



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, JANUARY 4, 2016
IN THE COUNCIL CHAMBERS

1. Roll Call

2. Perfecting And Approval Of Agenda

2.A. Perfecting And Approval Of Agenda

Documents: [01.04.16 - AGENDA - COUNCIL.PDF](#)

3. Consent Agenda

3.A. Consent Agenda

Documents: [3 - CONSENT AGENDA.PDF](#)

4. Public Hearing

4.A. Public Hearings

Documents: [4 - PUBLIC HEARINGS.PDF](#)

5. Meeting Minutes/Communications

5.A. Meeting Minutes And Communications

Documents: [5 - MEETING MINUTES AND COMMUNICATIONS.PDF](#)

6. Committee Business

6.A. Report From The Finance Committee

6.A.1. Finance Committee Agenda And Supporting Documents

Documents: [6A - FINANCE COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

6.B. Report From Planning Committee

6.B.1. Planning Committee Agenda And Supporting Documents

Documents: [6B - PLANNING COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

6.C. Report From Public Safety Committee

6.C.1. Public Safety Agenda And Supporting Documents

Documents: [6C - PUBLIC SAFETY COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

6.D. Report From Public Works And Grounds Committee

6.D.1. Public Works And Ground Committee Agenda And Supporting Documents

Documents: [6D - PUBLIC WORKS AND GROUNDS COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

7. Inquires

8. Adjournment



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, JANUARY 4, 2016 AT 7:00 P.M.
IN THE COUNCIL CHAMBERS

TENTATIVE AGENDA

- 1) Roll Call:
- 2) Perfecting and Approval of Agenda
- 3) Consent Agenda:
All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.
 - Previous minutes as drafted from the Monday, December 21, 2015 Regular Session.
 - Approve City Claims and Payroll Claims from December 8, 2015 through and including January 4, 2016.
 - Approve liquor license renewal for Solera, LLC, 829 Broad Street.
 - Approve Tax Abatement application for 721 Pinehurst Drive, Owners Gary and Connie Shebeck (Resolution No. 2016-01).
 - Review Campbell Fund requests.
- 4) Public Hearings:
 - a) Regarding proposal to enter into a Forgivable Loan Agreement by and between TLB Holdings LLC forgivable loan (Resolution No. 2016-02).
- 5) Meeting Minutes/Communications:
 - a) Planning Committee minutes: December 21, 2015.
 - b) Public Works and Grounds Committee minutes: December 21, 2015.
 - c) Library Board minutes: December 2, 2015.
- 6) Committee Business:
 - A. Report from the Finance Committee
 1. Consider approval of Decision Innovation Solutions of Urbandale, Iowa proposal for preparing the Iowa Reinvestment Act economic impact study and feasibility study for the final application to the Iowa Reinvestment Act.
 2. Review budget meeting schedule.
 - B. Report from the Planning Committee
 1. Consider approving and authorizing execution of a development agreement by and between the city of Grinnell and TLB Holdings, LLC (See Resolution No. 2016-02).
 - C. Report from the Public Safety Committee
 1. Review Grinnell Regional Airport Emergency Plan.

D. Report from the Public Works and Grounds Committee

1. Consider resolution approving contract change order No. 2 in the amount of \$3,300.00 for an increase in the contract with Dickinson Company, Inc. of Oskaloosa, Iowa for the Highway 146 Signal Project (See Resolution No. 2016-03).
 2. Consider resolution authorizing payment of contractor's pay request No. 2 in the amount of \$107,126.99 to Dickinson Company, Inc. of Oskaloosa, Iowa for the Highway 146 Signal Project (See Resolution No. 2016-04).
 3. Consider resolution authorizing payment of contractor's pay request No. 2 in the amount of \$112,918.90 to Denver Underground and Grading, Inc. for the Pinder Avenue Sanitary Sewer Extension Project (See Resolution No. 2016-05).
 4. Review an amendment to the Highway 146 reconstruction project STPN-146-2(35)- -2J-79 contract between the city of Grinnell and the Iowa Department of Transportation.
 5. Approve setting notice of hearing and letting on the Highway 146 N Reconstruction Project.
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- 7) Inquiries:
 - 8) Adjourn



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, DECEMBER 21 2015 AT 7:00 P.M.
IN THE COUNCIL CHAMBERS

MINUTES

The Grinnell City Council met in regular session Monday, December 21, 2015 at 7:00 p.m. in the council chambers. Mayor Canfield presided with all of the council members in attendance. Also present were Gabe Asborne, Branon Harter, Leve Reinier, John Isch, John Clayton, Ben Gray, Russ Behrens and Kay Cmelik.

AGENDA AND CONSENT AGENDA

White made the motion, second by Hueftle-Worley to approve the agenda. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by White to approve the consent agenda as follows:

- Previous minutes as drafted from the Monday, December 7, 2015 Regular Session.
- Approve Board of Adjustment appointment: Nancy Van Tomme term expires 6/30/2020.
- Approve new liquor license for Gametime, Matt Pearson owner, 827 West Street, effective January 2, 2016.
- Approve Tax Abatement application for 1833 Belmont, Owners 602 Main, LLC, Tom - Deanne Grabinski owners (Resolution No. 2015-135).
- Review Campbell Fund requests.

AYES: 6-0. Motion carried.

ROUTINE BUSINESS

The council acknowledged receipt of the previous council committee and other committee minutes and monthly reports as follows:

- a) Finance Committee minutes: December 7, 2015.
- b) Planning Committee minutes: December 7, 2015.
- c) Public Works and Grounds Committee minutes: December 7, 2015.
- d) Grinnell Historic Preservation Commission minutes: September 9, 2015.
- e) Grinnell Veterans Commission minutes: November 30, 2015.
- f) November 2015 Monthly Police Report.

No official action was necessary.

PLANNING COMMITTEE

Bly made the motion, second by Burnell to approve Resolution No. 2015-136 - Resolution fixing a date for a public hearing on the proposal to enter into a forgivable loan agreement with TLB Holdings, LLC and providing for publication of notice thereof. AYES: 6-0. Motion carried.

Bly made the motion, second by Burnell to approve Resolution No. 2015-137 - Resolution setting dates of a consultation and a public hearing on a proposed amendment No. 7 to the Grinnell Urban Renewal Plan in the city of Grinnell. AYES: 6-0. Motion carried.

Bly made the motion, second by Burnell to approve the first reading of Ordinance No. 1417 – An ordinance amending the Human Rights Commission to reduce the commission members from seven to five. AYES: 6-0. Motion carried.

Bly made the motion, second by Hansen to waive the second and third reading of Ordinance No. 1417 – An ordinance amending the Human Rights Commission to reduce the commission members from seven to five. AYES: 6-0. Motion carried.

PUBLIC WORKS AND GROUNDS COMMITTEE

Hueftle-Worley made the motion, second by Wray to approve Wapsi Valley Archaeology, Inc. proposal for Phase I archaeological survey for Grinnell Wastewater Improvement Project in the amount of \$6,921.68. AYES: 6-0. Motion carried.

Chair of the Public Works and Grounds Committee Hueftle-Worley informed the group that Greg Roth of Veenstra and Kimm presented an update on the Highway 146 N project as well as the Central Business District Phase 5 during their regular committee meeting. No official action was necessary.

INQUIRIES

John Clayton of 428 Hamilton Avenue, Apt 1 inquired about the Human Rights Commission. No action was taken.

ADJOURNMENT

Hueftle-Worley made the motion, second by White to adjourn the meeting at 7:12 p.m. AYES: 6-0. Motion carried.

GORDON R. CANFIELD, MAYOR

ATTEST

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR

VENDOR SET: 01 City of Grinnell, IA

O P E N I T E M R E P O R T

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

=====PAYMENT DATES=====

=====ITEM DATES=====

=====POSTING DATES=====

PAID ITEMS DATES : 12/08/2015 THRU 1/04/2016 0/00/0000 THRU 99/99/9999 0/00/0000 THRU 99/99/9999

UNPAID ITEMS DATES : 0/00/0000 THRU 99/99/9999 0/00/0000 THRU 99/99/9999

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
GRINNELL CITY OF (TRANSFER	TRANS TO GEN	247,441.15
GRINNELL COLLEGE	BEAR LEASE	2,900.00
GRINNELL FIRESTONE	TIRES/BAL	426.61
GRINNELL IMPLEMENT STORE	BATTERY	2,858.74
GRINNELL OUTDOOR POWER & S	REP SNOWBLOWER	223.53
GRINNELL VOL FIRE DEPT	VOLUNTEER PAY	1,050.00
GRMC OCCUPATIONAL HEALTH S	PHYSICAL/JPA (EH)	412.00
GRONEWOLD, BELL, KYHNN & C	AUDIT FEES FY15	3,250.00
HACH COMPANY	LAB SUPPLIES	4,072.53
HAWKEYE FIRE & SAFETY CO	INSPECTION	207.80
HENDERSON PRODUCTS, INC.	REPL CONTROLLER	5,850.00
HERALD REGISTER	AD-CIRC CLK	387.97
HORN, RANDAL L.	WINDOW CLEANING	440.00
HOTSY CLEANING SYSTEMS	FLEETWASH	312.00
I.U.P.A.T. DISTRICT COUNCI	UNION	441.54
IMWCA	WORKER'S COMP 15-16	6,520.00
INGRAM LIBRARY SERVICES	RETURN-BKS	15.57
IOWA ASSOC OF HOUSING OFFI	MBRSHP	30.00
IOWA COMMUNICATIONS NETWOR	DATA LINE	8.33
IOWA DIVISION OF LABOR SER	BOLIER INSP	240.00
IOWA LIBRARY ASSOCIATION	ILA MBRSHP	855.00
IOWA ONE CALL	LOCATES	58.80
IPERS	MATCH TO I-QUE	25,504.55
JCARL	KENNEL FEES	300.00
JD FINANCIAL - THEISEN'S	RETURN-CLOTHING	252.54
JD FINANCIAL-VAN WALL	FILTER	71.38
JOHNSON, DAN	REIMB-MEALS	38.00
KELLOGG LAWN & SNOW	PARTS	81.73
KELTEK INCORPORATED	RADIO REP (DUMP TRUCK)	1,063.47
KEY COOPERATIVE GRINNELL	PROPANE	1,376.81
KEYSTONE LABORATORIES INC	LAB TESTS	11.00
LAW ENFORCEMENT TARGETS	TARGETS	143.01
LINDER TIRE SERVICE	REPL TIRES	404.58
LOGAN CONTRACTORS SUPPLY,	EQUIP	795.00
LOWRY, RONALD D.	MONTHLY SERVICE-DEC 2015	2,121.84
MALCOM LUMBER	SUPPLIES	13.98
MANATTS INC	CONCRETE	2,796.00
MARENGO PUBLISHING CORP	AD-TRASH-VETERANS DAY	242.00
MARTIN MARIETTA MATERIALS	ROCK	346.90
MC DONALD, BRENDA	MLGE BOOK DELIVERY	44.85
MC NALLY'S FOODS	MTG EXP	16.81
MEARDON SUEPPEL & DOWNER	LEGAL FEES	5,730.00
MED COMPASS	PHYSICALS	3,628.00
MEDTRAK SERVICES LLC	411 WORK COMP (JB)	44.43
MENARDS- ALTOONA	SUPPLIES	255.56
MFPRSI	MFPRSI	32,428.36
MICRO MARKETING LLC	LP BKS	205.56
MIDWEST ALARM SERVICES	FIRE ALARM INSPECTION	600.00

