



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, NOVEMBER 21, 2016
IN THE COUNCIL CHAMBERS

1. Roll Call

2. Perfecting And Approval Of Agenda

2.A. Perfecting And Approval Of Agenda

Documents:

[11.21.16 - AGENDA - COUNCIL.PDF](#)

3. Consent Agenda

3.A. Consent Agenda

Documents:

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

4. Meeting Minutes/Communications

4.A. Meeting Minutes And Communications

Documents:

[4 - MEETING MINUTES AND COMMUNICATIONS.PDF](#)

5. Committee Business

5.A. Report From The Finance Committee

5.A.1. Report From The Finance Committee

Documents:

[5A - FINANCE COMM AGENDA AND SUPP DOCS--.PDF](#)

5.B. Report From Planning Committee

5.B.1. Report From The Planning Committee

Documents:

[5B - PLANNING COMM AGENDA AND SUPP DOCS.PDF](#)

5.C. Report From Public Safety Committee

5.C.1. Report From The Public Safety Committee

Documents:

[5C - PS COMM AGENDA AND SUPP DOCS.PDF](#)

5.D. Report From Public Works And Grounds Committee

5.E. Report From The Public Works And Grounds Committee

Documents:

[5D - PWG COMM AGENDA AND SUPP DOCS.PDF](#)

6. Inquiries

7. Adjournment



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, NOVEMBER 21, 2016 AT 7:00 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY

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, November 7, 2016 Regular Session.
 - Approve Liquor Licenses new and renewals:
 - Grinnell Pub, 909 State Street, Class C Liquor License (LC), Outdoor Service, Sunday Sales.
 - Approve Public Right-of-Way Permit from Windstream Iowa Communications, LLC.
 - Review Campbell Fund requests.
- 4) Meeting Minutes/Communications:
 - a) Finance Committee minutes: November 7, 2016.
 - b) Planning Committee minutes: November 7, 2016.
 - c) Public Safety Committee minutes: November 7, 2016.
 - d) Public Works and Grounds Committee minutes: November 7, 2016.
 - e) October 2016 Monthly Treasurer's Report.
 - f) October 2016 Monthly Police Report.
 - g) October 2016 Building Permit Report.
 - h) Teresa McCall resignation from Veterans Commission effective November 11, 2016.
 - i) Update on Curbside Brush pickup.
- 5) Committee Business:
 - A. Report from the Finance Committee
 1. Approve Tax Increment Financing certification for FY 2018.
 2. Discuss proposed downtown development project.
 3. Discuss drivers' license relocation.
 4. Consider approval of Iowa Reinvestment District Contract.
 5. Discuss tuition reimbursement program for employees.
 6. Consider approval of dual representation letter.
 - B. Report from the Planning Committee
 1. Discuss complaint on dilapidated property located at 6th and Summer St.

C. Report from the Public Safety Committee

1. Approve Brent Smith as a Grinnell Fire Department Volunteer.
2. Consider the third and final reading of an ordinance amending the No Parking section by adding no parking area (See Ordinance No. 1427).
3. Discuss policy for Special Event - Public Street Use.
4. Discuss temporary four way stops on Main Street at 7th and 9th Avenue.

D. Report from the Public Works and Grounds Committee

1. Update on oil spill that impacted wastewater system.
2. Consider approval of resolution approving an engineering services agreement with Clapsaddle-Garber Associates, Inc. for Fuel Tank Improvements (See Resolution No. 2016-217).

6) Inquiries:

7) Adjourn



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, NOVEMBER 7, 2016 AT 7:00 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY

MINUTES

The Grinnell City Council met in regular session Monday, November 7, 2016 at 7:00 p.m. in the Caulkins Room of the Drake Community Library. Mayor Pro-tem White presided with the following council members present: Bly, Burnell, Hueftle-Worley, Wray. Absent: Mayor Canfield and Hansen. Also present were Ron Davis, Chris Johnson, David Isch, Randy Hotchkins, Mike McAllister, Ben Gray, Russ Behrens and Kay Cmelik.

AGENDA AND CONSENT AGENDA

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

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

- Previous minutes as drafted from the Monday, October 17, 2016 Regular Session.
- Approve city claims and payroll claims from October 4, 2016 through and including November 7, 2016.
- Review Campbell Fund requests.

AYES: 6-0. Motion carried.

ROUTINE BUSINESS

The council acknowledged receipt of the previous meeting minutes and other communications as follows:

- a) Finance Committee minutes: October 17, 2016.
- b) Public Safety Committee minutes: October 17, 2016.
- c) Public Works and Grounds Committee minutes: October 17, 2016.
- d) Library Board minutes: September 28, 2016.
- e) Grinnell Historic Preservation Commission minutes: October 16, 2016.
- f) CDBG Downtown Revitalization Site Visit Final Report - October 26, 2016.
- g) Community Annual Partnership Assessment for Grinnell 2015.

No action was necessary.

FINANCE COMMITTEE

Wray made the motion, second by White to deny request from Sam Cox - Saints Rest Coffee Shop for compensation for loss of revenue due to the Lions Ag Day celebration. AYES: 6-0. Motion carried.

Staff will develop a new policy regarding the required procedures for closing city streets for all events. The council review the same after it has been completed.

There was a brief update on the transition to new city offices. No action was required.

The contract with Iowa Economic Development Authority (IEDA) for Iowa Reinvestment District was reviewed. No action was necessary.

Wray made the motion, second by Bly to approve the Annual Urban Renewal Report for FY 2016. AYES: 6-0. Motion carried.

The council reviewed the rough draft of Tax Increment Financing certification for FY 2018. No action was required.

PLANNING COMMITTEE

The developer that was proposing a housing project at Penrose and 7th Avenue decided to forego a project in Grinnell. No action was necessary.

There was a brief update on downtown plan listening sessions. No action was necessary.

PUBLIC SAFETY COMMITTEE

No action was taken on the request to approve Brent Smith as a volunteer to the Grinnell Volunteer Fire Department.

The council took no action on a date or dates for the Binegar and Ogan dedications. Information will be provided at a later date on the same.

White made the motion, second by Burnell to approve the Safety Belt Performance Grant (STEP) annual contract with the Governor's Traffic Safety Bureau and the Iowa Department of Public Safety for FY17. AYES: 6-0. Motion carried.

White made the motion, second by Burnell to approve the second reading on Ordinance No. 1427 - An ordinance amending the No Parking section by adding no parking area. AYES: 6-0. Motion carried.

PUBLIC WORKS AND GROUNDS COMMITTEE

Hueftle-Worley made the motion, second by Wray to approve the Grinnell Regional Airport 5-year Capital Improvement Plan. AYES: 6-0. Motion carried.

The council reviewed the award of the Clean Water SRF Water Resources Restoration Sponsored Project for a maximum amount of \$1,000,000. No action was necessary.

Hueftle-Worley made the motion, second by Bly to approve Resolution No. 2016-209 - Resolution authorizing payment of contractor's pay request No. 5 in the amount of \$144,583.69 to Bushong Construction Company of Montezuma, Iowa for work completed on the Central Park Improvements Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2016-210 - Resolution authorizing payment of contractor's pay request No. 6 in the amount of \$205,002.06 to Con-Struct Inc. of Marshalltown, Iowa for the Central Business District Phase 5 Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2016-211 - Resolution authorizing payment of contractor's pay request No. 9 in the amount of \$7,125.00 to Garling Construction Inc of Belle Plaine, Iowa for the CDBG Downtown Revitalization Façade Project. AYES: 5-0. Abstain: Bly. Motion carried.

Hueftle-Worley made the motion, second by Bly to approve Resolution No. 2016-212 - Resolution approving change order No. 2 in the amount of \$3,685.00 for a net increase to the contract with Visu-Sewer, Inc. for the West Side Sanitary Sewer Rehabilitation. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2016-213 - Resolution authorizing payment of contractor's pay request No.1 in the amount of \$170,714.24 to Visu-Sewer, Inc. of Pewaukee, WI for the West Side Sanitary Sewer Rehabilitation. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Bly to approve Resolution No. 2016-214 - Resolution approving change order No. 1 in the amount of \$21,640 for a net increase to the contract with Jasper Construction Services for the Industrial Avenue Rehabilitation Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2016-215 - Resolution approving change order No. 5 in the amount of \$11,767.25 for additional work on storm sewer for the Highway 146 North Improvement Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Bly to approve Resolution No. 2016-216 - Resolution authorizing payment of contractor's pay request No. 7 in the amount of \$288,543.84 to Absolute Concrete of Slater, Iowa for the Highway 146 N Improvement Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve setting and publishing notice of public hearing on December 19, 2016 and to receive and open bids on

December 14, 2016 for the Wastewater Treatment Facility Improvements. AYES: 6-0.
Motion carried.

INQUIRIES: There was one inquiry. No action was taken.

The meeting was adjourned at 7:22 p.m.

JIM WHITE, MAYOR PRO-TEM

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR

Applicant License Application ()

| | | | |
|--------------------------------|-------------------------|----------------|---|
| Name of Applicant: | <u>Grinnell Pub Inc</u> | | |
| Name of Business (DBA): | <u>Grinnell Pub</u> | | |
| Address of Premises: | <u>909 State st</u> | | |
| City | <u>Grinnell</u> | County: | <u>Poweshiek</u> Zip: <u>50112</u> |
| Business | <u>(248) 212-5290</u> | | |
| Mailing | <u>909 State st</u> | | |
| City | <u>Grinnell</u> | State | <u>IA</u> Zip: <u>50112</u> |

Contact Person

| | | | |
|---------------|-----------------------|--------------|------------------------|
| Name | <u>Lonnie Lett</u> | | |
| Phone: | <u>(248) 212-5290</u> | Email | <u>grinpub@aol.com</u> |

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 11/16/2016

Expiration Date: 01/01/1900

Privileges:

- Class C Liquor License (LC) (Commercial)
- Outdoor Service
- Sunday Sales

Status of Business

| | | | |
|-----------------------------|-----------------------------------|----------------------------|--|
| BusinessType: | <u>Privately Held Corporation</u> | | |
| Corporate ID Number: | <u>530835</u> | Federal Employer ID | |

Ownership

Lonnie Lett

First Name: Lonnie **Last Name:** Lett
City: Grinnell **State:** Iowa **Zip:** 50112
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

| | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|-------------------|
| Insurance Company: | <u>Auto Owners Insurance Company</u> | | |
| Policy Effective Date: | <u>11/16/2016</u> | Policy Expiration | <u>11/15/2017</u> |
| Bond Effective | | Dram Cancel Date: | |
| Outdoor Service Effective | | Outdoor Service Expiration | |
| Temp Transfer Effective Date | | Temp Transfer Expiration Date: | |

11101 Anderson Drive, Suite 100
Little Rock, AR 72212

November 17, 2016

Kay Cmelik, City Clerk
City of Grinnell, IA
927 4th Ave.
Grinnell, IA 50112

Dear Ms. Cmelik:

Windstream proposes to place 3681ft of Buried Filled 144 Fiber Optic Cable, using existing underground conduit, within the Grinnell City limits. The cable route begins in the alleyway between Main and Broad Streets, on the south side of 6th Ave. Next, the cable travels north to 11th Ave., when it then heads west and ends at Hwy 146.

Attached are the following for your review:

- Grinnell ROW Application
- Design Prints

Once approved, please send the permit to kijana.royal@windstream.com, or by fax to (330) 486-3114, or to the return address listed above.

Your cooperation concerning this permit application is greatly appreciated. The project engineer is Phillip Brandt, (813) 623-1233 ext. 2239. If you need any additional assistance, please contact me at (501) 748-7628 or email at kijana.royal@windstream.com.

Sincerely,



Kijana Royal
Outside Plant Engineering – Analyst II

4. List any other items of concern particular to this project:

5. **Administrative Fee:** An Administrative fee of \$50.00 shall be due and payable to the City Engineer at the time of filing of the initial license application and at the time of filing of each proposed amendment to the license. (Attach copy of receipt) Receipt No. _____.

6. **Use Fee: (Serving no additional customers)** If the licensed serves no customers other than itself, then in addition to the Administrative Fee, the licensee shall pay a use fee to the City Engineer at the time of filing of the initial license application. The amount of the use fee shall be the greater of the following two (2) amounts: \$100.00 or \$1.00 per lineal foot of route traversed by the communication line within any public right-of-way in a C-2 zone and \$0.50 per lineal foot in any other part of the city. At the time of filing of each proposed amendment to the license involving an increase in the length of route traversed within public right-of-way, the licensee shall pay to the City Engineer an additional fee computed at the rate of \$1.00 per lineal foot of additional route of traversed within any public right-of-way.

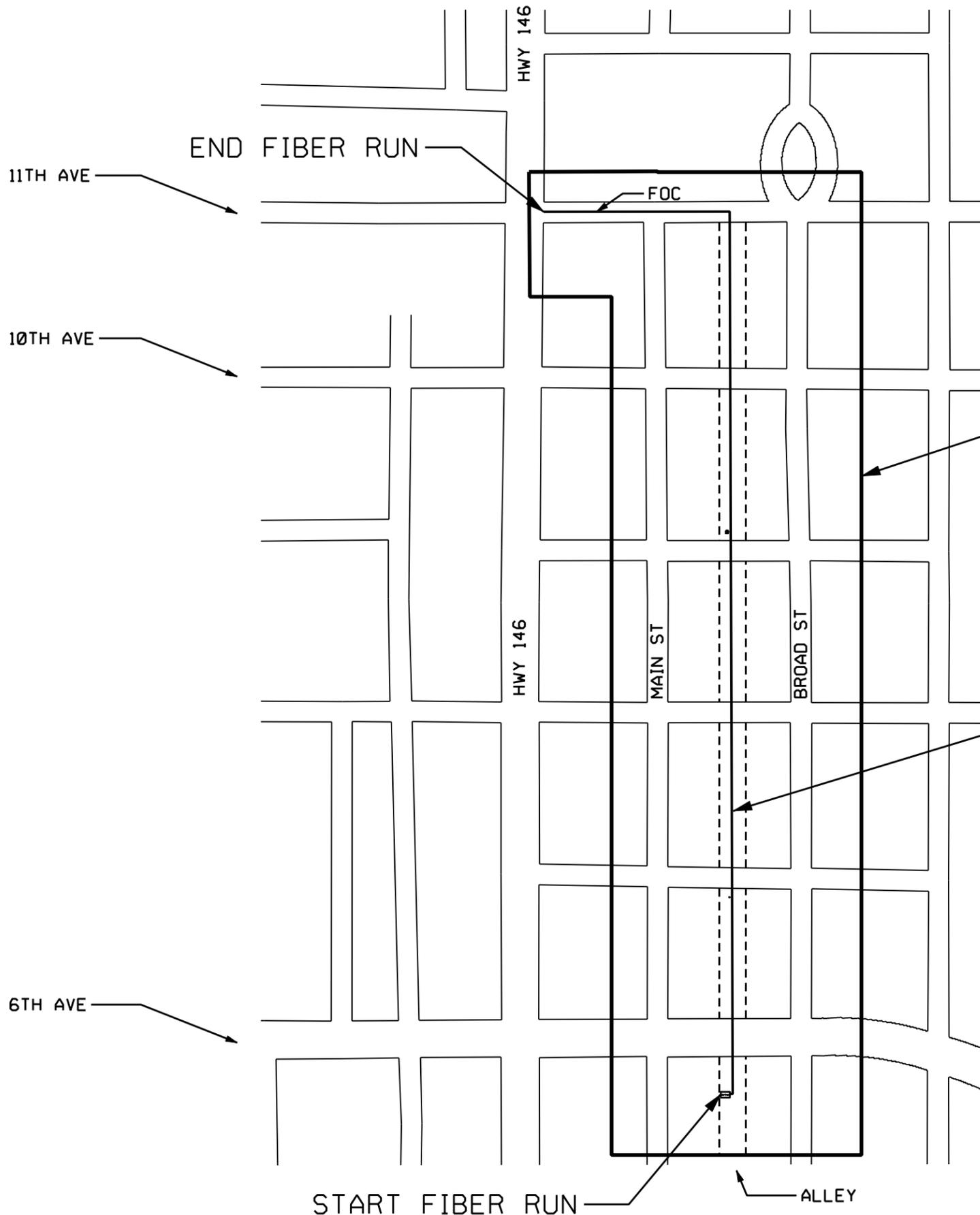
(Serving additional customers) If the licensed system serves customers other than the licensee itself, then, in addition to the administrative fee, the licensee shall pay an annual use fee to the City Engineer. The annual use fee shall be based on a license year ending on March 31 of each year, and the use fee for each license year shall be due and payable at the end of such year on March 31, or if the license has terminated during such year, on the date of termination. The amount of the annual use fee shall be the greater of the following two (2) amounts: \$100.00, or three percent of the gross revenues derived by the licensee from the sale or exchange of services in connection with the operation of the licensee's communications system within the public right-of-way during the license year. Each annual use fee payment shall be accompanied by a report from the licensee in a form approved by the City Manager and the city legal department showing the basis for the computation of the fee and such other relevant data as may be required by the City Manager and the city legal department. Each such report shall contain a notarized verification by the chief financial officer of the licensee, and upon request by the city, such reports shall be verified by a certified public accountant at the expense of the licensee.

Administrative Use Only

Date of Acceptance _____

Date of Approval _____

Staff _____



PERMIT PLANS IN
GRINNELL CITY
PGs 1-9

TOTAL FIBER PLACED IN
CITY of GRINNELL ROW
3681' OF FOC (144)

FIBER OPTICAL CABLE
DESIGNED TO USE
EXISTING CONDUIT
NO BORING REQUIRED

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS 

WORK ORDER* 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION*
REVISION DATE:

SHEET* KEY SHEET

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811

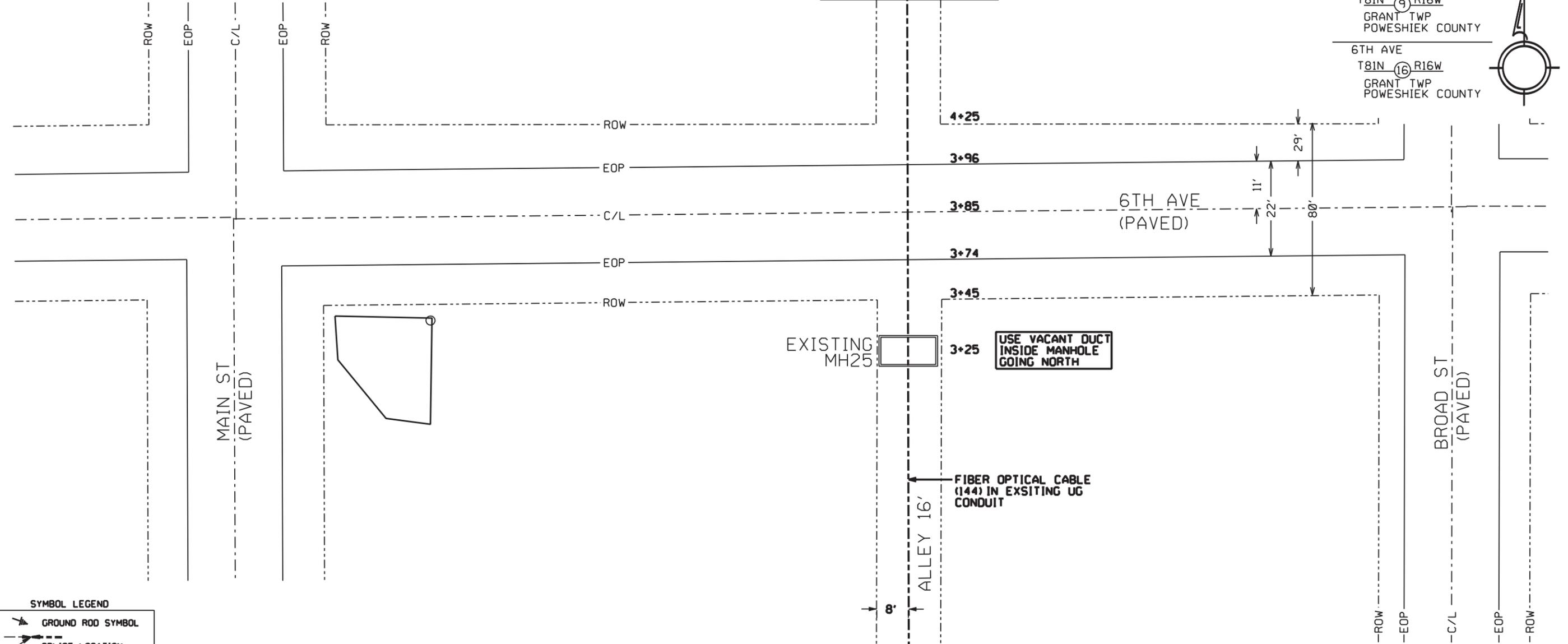
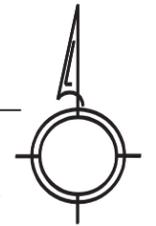


Know what's below.
Call before you dig.

