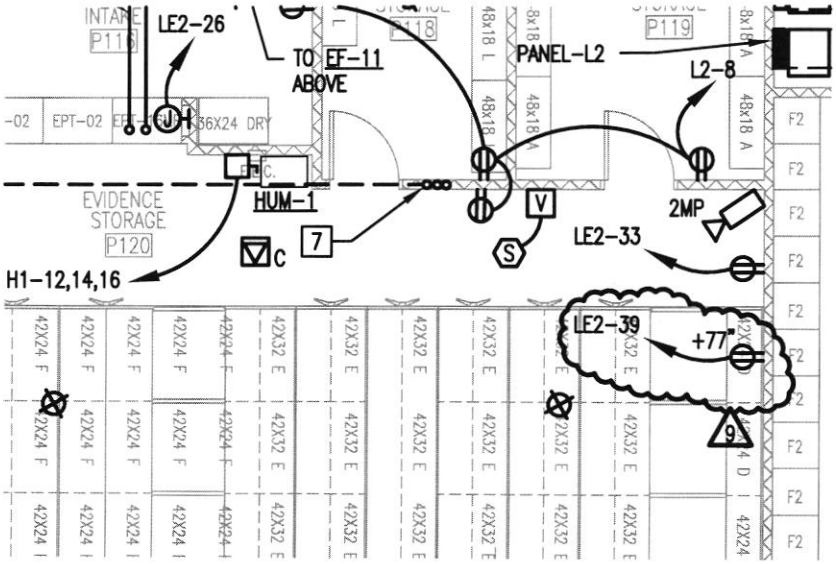
Should you have any questions or comments, please do not hesitate to contact this office.

Sincerely,
DEVRIES ELECTRIC, INC.

Derek Van Dyke

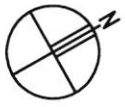
Derek Van Dyke
Project Manager





MAIN FLOOR POWER & SYSTEMS PLAN
POLICE WING

SCALE: 1/8" = 1'-0"



TRUE NORTH

PLAN NORTH

PR 037

Date: 08/01/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: E2.1k

File: P:\PROJECTS\08523 Marshalltown Police Department\08523 REV5 ECLIPSE.om

MSS Midwest Storage Solutions, Inc.	Project Name: Marshalltwon PD/FD		Project #: 08523	APPROVAL This drawing Approved By:
	Salesperson:	Scale 1:35	Rev level:	Drawn by: Jake Faltys	Date Printed: 07/27/2018	Dated

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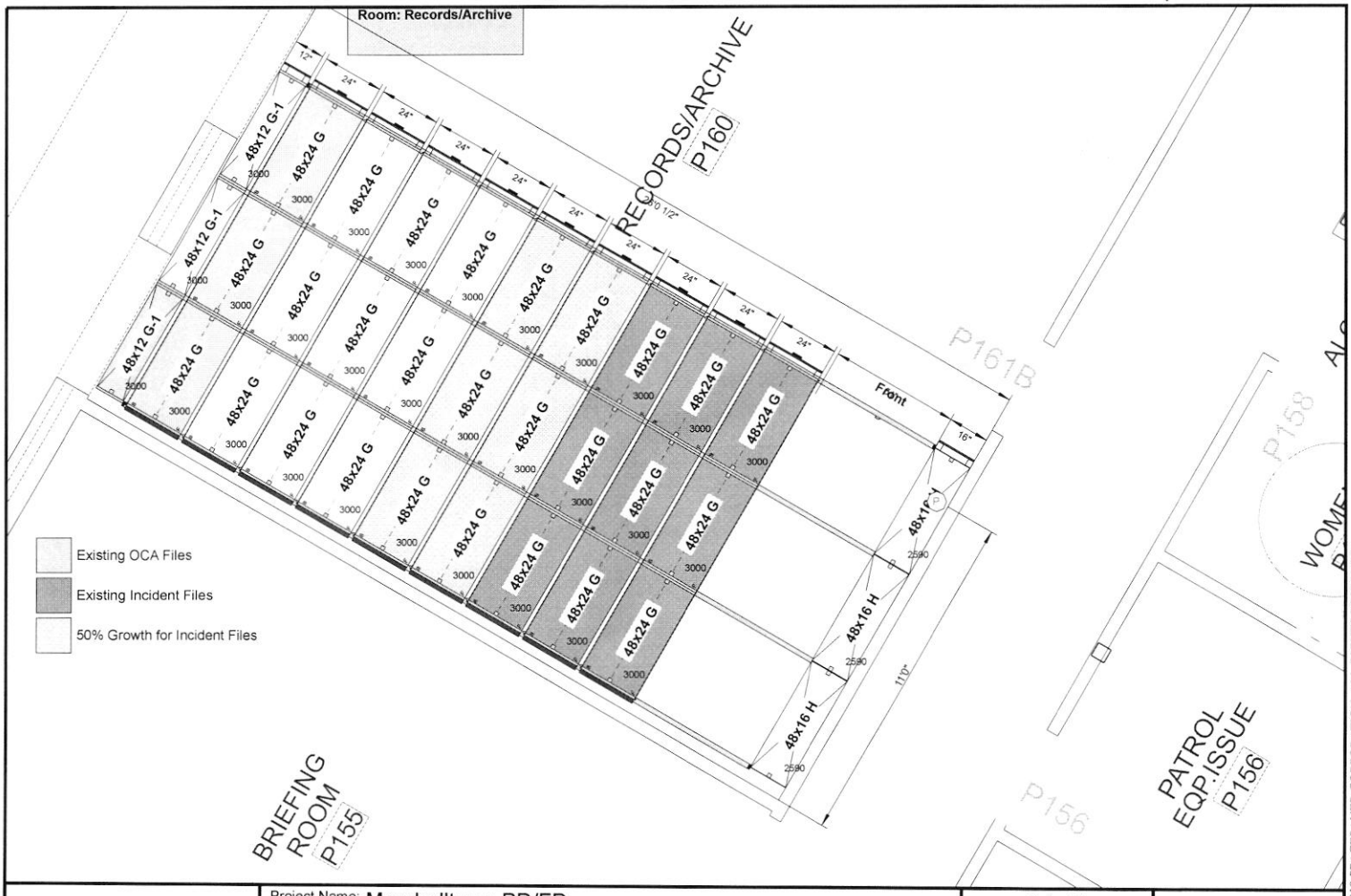
File: P:\PROJECTS\08523 Marshalltown Police Department\08523 REV5 ECLIPSE.om



MSS Midwest Storage Solutions, Inc.	Project Name: Marshalltwon PD/FD		Project #: 08523	APPROVAL This drawing Approved By:
	Salesperson:	Scale 1:50	Rev level:	Drawn by: Jake Faltys	Date Printed: 07/27/2018	Dated

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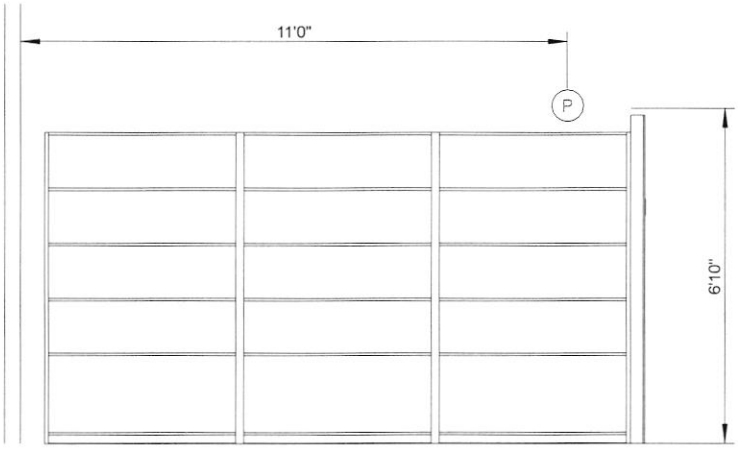
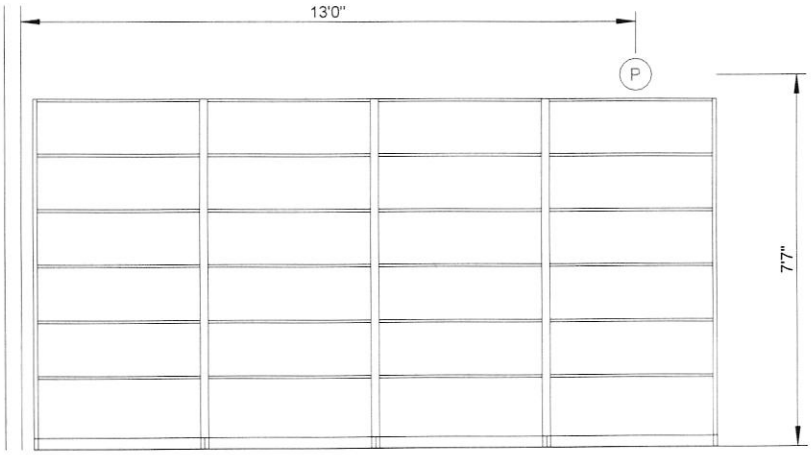
File: P:\PROJECTS\08523 Marshalltown Police Department\08523 REV5 ECLIPSE.om



RECORDS P160



EVIDENCE P120

MSS Midwest Storage Solutions, Inc.	Project Name: Marshalltwon PD/FD		Project #: 08523	APPROVAL This drawing Approved By:
	Salesperson:	Scale 1:35	Rev level:	Drawn by: Jake Faltys	Date Printed: 07/27/2018	Dated_____

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Plug-In Method:

Locate a customer-supplied, single 20-amp outlet near the front of the system and 6" above the top of the shelving. Power supplied to this outlet should be on a dedicated/isolated 120 VAC, 60 Hz, 20-amp circuit, including a dedicated/isolated ground wire to the distribution source.

Note: With a plug-in-the-wall system (without Automatic Battery Backup), Spacesaver provides a 20-amp breaker box, a 10 ft. cord and a 20-amp hospital-grade plug.

With a plug-in-the-wall system (with Automatic Battery Backup), Spacesaver provides a 15-amp breaker box (replaces the standard 20-amp breaker box), a 10 ft. cord and a 15-amp Hospital-grade plug to plug into the Automatic Battery Backup unit.

PLUG-IN INSTALLATION CONSIDERATIONS: Power supply cord must NOT be attached to the building surface, or run through walls, ceilings, floors and similar openings in the building structure. Be sure to take measures to prevent physical damage to the power supply cord, including proper routing of the power supply cord and provision of a receptacle (socket outlet) near the Spacesaver mobile storage system, or positioning the mobile storage system near a receptacle (socket outlet).

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MSS Midwest Storage Solutions, Inc.	Project Name: Marshalltwon PD/FD			Project #: 08523	APPROVAL This drawing Approved By:
	Salesperson:	Scale 1:35	Rev level:	Drawn by: Jake Faltys	
				Date Printed: 07/27/2018	Dated_____

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De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

PROPOSAL REQUEST

August 27, 2018

To: Story Construction
2810 Wakefield Circle
Ames, IA 50010

Attn: Jace Christensen

Re: Marshalltown Police & Fire Station HQ
909 South 2nd Street
Marshalltown, IA 50518
CR #041 <PR#037 Mobile Shelving Power>

Jace:
Please see the enclosed change request CR #041 – PR#037 mobile shelving power. This proposal includes adding two receptacle home runs to the mobile shelving.

This proposal also excludes, but not limited to; installing/supplying access panels/holes, painting/re-finishing, sheetrock/plaster patching or removal, replacing fireproofing, all damages to finishes including ceiling tile and grid, block/"soaps", wood backing, dumpster/haul-off costs, and/or final clean to be included by others.

ADD/DEDUCT:
- Material $244.08
- Labor 13.83 hrs.

Quantity	Item Name
130	3/4 EMT
8	3/4 EMT CONN
12	3/4 EMT COUP
4	4/S BOX
2	4/S SG MUD RING
2	4/S BLANK COVER
4	BOX SUPPORTS
18	3/4 EMT STRAP
2	1G SS DUPL RECP PLATE
2	DUPLEX
6	RED WIRENUTS
550	12 THHN CU
~	MISC. FASTNERS & TERMINATIONS

SUBCONTRACTORS:
- N/A $0.00

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

TOTAL MATERIAL ADD	$	244.08
TOTAL MATERIAL DEDUCT	$	-
SALES TAX EXEMPT	$	-
MATERIAL SUBTOTAL	$	244.08
TOTAL LABOR ADD (13.83 hr. x $72.54)	$	1,003.23
TOTAL LABOR DEDUCT (-0.00 hr. x $72.54)	$	-
PROJECT MANAGER (1 hr. x $89.50)	$	89.50
PROJECT COORDINATOR (.5 hr. x $55.57)	$	27.79
ESTIMATOR (1 hr. x $89.50)	$	89.50
BIM/CAD	$	-
LABOR SUBTOTAL	$	1,210.01
MATERIAL & LABOR SUBTOTAL	$	1,454.09
OTHER ITEMS:		
COORDINATION/LAYOUT/AS-BUILTS (1 hr. x $72.54)	$	72.54
EQUIPMENT	$	-
RENTAL EQUIPMENT	$	-
EXPENDABLE TOOLS (3% Mat.)	$	7.32
TOOLS/EQUIP. (5% Lab.)	$	60.50
FIRE/SOUND CAULKING (3% Mat. + Lab.)	$	43.62
CLEAN-UP LABOR (2% Subtotal + Subcont.)	$	33.25
SAFETY (2% Lab.)	$	24.20
TESTING/START-UP/CXM	$	-
PERMITS/INSPECTIONS	$	-
COREDRILLING	$	-
FREIGHT	$	-
FUEL/TRAVEL	$	-
TONER TRUCK DELIVERY	$	-
STORAGE	$	-
SHOP LABOR	$	-
DRAWINGS/CAD PLOT/XEROX	$	-
OTHER ITEMS SUBTOTAL	$	241.43
SUBTOTAL	$	1,695.52
OVERHEAD FEE (15%)	$	254.33
SUBCONTRACTOR	$	-
OVERHEAD FEE (5%)	$	-
INSURANCE	$	39.00
TOTAL	**$**	**1,988.85**

Please provide written direction (approval or rejection) within *14* days of submission of above reference proposal. If approved, please provide a written change order within *30* days from written direction of approval. If written direction and/or change orders are not met within given timelines above, it could result in null and void proposals.

Should you have any questions or comments, please do not hesitate to contact this office.

Sincerely,
DEVRIES ELECTRIC, INC.