VENDOR SET: 01 City of Grinnell, IA

O P E N I T E M R E P O R T

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/08/2015 THRU 1/04/2016	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999
UNPAID ITEMS DATES	:	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

VENDOR NAME	DESCRIPTION	GROSS AMOUNT

WALMART	ANSWER MACHINE	59.82
WALMART COMMUNITY (LIBRARY	SUPPLIES	36.81
WASTE MANAGEMENT	RECYCLING	1,322.88
WELLS FARGO FINANCIAL LEAS	COPIER LEASE	1,067.00
WES FINCH AUTO PLAZA	BULB	128.96
WESTRUM LEAK DETECTION IN	LEAK DETECTION SERVICE	575.00
WILCOX EQUIPMENT	REP	361.83
WINDSTREAM	TELEPHONE	2,802.84
WINGERTER, ANN	REIMB MLGE	32.83
WOODMAN CONTROLS COMPANY	TECH SUPPORT	1,050.00
WOODRIVER ENERGY LLC	GAS	1,247.73

VENDOR SET: 01 City of Grinnell, IA

O P E N I T E M R E P O R T

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/08/2015 THRU 1/04/2016	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999
UNPAID ITEMS DATES	:	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	272,766.81	272,766.81CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	984,777.83	0.00	984,777.83
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	1,257,544.64	272,766.81CR	984,777.83

U N P A I D R E C A P

UNPAID INVOICE TOTALS	985,064.06
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	286.23CR
** UNPAID TOTALS **	984,777.83

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/08/2015 THRU 1/04/2016	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999
UNPAID ITEMS DATES	:	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

FUND TOTALS

001	GENERAL FUND	127,355.20
003	LIBRARY - GENERAL FUND	43,425.96
009	SPORTS AUTHORITY - GEN	500.00
010	BUILDING & PLANNING - GEN	6,518.17
103	LIBRARY FUND STATE - GEN	522.71
104	STAYING WELL - GENERAL	800.00
110	ROAD USE FUND - SPEC REV	35,104.91
112	T&A EMP BEN- SPEC REV	82,690.28
121	LOCAL OPTION SALES TAX	91,680.00
125	URBAN REN - TIF	89,501.00
138	MED INS RESERVE - SPEC RV	10,200.97
145	HOTEL/MOTEL TAX - SPC REV	37,560.93
167	LIBRARY GIFTS - SPEC REV	78.90
310	CENTRAL PARK PROJECT	13,068.91
313	ITM MUSEUM DOT PROJ CP	446.50
362	HWY 146 NORTH PROJECT	25,861.85
365	CAPITAL LOAN NOTES 2016	1,833.23
373	8TH AVENUE STR CONST PROJ	352.05
374	HWY 146 & I80 SIGNAL IMP	113,257.57
378	WW TRMT PLANT PROJECT	22,385.64
381	CBD PHASE 5	26,266.38
492	WA EQMT REV FUND - SP RV	205,021.00
610	WATER FUND	57,526.74
620	SEWER OPERATION AND MAINT	171,870.96
630	STORM SEWER FUND	40,230.92
670	SOLID WASTE	53,483.86

GRAND TOTAL 1,257,544.64

Applicant License Application (BW0094369)

Name of Applicant: <u>Solera,LLC</u>		
Name of Business (DBA): <u>Solera</u>		
Address of Premises: <u>829 Broad Street</u>		
City <u>Grinnell</u>	County: <u>Poweshiek</u>	Zip: <u>50112</u>
Business <u>(641) 990-5565</u>		
Mailing <u>1130 Summer Street</u>		
City <u>Grinnell</u>	State <u>IA</u>	Zip: <u>50112</u>

Contact Person

Name <u>Colleen Klainert</u>		
Phone: <u>(641) 990-5565</u>	Email <u>vendetrice@iowatelecom.net</u>	

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term:12 months

Effective Date: 01/15/2015

Expiration Date: 01/14/2016

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>		
Corporate ID Number: <u>460552</u>	Federal Employer ID	

Ownership

Colleen Klainert

First Name: Colleen

Last Name: Klainert

City: Grinnell

State: Iowa

Zip: 50112

Position: Owner

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Scottsdale Insurance Company</u>		
Policy Effective Date: <u>01/15/2015</u>	Policy Expiration <u>01/15/2016</u>	
Bond Effective	Dram Cancel Date:	
Outdoor Service Effective	Outdoor Service Expiration	
Temp Transfer Effective	Temp Transfer Expiration Date:	

RESOLUTION NO. 2016-01

A RESOLUTION TO APPROVE IMPROVEMENT PROJECTS AS SUBMITTED FOR PROPERTY AND REQUEST TAX EXEMPTION FOR THIS IMPROVEMENT ACCORDING TO GRINNELL URBAN REVITALIZATION PLAN – AMENDMENT No. 3 (Gary & Connie Shebeck – 721 Pinehurst Dr).

BE IT RESOLVED by the Grinnell City Council that the improvement project as listed below meets the requirements to qualify for tax exemption as stated in Grinnell Urban Revitalization Plan, and

BE IT FURTHER RESOLVED that tax exemptions are subject to review by the Poweshiek County Assessor and that exemptions are not valid until improvements are completed.

NOW, THEREFORE, BE IT RESOLVED that the Application for Urban Revitalization tax exemption as submitted for the following property is approved by the Grinnell City Council:

Urban Revitalization: (Gary & Connie Shebeck – 721 Pinehurst Dr)

All qualified real estate assessed as residential. 100% abatement on the first \$75,000 for 5 years. *Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.*

PASSED AND APPROVED THIS 4th day of January, 2016.

Gordon Canfield, Mayor

Attest:

P. Kay Cmelik, City Clerk/Finance Director

**APPLICATION FOR TAX ABATEMENT UNDER THE
GRINNELL URBAN REVITALIZATION PLAN
FOR GRINNELL, IOWA (as modified by Amendment No. 3 (2014))**

Prior Approval for Intended Improvements

Approval of Improvements Completed

FOR PROPERTY TAX EXEMPTION FOR IMPROVEMENTS UNDER THE PROVISIONS OF THE GRINNELL URBAN REVITALIZATION PLAN ADOPTED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA

The Grinnell Urban Revitalization Plan allows property tax exemptions as follows:

All qualified real estate assessed as residential. 100% abatement on the first \$75,000 for 5 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.

All qualified real estate assessed as commercial. 100% abatement for 3 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000. (Does not include commercial used as residential or multi-residential.)

All qualified real estate assessed as abandoned. Declining sliding scale of abatement for 15 years or 100% abatement for 5 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.

In order to be eligible, the property must be located in the Grinnell Urban Revitalization Area.

This application must be filed with the City by February 1 of the assessment year for which the exemption is first claimed, but not later than 2 years after the February 1st following the year that the improvements are first assessed for taxation.*

Address of Property: 721 Pinehurst Drive, Grinnell, IA 50112

Legal Description: Lot Nine, except the North 45 feet thereof, in the subdivision of the West half of the Northwest Quarter of Section Fifteen, Township Eighty North, Range Sixteen West of the Fifth PM

Title Holder or Contract Buyer: Gary & Connie Shebeck

Address of Owner (if different than above): -----

Phone Number (to be reached during the day): 641-891-8299

Is there a Tenant on the Property that will be displaced by the Improvements who has occupied the same dwelling unit continuously for 1 year prior to _____ [insert date of adoption of the Plan]? Yes ___ No X

Existing Property Use: X Residential ___ Commercial ___ Industrial ___ Vacant

Proposed Property Use: Single Family Home

Nature of Improvements: X New Construction ___ Addition ___ General Improvements

Specify: Living Space - 1,924 sq. ft. Garage - 563 sq. ft.

Permit Number(s) from the City of Grinnell Building Department

Date Permit(s) Issued: 9/8/2015

Permit(s) Valuation: \$264,772.76 [Attach approved Building Permit to this application]

Estimated or Actual Date of Completion: 12/4/2015

Estimated or Actual Cost of Improvements: \$ 277,176.40

Signature: Gary Shebeck

Name (Printed) Gary L Shebeck

Title: _____

Company: _____

Date: 12/29/15

FOR CITY USE

CITY COUNCIL	Application Approved/Disapproved
	Reason (if disapproved) _____
	Date _____ Resolution No. _____
	Attested by the City Clerk _____
ASSESSOR	Present Assessed Value of Structure _____
	Assessed Value with Improvements _____
	Eligible or No eligible for Tax Abatement _____
	Assessor _____ Date _____

* Example: To receive a full exemption on Improvements that were first fully assessed on 1-1-2014, the property owner must file the application with the City no later than 2-1-2016.

This Application is a summary of some of the Plan terms; for complete information, read a copy of the GRINNELL URBAN REVITALIZATION PLAN, available at City Hall.

ATTACHMENTS: ATTACH YOUR APPROVED BUILDING PERMIT TO THIS APPLICATION

This Application is to be forwarded by the City to the County Assessor by March 1.



CITY OF GRINNELL

927 4th Avenue
Grinnell, IA 50112-2043
641-236-2600 FAX 641-236-2626

NEW RESIDENTIAL BUILDING PERMIT

PERMIT #:	20160071	DATE ISSUED:	9/08/2015
JOB ADDRESS:	721 PINEHURST DR	LOT #:	
PARCEL ID:		BLK #:	
ADDITION:		ZONING:	
TOWNSHIP:		RANGE:	
SECTION:			
ISSUED TO:	GARY SHEBECK	CONTRACTOR:	BAUSTIAN CONSTRUCTION
ADDRESS:	721 PINEHURST DR	ADDRESS:	506 W PERSHING DRIVE
CITY, STATE ZIP:	GRINNELL IA 50112	CITY, STATE ZIP:	BROOKLYN IA 52211
PHONE:		PHONE:	641-522-9403
PROP. USE:		OCCP TYPE:	
VALUATION:	\$ 264,772.76	CNST TYPE:	
SQ FT:	0.00		
SCOPE OF WORK: NEW 1,924 SQ FT HOUSE			

DESCRIPTION	CONTRACTOR	AMOUNT
NEW RESIDENTIAL BUILDING	BAUSTIAN CONSTRUCTION	\$ 2,328.12
ELECTRICAL	GARY SHEBECK	\$ 0.00
MECHANICAL	GARY SHEBECK	\$ 0.00
PLUMBING	GARY SHEBECK	\$ 0.00
TOTAL		\$ 2,328.12

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

THE BELOW SIGNED ACKNOWLEDGES CITY COUNCIL APPROVAL IS NEEDED PRIOR TO CONSTRUCTION FOR ANY URBAN REVITALIZATION TAX EXEMPTION.

(SIGNATURE OF CONTRACTOR OR PROPERTY OWNER/AGENT)

Duane Neff

DATE

9/20/15

(APPROVED BY)

DATE

Permit # 273713

(These agenda item(s) should be incorporated with the other items in your regular agenda and posted/published as required.)