T81N 9 R16W
GRANT TWP
POWESHIEK COUNTY

6TH AVE

T81N 16 R16W
GRANT TWP
POWESHIEK COUNTY



- SYMBOL LEGEND**
- GROUND ROD SYMBOL
 - SPLICE LOCATION
 - PROPOSED FIBER CABLE
 - EXISTING FIBER CABLE
 - PROPOSED COPPER CABLE
 - EXISTING COPPER CABLE
 - FIBER PEDESTAL
 - COPPER CABLE PEDESTAL
 - POWER PEDESTAL WITH METER
 - BUSS BAR IN HANDHOLE
 - COPPER CROSS CONNECT
 - ELECTRONIC CABINET
 - POWER POLE
 - TELEPHONE POLE
 - FIBER CABLE COIL



USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH

1010 Main St
GRNLIA CO

EXISTING
MH1

NOTE:
F9,1-144 IS FOR
FIBER ROUTE 6
W.O. 713362144

FIBER PLC'D ON
WO #713362146 (ROUTE 9)
U0144
F12,1-144

FIBER PLC'D ON
WO #713362146 (ROUTE 9)
U0144
F9,1-144

FIBER PLC'D ON
WO #713362248 (ROUTE 3)
BF0144
F11,1-144

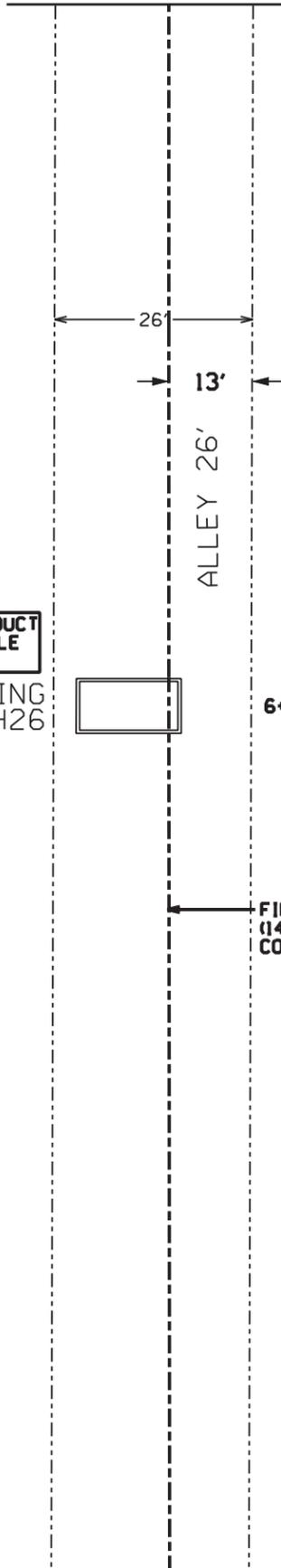
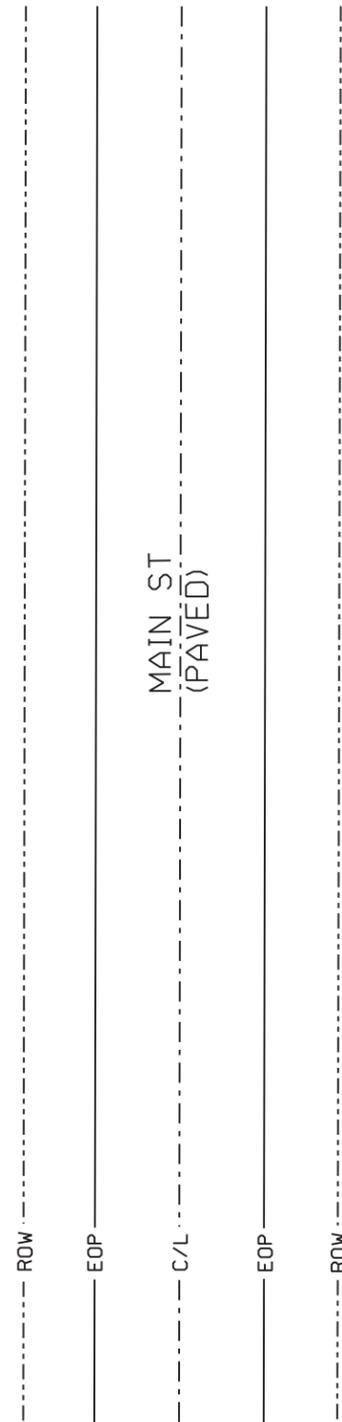
THESE FIBER ROUTES PERMITTED OR PROPOSED ON DIFFERENT
WORK ORDERS AND SHOWN FOR CONTINUITY AND / OR CLARITY

POWESHIEK COUNTY

| | |
|---|--|
| | |
| WORK ORDER# 713362148 FB GRNLIA CAF20667 01 RT 1 | |
| DATE: 11/14/16 | |
| REVISION# REVISION DATE: | |
| SHEET# 1 OF 9 | |
| EXCHANGE: GRINNELL | |
| DISTRICT: | |
| ENGINEER: DALE GRAFF PHONE NUMBER: 641-269-7725 | |
| CUT SHEET REQ: NO | |
| PERMIT REQ: YES | |
| MOP REQ: NO | |
| JOINT WORK REQ: NO | |
| REGION: NORTHWEST | |
| STATE: IOWA FIBER ROUTE 1 | |

SHEET # 3

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY



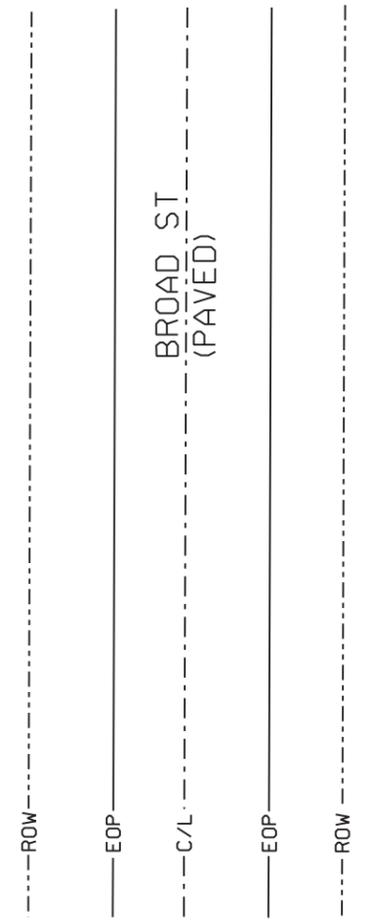
USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH

EXISTING
MH26

6+86

FIELD NOTE:
BLACK TOP HAS BEEN
PLACED ON MH

FIBER OPTICAL CABLE
(144) IN EXSITING UG
CONDUIT



POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS 

WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION*
REVISION DATE:

SHEET # 2 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.

SHEET # 4

EXISTING
MH 27

USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH

11+90

ALLEY 26'

FIBER OPTICAL CABLE
(144) IN EXSITING UG
CONDUIT

26'

13'

9+82

9+53

9+42

9+31

9+02

SHEET # 2

T80N R16W
GRANT TWP
POWESHIEK COUNTY



BROAD ST.
(PAVED)

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS 

WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION#
REVISION DATE:

SHEET # 3 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.

SHEET # 5

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY



#813

CONC DRIVE

EXISTING
MH 28

15+07

14+78

8TH AVE
(PAVED)

14+67

14+56

14+27

EXISTING
MH

USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH

MAIN ST
(PAVED)

BROAD ST
(PAVED)

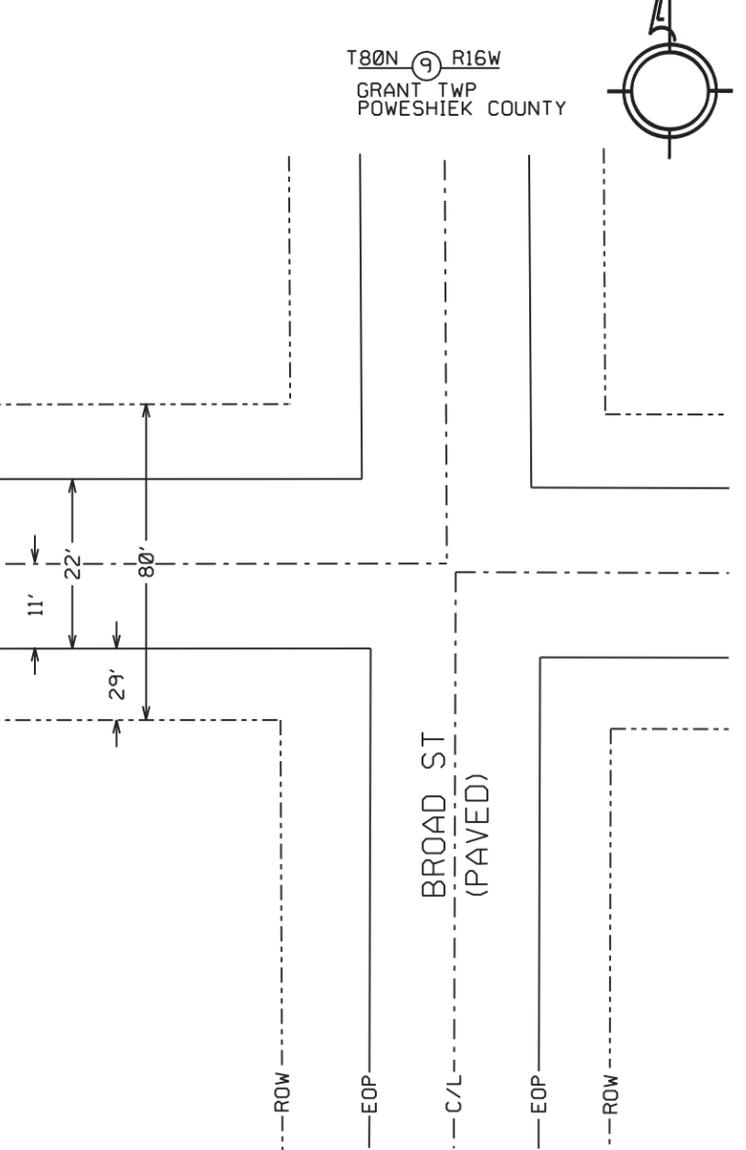
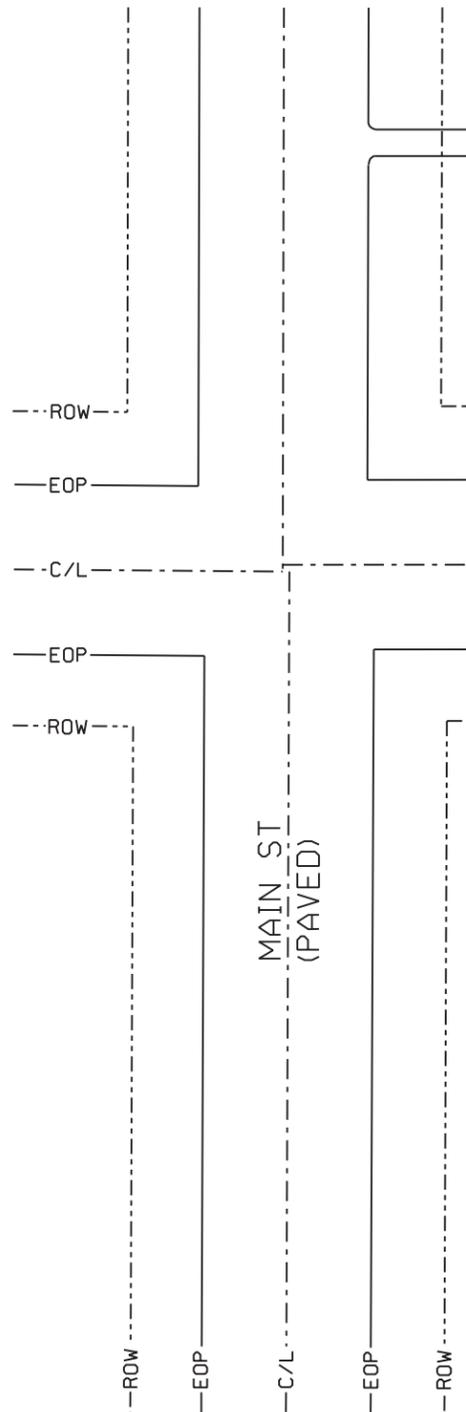
ALLEY 26'

FIBER OPTICAL CABLE
(144) IN EXSITING UG
CONDUIT

13'

26'

SHEET # 3



POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS

WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION#
REVISION DATE:

SHEET # 4 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.

SHEET # 6

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY



9TH AVE
(PAVED)

MAIN ST
(PAVED)

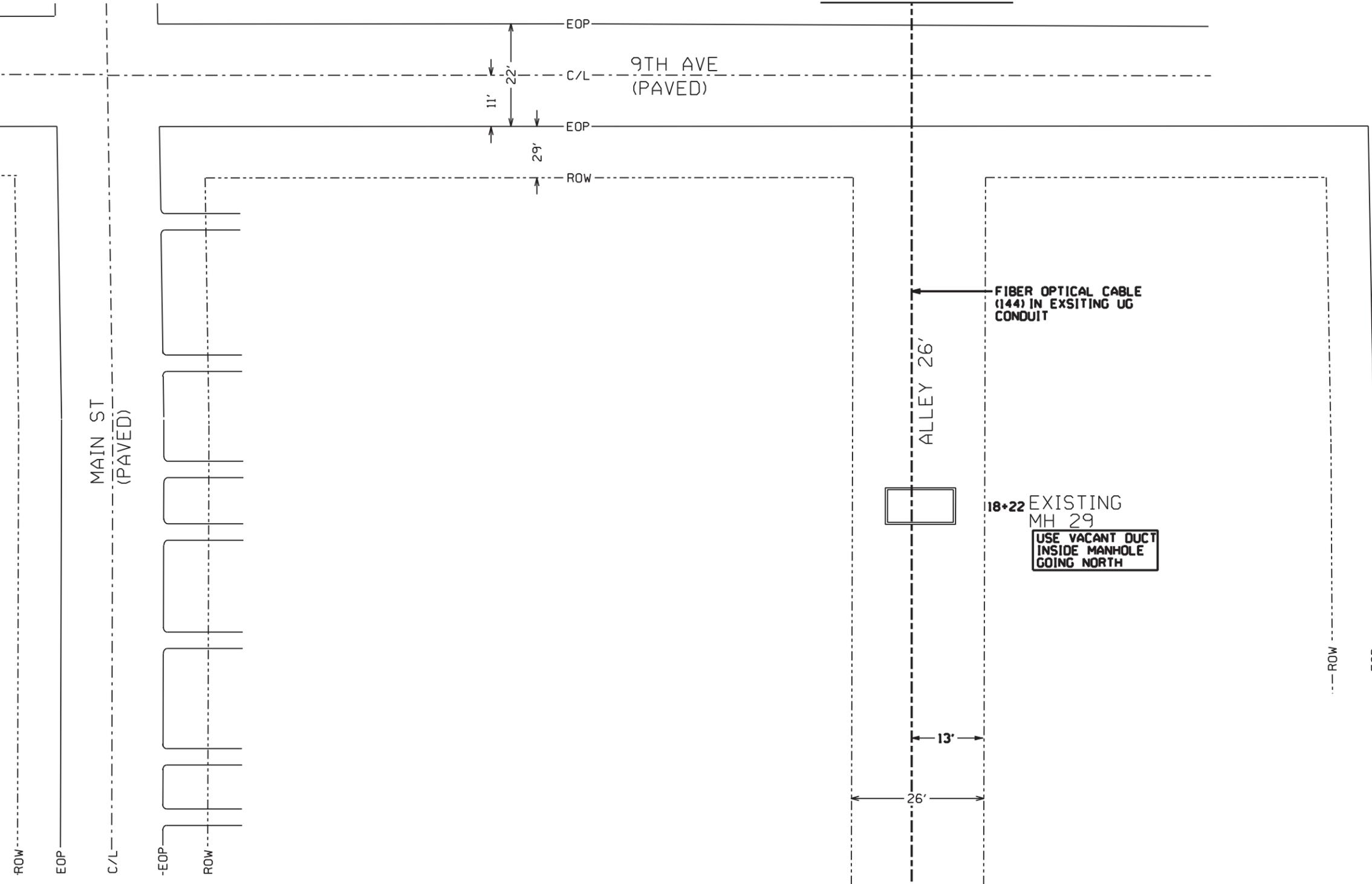
BROAD ST
(PAVED)

ALLEY 26'

FIBER OPTICAL CABLE
(144) IN EXSITING UG
CONDUIT

18+22 EXISTING
MH 29

USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH



SHEET # 4

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS

WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION#
REVISION DATE:

SHEET # 5 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.

T80N 9 R16W
 GRANT TWP
 POWESHIEK COUNTY



SHEET # 7

FIBER OPTICAL CABLE
 (144) IN EXSITING UG
 CONDUIT

9/02/09 PER
 J. DEANGELO
 MH #30
 ASPHALTED OVER

22+71 EXISTING
 MH 30

USE VACANT DUCT
 INSIDE MANHOLE
 GOING NORTH

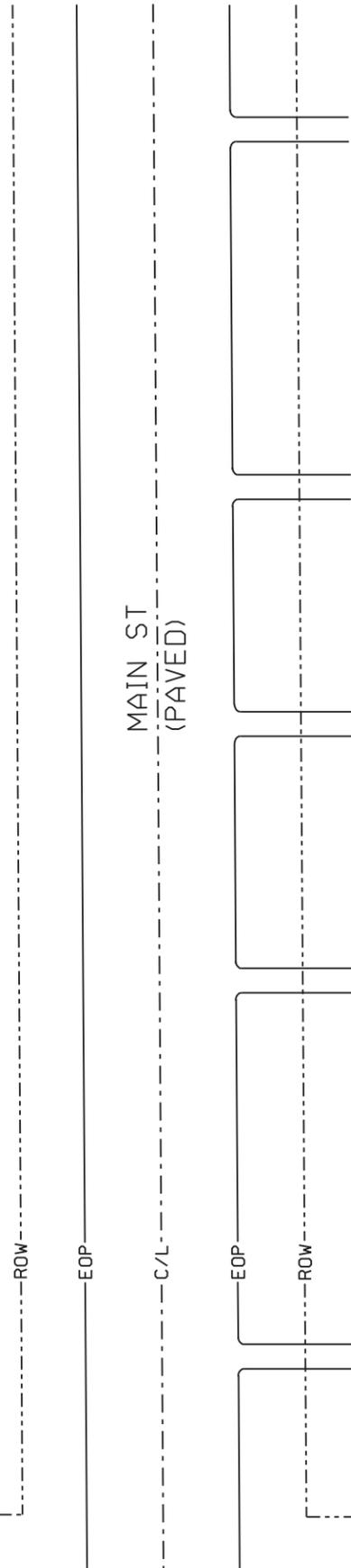
13'

26'

ALLEY 26'

SHEET # 5

MAIN ST
 (PAVED)



ROW

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS 

WORK ORDER# 713362148
 FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION*
 REVISION DATE:

SHEET # 6 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
 PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
 Call before you dig.

