



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, OCTOBER 19, 2020 AT 7:00 PM

VIA ZOOM

1. Roll Call

2. Perfecting And Approval Of Agenda

2.A. Perfecting And Approval Of Agenda

Documents:

[10.19.20 - 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. Public Hearing

5.A. Public Hearing

Documents:

[5 - PUBLIC HEARINGS.PDF](#)

6. Committee Business

6.A. Report From The Finance Committee

6.A.1. Report From The Finance Committee

Documents:

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

6.B. Report From Public Works And Grounds Committee

6.B.1. Report From The Public Works And Grounds Committee

Documents:

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

6.C. Report From Public Safety Committee

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

Documents:

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

6.D. Report From Planning Committee

6.D.1. Report From The Planning Committee

Documents:

[6D - PLANNING COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

7. Ordinances

7.A. Ordinances

Documents:

[7 - ORDINANCES.PDF](#)

8. Inquiries

9. Adjournment



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, OCTOBER 19, 2020 AT 7:00 P.M.
VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/96702938363?pwd=VlpzS0p0WGFQOW9BTjJFWWFOWmFmQT09>

Meeting ID: 967 0293 8363

Passcode: 074464

One tap mobile

+13126266799,,96702938363#,,,,,0#,,074464# US (Chicago)

+19292056099,,96702938363#,,,,,0#,,074464# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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+1 346 248 7799 US (Houston)

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Meeting ID: 967 0293 8363

Passcode: 074464

Find your local number: <https://zoom.us/u/adMWsAZij>

TENTATIVE AGENDA

1) Call to Order:

2) Perfecting and Approval of Agenda:

3) Consent Agenda:

1. Previous minutes as drafted from the Monday, October 5, 2020 Regular Session.
2. Approve Liquor License new applications and renewals:
 - a. Grinnell Craft Brewhouse, 923 Main St.
 - b. Grinnell Pub, 909 State St.
 - c. McNally's Super Valu, 1026 Main St.
3. Approve Mayor and Council Appointments:
 - Planning and Zoning Commission (remainder of term expiring in 2023)
 - a. Kevin Stutz
4. Approve hiring of Public Services Laborer employee, Douglas Ernspenger, at \$22.59 per hour effective September 28, 2020.
5. Approve moving temporary Recreation employee, Julie McCombs, to permanent PT Recreation Administrative Assistant at \$20.62 per hour effective September 11, 2020.
6. Approve retirement of Scott Schmidt, Volunteer/Part-time Firefighter, effective October 15, 2020.
7. Review Campbell Fund requests.

**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.*

4) Meeting Minutes and Communications:

- a) Finance Committee minutes: October 5, 2020.
- b) Public Works & Grounds Committee minutes: October 5, 2020, 2020.
- c) Public Safety Committee minutes: October 5, 2020, 2020.
- d) Planning Committee minutes: October 5, 2020, 2020.
- e) Planning and Zoning Commission minutes: October 6, 2020.
- f) Parks & Recreation Board minutes: October 12, 2020.
- g) Board of Adjustment letter: October 9, 2020.
- h) September 2020 Treasurer's Report.
- i) September 2020 Monthly Police Report.
- j) September 2020 Monthly Building Permit Report.
- k) Library FY 20 Annual Report.
- l) Mayor's White Cane Proclamation.

5) Public Hearings:

- a) On the matter of the adoption of Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the Grinnell 2013 Central Revitalization Area.

6) Committee Business:

A. Report from the Finance Committee Meet at 8:00 a.m.

1. Consider continuation of the income guidelines for Campbell Fund recipients at 200% of poverty level instead of the normal 150% of poverty level.

B. Report from the Public Works and Grounds Committee

1. Consider resolution approving contract change order No. 3 in the amount of \$2,928.27 for a net decrease to the contract with Manatts, Inc of Brooklyn, IA for the Runway Rehabilitation Project (See Resolution No. 2020-170).
2. Consider approval of resolution approving lease agreement with Lang Brothers Equipment Co. for Derecho debris (See Resolution No. 2020-171)
3. Consider approval of 5 Year Airport Capital Improvement Plan.
4. Consider Fall curbside leaf/brush pickup and free Brush/Compost Site days.
5. Consider Aureon ROW request, Hwy 6 Relocation.

C. Report from the Public Safety Committee

1. Consider resolution approving the amended Employee Safety Manual (See Resolution No. 2020-172).
2. Consider 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 FY20.
3. Discuss proposal submitted by Iowa EMS Consultants for analysis of emergency medical services for the Grinnell community.