AGENDA ITEM(S)

Governmental Body: The City Council of the City of Grinnell in the State of Iowa.
Date of Meeting: January 4, 2016.
Time of Meeting: 7:00 P.M.
Place of Meeting: Council Chambers, City Hall, 927-4th Avenue, Grinnell, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Grinnell Urban Renewal Plan

- Public hearing on the proposal to enter into a Forgivable Loan Agreement with TLB Holdings, LLC.
- Resolution approving and authorizing execution of a Forgivable Loan Agreement by and between the City of Grinnell and TLB Holdings, LLC.

Such additional matters as are set forth on the additional _____ page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

City Clerk, City of Grinnell in the State of Iowa

January 4, 2016

The City Council of the City of Grinnell in the State of Iowa, met in _____ session, in the Council Chambers, City Hall, 927 4th Avenue, Grinnell, Iowa, at 7:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the proposal to approve and authorize execution of a Forgivable Loan Agreement by and between the City of Grinnell and TLB Holdings, LLC, and that notice of the proposed action by the Council to enter into said Agreement had been published pursuant to the provisions of Section 364.6 of the City Code of Iowa.

The Mayor then asked the Clerk whether any written objections had been filed by any City resident or property owner to the proposed action. The Clerk advised the Mayor and the Council that _____ written objections had been filed. The Mayor then called for oral objections and _____ were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

The Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member _____ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A FORGIVABLE LOAN AGREEMENT BY AND BETWEEN THE CITY OF GRINNELL AND TLB HOLDINGS, LLC", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to the meeting to be held at _____ .M. on the _____ day of _____, 2016, at this place.

Council Member _____ seconded the motion. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A FORGIVABLE LOAN AGREEMENT BY
AND BETWEEN THE CITY OF GRINNELL AND TLB
HOLDINGS, LLC

WHEREAS, by Resolution No. 1687, adopted March 21, 1994, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Grinnell Urban Renewal Plan (the "Plan") for Grinnell Urban Renewal Area (the "Urban Renewal Area" or "Area") described therein, which Plan as amended, is on file in the office of the Recorder of Poweshiek County; and

WHEREAS, it is desirable that properties within the Area be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, the City has received a proposal from TLB Holdings, LLC (the "Developer"), in the form of a proposed Forgivable Loan Agreement (the "Agreement") by and between the City and the Developer, pursuant to which, among other things, the Developer would agree to construct certain Minimum Improvements (as defined in the Agreement) on certain real property located within the Grinnell Urban Renewal Area as defined and legally described in the Agreement and consisting of the construction of renovation of two commercial buildings in the historic downtown district, together with all related site improvements, as outlined in the proposed Forgivable Loan Agreement; and

WHEREAS, the Agreement proposes that the City will make a Forgivable Loan to Developer in the amount of \$30,000.00, forgivable at the rate of 20% per year for five (5) years, under the terms and following satisfaction of the conditions set forth in the Agreement and a Promissory Note for the Forgivable Loan; and

WHEREAS, Iowa Code Chapters 15A and 403 (the "Urban Renewal Law") authorize cities to make grants for economic development in furtherance of the objectives of an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter, and to levy taxes and assessments for such purposes; and

WHEREAS, the Council has determined that the Agreement is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code taking into account any or all of the factors set forth in Chapter 15A, to wit:

- a. Businesses that add diversity to or generate new opportunities for the Iowa economy should be favored over those that do not.
- b. Development policies in the dispensing of the funds should attract, retain, or expand businesses that produce exports or import substitutes or which generate tourism-related activities.
- c. Development policies in the dispensing or use of the funds should be targeted toward businesses that generate public gains and benefits, which gains and benefits are warranted in comparison to the amount of the funds dispensed.
- d. Development policies in dispensing the funds should not be used to attract a business presently located within the state to relocate to another portion of the state unless the business is considering in good faith to relocate outside the state or unless the relocation is related to an expansion which will generate significant new job creation. Jobs created as a result of other jobs in similar Iowa businesses being displaced shall not be considered direct jobs for the purpose of dispensing funds; and

WHEREAS, pursuant to notice published as required by law, this Council has held a public meeting and hearing upon the proposal to approve and authorize execution of the Agreement and has considered the extent of objections received from residents or property owners as to said proposed Agreement; and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRINNELL IN THE STATE OF IOWA:

Section 1. That the performance by the City of its obligations under the Agreement, including but not limited to making of loans and grants to the Developer in connection with the development of the Development Property under the terms set forth in the Agreement, be and is hereby declared to be a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code, taking into account the factors set forth therein.

Section 2. That the form and content of the Agreement, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Agreement for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Agreement, the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement as executed.

PASSED AND APPROVED this 4th day of January, 2016.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF POWESHIEK)

I, the undersigned City Clerk of the City of Grinnell, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2016.

City Clerk, City of Grinnell, State of Iowa

(SEAL)

**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, DECEMBER 21, 2015 AT 5:30 p.m.
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

MINUTES

PRESENT: Bly (Chair), Burnell, Hansen. Also present were Mayor Canfield, Jo Wray, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Burnell made the motion, second Hansen to recommend approval of Resolution No. 2015-136 - Resolution fixing a date for a public hearing on the proposal to enter into a forgivable loan agreement with TLB Holdings, LLC and providing for publication of notice thereof. AYES: 3-0. Motion
2. Hansen made the motion, second by Burnell to recommend approval of Resolution No. 2015-137 - Resolution setting dates of a consultation and a public hearing on a proposed amendment No. 7 to the Grinnell Urban Renewal Plan in the city of Grinnell. AYES: 3-0. Motion carried.
3. Hansen made the motion, second by Burnell to recommend approval of Ordinance No. 1417 – An ordinance first reading of an ordinance amending the Human Rights Commission to reduce the commission members from seven to five.
4. Burnell made the motion, second by Hansen to recommend waiving the second and third reading of Ordinance No. 1417 – An ordinance amending the Human Rights Commission to reduce the commission members from seven to five. AYES: 3-0. Motion carried.

INQUIRIES: None.

The meeting was adjourned at 5:50 p.m.

RACHEL BLY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR

**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, DECEMBER 21, 2015 AT 6:15 P.M.
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

MINUTES

PRESENT: Hueftle-Worley (Chair), Wray, Bly. Also present were Mayor Canfield, Jan Anderson, Greg Roth, Sondi Burnell, Jim White, Julie Hansen, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Bly made the motion, second by Wray to approve Wapsi Valley Archaeology, Inc. proposal for Phase I archaeological survey for Grinnell Wastewater Improvement Project in the amount of \$6,921.68. AYES: 3-0. Motion carried.
2. Greg Roth of Veenstra and Kimm provided an update and presentation on Highway 146 N project. This project will begin in the spring and be completed in November of 2016. No action was taken.
3. Greg Roth of Veenstra and Kimm provided a presentation on Central Business District Phase 5 project. No action was necessary. It should be noted this project will be over two budget years.

INQUIRIES: None.

The meeting was adjourned at 6:50 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

December 2, 2015

5:30 p.m.

ROLL CALL: Present were: __Ahrens __x_Britton __x_Esbrook __x_McClelland
__x_McNally __X_Pagliai __X_Rudolph Others present: __X_Kennett

APPROVAL OF AGENDA: Pagliai moved and Britton seconded the approval of the agenda. Motion passed unanimously.

APPROVAL OF MINUTES:

Britton moved and McNally seconded the approval of October 28, 2015 regular board meeting minutes. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. FY15 Annual Report in brochure form was presented. This is made available to the City Council and is also available from the library website.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Esbrook moved and Britton seconded the approval of bills payable in December. Motion passed unanimously.

COMMITTEE REPORTS:

Building & Grounds –

Finance, Salary, and Personnel – Britton provided report of December 1, 2015 committee meeting where Kennett presented FY17 budget proposal to committee members Britton, Pagliai, and Rudolph. Line items were discussed under all budget categories. The committee arrived at a recommendation.

Long Range Planning –

Policy –

OLD BUSINESS: None.

NEW BUSINESS:

1. Pagliai moved and Rudolph seconded approval of step increase for Mary (Liz Cabelli) Vigil to wage of \$18.40/hour. Motion passed unanimously.
2. McNally moved and Rudolph seconded approval of wage of \$11.57/hour for Elise Hadden who is filling a circulation clerk vacancy. Motion passed unanimously.
3. Esbrook moved and Rudolph seconded approval of wage of \$11.57/hour for Kristie Perrin who is filling a circulation clerk vacancy. Motion passed unanimously.
4. Britton moved and McNally seconded that the Library Board approve the FY17 budget as presented by the Library Director and recommended by the Finance, Salary, and Personnel Committee. This action is taken in light of a review by the Committee of library directors' salary patterns in similar Iowa communities, of knowledge gained by the predecessor Board during the last search for a library director, and the professionalism and management skills exhibited by the current Library Director. Motion passed unanimously.

Meeting adjourned at 6:15 p.m.

The next regular board meeting is scheduled for December 22, 2015 at 5:30 p.m.



Katherine McClelland, Library Board President

Date signed: 12/22/15



Marilyn Kennett, Recording Secretary



**Grinnell FINANCE COMMITTEE Meeting
MONDAY, JANUARY 4, 2016 AT 7:00 A.M.
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

TENTATIVE AGENDA

ROLL CALL: Wray (Chair), White, Hansen.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider approval of Decision Innovation Solutions of Urbandale, Iowa proposal for preparing the Iowa Reinvestment Act economic impact study and feasibility study for the final application to the Iowa Reinvestment Act.
2. Review budget meeting schedule.

INQUIRIES:

ADJOURNMENT

Exhibit D, 2015 Final Application for Iowa Reinvestment District (Grinnell)

Company Name: City of Grinnell, IA
Phone: (641) 236-2600
Date: December 28, 2015

Contact Name: Russ Behrens
Email: RBehrens@grinnelliowa.gov

Description of Services:

Having been approved during the pre-application process, the City of Grinnell desires Decision Innovation to assist in finalizing the pre-application for final submission. Similar to work in 2014 and in early 2015, using a combination of data sources, research instruments, methodology, and staff expertise, Decision Innovation Solutions will review and update research related to the following five projects which will comprise the City of Grinnell final application:

- 1) **Downtown Boutique Hotel:** Repurposing of the City Hall/Community Center building at 927 4th Avenue as a Boutique Hotel and Event Center.
- 2) **Central Park Improvements:** Implementation of the Central Park Master Plan
- 3) **Public Infrastructure Investment/Streetscape**
- 4) **Grinnell College:** Construct a new Humanities and Social Studies building adjacent to the current Alumni Recitation Hall (ARH), a new college admissions building and welcome center.
- 5) **Zone of Confluence:** Development of an area connecting the city and the campus with retail and entertainment venues.

In order to satisfy final application requirements, each of these projects will be reviewed and analyzed from a feasibility standpoint, which will be followed by an updated estimate of the economic impact of the project.

Methodology

Client Interaction Process

In our normal course of business, we have a five-step client interaction process we follow. These steps are normally clearly defined and represent varying degrees of skill and involvement on our part to satisfy your unique needs. As such, separate rates are attached to each phase. These steps are:

Discovery

- This phase is primarily confined to **determining relevant facts** with regard to your project. (i.e., learning about new developments since our last meeting)

Foundation

- **Adoption of appropriate methodology;** supported by applying facts gleaned from the Discovery phase (i.e., determine the extent of changes in individual projects and overall project strategy and their impact on the adopted methodology)

Function

- Once the foundation for our analysis has been determined, our focus turns to **modifying and updating the functioning model** as appropriate (i.e., adapting the model to reflect adjustments in allocation of funds received, creation of alternative scenarios (sensitivity analysis), estimation of economic impact of your project)

Implementation

- **Finalization of analysis**, including all scenarios and ancillary analyses conducted as a result of prior phases. Also includes the writing of report(s) as necessary.