SHEET # 8

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY



MAIN ST
(PAVED)

10TH AVE
(PAVED)

BROAD ST
(PAVED)

USE VACANT DUCT
INSIDE MANHOLE
GOING NORTH

26+66 EXISTING
MH 31

FIBER OPTICAL CABLE
(144) IN EXSITING UG
CONDUIT

ALLEY 26'

SHEET # 6

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS



WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION#
REVISION DATE:

SHEET # 7 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

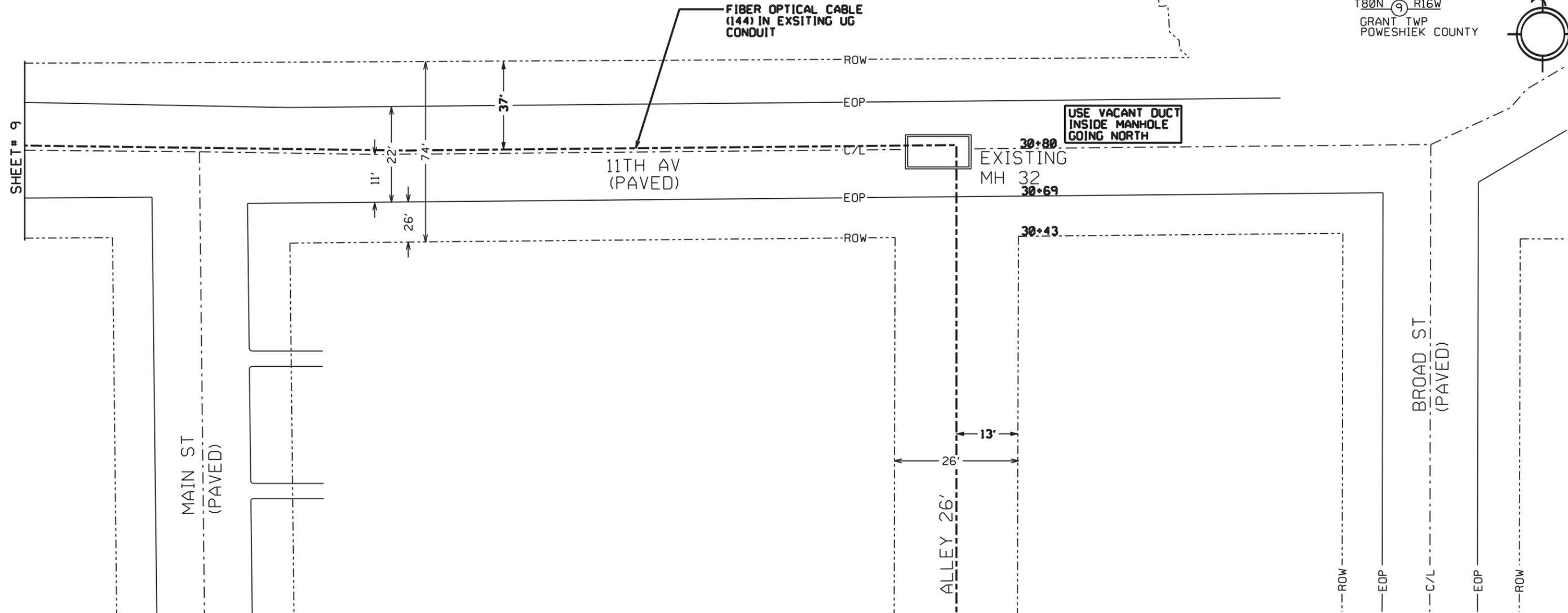
STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY



SHEET # 9

SHEET # 7

POWESHIEK COUNTY

| | |
|--|---------------|
| WINDSTREAM COMMUNICATIONS  | |
| WORK ORDER# 713362148 FB GRNLIA CAF20667 01 RT 1 | |
| DATE: 11/14/16 | |
| REVISION* REVISION DATE: | |
| SHEET# 8 OF 9 | |
| EXCHANGE: GRINNELL | |
| DISTRICT: | |
| ENGINEER: DALE GRAFF PHONE NUMBER: 641-269-7725 | |
| CUT SHEET REQ: NO | |
| PERMIT REQ: YES | |
| MOP REQ: NO | |
| JOINT WORK REQ: NO | |
| REGION: NORTHWEST | |
| STATE: IOWA | FIBER ROUTE 1 |

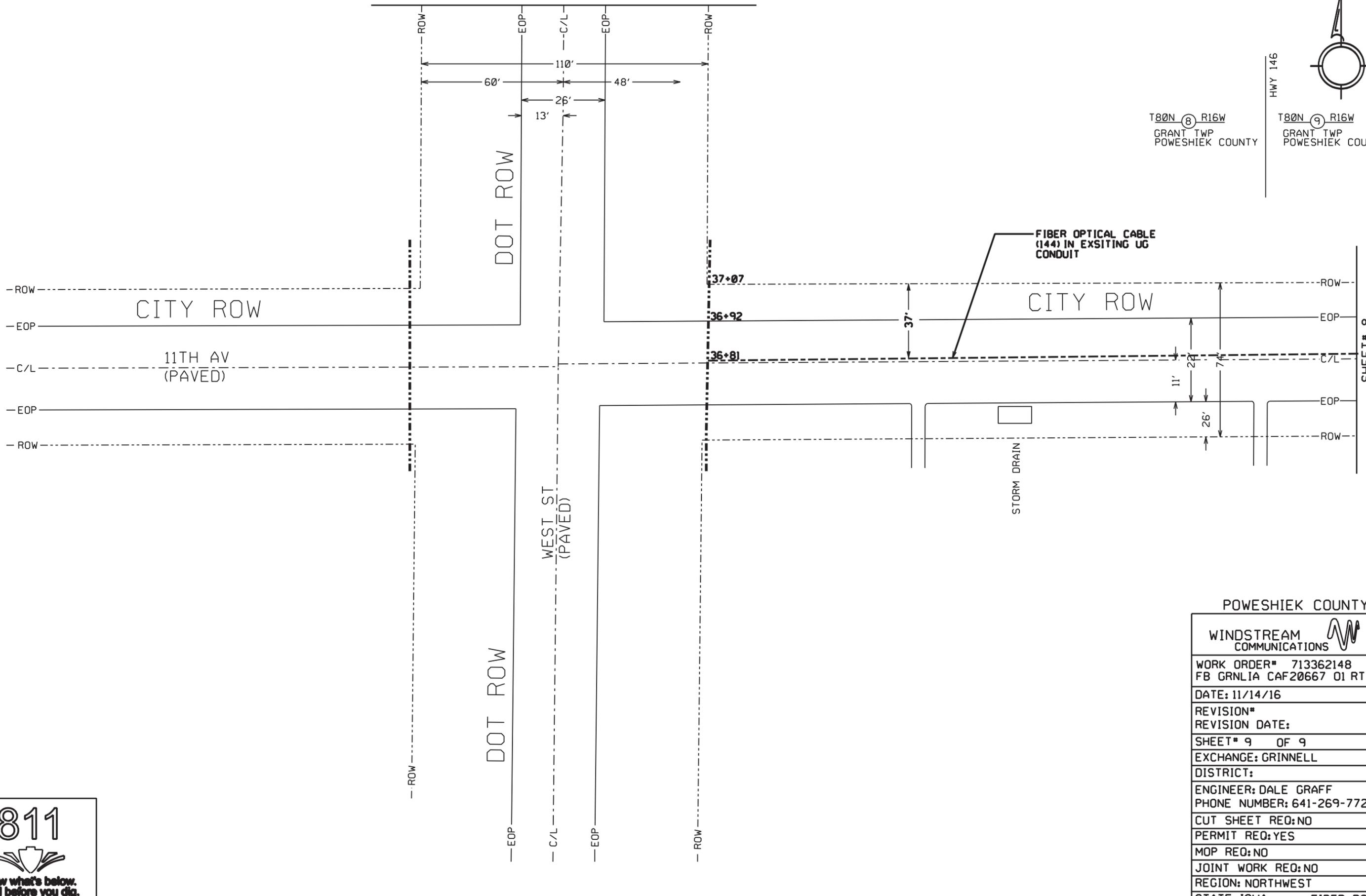
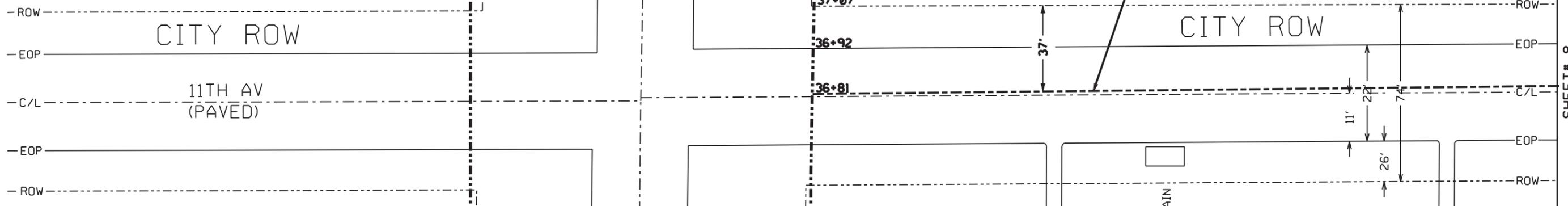
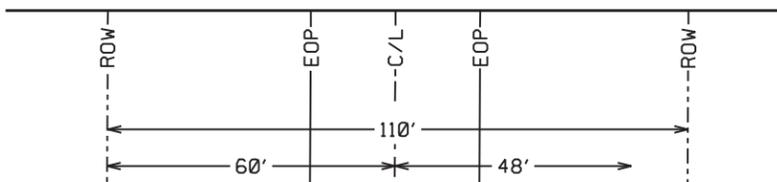




T80N 8 R16W
GRANT TWP
POWESHIEK COUNTY

T80N 9 R16W
GRANT TWP
POWESHIEK COUNTY

HWY 146



SHEET # 8

POWESHIEK COUNTY

WINDSTREAM COMMUNICATIONS 

WORK ORDER# 713362148
FB GRNLIA CAF20667 01 RT 1

DATE: 11/14/16

REVISION#
REVISION DATE:

SHEET # 9 OF 9

EXCHANGE: GRINNELL

DISTRICT:

ENGINEER: DALE GRAFF
PHONE NUMBER: 641-269-7725

CUT SHEET REQ: NO

PERMIT REQ: YES

MOP REQ: NO

JOINT WORK REQ: NO

REGION: NORTHWEST

STATE: IOWA FIBER ROUTE 1

811



Know what's below.
Call before you dig.



**Grinnell FINANCE COMMITTEE Meeting
MONDAY, NOVEMBER 7, 2016 AT 7:00 A.M.
IN THE SMALL CONFERENCE ROOM OF THE
GRINNELL COMMUNITY CENTER**

MINUTES

PRESENT: Wray, White. **Absent:** Hansen. Also present were Sonni Burnell, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Sam Cox - Saints Rest Coffee Shop made a request for compensation for her losses caused by Ag Day event street closure. The Chamber notified of the proposed closure on the Monday preceding the event which was on Thursday. The original intention was to leave the street open but the police closed it completely on Thursday morning due to safety concerns. The first tractor didn't arrive until 12:30 p.m. Saints Rest elected to close at 3:00 p.m. due to lack of business.

White made the motion, second by Wray to recommend the city deny request for reimbursement for loss caused by Ag Days event. **AYES:** 2-0. Motion carried.

Staff will prepare a system or process that ensures that all people are notified before the Council will even consider future street closures.

2. The committee was provided an update on the move to the new city hall. At this point we continue to make progress. The contractors have begun building the walls on second floor and performing demolition on the other areas. We have moved several large items i.e. Pioneer Family and the large display case to the atrium of the new building. The move in date is still projected to be the middle of January. No action was necessary.
3. The committee reviewed the proposed contract with Iowa Economic Development Authority (IEDA) for Iowa Reinvestment Application Project. No action was necessary.
4. White made the motion, second by Wray to recommend approval of the Annual Urban Renewal Report for FY 2016. **AYES:** 2-0. Motion carried.
5. The committee briefly reviewed the rough draft of Tax Increment Financing certification for FY 2018. No action was necessary.

INQUIRIES: None.

The meeting was adjourned at 7:45 a.m.

JO WRAY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, NOVEMBER 7, 2016 AT 4:45 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY**

MINUTES

PRESENT: Bly (Chair), Burnell. Absent: Hansen. Also present were Jo Wray, Jim White, Randy Hotchkin, Dean Conn, Fran Conn, Ron Davis, David Isch, Randy Ives, Ken Connors and Shirley Connors.

PERFECTING AND APPROVAL OF AGENDA Approved as presented.

COMMITTEE BUSINESS:

1. There was no discussion held on the proposed housing project at Penrose and 7th Avenue. The developer withdrew his offer. It is not uncommon for developers to show up this time of year because of the tax credit season. This developer was the only one that had an option on property. No action was necessary.
2. A brief update was provided on the downtown plan listening sessions. The group has met with approximately 75 people to date. There will be a few more one on one meetings held before everything is completed. Once this is done a report will be compiled from the information gathered from said meetings. No action was necessary.

INQUIRIES: None.

The meeting was adjourned at 4:59 p.m.

RACHEL BLY, CHAIR

ATTEST:

P. KAY CMELIK. CITY CLERK/FINANCE DIRECTOR



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, NOVEMBER 7, 2016 AT 5:30 P.M.
IN THE CAULKINS ROOM AT
THE DRAKE COMMUNITY LIBRARY**

MINUTES

PRESENT: White, Hueftle-Worley, Burnell. Also present were Rachel Bly, Jo Wray, Randy Hotchkin, David Isch, Dan Sicard, Theresa Petersen, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. No action was taken on accepting Brent Smith as a volunteer to the Grinnell Volunteer Fire Department.
2. The council discussed potential dates for the Binegar and Ogan dedications. They are determining whether they will do them together or on separate dates. No action was taken.
3. Hueftle-Worley made the motion, second by Burnell to recommend approval of the Safety Belt Performance Grant (STEP) annual contract with the Governor's Traffic Safety Bureau and the Iowa Department of Public Safety for FY17. AYES: 3-0. Motion carried.
4. Burnell made the motion, second by Hueftle-Worley to recommend approval of Ordinance No. 1427 – An ordinance approving the second reading Ordinance No. 1427 - An ordinance amending the No Parking section by adding no parking area. AYES: 3-0. Motion carried.

INQUIRIES: There were none.

The meeting was adjourned at 5:45 p.m.

JIM WHITE, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR



Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, NOVEMBER 7, 2016 AT 6:15 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY

MINUTES

PRESENT: Hueftle-Worley (Chair), Wray, Bly. Also present were Dave Popp, Jan Anderson, Jim White, Randy Hotchkins, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Wray made the motion, second by Bly to recommend approval of Consider approval of Grinnell Regional Airport 5-year Capital Improvement Plan. AYES: 3-0. Motion carried.
2. The committee reviewed the award of the Clean Water SRF Water Resources Restoration Sponsored Project for a maximum amount of \$1,000,000. No action was necessary.
3. Bly made the motion, second by Wray to recommend approval of Resolution No. 2016-209 - Resolution authorizing payment of contractor's pay request No. 5 in the amount of \$144,583.69 to Bushong Construction Company of Montezuma, Iowa for work completed on the Central Park Improvements Project. AYES: 3-0. Motion carried.
4. Wray made the motion, second by Bly to recommend approval of Resolution No. 2016-210 - Resolution authorizing payment of contractor's pay request No. 6 in the amount of \$205,002.06 to Con-Struct Inc. of Marshalltown, Iowa for the Central Business District Phase 5 Project. AYES: 3-0. Motion carried.
5. Wray made the motion, second by Hueftle-Worley to recommend approval of Resolution No. 2016-211 - Resolution authorizing payment of contractor's pay request No. 9 in the amount of \$7,125.00 to Garling Construction Inc of Belle Plaine, Iowa for the CDBG Downtown Revitalization Façade Project. AYES: 2-0. Abstain: Bly. Motion carried.
6. Bly made the motion, second by Wray to recommend approval of Resolution No. 2016-212 - Resolution approving change order No. 2 in the amount of \$3,685.00 for a net increase to the contract with Visu-Sewer, Inc. for the West Side Sanitary Sewer Rehabilitation. AYES: 3-0. Motion carried.
7. Wray made the motion, second by Bly to recommend approval of Resolution No. 2016-213 - Resolution authorizing payment of contractor's pay request No.1 in the amount of \$170,714.24 to Visu-Sewer, Inc. of Pewaukee, WI for the West Side Sanitary Sewer Rehabilitation. AYES: 3-0. Motion carried.
8. Bly made the motion, second by Wray to recommend approval of Resolution No. 2016-214 - Resolution approving change order No. 1 in the amount of \$21,640 for a net increase to the contract with Jasper Construction Services for the Industrial Avenue Rehabilitation Project. AYES: 3-0. Motion carried.
9. Wray made the motion, second by Bly to recommend approval of Resolution No. 2016-215 - Resolution approving change order No. 5 in the amount of \$11,767.25 for additional work on storm sewer for the Highway 146 North Improvement Project. AYES: 3-0. Motion carried.
10. Bly made the motion, second by Wray to recommend approval of Resolution No. 2016-216 - Resolution authorizing payment of contractor's pay request

- No. 7 in the amount of \$288,543.84 to Absolute Concrete of Slater, Iowa for the Highway 146 N Improvement Project. AYES: 3-0. Motion carried.
11. Wray made the motion, second by Bly to recommend approval of setting and publishing notice of public hearing on December 19, 2016 and to receive and open bids on December 14, 2016 for the Wastewater Treatment Facility Improvements. AYES: 3-0. Motion carried.

INQUIRIES: None.

The meeting was adjourned at 6:30 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: OCT 2016

| FUND | BEGINNING CASH BALANCE | MONTH TO DATE RECEIPTS | MONTH TO DATE DISBURSEMENTS | ENDING CASH BALANCE |
|--------------------------------------|-----------------------------------|-----------------------------------|--|--------------------------------|
| GENERAL FUNDS | | | | |
| 001-GENERAL FUND | (114,391.17) | 875,124.65 | 322,789.73 | 437,943.75 |
| 003-LIBRARY - GENERAL FUND | 0.00 | 74,945.84 | 74,733.34 | 212.50 |
| 004-COMM CTR RES - GENERAL | 249,642.37 | 111.56 | 0.00 | 249,753.93 |
| 009-SPORTS AUTHORITY | 21,751.02 | 3.66 | 13,555.00 | 8,199.68 |
| 010-BUILDING & PLANNING - GEN | 311,430.36 | 13,736.92 | 12,568.61 | 312,598.67 |
| 011-UTILITY FRANCHISE - GEN | 99,397.27 | 196,880.95 | 0.00 | 296,278.22 |
| 102 - FORBES FUND - GENERAL | 13,945.34 | 20.16 | 0.00 | 13,965.50 |
| 103 - LIBRARY FUND STATE - GENERAL | 3.50 | 0.00 | 0.00 | 3.50 |
| 104 - STAYING WELL - GENERAL | 4,791.59 | 0.00 | 0.00 | 4,791.59 |
| 105 - RENAISSANCE - GEN | 61,089.86 | 21.49 | 12,994.36 | 48,116.99 |
| 107 - PLANTINGS - GEN | 9,993.18 | 0.00 | 0.00 | 9,993.18 |
| 108 - TREE FUND - GEN | 3,220.00 | 0.00 | 0.00 | 3,220.00 |
| 109 - PENSION - GEN | 100,752.05 | 45.02 | 0.00 | 100,797.07 |
| 130-CDBG HSG GRANT 01 - GEN | 9,957.23 | 0.00 | 0.00 | 9,957.23 |
| TOTAL GENERAL FUNDS | 771,582.60 | 1,160,890.25 | 436,641.04 | 1,495,831.81 |
| SPECIAL REVENUE FUNDS | | | | |
| 110-ROAD USE FUND - SPEC REV | 696,591.13 | 91,639.15 | 45,803.17 | 742,427.11 |
| 112-T&A EMP BEN- SPEC REV | 188,073.89 | 400,033.76 | 95,604.90 | 492,502.75 |
| 121-LOCAL OPTION SALES TAX | 536,708.43 | 85,001.67 | 0.00 | 621,710.10 |
| 133-T-A RES UNEMP - SPEC REV | 25,055.36 | 11.20 | 0.00 | 25,066.56 |
| 136-INSURANCE DED -SPEC REV | 67,552.11 | 29.29 | 2,000.00 | 65,581.40 |
| 138-MED INS RESERVE - SPEC RV | 151,914.89 | 15,253.80 | 12,976.42 | 154,192.27 |
| 140-HEALTH INS ESC-SPEC REV | 9,790.58 | 0.00 | 0.00 | 9,790.58 |
| 145-HOTEL/MOTEL TAX - SPC REV | 91,321.89 | 37.48 | 7,455.39 | 83,903.98 |
| 167-LIBRARY GIFTS - SPEC REV | 182,625.75 | 577.58 | 576.18 | 182,627.15 |
| 490-FIRE EQMT REP FUND - SP R | 301,031.31 | 134.53 | 0.00 | 301,165.84 |
| 491-GEN EQMT REP FUND- SP RV | 459,737.80 | 0.00 | 0.00 | 459,737.80 |
| 492-WA EQMT REV FUND - SP RV | 143,356.36 | 64.06 | 0.00 | 143,420.42 |
| 493-SW EQMT REV FUND- SP RV | 192,568.72 | 86.06 | 0.00 | 192,654.78 |
| 494-SAN EQMT REP FUND-SP RV | 347,893.62 | 155.47 | 0.00 | 348,049.09 |
| 496-WATER TOWER RES | 7,462.73 | 3.33 | 0.00 | 7,466.06 |
| 498-OFFICE EQMT REP FD - SR | 52,443.12 | 0.00 | 0.00 | 52,443.12 |
| 499-REC EQMT REP FD- SP RV | 14,603.43 | 0.00 | 1,368.60 | 13,234.83 |
| TOTAL SPECIAL REVENUE FUNDS | 3,468,731.12 | 593,027.38 | 165,784.66 | 3,895,973.84 |
| TAX INCREMENT FINANCING FUNDS | | | | |
| 125-URBAN REN - TIF SPEC REV | 386,552.62 | 828,164.26 | 0.00 | 1,214,716.88 |
| TOTAL TIF FUNDS | 386,552.62 | 828,164.26 | 0.00 | 1,214,716.88 |
| DEBT SERVICE FUNDS | | | | |
| 200-DEBT SERV - SPEC REV | 5,229,374.43 | 179,411.60 | 5,015,500.00 | 393,286.03 |
| TOTAL DEBT SERVICE FUNDS | 5,229,374.43 | 179,411.60 | 5,015,500.00 | 393,286.03 |

