



GRINNELL CITY COUNCIL REGULAR SESSION MEETING  
**MONDAY, APRIL 20, 2020 AT 7:00 P.M.**

VIA ZOOM

<https://zoom.us/j/95070521787?pwd=Sk0zTHozdTbvSctYdlFpZnJMdUVxQT09>

***MINUTES***

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Mayor Agnew called the meeting to order at 7:00 p.m. with all the council members in attendance. Gaard joined the meeting at 7:02 p.m.

White made the motion, second by Hueftle-Worley to approve the agenda. AYES: 5-0. Motion carried.

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

1. Previous minutes as drafted from the Monday, April 6, 2020 Regular Session.
2. Previous minutes as drafted from the Thursday, April 16, 2020 Special Session.
3. Accept Retirement of Brenda McDonald, Library Assistant, effective April 26, 2020.
4. Approve ROW work for Windstream for Penrose St
5. Review Campbell Fund requests.

AYES: 6-0. Motion carried.

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

- a) Finance Committee minutes: April 6, 2020.
- b) Public Works & Grounds Committee minutes: April 6, 2020.
- c) Public Safety Committee minutes: April 6, 2020.
- d) Planning Committee minutes: April 6, 2020.
- e) Parks & Recreation Board minutes: April 13, 2020.
- f) Veterans Memorial Commission minutes: March 9, 2020.
- g) March 2020 Treasurer's Report
- h) March 2020 Monthly Building Permit Report.

**FINANCE COMMITTEE**

Wray made the motion, second by White to approve Resolution No. 2020-65 – A resolution approving lease with the Grinnell Housing Authority. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve Resolution No. 2020-66 - A resolution amending the city of Grinnell Personnel Policy Manual. AYES: 6-0. Motion carried.

Wray stated that the committee reviewed the delinquent city utility account list. No action was taken.

The CDBG COVID-19 grant proposal was approved at the April 6, 2020 meeting and the committee recommended no changes. No action was taken.

Wray made the motion, second by White to approve special Campbell Fund request from the Grinnell Optimist Club to assist in funding the annual “Backpack for Kids” program the second Saturday in August. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve a \$5,000 allocation from the Campbell Fund for Grinnell Food Coalition with the provision of a spreadsheet of recipients every two weeks and changing the income guidelines for Campbell Fund to 200% of the poverty level for six months. AYES: 6-0. Motion carried.

## **PUBLIC WORKS AND GROUNDS COMMITTEE**

Greg Roth, Veenstra & Kimm, provided the committee with an update on the Iowa Department of Natural Resources State Revolving Fund grant storm water quality projects. Hueftle-Worley shared that update. No action was taken.

Hueftle-Worley provided an update the committee received from the Building and Planning Department regarding cemetery electronic records and work done in recent months. No action was taken to.

## **PUBLIC SAFETY COMMITTEE**

White made the motion, second by Hueftle-Worley to approve upgrading Grinnell Fire Department to EMT level ambulance with transport. AYES: 6-0. Motion carried.

White stated that the committee reviewed the amended Emergency Medical Services agreement with Midwest Ambulance to provide for second out ambulance. No action was taken.

## **PLANNING COMMITTEE**

The committee reviewed draft of 2020 City Council Strategic Planning Work Session – Executive Summary along with Action Plans for the top six items. No action was taken.

Bly stated that Tyler Avis discussed the nuisance property priority list and action plan with the committee. No action was taken.

Bly shared that Avis also discussed maintenance and ongoing nuisance abatement of 11 11<sup>th</sup> Avenue with the committee. No action was taken.

**INQUIRIES**

There were no inquiries.

**ADJOURNMENT**

The Mayor declared the meeting adjourned at 7:17 p.m.

\_\_\_\_\_  
DAN F. AGNEW, MAYOR

ATTEST:

\_\_\_\_\_  
ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR  
1)



GRINNELL CITY COUNCIL SPECIAL SESSION MEETING  
**THURSDAY, APRIL 30, 2020 at 1:00 P.M.**

VIA ZOOM

<https://zoom.us/j/99060243116?pwd=cXNxWlJBdzVQdGtuc3lkejZueTVaQT09>

**MINUTES**

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Mayor Agnew called the meeting to order at 7:00 p.m. with all the council members in attendance.

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

The Mayor announced it was the time and place for the public hearing regarding Adopting the FY 2021 Budget. He asked for any comments written or verbal, for or against the Proposed Property Tax Levy. There were none.

Hueftle-Worley made the motion, second by Gaard to close the public hearing. AYES: 6-0. Motion carried.

White made the motion, second by Davis to approve Resolution No. 2020-67 - A resolution adopting FY 2021 budget. AYES: 6-0. Motion carried.

No action was taken on the amended agreement with Midwest Ambulance.

Wray asked what time would work for the Finance Committee meeting on Monday, May 4, 2020.

The meeting was adjourned at 1:05 p.m.

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DAN F. AGNEW, MAYOR

ATTEST:

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ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

**Applicant License Application ( WBN001148 )**

<b>Name of Applicant:</b> <u>Suzi's Boutique, LLC</u>		
<b>Name of Business (DBA):</b> <u>Suzi's Boutique</u>		
<b>Address of Premises:</b> <u>823 4th Avenue</u>		
<b>City</b> <u>Grinnell</u>	<b>County:</b> <u>Poweshiek</u>	<b>Zip:</b> <u>50112</u>
<b>Business</b> <u>(641) 236-0058</u>		
<b>Mailing</b> <u>823 4th Avenue</u>		
<b>City</b> <u>Grinnell</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50112</u>

**Contact Person**

<b>Name</b> <u>Susan Schmidt</u>		
<b>Phone:</b> <u>(641) 990-3548</u>	<b>Email</b> <u>suzis_boutique@yahoo.com</u>	

**Classification** Class B Native Wine Permit (WBN)

**Term:** 12 months

**Effective Date:** 05/23/2019

**Expiration Date:** 05/22/2020

**Privileges:**

Class B Native Wine Permit (WBN)

**Status of Business**

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

**Ownership**

**Susan Schmidt**

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

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

# City of Grinnell

## PUBLIC RIGHT-OF-WAY COMMUNICATIONS SYSTEM LICENSE APPLICATION ORDINANCE NO. 1060

1. Applicant: Grinnell College 1119 6th Avenue  
Name Address  
Grinnell Iowa 50112 641-269-4901  
City, State Zip Telephone
2. Contact Person: Dave Dale 1119 6th Avenue  
Name Address  
Grinnell Iowa 50112 641-990-3143  
City, State Zip Telephone

3. Application requires an engineering site plan for the proposed system that is to be placed within the City Right-of-way. Check off each of these items as they are included on the site plan:

- Plans drawn to scale.
- Street names.
- Right-of-way widths.
- Pavement widths.
- Sidewalk location and width including sidewalk ramps.
- Obstacles or improvements that are in or near the work area.  
An example of such are: existing trees, fence, drainage structures,  
Water stop-boxes, ditches, and utility vaults.
- Horizontal and vertical location and physical size of the proposed utility.
- Proposed construction work method such as "open cut" or "bore".
- N/A A drawing and explanation of concrete or asphalt restoration.
- N/A Information regarding sod work and tree replacement.
- Location of other existing utilities within the work area. one call
- N/A Typical detail sections where special attention is required for some restoration work.
- N/A Excavation soil replacement and compaction requirements. Aggregate replacement under street surfaces, soil backfill outside of 5' from edge of street surface.
- Detailed time schedule.
- Address of adjacent properties.
- Legal description of communication system location.

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.

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**Office Use Only**

<b>Fees:</b>	<b>Administrative Fee:</b>		<u><b>\$50.00</b></u>
	<b>Use Fee:</b>		
	<b>(No Additional Customers) Greater of \$100.00 or:</b>		
	<b>Linear Feet Within C-2:</b> <u>0</u>	x \$1.00	<u>0</u>
	<b>Linear Feet Outside C-2:</b> <u>80</u>	x \$0.50	<u>40</u>
		<b>Total:</b>	<b>\$ <u>90.00</u></b>

**(Additional Customers) Greater of \$100.00 or 3% Gross Revenues from Services.  
Paid annually.**

Date of Acceptance 4-23-2020

Date of Approval \_\_\_\_\_

Staff TA

## Public right of way communication license application

Grinnell College proposes to install conduit in City of Grinnell right of way for our communications system. This conduit install will included (2) conduits, each conduit being 4 inches in diameter. The attached plan shows handholds on Grinnell College property adjacent to the city road right of way.

There are four right of way crossings in this plan. Located on attached map.

New or replaced handholds on Grinnell College property.

Proposed construction work method is direct bore.

Conduit depth proposed would be 30-36 inches under the pavement, subject to approval and adjustment by city infrastructure manager.

Pavement width is 80 feet including sidewalks.

Final details determined by contractor (S&F) and City of Grinnell personnel.

Work to begin once application is approved, estimated start time in 30 days.

The mailing address is Grinnell College 1119 Sixth Avenue, Grinnell Iowa 50112

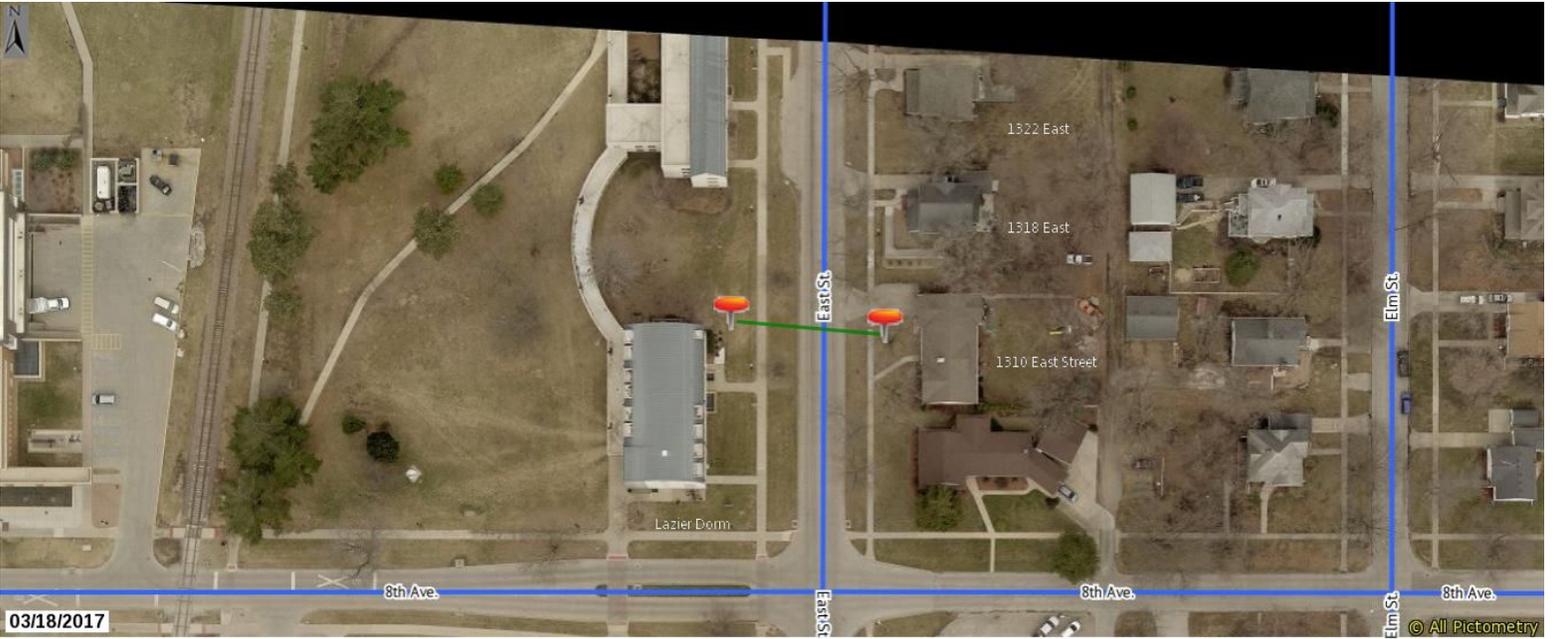
The first proposed crossing is North of 8<sup>th</sup> Avenue, under park Street, between 8<sup>th</sup> and 9<sup>th</sup> Avenue. The legal description for the first crossing is commencing at the East boundary of lot 9, block 9 in North Grinnell, Iowa, due East to the West boundary line of lot 2, block 10. The proposed easement is 20 feet by 80 feet beginning at the SE corner of lot 9, block 9, due East to the SW corner of lot 2, block 10, due north 20 feet, due West 80 feet and due South 20 feet to the beginning point in lot 9, block 9.