D. Report from the Planning Committee

1. Consider resolution adopting the proposed Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the 2013 Central Urban Revitalization Area (See Resolution No. 2020-173).
2. Consider resolution to change zoning classification of land and scheduling a public hearing on the said change (1105 Hamilton Ave) (See Resolution No. 2020-174).
3. Consider resolution to change zoning classification of land and scheduling a public hearing on the said change (1109 Hamilton Ave) (See Resolution No. 2020-175).

4. Consider the first reading and waiving subsequent readings of an ordinance amending the Grinnell 2013 Central Urban Revitalization Plan (See Ordinance No. 1489).
 5. Consider recommendation from the Planning and Zoning Commission to begin the process of looking at current zoning regulations within the downtown district.
 6. Overview of Equity in Service Delivery efforts.
- 7) **Ordinances** (second reading):
- a) Ordinance No. 1488 - An ordinance amending the Code of Ordinances of the city of Grinnell, Iowa by amending provisions pertaining to Subdivision Regulations.
- 8) Closed session according to Chapter 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for the property.
- 9) **Inquiries:**
- 10) **Adjourn**



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, OCTOBER 5, 2020 AT 7:00 P.M.
VIA ZOOM

<https://zoom.us/j/99642010915?pwd=Mk5OSnBCblpudnBTc3dPWHlleDJmQT09>

MINUTES

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

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

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

1. Previous minutes as drafted from the Monday, September 21, 2020 Regular Session.
2. Approve city claims and payroll claims from September 9, 2020 through and including October 5, 2020 in the amount of \$1,640,489.36.
3. Approve Brandon Merrill as a new member of the Grinnell Volunteer Fire Department.
4. Approve Liquor License renewals:
 1. Casey's General Store #3617, 635 Lang Creek Ave.
 2. Mayflower Homes Inc., 619 Park St.
 3. West Side Family Dining (ownership change), 229 6th Ave W.
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) Special Council minutes (no quorum): September 28, 2020.
- b) Finance Committee minutes: September 21, 2020.
- c) Public Works & Grounds Committee minutes: September 21, 2020.
- d) Public Safety Committee minutes: September 21, 2020.
- e) Planning Committee minutes: September 21, 2020.
- f) Veterans Memorial Commission minutes: September 14, 2020.
- g) Library Board minutes: August 26, 2020.
- h) August 2020 Monthly Building Permit Report.

FINANCE COMMITTEE

Wray made the motion, second by White to approve Resolution No. 2020-158 – A resolution to authorize Mayor to sign the Community Block Grant program contract with the Iowa Economic Development Authority for the façade grant program. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve Resolution No. 2020-159 – A resolution requesting reimbursement from the Iowa COVID-19 Government Relief Fund in the amount of \$31,671.68. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve Resolution No. 2020-160 - A resolution approving contract with Granicus. AYES: 6-0. Motion carried.

Wray made the motion, second by White to approve Resolution No. 2020-161 – A resolution for monthly internal transfers of funds. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve Resolution No. 2020-162 – A resolution for monthly transfers of funds for trust and agency. AYES: 6-0. Motion carried.

Wray made the motion, second by White to approve special request from the Goodfellows for the Christmas Share program in the amount of \$3,000. AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve special request from the Grinnell Food Coalition in the amount of \$20,000 with follow up from them by Thanksgiving. AYES: 6-0. Motion carried.

PUBLIC WORKS AND GROUNDS COMMITTEE

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-163 – A resolution approving contract change order No. 5 in the amount of \$182,275.99 for a net increase to the contract with WRH, Inc of Amana, IA for the Wastewater Treatment Facility Improvements. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-164 – A resolution authorizing payment of contractor's pay request No. 1 in the amount of \$34,978.00 to Gator Excavating of Grimes, Iowa for the Immanuel Lutheran Church Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-165 – A resolution authorizing payment of contractor's pay request No. 2 in the amount of \$198,923.40 to Peterson Contractors, Inc. of Reinbeck, Iowa for the 16th Avenue Culvert Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Gaard to approve first reading of Ordinance No. 1488 - An ordinance amending the Code of Ordinances of the city of Grinnell, Iowa by amending provisions pertaining to Subdivision Regulations. AYES: 6-0. Motion carried.

The purchase of City property by MCG for placement of their fiber 'hut' was discussed. No action was taken.

PUBLIC SAFETY COMMITTEE

White made the motion, second by Hueftle-Worley to approve Resolution No. 2020-166 – A resolution approving the FY 21 28E agreement between the Grinnell Police Department and the Iowa Alcoholic Beverages Division for the tobacco enforcement. AYES: 6-0. Motion carried.

Analysis of the current emergency medical services system was discussed. No action was taken.

An update was given on the Police Chief recruitment process. No action was taken.

Halloween date, time, safety measures, and COVID-19 adjustment was discussed as posted on the City of Grinnell website. No action was taken.