Feasibility Study

Because many figures from the feasibility study will be used to support the economic impact analysis, the feasibility study will be conducted first. Our approach to addressing this is as follows:

- 1) Using information currently in our possession, as well as other facts we gathered early in the process, visit with key personnel from each of the projects to determine current status.
- 2) Revise and update the Microsoft Excel-based analytical tool to capture responses for final analysis
- 3) Ensure data and results are in appropriate format for use as input for the economic impact study, which will be part of the full application
- 4) Capture, summarize, and report on results from feasibility study in the form of a written report

Economic Impact Study

Once the feasibility study has been completed, focus will turn to producing an estimate of the economic impact of the project. This will require us to perform the following steps:

- 1) Utilize appropriate IMPLAN data for use in the IMPLAN economic impact modeling software
- 2) Inspection of IMPLAN data to ensure it is properly calibrated to local economy
- 3) Cross-check assumptions from feasibility study (i.e., employment and sales) are not out of alignment with state and local defaults in IMPLAN data
- 4) Identify correct industries expected to be affected in the IMPLAN modeling system
- 5) Enter appropriate direct values produced from feasibility study
- 6) Estimate baseline indirect and induced effects of the project on the local economy
- 7) Optional: conduct an economic impact sensitivity analysis based on the parameters used in the feasibility study sensitivity analysis
- 8) Create a series of reports which identify top local industries affected, which is a sub-requirement of the application process
- 9) Capture, summarize, and report on results from economic impact study in the form of a written report.

Final Deliverables/Financial Commitment

As a result of our work surrounding feasibility studies and economic impact study, you can expect the

following from Decision Innovation Solutions:

- 1) Integration of the Reinvestment Act feasibility and impact studies and supporting materials submitted as a final application to the Iowa Economic Development Authority using robust, industry-accepted methodology
- 2) Interaction with our team members in an honest, personable, positive, and open environment as this is the way we prefer to interact with others
- 3) Continuous communication to ensure expectations are aligned
- 4) Continued support as necessary through the balance of the final application process

Date of completion/delivery of final application feasibility and economic impact studies, and overall completed application.

- 02/12/2016

Final Application Financial Commitment

- Financial commitment related to the completion of the final application feasibility and economic impact studies will be completed according to the following table. Of note, use of previously utilized (2012 data for 2014 application) IMPLAN data may be possible, thereby achieving \$1,910 in savings.

<u>Feasibility Studies</u>	<u>Timeline (Est. Competition)</u>	<u>Share of Time Investment</u>	<u>Investment</u>
Discovery Phase	1 week from agreement	21%	\$ 1,500
Foundation Phase	2 weeks from agreement	17%	\$ 1,400
Functional Phase	3 weeks from agreement	33%	\$ 3,600
Implementation Phase	5 weeks from agreement	25%	\$ 2,400
Support/Enhancement Phase	6 weeks from agreement	4%	\$ 300
Total Investment (Feasibility Studies)		100%	\$ 9,200
<u>Economic Impact Studies</u>	<u>Timeline</u>	<u>Share of Time Investment</u>	<u>Investment</u>
Discovery Phase	1 week from agreement	7%	\$ 300
Foundation Phase	4 weeks from agreement	19%	\$ 875
Functional Phase	5 weeks from agreement	30%	\$ 1,800
Implementation Phase	6 weeks from agreement	37%	\$ 2,000
Support/Enhancement Phase	6 weeks from agreement	7%	\$ 300
Total Investment (Economic Impact Studies)		100%	\$ 5,275
<u>Other</u>	<u>Timeline</u>		
IMPLAN Data Purchase (2014 State of Iowa and Poweshiek County)	Immediate		\$1,910
Economic Impact Study Sensitivity Analysis (Optional)	6 weeks from agreement		\$800/scenario
Mileage to/from Grinnell from Urbandale	As Needed		Standard IRS Rate
Meal(s)	As Needed		Locally-Determined
Total Investment, Including Data Purchase			\$ 16,385

- **Other Terms**
 - 50% of total amount (**\$8,192.50**) due by: **01/15/2016**
 - Balance (**\$8,192.50**) due upon satisfactory completion of project.
 - As you meet the final application deadline and continue your dialogue with IEDA, you may find that additional interaction with Decision Innovation Solutions may be necessary. Because these needs may not materialize and/or the scope of which cannot be ascertained if any do arise, these requests will be handled on a time and materials basis at a rate of \$150/hr.

Spencer Parkinson
Decision Innovation Consulting, LLC

City of Grinnell

By: _____
Name: Spencer Parkinson
Title: Executive Director _____

By: _____
Name: _____
Title: _____

Submitted to:

Decision Innovation Solutions
3315 109th Street
Urbandale, IA 50322
Attn: Spencer Parkinson
Date Received: _____

PUBLIC NOTICE

Notice is hereby given that the Finance Committee of the Grinnell City Council will meet at the following dates and times for the purpose of establishing a budget for the City of Grinnell for FY 2016-17. All meetings will be held in the first floor Conference Room of the Grinnell Community Center, 927 4th Avenue, Grinnell, Iowa and will begin at 7:00 a.m. All meetings are open to the public.

BUDGET CALENDAR FOR FINANCE COMMITTEE MEETINGS

Tuesday, January 12, 2016 7:00 a.m. to 8:30 a.m.

7:00 a.m. Veterans Commission
7:30 a.m. Hotel & Motel
8:00 a.m. POW I-80/Renaissance/Imagine Grinnell

Wednesday, January 13, 2016 7:00 a.m. to 8:30 a.m.

7:00 a.m. Library
7:50 a.m. Building and Planning (Community Center, Maintenance, Airport)

Thursday, January 14, 2016 7:00 a.m. to 8:30 a.m.

7:00 a.m. Recreation/Pool/Get12
7:45 a.m. Public Services (Parks, Streets, Cemetery, Solid Waste)

Tuesday, January 19, 2016 7:00 a.m. – 8:30 a.m.

7:00 a.m. Water, Waste Water, Storm Water

Wednesday, January 20, 2016 7:00 a.m. to 8:30 a.m.

7:00 a.m. Public Safety (Police, Animal Control, Public Safety Building, Dispatch, Ambulance)
7:45 a.m. Fire Department

Thursday, January 21, 2016 7:00 a.m. – 9:00 a.m.

7:00 a.m. Health, Legislative, Administrative, Debt Service, Trust and Agency
7:30 a.m. Senior Center and any other lease.
8:00 a.m. Capital Projects

FEBRUARY 15, 2016: CITY COUNCIL MUST SET DATE FOR PUBLIC HEARING ON THE PROPOSED BUDGET (Hopefully we can have the Public Hearing on March 7, 2016)

February 15 (at the latest) must have tentative budget available to public at least 10 days before public hearing, and at least 20 days before final certification to county auditor.

March 7, 2016 - Public Hearing on Budget

March 15th **BUDGET FILED AT THE COURTHOUSE**



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, JANUARY 4, 2016 AT 4:45 PM
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

TENTATIVE AGENDA

ROLL CALL: Bly (Chair), Burnell, Hansen

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider approving and authorizing execution of a development agreement by and between the city of Grinnell and TLB Holdings, LLC (See Resolution No. 2016-02).

INQUIRIES:

ADJOURNMENT:

RESOLUTION NO. 2016-02

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A FORGIVABLE LOAN AGREEMENT BY
AND BETWEEN THE CITY OF GRINNELL AND TLB
HOLDINGS, LLC

WHEREAS, by Resolution No. 1687, adopted March 21, 1994, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Grinnell Urban Renewal Plan (the "Plan") for Grinnell Urban Renewal Area (the "Urban Renewal Area" or "Area") described therein, which Plan as amended, is on file in the office of the Recorder of Poweshiek County; and

WHEREAS, it is desirable that properties within the Area be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, the City has received a proposal from TLB Holdings, LLC (the "Developer"), in the form of a proposed Forgivable Loan Agreement (the "Agreement") by and between the City and the Developer, pursuant to which, among other things, the Developer would agree to construct certain Minimum Improvements (as defined in the Agreement) on certain real property located within the Grinnell Urban Renewal Area as defined and legally described in the Agreement and consisting of the construction of renovation of two commercial buildings in the historic downtown district, together with all related site improvements, as outlined in the proposed Forgivable Loan Agreement; and

WHEREAS, the Agreement proposes that the City will make a Forgivable Loan to Developer in the amount of \$30,000.00, forgivable at the rate of 20% per year for five (5) years, under the terms and following satisfaction of the conditions set forth in the Agreement and a Promissory Note for the Forgivable Loan; and

WHEREAS, Iowa Code Chapters 15A and 403 (the "Urban Renewal Law") authorize cities to make grants for economic development in furtherance of the objectives of an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter, and to levy taxes and assessments for such purposes; and

WHEREAS, the Council has determined that the Agreement is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code taking into account any or all of the factors set forth in Chapter 15A, to wit:

- a. Businesses that add diversity to or generate new opportunities for the Iowa economy should be favored over those that do not.
- b. Development policies in the dispensing of the funds should attract, retain, or expand businesses that produce exports or import substitutes or which generate tourism-related activities.
- c. Development policies in the dispensing or use of the funds should be targeted toward businesses that generate public gains and benefits, which gains and benefits are warranted in comparison to the amount of the funds dispensed.
- d. Development policies in dispensing the funds should not be used to attract a business presently located within the state to relocate to another portion of the state unless the business is considering in good faith to relocate outside the state or unless the relocation is related to an expansion which will generate significant new job creation. Jobs created as a result of other jobs in similar Iowa businesses being displaced shall not be considered direct jobs for the purpose of dispensing funds; and

WHEREAS, pursuant to notice published as required by law, this Council has held a public meeting and hearing upon the proposal to approve and authorize execution of the Agreement and has considered the extent of objections received from residents or property owners as to said proposed Agreement; and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRINNELL IN THE STATE OF IOWA:

Section 1. That the performance by the City of its obligations under the Agreement, including but not limited to making of loans and grants to the Developer in connection with the development of the Development Property under the terms set forth in the Agreement, be and is hereby declared to be a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code, taking into account the factors set forth therein.

Section 2. That the form and content of the Agreement, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Agreement for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Agreement, the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement as executed.

PASSED AND APPROVED this 4th day of January, 2016.

Mayor

ATTEST:

City Clerk

(These agenda item(s) should be incorporated with the other items in your regular agenda and posted/published as required.)

AGENDA ITEM(S)

Governmental Body: The City Council of the City of Grinnell in the State of Iowa.

Date of Meeting: January 4, 2016.

Time of Meeting: 7:00 P.M.

Place of Meeting: Council Chambers, City Hall, 927-4th Avenue, Grinnell, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Grinnell Urban Renewal Plan

- Public hearing on the proposal to enter into a Forgivable Loan Agreement with TLB Holdings, LLC.
- Resolution approving and authorizing execution of a Forgivable Loan Agreement by and between the City of Grinnell and TLB Holdings, LLC.