Derek Van Dyke

Derek Van Dyke
Project Manager

STORY CONSTRUCTION

Change Request Summary

PROJECT: **Marshalltown Police & Fire Station Headquarters**
Marshalltown, IA

CHANGE REQUEST NO.: **CR-043**

DATE: September 18, 2018

SUBJECT: PR #038 – Fire Station Hood Connections

PROPOSED CHANGE DESCRIPTION:

DeVries Electric - [Bid Package No. 26-1]

1. Provide and install electrical connections to the three gas ranges in the project as required from coordination meetings and as shown in RFI 107 and PR 038. For the fire department range, provide and install the electrical connections as shown on E2.3j and Sketch SKE-1. As stated in RFI 107, we will need to use a relay to shut off one gas solenoid. Stove receptacle/contactor to be provided by hood manufacturer.

Provide all work in accordance with Change Request No. CR #043 dated August 27, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached PR #037 from Prochaska & Associates.

- Supplemental Drawing E2.3j
- Sketch SKE-1

SUMMARY OF COST BREAKDOWN:

BP#	Bid Package Name	Contractor	Amount
26-1	Electrical, Communications & Security	DeVries Electric	$4,174.30
Total			**$4,174.30**

Story Construction Co. Contractor	**Prochaska & Associates** Designer	**City of Marshalltown** Owner
[X] Recommend Acceptance	[X] Recommend Acceptance	[ ] Accepted
[ ] Do Not Recommend Acceptance	[ ] Do Not Recommend Acceptance	[ ] Not Accepted
[ ] Other	[ ] Other	[ ] Other
By: Nick Roberts	By: William R. Harvey III	By:
Date: 9-19-18	Date: 9/21/18	Date:

cc: Field
File

PROPOSAL REQUEST

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Marshalltown Police & Fire Headquarters **PR:** **038**

Project No.: 160308 **DATE ISSUED:** 08/07/18

DATE REQUIRED: 08/21/18

A. Proposed Change
The attached documentation / description is a "Proposed Change" to the contracted Work. The CM/Contractor herein provides detailed cost and time 'breakdowns', to support this **(ADD) (DEDUCT) (CLARIFICATION).** The Project Team is hereby notified of this proposed change. Unless otherwise directed, the CM/Contractor shall not stop work in progress or execute the proposed change prior to formal written acceptance. All costs (including re-work) and Contract time impacts are included in this Proposal.

B. Estimated Change
In order to expedite the Work and avoid escalating costs and/or delays, which could increasingly affect Contract Sum or Contract Time, this request is based on the 'field' estimate stated or attached herein, to accomplish the following **(ADD) (DEDUCT) (CLARIFICATION)** to the Work.

Proposed Change(s) herein as follows **(ADD) (DEDUCT) (CLARIFICATION)** to the Work:

1. **The Contractor(s)/Supplier(s) shall provide pricing for power to Fire Station range and connections to hood extinguishing system and Emergency Stop as indicated. As suggested in RFI 107 we will need to use a relay to shut off one gas solenoid and electrical receptacle. Provide 50A, 2-pole GFIC circuit breaker for panel L3 and connect with 3-#8, 1-#10 GND, 3/4" C. Stove receptacle/contactor to be provided by hood manufacturer. See attached Supplemental Drawing E2.3j and sketch SKE-1.**

Upon approval/acceptance by the Owner, this PR is to be incorporated into a Change Order via AIA Document G701-2001, and once the CO is signed by the Owner then the CO is to be included into the CM's/Contractor's next Application and Certificate for Payment (AIA Document G702-2001).

CONTRACTORS RESPONSE ..... **From: Contractor** **To: A/E**

A. In accordance with this PR, this CM/Contractor **proposes** to make changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $_____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

B. In accordance with this PR, this CM/Contractor **estimates** the changes to the Work as follows:
As an **(addition) (deduction) (no change)** of $ _____ to the Contract Sum.
As an **(increase) (decrease) (no change)** of _____ days to the Contract Time.

By: _____ Date: _____

A/E RECOMMENDATION ..... **From: A/E** **To: Owner**

We have reviewed the CM's/Contractor's **(proposal) (estimate)** for the change described above and recommend your **(approval) (disapproval)** of the Contract Sum, and **(approval) (disapproval)** of Contract Time.

By: _____ Date: _____

OWNER'S ACTION ..... **From: Owner** **To: A/E**

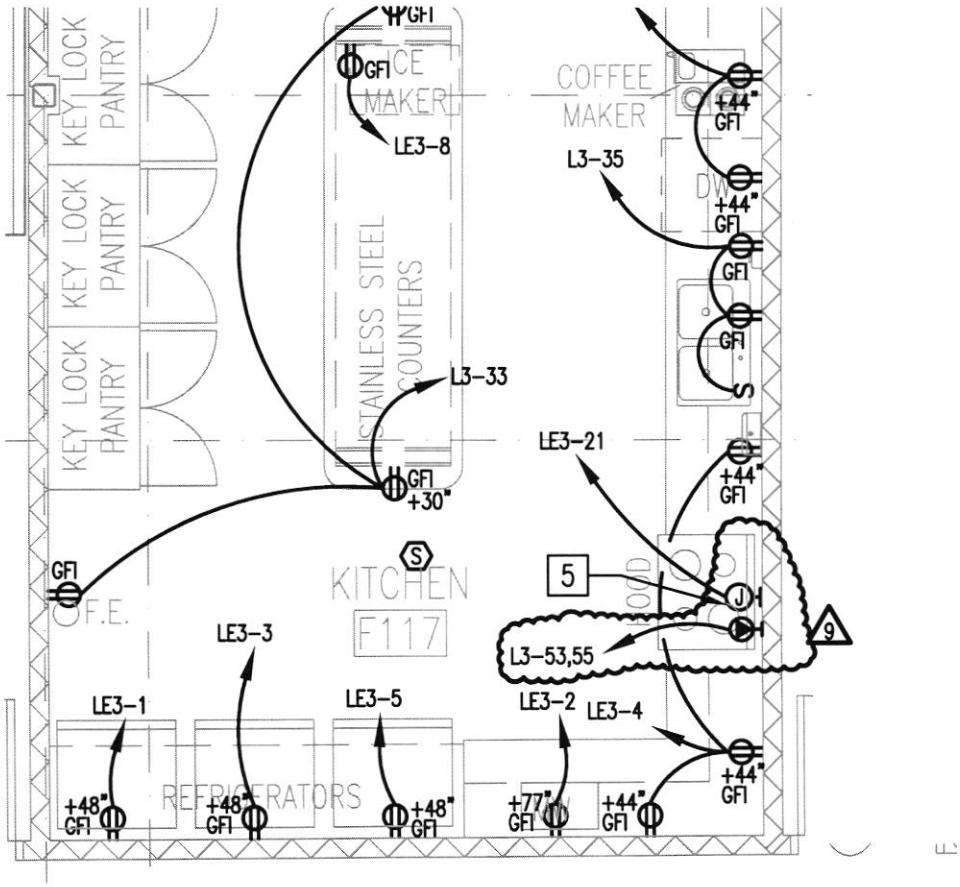
The CM/Contractor is **(authorized) (not authorized)** to proceed with the work and the contract adjustments are to be formalized in the next upcoming Change Order.

By: _____ Date: _____

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755 FAX: (402) 334-0868 E-Mail: mail@prochaska.us



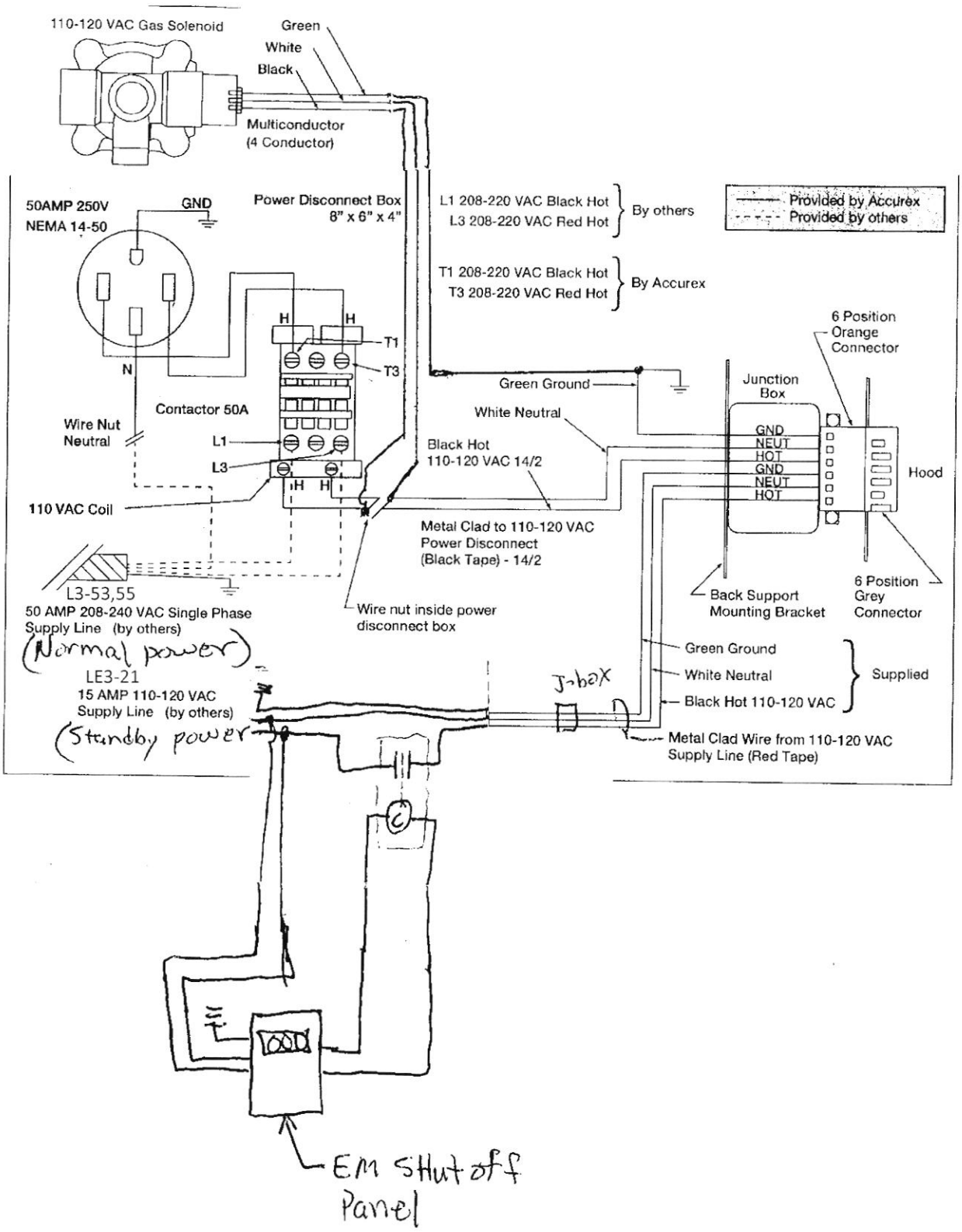
ENLARGED KITCHEN F117 POWER & SYSTEMS PLAN

SCALE: 1/4" = 1'-0"

N

PR 038

Date: 08/07/18 Project No. 160308	Project: MARSHALLTOWN POLICE & FIRE HEADQUARTERS	PLANNING ARCHITECTURE ENGINEERING PROCHASKA & ASSOCIATES INTERIORS & FACILITY MANAGEMENT 11317 CHICAGO CIRCLE OMAHA, NEBRASKA 68154-2633 PHONE: 402.334.0755 FAX: 402.334.0868 E-MAIL: mail@prochaska.us	Sheet: E2.3j


110-120 VAC Gas Solenoid
Green
White
Black
Multiconductor
(4 Conductor)
50AMP 250V
NEMA 14-50
GND
Power Disconnect Box
8" x 6" x 4"
L1 208-220 VAC Black Hot
L3 208-220 VAC Red Hot
By others
Provided by Accurex
Provided by others
T1 208-220 VAC Black Hot
T3 208-220 VAC Red Hot
By Accurex
H
H
T1
T3
N
Contactor 50A
Wire Nut
Neutral
L1
L3
H
H
110 VAC Coil
Green Ground
White Neutral
Black Hot
110-120 VAC 14/2
Junction
Box
6 Position
Orange
Connector
GND
NEUT
HOT
GND
NEUT
HOT
Hood
Metal Clad to 110-120 VAC
Power Disconnect
(Black Tape) - 14/2
L3-53,55
50 AMP 208-240 VAC Single Phase
Supply Line (by others)
(Normal power)
Wire nut inside power
disconnect box
Back Support
Mounting Bracket
6 Position
Grey
Connector
Green Ground
White Neutral
Black Hot 110-120 VAC
Supplied
LE3-21
15 AMP 110-120 VAC
Supply Line (by others)
(Standby power)
J-box
Metal Clad Wire from 110-120 VAC
Supply Line (Red Tape)
C
EM Shut off
Panel

SKETCH SKE-1

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

PROPOSAL REQUEST

September 10, 2018

To: Story Construction
2810 Wakefield Circle
Ames, IA 50010

Attn: Jace Christensen

Re: Marshalltown Police & Fire Station HQ
909 South 2nd Street
Marshalltown, IA 50518
CR#043 < Fire Station Hood Connections >

Jace:
Please see the enclosed change request CR#043 Fire Station Hood Connections to provide and install wiring as indicated.

Proposal includes the following
Labor and material to install gas control panel in RoomP154, Install gas solenoid valve in room P155 and install power circuit for gas valve control panel through aux contacts on ansul system in cabinet above range hood.
Labor and material to install gas control panel & gas solenoid valve in room P235 and install power circuit for gas valve control panel through aux contacts on ansul system in cabinet above range hood.
Labor and material to install gas control panel by entrance. Install gas solenoid valve in room F111 and install power circuit for gas valve control panel through contactor supplied with hood in Room F111.

Not covered in this proposal
Furnishing Gas Control Panels & Gas Solenoid valves
Furnishing Contactor for Interlock to Range Hood in F117
Mounting of Range Hoods, Ansul System Piping, and any Required Programing
Testing and Owner training of Range Hood and Gas Valve Control Panels

This proposal also excludes, but not limited to; installing/supplying access panels/holes, painting/re-finishing, sheetrock/plaster patching or removal, replacing fireproofing, all damages to finishes including ceiling tile and grid, block/"soaps", wood backing, dumpster/haul-off costs, and/or final clean to be included by others.

ADD/DEDUCT:
- Material $354.59
- Labor 33.73 hrs.