PLANNING COMMITTEE

Bly made the motion, second by Davis to approve Resolution No. 2020-167 – A resolution determining the necessity and fixing a date for a public hearing on the matter of the adoption of a proposed Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the Grinnell 2013 Central Urban Revitalization Area. AYES: 6-0. Motion carried.

Bly made the motion, second by Davis to approve date for first meeting of the Equity in Service Delivery Steering Committee. AYES: 6-0. Motion carried.

Bly made the motion, second by Davis to approve Resolution No. 2020-168 – A resolution approving the submission of a final application on behalf of the Grinnell Veterans Memorial Building – Prairie Star Artist Residency to the Iowa Great Places grant program. AYES: 6-0. Motion carried.

Bly made the motion, second by Gaard to approve Resolution No. 2020-169 – A resolution approving Tax Abatement application for 2013 Central Urban Revitalization for Bradley & Julie Nelson, 614 Reed Street. AYES: 6-0. Motion carried.

The FY 22-26 Capital Improvement Plan was discussed. No action was taken.

INQUIRIES

None.

ADJOURNMENT

The Mayor declared the meeting adjourned at 7:27 p.m.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

Applicant License Application ()

Name of Applicant:	<u>Craft Brewhouse LLC</u>		
Name of Business (DBA):	<u>Grinnell Craft Brewhouse</u>		
Address of Premises:	<u>923 Main St</u>		
City	<u>Grinnell</u>	County:	<u>Poweshiek</u> Zip: <u>50112</u>
Business	<u>(641) 218-4398</u>		
Mailing	<u>767 120th Ave</u>		
City	<u>Knoxville</u>	State	<u>IA</u> Zip: <u>50138</u>

Contact Person

Name	<u>Steven Inskeep</u>		
Phone:	<u>(641) 891-7481</u>	Email	<u>inskeep.steve@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 11/01/2020

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

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

Ownership

Steven Inskeep

First Name: Steven **Last Name:** Inskeep
City: Knoxville **State:** Iowa **Zip:** 50138
Position: President
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company:	<u>Illinois Casualty Co</u>		
Policy Effective Date:	<u>11/01/2020</u>	Policy Expiration	<u>10/31/2021</u>
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

Applicant License Application (LC0043024)

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: 11/16/2019

Expiration Date: 11/15/2020

Privileges:

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

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

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>Cincinnati Specialty Underwriters</u>		
Policy Effective Date:	<u>11/16/2019</u>	Policy Expiration	<u>11/16/2020</u>
Bond Effective	Dram Cancel Date:		
Outdoor Service Effective	Outdoor Service Expiration		
Temp Transfer Effective Date	Temp Transfer Expiration Date:		

Applicant License Application (LE0000975)

Name of Applicant: <u>Grinnell Markets, Inc.</u>		
Name of Business (DBA): <u>McNally's Super Valu</u>		
Address of Premises: <u>1026 Main St.</u>		
City <u>Grinnell</u>	County: <u>Poweshiek</u>	Zip: <u>5011200</u>
Business <u>(641) 236-3166</u>		
Mailing <u>1026 Main St.</u>		
City <u>Grinnell</u>	State <u>IA</u>	Zip: <u>501120000</u>

Contact Person

Name <u>Randy Smith</u>		
Phone: <u>(641) 990-9024</u>	Email <u>ranjulsmith@gmail.com</u>	

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 11/06/2019

Expiration Date: 11/05/2020

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>		
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>	

Ownership

Julienne Smith

First Name: Julienne **Last Name:** Smith
City: Grinnell **State:** Iowa **Zip:** 50112
Position: Spouse
% of Ownership: 0.00% **U.S. Citizen:** Yes

Randy Smith

First Name: Randy **Last Name:** Smith
City: Grinnell **State:** Iowa **Zip:** 50112
Position: President
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: Old Republic Insurance Company

Policy Effective Date: 11/06/2019

Policy Expiration 01/01/1900

Bond Effective 2

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Ann Wingerter

From: Dan Sicard <djsicard@grinnellpd.com>
Sent: Thursday, October 15, 2020 10:45 AM
To: Ann Wingerter
Cc: Russ Behrens
Subject: Council Agenda

Ann,

Could you please put the retirement of Firefighter Scott Schmidt Volunteer/Part-time Fire Fighter? Scott has served the City of Grinnell for 40 years including time as an Assistant Chief. His knowledge, experience and dedication will be missed.