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: OCT 2016

| FUND | BEGINNING CASH BALANCE | MONTH TO DATE RECEIPTS | MONTH TO DATE DISBURSEMENTS | ENDING CASH BALANCE |
|-------------------------------------|-----------------------------------|-----------------------------------|--|--------------------------------|
| CAPITAL PROJECT FUNDS | | | | |
| 301 - CLNS FY 16-17 | (81,490.23) | 0.00 | 11,561.00 | (93,051.23) |
| 305 - WEST SIDE SAN SEWER PROJ | 361,544.05 | 0.00 | 162.00 | 361,382.05 |
| 309 - GMRC RISE PROJECT | (670,565.04) | 0.00 | 100,434.39 | (770,999.43) |
| 310-CENTRAL PARK PROJECT | (17,463.97) | 1,266,115.02 | 105,631.29 | 1,143,019.76 |
| 313-ITM MUSEUM/CITY HALL RELOCATION | (191,686.35) | 700,005.00 | 24,760.21 | 483,558.44 |
| 350-AIRPORT DEVELOPMENT | 45,723.08 | 0.00 | 0.00 | 45,723.08 |
| 362-HWY 146 NORTH | (363,075.07) | 0.00 | 590,660.19 | (953,735.26) |
| 363 - STREET PROJECTS | 78,450.48 | 950,000.00 | 236,630.68 | 791,819.80 |
| 364 - CBDG FAÇADE IMP | (1,362.34) | 141,580.00 | 158,851.17 | (18,633.51) |
| 365-CLNS FY 15-16 | 24,167.76 | 0.00 | 110.05 | 24,057.71 |
| 369-REINVESTMENT PROJECT | 3,226.43 | 1.44 | 0.00 | 3,227.87 |
| 371 WATER TOWER PROJECT | 150,345.80 | 0.00 | 0.00 | 150,345.80 |
| 372-BIKE TRAIL PROJECT | 10,901.26 | 0.00 | 0.00 | 10,901.26 |
| 374 - HWY 146 & I80 SIGNAL IMP | (230,336.19) | 0.00 | 0.00 | (230,336.19) |
| 375-I-80 INTERCHANGE PROJECT | (23,366.52) | 0.00 | 0.00 | (23,366.52) |
| 378 - WW TRMT PLAN PROJECT | 552,018.42 | 222.87 | 53,291.82 | 498,949.47 |
| 380 - SUNSET ST IMP PROJECT | 0.00 | 0.00 | 0.00 | 0.00 |
| 381 - CBD PHASE 5 | 70,673.51 | 2,900,000.00 | 303,718.89 | 2,666,954.62 |
| CAPITAL PROJECT FUNDS | (282,294.92) | 5,957,924.33 | 1,585,811.69 | 4,089,817.72 |
| PERMANENT FUNDS | | | | |
| 500-PERP CARE FD - PERMANENT | 514,363.57 | 0.00 | 0.00 | 514,363.57 |
| TOTAL PERMANENT FUNDS | 514,363.57 | 0.00 | 0.00 | 514,363.57 |
| PROPRIETARY FUNDS | | | | |
| 141-WATER DEP FUND - PROP | 84,710.34 | (300.00) | 0.00 | 84,410.34 |
| 610-WATER FUND | 603,031.65 | 221,558.21 | 89,136.28 | 735,453.58 |
| 620-SEWER OPERATION AND MAINT | 573,392.67 | 228,832.25 | 76,018.91 | 726,206.01 |
| 630-STORM SEWER FUND | 244,037.32 | 45,226.21 | 10,256.56 | 279,006.97 |
| 670-SOLID WASTE | 592,855.12 | 167,417.97 | 84,457.38 | 675,815.71 |
| TOTAL PROPRIETARY FUNDS | 2,098,027.10 | 662,734.64 | 259,869.13 | 2,500,892.61 |
| TOTAL FUND BALANCES | 12,186,336.52 | 9,382,152.46 | 7,463,606.52 | 14,104,882.46 |

GRINNELL POLICE DEPARTMENT

CITY OF GRINNELL, IOWA

INTER-OFFICE MEMORANDUM

FROM: Dennis Reilly
Chief of Police

DATE: November 10, 2016

TO: Honorable Gordon Canfield
Honorable Council Persons
Mr. Russell Behrens, City Manager
Ms. Kay Cmelik, City Clerk

SUBJECT: Monthly Report for **October**

Areas of Interest/Accomplishments:

- Collected 5 pounds of prescription drugs from the prescription drug box located in the Public Safety Building lobby.
- Entered into an agreement with Lexipol, Inc. for the Lexipol law enforcement policy manual. This policy manual will provide GPD with policy that is based on best practice and legal standards, while being adaptable to GPD operations. Once implemented, officers will receive daily training bulletins that are based on our policy. Implementation will take approx. 6 months.
- Another successful Citizen's Police Academy came to a conclusion.
- I attended the following: Council meeting; Department head meeting, 911 consolidation meeting, meeting with G-N district admin staff, FBI National Academy Associates meeting, Grinnell College table top exercise.

Listed below is a summary of activities for the police department during the reporting period.

| | October 16 | September 16 | October 15 |
|--------------------------|-------------------|---------------------|-------------------|
| Incident Reports | 116 | 139 | 136 |
| Arrests | 26 | 32 | 52 |
| Citations | 62 | 52 | 65 |
| Warnings | 127 | 99 | 213 |
| PD Collisions | 15 | 10 | 14 |
| PI Collisions | 1 | 1 | 1 |
| Hit & Run | 3 | 4 | 2 |
| Parking Tickets | 79 | 100 | 60 |
| Calls for Service | 1126 | 1038 | 897 |

Respectfully Submitted,



Dennis Reilly
Chief of Police

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170107 - MECHANICAL TYPE: MECH MECHANICAL
 PROPERTY: 1314 ELM ST
 APPLIED DATE: 10/03/2016 ISSUED DATE: 10/03/2016 EXPIRATION DATE: 1/31/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BROOINC BROOKWOOD ISSUED TO: CAULKINS, DOUGLAS
 409 N 23RD AVENUE W 1314 ELM ST
 NEWTON, IA 50208 GRINNELL, IA 50112-0001
 SQUARE FEET: 2,622
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACING A BOILER.

SEGMENT: MECH - MECHANICAL
 CONTRACTOR: BROOINC BROOKWOOD CLASS: MC MECHANICAL CONTRACTOR
 409 N 23RD AVENUE W
 NEWTON, IA 50208
 ISSUED DATE: 10/03/2016 EXPIRATION DATE: 1/31/2017
 BUILDING CODE: MECH MECHANICAL
 STATUS: Not Started VALUATION: 8,600.00 BALANCE: 0.00

PROJECT: 20170108 - MECHANICAL TYPE: MECH MECHANICAL
 PROPERTY: 628 EAST ST
 APPLIED DATE: 10/04/2016 ISSUED DATE: 10/04/2016 EXPIRATION DATE: 2/01/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION ISSUED TO: PICKENS, RONALD
 519 WEST STREET 628 EAST ST
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 1,232
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE GAS FURNACE.

SEGMENT: MECH - MECHANICAL
 CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION CLASS: MC MECHANICAL CONTRACTOR
 519 WEST STREET
 GRINNELL, IA 50112
 ISSUED DATE: 10/04/2016 EXPIRATION DATE: 2/01/2017
 BUILDING CODE: MECH MECHANICAL
 STATUS: Not Started VALUATION: 3,481.28 BALANCE: 0.00

PROJECT: 20170109 - RESIDENTIAL REPAIR TYPE: 02-RESREP RESIDENTIAL REPAIR
 PROPERTY: 1409 HOBART ST
 APPLIED DATE: 10/04/2016 ISSUED DATE: 10/04/2016 EXPIRATION DATE: 2/01/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: MILLS, DAVID
 1409 HOBART ST
 GRINNELL, IA 50112
 SQUARE FEET: 1,954
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 10/01/2016 THRU 10/31/2016 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: REPLACE NORTH FOUNDATION WALL.

SEGMENT: 02-RESREP - RESIDENTIAL REPAIR
CONTRACTOR:
ISSUED DATE: 10/04/2016 EXPIRATION DATE: 2/01/2017 CLASS:
BUILDING CODE: RESREP RESIDENTIAL REPAIR
STATUS: Not Started VALUATION: 2,200.00 BALANCE: 0.00

PROJECT: 20170110 - MECHANICAL TYPE: MECH MECHANICAL
PROPERTY: 305 1ST AVE
APPLIED DATE: 10/05/2016 ISSUED DATE: 10/05/2016 EXPIRATION DATE: 2/02/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: ROSENBERGE TY ROSENBERGER ISSUED TO: NINO, JOSE
1744 290TH ST 305 1ST AVE
TOLEDO, IA 52342 GRINNELL, IA 50112
SQUARE FEET: 1,200
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 109.26

DESCRIPTION: REPLACE FURNACE & WATER HEATER

SEGMENT: MECH - MECHANICAL
CONTRACTOR: ROSENBERGE TY ROSENBERGER CLASS: HVACP HVAC & PLUMBING
1744 290TH ST
TOLEDO, IA 52342
ISSUED DATE: 10/05/2016 EXPIRATION DATE: 2/02/2017
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 2,700.00 BALANCE: 109.26

PROJECT: 20170111 - MECHANICAL TYPE: MECH MECHANICAL
PROPERTY: 431 MAIN ST
APPLIED DATE: 10/05/2016 ISSUED DATE: 10/05/2016 EXPIRATION DATE: 2/02/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: HARDHARD HARDONS HARDWARE ISSUED TO: SCHRODT, ANITA
114 W 4TH STREET 431 MAIN ST
TAMA, IA 52339 GRINNELL, IA 50112
SQUARE FEET: 1,116
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE GAS FURNACE

SEGMENT: MECH - MECHANICAL
CONTRACTOR: HARDHARD HARDONS HARDWARE CLASS: HVACP HVAC & PLUMBING
114 W 4TH STREET
TAMA, IA 52339
ISSUED DATE: 10/05/2016 EXPIRATION DATE: 2/02/2017
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 3,500.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170112 - ROOF TYPE: ROOF ROOF
 PROPERTY: 1220 3RD AVE
 APPLIED DATE: 10/12/2016 ISSUED DATE: 10/12/2016 EXPIRATION DATE: 2/09/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SOUTHERNIA SOUTHERN IA BUILDERS ISSUED TO: DEKONING, BLAKE
 1220 3RD AVE
 CENTERVILLE, IA 00000 GRINNELL, IA 50112
 SQUARE FEET: 0
 DWELLING TYPE: PRIVATE UNITS: 0
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: TEAR OFF AND REPLACE ROOF.

SEGMENT: ROOF - ROOF
 CONTRACTOR:
 ISSUED DATE: 10/12/2016 EXPIRATION DATE: 2/09/2017 CLASS:
 BUILDING CODE: ROOF ROOF
 STATUS: Not Started VALUATION: 2,700.00 BALANCE: 0.00

PROJECT: 20170113 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT
 PROPERTY: 1709 COUNTRY CLUB DR
 APPLIED DATE: 10/14/2016 ISSUED DATE: 10/14/2016 EXPIRATION DATE: 2/11/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: EICHHORN, ED & LINDA
 610 1ST AVENUE
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 2,016
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 52.69

DESCRIPTION: REPLACE WATER HEATER

SEGMENT: WH C/O - WATER HEATER CHANGEOUT
 CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
 610 1ST AVENUE
 GRINNELL, IA 50112
 ISSUED DATE: 10/14/2016 EXPIRATION DATE: 2/11/2017
 BUILDING CODE: WH C/O WATER HEATER CHANGEOUT
 STATUS: Not Started VALUATION: 947.00 BALANCE: 52.69

PROJECT: 20170114 - RESIDENTIAL REPAIR TYPE: 02-RESREP RESIDENTIAL REPAIR
 PROPERTY: 1221 ELM ST
 APPLIED DATE: 10/18/2016 ISSUED DATE: 10/18/2016 EXPIRATION DATE: 2/15/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: FREDSMANT FRED'S MAINTENANCE ISSUED TO: MARCUM, JANET
 149 385TH AVE
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 2,510
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

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DESCRIPTION: REPLACE EXISTING DECK WITH ALL NEW.

SEGMENT: 02-RESREP - RESIDENTIAL REPAIR
CONTRACTOR: FREDSMINT FRED'S MAINTENANCE CLASS: GC GENERAL CONTRACTOR
149 385TH AVE
GRINNELL, IA 50112
ISSUED DATE: 10/18/2016 EXPIRATION DATE: 2/15/2017
BUILDING CODE: RESREP RESIDENTIAL REPAIR
STATUS: Not Started VALUATION: 20,000.00 BALANCE: 0.00

PROJECT: 20170115 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT
PROPERTY: 1405 PARK ST
APPLIED DATE: 10/19/2016 ISSUED DATE: 10/19/2016 EXPIRATION DATE: 2/16/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: GRINNELL COLLEGE
610 1ST AVENUE C/O ACCOUNTING DEPT
GRINNELL, IA 50112 GRINNELL, IA 50112
SQUARE FEET: 2,749
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 76.76

DESCRIPTION: REPLACE WATER HEATER

SEGMENT: WH C/O - WATER HEATER CHANGEOUT
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112
ISSUED DATE: 10/19/2016 EXPIRATION DATE: 2/16/2017
BUILDING CODE: WH C/O WATER HEATER CHANGEOUT
STATUS: Not Started VALUATION: 1,527.00 BALANCE: 76.76

PROJECT: 20170116 - MECHANICAL TYPE: MECH MECHANICAL
PROPERTY: 1127 PARK ST
APPLIED DATE: 10/19/2016 ISSUED DATE: 10/19/2016 EXPIRATION DATE: 2/16/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: GRINNELL COLLEGE
610 1ST AVENUE C/O ACCOUNTING DEPT
GRINNELL, IA 50112 GRINNELL, IA 50112
SQUARE FEET: 3,664
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 314.19

DESCRIPTION: HVAC - INSTALL MINI SPLIT UNITS

SEGMENT: MECH - MECHANICAL
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112
ISSUED DATE: 10/19/2016 EXPIRATION DATE: 2/16/2017
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 13,850.00 BALANCE: 314.19

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170117 - NEW RESIDENTIAL BUILDING

TYPE: 01-NEWRES NEW RESIDENTIAL BUILDING

PROPERTY: 1503 SUMMER

APPLIED DATE: 10/20/2016 ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017 COMPLETION DATE: 0/00/0000

CONTRACTOR: BECKCONS MELVIN BECK CONSTRUCTION ISSUED TO: DUNNE, JIM

625 PENROSE STREET 1503 SUMMER ST
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,768

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 2,691.38

DESCRIPTION: CONSTRUCTION OF A NEW ONE STORY W/ BASEMENT SINGLE FAMILY HOME.

SEGMENT: 01-NEWRES - NEW RESIDENTIAL BUILDING

CONTRACTOR: BECKCONS MELVIN BECK CONSTRUCTION CLASS: GC GENERAL CONTRACTOR

625 PENROSE STREET

GRINNELL, IA 50112

ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017

BUILDING CODE: 102 SINGLE FAMILY DETACHED

STATUS: Open VALUATION: 300,000.00 BALANCE: 2,691.38

SEGMENT: ELEC-NC - ELECTRICAL

CONTRACTOR: S&SELEC S & S ELECTRIC CLASS: EC ELECTRICAL CONTRACTOR

175 HWY 6

GRINNELL, IA 50112

ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017

BUILDING CODE: ELEC-NC ELECTRICAL NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

SEGMENT: MECH-NC - MECHANICAL

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE

GRINNELL, IA 50112

ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017

BUILDING CODE: MECH-NC MECHANICAL NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

SEGMENT: PLUM-NC - PLUMBING

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE

GRINNELL, IA 50112

ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017

BUILDING CODE: PLB-NC PLUMBING-NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170118 - FENCE TYPE: FENCE FENCE
PROPERTY: 1432 SUMMER ST
APPLIED DATE: 10/20/2016 ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: GRINNELL R GRINNELL REMODELING & HOME MAI ISSUED TO: HANSON, PETER
3455 HWY 63 1402 ELM ST
MALCOM, IA 50157 GRINNELL, IA 50112
SQUARE FEET: 2,617
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLING A FENCE IN TEH REAR YARD

SEGMENT: FENCE - FENCE
CONTRACTOR: GRINNELL R GRINNELL REMODELING & HOME MAI CLASS: OTHER OTHER
3455 HWY 63
MALCOM, IA 50157
ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017
BUILDING CODE: FENCE FENCE
STATUS: Not Started VALUATION: 6,500.00 BALANCE: 0.00

PROJECT: 20170119 - COMMERCIAL REMODEL TYPE: 14-COMREM COMMERCIAL REMODEL
PROPERTY: 912 SPRING ST
APPLIED DATE: 10/20/2016 ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: SAC SAC WIRELESS LLC ISSUED TO: AT&T C/O SAC WIRELESS
540 W MADISON ST 540 W MADISON ST17TH FL
16TH FLOOR CHICAGO, IL 60661
CHICAGO, IL 60661-0000
SQUARE FEET: 0
DWELLING TYPE: PRIVATE UNITS: 0
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REMOVE AND REPLACE 3 ANTENNAS AND ADD 3 RADIOS WITH ASSOCIATED LOW VOLTAGE CABLING TO AT&T'S EXISTING EQUIPMENT ATOP A CELL TOWER.

SEGMENT: 14-COMREM - COMMERCIAL REMODEL
CONTRACTOR: SAC SAC WIRELESS LLC CLASS: OTHER OTHER
540 W MADISON ST
16TH FLOOR
CHICAGO, IL 60661-0000
ISSUED DATE: 10/20/2016 EXPIRATION DATE: 2/17/2017
BUILDING CODE: COMREM COMMERCIAL REMODEL
STATUS: Not Started VALUATION: 10,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170120 - RESIDENTIAL ACCESSORY BUILDING TYPE: 05-RESACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 410 2ND AVE
 APPLIED DATE: 10/24/2016 ISSUED DATE: 10/24/2016 EXPIRATION DATE: 2/21/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: DEAN, ERIC
 410 2ND AVE
 GRINNELL, IA 50112

SQUARE FEET: 720
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCTING A 24X30X9 DETACHED GARAGE IN THE REAR YARD

SEGMENT: 05-RESACC - RESIDENTIAL ACCESSORY BLD
 CONTRACTOR: CLASS:
 ISSUED DATE: 10/24/2016 EXPIRATION DATE: 2/21/2017
 BUILDING CODE: RESACC RESIDENTIAL ACCESSORY BUILDING
 STATUS: Not Started VALUATION: 14,314.62 BALANCE: 0.00

PROJECT: 20170121 - FENCE TYPE: FENCE FENCE
 PROPERTY: 7 MELROSE LN
 APPLIED DATE: 10/24/2016 ISSUED DATE: 10/24/2016 EXPIRATION DATE: 2/21/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: GRIMES, KEVIN
 7 MELROSE LN
 GRINNELL, IA 50112

SQUARE FEET: 0
 DWELLING TYPE: PRIVATE UNITS: 0
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CHAIN LINK FENCE IN BACKYARD

SEGMENT: FENCE - FENCE
 CONTRACTOR: CLASS:
 ISSUED DATE: 10/24/2016 EXPIRATION DATE: 2/21/2017
 BUILDING CODE: FENCE FENCE
 STATUS: Not Started VALUATION: 1,270.00 BALANCE: 0.00

PROJECT: 20170122 - FENCE TYPE: FENCE FENCE
 PROPERTY: 1235 WEST ST
 APPLIED DATE: 10/25/2016 ISSUED DATE: 10/25/2016 EXPIRATION DATE: 2/22/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: CENTRALFEN CENTRAL IOWA FENCING ISSUED TO: ROMANO, MARK
 1403 WILLOW CT
 CUMMING, IA 50601 GRINNELL, IA 50112

SQUARE FEET: 2,186
 DWELLING TYPE: PRIVATE UNITS: 3
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF A 6' TALL PRIVACY FENCE ON THE SOUTH SIDE OF THE PROPERTY.