Quantity	Item Name
3	Mount 3 Gas Valve Control Boxes
3	Wire 3 Solenoid Valves
2	Tie 2 Ansul Micro Sw in P154 &P235
1	Mount & Wire Contactors with hoods F117
1	Wire Range Hood Controls F117
3	Drill Holes Floors and Walls
110	3/4 EMT
20	3/4 EMT CONN

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11	3/4 EMT COUP
6	4/S BOX
3	HANDY BOX
3	4/S BOX Extension Rings
3	4/S SG MUD RING
3	4/S BLANK COVER
3	HANDY BLANK COVER
6	BOX SUPPORTS
18	3/4 EMT STRAP
18	1/2 FLEX
10	1/2 FLEX CONN
3	1/2 Close Nipples & Locks
9	12 THHN CU GRD TAILS
488	12 THHN CU
~	MISC. FASTNERS & TERMINATIONS

TOTAL MATERIAL ADD	$	354.59
TOTAL MATERIAL DEDUCT	$	-
SALES TAX EXEMPT	$	-
MATERIAL SUBTOTAL	$	354.59
TOTAL LABOR ADD (33.73 hr. x $72.54)	$	2,446.77
TOTAL LABOR DEDUCT (-0.00 hr. x $72.54)	$	-
PROJECT MANAGER (1 hr. x $89.50)	$	89.50
PROJECT COORDINATOR (.5 hr. x $55.57)	$	27.79
ESTIMATOR (1 hr. x $89.50)	$	89.50
BIM/CAD	$	-
LABOR SUBTOTAL	$	2,653.56
MATERIAL & LABOR SUBTOTAL	$	3,008.15
OTHER ITEMS:		
COORDINATION/LAYOUT/AS-BUILTS (3 hr. x $72.54)	$	217.62
EQUIPMENT	$	-
RENTAL EQUIPMENT	$	-
EXPENDABLE TOOLS (3% Mat.)	$	10.64
TOOLS/EQUIP. (5% Lab.)	$	132.68
FIRE/SOUND CAULKING (3% Mat. + Lab.)	$	90.24
CLEAN-UP LABOR (2% Subtotal + Subcont.)	$	46.25
SAFETY (2% Lab.)	$	53.07
TESTING/START-UP/CXM	$	-
PERMITS/INSPECTIONS	$	-
COREDRILLING	$	-
FREIGHT	$	-
FUEL/TRAVEL	$	-
TONER TRUCK DELIVERY	$	-
STORAGE	$	-
SHOP LABOR	$	-
DRAWINGS/CAD PLOT/XEROX	$	-
OTHER ITEMS SUBTOTAL	$	550.50
SUBTOTAL	$	3,558.65
OVERHEAD FEE (15%)	$	533.80
SUBCONTRACTOR	$	-
OVERHEAD FEE (5%)	$	-
INSURANCE	$	81.85
TOTAL	$	**4,174.30**

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Electrical Designing & Contracting
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Please provide written direction (approval or rejection) within *14* days of submission of above reference proposal. If approved, please provide a written change order within *30* days from written direction of approval. If written direction and/or change orders are not met within given timelines above, it could result in null and void proposals.

Should you have any questions or comments, please do not hesitate to contact this office.

Sincerely,
DEVRIES ELECTRIC, INC.
Derek Van Dyke

Derek Van Dyke
Project Manager

Cc: DVV, SDV, File

STORY CONSTRUCTION

Change Request Summary

PROJECT: **Marshalltown Police & Fire Station Headquarters**
Marshalltown, IA

CHANGE REQUEST NO.: **CR-047**

DATE: September 18, 2018

SUBJECT: RFI #093 GFI Changes

PROPOSED CHANGE DESCRIPTION:

DeVries Electric - [Bid Package No. 26-1]

Provide GFI Changes per RFI #093

SUMMARY OF COST BREAKDOWN:

BP#	Bid Package Name	Contractor	Amount
26-1	Electrical, Communications & Security	DeVries Electric	$7,484.84
Total			**$7,484.84**

Story Construction Co. Contractor	**Prochaska & Associates** Designer	**City of Marshalltown** Owner
[X] Recommend Acceptance	[X] Recommend Acceptance	[ ] Accepted
[ ] Do Not Recommend Acceptance	[ ] Do Not Recommend Acceptance	[ ] Not Accepted
[ ] Other	[ ] Other	[ ] Other
By: Mike Webb	By: William R. Harry III	By:
Date: 9-19-18	Date: 9/21/18	Date:

cc: Field
File

De Vries Electric INC.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

PROPOSAL REQUEST

September 7, 2018

To: Story Construction
2810 Wakefield Circle
Ames, IA 50010

Attn: Jace Christensen

Re: Marshalltown Police & Fire Station HQ
909 South 2nd Street
Marshalltown, IA 50518
CR #035R and RFI#093 <Range Receptacles and GFI Changes Required>

Jace:
Please see the enclosed change request CR #035R and RFI#093 Combined as requested – provide and install receptacles behind gas ranges on GFI breakers per RFI#093 in Rooms P154 and F117. Install at 18" AFF and connect to the existing circuit feeding the hood in each room. Proposal also includes changes to GFI protection per RFI#093 listed below.

BREAKROOM P154 E2.1
1. LE2-21 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (MICROWAVE)
2. LE2-23 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (FRIG)
3. LE2-25 ADD GFI BREAKER (BEHIND TV)
4. L2-4 DELETE 1 GREY DUPLEX & ADD 1 GREY GFI
5. L2-16 DELETE 2 GREY DUPLEX & ADD 2 GREY GFI
6. L2-18 DELETE 2 GREY DUPLEX & ADD 2 GREY GFI
7. L2-20 DELETE 2 GREY DUPLEX & ADD 2 GREY GFI
8. L2-22 ADD 1 GREY DUPLEX & GFI BREAKER (RANGE, RANGE HOOD CR#35R)

ALCOVE P157 E2.1
1. L2-9 DELETE 1 GREY GFI & ADD 1 GREY DUPLEX & GFI BREAKER (WATER COOLER)

DISPATCH BREAK ROOM P235 E2.2 SEE ENLARGED RADIO EQUIPMEN/DISPATCH KITCHEN PLAN
1. LE1-5 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (MICROWAVE)
2. LE1-7 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (RANGE & RANGE HOOD)
3. LE1-9 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GF1 BREAKER (FRIGE)
4. LE1-11 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GF1 BREAKER (FRIGE)
5. LE1-13 ADD GFI BREAKER (HAS 60" REC FOR TV ON CIRCUIT)

ALCOVE P213 E2.2
1. L1-15 DELETE 1 GREY GFI & ADD 1 GREY DUPLEX & GFI BREAKER (WATER COOLER)

COPY/WORK P204 E2.2
1. L1-25 ADD GF1 BREAKER (UNDER COUNTER FRIG BY SINK)

KITCHEN F117 E2.3 SEE ENLARGED KITCHEN POWER & SYSTEMS PLAN
1. LE3-1 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (FRIGE)
2. LE3-3 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (FRIGE)
3. LE3-5 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (FRIGE)
4. LE3-2 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (MICROWAVE)
5. LE3-21 ADD 1 RED DUPLEX & GFI BREAKER (RANGE & RANGE HOOD CR-35R)
6. LE3-8 DELETE 1 RED GFI & ADD 1 RED DUPLEX & GFI BREAKER (ICE MAKER)
7. L3-33 DELETE 1 GREY DUPLEX & ADD 1 GREY GFI (WEST WALL REC.)
8. L3-35 DELETE 2 GREY GFI & ADD 2 GREY DUPLEX & 1 GFI BREAKER (DISHWASHER & GARBAGE DISPOSAL)

DINING F116 E2.3 SEE ENLARGED KITCHEN POWER & SYSTEM PLAN
1. L3-40 ADD GFI BREAKER (DUE TO 60"TV)

ALCOVE F124 E2.3
1. L3-21 DELETE 1 GREY GFI & ADD 1 GREY DUPLEX & GFI BREAKER (WATER COOLER)

ALCOVE C107 E2.3
1. L3-10 DELETE 1 GREY GFI & ADD 1 GREY DUPLEX & GFI BREAKER (WATER COOLER)

SHARED FITNESS ROOM C200 E2.3
1. L3-19 DELETE 1 GREY GFI & ADD 1 GREY DUPLEX & GFI BREAKER (WATER COOLER)

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

This proposal also excludes, but not limited to; installing/supplying access panels/holes, painting/re-finishing, sheetrock/plaster patching or removal, replacing fireproofing, all damages to finishes including ceiling tile and grid, block/"soaps", wood backing, dumpster/haul-off costs, and/or final clean to be included by others.

ADD/DEDUCT:
- Material: $2,815.05
- Labor 46.85 hrs.

Quantity	Item Name
30	3/4 EMT
4	3/4 EMT CONN
4	3/4 EMT COUP
2	4/S BOX
2	4/S SG MUD RING
2	BOX SUPPORT
6	3/4 EMT STRAP
2	1G SS DUPLEX PLATE
20	DUPLEX RECP
8	GFIDUPLEX RECP
-8	DUPLEX RECP
-18	GFIDUPLEX RECP
23	GFI BREAKERS QBGFEP1020
108	12 THHN CU
~	MISC. FASTNERS & TERMINATIONS

SUBCONTRACTORS:
- N/A $0.00

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

TOTAL MATERIAL ADD	$	3,509.39
TOTAL MATERIAL DEDUCT	$	(571.44)
SALES TAX EXEMPT	$	-
MATERIAL SUBTOTAL	$	2,937.95
TOTAL LABOR ADD (57.43 hr. x $72.54)	$	4,165.97
TOTAL LABOR DEDUCT (-8.70 hr. x $72.54)	$	(631.10)
PROJECT MANAGER (2 hr. x $89.50)	$	179.00
PROJECT COORDINATOR (1 hr. x $55.57)	$	55.57
ESTIMATOR (1 hr. x $89.50)	$	89.50
BIM/CAD	$	-
LABOR SUBTOTAL	$	3,858.94
MATERIAL & LABOR SUBTOTAL	$	6,796.89
OTHER ITEMS:		
COORDINATION/LAYOUT/AS-BUILTS (8 hr. x $72.54)	$	580.32
EQUIPMENT	$	-
RENTAL EQUIPMENT	$	-
EXPENDABLE TOOLS (3% Mat.)	$	105.28
TOOLS/EQUIP. (5% Lab.)	$	192.95
FIRE/SOUND CAULKING (3% Mat. + Lab.)	$	-
CLEAN-UP LABOR (2% Subtotal + Subcont.)	$	13.49
SAFETY (2% Lab.)	$	77.18
TESTING/START-UP/CXM	$	-
PERMITS/INSPECTIONS	$	-
COREDRILLING	$	-
FREIGHT	$	-
FUEL/TRAVEL	$	-
TONER TRUCK DELIVERY	$	-
STORAGE	$	-
SHOP LABOR	$	-
DRAWINGS/CAD PLOT/XEROX	$	-
OTHER ITEMS SUBTOTAL	$	969.22
SUBTOTAL	$	7,766.11
OVERHEAD FEE (15%)	$	1,164.92
SUBCONTRACTOR	$	-
OVERHEAD FEE (5%)	$	-
INSURANCE	$	178.62
TOTAL	**$**	**9,109.65**
	($	1,624.81)
TOTAL (CORRECTED)	$	7,484.84

This is combined pricing for CR #035 and RFI #093. CR #035 (a $1,624.82 ADD) will be subtracted from this total:

$9109.65-$1,624.81=

$7,484.84

Please provide written direction (approval or rejection) within *14* days of submission of above reference proposal. If approved, please provide a written change order within *30* days from written direction of approval. If written direction and/or change orders are not met within given timelines above, it could result in null and void proposals.

Should you have any questions or comments, please do not hesitate to contact this office.

Sincerely,
DEVRIES ELECTRIC, INC.
Derek Van Dyke

Derek Van Dyke
Project Manager

STORY CONSTRUCTION

REQUEST FOR INFORMATION

To: Bill Huey
PROCHASKA & ASSOCIATES
11317 CHICAGO CIRCLE
OMAHA, NE 68154
Ph: 402-334-0755

RFI: 93
Date: 6/11/2018
Project: Marshalltown Police & Fire HQ
Marshalltown, IA
17407-01

Subject: **Outlet Placement and GFI Protection**

Drawing: E dwgs, A5.1, A5.2, A5.3

Spec Section:

The Request for Information is intended as a clarification to the contract documents. If contract price or contract time is affected, an itemized proposal must be submitted to the owner through Story Construction Co. and approved before proceeding with the work in question.

Request:

Date Required:

Please review the comments on the attached drawings. Please indicate the following for receptacles marked.

1) Do receptacles at indicated locations need moved in order to be accessible? Or, do GFI breakers need to be added?
2) Do coffee makers need to be on a dedicated circuit?
3) Clarify what panel and cirucuit number is reserved for each range hood.
4) Do the outlets indicated need to be changed to GFI?

Requested by: Jace Christensen (STORY CONSTRUCTION CO.)

Phone:515-232-4358

Request cc'd to: Tom Hawk (PROCHASKA & ASSOCIATES)

Response:

See replies below.

Response by:

Response date:

1) Yes, all GFI receptacles behind stoves, refrigerators, ice makers, water coolers will need to be GFI breakers and not GFI receptacles.

2) Yes, move microwave receptacles up to cabinets above.

3) The coffee makers are OK as is. Nothing with much load is expected to be plugged into other receptacles on circuit.

4) All dishwasher receptacles are required to be GFI and located in cabinet under sink.

5) The disposer and dishwasher are non-concurrent loads and disposal is short duration so they can be on the same circuit.

6) If the space is a commercial kitchen (has a stove) than all receptacles will be required to be GFI. Disposal in Copy/work P221 is not required to be on a GFI.

7) Circuits for hoods in Fire Station and Dispatch Kitchen were shown in PR 029 and PR 018. Circuit for hood in Breakroom P154 will be L2-22.