Daniel J. Sicard
Fire Chief
641-236-6108
djsicard@grinnellpd.com



Grinnell FINANCE COMMITTEE Meeting
TUESDAY, OCTOBER 5, 2020 AT 8:00 A.M.
VIA ZOOM

<https://zoom.us/j/91023031920?pwd=UTRFdWVwb2JZcGJoVk9aK2lvcDRaQT09>

TENTATIVE AGENDA

ROLL CALL: Wray (Chair), White, Bly. Also present: Mayor Agnew, Julie Davis, Kim Kolars, Russ Behrens, and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. White made the motion, second by Bly to recommend approval of Resolution No. 2020-158 – A resolution to authorize Mayor to sign the Community Block Grant program contract with the Iowa Economic Development Authority for the façade grant program. AYES: 3-0. Motion carried.
2. Bly made the motion, second by White to recommend approval of Resolution No. 2020-159 – A resolution requesting reimbursement from the Iowa COVID-19 Government Relief Fund in the amount of \$31,671.68. AYES: 3-0. Motion carried.
3. White made the motion, second by Bly to recommend approval of Resolution No. 2020-160 – A resolution approving contract with Granicus. AYES: 3-0. Motion carried.
4. Bly made the motion, second by White to recommend approval of Resolution No. 2020-161 – A resolution for monthly internal transfers of funds. AYES: 3-0. Motion carried.
5. White made the motion, second by Bly to recommend approval of Resolution No. 2020-162 – A resolution for monthly transfers of funds for trust and agency. AYES: 3-0. Motion carried.
6. Bly made the motion, second by White to recommend approval of a special request from the Goodfellows for the Christmas Share program in the amount of \$3,000. AYES: 3-0. Motion carried.
7. White made the motion, second Bly to recommend approval special request from the Grinnell Food Coalition in the amount of \$20,000 and requesting they report back before Thanksgiving. AYES: 3-0. Motion carried.

INQUIRIES: None.

The meeting was adjourned at 8:09 a.m.

JO WRAY, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, OCTOBER 5, 2020 AT 4:45 P.M.
VIA ZOOM**

<https://zoom.us/j/99452392265?pwd=V0lVdnFoS3VYbjlrRXJsVE9ucFRZZz09>

MINUTES

ROLL CALL: Hueftle-Worley (Chair), Wray, Gaard. Also present: Mayor Agnew, Greg Roth, Libby Patton, Kim Kolars, Russ Behrens, and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as present.

COMMITTEE BUSINESS:

1. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-163 – A resolution approving contract change order No. 5 in the amount of \$182,275.99 for a net increase to the contract with WRH, Inc of Amana, IA for the Wastewater Treatment Facility Improvements. AYES: 3-0. Motion carried.
2. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-164 – A resolution authorizing payment of contractor's pay request No. 1 in the amount of \$34,978.00 to Gator Excavating of Grimes, Iowa for the Immanuel Lutheran Church Project. AYES: 3-0. Motion carried.
3. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-165 – A resolution authorizing payment of contractor's pay request No. 2 in the amount of \$198,923.40 to Peterson Contractors, Inc. of Reinbeck, Iowa for the 16th Avenue Culvert Project. AYES: 3-0. Motion carried.
4. Wray made the motion, second by Gaard to recommend approval of the first reading of Ordinance No. 1488 - an ordinance amending the Code of Ordinances of the city of Grinnell, Iowa by amending provisions pertaining to Subdivision Regulations. AYES: 3-0. Motion carried.
5. The committee discussed the purchase of City property by MCG for placement of their fiber 'hut'. No action was taken.

INQUIRIES: None.

The meeting was adjourned at 5:06 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, OCTOBER 5, 2020 AT 5:30 P.M.
VIA ZOOM**

<https://zoom.us/j/91851821184?pwd=bTB2R1pnUWEwemFuaVdBT1dOTIJEZz09>

MINUTES

ROLL CALL: White (Chair), Hueftle-Worley, Davis. Also present: Mayor Agnew, Jo Wray, Lamoyne Gaard, Dennis Reilly, Dan Sicard, Kim Kolars, Russ Behrens, and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Hueftle-Worley made the motion, second by Davis to recommend approval of Resolution No. 2020-166 – A resolution approving the FY 21 28E agreement between the Grinnell Police Department and the Iowa Alcoholic Beverages Division for the tobacco enforcement. AYES: 3-0. Motion carried.
2. The committee discussed analysis of the current emergency medical services system. No action was taken.
3. Russ Behrens provided an update on the Police Chief recruitment process. No action was taken.
4. The committee discussed Halloween date, time, safety measures, and COVID-19 adjustment. No action was taken.

INQUIRIES: None.

The meeting was adjourned at 5:57 p.m.