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 10/01/2016 THRU 10/31/2016 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

SEGMENT: FENCE - FENCE
CONTRACTOR: CENTRALFEN CENTRAL IOWA FENCING CLASS: FENCE FENCING CONTRACTOR
1403 WILLOW CT
CUMMING, IA 50601
ISSUED DATE: 10/25/2016 EXPIRATION DATE: 2/22/2017
BUILDING CODE: FENCE FENCE
STATUS: Not Started VALUATION: 3,500.00 BALANCE: 0.00

PROJECT: 20170123 - DECK/PORCH TYPE: DECK DECK/PORCH
PROPERTY: 305 EAST ST
APPLIED DATE: 10/27/2016 ISSUED DATE: 10/27/2016 EXPIRATION DATE: 2/24/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: PRITCHARD, LORIE
305 EAST ST
GRINNELL, IA 50112
SQUARE FEET: 1,469
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCTING A FREESTANDING DECK IN THE REAR YARD.

SEGMENT: DECK - DECK/PORCH
CONTRACTOR: CLASS:
ISSUED DATE: 10/27/2016 EXPIRATION DATE: 2/24/2017
BUILDING CODE: DECK DECK/PORCH
STATUS: Not Started VALUATION: 2,546.00 BALANCE: 0.00

PROJECT: 20170124 - COMMERCIAL REMODEL TYPE: 14-COMREM COMMERCIAL REMODEL
PROPERTY: 925 PARK ST
APPLIED DATE: 10/27/2016 ISSUED DATE: 10/27/2016 EXPIRATION DATE: 2/24/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: BUSHCONS BUSHONG CONSTRUCTION ISSUED TO: GRINNELL CENTER LLC
704 EAST WOOD STREET
MONTEZUMA, IA 50171 GRINNELL, IA 50112
SQUARE FEET: 27,820
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 16,917.91

DESCRIPTION: CONNVERT OFFICE AND GYM SPACE TO HOTEL & EVENTS CENTER.

SEGMENT: 14-COMREM - COMMERCIAL REMODEL
CONTRACTOR: BUSHCONS BUSHONG CONSTRUCTION CLASS: GC GENERAL CONTRACTOR
704 EAST WOOD STREET
MONTEZUMA, IA 50171
ISSUED DATE: 10/27/2016 EXPIRATION DATE: 2/24/2017
BUILDING CODE: COMREM COMMERCIAL REMODEL
STATUS: Not Started VALUATION: 2,674,667.00 BALANCE: 16,917.91

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20170125 - FLATWORK TYPE: FLATWORK FLATWORK
 PROPERTY: 5 GARDEN COTTAGE LN
 APPLIED DATE: 10/28/2016 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: HOWARD HOWARD, STEVE ISSUED TO: LYONS, GLENN
 102 3316 SOUTHERN HILLS DR
 EAST ST DES MOINES, IA 50321
 GRINNELL, IA 50112-0000
 SQUARE FEET: 1,302
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT FOUNDATION FOR SINGLE FAMILY HOME

SEGMENT: FLATWORK - FLATWORK
 CONTRACTOR: HOWARD HOWARD, STEVE CLASS:
 102
 EAST ST
 GRINNELL, IA 50112-0000
 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017
 BUILDING CODE: FLATWORK FLATWORK
 STATUS: Not Started VALUATION: 15,000.00 BALANCE: 0.00

PROJECT: 20170126 - FLATWORK TYPE: FLATWORK FLATWORK
 PROPERTY: 6 GARDEN COTTAGE LN
 APPLIED DATE: 10/28/2016 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: HOWARD HOWARD, STEVE ISSUED TO: LYONS, GLENN
 102 3316 SOUTHERN HILLS DR
 EAST ST DES MOINES, IA 50321
 GRINNELL, IA 50112-0000
 SQUARE FEET: 1,302
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT FOUNDATION FOR SINGLE-FAMILY HOME

SEGMENT: FLATWORK - FLATWORK
 CONTRACTOR: HOWARD HOWARD, STEVE CLASS:
 102
 EAST ST
 GRINNELL, IA 50112-0000
 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017
 BUILDING CODE: FLATWORK FLATWORK
 STATUS: Not Started VALUATION: 15,000.00 BALANCE: 0.00

PROJECT: 20170127 - RESIDENTIAL ACCESSORY BUILDING TYPE: 05-RESACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 1127 SUMMER ST
 APPLIED DATE: 10/28/2016 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: YMCONSTRUC YM CONSTRUCTION ISSUED TO: KRIEGEL, NICK
 6501 260TH ST 1127 SUMMER ST
 ALBIA, IA 52531 GRINNELL, IA 50112
 SQUARE FEET: 1,772
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCTING A 676 SQ FT DETACHED GARAGE IN THE REAR YARD.

SEGMENT: 05-RESACC - RESIDENTIAL ACCESSORY BLD
 CONTRACTOR: YMCONSTRUC YM CONSTRUCTION CLASS:
 6501 260TH ST
 ALBIA, IA 52531
 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017
 BUILDING CODE: RESACC RESIDENTIAL ACCESSORY BUILDING
 STATUS: Not Started VALUATION: 15,416.00 BALANCE: 0.00

PROJECT: 20170128 - COMMERCIAL REMODEL TYPE: 14-COMREM COMMERCIAL REMODEL
 PROPERTY: 1630 WEST ST S
 APPLIED DATE: 10/28/2016 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: COMFORT INN
 1307 LINDENBROOK LN
 MARION, IA 52302
 SQUARE FEET: 0
 DWELLING TYPE: PRIVATE UNITS: 0
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REMOVING WALL

SEGMENT: 14-COMREM - COMMERCIAL REMODEL
 CONTRACTOR:
 ISSUED DATE: 10/28/2016 EXPIRATION DATE: 2/25/2017
 BUILDING CODE: COMREM COMMERCIAL REMODEL
 STATUS: Not Started VALUATION: 1,075.00 BALANCE: 0.00

PROJECT: 20170130 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT
 PROPERTY: 1934 SPENCER ST
 APPLIED DATE: 10/31/2016 ISSUED DATE: 10/31/2016 EXPIRATION DATE: 2/28/2017 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: HENNING, STEPHANIE
 610 1ST AVENUE 1934 SPENCER ST
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 1,380
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 48.91

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DESCRIPTION: REPLACE EXISTING GAS WATER HEATER WITH NEW.

SEGMENT: WH C/O - WATER HEATER CHANGEOUT
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112
ISSUED DATE: 10/31/2016 EXPIRATION DATE: 2/28/2017
BUILDING CODE: WH C/O WATER HEATER CHANGEOUT
STATUS: Not Started VALUATION: 856.00 BALANCE: 48.91

PROJECT: 20170131 - MECHANICAL TYPE: MECH MECHANICAL
PROPERTY: 1332 SPENCER ST
APPLIED DATE: 10/31/2016 ISSUED DATE: 10/31/2016 EXPIRATION DATE: 2/28/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: GRAHAM, DAVID
610 1ST AVENUE 1332 SPENCER ST
GRINNELL, IA 50112 GRINNELL, IA 50112
SQUARE FEET: 1,573
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 176.62

DESCRIPTION: REPLACE FURNACE AND A/C

SEGMENT: MECH - MECHANICAL
CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112
ISSUED DATE: 10/31/2016 EXPIRATION DATE: 2/28/2017
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 6,365.00 BALANCE: 176.62

PROJECT: 20170134 - MECHANICAL TYPE: MECH MECHANICAL
PROPERTY: 1617 SPENCER ST
APPLIED DATE: 10/25/2016 ISSUED DATE: 10/25/2016 EXPIRATION DATE: 3/02/2017 COMPLETION DATE: 0/00/0000
CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION ISSUED TO: SEARS, LARRY
519 WEST STREET 1617 SPENCER ST
GRINNELL, IA 50112 GRINNELL, IA 50112-0050
SQUARE FEET: 1,156
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 158.02

DESCRIPTION: INSTALL NEW FURNACE, A/C, & A-COIL

SEGMENT: MECH - MECHANICAL
CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION CLASS: MC MECHANICAL CONTRACTOR
519 WEST STREET
GRINNELL, IA 50112
ISSUED DATE: 11/02/2016 EXPIRATION DATE: 3/02/2017
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 5,353.00 BALANCE: 158.02

11/02/2016 8:57 AM

PROJECT MASTER REPORT

PAGE: 12

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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| | | | | | |
|----------------|-------------|------------------|----------------|----------------|-------------|
| TOTAL PRINTED: | 25 PROJECTS | TOTAL VALUATION: | \$3,131,367.90 | TOTAL BALANCE: | \$20,545.74 |
|----------------|-------------|------------------|----------------|----------------|-------------|

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

CONTRACTOR CLASS: All

- All Contractor Classes

PROJECT TYPE: All

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

*** SEGMENT RECAP ***

| PROJECT SEGMENT | # OF SEGMENTS | BALANCE |
|-----------------------------------|---------------|-----------|
| 01-NEWRES - NEW RESIDENTIAL BUILD | 1 | 2,691.38 |
| 02-RESREP - RESIDENTIAL REPAIR | 2 | 0.00 |
| 05-RESACC - RESIDENTIAL ACCESSORY | 2 | 0.00 |
| 14-COMREM - COMMERCIAL REMODEL | 3 | 16,917.91 |
| DECK - DECK/PORCH | 1 | 0.00 |
| ELEC-NC - ELECTRICAL | 1 | 0.00 |
| FENCE - FENCE | 3 | 0.00 |
| FLATWORK - FLATWORK | 2 | 0.00 |
| MECH - MECHANICAL | 7 | 758.09 |
| MECH-NC - MECHANICAL | 1 | 0.00 |
| PLUM-NC - PLUMBING | 1 | 0.00 |
| ROOF - ROOF | 1 | 0.00 |
| WH - WATER HEATER CHANGEOUT | 3 | 178.36 |
| *** TOTALS *** | 28 | 20,545.74 |

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 10/01/2016 THRU 10/31/2016

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

*** PROJECT TYPE RECAP ***

| PROJECT TYPE | # OF PROJECTS | BALANCE |
|-----------------------------------|---------------|-----------|
| 01-NEWRES - NEW RESIDENTIAL BUILD | 1 | 2,691.38 |
| 02-RESREP - RESIDENTIAL REPAIR | 2 | 0.00 |
| 05-RESACC - RESIDENTIAL ACCESSORY | 2 | 0.00 |
| 14-COMREM - COMMERCIAL REMODEL | 3 | 16,917.91 |
| DECK - DECK/PORCH | 1 | 0.00 |
| FENCE - FENCE | 3 | 0.00 |
| FLATWORK - FLATWORK | 2 | 0.00 |
| MECH - MECHANICAL | 7 | 758.09 |
| ROOF - ROOF | 1 | 0.00 |
| WH - WATER HEATER CHANGEOUT | 3 | 178.36 |
| *** TOTALS *** | 25 | 20,545.74 |

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ
PROJECT TYPE: All
CONTRACTOR CLASS: All All Contractor Classes
CONTRACTOR: All
PROJECT STATUS: All
SEGMENTS: All
PHASES: All
COMMENT CODES: All

PROJECT DATES

APPLIED RANGE FROM: 10/01/2016 THROUGH 10/31/2016
ISSUED RANGE FROM: 00/00/0000 THROUGH 99/99/9999
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999
COMPLETION RANGE FROM: 00/00/0000 THROUGH 99/99/9999

BALANCE SELECTION

SELECTION: ALL

PRINT OPTIONS

PRINT MONTHLY RECAP NO
PRINT SEGMENTS: YES
PRINT PHASES: NO
ONE PROJECT PER PAGE: NO
PRINT REJECTION NOTES: YES
PRINT PROJECT W/O SEGMENTS: NO
PRINT CONDITIONS: NO
PRINT DESCRIPTION: YES
PRINT NOTES: NO
SEQUENCE: Project
COMMENT CODES: None

*** END OF REPORT ***

From: Teresa McCall [<mailto:teresamccall@hotmail.com>]
Sent: Friday, November 11, 2016 5:51 PM
To: Sharon Mealey; Russ Behrens
Subject: Veterans Memorial Commission

I hereby resign from the Veterans Memorial Commission effective immediately.

Sincerely, Teresa McCall

Sent from my U.S. Cellular® Smartphone

Russ,

Here are the totals for the free curbside yard waste collection week to pass on to the council if you wish.

November 14th, 310 bags of yard waste and 23 bundles of brush.

November 15th, 499 bags of yard waste and 63 bundles of brush.

November 16th, 116 bags of yard waste and 32 bundles of brush.

November 17th, 103 bags of yard waste and 17 bundles of brush.

Each day the collection involved two employees and one rear load garbage truck, generating less than one full (20 cy) load each day and the route was done by noon or sooner every day.

Revenue, if charged at the Brush Dump, would equal \$698.00.

Other than equipment breakdowns, which is par for the course when something like this is planned, offering this collection went smoothly and had little impact on the department.

The weather was perfect and the dates worked out well, probably won't always be the case if we do this annually.

Thanks

David Popp
Director of Public Services
City of Grinnell
dpopp@grinnelliowa.gov
Office-641-236-2632
Cell-641-990-7519





**Grinnell FINANCE COMMITTEE Meeting
MONDAY, NOVEMBER 21, 2016 AT 7:00 A.M.
IN THE SMALL CONFERENCE ROOM OF THE
GRINNELL COMMUNITY CENTER**

TENTATIVE AGENDA

ROLL CALL: Wray, White, Hansen.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Approve Tax Increment Financing certification for FY 2018.
2. Discuss proposed downtown development project.
3. Discuss drivers' license relocation.
4. Consider approval of Iowa Reinvestment District Contract.
5. Discuss tuition reimbursement program for employees.
6. Consider approval of dual representation letter.

INQUIRIES:

ADJOURNMENT

REINVESTMENT DISTRICT CONTRACT

CITY: Grinnell
CONTRACT NUMBER: 17-RD-001
AWARD DATE: June 17, 2016
MAXIMUM AWARD AMOUNT: \$6,850,000
COMMENCEMENT DATE: January 1, 2020
TERMINATION DATE: January 1, 2040

This **REINVESTMENT DISTRICT CONTRACT** is made by and between the **Iowa Economic Development Authority ("IEDA" or "Authority")**, 200 East Grand Avenue, Des Moines, IA 50309 and the **City of Grinnell ("City")**, 927 4th Avenue, Grinnell, IA 50112.

The City hereby acknowledges that, on the Award Date, the Iowa Economic Development Board ("Board") approved the City's application to establish a reinvestment district ("the District") pursuant to *Iowa Code* Chapter 15J, the "Iowa Reinvestment Act." The City's Reinvestment District Final Application ("Final Application"), including the detailed district plan describing the Projects to be completed ("District Plan"), as approved by the Board, is incorporated herein by reference as Exhibit A. Due to its size, Exhibit A will not be attached to this Agreement, but will be kept on file at Iowa Economic Development Authority ("IEDA"). Exhibit B, District Description and Allocation of Funds, and Exhibit C, City's Estimated Tax Revenue Projections, are attached hereto and incorporated herein by reference.

The City and IEDA agree to the following terms:

1. Definitions of words and phrases used herein, including but not limited to "Project", "State Hotel and Motel Tax", "State Sales Tax", "New Lessor", and "New Retail Establishment" and other applicable terms mean the same as in 261 IAC 200.
2. The date upon which the calculation of new State Sales Tax and new State Hotel and Motel Tax revenue shall begin ("Commencement Date") is January 1, 2020.
3. The Board's approval of the City's application is contingent upon the following:
 - a. The receipt by IEDA of documentation that construction financing has closed and a development agreement has been fully executed for the Downtown Boutique Hotel and Events Center by December 31, 2016
 - b. The receipt by IEDA of documentation that a construction contract has been executed by Grinnell College for the campus improvement project by September 30, 2017, and that a certificate of occupancy has been issued by April 30, 2020 for the proposed buildings
 - c. Removal of the new Campus Store as an eligible project within the district, and identification of a new anchor tenant for the Zone of Confluence
 - d. The receipt by IEDA of documentation that Grinnell College has spent at least \$3,000,000 of the amount proposed for the Zone of Confluence on retail development in the IRA District by the commencement date. Retail development may include incentives to businesses, building construction, land development and acquisition, business acquisition, and related expenses.

This contract may be terminated if the contingencies described are not met by the established deadlines.

4. The City may adopt an ordinance establishing the District and shall notify the Director of the Iowa Department of Revenue ("IDR") of the Commencement Date no later than 30 days after the adoption of the ordinance. The ordinance shall include the information set out at *Iowa Code* section 15J.4(4).

5. The City shall not modify any Project described in the District Plan or add any Project to the District Plan without prior Board approval. If a requested plan amendment would reduce capital investment in the District or remove one or more of the projects originally approved for the District, the Board in its discretion may reduce, rescind, or otherwise modify the maximum benefit amount accordingly. In determining whether to approve a plan amendment that includes a modification to an existing Project or the addition of a new Project, the Board shall consider the scoring criteria in 261 IAC 200.6 as well as the amount of indebtedness incurred by the City in furtherance of the Project and the potential impact on covenants or other financial commitments made in reliance on the projected receipt of State Sales Tax revenues or State Hotel and Motel Tax revenues by the City. If modification to or addition of a Project is approved, and the modification or addition changes financial information set out in the District Plan and any ordinance the City adopted to establish the District, the City shall amend the ordinance to reflect any changes to financial information.

6. The City shall assist the IDR in identifying New Retail Establishments in the District that are collecting State Sales Tax and new lessors in the District that are collecting State Hotel and Motel Tax. This process shall be ongoing until the City ceases to utilize State Sales Tax revenue or State Hotel and motel Tax revenue under Chapter 15J, or until the District is dissolved.

7. The maximum amount of State Sales Tax revenues and State Hotel and Motel Tax revenues that may be remitted to the City's reinvestment project fund created pursuant to *Iowa Code* section 15J.7 ("City's Fund") is \$6,850,000. A copy of the City's estimated new State Sales Tax revenues and estimated new State Hotel and Motel Tax revenues for the District is included as Exhibit C. Exhibit C is included for reference only. The amount of funds remitted to the City will be based on actual tax revenues within the District.

8. Following establishment of the District, the City may use moneys deposited in the City's Fund to fund the development of Projects included within the District Plan. The City shall use funds received in accordance with the District Plan, as summarized in Exhibit B, District Description and Allocation of Funds.

9. Following establishment of the District, the City shall, on or before October 1 of each year, submit a report to the Board detailing all of the following:

- a. The status of each Project undertaken within the District in the previous twelve months.
- b. An itemized list of expenditures from the City's Fund in the previous twelve months that have been made related to each Project undertaken within the District.
- c. The amount of the total cost remaining for each Project undertaken within the District as of the date the report is submitted.
- d. The amounts, types, and sources of funding used for each Project undertaken within the District in the previous twelve months.

e. The amount of bonds issued or other indebtedness incurred for each Project undertaken within the District in the previous twelve months, including information related to the rate of interest, length of term, costs of issuance, and net proceeds.

f. The amounts of types of moneys to be used for payment of bonds or indebtedness.