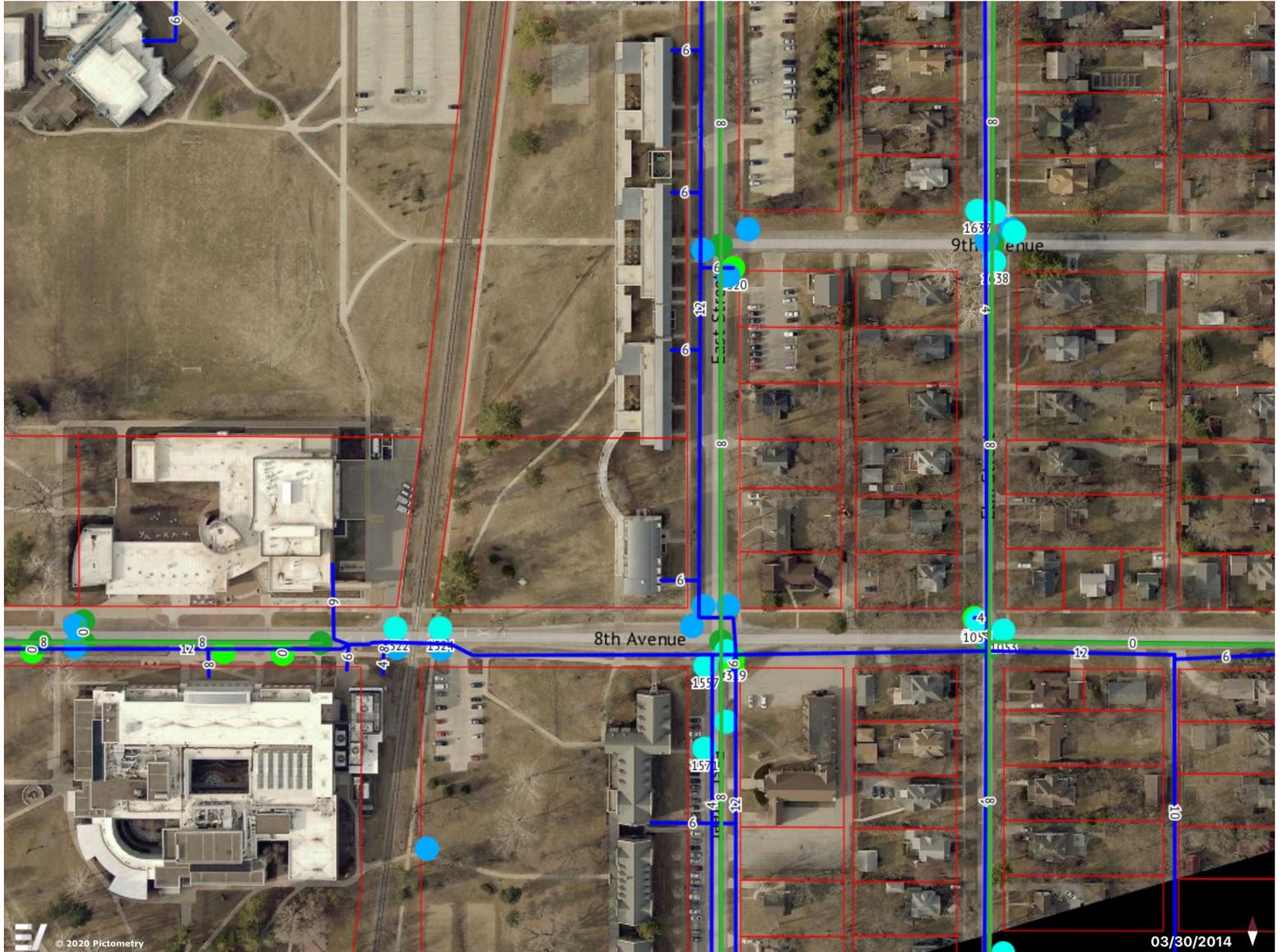
The second proposed crossing is West of Park street, under 8<sup>th</sup> Avenue, between Park Street and Broad Street. The legal description for the second crossing is commencing at the South boundary of lot 9, block 9 in North Grinnell, Iowa, due South to the North boundary line of lot 7, block 8. The proposed easement is 20 feet by 80 feet beginning at the SE corner of lot 9, block 9, due South 80 feet to the NE corner of lot 7, block 8, due West 20 feet, due North 80 feet and due East 20 feet to the beginning point in lot 9, block 9.

The third proposed crossing is West of Park street, under 7<sup>th</sup> Avenue, between Park Street and Broad Street. The legal description for the second crossing is commencing at the South boundary of lot 12, block 8 in North Grinnell, Iowa, due South to the North boundary line of lot 7, block 7. . The proposed easement is 20 feet by 80 feet beginning at the SE corner of lot 7, block 7, due South 80 feet to the NE corner of lot 7, block 7, due West 20 feet, due North 80 feet and due East 20 feet to the beginning point in lot 12, block 8.

The fourth proposed crossing is North of 6<sup>th</sup> Avenue, under park Street, between 6<sup>th</sup> and 7<sup>th</sup> Avenue. The legal description for the fourth crossing is commencing at the East boundary of lot 12, block 7 in

North Grinnell, Iowa, due East to the West boundary line of lot 1, block 12. The proposed easement is 20 feet by 80 feet beginning at the SE corner of lot 12, block 7, due East to the SW corner of lot 1, block 12, due north 20 feet, due West 80 feet and due South 20 feet to the beginning point in lot 12, block 7.





# Letter of Transmittal

To: **Jamison Brus**  
**City of Grinnell**  
**520 4<sup>th</sup> Ave**  
**Grinnell, IA 50112**

**Communication Data Link**  
**1305 SW 37<sup>th</sup> Street**  
**Grimes, Iowa 50111**  
**(515) 224-9544 • Fax: (515) 224-3993**

Date: 04-21-2020	
File Classification: Permit	Phase/Task: /
RE: Mediacom Utility Permit – 2048 West St Hwy 146	

**We are sending you:**

- Attached
- Under separate cover via \_\_\_\_\_ the following items:
- Shop drawings     Permits                       Plans                       Samples
- Specifications     Copy of letter                       Change order     \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1	4/21/2020	1	Grinnell Right-of-Way License Application
3	4/21/2020	2	Site Plan Drawing
1	4/21/2020	3	Check No. 69622 – City of Grinnell Permit Fee of \$50.00
1	4/21/2020	4	Iowa DOT Accommodation Permit (Signature Requested)
1	4/21/2020	5	Return Envelope

**These are transmitted as checked below:**

- For your information                       No exceptions taken                       Resubmit                      copies
- For your use                                       Make corrections noted                       Submit                      copies for distribution
- As requested                                       Rejected (see remarks)                       Return                      corrected copies
- For bids due \_\_\_\_\_ 20                       For review and comment
- Prints returned after loan to us                       Other \_\_\_\_\_

**Remarks:**

Please contact me with any questions.  
 (515) 224-9544  
[jbartscher@commdatalink.com](mailto:jbartscher@commdatalink.com)

Copy to: File  
 Office Location: Grimes

Signed:   
 Print name: Jeffrey L Bartscher

*If enclosures are not as noted, kindly notify us at once.*

# City of Grinnell

## PUBLIC RIGHT-OF-WAY COMMUNICATIONS SYSTEM LICENSE APPLICATION ORDINANCE NO. 1060

1. Applicant: Comm Data Link 1305 SW 37<sup>th</sup> St.  
Name Address  
Grimes, IA 50111 515-224-9544  
City, State Zip Telephone
2. Contact Person: Jeffrey Bartsch 1305 SW 37<sup>th</sup> St.  
Name Address  
Grimes, IA 50111 515-224-9544  
City, State Zip Telephone

3. Application requires an engineering site plan for the proposed system that is to be placed within the City Right-of-way. Check off each of these items as they are included on the site plan:

- Plans drawn to scale.
- Street names.
- Right-of-way widths.
- Pavement widths.
- Sidewalk location and width including sidewalk ramps.
- Obstacles or improvements that are in or near the work area.  
An example of such are: existing trees, fence, drainage structures,  
Water stop-boxes, ditches, and utility vaults.
- Horizontal and vertical location and physical size of the proposed utility.
- Proposed construction work method such as "open cut" or "bore".
- A drawing and explanation of concrete or asphalt restoration.
- Information regarding sod work and tree replacement.
- Location of other existing utilities within the work area.
- Typical detail sections where special attention is required for some restoration work.
- Excavation soil replacement and compaction requirements. Aggregate replacement under street surfaces, soil backfill outside of 5' from edge of street surface.
- Detailed time schedule.
- Address of adjacent properties.
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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. 00402520
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**Office Use Only**

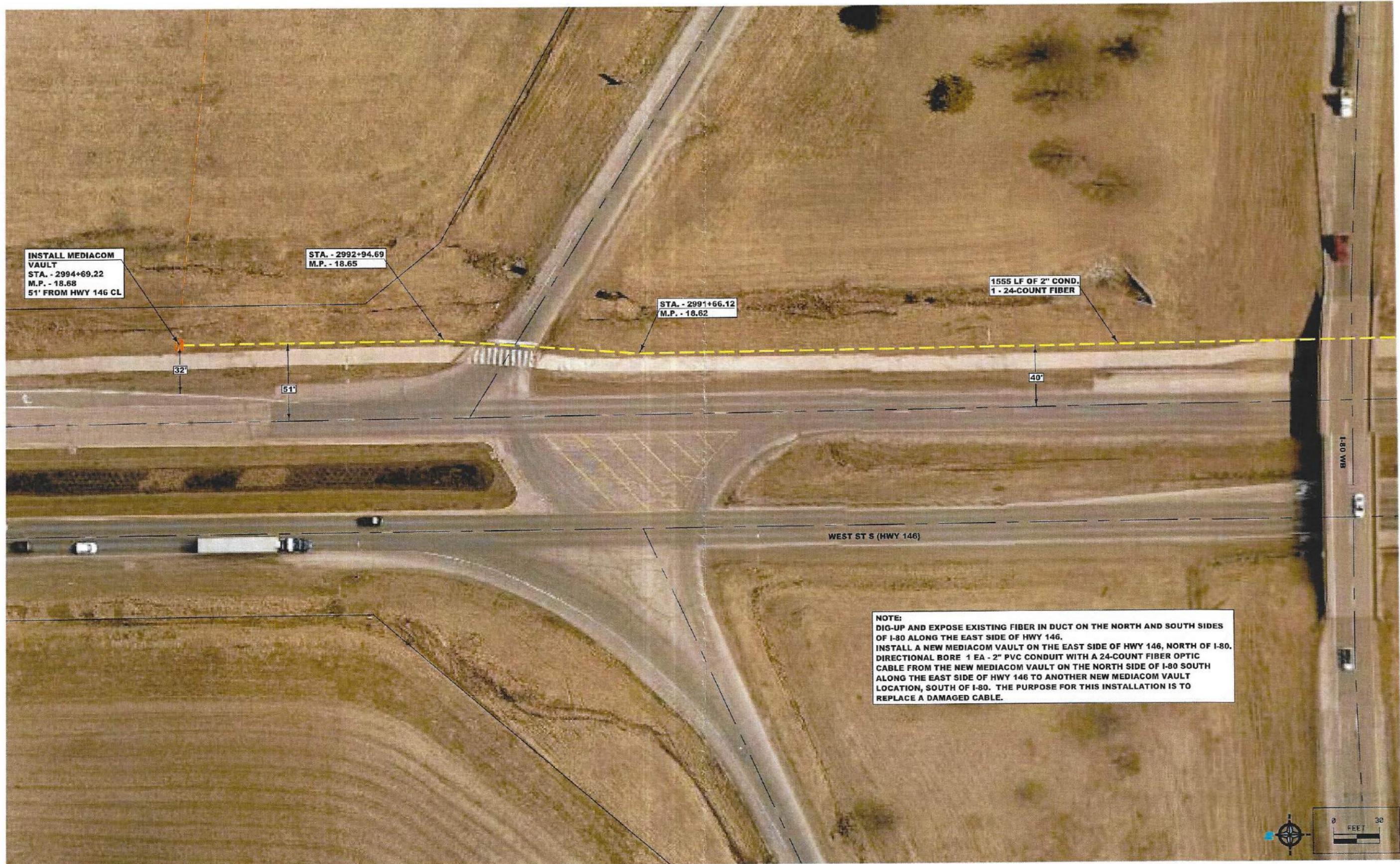
<b>Fees:</b>	<b>Administrative Fee:</b>		<u><b>\$50.00</b></u>
	<b>Use Fee:</b>		
	<b>(No Additional Customers) Greater of \$100.00 or:</b>		
	<b>Linear Feet Within C-2:</b> _____	x \$1.00	_____
	<b>Linear Feet Outside C-2:</b> _____	x \$0.50	_____
		<b>Total:</b>	\$ <u>50.00</u>

**(Additional Customers) Greater of \$100.00 or 3% Gross Revenues from Services.  
Paid annually.**

Date of Acceptance 4-27-2020

Date of Approval \_\_\_\_\_

Staff TA



**NOTE:**  
 DIG-UP AND EXPOSE EXISTING FIBER IN DUCT ON THE NORTH AND SOUTH SIDES OF I-80 ALONG THE EAST SIDE OF HWY 146.  
 INSTALL A NEW MEDIACOM VAULT ON THE EAST SIDE OF HWY 146, NORTH OF I-80.  
 DIRECTIONAL BORE 1 EA - 2" PVC CONDUIT WITH A 24-COUNT FIBER OPTIC CABLE FROM THE NEW MEDIACOM VAULT ON THE NORTH SIDE OF I-80 SOUTH ALONG THE EAST SIDE OF HWY 146 TO ANOTHER NEW MEDIACOM VAULT LOCATION, SOUTH OF I-80. THE PURPOSE FOR THIS INSTALLATION IS TO REPLACE A DAMAGED CABLE.