JIM WHITE, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR



**GRINNELL PLANNING COMMITTEE MEETING
TUESDAY, OCTOBER 5, 2020 AT 6:15 P.M.
VIA ZOOM**

<https://zoom.us/j/96624800133?pwd=VmhFNmpvRU5PWnc2bHJYWnBHaUtTUT09>

MINUTES

ROLL CALL: Bly (Chair), Davis. Gaard joined the meeting at 6:20 p.m. Also present: Mayor Agnew, Jo Wray, Sharon Mealey, Kim Kolars, Russ Behrens, and Ann Wingerter

PERFECTING AND APPROVAL OF AGENDA

COMMITTEE BUSINESS:

1. Davis made the motion, second by Bly to recommend approval of Resolution No. 2020-167 – A resolution determining the necessity and fixing a date for a public hearing on the matter of the adoption of a proposed Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the Grinnell 2013 Central Urban Revitalization Area. AYES: 3-0. Motion carried.
2. Davis made the motion, second by Bly to recommend setting date for the first meeting of the Equity in Service Delivery Steering Committee as Wednesday, October 14, 2020 at 5:00 p.m. at the Central Park Shelter. AYES: 3-0. Motion carried.
3. Davis made the motion, second by Gaard to recommend approval of Resolution No. 2020-168 – A resolution approving the submission of a final application on behalf of the Grinnell Veterans Memorial Building – Prairie Star Artist Residency to the Iowa Great Places grant program. AYES: 3-0. Motion carried.
4. Gaard made the motion, second by Davis to recommend approval of Resolution No. 2020-169 – A resolution approving Tax Abatement application for 2013 Central Urban Revitalization for Bradley & Julie Nelson, 614 Reed Street. AYES: 3-0. Motion carried.
5. The FY 22-26 Capital Improvement Plan was discussed by the committee. No action was taken.

INQUIRIES: None.

The meeting was adjourned at 6:29 p.m.

RACHEL BLY, CHAIR

ATTEST:

ANMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

MINUTES OF THE PLANNING AND ZONING COMMISSION

Secretary Tyler Avis called the meeting of the Planning and Zoning Commission to order at 7:03 p.m. on October 6, 2020.

ROLL CALL: Stewart A, Adelberg P, Duke P, McGriff P, Baumann P.

Also in Attendance: Jack Morrison

APPROVAL OF MINUTES FROM May 12, 2020: Adelberg made a motion to approve the minutes. Duke seconded the motion. Motion passed unanimously.

APPROVAL OF AGENDA: Baumann made a motion to approve the agenda. McGriff seconded the motion. Motion passed unanimously.

COMMUNICATIONS: Mr. Avis explained that three members have resigned from the Commission bringing the total member count to 5. All members resigned indicated they have served for quite some time, and are ready to move forward.

OLD BUSINESS: Mr. Avis updated the Commission on a previous rezoning case from Ryan Ferguson, he explained that the applicant is no longer proceeding with the request.

NEW BUSINESS:

1. Commission members to vote on Chairperson and Vice-Chairperson.

The Commission unanimously voted to wait to vote for a new Chair and Vice-Chairperson until the unfilled seats have appointees, or until the next meeting.

2. Review an application from Jack Morrison on behalf of Mayflower Homes to consider a request to rezone 1105 and 1109 Hamilton Avenue from R-2: Two-Family Residential to R-3: Multifamily Residential.

Mr. Avis explained the request per the staff memo.

Ms. Adelberg asked about the orientation of the homes and asked the applicant to clarify how many units would be on the lots.

Mr. Morrison explained these will be single-family homes, so there will be two units on one lot.

Mr. Avis clarified the City's zoning regulations on a situation where two separate dwellings are located on the same lot, and that the only district where that is permitted is the R-3 District. Mr. Avis also indicated no public input had been received on this matter.

Ms. Duke made a motion that the Planning and Zoning Commission make a recommendation to City Council to approve the rezoning of 1105 and 1109 Hamilton Avenue from R-2: Two-Family Residential to R-3: Multifamily Residential. Ms. Adelberg seconded the motion. All members indicated by a roll call vote to approve the motion and the motion passed unanimously.

3. Introduce Commission members to existing zoning situation downtown and proposed Merge Development and issues surrounding the height and front yard setback limitations of Grinnell's existing Zoning Regulations for the C-2: Central Business Zoning District.

After a discussion on the possibility of the challenges the City Regulations currently have with proposed developments within the downtown district, the Commission unanimously voted to recommend City Council to recommend the Commission to begin the process of looking at our current zoning regulations and addressing issues within our downtown district, as well as the possibility of creating a blanket /overlay district or potentially a new zoning district to promote the types of proposed construction the City believes will occur in the downtown district

INQUIRIES: None

ADJOURN: Adelberg moved that the meeting be adjourned. Baumann seconded the motion. Motion passed unanimously. Meeting was adjourned at 7:43 p.m.