10. The City is bound by all statutes and rules that pertain to reinvestment districts.

11. The City acknowledges that failure to comply with any provision of this agreement, or with any of the statutory or administrative code provisions governing administration of the program, may constitute an event of default. Whether an act or omission constitutes an event of default and whether such an event of default has been or can be cured shall be determined by the IEDA in its sole discretion. An event of default may result in the modification, cessation, deferral, or termination of the benefits of the Reinvestment District Program. IEDA may provide notice of a material, uncured event of default to the Iowa Department of Revenue.

FOR IEDA:

FOR CITY:

BY:

BY:

Deborah V. Durham, Director

Signature

Typed Name and Title

Date

Date

Exhibit A

City's Reinvestment District Final Application (on file with IEDA)

EXHIBIT B
District Description and Allocation of Funds

Recipient: City of Grinnell
Contract Number: 17-RD-001
Award Date: September 16, 2016

Commencement Date: January 1, 2020
Termination Date: January 1, 2040

District Description: The Grinnell Historic Downtown and Campus Confluence Reinvestment District includes redevelopment of the Grinnell Community Center as a boutique hotel and event center, downtown public investment projects, development of a mixed use area at the confluence of Grinnell's historic downtown and the Grinnell College campus, and Grinnell College campus improvements.

| Project | Project Description | Reinvestment Project Fund Allocation |
|--|----------------------------|---|
| Downtown Boutique Hotel and Event Center | See Exhibit A | \$2,580,000 (38%) |
| Downtown Public Investment Projects | See Exhibit A | \$1,525,000 (22%) |
| Zone of Confluence | See Exhibit A | \$2,135,000 (31%) |
| Grinnell College Campus Improvements | See Exhibit A | \$610,000 (9%) |
| TOTAL ALL PROJECTS | | \$6,850,000 |

Note:

The Reinvestment Project Fund Allocation amounts are estimates based on the maximum award amount. Fund allocations shall be made in proportion to the allocation described in the District Plan approved by the Board and noted as percentages above.

Exhibit C
City's Estimated Tax Revenue Projections

City of Grinnell

Iowa Reinvestment Act

Revised IRA Fund Deposit Projections

Original Projections:

- The first deposit for the IRA funds would start in 2019. Since we have removed the campus store anchor, we would realize half of the 8,000 square foot space as phase 1 Market Destination Retail/Food and the remaining would be added to phase two in Market Destination Retail/Food. This change causes some of the tax dollars to not be realized until later years and also starts some of the retail tax later than originally planned.
- This delay will give us a longer opportunity to find someone to fill the space.

Revised Projections:

- Total projected funds available for deposit into the fund is reduced from \$7,791,855 to \$7,193,653 (blue highlight) because the overall sales tax collected is lower. This is because of the delay in the schedule mentioned above.
- In the initial application, the catalyst project (aka campus store) was entirely included in phase 1 of the zone.
- The initial 8,000 sq ft campus store has been removed. In its place there are two independent generators that are each 4,000 sq ft. The first 4,000 sq ft will remain in phase 1 and contain market destination food/retail. The second 4,000 sq ft will move in to phase 2 and include market destination food/retail.

Iowa Reinvestment Act – Projected Fund Deposits - Original

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|--------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Deposits | | | | | | | | | | | | |
| Total Retail Sales | \$ 1,169,392 | \$ 2,840,071 | \$ 3,939,569 | \$ 4,548,065 | \$ 4,959,286 | \$ 5,375,702 | \$ 5,802,289 | \$ 6,243,744 | \$ 7,102,270 | \$ 7,255,296 | \$ 7,397,156 | \$ 7,545,099 |
| IA Sales Tax | \$ 70,164 | \$ 170,404 | \$ 236,374 | \$ 272,884 | \$ 297,557 | \$ 322,542 | \$ 348,137 | \$ 374,625 | \$ 426,136 | \$ 435,318 | \$ 443,829 | \$ 452,706 |
| IRA Retail Sales Tax Deposits | \$ - | \$ - | \$ 157,583 | \$ 181,923 | \$ 198,371 | \$ 215,028 | \$ 232,092 | \$ 249,750 | \$ 284,091 | \$ 290,212 | \$ 295,886 | \$ 301,804 |
| Hotel/Motel Tax | | | | | | | | | | | | |
| Total Hotel/Motel Sales (Base) | \$ 270,864 | \$ 1,120,474 | \$ 1,200,028 | \$ 1,282,315 | \$ 1,367,414 | \$ 1,455,405 | \$ 1,505,131 | \$ 1,535,234 | \$ 1,565,938 | \$ 1,619,137 | \$ 1,673,838 | \$ 1,707,315 |
| Grinnell Hotel/Motel Tax | \$ 18,960 | \$ 78,433 | \$ 84,002 | \$ 89,762 | \$ 95,719 | \$ 101,878 | \$ 105,359 | \$ 107,466 | \$ 109,616 | \$ 113,340 | \$ 117,169 | \$ 119,512 |
| IRA Hotel/Motel Tax Deposits | \$ - | \$ - | \$ 60,001 | \$ 64,116 | \$ 68,371 | \$ 72,770 | \$ 75,257 | \$ 76,762 | \$ 78,297 | \$ 80,957 | \$ 83,692 | \$ 85,366 |
| Total Reinvestment District Deposits | \$ - | \$ - | \$ 217,584 | \$ 246,038 | \$ 266,742 | \$ 287,798 | \$ 307,348 | \$ 326,511 | \$ 362,388 | \$ 371,169 | \$ 379,578 | \$ 387,170 |
| Boutique Hotel/Events Center | \$ - | \$ - | \$ 174,067 | \$ 370,898 | \$ 584,292 | \$ 814,530 | \$ 1,060,409 | \$ 1,321,618 | \$ 1,611,528 | \$ 1,908,463 | \$ 2,212,126 | \$ 2,521,861 |
| Central Park | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Infrastructure/Streetscapes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Zone of Confluence | \$ - | \$ - | \$ 43,517 | \$ 92,725 | \$ 146,073 | \$ 203,633 | \$ 265,102 | \$ 330,404 | \$ 402,882 | \$ 477,116 | \$ 553,031 | \$ 630,465 |
| Grinnell College Additions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Downtown Public Investments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | Total | IRA Period |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|----------------|----------------|
| Deposits | | | | | | | | | | | | |
| Total Retail Sales | \$ 7,696,001 | \$ 8,658,102 | \$ 8,831,264 | \$ 9,007,889 | \$ 9,188,047 | \$ 9,371,808 | \$ 9,559,244 | \$ 9,750,429 | \$ 9,945,437 | \$ 10,144,346 | \$ 156,330,506 | \$ 152,321,043 |
| IA Sales Tax | \$ 461,760 | \$ 519,486 | \$ 529,876 | \$ 540,473 | \$ 551,283 | \$ 562,308 | \$ 573,555 | \$ 585,026 | \$ 596,726 | \$ 608,661 | \$ 9,379,830 | \$ 9,139,263 |
| IRA Retail Sales Tax Deposits | \$ 307,840 | \$ 346,324 | \$ 353,251 | \$ 360,316 | \$ 367,522 | \$ 374,872 | \$ 382,370 | \$ 390,017 | \$ 397,817 | \$ 405,774 | \$ 6,092,842 | \$ 6,092,842 |
| Hotel/Motel Tax | | | | | | | | | | | | |
| Total Hotel/Motel Sales (Base) | \$ 1,741,461 | \$ 1,776,290 | \$ 1,811,816 | \$ 1,848,052 | \$ 1,885,013 | \$ 1,922,713 | \$ 1,961,168 | \$ 2,000,391 | \$ 2,040,399 | \$ 2,081,207 | \$ 35,371,603 | \$ 33,980,265 |
| Grinnell Hotel/Motel Tax | \$ 121,902 | \$ 124,340 | \$ 126,827 | \$ 129,364 | \$ 131,951 | \$ 134,590 | \$ 137,282 | \$ 140,027 | \$ 142,828 | \$ 145,684 | \$ 2,476,012 | \$ 2,378,619 |
| IRA Hotel/Motel Tax Deposits | \$ 87,073 | \$ 88,815 | \$ 90,591 | \$ 92,403 | \$ 94,251 | \$ 96,136 | \$ 98,058 | \$ 100,020 | \$ 102,020 | \$ 104,060 | \$ 1,699,013 | \$ 7,791,855 |
| Total Reinvestment District Deposits | \$ 394,913 | \$ 435,139 | \$ 443,841 | \$ 452,718 | \$ 461,773 | \$ 471,008 | \$ 480,428 | \$ 490,037 | \$ 499,817 | \$ - | \$ - | \$ - |
| Boutique Hotel/Events Center | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ - | \$ 2,580,000 |
| Central Park | \$ - | \$ 108,785 | \$ 219,745 | \$ 332,925 | \$ 448,368 | \$ 566,120 | \$ 686,227 | \$ 762,500 | \$ 762,500 | \$ 762,500 | \$ - | \$ 762,500 |
| Infrastructure/Streetscapes | \$ - | \$ 108,785 | \$ 219,745 | \$ 332,925 | \$ 448,368 | \$ 566,120 | \$ 686,227 | \$ 762,500 | \$ 762,500 | \$ 762,500 | \$ - | \$ 762,500 |
| Zone of Confluence | \$ 967,240 | \$ 1,184,809 | \$ 1,406,730 | \$ 1,633,089 | \$ 1,863,975 | \$ 2,099,479 | \$ 2,135,000 | \$ 2,135,000 | \$ 2,135,000 | \$ 2,135,000 | \$ - | \$ 2,135,000 |
| Grinnell College Additions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 204,693 | \$ 542,183 | \$ 610,000 | \$ 610,000 | \$ - | \$ 610,000 |
| Downtown Public Investments | \$ - | \$ 217,569 | \$ 439,490 | \$ 665,849 | \$ 896,735 | \$ 1,132,239 | \$ 1,372,453 | \$ 1,525,000 | \$ 1,525,000 | \$ 1,525,000 | \$ - | \$ - |

Iowa Reinvestment Act – Projected Fund Deposits – Revised 11 November, 2016

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|-------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Deposits | | | | | | | | | | | | |
| Total Retail Sales | \$ 972,389 | \$ 2,438,185 | \$ 3,324,068 | \$ 3,920,254 | \$ 4,318,919 | \$ 4,722,527 | \$ 5,136,051 | \$ 5,564,181 | \$ 6,409,117 | \$ 6,548,279 | \$ 6,675,999 | \$ 6,809,519 |
| IA Sales Tax | \$ 58,343 | \$ 146,291 | \$ 199,444 | \$ 235,215 | \$ 259,135 | \$ 283,352 | \$ 308,163 | \$ 333,851 | \$ 384,547 | \$ 392,897 | \$ 400,560 | \$ 408,571 |
| IRA Retail Sales Tax Deposits | \$ - | \$ - | \$ 132,963 | \$ 156,810 | \$ 172,757 | \$ 188,901 | \$ 205,442 | \$ 222,567 | \$ 256,365 | \$ 261,931 | \$ 267,040 | \$ 272,381 |
| Hotel/Motel Tax | | | | | | | | | | | | |
| Total Hotel/Motel Sales (Base) | \$ 270,864 | \$ 1,120,474 | \$ 1,200,028 | \$ 1,282,315 | \$ 1,367,414 | \$ 1,455,405 | \$ 1,505,131 | \$ 1,535,234 | \$ 1,565,938 | \$ 1,619,137 | \$ 1,673,838 | \$ 1,707,315 |
| Grinnell Hotel/Motel Tax | \$ 18,960 | \$ 78,433 | \$ 84,002 | \$ 89,762 | \$ 95,719 | \$ 101,878 | \$ 105,359 | \$ 107,466 | \$ 109,616 | \$ 113,340 | \$ 117,169 | \$ 119,512 |
| IRA Hotel/Motel Tax Deposits | \$ - | \$ - | \$ 60,001 | \$ 64,116 | \$ 68,371 | \$ 72,770 | \$ 75,257 | \$ 76,762 | \$ 78,297 | \$ 80,957 | \$ 83,692 | \$ 85,366 |
| Total Reinvestment District Deposits | \$ - | \$ - | \$ 192,964 | \$ 220,926 | \$ 241,128 | \$ 261,671 | \$ 280,699 | \$ 299,329 | \$ 334,662 | \$ 342,888 | \$ 350,732 | \$ 357,746 |
| Boutique Hotel/Events Center | \$ - | \$ - | \$ 154,371 | \$ 331,112 | \$ 524,014 | \$ 733,351 | \$ 957,910 | \$ 1,197,373 | \$ 1,465,102 | \$ 1,739,413 | \$ 2,019,998 | \$ 2,306,195 |
| Central Park | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Infrastructure/Streetscapes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Zone of Confluence | \$ - | \$ - | \$ 38,593 | \$ 82,778 | \$ 131,004 | \$ 183,338 | \$ 239,477 | \$ 299,343 | \$ 366,276 | \$ 434,853 | \$ 505,000 | \$ 576,549 |
| Grinnell College Additions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Downtown Public Investments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | Total | IRA Period |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Deposits | | | | | | | | | | | | |
| Total Retail Sales | \$ 6,945,709 | \$ 7,892,804 | \$ 8,050,660 | \$ 8,211,673 | \$ 8,375,907 | \$ 8,543,425 | \$ 8,714,294 | \$ 8,888,579 | \$ 9,066,351 | \$ 9,247,678 | \$ 140,776,571 | \$ 137,365,996 |
| IA Sales Tax | \$ 416,743 | \$ 473,568 | \$ 483,040 | \$ 492,700 | \$ 502,554 | \$ 512,606 | \$ 522,858 | \$ 533,315 | \$ 543,981 | \$ 554,861 | \$ 8,446,594 | \$ 8,241,960 |
| IRA Retail Sales Tax Deposits | \$ 277,828 | \$ 315,712 | \$ 322,026 | \$ 328,467 | \$ 335,036 | \$ 341,737 | \$ 348,572 | \$ 355,543 | \$ 362,654 | \$ 369,907 | \$ 5,494,640 | \$ 5,494,640 |
| Hotel/Motel Tax | | | | | | | | | | | | |
| Total Hotel/Motel Sales (Base) | \$ 1,741,461 | \$ 1,776,290 | \$ 1,811,816 | \$ 1,848,052 | \$ 1,885,013 | \$ 1,922,713 | \$ 1,961,168 | \$ 2,000,391 | \$ 2,040,399 | \$ 2,081,207 | \$ 35,371,603 | \$ 33,980,265 |
| Grinnell Hotel/Motel Tax | \$ 121,902 | \$ 124,340 | \$ 126,827 | \$ 129,364 | \$ 131,951 | \$ 134,590 | \$ 137,282 | \$ 140,027 | \$ 142,828 | \$ 145,684 | \$ 2,476,012 | \$ 2,378,619 |
| IRA Hotel/Motel Tax Deposits | \$ 87,073 | \$ 88,815 | \$ 90,591 | \$ 92,403 | \$ 94,251 | \$ 96,136 | \$ 98,058 | \$ 100,020 | \$ 102,020 | \$ 104,060 | \$ 1,699,013 | \$ 7,193,653 |
| Total Reinvestment District Deposits | \$ 364,901 | \$ 404,527 | \$ 412,617 | \$ 420,870 | \$ 429,287 | \$ 437,873 | \$ 446,630 | \$ 455,563 | \$ 464,674 | \$ 473,967 | \$ 130,314 | \$ - |
| Boutique Hotel/Events Center | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 | \$ 2,580,000 |
| Central Park | \$ - | \$ 101,132 | \$ 204,286 | \$ 309,503 | \$ 416,825 | \$ 526,293 | \$ 637,951 | \$ 751,841 | \$ 868,500 | \$ 987,160 | \$ 1,113,000 | \$ 1,245,000 |
| Infrastructure/Streetscapes | \$ - | \$ 101,132 | \$ 204,286 | \$ 309,503 | \$ 416,825 | \$ 526,293 | \$ 637,951 | \$ 751,841 | \$ 868,500 | \$ 987,160 | \$ 1,113,000 | \$ 1,245,000 |
| Zone of Confluence | \$ 667,646 | \$ 869,909 | \$ 1,076,218 | \$ 1,286,652 | \$ 1,501,296 | \$ 1,720,232 | \$ 1,943,547 | \$ 2,135,000 | \$ 2,135,000 | \$ 2,135,000 | \$ 2,135,000 | \$ 2,135,000 |
| Grinnell College Additions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,329 | \$ 610,000 | \$ 610,000 | \$ 610,000 | \$ 610,000 |
| Downtown Public Investments | \$ - | \$ 202,263 | \$ 408,572 | \$ 619,007 | \$ 833,650 | \$ 1,052,587 | \$ 1,275,902 | \$ 1,503,683 | \$ 1,525,000 | \$ 1,525,000 | \$ - | \$ - |

J. **TUITION BENEFIT:** The City recognizes that some positions would be better enhanced and be of greater benefit to the City if additional advanced education was provided. The policy for financial assistance for academic training sets forth the conditions and procedures whereby regular full-time employees who have enhanced their value to the city through academic instruction may receive reimbursement from the city for a portion of their educational expense.

To qualify under this policy, the course or courses shall meet the two following criteria:

1. Relate directly to the employee's current job duties; or if the employee is seeking a degree or certificate directly related to his/her current job or job within the city to which he/she is reasonably likely to be promoted. To qualify, electives must be preceded by significant work in core courses.
2. Accrue credit toward a high school diploma or equivalency certificate, or toward an associate or bachelor's degree at an accredited institution. It is not necessary that an employee intend to pursue the entire course of studies leading to the certificate or degree.
3. All classes where an employee intends to request reimbursement must be approved by the City Manager prior to enrollment.

The City will reimburse tuition cost to a cap of present tuition cost at the University of Iowa.

The City will reimburse at the following rate for classes:

Schedule of classes must not interfere with regular work schedule and mileage and other expenses would be paid by the employee. Book expenses would be reimbursed at 50% for "A" or "B" grades and no reimbursement for grades less than "B".

Tuition reimbursement is as follows:

For classes pertaining directly to the job and approved by the City Manager prior to any request for payment:

65% for "A" grade
55% for "B" grade
No payment for "C" grade or less or incomplete.

For classes needed for a job related degree, but not job related course work:

50% for "A" grade
40% for "B" grade
No payment for "C" grade or less or incomplete.



Ahlers & Cooney, P.C.
Attorneys at Law
100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-7611
Fax: 515-243-2149
www.ahlerslaw.com
Jason L. Comisky
515.246.0337
jcomisky@ahlerslaw.com

November 10, 2016

Via email with hardcopy to follow

Mr. Russ Behrens
City Manager
City of Grinnell
927 - 4th Avenue
Grinnell, Iowa 50112

RE: Representation

Dear Mr. Behrens:

Our firm is privileged to represent the City of Grinnell, Iowa ("City") on several legal matters including, but not limited to, economic development and finance matters. We enjoy this relationship and appreciate the opportunity to serve the City. Recently, the City asked us to advise and provide assistance with regard to a new urban renewal project within the City ("City Representation"). As a part of the City Representation, we must draft, review and evaluate a development agreement by and between the City and Casey's General Stores, Inc. ("Casey's").

Our firm, on occasion and currently, represents Casey's, on several legal matters including, but not limited to, general business, litigation, employment, environmental and commercial real estate matters unrelated to the development agreement noted above ("Casey's Representation"). While we do not believe our representation of both parties in unrelated matters will present a direct conflict of interest, it is our duty to inform you of the nature of the concurrent representation of the City and Casey's.

Because our representations of the City and Casey's are contemporaneous, such representation could be perceived as a concurrent conflict of interest under the ethical standards governing the practice of law in Iowa. From a strict legal perspective, a concurrent conflict of interest exists under Iowa rules if (1) the representation of one client will be directly adverse to another client; or (2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client, or a third person or by a personal interest of the lawyer. We do not believe that the first prong of the test will apply to this situation because we do not represent Casey's with respect to the development agreement. For the same reason, we do not think the second prong, a significant risk that our representation of Casey's in general business, litigation, employment, environmental, and commercial real estate matters will limit our representation of the City in a development agreement matter, applies. Nonetheless, we think the proper approach is to advise clients of such situations.