PROJECT NO: 117634-PCN  
 PROJECT NAME: I-80 INTERCHANGE  
 PROJECT DATE: MAY 2020  
 CAD DATE: 04/20/2020

DESIGNED BY: J.BARTSCHER  
 CHECKED BY: R.ADAMS  
 DRAWN BY: J.BARTSCHER

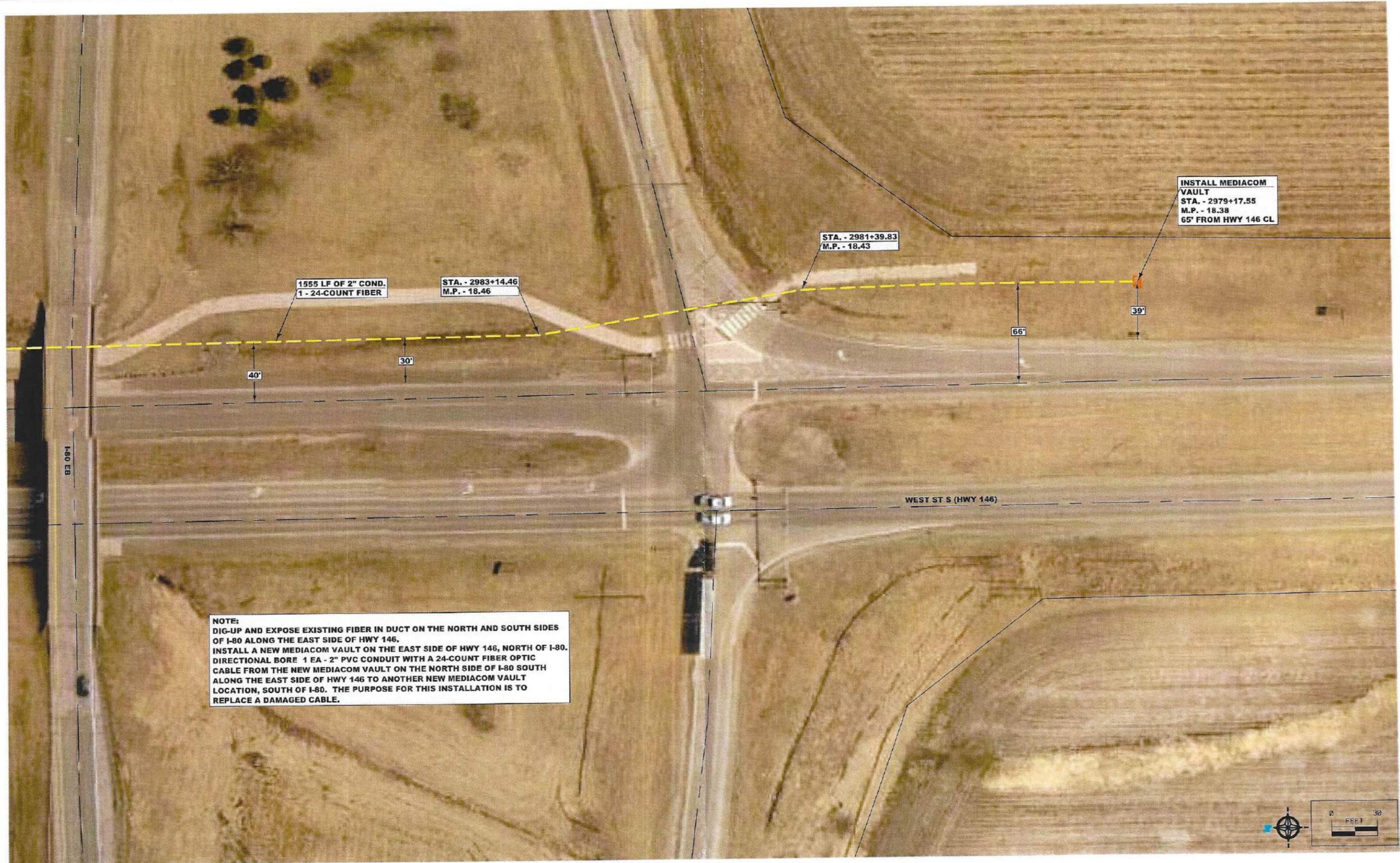
NO	DATE	BY	REVISION DESCRIPTION

**COMMUNICATION DATA LINK**  
 UTILITIES CONSTRUCTION CONTRACTOR

MEDIACOM UTILITY PERMIT  
 IOWA DOT - DISTRICT 1  
 GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
 UTILITY PERMIT APPLICATION

SHEET NO.  
 1/2



INSTALL MEDIACOM  
VAULT  
STA. - 2979+17.55  
M.P. - 18.38  
65' FROM HWY 146 CL

STA. - 2981+39.83  
M.P. - 18.43

1555 LF OF 2" COND.  
1 - 24-COUNT FIBER

STA. - 2983+14.46  
M.P. - 18.46

40'

30'

66'

39'

I-80 EB

WEST ST S (HWY 146)

**NOTE:**  
DIG-UP AND EXPOSE EXISTING FIBER IN DUCT ON THE NORTH AND SOUTH SIDES OF I-80 ALONG THE EAST SIDE OF HWY 146.  
INSTALL A NEW MEDIACOM VAULT ON THE EAST SIDE OF HWY 146, NORTH OF I-80.  
DIRECTIONAL BORE 1 EA - 2" PVC CONDUIT WITH A 24-COUNT FIBER OPTIC CABLE FROM THE NEW MEDIACOM VAULT ON THE NORTH SIDE OF I-80 SOUTH ALONG THE EAST SIDE OF HWY 146 TO ANOTHER NEW MEDIACOM VAULT LOCATION, SOUTH OF I-80. THE PURPOSE FOR THIS INSTALLATION IS TO REPLACE A DAMAGED CABLE.



PROJECT NO: 117834-PCN  
DESIGNED BY: J.BARTSCHER  
PROJECT NAME: I-80 INTERCHANGE  
CHECKED BY: R.ADAMS  
PROJECT DATE: MAY 2020  
DRAWN BY: J.BARTSCHER  
CAD DATE: 04/20/2020

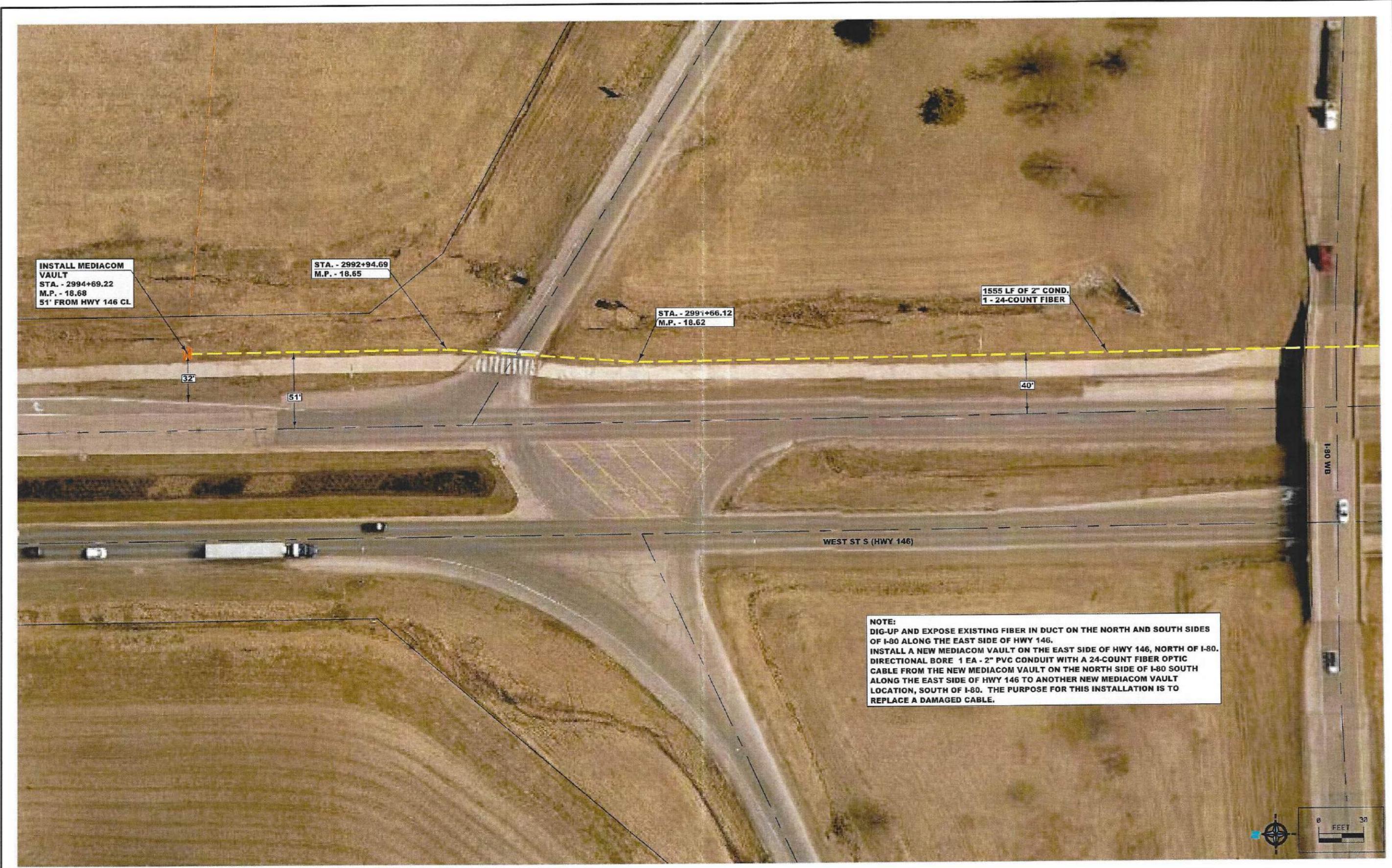
NO	DATE	BY	REVISION DESCRIPTION

**COMMUNICATION DATA LINK**  
UTILITIES CONSTRUCTION CONTRACTOR

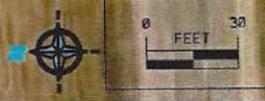
MEDIACOM UTILITY PERMIT  
IOWA DOT - DISTRICT 1  
GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
UTILITY PERMIT APPLICATION

SHEET NO.  
2/2



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 DIG-UP AND EXPOSE EXISTING FIBER IN DUCT ON THE NORTH AND SOUTH SIDES OF I-80 ALONG THE EAST SIDE OF HWY 146.  
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PROJECT NO: 117834-PCN  
 PROJECT NAME: I-80 INTERCHANGE  
 PROJECT DATE: MAY 2020  
 CAD DATE: 04/20/2020