ATTEST: 

STAN STEWART, CHAIRPERSON

SECRETARY



Grinnell PARKS AND RECREATION BOARD meeting
MONDAY, OCTOBER 12TH, 2020 AT 7:10 P.M.
Via Zoom

Minutes

ROLL CALL: Lisa Lindley, Ralph Eyberg, Whitney Jensen, Allison Haack, Sabrina Edsen and Jordan Allsup.
Absent: Russ Crawford and Ray Spriggs

APPROVE AGENDA: At 7:12pm Lindley made the motion to approve agenda, second by Eyberg to approve the agenda. AYES: All. Motion carried.

APPROVE MEETING MINUTES: Eyberg made the motion, second by Lindley to approve August 24th, 2020 meeting minutes. AYES: All. Motion carried.

OLD BUSINESS:

1. Master Parks Plan – priority of projects, fundraising opportunities, grant writing, goals for 2020-2021 fiscal year
 - **Parks and Cemetery Vegetation – Eyberg-** Clean up continues after the Derecho event, but parks are looking very good after the results of the first clean up go around. No action necessary.
 - **Bailey Park– Allsup-** Estimate was received was received for new construction of a shelter at Bailey Park. Department staff will now put together a plan to see the project come to fruition. No action necessary.
 - **Parks to do list-** Allsup/Neff- No update. No action necessary.
2. Recreation- Fall programming is halfway through their seasons with participation not so far off than other years. Allsup informed the board that people have really taken to the department's COVID-19 guidelines during participation and is very pleased with the outcome. Fall/Winter Activity guide has been released digitally to the public with COVID-19 guidelines for the Grinnell Athletic and Recreation Center along with other program offerings throughout the winter months. No action necessary.

NEW BUSINESS:

1. Memorial Tree- Eyberg made the motion to approve the planting of a memorial tree at the request from the family of Ed Purcell in one of the city parks after the expiration of the City tree planting moratorium in 2021. Second by Lindley. AYES: All. Motion carried.
2. Water Works Park fiber hut- Lindley made the motion to recommend the purchase of city property at Water Works Park for placement of MCG fiber hut. Second by Eyberg. AYES: All. Motion carried.

NOTES:

INQUIRES:

ADJOURN: Lindley made the motion at 7:37pm to adjourn the meeting, second by Jensen. AYES: All. Motion carried.

Parks and Recreation Director
Jordan Allsup



October 9, 2020

Grinnell City Council
520 Fourth Avenue
Grinnell, IA 50112

CITY OF GRINNELL
520 Fourth Avenue
Grinnell, Iowa
50112-1947
Phone: 641-236-2600
Fax: 641-236-2626

MAYOR

DAN F.
AGNEW
dagnew@grinnelliowa.gov

CITY COUNCIL

BYRON HUEFTLE-WORLEY
At-Large

JIM WHITE
At-Large

JULIE DAVIS
1st Ward

JO WRAY
2nd Ward

RACHEL BLY
3rd Ward

LAMOYNE GAARD
4th Ward

ADMINISTRATION

RUSSELL L.
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WILLIAM J.
SUEPPEL
City Attorney
billjs@mearndonlaw.com

Re: Board of Adjustment Meeting

The Board of Adjustment met on October 9, 2020 to review an application from Myron and Kimberly Herzberg of 1605 Reed St to the Board of Adjustment to approve a variance to the rear yard requirement. The applicant requested the rear yard setback be reduced from 35' to 21' to allow for an addition onto the existing dwelling.

The Board of Adjustment voted 4 in favor to approve the request.

Sincerely,

Tyler Avis
Board of Adjustment Secretary
Director of Building and Planning

Notice is hereby given that the Board of Adjustment for the City of Grinnell will conduct a public hearing at 12:00 Noon, Friday, October 9, 2020.

MINUTES OF THE BOARD OF ADJUSTMENT

Special-Use Permit 20-2

October 9, 2020

The meeting was called to order by Chairperson Grant at 12:01pm.

Roll Call: Hatting P , Burnell P , Johnson P , Hammen P

Also present: Tyler Avis. Jamison Brus.

APPROVAL OF AGENDA:

Hammen motioned to approve the agenda. Hatting seconded the motion. The Agenda was approved unanimously.

APPROVAL OF MINUTES:

Grant asked if any changes were needed of the minutes. None were observed. Hammen made a motion to approve the minutes, Burnell seconded the motion. The Minutes were approved unanimously.

COMMUNICATIONS:

Grant requested if there were any communications. Avis explained the situation of the matter as written in the memo and then detailed a letter explaining how the proposed addition would look as well as a letter from the applicant detailing why they could not be present for the meeting.

NEW BUSINESS:

1. Review an application from Myron and Kimberly Herzberg of 1605 Reed St to the Board of Adjustment to approve a variance to the rear yard requirement. The applicant requests the rear yard setback be reduced from 35' to 21' to allow for an addition onto the existing dwelling.

Mr. Hatting asked if any objections to the request have been made. Avis explained there were none.