November 10, 2016

Page 2

The State's ethical rules allow a law firm to concurrently represent two adverse parties if (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of a claim by one client against another represented by the lawyer in the same litigation or other proceeding before a tribunal; and (4) each affected client gives informed consent, confirmed in writing. We believe confidently that our attorneys will be able to provide competent and diligent representation to each client, the representation is not prohibited by law, and there will not be an assertion of a claim as described. The purpose of this letter is to seek the written consent of the City in order to proceed. We are requesting the same consent from Casey's.

Please feel free to contact me with any questions or concerns. If you consent to the concurrent representation, please so indicate below and return a copy of this fully executed letter to my attention. Thank you.

Ahlers & Cooney, P.C.

Sincerely,

By: 
Jason L. Comisky
FOR THE FIRM

JLC:

The City Council of the City of Grinnell, Iowa hereby waives and consents to any actual, potential, or perceived conflict of interest associated with Ahlers & Cooney, P.C.'s representation of the City of Grinnell and Casey's with respect to the above referenced representations.

Dated this _____ day of _____, 2016.

CITY OF GRINNELL, IOWA

By: _____

Name: _____

Title: _____



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, NOVEMBER 21, 2016 AT 4:45 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY**

TENTATIVE AGENDA

ROLL CALL: Bly (Chair), Burnell, Hansen.

PERFECTING AND APPROVAL OF AGENDA

COMMITTEE BUSINESS:

1. Discuss complaint on dilapidated property located at 6th and Summer St.

INQUIRIES:

ADJOURNMENT



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, NOVEMBER 21, 2016 AT 5:30 P.M.
IN THE CAULKINS ROOM AT
THE DRAKE COMMUNITY LIBRARY**

AGENDA

ROLL CALL: White, Hueftle-Worley, Burnell

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Approve Brent Smith as a Grinnell Fire Department Volunteer.
2. Consider the third and final reading of an ordinance amending the No Parking section by adding no parking area (See Ordinance No. 1427).
3. Discuss policy for Special Event - Public Street Use.
4. Discuss temporary four way stops on Main Street at 7th and 9th Avenue.

INQUIRIES:

ADJOURNMENT

ORDINANCE NO. 1427

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GRINNELL, IOWA, BY AMENDING PROVISIONS PERTAINING TO NO PARKING ZONES.

BE IT ENACTED by the City Council of the City of Grinnell, Iowa:

SECTION 1. SECTION MODIFIED. Section 69.08 of the Code of Ordinances of the City of Grinnell, Iowa, 2007, is repealed and the following adopted in lieu thereof:

69.08 NO PARKING ZONES. No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

1. Beck Court, on both sides of the cul-de-sac, from Third Avenue to the point of termination.
2. First Avenue, on the north side, from Park Street to a point 83 feet west.
3. First Avenue, on the north side, from Park Street to a point 92 feet east.
4. Third Avenue, on the north side from Reed Street to the alley.
5. Eighth Avenue, on both sides, from Sunset Street to Bliss Street.
6. Tenth Avenue, on both sides, from Park Street to a point 75 feet west.
7. Eleventh Avenue, on both sides, from Sunset Drive to a point 75 feet west.
8. East Street, on both sides, from Eighth Avenue to Tenth Avenue.
9. Industrial Avenue, on both sides, from Highway 146 to the east end of Industrial Avenue.
10. Reed Street, on the west side, from Third Avenue to a point 50 feet north.
11. Reed Street, on the west side, from Fourth Avenue to a point 190 feet south.
12. Reed Street, on the east side, from Third Avenue north to a point 85 feet south of Fourth Avenue.
13. Park Street on the east side, from Sixth Avenue to a point 80 feet north.
14. Park Street on the east side, from a point 196 feet north of Sixth Avenue to a point 234 feet north of Sixth Avenue.
15. Park Street on the east side, from a point 343 feet north of Sixth Avenue to a point 373 feet north of Sixth Avenue.
16. Park Street on the east side, from a point 513 feet north of Sixth Avenue to a point 541 feet north of Sixth Avenue.
17. Park Street on the east side, from a point 39 feet north of Seventh Avenue to a point 71 feet north of Seventh Avenue.
18. Park Street on the east side, from a point 102 feet north of Seventh Avenue to a point 120 feet north of Seventh Avenue.
19. Park Street on the east side, from a point 145 feet north of Seventh Avenue to a point 163 feet north of Seventh Avenue.
20. Park Street on the east side, from a point 190 feet north of Seventh Avenue to a point 217 feet north of Seventh Avenue.
21. Park Street on the east side, from a point 294 feet north of Seventh Avenue to a point 312 feet north of Seventh Avenue.
22. Park Street on the east side, from a point 359 feet north of Seventh Avenue to a point 375 feet north of Seventh Avenue.
23. Park Street, on the east side, from a point 156 feet north of Seventh Avenue to a point 186 feet north of Seventh Avenue.
24. Park Street, on the east side, from a point 224 feet north of Seventh Avenue to a point 240 feet north of Seventh Avenue.
25. Park Street on the east side, from a point 359 feet north of Seventh Avenue to a point 375 feet north of Seventh Avenue.
26. Park Street, on the east side, from a point 156 feet north of Seventh Avenue to a point 186 feet north of Seventh Avenue.

27. Park Street, on the east side, from a point 224 feet north of Seventh Avenue to a point 240 feet north of Seventh Avenue.
28. Park Street, on the east side, from 8th Avenue to a point 75 feet south
29. Park Street, on the west side, from Sixth Avenue to Tenth Avenue.
30. Park Street on the east side from Eighth Avenue to Tenth Avenue.
31. Park Street, on both sides, from Tenth Avenue to a point 75 feet north.
32. Sunset Street, on both sides, from Eleventh Avenue to a point 40 feet south.
33. Sunset Street, on the east side, from Eleventh Avenue to a point 40 feet north.
34. Sunset Street, on the west side, from Eighth Avenue to Thirteenth Avenue.
35. Sunset Street, on the east side, from a point 49 feet south of the entrance to the school parking lot to a point 51 feet north of said entrance.
36. Sunset Street, on the east side, from a point 62 feet south of the exit from the school parking lot to a point 57 feet north of said exit.
37. Grinnell Mutual Family Aquatic Center. In the aquatic center parking lot located east of the bathhouse and all other parking that may be part of the aquatic center from 9:00 p.m. to 6:00 a.m. June 1 to September 1. There shall be no parking outside these dates except as authorized in writing by the Chief of Police.
38. Eighth Avenue, on both sides, from East Street to Elm Street except on Sunday parking is allowed on the south side of Eighth Avenue.
39. Eighth Avenue, on the south side, from East Street to a point 40 feet east.
40. Reed Street, on the east side, from Eighth Avenue to a point 100 feet south.
41. Reed Street, on the west side, from Eighth Avenue to a point 110 feet south.
42. Prairie Street, on the east side, from Eighth Avenue to a point 246 feet south.
43. Prairie Street, on the west side, from Eighth Avenue to a point 42 feet south.
44. Ninth Avenue, on the south side, from east curb line of Hobart Avenue to a point 175 feet east.
45. Tenth Avenue, on the south side, from East Street to Park Street.
46. Prince Street, on the west side, from the back of the south curb of Eighth Avenue to a point 219 feet south of Eighth Avenue.
47. Tenth Avenue, on the north side, from East Street to Park Street.
48. Seventh Avenue, on the south side, from Broad Street to Park Street.
49. Ninth Avenue, on the south side, from Broad Street to Park Street.
50. Blakely Circle, west side in its entirety.
51. Fourth Avenue, on the north side from Park Street to a point 186 feet west.
52. Fourth Avenue, on both sides, from Spring Street to Pearl Street.
53. Fourth Avenue, on the south side, from West Street to Spring Street.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the _____ day of _____, 2016, and approved this _____ day of _____, 2016.

Mayor

ATTEST: _____
City Clerk



PUBLIC STREET USE: POLICY

PUBLIC STREET AND RIGHT-OF-WAY USE FOR SPECIAL EVENTS

The purpose of this policy is to provide a system that ensures that events held on public streets are done safely, with a high level of communication among all impacted parties, and to coordinate necessary resources. Special street use activities will be allowed if the impact to traffic is properly handled and can be safely arranged. In order to properly analyze a request for an event, the City needs ample time to consider the request. All forms shall be filled out completely and submitted to the Office of the City Clerk a minimum of 30 calendar days prior to the event.

It is the policy of the city of Grinnell that all traffic control devices will be provided and placed approved by city staff. If they are provided by the event organizers they must meet the current Manual for Uniform Traffic Control Devices. The **Harmless Release, Indemnification, and Insurance Form** will be filled out and signed by the requestor and along with two witnesses representing the requesting organization and then submitted as part of the permit packet for the application. The city shall be listed as an additional insured for the event covering property damage, personal injury, and death with minimum limits of not less than \$1,000,000 per occurrence. The requestor shall submit a Google Earth map showing the location of the event with proposed street closure boundaries. If the event will involve the sale or serving of alcohol please demonstrate the location of the sale and service area on the map also. Please also detail the date, time, and duration of the event, including hours of alcohol sales and hours of any entertainment that might be included such as music, races, play features, etc. A minimum of ten feet (10') clearance must be maintained through the event area for emergency access.

All events require a \$500 cleaning and damage deposit that will be refunded if the event area is free from damage and litter. This must be submitted as part of the request packet. No pavement markings of any type are allowed unless placed by approved city staff.

The following are the types of events that have been supported in the past:

- Block Parties.
- Free Speech/First Amendment Demonstrations.
- Races, Marathons, Walks, Cycling Events, etc.
- Car Shows.
- Parades.
- Parking Variance and Dumpster Staging.
- Seasonal Retail Events.
- Festivals.

INSTRUCTIONS

In order to provide adequate time for review by city staff and communication with impacted parties, a complete event request packet must be submitted thirty (30) calendar days prior to the start of the event. Only the Mayor and City Council can allow a deviation from this requirement. Requestors should submit a **Site Plan -Google Earth Map** showing the event area, locations of suggested street closure, location of alcohol sales and service area if any, location of stages, location of toilet facilities, rides, vendor locations and names, water/power sources, and other information that the requestor believes will help describe their event.

The requestor must also submit the **Public Street Use: Event Petition** as a part of the request packet. This petition must be signed by at least 70% of the tenant residents in the impacted area for the request to be considered. As a point of clarification, a single apartment should only submit one signature and a single business should submit only one signature. The complete request packet will then be distributed to all City departments, the Grinnell Chamber of Commerce, and posted on the city of Grinnell website within 48 hours of receipt of a complete request packet. Requests will then be placed on the agenda of the Grinnell City Council Public Safety Committee for review and consideration. Requestors will be made aware of the date, time, and location of the meeting and are encouraged to attend.

A complete request shall include:

- Public Street Use: Application.
- Public Street Use: Harmless Release, Indemnification, and Insurance Form.
- Public Street Use: Event Petition.
- Site Plan - Google Earth Map as explained above.
- Weather Plan.
- \$500 Cleaning and Damage Deposit.

The city of Grinnell reserves the right to assess a charge for special events that require substantial resources, such as police services, barricades, street sweeping, labor for cleanup, or other services. The threshold for substantial resources shall be \$1,000 or more as determined using the City of Grinnell Rental Policy Manual and hourly employee rates including wages and benefits.

If authorized, the permit will be issued by the Grinnell City Clerk. Approval of this permit does not authorize the sale of alcohol. The sale, service, and consumption of alcoholic beverages is subject to a separate and distinct City permit process and is subject to Iowa Alcoholic Beverages Division regulations, licensing, and permit requirements. Certain vendors may require additional permitting from the city of Grinnell.

This Public Street and Right-of-Way Use for Special Events permitting process will be waived for events sponsored by the city of Grinnell.

For additional information or to submit a request please contact:

Grinnell City Clerk
520 4th Avenue
Grinnell, Iowa 50112
641-236-2600
kcmelik@grinnelliowa.gov



PUBLIC STREET USE: APPLICATION

Type of Activity:

- | | |
|---|---|
| <input type="checkbox"/> Block Party <input type="checkbox"/> Parade <input type="checkbox"/> Walk-A-Thon <input type="checkbox"/> Foot Race <input type="checkbox"/> Other _____ | <input type="checkbox"/> Bicycle Race <input type="checkbox"/> Parking Variance <input type="checkbox"/> Dumpster/Construction Staging <input type="checkbox"/> Police/Traffic |
|---|---|

Explanation:

Sponsor:

| | | | |
|---------|-------|-------|----------|
| Name | Phone | Email | |
| _____ | | | |
| Address | City | State | Zip Code |

Contact Person:

| | | | |
|---------|-------|-------|----------|
| Name | Phone | Email | |
| _____ | | | |
| Address | City | State | Zip Code |

Date(s) of Activity: _____

Time(s): _____ AM/PM to _____ AM/PM

Activity Location/Route (attach map/sketch) _____

Sponsor Organization

Witness Signatures:

For Department Review: Please respond by _____ ; otherwise it will be assumed that you don't have comments or objections to this request.

Department File Copy Only _____



PUBLIC STREET USE: HARMLESS RELEASE & INDEMNIFICATION

In consideration for the granting of permission by the City of Grinnell, Iowa to the undersigned for the use of the following described property:

For the following purpose only: _____

On the following date(s): _____

The undersigned agrees to defend, indemnify and hold harmless the City of Grinnell, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Grinnell to defend at its own expense the City of Grinnell, its agents, officers and employees from any action or proceeding against the City of Grinnell, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Grinnell, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this _____ day of _____, 20 ____.

By: _____

Title: _____



PUBLIC STREET USE: INSURANCE REQUIREMENTS

1. _____ shall furnish a signed Certificate of Insurance to the City of Grinnell, Iowa for the coverage required in Exhibit I prior to effective date of permit. Each certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent. Each certificate shall include a statement under Description of Operations as to why issued. EG: Project # _____.
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Iowa and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate shall be furnished to the clerk's office of the City of Grinnell.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Grinnell. Failure to obtain or maintain the required insurance shall be considered a material breach of this agreement.
5. All required endorsements to various policies shall be attached to Certificate of Insurance.
6. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the provider identifying and listing in writing all deviations and exclusions that differ from the ISO form.
7. Provider shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. If provider's limits of liability are higher than the required minimum limits, then the provider's limits shall be this agreement's required limits.
8. Whenever an ISO form is referenced, the current edition of the form must be used.

Public Street Use: Insurance Requirements (cont'd)

Exhibit I

A) COMMERCIAL GENERAL LIABILITY

| | |
|---|-------------|
| General Aggregate Limit | \$2,000,000 |
| Products-Completed Operations Aggregate Limit | \$1,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Fire Damage Limit (any one occurrence) | \$ 50,000 |
| Medical Payments | \$ 5,000 |

- a) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BO0002. All deviations from the standard ISO commercial general liability form CG0001, or Business owners form BP0002, shall be clearly identified.
- b) Include endorsement indicating that coverage is primary and non-contributory.
- c) Include additional insured endorsement for:
 - The City of Grinnell, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG2026.

B) AUTOMOBILE LIABILITY \$1,000,000 (Combined Single Limit)

C) LIQUOR LIABILITY \$1,000,000
(only if alcoholic beverages served)



PUBLIC STREET USE: SITE PLAN

Instructions for creating the site plan:

Site Maps:

Site maps are recommended from www.maps.google.com.

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.)
- Proposed parking
- Fire vehicle and residential traffic access
- Waste management sites

Please note: Run/Walk (road races) events require a detailed map indicating the route to be taken during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply



PUBLIC STREET USE: WEATHER PLAN

Please complete and include this page with the application pages.

1. How do you plan to track inclement weather?

Examples include:

National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s).

Cell phone notification to on-site contact person(s).

2. Who is responsible for getting the word out to attendees regarding inclement weather condition and how will they do it?

3. Where will your attendees seek shelter and has permission been granted for the space(s)?

4. Alternative rain date and/or contingent weather plan:
(Cancellation of event, rescheduling, rain delay, etc.)

5. Other related information:



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, NOVEMBER 21, 2016 AT 6:15 P.M.
IN THE CAULKINS ROOM AT THE DRAKE COMMUNITY LIBRARY**

TENTATIVE AGENDA

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

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Update on oil spill that impacted wastewater system.
2. Consider approval of resolution approving an engineering services agreement with Clapsaddle-Garber Associates, Inc. for Fuel Tank Improvements (See Resolution No. 2016-217).

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2016-217

RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH CLAPSADDLE-GARBER ASSOCIATES, INC FOR THE FUEL TANK IMPROVEMENT PROJECT AT THE GRINNELL REGIONAL AIRPORT

WHEREAS, the City Council of the city of Grinnell intends to make improvements to the fuel tanks located at the Grinnell Regional Airport, in accordance with FAA standards;

WHEREAS, the City anticipates a grant for said improvements from the State Aviation Administration;

WHEREAS, the city desires the engineer to proceed with the planning and engineering services necessary to accomplish the improvements of a snow removal equipment storage building.;

WHEREAS, the engineering services agreement outlines the terms and conditions needed for said develop, and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Grinnell, Iowa, that the Mayor and City Clerk are hereby directed and authorized to sign an engineering services agreement with Clapsaddle-Garber Associates, Inc. as the engineers of the fuel tank improvements project.

Passed and approved this 21st day of November 2016.

Gordon Canfield, Mayor

ATTEST:

P. Kay Cmelik, City Clerk/Finance Director

Engineering Services Agreement



THIS AGREEMENT made this _____ day of _____, 2016, by and between the City of Grinnell, Iowa, hereinafter called the *Owner*, and Clapsaddle-Garber Associates, Inc., a corporation legally formed under the provisions of Chapter 496A of the 1966 Code of Iowa, hereinafter called the *Engineer*.

WHEREAS, the Owner requires professional engineering services from the Engineer for the project described as:

Fuel Tank Improvements
Grinnell Regional Airport
Grinnell, Iowa

WITNESSETH that for and in consideration of the mutual covenants and promises between the parties hereto, it is agreed as follows:

1. Engineer

The ENGINEER AGREES to perform the following engineering services for the Project:

- a. **General.** The Engineer has reviewed the site of the Project and the engineering services involved and the Engineer shall serve as the Owner's professional representative in the engineering services required for the Project, and shall give consultation and advice to the Owner during the performance of his services.

The Engineer shall secure and maintain such insurance as will protect him from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this Agreement.

- b. **Scope of Engineering Services.** The Engineer shall accomplish those tasks described in Attachment A – *Scope of Engineering Services*.
- c. **Time Schedule for Execution of Engineering Services.** It is estimated the engineering time required to accomplish the *Scope of Engineering Services* will be one hundred fifty (150) calendar days from the authorization to proceed. The Engineer acknowledges the importance to the Owner of the Project schedule and agrees to put

forth reasonable efforts in performing the service with due diligence under this Agreement. The Owner understands, however, that the Engineer's performance must be governed by sound professional practices and will be affected by outside influences beyond the Engineer's control.

- d. **Additional Special Services.** When requested in writing by the Owner, Engineer shall furnish or obtain from others "Additional Special Services" not described in the *Scope of Services* included in this Agreement. The scope of the Additional Special Services and the related cost shall be negotiated as the need arises.

2. Owner

The OWNER AGREES to provide the Engineer with complete information concerning the requirements of the Project and to perform the following services:

- a. **Access to the Work.** The Owner shall guarantee access to and make all provisions for the Engineer to enter upon public land as required for the Engineer to perform such work as surveys and inspections in the development of the Project. The Engineer will contact private property owners for permission of entry to private lands.
- b. **Consideration of the Engineer's Work.** The Owner shall give thorough consideration to all reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Engineer, and shall inform the Engineer of all decisions within a reasonable time so as not to delay the work of the Engineer.
- c. **Legal Requirements.** The Owner shall hold promptly all required special meetings, serve all required public and private notices, receive and act upon all protests, and fulfill all requirements necessary in the development of the Project, and pay all costs incidental thereto.

3. The Owner's Payments to the Engineer

a. General

- 1) Abandoned or Suspended Work. If any work performed by the Engineer is abandoned or suspended in whole or in part, the Engineer shall be paid for costs incurred prior to receipt of written notice from the Owner of such abandonment or suspension, together with any terminal expenses resulting therefrom, and including a reasonable profit.
- 2) Payment to the Engineer. Payment shall be due and payable from monthly statements. Payments not received within thirty (30) days of the invoice date shall be subject to an interest charge of eighteen percent (18%) per annum from the date of the invoice.
- 3) Collection. In the event legal action is necessary to enforce the payment provisions of this Agreement, Engineer shall be entitled to collect from Owner any judgment or settlement sums due, reasonable attorney's fees, court costs,

and expenses incurred by Engineer in connection with such collection action, computed at Engineer's prevailing fee schedules and expense policies.