Such additional matters as are set forth on the additional _____ page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

City Clerk, City of Grinnell in the State of Iowa

January 4, 2016

The City Council of the City of Grinnell in the State of Iowa, met in _____ session, in the Council Chambers, City Hall, 927 4th Avenue, Grinnell, Iowa, at 7:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the proposal to approve and authorize execution of a Forgivable Loan Agreement by and between the City of Grinnell and TLB Holdings, LLC, and that notice of the proposed action by the Council to enter into said Agreement had been published pursuant to the provisions of Section 364.6 of the City Code of Iowa.

The Mayor then asked the Clerk whether any written objections had been filed by any City resident or property owner to the proposed action. The Clerk advised the Mayor and the Council that _____ written objections had been filed. The Mayor then called for oral objections and _____ were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

The Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member _____ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A FORGIVABLE LOAN AGREEMENT BY AND BETWEEN THE CITY OF GRINNELL AND TLB HOLDINGS, LLC", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to the meeting to be held at _____ .M. on the _____ day of _____, 2016, at this place.

Council Member _____ seconded the motion. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A FORGIVABLE LOAN AGREEMENT BY
AND BETWEEN THE CITY OF GRINNELL AND TLB
HOLDINGS, LLC

WHEREAS, by Resolution No. 1687, adopted March 21, 1994, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Grinnell Urban Renewal Plan (the "Plan") for Grinnell Urban Renewal Area (the "Urban Renewal Area" or "Area") described therein, which Plan as amended, is on file in the office of the Recorder of Poweshiek County; and

WHEREAS, it is desirable that properties within the Area be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, the City has received a proposal from TLB Holdings, LLC (the "Developer"), in the form of a proposed Forgivable Loan Agreement (the "Agreement") by and between the City and the Developer, pursuant to which, among other things, the Developer would agree to construct certain Minimum Improvements (as defined in the Agreement) on certain real property located within the Grinnell Urban Renewal Area as defined and legally described in the Agreement and consisting of the construction of renovation of two commercial buildings in the historic downtown district, together with all related site improvements, as outlined in the proposed Forgivable Loan Agreement; and

WHEREAS, the Agreement proposes that the City will make a Forgivable Loan to Developer in the amount of \$30,000.00, forgivable at the rate of 20% per year for five (5) years, under the terms and following satisfaction of the conditions set forth in the Agreement and a Promissory Note for the Forgivable Loan; and

WHEREAS, Iowa Code Chapters 15A and 403 (the "Urban Renewal Law") authorize cities to make grants for economic development in furtherance of the objectives of an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter, and to levy taxes and assessments for such purposes; and

WHEREAS, the Council has determined that the Agreement is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code taking into account any or all of the factors set forth in Chapter 15A, to wit:

- a. Businesses that add diversity to or generate new opportunities for the Iowa economy should be favored over those that do not.
- b. Development policies in the dispensing of the funds should attract, retain, or expand businesses that produce exports or import substitutes or which generate tourism-related activities.
- c. Development policies in the dispensing or use of the funds should be targeted toward businesses that generate public gains and benefits, which gains and benefits are warranted in comparison to the amount of the funds dispensed.
- d. Development policies in dispensing the funds should not be used to attract a business presently located within the state to relocate to another portion of the state unless the business is considering in good faith to relocate outside the state or unless the relocation is related to an expansion which will generate significant new job creation. Jobs created as a result of other jobs in similar Iowa businesses being displaced shall not be considered direct jobs for the purpose of dispensing funds; and

WHEREAS, pursuant to notice published as required by law, this Council has held a public meeting and hearing upon the proposal to approve and authorize execution of the Agreement and has considered the extent of objections received from residents or property owners as to said proposed Agreement; and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRINNELL IN THE STATE OF IOWA:

Section 1. That the performance by the City of its obligations under the Agreement, including but not limited to making of loans and grants to the Developer in connection with the development of the Development Property under the terms set forth in the Agreement, be and is hereby declared to be a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code, taking into account the factors set forth therein.

Section 2. That the form and content of the Agreement, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Agreement for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Agreement, the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement as executed.

PASSED AND APPROVED this 4th day of January, 2016.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF POWESHIEK)

I, the undersigned City Clerk of the City of Grinnell, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2016.

City Clerk, City of Grinnell, State of Iowa

(SEAL)



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, JANUARY 4, 2016 AT 5:30 P.M.
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley and Burnell

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Review Grinnell Regional Airport Emergency Plan.

INQUIRIES:

ADJOURN:

Grinnell Regional Airport Emergency Plan

Drafted December 2015

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Basic Plan

Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at Grinnell Regional Airport. It is intended to assist the Airport Manager, airport staff, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

Introduction

We recognize that all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

This plan was approved and adopted on _____.

Airport Emergency Plan Coordinator

The coordinator of this plan will be the Airport Manager or his or her designated representative, who will be responsible for the administration and review processes of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be established consistent with the City of Grinnell procedures, Poweshiek County emergency response procedures and the National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city, county, and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Grinnell Regional Airport are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

Table 1. Airport Emergency Responsibilities
Position or Description Responsibilities for Airport Emergency

Airport Manager

- Serve as Emergency Coordinator for the airport
- Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP).
- Contact 911 and provide appropriate alerts and notifications.
- Coordinate the closing of the airport when necessary.
- Initiate the dissemination of relevant safety-related information to aviation users (NOTAMs).
- Participate in the Unified Command structure when established.
- **Note: In the absence of the Airport Manager, an airport staff person will serve as the Manager until the Airport Manager is on-site.*

Air Carrier/Aircraft Operator

- Provide full details of aircraft-related information, as appropriate, to include number of persons, fuel, and dangerous goods onboard.
- Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
- Coordinate use of air carrier/aircraft personnel and other supplies and equipment for all types of emergencies occurring at the airport.

Grinnell City Administrator

- Provide access to city resources.

Grinnell Fire Department – Fire Chief

- Manage and direct firefighting and rescue operations.
- Manage and direct search and rescue operations
- Manage and direct hazardous materials response.
- Coordinate mutual aid resources through Incident Command System.
- Assist with emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured.
- Assist with evacuations.
- Assume Incident Command as appropriate.

Grinnell Police Department – Police Chief

- Manage and direct police operations.
- Assist with traffic control and scene security.
- Coordinate law enforcement mutual aid resources through Incident Command System.
- Assist with search and rescue or evacuations.
- Respond as needed for activities involving crowds or assemblies of people.
- Respond to bomb threats or acts of terrorism.
- Assume Incident Command as appropriate.

Poweshiek County Emergency Manager

- Assist airport with obtaining all resources offered by the state or federal governments.
- Assist the county in obtaining any state or federal government resources that may be needed as a result of an emergency situation.
- Assist with transportation, accommodations, and other arrangements for uninjured passengers.

Grinnell Ambulance Provider

- Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured.
- Assist with search and rescue or evacuations.
- Coordinate mutual aid resources through Incident Command System.
- Coordinate with hospital disaster plan.

Grinnell Regional Medical Center

- Assist with emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured.
- Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).

Tenants and FBOs

- Coordinate the use of their available equipment and supplies.
- Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.

Public Works Department

- Coordinate use of resources for debris removal.
- Coordinate restoration of utilities.
- Provide equipment for emergency response and recovery

Administration and Review

The Airport Manager is responsible for reviewing this document every 12 months and making recommendations for updates and changes to the Grinnell City Council. As part of this review, local emergency and medical personnel will conduct a tabletop exercise to assist with identifying needed changes every 24 months. At least once every five years, the Airport Manager will conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises will involve all of the agencies that have responsibilities in the execution of the emergency plan.

After the updated emergency plan has been submitted to the Grinnell City Council by the Airport Manager, the board will have final approval of the revised plan.

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information particular to specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances these roles may need to be combined or may include off-airport expertise.

1. Command and Control

Command and control of an airport emergency situation will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized consistent with the City of Grinnell and Poweshiek County emergency procedures.

In case of emergency, the Airport Manager will be the main point of contact for the duration of the incident with respect to the implementation of this plan in coordination with Incident Command. An Incident Command Post shall be established for any emergency. If an on scene Emergency Operations Center (EOC) is needed the conference room in the main building will be the primary choice.

2. Communication

Primary communication for responding agencies will be through the use of communication radios using Grinnell and Poweshiek County emergency frequencies.

In the event secondary communications are needed, equipment may include electronic communications, cell phones, amateur radio, or mutual aid VTac channels.

The Grinnell Regional Airport uses the following civil aviation band frequencies:
Unicom 122.8 & Chicago Center 127.05.

3. Alert Notifications and Warning

The airport manager, representative, or airport tenants will be responsible for initiating a 911 call in the event of an emergency. Note: Notifications regarding airport emergencies may also be reported by the general public in some cases.

The Airport Manager will coordinate with Incident Command to notify the appropriate aviation agencies.

Incident Command will be responsible for ensuring that notifications are made to protect the general public.

The Airport Manager will notify the appropriate key City of Grinnell personnel.

Dispatch of emergency personnel will be the responsibility of Poweshiek County dispatch after alert notification is received.

4. Emergency Public Information

Airport management will coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions will be delivered to the public through the following methods:

Notifications through KGRN Radio 1410 AM

Notifications through the Poweshiek County Emergency Management Alert Iowa System

Incident Command may assign a public information officer (PIO) to work within the Incident Command

System (ICS) and coordinate public information.

Media briefings will be coordinated through Incident Command and the PIO per implementation of the media plan on page 24.

5. Protective Actions

The Airport Manager will coordinate with Incident Command to ensure actions are taken to protect the public in accordance with procedures for City of Grinnell and Poweshiek County emergency plans.

Evacuation/protect-in-place procedures will be coordinated through Incident Command.

The Airport Manager will work through the ICS to assist with evacuations of airport buildings.

In the event of a tornado, the public will be directed to the bathrooms in the terminal or hangers.

6. Law Enforcement

Law enforcement agencies, including the Grinnell Police Department will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency.

Law enforcement will coordinate multijurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes including the control of traffic control points and access.

Law enforcement agencies will assume Incident Command for situations involving bomb threats or terrorism investigations and coordinate with Incident Command for all other emergencies.

7. Firefighting and Rescue

The Grinnell Fire Department will ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency.

The Grinnell Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed.

Fire department personnel will assume Incident Command for all fire suppression, search and rescue, natural disasters, mass casualty incidents (MCI) and hazardous materials incidents or coordinate with Incident Command as required.

8. Health and Medical Services

The Grinnell Ambulance Provider will provide emergency medical services to include triage, stabilization, first aid, medical care, and the transportation of the injured to the hospital during an emergency.

The Grinnell Ambulance Provider will be responsible for ensuring that the coordination of any other mutual aid agency is accomplished through Incident Command.

Poweshiek County Mass Casualty Emergency Response Guide will be followed for all MCI incidents.

The following on site locations are pre-determined areas that may be utilized at the discretion of Incident Command for uninjured, injured, and deceased:

- The lobby of the airport

- The main hanger off offices.

- The Manatt's hanger (Grinnell Fire Department has Knox Box on location)

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency situation including response and recovery operations.

Poweshiek County Emergency Manager can assist when local resources are depleted.

If a logistics officer is not established, each agency, department, or service of the City of Grinnell or Poweshiek County government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the finance section of the ICS when applicable.