De Vries Electric inc.
Electrical Designing & Contracting
ONE PROGRESSIVE DRIVE • P.O. BOX 260 • PELLA, IA 50219 • PH: 641/628-1416 • FAX: 641/628-1499

REQUEST FOR INFORMATION

Date: 6/11/2018

To: Story Construction
2810 Wakefield Circle
Ames, IA 50010

DVE RFI No: #013
GC/CM No: TBD
SUBCONT. No: N/A
RFI Name: Outlet Placement & GFI Protection

Attn: Jace Christensen

Subject: Marshalltown Police & Fire Station HQ
909 South 2nd Street
Marshalltown, IA 50518

Response Required By:
Architect, Engineer, and/or Owner

Category:

	Information Not Found In Documents	
	Interpretation Of Contract Documents	
X	Conflict In Contract Documents	
X	Coordination Issue	
X	Contract Drawing Reference	A5.1, A5.2, A5.3, E2.1, E2.2, and E2.3
	Addendum Reference	
	Specification Reference	
	Shop Drawing Reference	
X	Possible Cost Impact	
	Possible Time Impact	

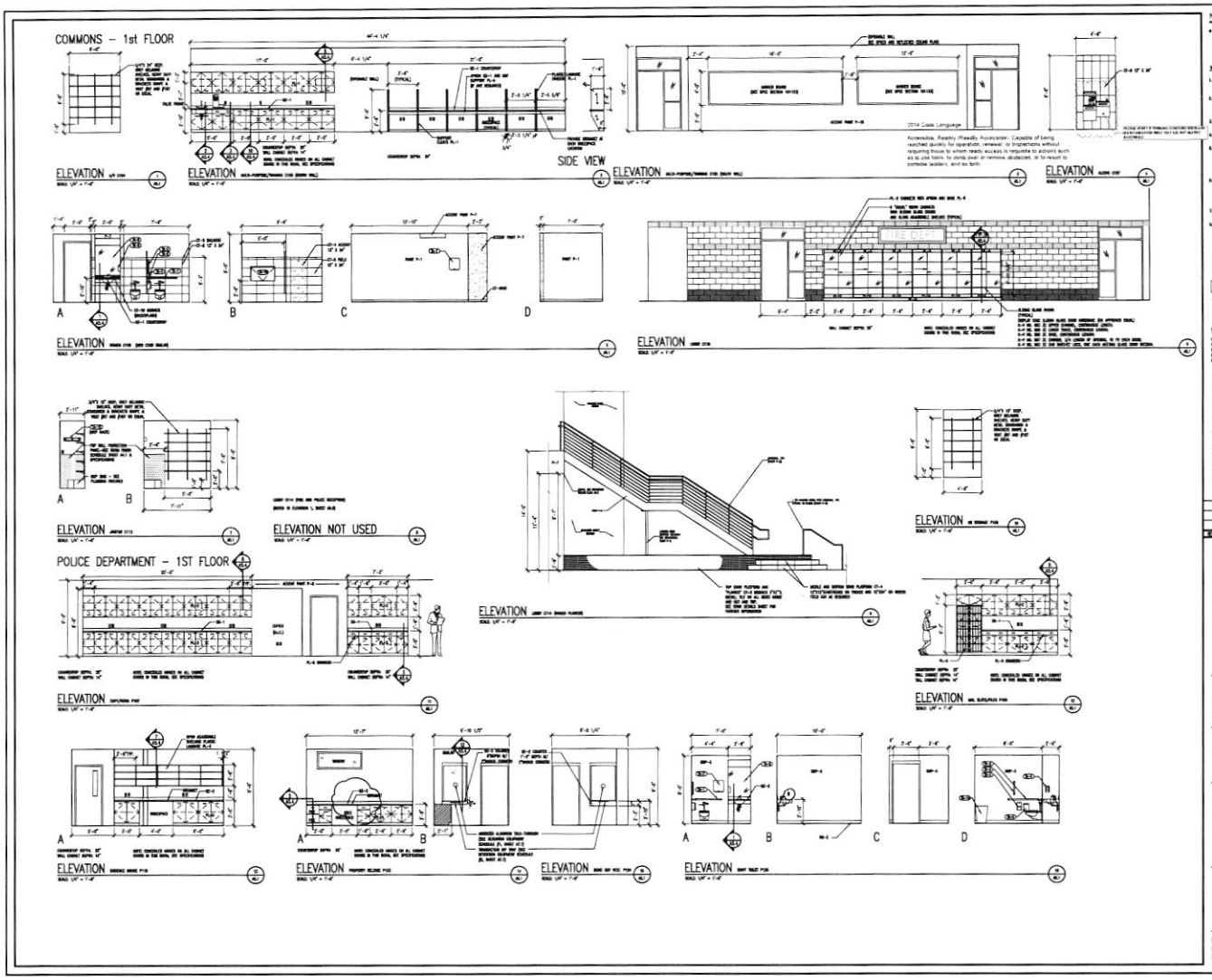
Brief Description:

Please review the comments on the attached drawings. Please indicate if receptacles need moved or if GFI breakers need to be added, if additional circuits need added for coffee makers, if additional circuit need added for range hood, and if outlets indicated need to be changed to GFI.

Attachments: 3

Initiated By: Derek Van Dyke

Response:



Notes:

MARSHALLTOWN
POLICE & FIRE HEADQUARTERS

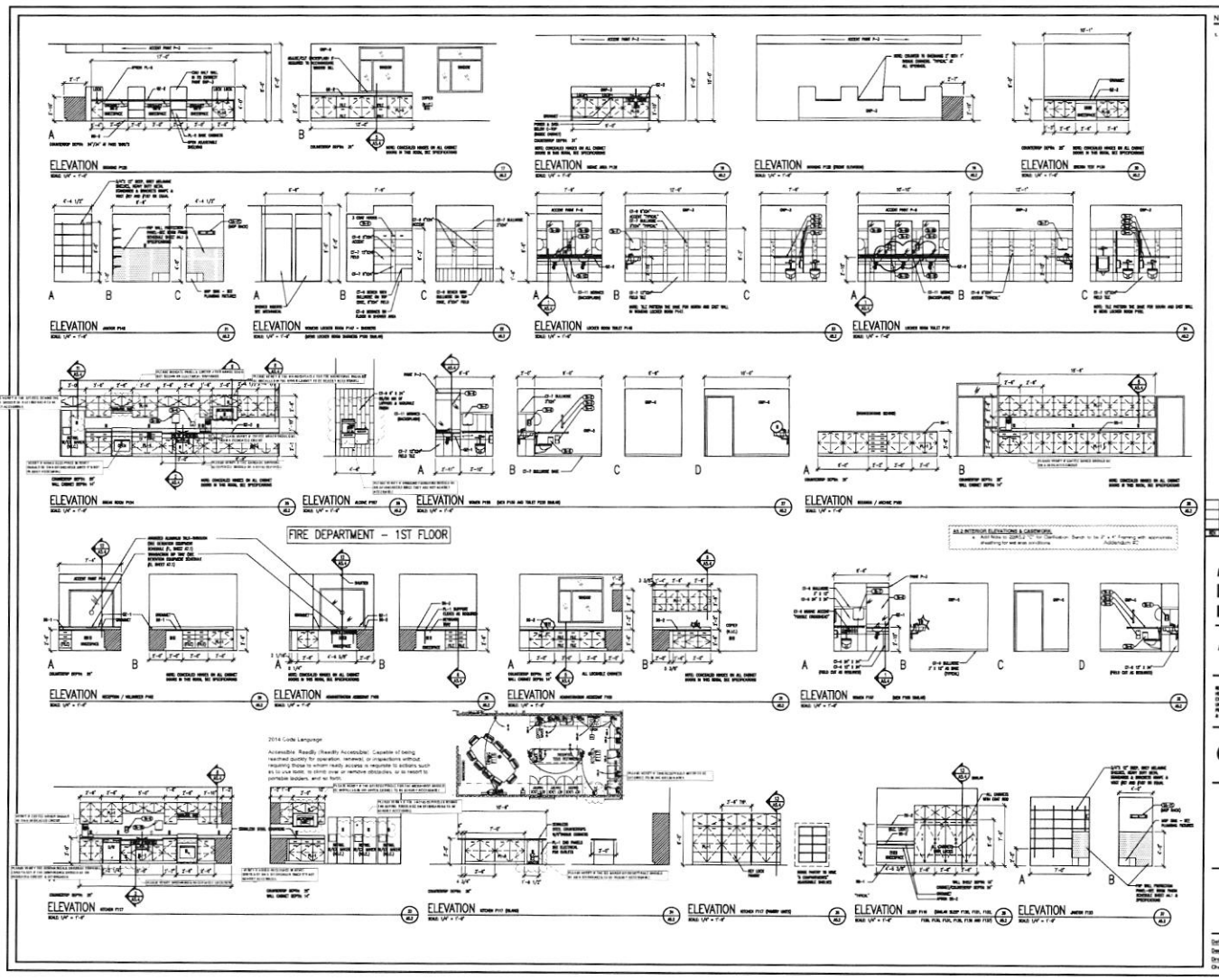
909 SOUTH 2ND STREET
MARSHALLTOWN, IOWA 50518

PLANNING ARCHITECTURE ENGINEERING
PROCHASKA & ASSOCIATES
INTERIORS & FACILITY MANAGEMENT

INTERIOR ELEVATIONS & CASEWORK

Date: 01-31-2017 Project No.
Designed By: DPG/BM
Drawn By: DPG/BM
Checked By:

A5.1



Notes:

1. SEE DRAWING SHEET A0.1 FOR NOTES AND GENERAL

NO	DESCRIPTION	DATE

MARSHALLTOWN
POLICE & FIRE HEADQUARTERS

909 SOUTH 2ND STREET
MARSHALLTOWN, IOWA 50518

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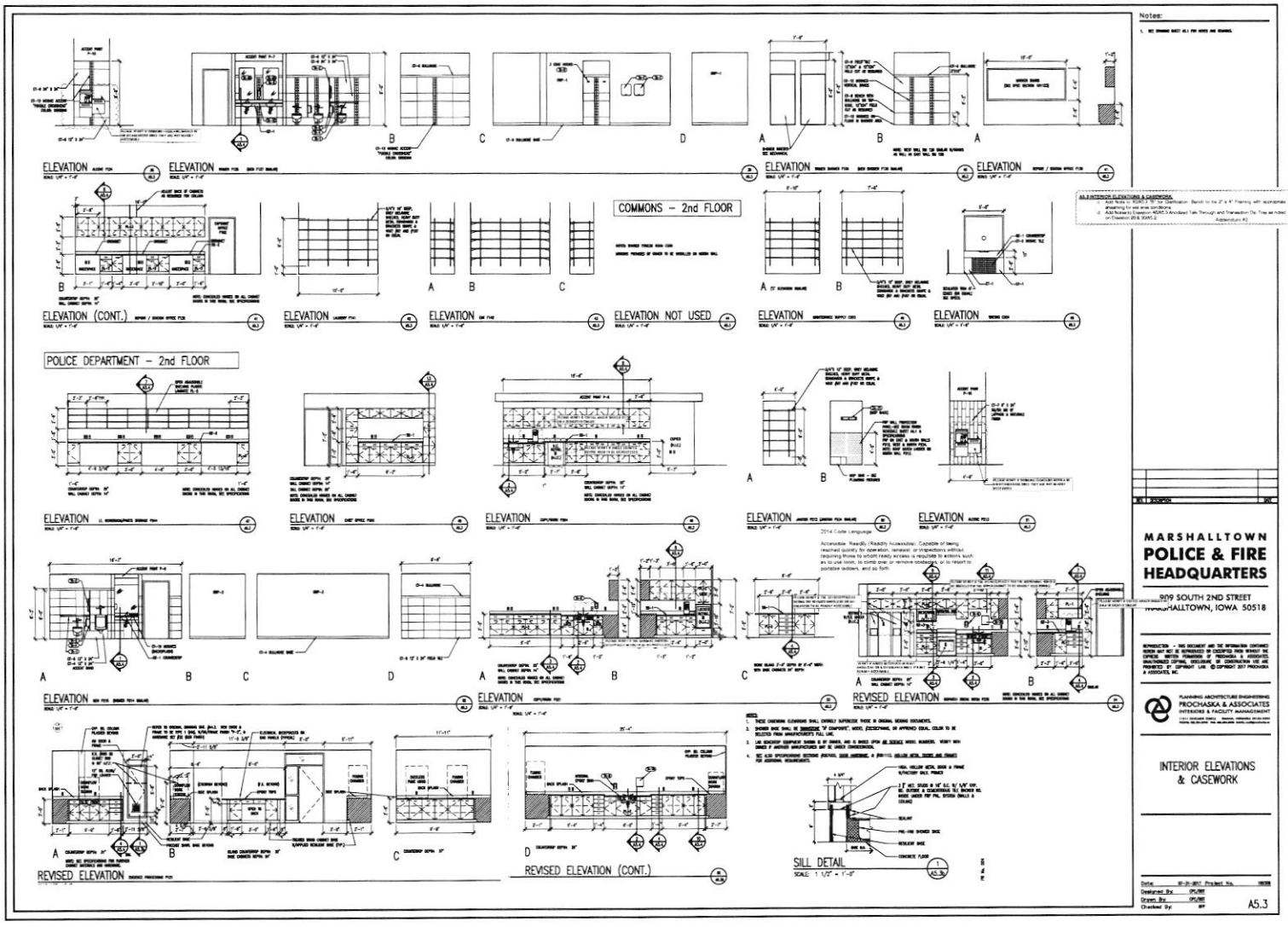
PLANNING ARCHITECTURE ENGINEERING
PROCHASKA & ASSOCIATES
INTERIORS & FACILITY MANAGEMENT

INTERIOR ELEVATIONS & CASEWORK

Date:	01-31-2017 Project No.
Designed By:	DK/MP
Drawn By:	DK/MP
Checked By:	MP

A5.2



Notes:

MARSHALLTOWN
POLICE & FIRE HEADQUARTERS

909 SOUTH 2ND STREET
MARSHALLTOWN, IOWA 50518

PROCHASKA & ASSOCIATES
ARCHITECTURE ENGINEERING
INTERIORS & FACILITY MANAGEMENT

INTERIOR ELEVATIONS & CASEWORK

Date: 10-31-2017 Project No. 16038
Designed By: CPL/BR
Drawn By: CPL/BR
Checked By: BP

A5.3

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#3-1 CONCRETE FOUNDATIONS FOR CALIBER CONCRETE
AN INCREASE OF $1346.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Caliber Concrete for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $699,954.89 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

Marshalltown Police & Fire Station Headquarters
City of Marshalltown
Marshalltown, Iowa

Bid Package No. 03-1 Concrete Foundations & Flatwork
Caliber Concrete

CO #		Change Order Date	Change #	Change Order Amount	Contract Amount
	Original Contract Sum				$ 667,000.00
1	CR-006 - Lobby Footing Replacement	2/13/2018	1	$ 21,770.39	
2	CR-002R - PR 002 Structural Changes to Gridline M.9	3/9/2018	2	$ 1,915.00	
3	CCD-003 - Imported Sand for Exposed Burnished Concrete Slabs	6/14/2018	3	$ 7,923.50	
	Net change by Fully Executed Change Orders				$ 31,608.89
	Contract Sum to Date based upon Fully Executed Change Orders				$ 698,608.89
	Pending Changes				
	CCD 012 Mobile Shelving Topping Slabs			$ 1,346.00	
	New Contract Sum				**$ 699,954.89**

STORY CONSTRUCTION

CONSTRUCTION CHANGE DIRECTIVE NO. CCD-012

Date: August 3, 2018

To: BP 03-1 Caliber Concrete; Jason Martin, Jason Gettler

Subject: Mobile Shelving Topping Slabs

Re: **Marshalltown Police & Fire Station Headquarters**
City of Marshalltown
Marshalltown, Iowa

The following change in the contract document is approved and the work is authorized to proceed accordingly. Determine and submit final costs and time adjustments (if any) in accordance with the conditions of the contract. **Document and confirm quantities with the Construction Manager on a daily basis.** This change will be incorporated in a subsequent change order.

DESCRIPTION:

In the Police Wing, place and finish the concrete topping slab around the mobile shelving rail system at the recessed slab locations (see list below). Concrete finish is to match that of the room.