Burnell made a note on the addition of the concrete patio, and asked if there was anything to take into consideration of that. Avis explained there would not be.

Hammen made a motion to reduce the rear yard setback from 35' to 21' at 1605 Reed St. The roll call vote was as follows: Hatting Yes , Burnell Yes , Johnson , Hammen Yes , Grant Yes . The motion passed.

ADJOURN: Hatting moved to adjourn the meeting. Hammen seconded the motion. The motion was passed unanimously at 12:15 p.m.

TERESE GRANT, CHAIR

ATTEST:

A handwritten signature in black ink, appearing to read "Tyler Avis", is written over a horizontal line.

TYLER AVIS, SECRETARY



**BOARD OF ADJUSTMENT
CITY OF GRINNELL, IOWA
DECISION AND ORDER**

This Decision and Order of the Board of Adjustment does not constitute approval of any construction. All necessary permits must be obtained before any construction is commenced upon the Property. A Certificate of Occupancy must be obtained before any structure is occupied or re-occupied after a change of use.

Any use allowed by the Decision and Order shall not be commenced or resumed until all the requirements imposed on such use by the Zoning Regulations and this Order have been satisfied.

The use allowed by the Order must be commenced within two years or this Order will be void and of no further force and effect.

IN THE MATTER OF THE APPEAL FROM:
MYRON AND KIMBERLY HERZBERG
ON PROPERTY LOCATED AT:
1605 REED ST, GRINNELL, IA 50112

CASE NUMBER: **20-2**
PUBLIC HEARING: **OCTOBER 9, 2020**

SUBJECT OF THE APPEAL

Proposal: Construct an addition on the west side of the dwelling, which would encroach 14' into the 35' rear yard setback

Appeal(s): Variance of 14' of the rear yard, reducing the rear yard setback to 21' from 35'.

Required by City Code Sections 165.14(4)

Findings

Granting the requested variance would allow the applicant to reduce the required rear yard setback of this property and allow the construction of the proposed addition.

Myron and Kimberly Herzberg
1605 Reed St
BOA 20-2

October 9, 2020

DECISION AND ORDER

WHEREFORE, IT IS ORDERED that the appeal for a variance of 14 feet less than the minimum 35 foot setback required from the West side property line adjoining an “R-1” Residential District at 1605 Reed St., is **approved as the public interest will not be negatively affected as a result of the project and as long as the structure meets the required building codes.**

VOTE

The foregoing Decision and Order was adopted by a vote of 4-0 to approve the variance request.

Signed, entered into record, and filed with the City of Grinnell Building and Planning Department serving as the office of the Board, on October 9, 2020.