10. Airport Operations and Maintenance

The Airport Manager or representative will be responsible for the control of the airport during an emergency.

If the Incident Commander does not close the airport, the Airport Manager will determine if the airport needs to be closed. If the airport is closed, he or she will ensure that yellow X's for runway closure are placed as appropriate.

The Airport Manager or representative will be responsible for issuing Notice to Airmen (NOTAMs) for airport conditions and closures as well as any required coordination with air traffic control facilities.

The Airport Manager or representative will make the appropriate notifications to all airport tenants. A contact list of all tenants is to be kept available to the Airport Manager at all times.

The Airport Manager will coordinate airport operations with Incident Command as required and make available all necessary equipment and facilities.

Standard Operating Procedures and Checklists for Specific Hazards

This section focuses on the special planning needs and hazards particular to airports. It addresses the essential operational actions needed to help successfully complete a specific response function. Some hazards that may require a response are:

- Aircraft incidents and accidents
- Natural disasters
- Bomb incidents
- Hazardous materials incidents
- Structural fires
- Failure of power
- Missing aircraft

This section also includes detailed instructions and checklist information for hazard-specific sections and the airport map.

Airport Access

The keys for the airport and the code for accessing the gates will be kept in a Fire Department lockbox located at the Manatts' hanger. The hanger and lock box are located on the maps located in the appendix. All fire trucks will have access to the lockbox.

The Airport Manager will be responsible for giving and updating changes to the access gate code to the following key staff:

Police Chief	Dennis Reilly
Fire Chief	Daniel Sicard
County Sheriff	Tom Kriegel
City Manager	Russ Behrens

Hazard 1: Aircraft Incidents and Accidents

Definition and Classification of Incidents and Accidents

Aircraft accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

Aircraft incident: Any occurrence associated with the operation of an aircraft that is not considered an “aircraft accident.”

Incident Classification System

Level 1: An accident *may* happen. For example, there is a landing gear problem, or a situation or emergency exists or is perceived to exist that may result in an incident or accident. This includes situations where it is unknown if an incident or accident emergency has actually occurred.

Level 2: An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Level 3: An aircraft accident has occurred on or in the vicinity of the airport.

Emergency Contact Information

Fire/Police/Ambulance		911
Airport Manager:	Ron Lowry	Work: 641-236-0188 Cell: 641-325-0261
NOTAM:		1-877-487-6867
	Fax	1-817-490-6649
FAA Central Region Operations Center:		1-816-329-3000
(the FAA will contact NTSB)		
Other airport staff:		
	Brian Jack	641-260-0667
	Brad Iverson	641-990-1937
City Administrator	Russ Behrens	Work: 641-236-2600 Cell: 641-990-6372
Public Services Director	Dave Popp	Work: 641-236-2632 Cell: 641-990-7519

Alert Notification and Warning

Once it has been determined that a potential or actual airport/aircraft emergency exists, all parties listed under Emergency Contact Information shall be notified by the Airport Manager or, in his or her absence, the primary point of contact. After making phone calls in the order listed above, the Airport Manager or his or her representative shall remain by the phone to direct responders and answer questions.

Level 1 Classification Response

The fire department personnel should be advised of the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel
- Number, or potential number, of passengers and crew
- Nature of emergency
- Type and/or amount and location of cargo
- Number of passengers on board
- Location of aircraft

Level 2 Classification Response

Fire department personnel should be provided with the same information as above plus any additional details that will allow preparation for likely contingencies. Airport Manager shall report to the Incident Commander upon their arrival. Incident Command shall establish a Command Post to facilitate an efficient response coordination. A full response should be made with the emergency equipment operating and positioned with engines running and all emergency lights operating, enabling rapid response to the incident/accident site.

1. Standby locations at the airport should be accessed through the main gate, and responding units should position themselves in such a manner as to have a clear view of the runway and taxiways. The person in charge of response equipment (fire department) should anticipate the aircraft's rollout and station emergency response vehicles some distance upwind from the rollout area.
2. Communication with the aircraft by airport staff should be made if possible (on Unicom frequency 122.8 or the emergency frequency 122.5) and passed to the fire department. This provides a safety factor for rollout; should an emergency require it, the vehicle could be on the move to the aircraft stopping point from an upwind direction.
3. The fire department vehicles will move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the standby position.

Level 3 Classification Response

Full fire department procedures should be put into effect. All pertinent updated information should be relayed by the airport staff and/or dispatching agency to responding emergency units and include the location of the accident using direction and distance from the terminal building, thresholds, midfield, street/road intersections, or landmarks.

When complete aircraft-related information is unavailable, the fire department personnel should anticipate the worst situation and prepare accordingly.

Notify the FAA Operations Center of conditions at the site, particularly if such conditions could interfere with flight operations. Airport staff shall issue applicable NOTAMs and ensure appropriate Unicom advisories are communicated. Note that all NOTAMs shall specify if the airport will remain open for emergency aircraft.

Recovery

Preservation of wreckage

If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrications, to protect the wreckage from further damage, or to protect the public from injury. Incident Command shall ensure the preservation of wreckage until otherwise authorized by the FAA duty officer (see Emergency Contact List) or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft. The Incident Commander may help facilitate the removal of the wreckage.

Following removal of the wreckage, the Airport Manager will inspect the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic.

If the runway is closed, X's shall be placed at each end.

The city will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the involved aircraft.

Public Information

Airport personnel or other city personnel should avoid making any statements to the news media during an emergency situation at the airport or aircraft accident scene unless previously directed. The Airport Manager and a representative from the FAA or NTSB will normally serve as the public information officer (PIO). Any city employee with questions about media inquiries will refer the media to the PIO. All information released by the PIO will go through the Incident Commander prior to release.

Organizational Response and Responsibilities

Airport Staff

- Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA operations center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at www.landings.com:
 1. Click on "Databases" at top of screen.
 2. Click on "A/C Registration US" (if of U.S. registry, N-number database).
 3. Click on "Basic Search."
 4. Type in aircraft's tail number.
 5. Click on "Send Query."
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMs.
- Cooperate with investigations.

The Airport Manager will notify appropriate officials, assist with the investigative process, and provide documentation, including the Airport Incident Report form.

The Airport Manager, after making emergency notifications, shall report to the Command Post to facilitate efficient response and coordination.

Airport Fixed-Base Operators (FBO)

- Provide the specific or best estimate of location on or near the airport or closest intersection, landmark, etc., of the emergency.
- Call 911 (police/fire dispatch).
- State the “ALERT/Emergency Level.” Provide information from the description of Readiness Levels.
- Make a Unicom advisory call (122.8) if there’s a danger to other aircraft.
- Contact airport staff:

Brian Jack	641-260-0667
Brad Iverson	641-990-1937

- Stand by to direct emergency responders to the accident site.

Fire Department

Fire department personnel on the scene will assume Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager. The Incident Commander shall establish a Command Post and notify the Airport Manager of the location.

Police Department

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters in the suppression of fire and rescue of victims if requested by the Incident Commander.
- Treat the accident/incident scene as a crime scene and secure as such.

Public Services Department

The public services department will respond to any serious aircraft or airport incident as directed by Incident Command. The Public Services Director will assist the Airport Manager in returning the airport to normal operations in an expeditious manner. The Public Services Director will coordinate with Incident Command and assist in and supervise the recovery, removal, or salvage of property that creates a problem on the airport and restricts aircraft operations. This will include the removal of aircraft and hazardous debris on runways and taxiways. The public services department may respond with the initial equipment necessary to accomplish its mission, such as:

- Front-end loader
- Dump truck
- Flatbed trailer
- Sweeper
- Adequate cables and ropes to move an aircraft
- Support equipment (e.g., barricades, cones, and lighting systems for night recovery operations)

Airport Tenants

Airport tenants and their employees shall be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

Emergency Medical Services (EMS)

EMS will provide emergency medical services to include triage, patient care, and transport. EMS will coordinate with the Grinnell Regional Hospital and Incident Command for any required assistance or mutual aid required.

Hazard 2: Natural Disasters

In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the Poweshiek County Emergency Management Plan will be followed.

Emergency Contact Information

Fire/Police/Ambulance		911
Airport Manager:	Ron Lowry	Work: 641-236-0188 Cell: 641-325-0261
NOTAM:		1-877-487-6867 Fax 1-817-490-6649 Cell: 641-990-6372
Public Services Director	Dave Popp	Work: 641-236-2632 Cell: 641-990-7519

Alert Notifications and Warning

The Airport Manager will be responsible for maintaining a National Weather Service radio with alerting on site. The City of Grinnell will be responsible for sounding the tornado siren on site at the airport when the City of Grinnell is in a Tornado Warning or when there is a known imminent hazard where seeking shelter in a 'Tornado Safe' area will be beneficial to life safety.

Response

If time allows:

1. Notify airport tenants of the threatening condition.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Secure airfield lighting as necessary to protect from flood damage.
7. Lower or remove the windsock.
8. Issue a NOTAM advising of airport conditions.

The designated storm shelter area will be for the airport will be the bathrooms in there terminal and hangar.

If required:

- Have Incident Command activate the Emergency Operations Center (EOC) to coordinate any airborne emergency relief.
- Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- Designate unloading areas and the movement from the airport of relief supplies.
- Provide current weather and airport status information to the city manager, police chief, fire chief, emergency management staff, and utility departments.
- Depending on the severity of the situation, the City EOC may be activated at the discretion of Incident Command. Airport management will work within the ICS and procedures of Poweshiek County and the City of Grinnell for severe weather events and staff the EOC as needed.

Recovery

The Airport Manager or point of contact will call the local utility companies and the Public Services Director. The Airport Manager should use available equipment and labor, with assistance from the utility departments, to return the airport to an operational condition as soon as possible. This will ensure an additional avenue for emergency relief.

Organizational Response and Responsibilities

Airport Management

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor the NOAA weather radio to ascertain conditions that will affect the airport. The airport may also obtain a tone alert monitor to watch weather or other relevant emergencies.
- Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.

Fire Department

- Respond to protect persons and property.
- Coordinate search and rescue operations as needed.

Police Department

- Respond to protect persons and property.
- Participate in traffic control, evacuations, or sheltering of the general public.

Public Service

- Direct resources as necessary to assess damage, make repairs, and restore utilities.
- Provide equipment for shoring up public buildings or removing debris.

Hazard 3: Bomb Incidents/Terroristic Threats

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.

Emergency Contact Information

Fire/Police/Ambulance	911
Airport Manager: Ron Lowry	Work: 641-236-0188
	Cell: 641-325-0261
NOTAM:	1-877-487-6867
Fax	1-817-490-6649
City Administrator Russ Behrens	Work: 641-236-2600
	Cell: 641-990-6372
AOPA GA SECURE Hotline: (TSA)	866-427-3287

Alert Notifications and Warning

All parties listed under the Emergency Contact Information shall be notified. It may not be necessary to contact the TSA or AOPA GA-SECURE Hotline for all criminal activities, such as for those not involving aircraft operations.