- **P120 Evidence Processing**
- **P160 Records/Archive**

Contractor:

BP 03-1 Caliber Concrete

Mobile Shelving Topping Slabs

Issued by Story Construction Co.

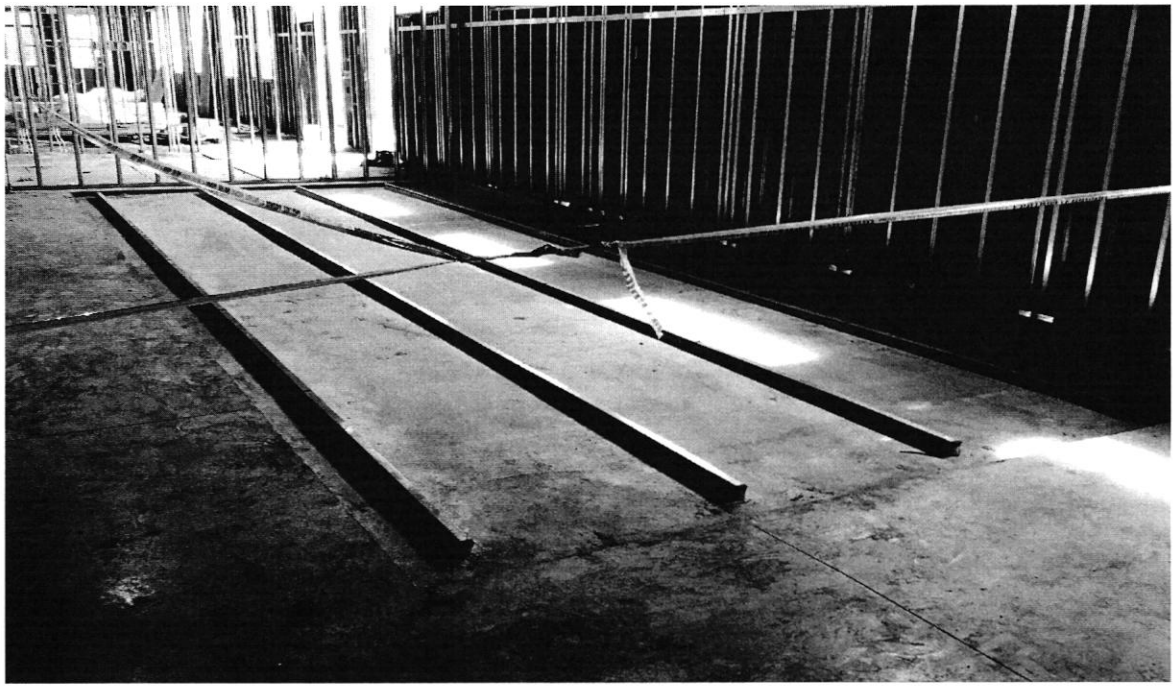
Ethan Dix
Project Superintendent

Authorized by:

City of Marshalltown
Justin Nickel, Director of Public Works

cc: Mike Welter
Jace Christensen
Rebecca Lensch

P160 Evidence Processing, taken 8/3/18



P120 Records/Archive, taken 8/3/18

STORY CONSTRUCTION

September 26, 2018

Mr. Justin Nickel, P.E.
Public Works Director
City of Marshalltown
24 N. Center Street
Marshalltown, IA 50518

RE: Marshalltown Police & Fire Headquarters Project

Dear Justin,

Story has reviewed the attached Change Requests and recommends approval and incorporation into the appropriate Bid Packages.

Change Requests Required by Scope & Design Changes

Change Request #	Description	Dollar amount
CR 040	PR #036 Storage Room F134	$ 8,774.27
CR 041	PR #037 Mobile Shelving Power	$ 1,988.85
CR 043	PR #038 Fire Station Hood Connections	$ 4,174.30
CR-046	Lid for Grate	$ 469.38
CR-047	RFI #093 GFI Changes	$ 7,484.84
CCD 012	Mobile Shelving Topping Slabs	$ 1,346.00
	TOTAL	**$ 24,237.64**

Sincerely,

STORY CONSTRUCTION CO.

Mike Welter
Project Manager

MW:rl

enc: Change Request Summaries

STORY CONSTRUCTION

Change Request Summary

PROJECT: **Marshalltown Police & Fire Station Headquarters**
Marshalltown, IA

CHANGE REQUEST NO.: **CR-040**

DATE: August 30, 2018

SUBJECT: PR #036 Storage Room F134

PROPOSED CHANGE DESCRIPTION:

Garling Construction - [Bid Package No. 6-1]

SHEETS A6.3a, A7.3d

1. Provide and install new door, frame, and hardware for opening F134A. Door F134A is to be similar to F134 with Hardware Set #23 in lieu of #28.

Hilsabeck Schacht - [Bid Package No. 9-1]

SHEETS A6.3a, A7.3d

1. Provide and install new metal stud and gyp board wall dividing Storage F134 and new Transformer Closet F134A.
2. Modify framing as necessary to accommodate new door F134A.
3. General Storage F134 ceiling shall remain ACT. New room Transformer Closet F134A to be exposed to structure.

Heartland Finishes - [Bid Package No. 9-3]

SHEETS A6.3a, A7.3d

1. Paint new wall dividing General Storage F134 and new Transformer Closet F134A.
2. Paint new hollow metal frame F134A.
3. Paint exposed structure in F134A.

Blackhawk Automatic Sprinkler - [Bid Package No. 21-1]

SHEETS M2.3c

1. Modify sprinkler system as necessary to accommodate new room Transformer Closet F134A.

Tony's Plumbing & Heating - [Bid Package No. 22-1]

SHEETS M2.3c

1. Provide and install new VAV8-134A and associated ductwork in new room Transformer Closet F134A.
2. Provide and install new R-2 and R-1 in new room Transformer Closet F134A.

DeVries Electric - [Bid Package No. 26-1]

SHEETS E2.3f

1. Move receptacle in Passage F132 to accommodate new door F134A.
2. Provide and install new light fixture D in General Storage F134A and associated switch.
3. Provide and install new smoke detector in new room Transformer Closet F134A.

Provide all work in accordance with Change Request No. CR #040 dated July 31, 2018, as prepared by Prochaska and Associates and Story Construction. In addition, reference the attached Proposal Request #036 with the following Supplemental Drawings from Prochaska & Associates.

- **Supplemental Drawing A6.3a, dated 7/26/18**
- **Supplemental Drawing A7.3d, dated 7/26/18**
- **Supplemental Drawing E1.3c, dated 7/26/18**

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#2-1 SITE DEMOLITION AND EARTHWORK FOR CON-STRUCT, INC.
AN INCREASE OF $469.38

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Construct, Inc. for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $645,344.63 is hereby accepted and approved.

Passed this 8th day of October 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

	A	B	C	D	E	F
5	**Bid Package No. 02-1 Site Demolition and Earthwork**					
6	**Con-Struct, Inc.**					
7			**Change Order**		**Change Order**	
8	**CO #**		**Date**	**Change #**	**Amount**	**Contract Amount**
9						
10		**Original Contract Sum**				$ 596,070.00
11						
12	1	Over-excavation for Building Pad	8/29/2017	1	$ 36,800.00	
13	2	CR-006 - Lobby Footing Removal	2/13/2018	2	$ 3,675.25	
14	3	CCD-002 - Sanitary Manhole	3/15/2018	3	$ 6,000.00	
15	4	Temp Seed & Mulch ($.05 per Sq ft) 1.07 acres	5/2/2018	4	$ 2,330.00	
16						
17						
18						
19						
20		Net change by Fully Executed Change Orders				$ 48,805.25
21		**Contract Sum to Date based upon Fully Executed Change Orders**				$ 644,875.25
22						
23		**Pending Change Orders**				
24		CR 046 Lid for Grate			$ 469.38	
25						
26		**New Contract Sum**				**$ 645,344.63**
27						
28						
29						
30						

STORY CONSTRUCTION

Change Request Summary

PROJECT: **Marshalltown Police & Fire Station Headquarters**
Marshalltown, IA

CHANGE REQUEST NO.: **CR-046**

DATE: September 6, 2018

SUBJECT: Lid for Grate

PROPOSED CHANGE DESCRIPTION

SUMMARY OF COST BREAKDOWN:

BP#	Bid Package Name	Contractor	Amount
02-1	Site Demolition,Earthwork, Utilities and Erosion Control	Con-Struct	$ 469.38
Total			**$ 469.38**

Story Construction Co. Contractor	**Prochaska & Associates** Designer	**City of Marshalltown** Owner
[X] Recommend Acceptance	[X] Recommend Acceptance	[ ] Accepted
[ ] Do Not Recommend Acceptance	[ ] Do Not Recommend Acceptance	[ ] Not Accepted
[ ] Other	[ ] Other	[ ] Other
By: Mike Webb	By: William R. Harz III	By:
Date: 9-7-18	Date: 9/11/18	Date:

cc: Field
File

Con-Struct, Inc.
1710 East Main Street
Marshalltown, IA 50158
641-752-1865

STORY CONSTRUCTION
2810 WAKEFIELD CIR
AMES, IA 50010

INVOICE ID: 105313
DRAW ID: 47446
DATE: July 31,2018
SALESPERSON:
CUSTOMER ID: 820300
PO #:

CONTRACT ID: 18-01-1102
Story Construction
LOCATION: Lid for grate @ Marshalltown Police & Fire Station

Material	469.38
Additional Material Charges & Deductions	0.00
Total Material	469.38
Invoice Sub-total	469.38
	0.00
Amount due this Invoice	$469.38

Accounts not paid within 30 days of the date of the invoice are subject to a 1 1/2% monthly finance charge.

RECEIVED
AUG 14 2018
STORY CONSTRUCTION

RESOLUTION APPROVING CONTRACT CHANGE ORDER FOR THE POLICE & FIRE HEADQUARTERS PROJECT # BLD17001 BP#9-3 PAINTING FOR HEARTLAND FINISHES
AN INCREASE OF $1235.00

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a contract with Heartland Finishes for the labor and material for the POLICE & FIRE HEADQUARTERS Project #BLD17001; and

WHEREAS an increase is requested for additional items to complete the project.

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

Section1. That the contract Change Order for the Police & Fire Headquarters Project, in the increased amount of $176,949.00 is hereby accepted and approved.

Passed this 8th day of October, 2018, and signed this _____ day of_____, 2018.

CITY OF MARSHALLTOWN, IOWA

_____
Joel Greer, Mayor

ATTEST:

_____
Shari L. Coughenour, CMC, City Clerk

	A	B	C	D	E	F
1	Marshalltown Police & Fire Station Headquarters					
2	City of Marshalltown					
3	Marshalltown, Iowa					
4						
5	**BP No. 09-3 Painting**					
6	**Heartland Finishes**					
7			**Change Order**		**Change Order**	
8	**CO #**		**Date**	**Change #**	**Amount**	**Contract Amount**
9						
10		**Original Contract Sum**				$ 175,315.00
11	1	CR-005R PR #004 Evidence Processing Modifications	3/9/2018		$ 399.00	
12						
13						
14						
15						
16						
17		Net change by Fully Executed Change Orders				$ 399.00
18		**Contract Sum to Date based upon Fully Executed Change Orders**				$ 175,714.00
19						
20		**Pending Changes**				
21		CR 040 - PR #036 Storage Room F134			$ 1,235.00	
22		**New Contract Sum**				**$ 176,949.00**
23						
24						

REQUEST FOR CHANGE ORDER

HEARTLAND FINISHES, INC.

Heartland Companies 1365 E. Broadway Avenue Des Moines, IA 50313 www.ortlad.com

Ref.# CO-01183
GC #
Date Aug 01, 2018
Job # 17-9169

To: **STORY CONSTRUCTION**
2810 Wakefield Circle
AMES, IA 50010
Phone: 515-232-4358 Fax: 515-232-1981

Project: **Marshalltown Fire & Police Headquarters**
909 S. 2nd St.
Marshalltown, IA

Project: CR #040

Scope of work	Amount
Paint new wall dividing General Storage F134 and new Transformer Closet F134A	
Paint new hollow metal frame F134A	
Paint exposed structure in F134A	

Not Included in Contract (NIC)

No bonds or permits.
No wood construction, or plywood.
Temp partitions, heat and enclosures, toilets, dumpsters, ventilation, lights, electricity, and other temporary utilities are excluded from this quote.
Work performed during normal work hours of 7:00 am - 3:30 pm, M-F.
Any work not included in the scope of work is excluded

Total: **$1,235.00**

AUTHORIZED BY: Jace Christensen

ON BEHALF OF: STORY CONSTRUCTION

RESOLUTION NO._____

Setting date for public hearing on offer to purchase City-owned property located at 22 North Center Street

WHEREAS, the City of Marshalltown, Iowa (the "City"), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Marshalltown Urban Renewal Area No. 4 (the "Urban Renewal Area"); and

WHEREAS, Chapter 403 of the Code of Iowa provides a process by which a city may dispose of property once an offer to purchase property has been received, including giving notice of the receipt of such offer and opportunity for a public hearing; and

WHEREAS, a Request for Proposals inviting offers to purchase the City-owned property located at 22 North Center Street (the "Property") was circulated to interested parties; and

WHEREAS, the City has received an offer (the "Offer") to purchase the Property from YSS of Marshall County ("YSSMC"), pursuant to which YSSMC would pay the City $35.00 for the Property and would use the Property to continue its operation as a private, non-profit agency serving youth in the community; and

WHEREAS, in accordance with Sections 403.8 and 403.9 of the Code of Iowa, it is now necessary that a date be set for a public hearing on the Offer;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Marshalltown, Iowa, as follows:

Section 1. This City Council will meet at the Council Chambers, Marshalltown, Iowa, on the 12th day of November, 2018, at 5:30 PM, at which time and place it will hold a public hearing on the proposed Offer.

Section 2. The City Clerk shall publish notice of the hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in Marshalltown, which publication shall be not less than thirty (30) days before the date set for hearing.

Passed and approved October 8, 2018.

_____
Mayor

Attest:

_____
City Clerk

NOTICE OF URBAN RENEWAL COMPETITIVE BID PROCESS AND INTENTION TO ACCEPT OFFER FOR SALE OF CITY PROPERTY

The City of Marshalltown, Iowa (the "City") has proposed the sale of certain property owned by the City. The property is located at 22 North Center Street and has a legal description of South 40 feet of Lots 1-3 of Block 9 of the Town of Marshall (the "Property"). A two-story building is located on the Property, which has 13,920 square feet and a basement. The Property, which has served as the offices of the Police Department, is located in the Marshalltown Urban Renewal Area No. 4 (the "Urban Renewal Area").

The City Council is interested in selling the property to an entity that will serve the best interests of the Marshalltown community and its residents.

The proposed sale is subject to the uses specified in the urban renewal plan for the Urban Renewal Area.