DESIGNED BY: J.BARTSCHER  
 CHECKED BY: R.ADAMS  
 DRAWN BY: J.BARTSCHER

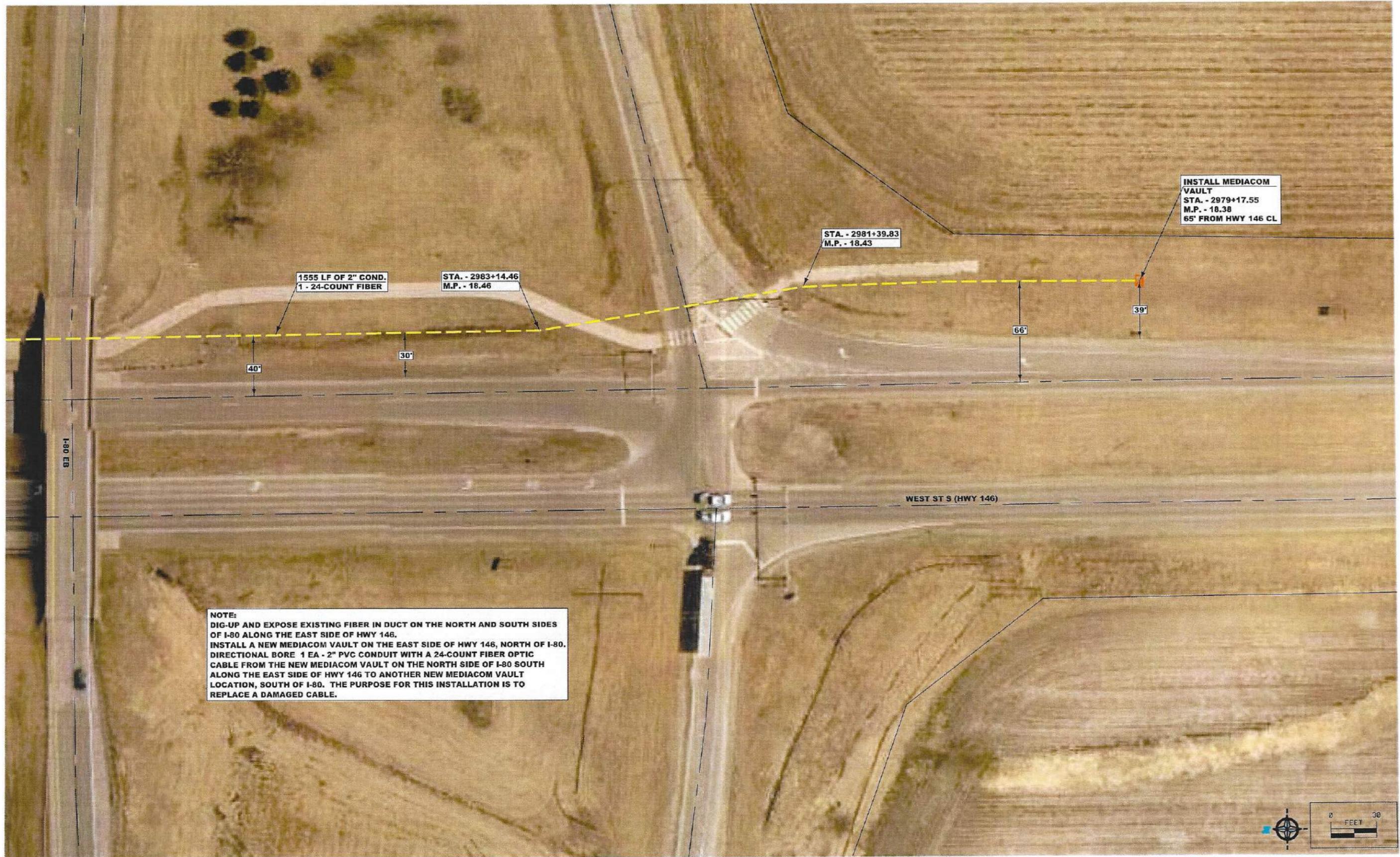
NO	DATE	BY	REVISION DESCRIPTION



MEDIACOM UTILITY PERMIT  
 IOWA DOT - DISTRICT 1  
 GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
 UTILITY PERMIT APPLICATION

SHEET NO.  
 1/2



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DESIGNED BY: J.BARTSCHER  
 CHECKED BY: R.ADAMS  
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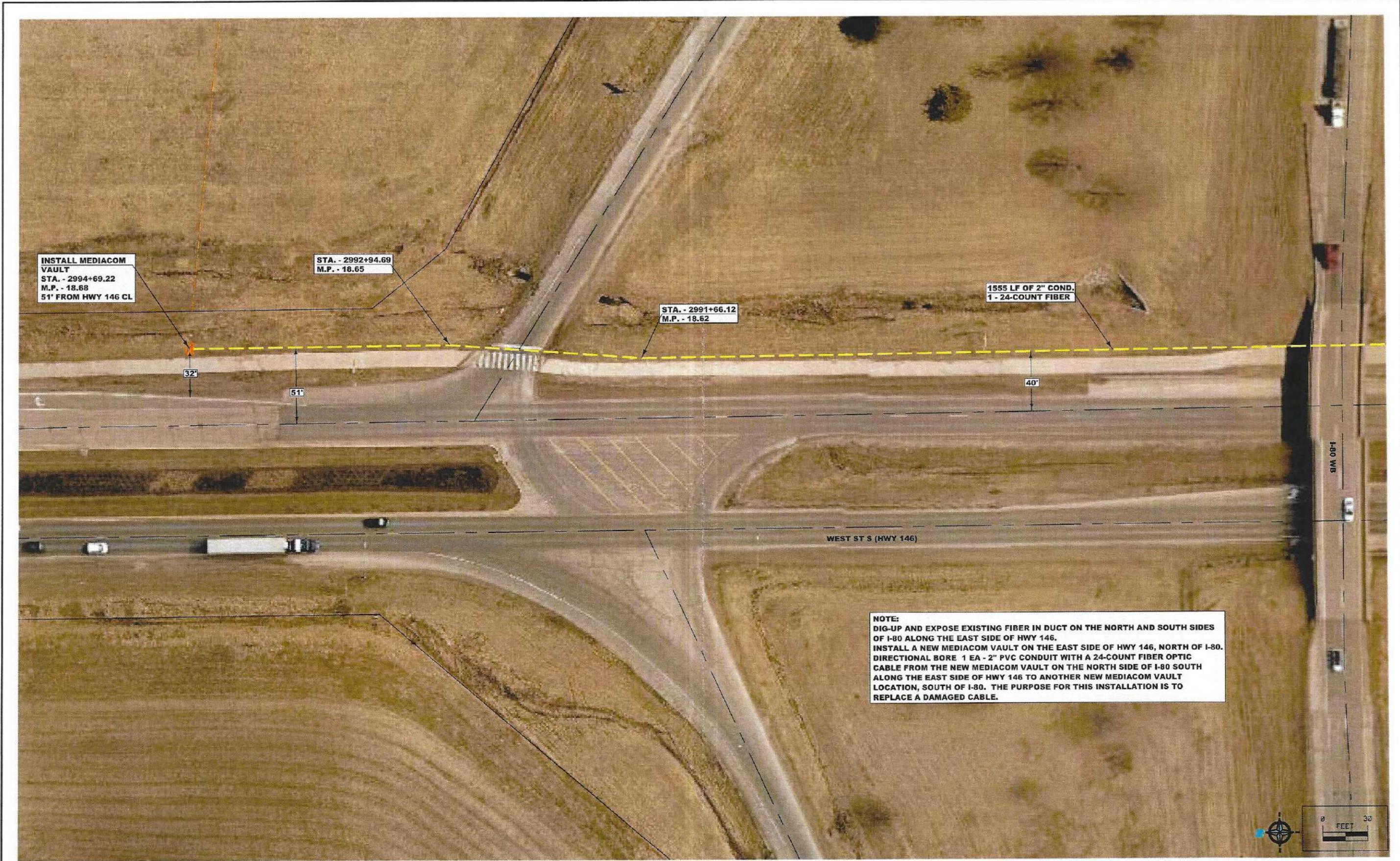
NO	DATE	BY	REVISION DESCRIPTION

**COMMUNICATION DATA LINK**  
 UTILITIES CONSTRUCTION CONTRACTOR

MEDIACOM UTILITY PERMIT  
 IOWA DOT - DISTRICT 1  
 GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
 UTILITY PERMIT APPLICATION

SHEET NO.  
 2/2



**NOTE:**  
 DIG-UP AND EXPOSE EXISTING FIBER IN DUCT ON THE NORTH AND SOUTH SIDES OF I-80 ALONG THE EAST SIDE OF HWY 146.  
 INSTALL A NEW MEDIACOM VAULT ON THE EAST SIDE OF HWY 146, NORTH OF I-80.  
 DIRECTIONAL BORE 1 EA - 2" PVC CONDUIT WITH A 24-COUNT FIBER OPTIC CABLE FROM THE NEW MEDIACOM VAULT ON THE NORTH SIDE OF I-80 SOUTH ALONG THE EAST SIDE OF HWY 146 TO ANOTHER NEW MEDIACOM VAULT LOCATION, SOUTH OF I-80. THE PURPOSE FOR THIS INSTALLATION IS TO REPLACE A DAMAGED CABLE.



PROJECT NO: 137834-PCN  
 PROJECT NAME: I-80 INTERCHANGE  
 PROJECT DATE: MAY 2020  
 CAD DATE: 04/20/2020

DESIGNED BY: J.BARTSCHER  
 CHECKED BY: R.ADAMS  
 DRAWN BY: J.BARTSCHER

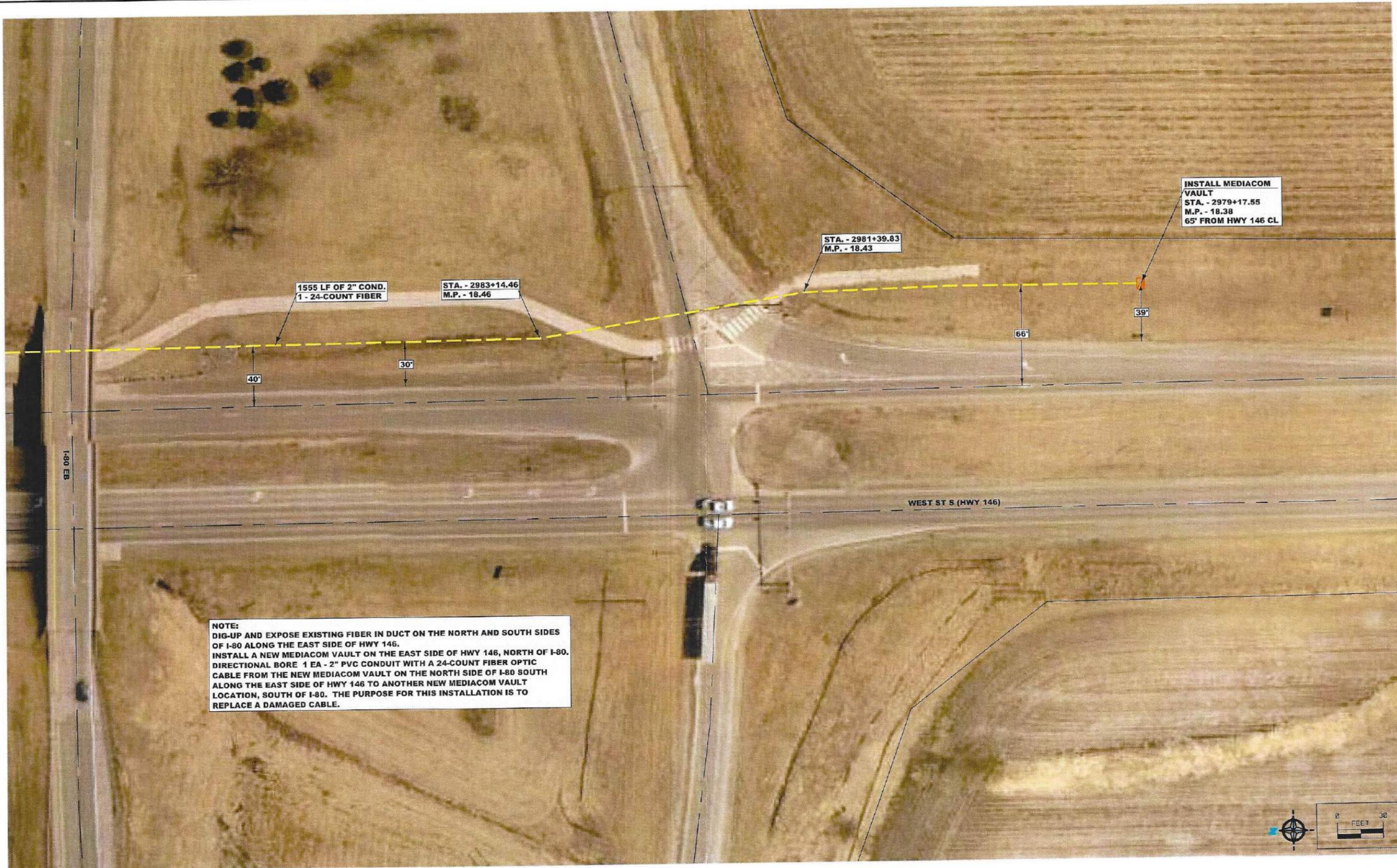
NO	DATE	BY	REVISION DESCRIPTION

**COMMUNICATION DATA LINK**  
 UTILITIES CONSTRUCTION CONTRACTOR

MEDIACOM UTILITY PERMIT  
 IOWA DOT - DISTRICT 1  
 GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
 UTILITY PERMIT APPLICATION

SHEET NO.  
 1/2



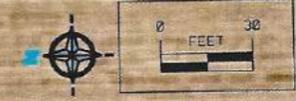
INSTALL MEDIACOM  
VAULT  
STA. - 2979+17.55  
M.P. - 18.38  
65' FROM HWY 146 CL

STA. - 2981+39.83  
M.P. - 18.43

1555 LF OF 2" COND.  
1 - 24-COUNT FIBER

STA. - 2983+14.46  
M.P. - 18.46

**NOTE:**  
DIG-UP AND EXPOSE EXISTING FIBER IN DUCT ON THE NORTH AND SOUTH SIDES OF I-80 ALONG THE EAST SIDE OF HWY 146.  
INSTALL A NEW MEDIACOM VAULT ON THE EAST SIDE OF HWY 146, NORTH OF I-80.  
DIRECTIONAL BORE 1 EA - 2" PVC CONDUIT WITH A 24-COUNT FIBER OPTIC CABLE FROM THE NEW MEDIACOM VAULT ON THE NORTH SIDE OF I-80 SOUTH ALONG THE EAST SIDE OF HWY 146 TO ANOTHER NEW MEDIACOM VAULT LOCATION, SOUTH OF I-80. THE PURPOSE FOR THIS INSTALLATION IS TO REPLACE A DAMAGED CABLE.