Response

Law enforcement will be the primary response agency and assume Incident Command. For bomb threats, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery

The Airport Manager will coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Organizational Response and Responsibilities

Airport Management

- If a threat is phoned in to the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Have all passengers leave baggage and cargo. All persons should be detained until cleared by the designated law enforcement personnel.
- If on an aircraft, notify the person(s) or firm that owns the aircraft.
- For threats on aircraft or hijacking situations, direct all aircraft to the pre-determined isolation area located on the Taxi Way West End.
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 feet from the threatened building; ensure a tenant familiar with the building will meet with authorities to help identify building contents during the bomb search.
- Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device

Police Department

- Respond to scene and assume Incident Command.
- Assist with crowd control, evacuations, and protection of the public.
- Establish scene security and isolation areas.
- Coordinate any required law enforcement mutual aid.

Fire Department

- Respond to scene and assist Incident Command when there is a suspected device or suspicious package.
- Assist with crowd control, evacuations, and protection of the public.

Hazard 4: Hazardous Materials Emergencies

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

Emergency Contact Information

Fire/Police/Ambulance	911
Airport Manager: Ron Lowry	Work: 641-236-0188
	Cell: 641-325-0261
NOTAM:	1-877-487-6867
Fax	1-817-490-6649
City Administrator Russ Behrens	Work: 641-236-2600
	Cell: 641-990-6372
Iowa DNR Spill Reporting	1-515-725-8694

Alert Notifications and Warning

Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone (911).

Organizational Response and Recovery Responsibilities

Airport Management

- Provide alert notifications by calling 911.
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the pre-determined isolation zone located on taxi way at west end.

Fire Department

- Assume incident command
- Establish a 1,500-foot perimeter around the area or adequate distance per the *Emergency Response Guide* published by the Department of Transportation for isolation distance from the aircraft or spill location.
- If incident requires a full haz-mat team notify Poweshiek County Emergency Manger to make request to contracted hazardous materials response team.
- Protect persons and property and implement evacuation or sheltering-in-place procedures.
- Close doors and windows of buildings in the area where blowing smoke-borne or other particles are present. Evacuate area.
- Determine if an actual spill has occurred. If the hazardous material container is found to be unbroken, the alert will be canceled and the material will be held in custody until proper disposal instructions are received. If a spill has occurred, the fire department and the senior fire official on scene will take charge, and the official will become the incident commander. The fire department will direct all containment and confinement operations.
- Assist Airport Manager or responsible party in securing a clean-up company.

Emergency Medical Services (EMS)

- Provide any emergency medical services, patient care, or transport.

Public Works

- Provide equipment and resources for containment if necessary and as directed by incident command.

Hazard 5: Structural Fires

A structural fire emergency involves fires occurring at or in airport buildings such as terminals or hangars.

Emergency Contact Information

Fire/Police/Ambulance		911
Airport Manager:	Ron Lowry	Work: 641-236-0188 Cell: 641-325-0261
NOTAM:		1-877-487-6867
Fax		1-817-490-6649
City Administrator	Russ Behrens	Work: 641-236-2600 Cell: 641-990-6372

Alert Notifications and Warning

Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

Response

Grinnell Fire Department will be the primary response agency and will assume Incident Command.

Recovery

Airport management will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

Organizational Response and Responsibilities

Airport Management

- Call 911.
- Take protective actions for employees and the public.
- Evacuate area according to evacuation plan.
- Coordinate response activities.
- Control access to facility until it has been inspected and/or will not impede with emergency response organizations.
- Coordinate news releases with incident command, if necessary.

Airport Staff/Maintenance

- Assist with critical services including utility support (activation/cutoff) as needed.
- Provide safety inspections.
- Assist in facility restoration.

Tenants

- Provide assistance on voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

Fire Department

Fire department personnel on the scene will serve as Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. Due to lack of fire hydrants rural water supply operations will be used. The scene Incident Commander will maintain contact with the Airport Manager.

Police Department

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters with the evacuation of victims if requested by the Incident Commander.

Emergency Medical Services (EMS)

- Provide emergency medical services for patient care and transport.

Hazard 6: Failure of Utilities

A utility failure on the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill. The fire department shall be consulted about its ability to fight a fire while the water is cut off.

Emergency Contact Information

Fire/Police/Ambulance	911
Airport Manager: Ron Lowry	Work: 641-236-0188
	Cell: 641-325-0261
NOTAM:	1-877-487-6867
Fax	1-817-490-6649
Alliant Energy for power failure	1-800-255-4268
Alliant Energy for gas issue	1-800-255-4268
Grinnell Water Department	641-236-2600

Alert Notification and Warning

Airport management or a representative will notify the responsible utility company of the failure.

Organizational Response and Recovery Responsibilities

Airport Management

- Notify staff and repair personnel of the outage.
- Issue NOTAM, if required.
- Notify the appropriate FAA air traffic control facility by contacting Chicago Center on 127.05 regarding a failure that may affect the safety of flight.
- Notify tenants.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.

**Hazard 7: Missing Aircraft
Emergency Contact Information**

Fire/Police/Ambulance	911
Airport Manager: Ron Lowry	Work: 641-236-0188
	Cell: 641-325-0261
NOTAM:	1-877-487-6867
Fax	1-817-490-6649
Flight Services	1-800-992-7433

Alert Notifications and Warning

The Airport Manager or representative may be notified by the FAA or the general public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required. If a flight is determined to be missing the Grinnell Police shall be notified.

Organizational Response and Recovery Responsibilities

Airport Management

- Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for possible search and rescue operations.
- Obtain information regarding missing or overdue aircraft (see Missing/Overdue Aircraft Information Form).
- Coordinate with the FAA.

Police Department

- Assist with any search and rescue operations, establish a Unified Command Post
- Coordinate any required mutual aid assistance.
- Consider activation of the EOC.
- Initiate a missing person's investigation.

Fire Department

- Assist with any search and rescue operations, establish a Unified Command Post
- Coordinate any required mutual aid assistance.
- Consider activation of the EOC.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan

- Designate secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- Provide areas for the care of emergency responders.
- Provide the basic needs to accommodate both responders and the victims' family members.
- Identify a process for responding to requests for information concerning the emergency event to victims' families and coordinate this activity with the public information officer (PIO).
- Consult with local emergency management officials to review options for providing mental health assistance. These services may be made available to both the families in crisis and the responders.
- Identify potential resources for helping responders cope with these situations, including the use of Critical Incident Stress Debriefings (CISD).

Implement Media Plan

- Implement an effective media plan that covers all phases of an airport emergency.
- Designate an area for media to gather and set up to cover the situation.
- Designate a PIO with responsibility to interface with the media. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command or Unified Command.
- Designate only one PIO for each emergency incident.
- Control and coordinate the media briefing with the PIO and other responding or investigative agencies such as the National Transportation Safety Board (NTSB).
- Conduct media briefings in a designated location and according to a designated schedule if the scale or duration of the airport emergency incident warrants it.
- Consider additional resources for dealing with large volumes of media inquiries during a major airport emergency incident.

Establish Safe Airport Operations

Airport management is responsible for ensuring that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after an incident.

- As with other phases of an emergency, identify assignments and organizational responsibilities, command and control, and other required functional areas.
- If an airport has been closed due to an emergency situation, do not re-open it until the assigned personnel have ensured that:
 - Aircraft operating areas are safe and secure;
 - Aircraft movement areas to be reopened have been inspected;
 - Adequate aircraft rescue and firefighting protection is available (if applicable);
 - Public safety is assured.
- Ensure that responsibility is assigned for documenting all actions taken, including the writing of an incident report. This report should include all pertinent information regarding the incident such as type of incident, time and date of occurrence, names and addresses of persons involved, witnesses, reporting party, response actions, and recommendations for further actions.

Work Through Investigations

An investigation will begin in the event of an aircraft accident, possibly during the response and recovery phase. The NTSB is responsible for accident investigations involving civil aircraft within the United States, but it is not uncommon for that responsibility to be delegated to the FAA.

- Establish scene security prior to the NTSB or investigative authority arriving on the scene of an aircraft emergency incident.
- Establish a perimeter around an accident scene to protect property and preserve evidence.
- Accommodate the NTSB or FAA and cooperate with the investigation. The FBI and TSA may be involved in investigating criminal activities or terrorist threats.

Bomb Threat Form

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. What is your name? _____
8. What is your phone number? _____
9. Note the exact wording of the threat (write on back).
10. What are the sex, race, and age of the caller? _____
11. What was the length of the call? _____
12. Number at which the call was received: _____
13. Time and date received: _____
14. Was the caller's voice familiar? If so, whom did it sound like: _____
15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, lisping, raspy, deep, ragged, clearing throat, breathing deeply, cracking, disguised, have an accent, familiar, or whispered? _____
16. Did you hear any background sounds? _____
17. Was the threat language well spoken, foul, irrational, incoherent, taped, or read like a rehearsed message? _____

- **Call 911.**
- **Evacuate the building/aircraft to a safe distance.**
- **Contact the Airport Manager at _____.**

Aircraft Incident Report

Date: _____

Time: _____

Type of Incident (check one)

Aircraft Accident/Incident Natural Disaster Property Damage

Bomb Threat Other _____

Reported by

Name: _____

Address: _____

Phone #: _____

Location: _____

Weather conditions: _____

Nature of incident: _____

Aircraft type and tail number: _____

Name(s) of pilot(s): _____

Pilot(s) contact information: _____

Units that responded to incident:

Action taken: _____

Missing Aircraft Form

The Airport Manager and staff will assist in locating aircraft on or near the airport by taking the following information and actions:

Notified of a missing aircraft (N-number): _____

By (name): _____

Of (organization): _____

Contact number: _____

Estimated time of arrival: _____ at (airport): _____

Aircraft type: _____

Aircraft color: _____

Pilot name: _____ number: _____

Local contact (name): _____ number: _____

People on board: _____

Last contact (time): _____ location: _____

1. Check to see if the aircraft is on the ramp.
2. Check the hangar list to see if the pilot or a local contact have a hangar on the field.
3. Call the hangar owner to ask if the aircraft is in hangar.
4. Visit the hangar if unable to contact hangar owner.
5. Contact police to find out if an aircraft crash has been reported in the area.
6. Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft would not be easily seen.
7. Report back to the person who reported the aircraft missing.
8. If the initial report came from the pilot's family or friends, contact Flight Services at 800-992-7433 or the FAA at 847-294-8400. ????
9. If the aircraft is not initially located, contact the Airport Manager at _____.

Airport and Terminal Maps



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, JANUARY 4, 2016 AT 6:15 P.M.
IN THE COUNCIL CHAMBERS OF THE
GRINNELL COMMUNITY CENTER**

TENTATIVE AGENDA

ROLL CALL: Hueftle-Worley (Chair), Wray, Bly

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider resolution approving contract change order No. 2 in the amount of \$3,300.00 for an increase in the contract with Dickinson Company, Inc. of Oskaloosa, Iowa for the Highway 146 Signal Project (See Resolution No. 2016-03).
2. Consider resolution authorizing payment of contractor's pay request No. 2 in the amount of \$107,126.99 to Dickinson Company, Inc. of Oskaloosa, Iowa for the Highway 146 Signal Project (See Resolution No. 2016-04).
3. Consider resolution authorizing payment of contractor's pay request No. 2 in the amount of \$112,918.90 to Denver Underground and Grading, Inc. for the Pinder Avenue Sanitary Sewer Extension Project (See Resolution No. 2016-05).
4. Review an amendment to the Highway 146 reconstruction project STPN-146-2(35)- -2J-79 contract between the city of Grinnell and the Iowa Department of Transportation.
5. Approve setting notice of hearing and letting on the Highway 146 N Reconstruction Project.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2016-03

A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 2 IN THE AMOUNT OF \$3,300.00 FOR AN INCREASE TO THE CONTRACT WITH DICKINSON COMPANY, INC. OF OSKALOOSA, IOWA FOR THE HIGHWAY 146 SIGNAL PROJECT.