The City is inviting competitive proposals for the sale of the Property. Further information is available from the City Administrator, City Hall, 24 North Center Street, Marshalltown, Iowa 50158 (641) 754-5799. Written proposals for the sale of the Property must be received no later than 1:00 o'clock p.m. on the 8th day of November, 2018, at the office of the City Administrator. In the event competing proposals are timely submitted, all proposals will be reviewed by the City Council. The City reserves the right to reject any or all proposals, and to waive any informalities.

The City is further providing notice that it has received and intends to accept an offer (the "Offer") to purchase the Property from YSS of Marshall County, which provides that YSS of Marshall County will acquire the Property from the City for $35.00, to be paid at closing. YSS of Marshall County proposes to locate its offices in the building located on the Property and to continue its operation as a private, non-profit agency serving youth in the community.

In the event no competing proposals are received by the City, the City Council intends to approve the sale of the Property to YSS of Marshall County, following a public hearing on the Offer, to be held at 5:30 p.m., on the 12th day of November, 2018, at the Council Chambers. At the hearing, any interested person may file written comments or present oral comments with respect to the proposed sale of the Property.

Shari Coughenour
City Clerk

• • • • •

On motion and vote the meeting adjourned.

_____
Mayor

Attest:

_____
City Clerk

Joel Greer, Mayor
Jessica Kinser, Administrator
Shari L. Coughenour, Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5799
Fax - (641) 754-5717

MARSHALLTOWN
IOWA

City Administrator's Office

To: Mayor Greer and the City Council
From: Jessica Kinser, City Administrator
Date: October 5, 2018
RE: Termination of Aquatic Center Agreement

The Agreement for the operation of the Aquatic Center with the YMCA-YWCA (Y) will automatically renew unless the City provides notice to terminate the agreement by October 15th. After a lot of discussion, I am recommending the City terminate the agreement and resume management of the Aquatic Center for the following reasons:

- Cost- The City pays the Y $15,000 annually and then reimburses all expenses incurred by the Y. This includes personnel, supplies, etc. If the City cancels the agreement, we will be saving the $15,000 payment. Plus we can exclude the personnel benefits from the General Fund and pay for them with the employee benefits tax levies, which would be approximately $5-6,000 (depending on total payroll). The City would also save another $2-3,000 by not having to reimburse the payroll admin fee charged to the Y, which was being passed along to the City

- Staffing- The City currently has a presence at the Aquatic Center as we operate the concessions. This requires the presence of the Recreation Supervisor in a management capacity throughout the summer. By adding on another operational area, we can eliminate duplicative management staffing and place the responsibility into one position for the entire operations of the facility.

- Accountability- Many people have not understood the relationship between the Y and the City for the operations. The Y was not able to provide enough lifeguards for the facility to be fully staffed and operational numerous days in the 2018 season. The public was angry about this, and rightfully so. The City was left to work with upset customers and try to find solutions when we had no control to do so. With the City in charge of all the operations, the public can hold us accountable and we can work to find solutions to the operational issues.

In the near future, we will be presenting an agreement for the management of the Pleasant Hill Pool. If we are going to get into the management of that aquatic facility, we believe that we have the staffing and capability of managing the outdoor Aquatic Center as well. This decision will also inform the skill set we should include for a future Parks and Recreation Director and will necessitate the hiring process to begin in the very near future should you agree with the decision to terminate the agreement.

City Council
Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin

Marshalltown
All-America City
2012

2018

Marshalltown YMCA-YWCA

the Y | eliminating racism empowering women ywca

Invoice for City of Marshalltown

PO Number: 352083

	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	YTD
Income Accounts							
3-011-6110 - Cash	$ 25,000.00	$ 27,500.00	$ 27,500.00				$ 80,000.00
Expense Accounts							
3-012-2814 - Staff payroll exp.	$ 1,012.34	$ 16,394.38	$ 24,551.46	$ 20,562.24	$ 779.09		$63,299.51
3-011-3401 AC Rental Staff Expense		$ 345.77	$ 432.12	$ 416.78			$1,194.67
3-011-2305 - FICA SS	$ 62.77	$ 719.19	$ 1,548.98	$ 1,300.70	$ 50.64		$3,682.28
3-011-2310 - Medicare	$ 14.72	$ 659.01	$ 362.26	$ 304.21	$ 8.97		$1,349.17
3-011-2717 - Aureon Svc fee	$ 91.29	$ 392.40	$ 538.08	$ 523.85	$ 63.57		$1,609.19
3-011-2505 - Office Supplies							
3-011-2510 - Computer Supplies							
3-011-2520 - First Aid Supplies							
3-011-2530 - Cleaning Supplies							
3-011-2540 - Misc. Supplies							
3-011-2545 - Pool Supplies							
3-011-2605 - Maint. Staff Salary							
3-011-2610 - Telephone							
3-011-2615 - Electricity Exp.							
3-011-2620 - Fuel Exp.							
3-011-2625 - Water Expense							
3-011-2630 - Garbage Expense							
3-011-2635 - Lawn Care Expense							
3-011-2645 - Exterminator Expense							
3-011-2660 - License/Permit Exp.							
3-011-2680 - Equip. Repair							
3-011-2705 - Service Desk Salary							
3-011-2720 - Postage Expense							
3-011-2730 - Advertising Exp.							
3-011-2735 - Insurance Expense							
3-011-2740 - Worker's Comp.							
3-011-2765 - Staff Training							
2016 Aquatic Center Management fee $15,000		$ 15,000.00					$15,000.00
TOTAL	**$ 1,181.12**	**$ 33,510.75**	**$ 27,432.90**	**$ 23,107.78**	**$ 902.27**		**$86,134.82**
			INCOME minus EXPENSE				***-$6,134.82***

*****Amounts are listed under the month in which payment was made, however, expenses may have been incurred in preceding months.**

2017

Marshalltown YMCA-YWCA

the YMCA | eliminating racism empowering women ywca

Invoice for City of Marshalltown

PO Number: 352083

	Prior to May 2017	May-17	Jun-17	Jul-17	Aug-17	Sep-17	YTD
Income Accounts							
3-011-6110 - Cash	0		$ 25,000.00	$ 42,867.01	$ 38,411.46		$ 106,278.47
Expense Accounts							
3-012-2814 - Staff payroll exp.		$ 2,116.87	$ 26,876.97	$ 26,896.25	$ 22,355.75	$ 1,673.35	$79,919.19
3-011-3401 AC Rental Staff Expense			$ 412.23	$ 464.16	$ 315.89		$1,192.28
3-011-2305 - FICA SS		$ 131.84	$ 1,691.93	$ 1,696.34	$ 1,405.65	$ 103.74	$5,029.50
3-011-2310 - Medicare		$ 30.14	$ 395.69	$ 396.68	$ 328.70	$ 24.28	$1,175.49
3-011-2717 - PEO Svc fee		$ 79.78	$ 1,049.84	$ 1,091.10	$ 879.85	$ 63.08	$3,163.65
3-011-2505 - Office Supplies							$0.00
3-011-2510 - Computer Supplies							$0.00
3-011-2520 - First Aid Supplies					$ 81.09		$81.09
3-011-2530 - Cleaning Supplies							$0.00
3-011-2540 - Misc. Supplies			$ 228.27				$228.27
3-011-2545 - Pool Supplies						$ 34.75	$34.75
3-011-2605 - Maint. Staff Salary							$0.00
3-011-2610 - Telephone							$0.00
3-011-2615 - Electricity Exp.							$0.00
3-011-2620 - Fuel Exp.			$ 13.95				$13.95
3-011-2625 - Water Expense							$0.00
3-011-2630 - Garbage Expense							$0.00
3-011-2635 - Lawn Care Expense	$1,200.00		$ 1,000.00			$ 1,210.00	$3,410.00
3-011-2645 - Exterminator Expense							$0.00
3-011-2660 - License/Permit Exp.							$0.00
3-011-2680 - Equip. Repair							$0.00
3-011-2705 - Service Desk Salary							$0.00
3-011-2720 - Postage Expense			$ 139.50				$139.50
3-011-2730 - Advertising Exp.							$0.00
3-011-2735 - Insurance Expense							$0.00
3-011-2740 - Worker's Comp.							$0.00
3-011-2765 - Staff Training							$0.00
2016 Aquatic Center Management fee $15,000				$ 7,500.00	$ 7,500.00		$15,000.00
TOTAL	**$1,200.00**	**$ 2,358.63**	**$ 31,808.38**	**$ 38,044.53**	**$ 32,866.93**	**$ 3,109.20**	**$109,387.67**
				INCOME minus EXPENSE			***-$3,109.20***

*****Amounts are listed under the month in which payment was made, however, expenses may have been incurred in preceding months.**

2018-185

RESOLUTION TERMINATING THE 28E AGREEMENT WITH THE MARSHALLTOWN YMCA/YWCA FOR OPERATION OF THE AQUATIC CENTER

WHEREAS the City of Marshalltown, Iowa, has heretofore entered into a 28E Agreement with the Marshalltown YMCA/YWCA for the operation of the Marshalltown Family Aquatic Center by Resolution 2018-043 on April 9, 2018; and

WHEREAS the council finds it in the best interest of the City of Marshalltown to terminate this agreement..

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

Section 1. That the 28E Agreement with the Marshalltown YMCA/YWCA for the operation of the Marshalltown Family Aquatic Center is terminated pursuant to the agreement, prior to October 15, 2018.

Section 2. The City Clerk is directed to file this termination with the Secretary of State, referencing file M510774.

Passed this 8th day of October, 2018, and signed this _____ day of October, 2018.

CITY OF MARSHALLTOWN, IOWA

_____

Joel Greer, Mayor

ATTEST:

_____

Shari L. Coughenour, CMC, City Clerk

Paul D. Pate
Secretary of State
State of Iowa

28E Agreement

FOR OFFICE USE ONLY

FILED

M510774

4/9/2018 8:17:57 PM

PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING THIS FORM

Item 1. The full legal name, organization type and county of each participant to this agreement are:

	Full Legal Name	Organization Type	*County
Party 1	CITY OF MARSHALLTOWN	City	Marshall
Party 2	MARSHALLTOWN YMCA/YWCA	Private or Nonprofit	Marshall
Party 3			
Party 4			
Party 5			

**Enter "Other" if not in Iowa*

Item 2. The type of Public Service included in this agreement is: 510 (Code Number) Parks and Recreation (Service Description)
(Enter only one Service Code and Description)

Item 3. The purpose of this agreement is: *(please be specific)*
JOINT OPERATION OF THE AQUATIC CENTER

Item 4. The duration of this agreement is: *(check one)* ☐ Agreement Expires _____ [mm/dd/yyyy] ☑ Indefinite Duration

Item 5. Does this agreement amend or renew an existing agreement? *(check one)*

☐ **NO**

☑ **YES** Filing # of the agreement: M500651

(Use the filing number of the most recent version filed for this agreement)
The filing number of the agreement may be found by searching the 28E database at: http://sos.iowa.gov/28e.

Item 6. Attach two copies of the agreement to this form if not filing online.

Item 7. The primary contact for further information regarding this agreement is: *(optional)*

LAST Name SELNESS **FIRST** Name ANNE

Title PARKS DIRECTOR Department PARKS DIRECTOR

Email ASELNESS@MARSHALLTOWN-IA.GOV Phone 6417545715

2018- 043

RESOLUTION TO APPROVE THE 28E AGREEMENT WITH THE MARSHALLTOWN YMCA/YWCA FOR OPERATION OF THE AQUATIC CENTER.

WHEREAS the City of Marshalltown operates the Marshalltown Family Aquatic Center seasonally to serve the public; and

WHEREAS the City offers swimming lessons and various other activities during the summer season and;

WHEREAS the Marshalltown YMCA/YWCA has partnered with the City helping in the operation of the facility by providing lifeguards, equipment maintenance, cleaning and daily chemical balancing and;

WHEREAS the continued joint operation of the Marshalltown Aquatic Center is in the best interest of the City of Marshalltown.

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

Section 1. That the City of Marshalltown will provide approximately $80,000 this year to the YMCA/YWCA to continue joint operations of the Aquatic Center.

Section 2. The Parks and Recreation Director of the City of Marshalltown is hereby authorized to enter into this 28E agreement with the Marshalltown YMCA/YWCA.

Passed this 9th day of April 2018, and signed this 9 day of April 2018.

CITY OF MARSHALLTOWN, IOWA

Joel Greer

Joel Greer, Mayor

ATTEST:

Shari L Coughenour

Shari L. Coughenour, CMC, City Clerk

the City of Marshalltown

Joel Greer, Mayor
Jessica Kinser, Administrator
Shari L. Coughenour, City Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

CITY CLERK'S OFFICE

April 4, 2018

To: **Mayor Joel Greer**
Members of the City Council

From: Anne Selness
Parks and Recreation Director

Re: Aquatic Center 28E Agreement

Policy Issue: Updated 28E agreement with the YMCA/YWCA for Aquatic Center Operations

Recommendation: Staff recommends approval of new 28E agreement for aquatic center operations.

Background: Our 28E agreement with the Marshalltown YMCA/YWCA has not been updated since 2008. Since that time staffing practices, purchasing policies, equipment upkeep and chemical balancing procedures and protocols have changed. In coordination with Y staff the 28E agreement has been updated to give some responsibilities back to City staff to reduce the staffing time and funding needed to employee Y personnel as well as to update procedures and protocols used to run the facility.

Budget Impact: Yes

Attachment: Yes

cc: Jessica Kinser, City Administrator

City Council
Sue Cahill, Al Hoop, Gabe Isom, Mike Gowdy,
Leon Lamer, Bill Martin, Bethany Wirin

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2012

AGREEMENT GOVERNING THE OPERATION OF
THE CITY OF MARSHALLTOWN AQUATIC CENTER
MARCH 2018

THIS AGREEMENT is made between the CITY OF MARSHALLTOWN (hereinafter referred to as "City"), an Iowa Municipal Corporation and the MARSHALLTOWN YMCA-YWCA (hereinafter referred to as "Y"). This agreement supersedes any previous written agreement between the Parties. It terminates the previous written Agreement on this subject of Aquatic Center operation, between the Parties, and substitutes the following in its place.

1. **DEFINITIONS** - In this Agreement, the following terms shall have the following meanings:

   A. "FACILITY" – the Marshalltown Family Aquatic Center, located at 212 Washington, Marshalltown, consisting of and including a zero depth pool with lap swim area, splash pool, three water slides, diving board, drop slide, water play equipment, lazy river, deck, deck chairs, administration/reception/concession building, bath house, mechanical building and landscape area. The area of the "facility" as described is enclosed by chain link fencing.

   B. "PARK & RECREATION DIRECTOR" –Marshalltown Parks and Recreation Director, who shall be the City's primary representative for purposes of this Agreement.

   C. "AQUATIC DIRECTOR", an employee of the "Y", who shall act as manager of the facility for purposes of this Agreement and who shall be the principal representative of the "Y" for purposes of this Agreement.