PROJECT NO: 117834-PCN  
DESIGNED BY: J.BARTSCHER  
PROJECT NAME: I-80 INTERCHANGE  
CHECKED BY: R.ADAMS  
PROJECT DATE: MAY 2020  
DRAWN BY: J.BARTSCHER  
CAD DATE: 04/28/2020

NO	DATE	BY	REVISION DESCRIPTION

**COMMUNICATION DATA LINK**  
UTILITIES CONSTRUCTION CONTRACTOR

MEDIACOM UTILITY PERMIT  
IOWA DOT - DISTRICT 1  
GRINNELL, IOWA - POWESHIEK COUNTY

LOCATION PLAN  
UTILITY PERMIT APPLICATION

SHEET NO.  
2/2

**FOR DEPARTMENT USE ONLY**

Permit Number	Highway Number 146	County Poweshiek
DOT Project Number		Expiration/Completion Date

**APPLICANT (INDIVIDUAL OR COMPANY)**

First Name Jeffrey	Middle Initial L	Last Name Bartscher	Phone Number 515-357-4962	Ext.
Company Name MCC Iowa, LLC			Phone Number 515-246-1890	Ext.
Street Address 2205 Ingersoll Avenue		City/Town Des Moines	State IA	ZIP Code 50312
e-Mail Address jbartscher@commdatalink.com		Secondary e-Mail Address nrental@commdatalink.com		

**INSTALLATION TO BE ACCOMMODATED**

Approval is hereby requested to enter within the state highway right-of-way for the accommodation of a utility installation as detailed on the attachments and further described as follows.

The installation shall consist of:  
Install new Mediacom vaults on the east side of Hwy 146, on the north and south sides of I-80.  
Directional bore 1 EA - 2" PVC conduit with a 24-count fiber optic cable between the two new Mediacom vaults. The purpose for this installation is to replace a damaged cable.

New Mediacom vault (north side): Sta. - 2994+69.22, M.P. - 18.68, 51' from Hwy 146 CL  
New Mediacom vault (south side): Sta. - 2979+17.55, M.P. - 18.38, 65' from Hwy 146 CL

and shall be located as shown on the detailed plan attached hereto. (See current Iowa Department of Transportation Utility Accommodation Policy for submittal of detailed plan requirements. See Section 115.8 (3).) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>

**WORK SITE LOCATION**

The proposed work as described above is located in Section 33, Twp. 80N, Range 16W on Highway No. 146 generally located 0.00 (miles) at (direction) from I-80 WB CL (city, county line, or other landmark). Work proposed is more specifically located as being from 18.68 (Milepost #) and 2994+69.22 (Highway Station) to 18.38 (Milepost #) and 2979+17.55 (Highway Station) on the East side of highway.

**Disclosure Statement:** The information furnished on this form will be used by the Department of Transportation to determine approval or denial of the application. Failure to provide all pertinent information will result in denial of the application. Information furnished is public information and copies may be provided to the public upon request.

The utility company, corporation, applicant, permit holder or licensee, (hereinafter referred to as the Permit applicant) agrees with the Iowa Department of Transportation (hereafter referred to as the Department) that the following stipulations and those special requirements as listed on this document shall govern under this permit after it is approved by the Department.

**A. General**

1. The installation shall meet the requirements of local municipal, county, state, and federal franchise rules and regulations, regulations and directives of the Iowa State Commerce Commission; the Iowa Department of Natural Resources, all rules and regulations of the Department and any other laws or regulations applicable.
2. The Permit Holder shall be fully responsible for any future adjustments of the facilities within the established highway right-of-way caused by highway construction or maintenance operations.
3. As per Section 115.8(8) of the Utility Accommodation Policy, As-Built plans are due within 90 days after completion of construction, the utility owner shall submit to the district representative an as-built plan.
4. The work described in this permit shall be completed as proposed in compliance with the stipulations and special requirements within one year from the date Department approval is received for said request. Failure on the part of the Permit Holder to abide by the stipulations or in constructing the work described as stipulated and within the time frame stated shall render this agreement and request null and void. The Permit Holder also agrees to save the State of Iowa and the Department harmless of any damages or losses that may be sustained by any person, or persons, on account of the conditions and requirements of this agreement.
5. Non-compliance with any of the terms of the Department's policy, permit, or agreement, may be considered cause for shut-down of construction operations, revocation of the permit, or withholding of relocation reimbursement and/or withholding of future application approvals until compliance is confirmed. The cost of any work deemed necessary to be performed by the State in removal of non-complying construction will be assessed against the Permit Holder.

## **B. Construction and Maintenance**

1. The location, construction and maintenance of the utility installation covered by this application shall be in accordance with the current Department's Utility Accommodation Policy. <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
2. Before beginning any work in the highway right-of-way, it is the responsibility of the Permit Holder to obtain an easement from the drainage district if necessary. The Department assumes no responsibility for advising the Permit Holder of each location of a drainage district crossing. It is the Permit Holder's responsibility to locate these crossings and obtain any necessary easements or permission from the drainage district. See Code of Iowa, Chapter 468 for additional information.
3. A copy of the approved permit shall be available on the job site at all times for examination by Department personnel.
4. Operations in the construction and maintenance of this utility installation shall be carried on in such a manner as to cause minimum interference to or distraction of traffic on said highway.
5. Traffic protection shall minimally be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The applicant shall be responsible for correctly using traffic control devices including signs, warning lights, and channelizing devices as needed while work is in progress or the clear zone is impacted. Flagging operations are the responsibility of the applicant. The Department's TC XXX Series Standards are the preferred traffic control specification plans. [http://www.iowadot.gov/design/stdplne\\_tc.htm](http://www.iowadot.gov/design/stdplne_tc.htm)
6. The applicant shall seed and mulch all disturbed areas within the highway right-of-way and shall be responsible for the vegetative cover until it becomes well established. Any surfaced areas such as driveways or shoulders and sodded waterways and plantings which are disturbed shall be restored to their original condition. Any damage to any other underground facilities during installation shall be repaired at the permit holder's expense.
7. All personnel in the highway right-of-way shall wear ANSI 107 Class 2 apparel at all times when exposed to traffic or construction equipment.
8. As per Policy Section 115.4(9) parking or storage in the clear zone is prohibited. When not in actual use, vehicles, equipment and materials shall not be parked or stored within the clear zone or median.
9. Unless specifically noted in Special Requirements section, all work performed within the right-of-way shall be restricted to 30 minutes after sunrise to 30 minutes before sunset.
10. Pedestals shall be placed within 12 inches of the right-of-way line.
11. All above and below ground appurtenances (pedestals, hydrants, drains, accesses, etc.) shall be marked with high visibility posts and signs. The minimum height requirement for the signs shall be 5 foot. Urban Roadway Sections may be exempted with department approval.

## **C. Liability**

1. To the extent allowable by law, the Permit Holder agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of the Permit Holder's facilities. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
2. The Permit Holder shall indemnify and save harmless the State of Iowa, its agencies and employees, from any and all causes of action, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the Permit Holder's use or occupancy of the public highway.
3. The State of Iowa and the Department assume no responsibility for damages to the Permit Holder's property occasioned by any construction or maintenance operations on said highway if the facilities are not located in accordance with this permit.
4. The State of Iowa, its agencies or employees, will be liable for expense incurred by the Permit Holder in its use and occupancy of the highway right-of-way only when negligence of the State, its agencies or employees, is the sole proximate cause of such expense. Whether in contract, tort or otherwise, the liability of the State, its agencies and employees, is limited to the reasonable, direct expense to repair damaged utilities, and in no event will such liability extend to loss of profits or business, indirect, special, consequential or incidental damages.

## **D. Notification**

1. The Permit Holder is responsible for contacting **Iowa One-Call (1-800-292-8989)** and request the location of all underground utilities forty-eight (48) hours before excavation. Before beginning work in the highway right-of-way, the Permit Holder shall also contact any other known utility located in the area of the proposed work.
2. The Permit Holder agrees to give the Department forty-eight (48) hour notice of its intention to start construction or to perform routine maintenance on the highway right-of-way. Said notice shall be made to the local DOT contact person whose name is shown on Page 3.
3. **511 Notification**-In accordance with Iowa Code section 321.348, cities and utilities **may not obstruct or close** primary highways or primary highway extensions (State highways within city limits) **without prior consent of the Iowa DOT**, except in emergency situations. Before setting up a lane closure or a vertical/horizontal restriction of any kind on a primary highway, call your local Iowa DOT Maintenance garage and call the Traffic Management Center per attached documents. Except in emergency situations, a 10 day advance notice is required. <http://www.iowadot.gov/traffic/utility/pdfs/511UtilityNotification.pdf>

## **E. Buy America**

Buy America applies to relocations of utility facilities that must move due to highway projects under certain specific conditions that include reimbursable locations and relocations due to interstate projects. Please contact the Department's District Engineering Operation Technician (EOT) for more information on Buy America requirements or visit the following link: <http://www.iowadot.gov/traffic/utility/utility.html>

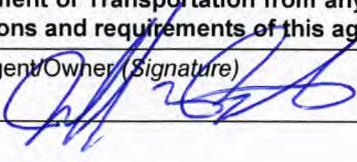
Permit Number: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**Special Requirements** - in addition to the stipulations above, the following special requirements shall apply to this permit:

**Applicant Signature and Agreement**

The undersigned have read the stipulations of this permit agreement as stated, as well as attachments which may be included, and by signing this application agree to abide by all stipulations and to complete the work as proposed in compliance with the stipulations and attachments within one year from the date Department approval is granted for said request. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to save harmless the State of Iowa and the Iowa Department of Transportation from any damage or losses that may be sustained by any person or persons on account of the conditions and requirements of this agreement.

Name of Agent (Print or Type) Jeffrey L Bartscher	Agent/Owner (Signature) 	Title Permitting Tech
Name of Owner (Print or Type) MCC Iowa, LLC	Date 4/20/2020	
e-Mail Address jlbartscher@commdatalink.com		

**CITY ACTION (IF PROPOSED WORK IS WITHIN AN INCORPORATED CITY, CITY ACTION IS REQUIRED)**

"The undersigned city joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned city and recommends action on said permit application as noted below by the delegated city official".

Recommend Approval       Do Not Recommend Approval       None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the City of Grinnell	
e-Mail Address		

**COUNTY ACTION (IF PROPOSED WORK CROSSES COUNTY RIGHT-OF-WAY, COUNTY ACTION IS REQUIRED)**

"The undersigned county joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned county and recommends action on said permit application as noted below by the delegated county official".