WHEREAS, the City of Grinnell did enter into a contract with Dickinson Company, Inc. of Oskaloosa, Iowa, on July 6, 2015; and

WHEREAS, Dickinson Company, Inc. of Oskaloosa, Iowa, has submitted Contract Change Order No. 2 for an increase of \$3,300.00 and

WHEREAS, the Project Engineer has reviewed the change order and recommends approval of Contract Change Order No. 2; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Grinnell, Iowa, in regular session this 4th day of January, 2016 that the contract amount has decreased by \$3,300.00 in accordance with Contract Change Order No. 2 is hereby approved as executed.

Passed and adopted this 4th day of January, 2016.

Gordon Canfield, Mayor

Attest:

P. Kay Cmelik, City Clerk



December 21, 2015

Dickinson Company, Inc.
1616 D Avenue West
Oskaloosa, Iowa 52577

GRINNELL, IOWA
HIGHWAY 146 TRAFFIC SIGNALS
PARTIAL PAY ESTIMATE NO. 2

Enclosed are three copies of Partial Pay Estimate No. 2 for work completed under the contract between the City of Grinnell and Dickinson Company, Inc. for the Highway 146 Traffic Signals project. The Partial Pay Estimate No. 2 includes Change Order No. 2 approved in the amount of \$3,300 for the three dynamic message boards (DMB). Please sign all three copies and return all signed copies to our office for further processing.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink, appearing to read 'John Kursitis', is written over a blue horizontal line.

John Kursitis

JK:dml
288109
Enclosures
cc: Jan Anderson, City of Grinnell

RESOLUTION NO. 2016-04

RESOLUTION AUTHORIZING PAYMENT OF CONTRACTOR'S PAY REQUEST NO. 2 IN THE AMOUNT OF \$107,126.99 TO DICKINSON COMPANY, INC. OF OSKALOOSA, IOWA FOR THE HIGHWAY 146 SIGNAL PROJECT.

WHEREAS, the City of Grinnell did enter into a contract with Dickinson Company, Inc. of Oskaloosa, Iowa, on July 6, 2015; and

WHEREAS, Pay Estimate No. 2 has been initiated by the City of Grinnell and Dickinson Company, Inc.; and

WHEREAS, the Project Engineer has verified completion of the project in accordance with the terms of the contract and recommends approval of Pay Estimate No. 2; and

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

Section 1. That said improvements are hereby accepted as having been substantially completed in accordance with the said plans, specifications and contract. The City Clerk is hereby authorized and directed to make payment in the amount of \$107,126.99 to Dickinson Company, Inc. of Oskaloosa, Iowa for the Highway 146 Signal Project.

Passed and adopted this 4th day of January, 2016.

Gordon Canfield, Mayor

Attest:

P. Kay Cmelik, City Clerk



December 21, 2015

Dickinson Company, Inc.
1616 D Avenue West
Oskaloosa, Iowa 52577

GRINNELL, IOWA
HIGHWAY 146 TRAFFIC SIGNALS
PARTIAL PAY ESTIMATE NO. 2

Enclosed are three copies of Partial Pay Estimate No. 2 for work completed under the contract between the City of Grinnell and Dickinson Company, Inc. for the Highway 146 Traffic Signals project. The Partial Pay Estimate No. 2 includes Change Order No. 2 approved in the amount of \$3,300 for the three dynamic message boards (DMB). Please sign all three copies and return all signed copies to our office for further processing.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink, appearing to read 'John Kursitis', is written over a blue ink stamp.

John Kursitis

JK:dml
288109
Enclosures
cc: Jan Anderson, City of Grinnell

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$533,789.88	\$457,364.75
Approved Change Order (list each)	No. 1	\$ (68,638.88)	\$ 0.00
	No. 2	\$ 3,300.00	\$ 3,300.00
		\$	\$
Revised Contract Price		\$ 468,451.00	\$ 460,664.75
Materials Stored			\$ 0.00
Value of Completed Work and Materials Stored			\$ 460,664.75
Less Retained Percentage (5%)			\$ 23,033.24
Net Amount Due This Estimate			\$ 437,631.51
Less Estimate(s) Previously Approved	No. 1	\$	
	2	\$	
	3	\$	
	4	\$	
	5	\$	
	6	\$	
	7	\$	
	8	\$	
Total Previously Approved			\$ 330,504.52
Percent Complete	86%	Amount Due This Estimate	\$ 107,126.99

The amount **\$107,126.99** is recommended for approval for payment in accordance with the terms of the Contract. The amount of _____ is recommended for payment 31 days after the project has been accepted by the City of Grinnell.

Prepared By: Dickinson Company, Inc.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Grinnell, Iowa
Signature	Signature	Signature
Title	Title	Title
Date	Date	Date

RESOLUTION NO. 2016-05

RESOLUTION AUTHORIZING PAYMENT OF CONTRACTOR'S PAY REQUEST NO. 1 IN THE AMOUNT OF \$112,918.90 TO DENVER UNDERGROUND & GRADING, INC. FOR THE PINDER AVENUE SANITARY SEWER EXTENSION PROJECT.

WHEREAS, the City of Grinnell did enter into a contract with Denver Underground & Grading, Inc. of Denver, Iowa, on October 19, 2015; and

WHEREAS, Pay Estimate No. 1 has been initiated by the City of Grinnell and Denver Underground and Grading Inc.; and

WHEREAS, the Project Engineer has verified completion of the project in accordance with the terms of the contract and recommends approval of Pay Estimate No. 1; and

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

Section 1. That said improvements are hereby accepted as having been substantially completed in accordance with the said plans, specifications and contract. The City Clerk is hereby authorized and directed to make payment in the amount of \$112,918.90 to Denver Underground & Grading, Inc. of Denver, Iowa for the Pinder Avenue Sanitary Sewer Extension Project.

Passed and adopted this 4th day of January, 2016.

Gordon Canfield, Mayor

Attest:

P. Kay Cmelik, City Clerk



December 28, 2015

Denver Underground & Grading, Inc.
2046 260th Street
Denver, Iowa 50622

CITY OF GRINNELL, IOWA
PINDER AVENUE SANITARY SEWER EXTENSION
PARTIAL PAYMENT NO. 1

Enclosed are three copies of Partial Payment No.1 in accordance with the contract between the City of Grinnell and Denver Underground & Grading, Inc. for the Pinder Avenue Sanitary Sewer Extension.

By copy of this letter we are also recommending payment by the City Council of the City of Grinnell to Denver Underground & Grading, Inc. in the amount of \$112,918.90.

Please execute all copies of Partial Payment No. 1 in the spaces provided and forward all three copies to the City of Grinnell for further processing.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

**Original Signed by
Sara Kappos**

Sara Kappos

SKK
288115

cc: Jan B. Anderson, City of Grinnell

SUMMARY

		Contract Price	Value Completed
Original Contract Price		\$125,705.00	\$ 118,862.00
Approved Change Order (list each)	No. 1	\$	\$
		\$	\$
		\$	\$
Revised Contract Price		\$ 125,705.00	\$ 118,862.00
Materials Stored			\$ 0.00
Value of Completed Work and Materials Stored			\$ 118,862.00
Less Retained Percentage (5%)			\$ 5,943.10
Net Amount Due This Estimate			\$ 112,918.90
Less Estimate(s) Previously Approved	No. 1	\$	
	2	\$	
	3	\$	
	4	\$	
	5	\$	
	6	\$	
	7	\$	
	8	\$	
Total Previously Approved			\$ 0.00
Percent Complete	95%	Amount Due This Estimate	\$ 112,918.90

The amount \$112,918.90 is recommended for approval for payment in accordance with the terms of the Contract.

Prepared By: Denver Underground & Grading, Inc.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Grinnell
Signature	Signature <i>Jana Kappas</i>	Signature
Title	Title <i>Project Engineer</i>	Title
Date	Date <i>12/28/15</i>	Date

December 2010

- 5.c. The LPA shall include in their Notice to Bidders that Sales Tax Exemption Certificates will be issued, as provided for by Iowa Code section 423.3, subsection 80. The LPA shall be responsible for obtaining the sales tax exemption certificates through the Iowa Department of Revenue and Finance. The LPA shall issue these certificates to the successful bidder and any subcontractors to enable them to purchase qualifying materials for the project free of sales tax.
 - 5.d. The LPA shall be the contracting authority for the project
3. Section 8 (Payments and Reimbursements) of Agreement 2015-16-231 is hereby replaced as follows:
- 8.a. The DOT Marshalltown Resident Construction Engineer (RCE) will submit periodic contractor invoices to the LPA for payment. The LPA shall be responsible for making initial payments from LPA funds to the consultant(s) and contractor(s) for all project costs incurred in the development and construction of the project. After payments have been made, the LPA may submit to the DOT periodic itemized claims for reimbursement for eligible project activities. Reimbursement claims shall include certification by a Professional Engineer licensed to practice in the State of Iowa that all eligible project activities for which reimbursement is requested have been paid in full and completed in substantial compliance with the terms of this agreement.
 - 8.b. The DOT shall reimburse the LPA for properly documented and certified claims for eligible project activity costs. The DOT may withhold up to 5% of the Federal and / or State share of construction costs, either by state warrant or by crediting other accounts from which payment may have been initially made. If upon final audit, the DOT determines the LPA has been overpaid, the LPA shall reimburse the overpaid amount to the DOT. After the final audit or review is complete and after the LPA has provided all required paperwork, the DOT will release the Federal or State funds withheld.
 - 8.c. Upon completion of the project, a Professional Engineer licensed to practice in the State of Iowa shall certify in writing to the DOT that the project activities were completed in substantial compliance with the plans and specifications set out in this agreement. Final reimbursement of State and / or Federal funds shall be made only after the DOT accepts the project as complete
4. In the event that Iowa Transportation Commission approval is not secured for the DOT funding then the LPA shall be responsible for 100% of the costs incurred.

General Provisions

5. The LPA will comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Iowa Code Chapter 216. No person will, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.
6. It is the intent of both (all) parties that no third party beneficiaries be created by this Addendum.
7. If any section, provision, or part of this Addendum shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Addendum as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Addendum cannot be fulfilled.

December 2010

8. This Addendum may be executed in (two) counterparts, each of which so executed will be deemed to be an original.
9. This Addendum, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements will remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement will be in the form of a duly executed amendment to this document.

IN WITNESS WHEREOF, each of the parties hereto has executed Addendum No. 2015-16-231A as of the date shown opposite its signature below.

CITY OF GRINNELL:

By: _____ Date _____, 20____.
Title: Mayor

I, _____, certify that I am the Clerk of the City, and that _____, who signed said Addendum for and on behalf of the City was duly authorized to execute the same on the ____ day of _____, 20____.

Signed: _____
City Clerk of Grinnell, Iowa.

IOWA DEPARTMENT OF TRANSPORTATION:

By: _____ Date _____, 20____.
Scott A. Dockstader
District Engineer
District 1