   D. "CASHIER" – the individual or individuals designated and employed by the City to staff the entrance of the facility, to collect all user fees, and to supervise and control entrance to the facility.

   E. "AQUATIC MANAGER" – an individual designated and employed by the "Y" to serve as the person who manages the facility. Direct supervision will come from the "Y" Aquatic Director.

   F. "STAFF" – Personnel including but not limited to the Aquatic Director, Aquatic Manager, and lifeguards selected and employed by the "Y" to operate the facility.

   G. "DEPARTMENT" – the Public Health Department of the State of Iowa.

   H. "DEPARTMENT RULES" – the administrative rules of the Department as established in Section 641, Chapter 15 of the Iowa Administrative Code.

   I. "OPERATIONAL BUDGET" – the budget for wages and benefits for part time and full time aquatic center staff, license fees, utilities, payment to Y, consumable supplies to operate the facility daily.

   J. "PARTIES" – means the City of Marshalltown and the Y.

K. "TURF/LANDSCAPE MAINTENANCE" – the weekly mowing, edging, and watering turf and patron rotation of grass areas inside the fenced in area and the planted landscape areas and annual aeration.

L. "CITY RECREATION SUPERVISOR" – Shall be the City designated daily contact for facility operations who is CPO certified.

2. **BASIS OF AGREEMENT**

The "Y" is experienced in indoor swimming facility operation and is capable of managing, operating and staffing the Facility. It is the desire and intention of the Parties that the "Y" assumes responsibility for the staffing and operation of the Facility, pursuant to the terms and conditions of this Agreement.

3. **CONTRACT AND ACCEPTANCE**

The City agrees to engage the "Y" to cooperatively operate the Facility. The "Y" hereby agrees to accept the duties, obligations and responsibilities of the Facility as provided herein. This Agreement is automatically renewed annually, unless either party wishes to terminate this Agreement. Notice of termination of the Agreement must be given prior to October 15 of the applicable current calendar year, in order to allow sufficient time to separate the City's and Y's resources and to allow each entity to revise their budgets accordingly.

4. **FACILITIES AND EQUIPMENT PROVIDED**

The City shall provide the Facility with equipment, rescue equipment, structures, and facilities, except for that equipment to be provided by the "Y" as specified below.

5. **YMCA-YWCA RESPONSIBILITIES** - The "Y" shall provide the following services:

A. STAFFING – The "Y" shall employ and provide sufficient lifeguards and supervisory personnel as necessary to operate the Facility and who shall assist in daily maintenance, along with City concession staff, as needed during regular hours of operation. All staff will be responsible for keeping the facility clean during open hours. Y staff will report supplies needed to concession staff.

B. "Y" AS EMPLOYER – The "Y" shall be the "employer" of the Aquatic Director, Aquatic Manager and lifeguards. The "Y" shall assume and fulfill all responsibilities of the employer with regard to selection, direction, training, supervision, compensation, payroll taxes, worker's compensation insurance coverage, unemployment taxes or benefits, and other obligations. The "Y" shall provide the City the hourly wages of the "Y" staff prior to opening

C. RECORDS – The "Y" shall prepare and maintain accurate records of Facility operations using the pool log sheet recording hours of operation, personnel, chemical readings, weather conditions, serious accidents, discipline problems of patrons, safety drills and pool operational problems, patron complaints or requests. The "Y" and City shall meet to review activities of the previous season by September 30th each year.

The City shall maintain all such records for the period of at least five (5) years.

D. TRAINING – The City staff will provide initial training to the "Y" aquatic and maintenance staff concerning the operation of the Facility. The "Y" and City will collectively provide necessary training to each employee concerning operation of the Facility. The "Y" shall provide all necessary training to each "Y" employee concerning guarding, emergency response, first aid and water safety. The City and the Y will mutually agree upon the **Emergency Action Plan** for the Facility.

E. WATER TESTS –The Aquatic Director or Aquatic Manager shall perform water sampling and testing four (4) times per day and shall record test results in compliance with the Department Rules. If additional water tests are needed, the Aquatic Director or Aquatic Manager will provide the samples. First daily test must be 30 minutes prior to patrons entering the pool to allow time to adjust chemicals as needed. After pool is filled Y staff will balance chemicals so that pool is ready prior to opening day and as needed during the season. Vacuuming will be completed by Y staff.

F. CERTIFIED POOL OPERATOR – The "Y" and the City shall maintain a Certified Pool Operator for the Aquatic Center.

G. EQUIPMENT PROVIDED BY THE "Y" - The "Y" shall provide personal and safety equipment for its staff, including, without limitation, first aid supplies, micro shield or masks. Staff shall provide their own sunglasses, sunscreen, swim suits, headwear, whistles and shirts. Design of staff shirt is to be agreed upon by the City Parks & Recreation Department and the "Y". The "Y" shall coordinate with the Staff the required lifeguard uniform style and color.

H. FACILITY EQUIPMENT - The "Y" assumes primary responsibility for the operation of the Facility equipment, particularly circulating pumps, chemical feeders, filters and boiler once water is in the pool. Any malfunction of the equipment should be reported to the City Parks & Recreation Department.

I. STAFF CERTIFICATION - All "Y" staff members shall be "certified lifeguards" as defined in the Department Rules. The "Y" shall maintain copies of the certification of each staff member at the facility.

J. SWIMMING LESSONS – The "Y" will provide lifeguards for City sponsored swimming lessons.

6. **LEGAL COMPLIANCE** – In the operation of the Facility, the "Y" shall fully comply with all applicable City, State of Iowa and federal laws, regulations and administrative rules as they apply.

7. **INSURANCE** – The "Y" shall maintain all of the following insurance coverage during the term of the Agreement:

a. Comprehensive General Liability $1,000,000 per occurrence/$5,000,000 umbrella
b. Auto Liability $1,000,000
c. Worker's Compensation as required by law
d. Professional Liability for Errors and Omissions $1,000,000

The "Y" must also name the City as an additional insured, with a waiver of Governmental Immunity endorsement. The "Y" will furnish to the City satisfactory proof of such insurance and the coverages and other requirements by May 15 including insurance certificates for any subcontractors who will be working on the City's property.

8. **CITY'S RESPONSIBILITIES** – The City Shall:

A. Provide and maintain the Facility and equipment.

B. The City shall prepare the Facility for the season opening. The City will be responsible for draining the pool, piping and equipment and preparing for winter storage.

C. The City shall have responsibility for major repairs of the Facility or equipment.

D. The City shall maintain one Certified Pool Operator.

E. City shall run the concession stand, admissions and provide slide operators for the green, blue and yellow slides according to Iowa code. The City will also provide and administer patron wristbands along with lifeguards and pool manager at pool side.

F. City shall be responsible for the sale of season passes and pool rentals. The City will supply the "Y" Aquatic Director with an updated calendar of all rentals, special events and programs.

G. The City shall be responsible for the collection of monthly water samples from the main pool and lazy river to be sent to the Marshalltown Water Works for coliform bacteria testing. The City shall also be responsible for the required monthly testing of the GFI outlets at the Facility.

H. The Cashier shall control admission to the Facility. Admission may be denied if a person's health, behavior, or sobriety are in question. Once in the facility, the Aquatic Center Manager on duty shall handle all issues of health, behavior, and sobriety.

I. The City shall be responsible for the phone system including the pay phone.

J. The City shall solicit quotations for the best and lowest price in order to purchase materials and supplies such as liquid chlorine, stabilizer, acid, cleaning supplies, and cleaning equipment.

K. City staff shall perform spring-cleaning of the Facility and fall storage of equipment and supplies, with each to be followed by a walk-through with Y staff. In addition, City staff will be responsible for daily maintenance, cleaning, and supply stocking procedures, of the bath house (i.e.: toilet paper, soap in dispenser, picking up litter). Y staff will assist. All staff will be responsible for keeping the facility clean during open hours.

L. The City will provide daily custodial service in preparation for the next day's Facility opening. The custodian is to clean all areas of bath house, decks, staff building which includes

cashier room, first aid room, guard room, manager's office, administration, and outside concession area.

M. The City shall either, by contract or with in-house personnel, mow and bag grass on a weekly basis or as needed basis, edge the concrete deck on an as needed basis, regulate the irrigation system as needed, regulate the use of turf areas by patrons and remove any litter from planted landscape areas daily.

9. **PAYMENT FOR SERVICES** – The "Y" will be compensated annually for administrative services provided pursuant to this Agreement, based upon a flat fee negotiated annually and actual operating costs incurred which have been established in the City's annual operational budget.

A. ADMINISTRATION FEE – The total maximum amount to be paid to the "Y" for administrative services provided pursuant to this Agreement is $15,000 annually. The City will pay the "Y" $7,500.00 by July 15 and $7,500.00 by August 15.

B. PAYMENTS – In order to assist with the cash flow of the operations of the Facility, the City will remit to the "Y" a payment of $25,000 on June 1, an additional $20,000 on July 1, and $20,000 on August 1. These pre-payments will apply towards invoices submitted by the "Y" on a monthly basis. All invoices must be received by the first or third Monday of a month in order to be paid at the regular City Council meetings on the second and fourth Mondays of each month. A detailed invoice is required for payment including number of hours and hourly wages for each employee.

10. **COMMUNICATION** – The City Recreation Supervisor, Parks and Recreation Director and the "Y" Aquatic Director shall meet at mutually agreeable times to discuss and review all aspects of the operation of the Facility, to identify and discuss any operational problems, and to determine and implement any changes in operational procedures and policies, which are deemed necessary.

11. **PERIOD AND HOURS OF OPERATION** –

- The Facility shall be open to the public at hours mutually agreed upon by the "Y" and the City of Marshalltown. The City shall have the final authority to determine the opening and closing dates and the daily hours of operation.

- Hours of operation or area of operation, or both, may be changed due to lack of available certified staff. This exception shall only apply prior to school dismissal in June and after college reconvenes in August according to MCSD dates.

- The Facility may be temporarily closed by the Aquatic Director or Aquatic Manager when weather, or other conditions prevent safe operation. In the event of an emergency condition, which threatens the safety of the staff or users of the Facility, the Aquatic Director, or Aquatic Manager may immediately close the Facility, and notify City Staff and the Public.

12. **LIABILITY** – In the event any claims are made by any persons against the City or the "Y" arising out of ownership, maintenance and operation of the Facility, each Party shall defend, at its own expense, such claims brought against it, and each Party shall pay such amounts as it is found legally obligated to pay.

13. **EXPULSION OR PROHIBIT** – The Aquatic Director, Aquatic Manager, Recreation Supervisor, Parks and Recreation Director or cashier shall have the authority to expel any person from the Facility or to prohibit any person from entering the Facility if, in the judgment of the Aquatic Director, Aquatic Manager, Recreation Supervisor or Parks and Recreation Director or cashier, such person's conduct, failure or refusal to comply with applicable rules, intoxication or other impairment creates a threat to the safety of the individual, users of the Facility or staff, or unreasonably interferes with the enjoyment or use of the Facility by others.

14. **SPECIAL USE** – The "Y" shall staff the facility during non-operational hours for city-sponsored programmed activities, splash dances or private rentals. The City shall provide one-week notice to the Y of special uses to allow for the scheduling of lifeguards.

15. **EMERGENCY PROCEDURES AND COMMUNICATIONS** – In the event of an emergency the "Y" staff shall follow emergency procedures consistent with their training, as supplemented by the operation rules and guidelines. All communications with the media and the public concerning any emergency shall be made jointly by the Director of the Y and the Director of Parks and Recreation or designated representative.

16. **WATER QUALITY** – Water quality shall be maintained in accordance with the Departmental Rules. Bathers shall not be allowed in the pool when water quality or characteristics are such that bathers are not permitted under the Departmental Rules.

17. **EXCLUSIONS**

    A. CONCESSIONS – The Facility includes a concession area. The "Y" shall have no responsibility for operation of the concession area, which will be separately operated by the City or by separate contract.

18. **RULES** – The rules jointly developed by the "Y" and the City governing the use of the Facility shall be enforced by the Aquatic Director, Aquatic Manager, Recreation Supervisor, Parks and Recreation Director, and Staff, and are hereby incorporated in this Agreement by this reference.

19. **MISCELLANEOUS LEGAL AND CONTRACTUAL PROVISIONS**

    A. AMENDMENTS – This Agreement may be amended or modified only by a written agreement signed by both parties.

    B. WAIVER – The failure of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to reinforce such provisions or other provisions in the future.

    C. ASSIGNMENT – Neither this Agreement nor the rights, duties and obligations of the Parties hereunder shall be assigned by either party without the prior written consent of the other party.

    D. RELATIONSHIP – It is understood that the relationship of the "Y" to the City is that of an independent contractor.

E. NON-DISCRIMINATION – The "Y" shall not discriminate against any employee or applicant for employment or pool user because of race, sex, age, religion, national origin or ancestry.

F. FORCE MAJEURE – Each Party's performance under this Agreement shall be executed if the party is unable to perform because of circumstances beyond its reasonable control, such as, but not limited to, acts of God, the acts of civil or military authority, governmental priorities, fires, strikes, floods, or other catastrophe. In the event of any such occurrence, the party unable to perform will notify the other party immediately of the existence of such occurrence and shall be required to resume performance of its obligations under this Agreement upon the termination of the intervening condition.

G. AUTHORITY TO CONTRACT – Each party warrants and represents that it has authority to enter into this Agreement and that this Agreement will become effective only after approval by the Marshalltown City Council and the Marshalltown Y Board of Directors, respectively.

H. LIENS – Neither the "Y" nor anyone claiming by, through or under it shall have the right to file or place any mechanic's lien or other lien of any kind or character whatsoever upon the property of the City.

CITY OF MARSHALLTOWN, IOWA

Joel Greer

DATE 4-9-18

YMCA-YWCA OF MARSHALLTOWN

Carol Hubbs

DATE 3-27-2018

Joel Greer, Mayor
Jessica Kinser, Administrator
Shari L. Coughenour, Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5799
Fax - (641) 754-5717

MARSHALLTOWN
IOWA

City Administrator's Office

To: Mayor Greer and the City Council
From: Jessica Kinser, City Administrator
Date: October 3, 2018
RE: Sale of City Property

The City has been asked to consider the sale of property in the Downtown urban renewal area as sites for the development of multi-family or senior housing tax credit projects for the November 1st application date for the Low Income Housing Tax Credit (LIHTC) program. As you will recall, there is a set-aside for Marshalltown specifically, which multiple developers are interested in.

The request before you is to initiate a Request for Proposal process similar to what was just used for the disposal of the Police Station at 22 North Center. This process gives the Council the flexibility to determine what is in the public's best interest versus the highest bid. While we know there is interest for the LIHTC applications, there could be others who are interested as well. Below is a quick overview of each of the areas which are requested to be put out for sale:

A. <u>12, 20, 26 East State Street</u>
This is the parking lot by Cline Photo, the Senior Citizens Building land (with demolition completed) and the Senior Citizens parking lot, as shown on the map below. It is difficult to find large areas of continuous parcels, and this represents one area. The lots would be proposed to be sold together.