Recommend Approval       Do Not Recommend Approval       None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the County of	
e-Mail Address		

**FEDERAL HIGHWAY ADMINISTRATION ACTION (WHEN REQUIRED)**

Recommend Approval       Do Not Recommend Approval       None Required

Authorized FHWA Representative Signature	Date
--	------

**DEPARTMENT OF TRANSPORTATION FINAL ACTION**

Application Approved       Application Denied      Permit Number:

Authorized Highway District Representative	Signature	Date
e-Mail Address		

Notice of intention to commence activities on the highway rights-of-way shall be submitted by the applicant a minimum of 48 hours prior to actually commencing the activities as herein granted by this approved application. Notice is to be given to the following Iowa Department of Transportation representative. Except in emergencies a 10 day advance notice is required for lane restrictions of any kind:

Local DOT Contact Person (Type or Print Name)	Phone Number	
Street Address	City/Town	State IA    ZIP Code
e-Mail Address		

Permit Number: \_\_\_\_\_

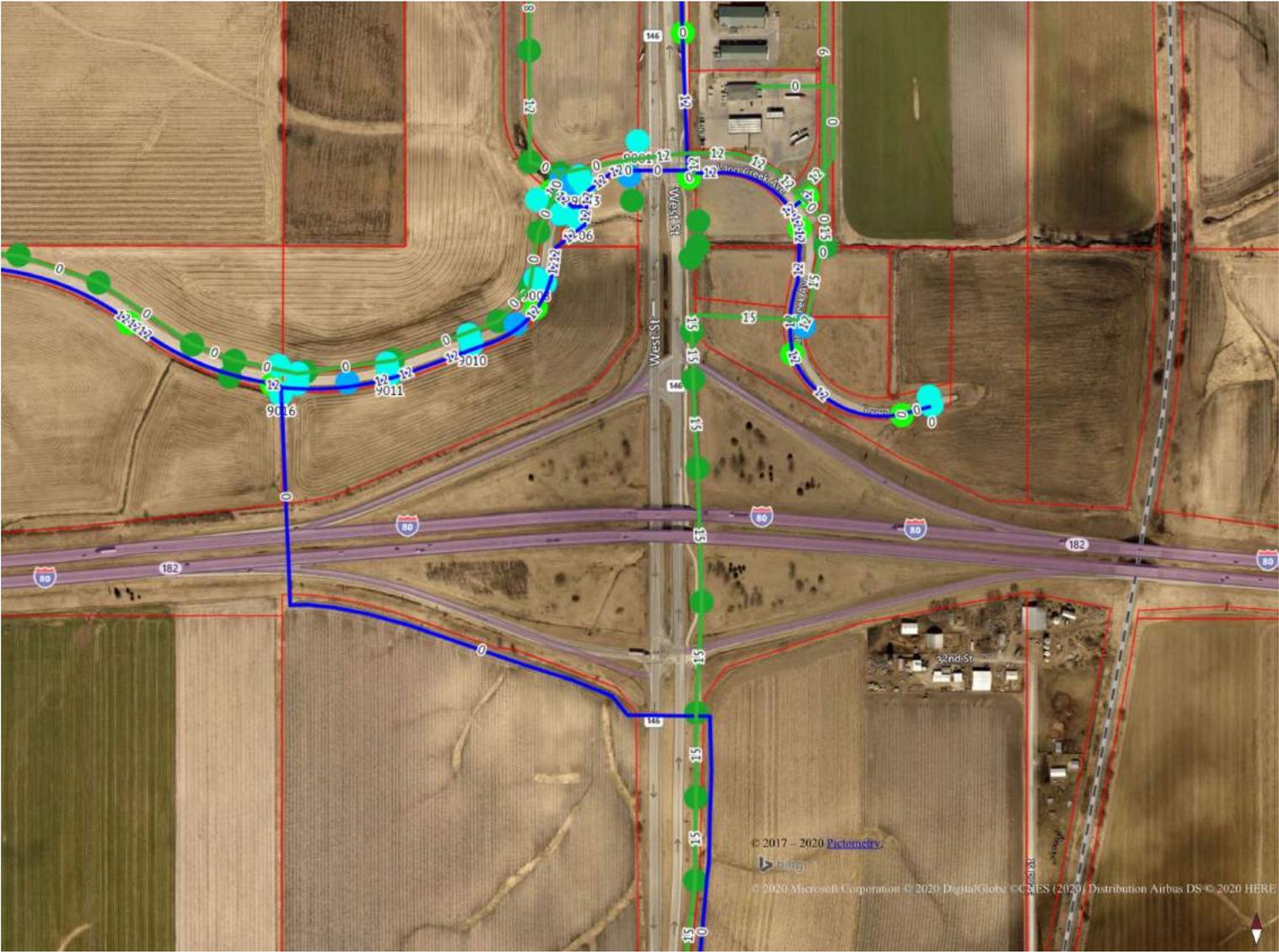
### Site Plan & Attachments Checklist for IDOT Utilities Accommodation Permit

- Plans showing IADOT Highway Centerline, Highway Number, DOT Stationing and Milepost are required.
- Visible orientation (North Arrow) and identifying landmarks are required.
- Clearly identify Right Of Way (ROW) line with horizontal distance from highway centerline shown, including all breakpoints and changes in the ROW distances.
- Provide Iowa One Call design request information. (Minimally, the list of utilities)
- List all of the existing utilities in the installation area. Describe how your installation will address existing utilities that are in conflict, and show all observable existing features, such as power poles, pedestals, markers, handholes, trees, etc.
- Show all Construction features/Bore Pits with the running line and horizontal distance from roadway edge or centerline. (showing Clear Zone compliance) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
- Show the start/stop stationing and depths or elevations for all bores, longitudinal and transverse.
- Show the start/stop stationing and depths or elevations for all plowing locations.
- Show casing start/stop locations, lengths, diameter, and material if casings are used.
- Show all facilities that are to be installed on the site plan.  
This includes pedestals, wire, conduit, poles, guy anchors, junction boxes, handholes and manholes.  
ALL MUST BE REFERENCED BY DOT Stationing and distance from centerline.
- Show where installation starts and stops, leaves ROW, stops at existing pedestal, pole, etc.  
Use IADOT stationing and distance from centerline of the start and stops.
- Identify any physical focal points, posts, pedestals, shutoffs, overflow valves, hydrants, etc.
- Describe any other work to accomplish installation before, during and/or after installation, including:  
removal of brush/trees, removal of underbuild, construction of access, fence removal, fence replacement, etc.
- Identify unusual issues to be pointed out on the site plan.  
CLARITY IS THE KEY, we can't assume you will do it if it is not shown in the plan.

#### Attachments

- Proper Traffic Control Standards (IADOT TCxxx Series Standard plans preferred)  
Available at - [http://www.iowadot.gov/design/stdplne\\_tc.htm](http://www.iowadot.gov/design/stdplne_tc.htm)
- Required Height / Depth Typical (Supplied by the Department)
- Tile Repair Guide (Rural Locations) (Supplied by the Department)
- Special Seeding Requirements and Erosion Control (Supplied by the Department)
- 511 Lane Restriction Requirements (If lane restriction is anticipated) (Supplied by the Department)
- If paper applications are submitted, at least 2 sets of site plans (11 x 17 preferred) and 1 original of the permit application with all original signatures (Scanned and emailed copies are accepted)

**ALL ITEMS MUST BE LEGIBLE FOR REVIEW AND FOR RESCANNING PURPOSES**



# City of Grinnell

## PUBLIC RIGHT-OF-WAY COMMUNICATIONS SYSTEM LICENSE APPLICATION ORDINANCE NO. 1060

1. Applicant: Windstream Communications, LLC 4001 N. Rodney Parham Rd  
Name Address  
Little Rock, AR 72212 501-748-5487  
City, State Zip Telephone

2. Contact Person: Stephen Adney 4001 N. Rodney Parham Rd  
Name Address  
Little Rock, AR 72212 501-748-5487  
City, State Zip Telephone

3. Application requires an engineering site plan for the proposed system that is to be placed within the City Right-of-way. Check off each of these items as they are included on the site plan:

- Plans drawn to scale.
- Street names.
- Right-of-way widths.
- Pavement widths.
- Sidewalk location and width including sidewalk ramps.
- Obstacles or improvements that are in or near the work area.  
An example of such are: existing trees, fence, drainage structures,  
Water stop-boxes, ditches, and utility vaults.
- Horizontal and vertical location and physical size of the proposed utility.
- Proposed construction work method such as "open cut" or "bore".
- A drawing and explanation of concrete or asphalt restoration.
- Information regarding sod work and tree replacement.
- Location of other existing utilities within the work area.
- Typical detail sections where special attention is required for some restoration work.
- Excavation soil replacement and compaction requirements. Aggregate replacement under street surfaces, soil backfill outside of 5' from edge of street surface.
- Detailed time schedule.
- Address of adjacent properties.
- Legal description of communication system location.

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.

-----  
**Office Use Only**

<b>Fees:</b>	<b>Administrative Fee:</b>		<u><b>\$50.00</b></u>
	<b>Use Fee:</b>		
	<b>(No Additional Customers) Greater of \$100.00 or:</b>		
	<b>Linear Feet Within C-2:</b> <u>0</u>	x \$1.00	<u>0</u>
	<b>Linear Feet Outside C-2:</b> <u>0</u>	x \$0.50	<u>0</u>
		<b>Total:</b>	<u><b>\$50.00</b></u>

**(Additional Customers) Greater of \$100.00 or 3% Gross Revenues from Services.  
Paid annually.**

Date of Acceptance 4-22-2020

Date of Approval \_\_\_\_\_

Staff TA



**I-80 & HWY-146**  
 POWERSHIEK COUNTY, GRINNELL, IA  
 IADOT PERMIT REQUIRED  
 SCALE: NTS



ENGINEER: WINDSTREAM  
 CHRIS COOK  
 FIELD ENGINEER: PEARCE SERVICES  
 JUNIOR GROTRIAN &  
 JEROLD SLAGEL  
 DRAWN BY: PEARCE SERVICES  
 DANE RICH

PROJECT NUMBER: 713392376  
 EXCHANGE: GRNLIA  
 PROJECT TITLE: RM GRNLIA I80/HWY 146  
 IDOT PROJECT  
 SHEET: LOCATION REV:      DATE: 01/24/20



713392376

Grinnell, IA  
Road Move  
FE: Junior Grotrian

PED 1565/3

PED 5400/3

Move PED 1565/3 and  
PED 5400/3 to the back  
of the slope of the  
drainage ditch/ROW

Locate and Pothole for Depth

Existing Copper

Existing Fiber

Existing duct @ 20' deep

Contractor needs to verify the Depth of the existing cable Prior to going under the existing Ramps.

If the existing cable is not 20' then Contact Pearce Services and advise us of the Depth.