- b. **Payments for Design and Construction Services.** The Owner shall pay the Engineer a fixed fee in accordance with the following:

| | | |
|----------|---|----------------|
| Task 1.0 | Design..... | \$22,800 |
| Task 2.0 | Bid Letting..... | \$4,100 |
| Task 3.0 | Distribution of Plans and Specifications | \$1,300 |
| Task 4.0 | Grant Administration..... | \$5,200 |
| Task 5.0 | Contract Administration | \$13,600 |
| Task 6.0 | Construction Staking | \$1,100 |
| Task 7.0 | Construction Observation | \$5,600 |
| Task 8.0 | Construction Testing | \$1,500 |
| Task 8.0 | Spill Prevention, Control and Countermeasure Plan | \$4,000 |
| | | Total \$59,300 |

4. Conditions

The OWNER and ENGINEER FURTHER AGREE to the following conditions:

- a. **Termination of Contract.** The Engineer may terminate this Agreement upon giving the Owner five (5) calendar days' prior written notice for any of the following reasons:
1. Breach by the Owner of any material term of the Agreement including but not limited to Payment Terms.
 2. Material changes in the conditions under which the Agreement was entered into.
 3. Failure of the parties hereto to reach accord on the fees and charges for any Additional Services required.
 4. Actions under this Agreement which may expose the Engineer to claims or other charges filed by persons to whom the Engineer owes a duty of care.

The Owner shall within thirty (30) calendar days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

The Owner may terminate this Agreement:

1. The Owner may, by written notice, terminate this contract in whole or in part at any time, either for the Owner's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the Owner.
2. If the termination is for the convenience of the Owner, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit or unperformed services.

3. If the termination is due to failure to fulfill the Engineer's obligations, the Owner may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Engineer shall be liable to the Owner for any additional cost occasioned to the Owner thereby.
4. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Engineer had not so failed, the termination shall be deemed to have been effected for the convenience of the Owner. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.
5. The rights and remedies of the Owner provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

In the event the Owner's funds for this project are substantially reduced or totally withdrawn, the Owner shall have the right, at its option, to renegotiate or terminate this Agreement

- b. **Suspension of Services:** If the project is suspended for more than thirty (30) calendar days in the aggregate by the Owner, the Engineer shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, the Engineer may, at his option, terminate this Agreement upon giving notice in writing to the Owner.

If the Owner fails to make payments when due or otherwise is in breach of the Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Owner. The Engineer shall have no liability whatsoever to the Owner for any costs or damages as a result of such suspension caused by any breach of the Agreement by the Owner.

- c. **Dispute Resolution.** In an effort to resolve any conflicts that arise during the design or construction of the Project or following the completion of the Project, the Owner and the Engineer agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
- d. **Ownership of Documents.** All documents including plans and specifications prepared by the Engineer pursuant to this Agreement are instruments of service in the Project. They are not intended or represented to be suitable for reuse by the Owner or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by the Engineer for the specific purpose intended will be at the Owner's sole risk and without liability or legal exposure to the Engineer; and the Owner shall indemnify and hold harmless the Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Owner and the Engineer.

- e. **Opinion of Probable Cost.** Statements of probable construction costs and detailed cost estimates prepared by the Engineer represent his best judgment as a design professional familiar with the construction industry. It is recognized, however, that the Engineer has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the Engineer does not guarantee that any actual cost will not vary from any cost estimate prepared by the Engineer.
- f. **Certificate of Merit.** The Owner shall make no claim (whether directly, in the form of a third-party claim, or for indemnity) against the Engineer unless the Owner shall have first provided the Engineer with a written certification executed by an independent Engineer licensed in Iowa to practice in the same discipline as the Engineer specifying those acts or omissions which the certifier contends constitutes a violation of the standard of care expected on an Engineer performing professional services under similar circumstances and upon which the claim will be premised. Such certification shall be provided to the Engineer thirty (30) days prior to the presentation of, and shall be a precondition to any such claim or the institution of, any arbitration or judicial proceeding.
- g. **Jobsite Safety.** Neither the professional activities of the Engineer, nor the presence of the Engineer's employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the *Contract Documents* and any health or safety precautions required by any regulatory agencies. The Engineer's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety.
- h. **Successors and Assigns.** This agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and the Engineer, respectively, and his partners, successors, assigns, and legal representatives. Neither the Owner nor the Engineer shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.
- i. **Equal Opportunity/Affirmative Action.** The Engineer is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders and rules of the Iowa Department of Management, pertaining to equal employment opportunity and affirmative action. The Engineer with regard to the work performed by it, will not discriminate on the grounds of race, religion, age, physical disability, color, sex or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment.
- j. **Records Retention.** The Engineer shall retain all records pertaining to the contract for three years from the date of final payment for inspection and audit by local or state officials or their authorized representatives.

- k. **Severability.** If any section, provision or part of this Agreement shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional

5. Defend and Hold Harmless Agreement

Engineer shall defend, indemnify and save harmless the City of Grinnell, the Iowa DOT and the State of Iowa its agencies, agents, employees and assignees from all claims and liabilities due to design error, omission or negligent act of Engineer, its members, agents, stockholders, or employees, in connection with performance of this Agreement.

6. Attachments

The following attachments are included as part of this Agreement:

- Attachment A – *Standard Contractual Terms and Conditions*
- Attachment B – *Scope of Engineering Services*

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

OWNER

City of Grinnell, Iowa

By: _____

Title: _____

Attested by:

Title: _____

ENGINEER

Clapsaddle-Garber Associates, Inc.

By: Michael C. Beards

Title: Executive Vice President

Attested by:

Joseph B. [Signature]

Title: Project Manager

ATTACHMENT A
Standard Contractual Terms and Conditions

THE ATTACHED AGREEMENT by and between the *Owner*, and **Clapsaddle-Garber Associates, Inc.**, a corporation legally formed under the provisions of Chapter 496A of the 1966 Code of Iowa, hereinafter called the *Engineer/Surveyor*.

WHEREAS, the Owner requires professional engineering and/or professional land surveying services from the Engineer/Surveyor for the project described in the attached agreement.

WITNESSETH that for and in consideration of the mutual covenants and promises between the parties hereto, it is agreed as follows:

1. **Engineer/Surveyor**

The ENGINEER/SURVEYOR AGREES to perform the described services for the Project:

a. **General.** The Engineer/Surveyor has reviewed the site of the Project and the services involved and the Engineer/Surveyor shall serve as the Owner's professional representative in the engineering /surveying services required for the Project, and shall give consultation and advice to the Owner during the performance of his services.

The Engineer/Surveyor shall secure and maintain such insurance as will protect him from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this Agreement.

b. **Scope of Engineering or Land Surveying Services.** The Engineer/Surveyor shall perform those tasks described in the attached agreement.

c. **Time Schedule for Execution of Engineering Services.** The Engineer/Surveyor acknowledges the importance to the Owner of the Project schedule and agrees to put forth reasonable efforts in performing the service with due diligence under this Agreement. The Owner understands, however, that the Engineer's/Surveyor's performance must be governed by sound professional practices and will be affected by outside influences beyond the Engineer's/Surveyor's control. The schedule is indicated in the attached agreement.

d. **Additional Special Services.** When requested in writing by the Owner, the Engineer/Surveyor shall furnish or obtain from others, "Additional Special Services" not described in the *Scope of Services* included in this Agreement. The scope of the Additional Special Services and the related cost shall be negotiated as the need arises.

2. **Owner**

The OWNER AGREES to provide the Engineer/Surveyor with complete information concerning the requirements of the Project and to perform the following services:

a. **Access to the Work.** The Owner shall guarantee access to and make all provisions for the Engineer/Surveyor to enter upon public land as required for the Engineer/Surveyor to perform such work as surveys and site visits in the development of the Project. The Engineer/Surveyor will contact private property owners for permission of entry to private lands.

b. **Consideration of the Engineer's/Surveyor's Work.** The Owner shall give thorough consideration to all reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Engineer/Surveyor, and shall inform the Engineer/Surveyor of all decisions within a reasonable time so as not to delay the work of the Engineer/Surveyor.

c. **Legal Requirements.** The Owner shall hold promptly all required special meetings, serve all required public and private notices, receive and act upon all protests and fulfill all requirements necessary in the development of the Project, and pay all costs incidental thereto.

d. **Information Provided by Others.** The Owner shall furnish, at the Owner's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Engineer may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

3. **The Owner's Payment to the Engineer/Surveyor**

a. **General:**

(1) **Abandoned or Suspended Work.** If any work performed by the Engineer/Surveyor is abandoned or suspended in whole or in part, the Engineer/Surveyor shall be paid for costs incurred prior to receipt of written notice from the Owner of such abandonment or suspension, together with any terminal expenses resulting therefrom, and including a reasonable profit.

(2) **Payments to the Engineer/Surveyor** shall be due and payable from monthly statements. Payments not received within thirty (30) days of the invoice date shall be subject to an interest charge of eighteen percent (18%) per annum on balances over thirty (30) days old.

(3) **Collection.** In the event legal action is necessary to enforce the payment provisions of this Agreement, Engineer/Surveyor shall be entitled to collect from Owner any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Engineer/Surveyor in connection with such collection action.

b. **Payments for Services.** The Owner shall pay the Engineer/Surveyor as defined in the attached agreement.

4. **Conditions**

The OWNER and ENGINEER/SURVEYOR FURTHER AGREE to the following conditions:

a. **Termination of Contract.** The Owner may terminate this Agreement at any time with or without cause upon giving the Engineer/Surveyor five (5) calendar days' prior written notice. The Engineer/Surveyor may terminate this Agreement upon giving the Owner five (5) calendar days' prior written notice for any of the following reasons:

- 1) Breach by the Owner of any material term of the Agreement including, but not limited to, payment terms.
- 2) Material changes in the conditions under which this Agreement was entered into.
- 3) Failure of the parties hereto to reach accord on the fees and charges for any additional services required.
- 4) Actions under this Agreement which may expose the Engineer/Surveyor to claims or other charges filed by persons to whom the Engineer/Surveyor owes a duty of care.

The Owner shall within thirty (30) calendar days of termination, pay the Engineer/Surveyor for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

The rights and remedies of the Owner and the Engineer/Surveyor provided in this clause are in addition to any other rights and remedies provided by law or under this Contract.

- b. **Dispute Resolution.** In an effort to resolve any conflicts that arise during the design or construction of the Project or following the completion of the Project, the Owner and the Engineer/Surveyor agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
- c. **Ownership of Documents.** All documents including survey documents, plans, and specifications prepared by the Engineer/Surveyor pursuant to this Agreement are instruments of service in the Project. They are not intended or represented to be suitable for reuse by the Owner or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by the Engineer/Surveyor for the specific purpose intended will be at the Owner's sole risk and without liability or legal exposure to the Engineer/Surveyor; and the Owner shall indemnify and hold harmless the Engineer/Surveyor from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle the Engineer/Surveyor to further compensation at rates to be agreed upon by the Owner and the Engineer/Surveyor.
- d. **Opinion of Probable Cost.** Statements of probable construction costs and detailed cost estimates prepared by the Engineer/Surveyor represent his judgment as a design professional familiar with the construction industry. It is recognized, however, that the Engineer/Surveyor has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the Engineer/Surveyor does not guarantee that any actual cost will not vary from any cost estimate prepared by the Engineer/Surveyor.
- e. **Certificate of Merit.** The Owner shall make no claim (whether directly, in the form of a third-party claim, or for indemnity) against the Engineer/Surveyor unless the Owner shall have first provided the Engineer/Surveyor with a written certification executed by an independent Engineer/Surveyor licensed in Iowa to practice in the same discipline as the Engineer/Surveyor specifying those acts or omissions which the certifier contends constitutes a violation of the standard of care expected of an Engineer/Surveyor performing professional services under similar circumstances and upon which the claim will be premised. Such certification shall be provided to the Engineer/Surveyor thirty (30) days prior to the presentation of, and shall be a precondition to any such claim or the institution of, any arbitration or judicial proceeding.
- f. **Jobsite Safety.** Neither the professional activities of the Engineer/Surveyor, nor the presence of the Engineer's/Surveyor's employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the *Contract Documents* and any health or safety precautions required by any regulatory agencies. The Engineer's/Surveyor's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety.

g. **Successors and Assigns.** This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and the Engineer/Surveyor, respectively, and his partners, successors, assigns, and legal representatives. Neither the Owner nor the Engineer/Surveyor shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

h. **Construction Observation.** If included in the Agreement, the Engineer shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed in writing by the Owner and the Engineer, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work, but rather are to allow the Engineer, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the Engineer shall keep the Owner informed about the progress of the Work and shall endeavor to guard the Owner against deficiencies in the Work. If the Owner desires more extensive project observation or fulltime project representation, the Owner shall request that such services be provided by the Engineer as Additional Services in accordance with the terms of this Agreement.

The Engineer shall not supervise, direct or have control over the Contractor's work, not have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

5. **Shop Drawing Review.** The Engineer shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Engineer's review shall be conducted with reasonable promptness while allowing sufficient time in the Engineer's judgment to permit adequate review. Review of a specific item shall not indicate that the Engineer has reviewed the entire assembly of which the item is a component. The Engineer shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Engineer in writing by the Contractor. The Engineer shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

Attachment B
Scope of Engineering Services
Fuel Tank Improvements
Grinnell Regional Airport

This project involves Fuel Tank Improvements at the Grinnell Regional Airport. CGA will provide engineering services in connection with the planning, preparation of bidding documents, and provide consultation services required for implementation of the project. The project is being funded in part with a grant in aid from the Iowa Department of Transportation.

Task 1.0 - Design

- 1.1 Geotechnical Investigations. Geotechnical investigations will not be performed as part of this project.
- 1.2 Collect Topo & Draft Background. Topographic data for the project area will be collected using electronic field collection techniques. This data will then be downloaded and drafted in the office to provide a background CAD drawing to be used for planning and development of the project site plan.
- 1.3 Cover Sheet. The cover sheet shall provide pertinent project information such as project title, general description of the work, project numbers, location map, index to the plan sheets, and designer certification.
- 1.4 Symbols, Legend and Information Sheet. This sheet shall contain symbols used throughout the plan set, project bench mark descriptions, and a tabulation of horizontal control points.
- 1.5 Project Layout and Safety Plan Sheet. This sheet will provide a general layout of the project and denote the contractor's access, assembly and storage areas. This sheet will also address project safety requirements. The contractor shall be solely and exclusively responsible for the safety of the airport users as it relates to construction activities.
- 1.6 Existing Conditions and Demolition Plan. This sheet will detail the existing conditions of the project site as collect under Task 1.2. Additionally this sheet will detail tanks and appurtenances to be removed or relocated as part of this project.
- 1.7 Project Quantities Sheet. The project quantities sheet will include identification of project bid items, specification references, plan quantities and a location to tabulate final quantities as part of the record drawings. In addition, any special reference notes for the bid items will be included.
- 1.8 Site Plan. We will prepare a site plan depicting project dimensions, grades, elevations, drainage, layout, other construction details and notes related to the

Fuel Tank Improvements project.

- 1.9 Project Manual. We will prepare a project manual utilizing the Iowa Statewide Urban Designs and Specifications (SUDAS) Design Manual for the solicitation of bids in accordance with a formal competitive bid process. The bid documents will consist of a Notice to Bidders and Notice of Public Hearing, Instructions to Bidders, Form of Proposal, Iowa DOT Targeted Small Business Requirements, Form of Bid Bond, Form of Contract, Form of Performance, Payment and Maintenance Bond, Insurance Requirements, Additional Requirements, Special Provisions, and applicable Advisory Circulars. We will prepare Reference Specifications describing materials, work to be performed, method of measurement, method of payment and any specific features required by the City of Grinnell.
- 1.10 Progress Meetings. Occasional meetings with the Owner or the Owner's representatives will be held to obtain input and to coordinate the design process and decisions.
- 1.11 Quality Control Review. We will provide preliminary plans and specifications to the City of Grinnell, the Iowa DOT for review along with conducting an internal quality control review. We will then prepare final plans and specifications incorporating comments identified during this review process.

Task 2.0 - Bid Letting

- 2.1 Opinion of Probable Costs. We will provide an opinion of probable construction cost based on plan quantities.
- 2.2 Advertising. We will assist the City of Grinnell in publication of appropriate legal notices, providing notice to various plan room clearing houses and directly notifying contractors of the proposed construction work. In addition, we will answer contractors' questions and issue any addenda required during the bidding period.
- 2.3 Bid Opening and Award. We will assist the City of Grinnell in securing and opening of bid proposals. Provide the tabulation and analysis of bids, and the city acceptance of the bid award to the Iowa DOT. After receiving the concurrence we will assist the City of Grinnell in preparing signatory copies of the construction contract.

Task 3.0 – Distribution of Plans and Specifications

- 3.1 Distribution of Plans and Specifications. We will print and distribute paper copies of the project's contract documents to prospective bidders, subcontractor suppliers and contractor plan room services as provided for under the laws of the State of Iowa.

Task 4.0 – Grant Administration

- 4.1 Claim for Reimbursement. We will track the project costs, gather invoices and prepare for the City of Grinnell’s signature and submission, Iowa DOT form 291108 “Claim for Reimbursement of Project Costs.” The City of Grinnell will provide copies of cancelled checks documenting payment of the invoices.

Task 5.0 - Contract Administration

- 5.1 Preconstruction Conference. We will prepare an agenda, organize and attend a meeting with the Contractor, Subcontractors, Subconsultants, Airport Authorities, Owner, and the IDOT to establish construction schedules, coordinate subcontractors, and establish communications for the project during construction. After the meeting we will prepare and distribute minutes of the conference.
- 5.2 Submittal Reviews and Coordination. The Contractor will be required to submit various submittals and approval data for the project. The submittals will be checked for compliance with the plans and specifications.
- 5.3 Construction Progress Payments. Monthly payments will be made by the Owner to the prime contractor for the construction work. Tabulations of the construction quantities satisfactorily completed and their related cost will be prepared and a recommendation for payment in accordance with the construction contract will be made.
- 5.4 Visits to the Site. A Professional Engineer will make occasional visits to the construction site to check the general quality and quantity of the Contractor's work. Based on information obtained during such visits, determine in general if such work is proceeding in accordance with the Contract and keep the City of Grinnell informed of the progress.
- 5.5 Engineering Administration. This task involves coordination, supervision, communications, and scheduling of the engineering staff as required for this project. In addition, the Project Manager will provide engineering decisions and provide communications with the Owner and the Contractor required for administration and implementation of the project.
- 5.6 Change Orders. Prepare change orders for changes necessary in the construction for submission to the Owner and the Contractor for approval. This process shall include itemization and documentation of cost adjustments, and requesting FAA concurrence and participation in the change.
- 5.7 Engineer's Statement of Completion. When the Contractor claims final completion of the construction, a Professional Engineer shall make an inspection of the work and prepare a list of items of work or construction not acceptable or

uncompleted for the Contractor to complete or repair. A Professional Engineer will prepare a Statement of Completion along with Iowa DOT Form 291109 stating that the construction work has been substantially completed in accordance with the terms of the contract and will list the final construction quantities and costs.

- 5.8 Record Drawings. Prepare from records, reports, field plans, etc., a final copy of record plans to show changes in the work authorized and known during the construction process.

Task 6.0 - Construction Staking

- 6.1 Tank Slab Layout. The engineer will set one time the four corners of the tank slab. All other layout shall be the responsibility of the contractor.

Task 7.0 - Construction Observation

- 7.1 Resident Observation. A resident construction observer will be provided during major construction activities. Duties and responsibilities of the observer will include checking compliance of the construction with the plans and specifications, record and document the contractor's activities, prepare related reports, and serve as the Project Engineer's liaison with the contractor. Labor costs are based on part time observation of 60 hours.

Task 8.0 - Construction Testing

- 8.1 Laboratory and Field Testing. Laboratory and Field Testing will consist of subgrade/subbase quality tests, concrete slump, air content, and compressive strength tests. This task will also involve the monitoring, tabulating and review of the results.

Task 9.0- Spill Prevention, Control and Countermeasure Plan (SPCC)

- 9.1 SPCC Plan. We will prepare, for adoption by the City, a Spill Prevention, Control and Countermeasure Plan in accordance with the requirements of the EPA.