City Council
Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin

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B. <u>213 East Main Street</u>
This parking lot is located across the street from the Orpheum and is potentially of interest for development/parking for a multi-unit project or with a need to lease spaces if other parking options become available.

If the Council does move forward, a public hearing will need to be set and then held, likely in late November. Any sale that could go to a developer will likely contain contingencies for the sale to occur should they be awarded the tax credits.

If the Council would like to move forward with the sale of these properties, I recommend a motion to direct staff to issue Request for Proposals for 12, 20, and 26 East State and 213 East Main with the intention of having a resolution at the October 22nd Council meeting for consideration.

Marshalltown Fire Department
107 S. 1st Avenue
Marshalltown, IA 50158
ci.marshalltown.ia.us
641.754.5751 (Office)
641.754-5722 (Fax)

MEMO

To: **Mayor & City Council**

From: **Chief David Rierson**

Cc: **City Administrator Jessica Kinser**

Date: **10/04/18**

Re: **Open Burning**

At the City Council meeting on September 24, 2018 the topic of open burning was discussed in relation to adoption of an updated fire code. At the Council's direction, a survey tool was constructed to solicit public input on the topic and the results are listed below:

Have you burned yard waste? Yes: 75% No: 25%

Have you called 9-1-1 or MFD with a burning complaint? Yes: 17% No: 83%

Has MFD responded to your residence on a complaint? Yes: 9% No: 91%

Anyone in the household suffer from respiratory conditions? Yes: 31% No: 69%

Should the City continue to prohibit garbage burning? Yes: 80% No: 20%

Should the City continue open burning of yard waste? Yes: 74% No: 26%

Should the City shorten burning period? Yes: 12% No: 88%

If shortened, what is preferred time frame?

a. April 1st to May 15th and October 1st to November 15th: 3%
b. April 1st to May 31st and October 1st to November 30th: 20%
c. April 1st to April 31st and October 1st to October 31st: 2%
d. Remain the same: 75%

If hours allowed changed, what would you prefer?

a. 7am to 5pm: 19%
b. 10am to 5pm: 8%
c. 10am to 7 pm: 56%
d. Noon to 5 pm: 3%
e. Noon to 7pm: 14%

Should the City only allow burning in a covered container? Yes: 16% No: 84%

In regards to open burning the proposed IFC 2015 edition reads as follows:

Section 307.1 Open burning general:

> A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved with this section.

Section 307.1.1 Prohibited open burning:

> Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous.

The new edition has removed the language "offensive and objectionable" because of smoke or odor.

Atmospheric conditions refers to air temperature, wind speed, and humidity

Air temperature:

Air temperature has a direct influence on fire behavior because of heat requirements for ignition and continuing the combustion process. Air temperature raises the temperature of the fuels which ignite and burn faster.

Wind:

Wind is important because of three influences it has on fire behavior:

1. Supplying oxygen for the combustion process. Increased oxygen results in the fire burning more rapidly.
2. Reducing fuel moisture by increasing evaporation
3. Exerting pressure to physically move the fire and heat closer to combustibles/fuel in the path of the fire and by moving burning embers in the air.

Humidity:

Moisture in the form of water vapor is always present in the air and the amount has an effect on fuels. The higher the humidity, the higher the moisture content in the fuel. Relative humidity changes during the day and is typically lower in the afternoons as the air temperature increases.

Chronic Obstructive Pulmonary Disease (COPD):

Pulmonary diseases, such as asthma, emphysema, and chronic bronchitis, that make it difficult to breathe. These conditions tend to get worse during extremes of weather and when triggered by conditions such as high humidity, smoke, and pollen counts. Humidity levels around 40% or lower tend to be acceptable for COPD sufferers.
After reviewing the survey and what other cities in Iowa are allowing, as well as taking into consideration the various viewpoints shared with me by residents, I would recommend the following:

1. Burning of garbage remains prohibited.
2. Open burning is allowed as follows:
    a. Dates allowed are April 1st to June 30th and October 1st to November 31st.
    b. Burning is allowed from 10 am to 7 pm daily (Sunday – Saturday).
    c. No burning on holiday.
    d. One family dwelling units only.
    e. Burning prohibited when atmospheric conditions make such fires hazardous:
        i. Wind speed greater than 15 mph
        ii. Extended dry weather conditions
    f. Not less than 50 feet from any structure (on the ground) and 15 feet from any structure in an enclosed container.

Joel Greer, Mayor
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24 North Center Street
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MARSHALLTOWN
IOWA

City Administrator's Office

To: Mayor Greer and the City Council
From: Jessica Kinser, City Administrator
Date: October 4, 2018
RE: 3rd Quarter Update of Strategic Plan

We have finished the third quarter of the year, and it's time to review our progress on our strategic plan. I have included two attachments: the first being a review of actions that have occurred in the last quarter as they relate to our goals and objectives. The second attachment is a review of how we said we would implement various actions as they relate to the goals and objectives and assigned timelines. On this attachment, I used yellow highlighting to identify items that are in process but were not completed by the end of the quarter/deadline. The red highlighting indicates these items have not been discussed or acted upon in the last quarter/by their intended deadline.

As expected, the tornado and the resulting work required towards the recovery efforts of the community put us off track on a number of items and the deadlines in the third quarter. This is an indicator that the Council will need to recalibrate what is possible in a the next two years as we will still be in a recovery phase at our upcoming 2018 strategic planning session.

City Council
Susan Cahill, Michael Gowdy, Al Hoop,
Gabriel Isom, Leon Lamer, Bill Martin, Bethany Wirin

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GOAL 1: EXPAND AND IMPROVE HOUSING STOCK IN THE COMMUNITY

Objective 1: Support Marshall Economic Development and the Marshalltown Central Business District in their recruitment efforts

- *Identify locations for infill development*
- *Continue to support downtown housing redevelopment through targeted incentive programs with MCBD*
- *Create a plan for anticipated low-to-moderate income housing withholding for residential TIF projects.*

⇒ Multiple meetings with MED and MCBD regarding housing issues

⇒ Housing & Community Development developed list of infill sites for LIHTC developers

Objective 2: Assist developers with incentives and information about the development process and infrastructure

- *Identify locations for best possible development based on MED Housing Study, including incentives*
- *Continue development meetings with staff to identify issues and maintain open communication with developers*
- *Create an economic development philosophy for City participation in development and redevelopment projects*

⇒ Participating in the LTRC Housing Subcommittee

⇒ 1 formal development review meetings held in Q3

⇒ MED Housing Study update in process

⇒ Meetings with multiple other developers interested in LIHTC program

Objective 3: Look at innovative ways to further enhance housing quality and quantity

- *Consider the adoption of an Abandoned/Vacant Building ordinance*
- *Investigate the regulation of contract property sales*
- *Implement the Neighborhood Revitalization Program*
- *Identify and plan for the redevelopment of vacant lots through the D&D program*
- *Work with Vision Marshalltown to investigate a Land Bank*

⇒ Held a meeting with community partners regarding a Community Development Corporation (land bank) on 7/19; conversations on hold pending tornado

⇒ Obtained deed to 702 Swayze, 708 Lee St, and 401 1/2 May; 8 City-owned structures to be demolished

GOAL 2: ENHANCE MARSHALLTOWN'S PUBLIC IMAGE

Objective 1: Visually enhance the appearance of neighborhoods in Marshalltown

- *Continue the Dangerous and Dilapidated Building Program and obtaining title to properties*
- *Reapply for the HUD Lead Hazard Control Grant in 2018*
- *Provide additional efforts towards property maintenance enforcement*
- *Create a cost-sharing plan for property owners to replace existing hazardous sidewalks*
- *Complete the Highway 14 Corridor Study*

⇒ 3 properties targeted for 657A, with work to determine eligibility done in Q3

⇒ HUD Lead Hazard application submitted in early August

⇒ Highway 14 Traffic Study approved with DOT funding

Objective 2: Improve communication of City programs and initiatives

- *Enhance the City's social media presence*
- *Conduct a Citizen Survey*
- *Continue to hold the Police and Fire Citizens Academies and find a permanent funding source*
- *Develop and hold a general Citizens Academy to cover all departments*
- *Develop a public campaign for stormwater managment*

⇒ Social media presence was significant during the tornado recovery and continues to play an important role

⇒ City website used as another source of communication

⇒ Continued use of SurveyMonkey for data gathering on open burning

Objective 3: Promote public art throughout the community

- *Develop a plan for art in City Council Chambers*
- *Develop a plan for art in the new Public Safety Facility*
- *Continue to identify ways to incorporate art into parks and recreational spaces*
- *Continue to work with the Arts and Culture Alliance and MPAC to promote public art*

⇒ Graffiti wall became home of Marshalltown Strong message

⇒ Public art opportunities listed as part of the scope of work for the Downtown Master Plan

GOAL 3: CONTINUALLY IMPROVE THE CITY'S ORGANIZATION AND SERVICES

Objective 1: Review policies, procedures, and ordinances for updates

- *Review and update urban renewal areas 2 and 3*
- *Review and update personnel policies*
- *Recodify the City's ordinances*
- *Consider adopting the current version of the State Building Code*
- *Review the current Sidewalk Ordinance and other ordinances related to sidewalks*
- *Consider adopting a Fleet Policy*

⇒ Recodification in process; will continue into Q4
⇒ Research started on the update to the 2015 IFC, IBC
⇒ Sidewalk ordinance was approved
⇒ Dangerous Building ordinance updated

Objective 2: Develop comprehensive plans for City infrastructure and improvements

- *Continue to implement the Street Improvement Plan*
- *Develop a comprehensive Building Maintenance Plan*
- *Incorporate new and existing plans into a city-wide Capital Improvement Plan*
- *Continue the planning, design and construction of the Public Safety Facility*
- *Develop a plan for enhancements at the Airport*
- *Develop a Master Plan to for the inner-city trail system*
- *Implement a plan to install new sidewalks where gaps exist*
- *Plan for development of the Marshalltown Industrial Park*
- *Evaluate Marshalltown Municipal Transit services*

⇒ 2018 Street Improvement Project delayed to 2019
⇒ Police and Fire Building delayed; still on budget
⇒ Contract for ADA Transition Plan secured with Bolton & Menk
⇒ Council is funding 12th Ave sidewalk project in 2019
⇒ ISU collected data on Transit system; to be presented at later date

Objective 3: Recruit, retain, and train employees in order to maintain a successful workforce

- *Continue to provide employee training opportunities, including cross-training of positions*
- *Conduct an employee survey*
- *Continue to focus on safety in the workplace*

⇒ Focus on safe debris removal with Street Department personnel

Objective 4: Review existing City functions and finances for efficiencies

- *Identify and fund technology that increases the efficiency of departments*
- *Review revenue options and General Fund fees and charges to determine subsidization from tax levy*
- *Implement a LEAN process improvement program*

⇒ Parking Enforcement position created and filled in Q3

GOAL 4: PARTNER WITH CITIZENS, FOR-PROFIT, NON-PROFIT AND OTHER GROUPS TO IMPROVE QUALITY OF LIFE

Objective 1: Partner with the Marshalltown Central Business District on initiatives that enhance downtown Marshalltown

- *Consider ways to use tax increment financing to support projects, including the façade grant*
- *Investigate innovative or alternate methods to work with the life safety code to reduce impediments to development*
- *Streamline the process for approval of events Downtown*

⇒ City funded MCBD additional $40,000 for operational support due to inability to fundraise
⇒ City/MCBD working with IEDA on catalyst building grant
⇒ Awarded $100,000 from the METF and $100,000 from US EDA for new Downtown Master Plan

Objective 2: Partner with Trails Inc. on trail-related initiatives

- *Work with Trails Inc. on the completion Ann Keyser Trailhead*
- *Continue efforts to maintain and enhance the trail system throughout the City, including Lawrence Park Trailhead*
- *Identify outside funding for trail-related projects*
- *Support the development of a Master Plan for the Iowa River Trail*
- *Promote the fundraising efforts of Trails Inc.*

⇒ NEA grant award notice received and paperwork returned; RFP put on hold due to tornado

⇒ Sign placed at Ann Keyser Trailhead

Objective 3: Work with other entities on partnerships which benefit the community

- *Continue to identify public nuisance properties which are tax certificates held by the County*
- *Consider applying to be an Alliant Hometown Rewards community*
- *Work with stakeholders on a Wayfinding Master Plan*
- *Support the Sister Cities Program*
- *Work with the Marshalltown Community School District and YMCA to review recreation programming in the community*
- *Support Vision Marshalltown and its committees and initiatives*
- *Work with Iowa State University on the data driven decision-making initiative*

⇒ Worked with numerous community partners following the disaster
⇒ Signed MOU with RSVP for volunteer coordination
⇒ Coordinating with Dr. Hamideh at ISU for coursework to happen as a result of the tornado
⇒ Participating in the Long Term Recovery Committee
⇒ Participation in Vision Marshalltown board and committee meetings
⇒ Wayfinding Master Plan complete; present in Q4

Objective 4: Continue involvement of City employees in various groups which support quality of life

- *Support public safety related groups like Crimestoppers, the Red Cross smoke detector installation, and neighborhood watch programs*
- *Promote community volunteer opportunities to City staff*

⇒ City Administrator re-elected to the Iowa League of Cities Board of Directors

GOAL 1: Expand and improve housing stock in the community	Projected Completion	Assigned Resources
Objective 1: Support MED and MCBD in their recruitment efforts		
Identify locations for infill development	Ongoing	H&CD, Admin, PW/Engr
Work with MCBD to develop an incentive program for 2nd story residential development	**11/30/2018**	**H&CD, Admin**
Develop financial projections for LMI TIF dollars	**9/30/2018**	**Finance**
Propose a plan for the use of LMI TIF dollars for the support of LMI housing	12/31/2018	H&CD, Finance
Objective 2: Assist developers with incentives and information about the development process and infrastructure		
Develop a strategy for addressing each of the housing deficiencies identified in the 2017 study	12/31/2018	H&CD
Continue development meetings (project-by-project basis)	Ongoing	H&CD, Admin, PW/Engr
Create an economic development philosophy for the City Council	**5/31/2018**	**Admin**
Objective 3: Look at innovative ways to further enhance housing quality and quantity		
Develop an abandoned and/or vacant building ordinance	**9/30/2018**	**H&CD, Clerk**
Investigate the regulation of contract property sales	10/31/2018	H&CD
Identify and revitalize two neighborhoods	**8/31/2018**	**H&CD**
Identify vacant lots for housing redevelopment through D&D or tax certificates	Ongoing	Admin, H&CD
Investigate the need for a Community Development Corporation	7/31/2018	Admin