All Windstream networks to be abandon on east side of IA-146

PED 500/18

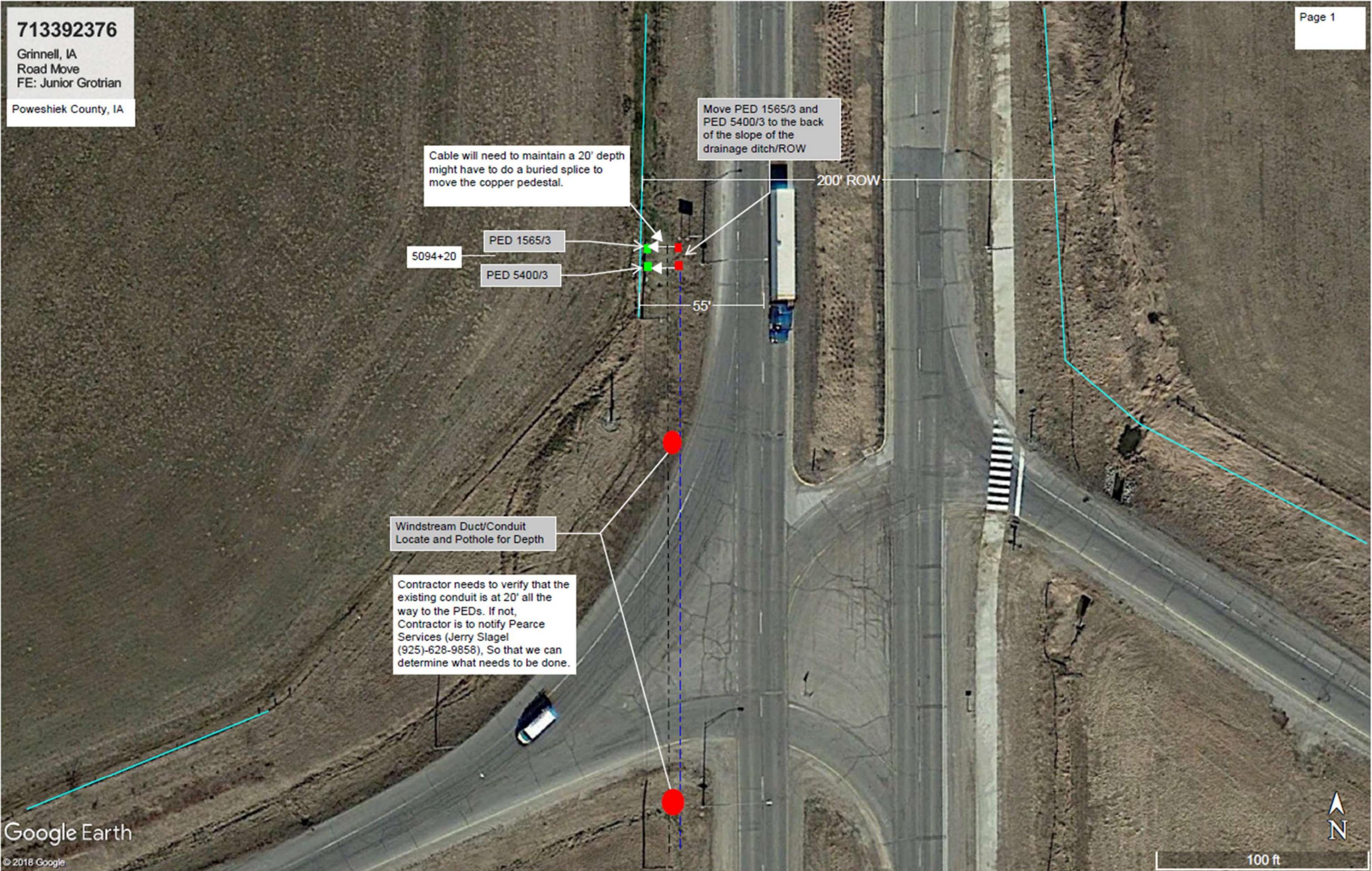
PED 5400/2



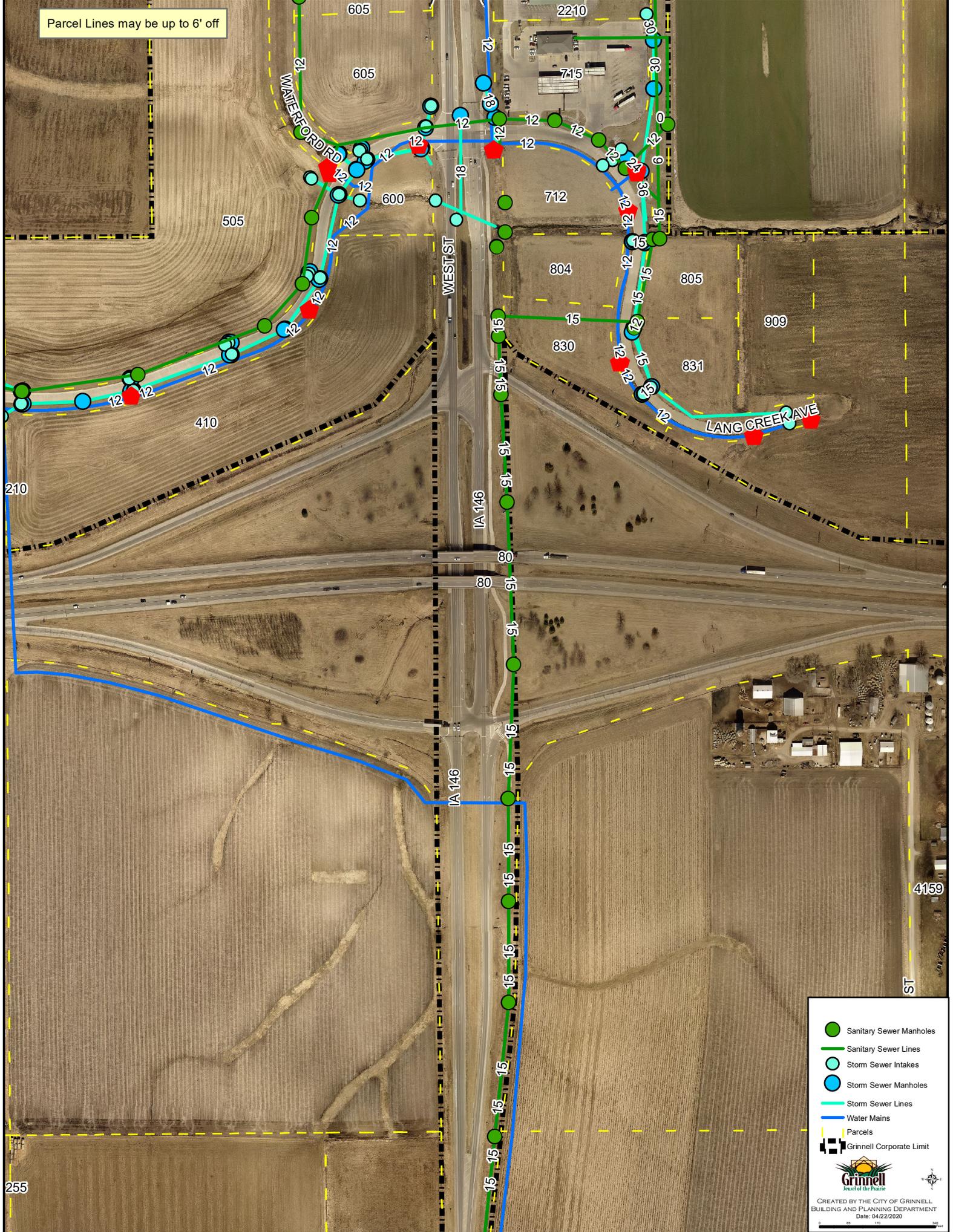
713392376

Grinnell, IA  
Road Move  
FE: Junior Grotrian

Poweshiek County, IA



Parcel Lines may be up to 6' off



- Sanitary Sewer Manholes
- Sanitary Sewer Lines
- Storm Sewer Intakes
- Storm Sewer Manholes
- Storm Sewer Lines
- Water Mains
- - - Parcels
- - - Grinnell Corporate Limit

CREATED BY THE CITY OF GRINNELL  
BUILDING AND PLANNING DEPARTMENT  
Date: 04/22/2020

**APPLICATION AND AGREEMENT FOR USE OF  
HIGHWAY RIGHT-OF-WAY FOR UTILITIES ACCOMMODATION**

<b>FOR DEPARTMENT USE ONLY</b>		
Permit Number	Highway Number I-80	County Poweshiek
DOT Project Number		Expiration/Completion Date

<b>APPLICANT (INDIVIDUAL OR COMPANY)</b>				
First Name Stephen	Middle Initial B	Last Name Adney	Phone Number 501-748-5487	Ext.
Company Name Windstream Iowa Communications			Phone Number	Ext.
Street Address 4001 N. Rodney Parham Rd.		City/Town Little Rock	State AR	ZIP Code 72212
e-Mail Address stephen.adney@windstream.com		Secondary e-Mail Address jason.hedlund@windstream.com		

**INSTALLATION TO BE ACCOMMODATED**  
Approval is hereby requested to enter within the state highway right-of-way for the accommodation of a utility installation as detailed on the attachments and further described as follows.

The installation shall consist of:  
Windstream has copper ped 1565/3 and fiber 5400/3 are located in the middle of the new drainage culvert on the west side of IA 146 just north of the West Bound On ramp for I 80 in the City of Grinnell, IA. Windstream will be relocating both Peds due west of there existing locations and placing them at the back slope of the new drainage ditch

OSP-18560 / 713392376

and shall be located as shown on the detailed plan attached hereto. (See current Iowa Department of Transportation Utility Accommodation Policy for submittal of detailed plan requirements. See Section 115.8 (3).) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>

**WORK SITE LOCATION**

The proposed work as described above is located in Section 33 , Twp. 80N ,  
Range 16W on Highway No. I-80 generally located .3 (miles) S  
(direction) from Stagecoach Rd and West Street S (city, county line, or other landmark). Work proposed is more  
specifically located as being from 182 (Milepost #) and \_\_\_\_\_ (Highway Station)  
to 182 (Milepost #) and \_\_\_\_\_ (Highway Station) on the N/S side of highway.

**Disclosure Statement:** The information furnished on this form will be used by the Department of Transportation to determine approval or denial of the application. Failure to provide all pertinent information will result in denial of the application. Information furnished is public information and copies may be provided to the public upon request.

The utility company, corporation, applicant, permit holder or licensee, (hereinafter referred to as the Permit applicant) agrees with the Iowa Department of Transportation (hereafter referred to as the Department) that the following stipulations and those special requirements as listed on this document shall govern under this permit after it is approved by the Department.

**A. General**

1. The installation shall meet the requirements of local municipal, county, state, and federal franchise rules and regulations, regulations and directives of the Iowa State Commerce Commission; the Iowa Department of Natural Resources, all rules and regulations of the Department and any other laws or regulations applicable.
2. The Permit Holder shall be fully responsible for any future adjustments of the facilities within the established highway right-of-way caused by highway construction or maintenance operations.
3. As per Section 115.8(8) of the Utility Accommodation Policy, As-Built plans are due within 90 days after completion of construction, the utility owner shall submit to the district representative an as-built plan.
4. The work described in this permit shall be completed as proposed in compliance with the stipulations and special requirements within one year from the date Department approval is received for said request. Failure on the part of the Permit Holder to abide by the stipulations or in constructing the work described as stipulated and within the time frame stated shall render this agreement and request null and void. The Permit Holder also agrees to save the State of Iowa and the Department harmless of any damages or losses that may be sustained by any person, or persons, on account of the conditions and requirements of this agreement.
5. Non-compliance with any of the terms of the Department's policy, permit, or agreement, may be considered cause for shut-down of construction operations, revocation of the permit, or withholding of relocation reimbursement and/or withholding of future application approvals until compliance is confirmed. The cost of any work deemed necessary to be performed by the State in removal of non-complying construction will be assessed against the Permit Holder.

## **B. Construction and Maintenance**

1. The location, construction and maintenance of the utility installation covered by this application shall be in accordance with the current Department's Utility Accommodation Policy. <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
2. Before beginning any work in the highway right-of-way, it is the responsibility of the Permit Holder to obtain an easement from the drainage district if necessary. The Department assumes no responsibility for advising the Permit Holder of each location of a drainage district crossing. It is the Permit Holder's responsibility to locate these crossings and obtain any necessary easements or permission from the drainage district. See Code of Iowa, Chapter 468 for additional information.
3. A copy of the approved permit shall be available on the job site at all times for examination by Department personnel.
4. Operations in the construction and maintenance of this utility installation shall be carried on in such a manner as to cause minimum interference to or distraction of traffic on said highway.
5. Traffic protection shall minimally be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The applicant shall be responsible for correctly using traffic control devices including signs, warning lights, and channelizing devices as needed while work is in progress or the clear zone is impacted. Flagging operations are the responsibility of the applicant. The Department's TC XXX Series Standards are the preferred traffic control specification plans. [http://www.iowadot.gov/design/stdplne\\_tc.htm](http://www.iowadot.gov/design/stdplne_tc.htm)
6. The applicant shall seed and mulch all disturbed areas within the highway right-of-way and shall be responsible for the vegetative cover until it becomes well established. Any surfaced areas such as driveways or shoulders and sodded waterways and plantings which are disturbed shall be restored to their original condition. Any damage to any other underground facilities during installation shall be repaired at the permit holder's expense.
7. All personnel in the highway right-of-way shall wear ANSI 107 Class 2 apparel at all times when exposed to traffic or construction equipment.
8. As per Policy Section 115.4(9) parking or storage in the clear zone is prohibited. When not in actual use, vehicles, equipment and materials shall not be parked or stored within the clear zone or median.
9. Unless specifically noted in Special Requirements section, all work performed within the right-of-way shall be restricted to 30 minutes after sunrise to 30 minutes before sunset.
10. Pedestals shall be placed within 12 inches of the right-of-way line.
11. All above and below ground appurtenances (pedestals, hydrants, drains, accesses, etc.) shall be marked with high visibility posts and signs. The minimum height requirement for the signs shall be 5 foot. Urban Roadway Sections may be exempted with department approval.

## **C. Liability**

1. To the extent allowable by law, the Permit Holder agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of the Permit Holder's facilities. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
2. The Permit Holder shall indemnify and save harmless the State of Iowa, its agencies and employees, from any and all causes of action, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the Permit Holder's use or occupancy of the public highway.
3. The State of Iowa and the Department assume no responsibility for damages to the Permit Holder's property occasioned by any construction or maintenance operations on said highway if the facilities are not located in accordance with this permit.
4. The State of Iowa, its agencies or employees, will be liable for expense incurred by the Permit Holder in its use and occupancy of the highway right-of-way only when negligence of the State, its agencies or employees, is the sole proximate cause of such expense. Whether in contract, tort or otherwise, the liability of the State, its agencies and employees, is limited to the reasonable, direct expense to repair damaged utilities, and in no event will such liability extend to loss of profits or business, indirect, special, consequential or incidental damages.

## **D. Notification**

1. The Permit Holder is responsible for contacting **Iowa One-Call (1-800-292-8989)** and request the location of all underground utilities forty-eight (48) hours before excavation. Before beginning work in the highway right-of-way, the Permit Holder shall also contact any other known utility located in the area of the proposed work.
2. The Permit Holder agrees to give the Department forty-eight (48) hour notice of its intention to start construction or to perform routine maintenance on the highway right-of-way. Said notice shall be made to the local DOT contact person whose name is shown on Page 3.
3. **511 Notification**-In accordance with Iowa Code section 321.348, cities and utilities **may not obstruct or close** primary highways or primary highway extensions (State highways within city limits) **without prior consent of the Iowa DOT**, except in emergency situations. Before setting up a lane closure or a vertical/horizontal restriction of any kind on a primary highway, call your local Iowa DOT Maintenance garage and call the Traffic Management Center per attached documents. Except in emergency situations, a 10 day advance notice is required. <http://www.iowadot.gov/traffic/utility/pdfs/511UtilityNotification.pdf>

## **E. Buy America**

Buy America applies to relocations of utility facilities that must move due to highway projects under certain specific conditions that include reimbursable locations and relocations due to interstate projects. Please contact the Department's District Engineering Operation Technician (EOT) for more information on Buy America requirements or visit the following link: <http://www.iowadot.gov/traffic/utility/utility.html>

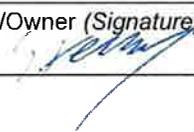
Permit Number: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**Special Requirements** - in addition to the stipulations above, the following special requirements shall apply to this permit:

**Applicant Signature and Agreement**

The undersigned have read the stipulations of this permit agreement as stated, as well as attachments which may be included, and by signing this application agree to abide by all stipulations and to complete the work as proposed in compliance with the stipulations and attachments within one year from the date Department approval is granted for said request. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to save harmless the State of Iowa and the Iowa Department of Transportation from any damage or losses that may be sustained by any person or persons on account of the conditions and requirements of this agreement.

Name of Agent (Print or Type) Stephen Adney	Agent/Owner (Signature) 	Title Analyst I - Engineering
Name of Owner (Print or Type) Windstream Iowa Communications, LLC	Date 03/30/2020	
e-Mail Address stephen.adney@windstream.com		

**CITY ACTION (IF PROPOSED WORK IS WITHIN AN INCORPORATED CITY, CITY ACTION IS REQUIRED)**

"The undersigned city joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned city and recommends action on said permit application as noted below by the delegated city official".

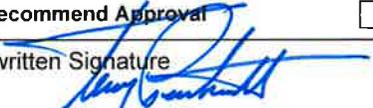
Recommend Approval       Do Not Recommend Approval       None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the City of	
e-Mail Address		

**COUNTY ACTION (IF PROPOSED WORK CROSSES COUNTY RIGHT-OF-WAY, COUNTY ACTION IS REQUIRED)**

"The undersigned county joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned county and recommends action on said permit application as noted below by the delegated county official".

Recommend Approval       Do Not Recommend Approval       None Required

Handwritten Signature 	Title ASSISTANT TO ENGINEER	Date 3/31/2020
Type or Print Name TERRY PICKETT	Authorized Official for the County of POWESHIEK	
e-Mail Address TPICKETT@POWESHIEKCOUNTY.ORG		

**FEDERAL HIGHWAY ADMINISTRATION ACTION (WHEN REQUIRED)**

Recommend Approval       Do Not Recommend Approval       None Required

Authorized FHWA Representative Signature	Date
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**DEPARTMENT OF TRANSPORTATION FINAL ACTION**

Application Approved       Application Denied      Permit Number:

Authorized Highway District Representative	Signature	Date
e-Mail Address		

Notice of intention to commence activities on the highway rights-of-way shall be submitted by the applicant a minimum of 48 hours prior to actually commencing the activities as herein granted by this approved application. Notice is to be given to the following Iowa Department of Transportation representative. Except in emergencies a 10 day advance notice is required for lane restrictions of any kind:

Local DOT Contact Person (Type or Print Name)	Phone Number		
Street Address	City/Town	State IA	ZIP Code
e-Mail Address			

Permit Number: \_\_\_\_\_

## Site Plan & Attachments Checklist for IDOT Utilities Accommodation Permit

- Plans showing IADOT Highway Centerline, Highway Number, DOT Stationing and Milepost are required.
- Visible orientation (North Arrow) and identifying landmarks are required.
- Clearly identify Right Of Way (ROW) line with horizontal distance from highway centerline shown, including all breakpoints and changes in the ROW distances.
- Provide Iowa One Call design request information. (Minimally, the list of utilities)
- List all of the existing utilities in the installation area. Describe how your installation will address existing utilities that are in conflict, and show all observable existing features, such as power poles, pedestals, markers, handholes, trees, etc.
- Show all Construction features/Bore Pits with the running line and horizontal distance from roadway edge or centerline. (showing Clear Zone compliance) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
- Show the start/stop stationing and depths or elevations for all bores, longitudinal and transverse.
- Show the start/stop stationing and depths or elevations for all plowing locations.
- Show casing start/stop locations, lengths, diameter, and material if casings are used.
- Show all facilities that are to be installed on the site plan.  
This includes pedestals, wire, conduit, poles, guy anchors, junction boxes, handholes and manholes.  
ALL MUST BE REFERENCED BY DOT Stationing and distance from centerline.
- Show where installation starts and stops, leaves ROW, stops at existing pedestal, pole, etc.  
Use IADOT stationing and distance from centerline of the start and stops.
- Identify any physical focal points, posts, pedestals, shutoffs, overflow valves, hydrants, etc.
- Describe any other work to accomplish installation before, during and/or after installation, including:  
removal of brush/trees, removal of underbuild, construction of access, fence removal, fence replacement, etc.
- Identify unusual issues to be pointed out on the site plan.  
CLARITY IS THE KEY, we can't assume you will do it if it is not shown in the plan.

### Attachments

- Proper Traffic Control Standards (IADOT TCxxx Series Standard plans preferred)  
Available at - [http://www.iowadot.gov/design/stdplne\\_tc.htm](http://www.iowadot.gov/design/stdplne_tc.htm)
- Required Height / Depth Typical (Supplied by the Department)
- Tile Repair Guide (Rural Locations) (Supplied by the Department)
- Special Seeding Requirements and Erosion Control (Supplied by the Department)
- 511 Lane Restriction Requirements (If lane restriction is anticipated) (Supplied by the Department)
- If paper applications are submitted, at least 2 sets of site plans (11 x 17 preferred) and 1 original of the permit application with all original signatures (Scanned and emailed copies are accepted)

**ALL ITEMS MUST BE LEGIBLE FOR REVIEW AND FOR RESCANNING PURPOSES**





VENDOR SET: 01 City of Grinnell, IA

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

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

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

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

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

PAID ITEMS DATES : 4/07/2020 THRU 5/04/2020 0/00/0000 THRU 99/99/9999 0/00/0000 THRU 99/99/9999

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

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
REGION SIX PLANNING COMM	ANNUAL DUES	4,148.10
RELYANT	WATER COOLER	31.50
REPUBLIC SERVICES OF IOWA	RECYCLING FEES (MARCH 20)	1,767.55
ROOP, NAKOTA SHYANN	RTN SEIZED SECURITIES	1,234.00
SCHENDEL PEST CONTROL CO	PEST CONTROL-APRIL	45.00
SECRETARY OF STATE	NOTARY APPL (KK)	60.00
SENTRY SECURITY FASTENERS,	SUPPLIES	55.20
SHARP EDGE TRIMMING LLC	MOWING	4,890.00
SHRED-IT USA	SHREDDING	62.94
SHUTTS, BRAD	MOWING	438.00
SHUTTS, DENNIS MICHAEL	MOWING	1,830.00
SISCO	HEALTH INSURANCE	10,577.33
STAR EQUIPMENT LTD	REP	640.91
STATE HYGIENIC LABORATORY	WET TESTING	479.00
STEVE LINK FORD	SVC	376.16
STOREY KENWORTHY	SUPPLIES	223.68
SUPERIOR WELDING SUPPLY	ARGON	65.76
SYSTEMS TECHNOLOGY GROUP,	READ SQUARED	395.00
TASC	FLEX PLAN CONTRIBUTIONS	5,091.47
TEMP ASSOCIATES	TEMP HIRES	4,047.96
THE STANDARD	LIFE INSURANCE	433.86
TOTAL CHOICE SHIPPING & PR	PRINTING (SPRING GUIDE)	390.21
TREASURER STATE OF IOWA	STATE WITHHOLDING	11,179.00
TRIPLETT COMPANIES	SUPPLIES	42.12
TRUCK EQUIPMENT INC	PARTS	173.59
UNIVERSITY ENTERPRISES, IN	TUITION	200.00
US BANK EQUIPMENT FINANCE	COPIER LEASES	1,548.61
USA BLUE BOOK	SUPPLIES	222.46
VEENSTRA & KIMM	16TH AVE ENG SVC	32,226.67
VERIZON WIRELESS	WIRELESS SVC	933.21
VERIZON WIRELESS - VSAT	SVC	150.00
VOYA (ING)	EMPLOYEE VOLTRY CONTR.	4,934.40
WALMART	SUPPLIES	140.57
WATTS TECHNOLOGICS, INC	HD	225.00
WES FINCH AUTO PLAZA	REP/SVC	486.82
WINDSTREAM	TELEPHONE	2,751.05
WINDSTREAM COMMUNICATIONS,	PC SVC-MARCH 2020	520.00
WINGERTER, ANN	REIMB MLGE	24.38
WOODMAN CONTROLS COMPANY	TECH SUPPORT/SVC CALL	6,271.00
WOODRIVER ENERGY LLC	GAS	691.42
WRH, INC	PAY REQ #27	117,774.50

\*\* TOTAL \*\* -City of Grinnell 652,639.56 266,600.28- 386,039.28

VENDOR SET: 01 City of Grinnell, IA

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

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

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

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

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

PAID ITEMS DATES : 4/07/2020 THRU 5/04/2020

0/00/0000 THRU 99/99/9999

0/00/0000 THRU 99/99/9999

UNPAID ITEMS DATES :

0/00/0000 THRU 99/99/9999

0/00/0000 THRU 99/99/9999

VENDOR NAME

DESCRIPTION

GROSS AMOUNT

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VENDOR SET: 01 City of Grinnell, IA

OPEN ITEM REPORT

BANK: ALL

REPORTING: PAID, UNPAID

PUBLICATION

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	4/07/2020 THRU 5/04/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999
UNPAID ITEMS DATES :		0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	266,600.28	266,600.28CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	386,039.28	0.00	386,039.28
VOID ITEMS	0.00	0.00	0.00
<b>** TOTALS **</b>	<b>652,639.56</b>	<b>266,600.28CR</b>	<b>386,039.28</b>

U N P A I D R E C A P

UNPAID INVOICE TOTALS	388,657.63
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	2,618.35CR
<b>** UNPAID TOTALS **</b>	<b>386,039.28</b>

VENDOR SET: 01 City of Grinnell, IA

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

BANK: ALL

REPORTING: PAID, UNPAID

P U B L I C A T I O N

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	4/07/2020 THRU 5/04/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999
UNPAID ITEMS DATES :		0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

FUND TOTALS

001	GENERAL FUND	154,263.77
002	VETERANS MEM - GEN	232.62
003	LIBRARY - GENERAL FUND	16,412.55
004	CITY HALL RES - GENERAL	154.38
010	BUILDING & PLANNING - GEN	6,208.08
110	ROAD USE FUND - SPEC REV	31,764.92
112	T&A EMP BEN- SPEC REV	54,493.55
138	MED INS RESERVE - SPEC RV	3,393.80
140	MFPSI MED ONLY - SPEC RV	134.08
145	HOTEL/MOTEL TAX - SPC REV	415.92
167	LIBRARY GIFTS - SPEC REV	395.00
177	POLICE FORFEITURE FUND	1,234.00
309	GMRC RISE PROJECT	3,898.50
315	CLNS FY 19-20	19,374.54
317	WATER MAIN PROJECT	2,972.00
318	REED STREET (1ST TO 6TH)	1,514.98
319	PARK STREET PROJECTS	2,344.65
320	SE SEWER LING AND MANHOLE	10,119.65
350	AIRPORT DEV - CAP PROJ	15,564.42
372	BIKE TRAIL PROJECT	2,218.83
373	8TH AVENUE STR CONST PROJ	2,969.08
377	16TH AVE BOX CULVERT	6,188.98
378	WW TRMT PLANT PROJECT	117,774.50
610	WATER FUND	82,377.36
620	SEWER OPERATION AND MAINT	63,665.42
630	STORM SEWER FUND	211.66
670	SOLID WASTE	52,342.32

GRAND TOTAL 652,639.56