Terese Grant, Board Chairperson



Tyler Avis, Board Secretary

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: SEPTEMBER 2020

FUND	BEGINNING CASH BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE DISBURSEMENTS	ENDING CASH BALANCE
GENERAL FUNDS				
001-GENERAL FUND	(203,690.50)	231,765.85	302,863.01	(274,787.66)
002 VETERANS MEM - GENERAL FUND	86,196.67	11,610.35	4,059.00	93,748.02
003-LIBRARY - GENERAL FUND	0.00	43,874.29	43,874.29	0.00
004-CITY HALL RES - GENERAL	400,122.90	178.30	0.00	400,301.20
009-SPORTS AUTHORITY	49,128.06	21.76	300.00	48,849.82
010-BUILDING & PLANNING - GEN	162,909.90	19,229.99	13,903.18	168,236.71
011-UTILITY FRANCHISE - GEN	1,481,765.65	0.00	0.00	1,481,765.65
102 - FORBES FUND - GENERAL	14,402.94	0.00	0.00	14,402.94
103 - LIBRARY FUND STATE - GENERAL	2.31	3,319.48	0.00	3,321.79
104 - STAYING WELL - GENERAL	2,569.41	0.00	0.00	2,569.41
107 - PLANTINGS - GEN	10,103.18	0.00	0.00	10,103.18
108 - TREE FUND - GEN	3,220.00	0.00	0.00	3,220.00
130-CDBG HSG GRANT 01 - GEN	9,870.23	0.00	0.00	9,870.23
TOTAL GENERAL FUNDS	2,016,600.75	310,000.02	364,999.48	1,961,601.29
SPECIAL REVENUE FUNDS				
110-ROAD USE FUND - SPEC REV	923,387.78	130,911.30	316,665.18	737,633.90
112-T&A EMP BEN- SPEC REV	126,682.34	116,848.94	95,963.27	147,568.01
121-LOCAL OPTION SALES TAX	742,308.39	104,172.71	7,500.00	838,981.10
133-T-A RES UNEMP - SPEC REV	12,976.50	5.78	0.00	12,982.28
136-INSURANCE DED -SPEC REV	65,247.42	29.08	0.00	65,276.50
138-MED INS RESERVE - SPEC RV	419,251.58	15,513.16	8,778.09	425,986.65
140-HEALTH INS ESC-SPEC REV	889,426.49	9,219.18	8,822.83	889,822.84
145-HOTEL/MOTEL TAX - SPC REV	123,600.74	453.32	4,357.90	119,696.16
167-LIBRARY GIFTS - SPEC REV	82,770.80	116.76	361.11	82,526.45
177-FORFEITURE FUND	28,948.41	12.90	0.00	28,961.31
490-FIRE EQMT REP FUND - SP R	20,583.38	9.17	0.00	20,592.55
491-GEN EQMT REP FUND- SP RV	214,246.16	95.47	0.00	214,341.63
492-WA EQMT REV FUND - SP RV	124,327.02	55.40	0.00	124,382.42
493-SEW EQMT REV FUND- SP RV	174,838.52	77.91	0.00	174,916.43
494-SANITATION EQMT REP FUND-SP RV	459,167.83	203.44	2,637.32	456,733.95
498-OFFICE EQMT REP FD - SR	68,930.41	30.72	0.00	68,961.13
499-REC EQMT REP FD- SP RV	1,773.20	0.79	0.00	1,773.99
TOTAL SPECIAL REVENUE FUNDS	4,478,466.97	377,756.03	445,085.70	4,411,137.30
TAX INCREMENT FINANCING FUNDS				
125-URBAN REN - TIF SPEC REV	462,199.88	132,417.28	0.00	594,617.16
TOTAL TIF FUNDS	462,199.88	132,417.28	0.00	594,617.16
DEBT SERVICE FUNDS				
200-DEBT SERV - SPEC REV	137,748.57	5,371,327.95	16,515.00	5,492,561.52
TOTAL DEBT SERVICE FUNDS	137,748.57	5,371,327.95	16,515.00	5,492,561.52
CAPITAL PROJECT FUNDS				
302 - EAST ST RECON - CP	(35,535.72)	0.00	0.00	(35,535.72)
303 - CLNS FY 17-18	6,920.40	0.00	0.00	6,920.40
304 - SKATEPARK PROJECT	0.00	0.00	0.00	0.00

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: SEPTEMBER 2020

FUND	BEGINNING CASH BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE DISBURSEMENTS	ENDING CASH BALANCE
305 - HWY 6 WA MAIN RELOCATE	(9,615.38)	0.00	117.00	(9,732.38)
307 - 10TH AVE (WEST TO PARK)	0.00	0.00	0.00	0.00
308 - 5TH AVE ST RECONST	0.00	0.00	0.00	0.00
309 - GMRC RISE PROJECT	460.90	0.00	0.00	460.90
310 - CENTRAL PARK PROJECT	0.00	0.00	0.00	0.00
314 - CLNS 18-19	0.00	0.00	0.00	0.00
315 - CLNS 19-20	59,947.91	0.00	9,644.32	50,303.59
316 - INDOOR ACTIVITY CENTER	50,056.46	0.00	0.00	50,056.46
317 - WATER MAIN PROJECT	(451.00)	0.00	0.00	(451.00)
318 - REED STREET (1ST TO 6TH)	(3,802.71)	0.00	4,194.84	(7,997.55)
319 - PARK STREET (IIRR TO 1ST)	(13,083.28)	0.00	15,685.65	(28,768.93)
320 - SE SEWER LINING & MANHOLE PROJECT	(1,010.65)	0.00	1,624.50	(2,635.15)
350 - AIRPORT DEVELOPMENT	39,584.38	247,219.00	382,344.21	(95,540.83)
361 - STORM WA QUALITY PROJECT	(8,243.00)	0.00	3,323.86	(11,566.86)
364 - CBDG FAÇADE IMP	2,227.35	0.00	0.00	2,227.35
366 - 10TH AVE UPRR	18,206.80	0.00	0.00	18,206.80
369 - REINVESTMENT PROJECT	2,667.58	42,249.67	33,799.74	11,117.51
371 - WATER TOWER PROJECT	147,972.40	65.62	724.00	147,314.02
372 - BIKE TRAIL PROJECT	76,197.22	21.06	0.00	76,218.28
373 - 8TH AVENUE STR CONST PROJECT	(52,899.12)	0.00	9,225.34	(62,124.46)
375 - I-80 INTERCHANGE PROJECT	(14,061.22)	0.00	0.00	(14,061.22)
376 - CBD PROJECTS	42,381.00	0.00	0.00	42,381.00
377 - 16TH AVE BOX CULVERT	195,943.74	0.00	138,142.42	57,801.32
CAPITAL PROJECT FUNDS	503,864.06	289,555.35	598,825.88	194,593.53
PERMANENT FUNDS				
500-PERP CARE FD - PERMANENT	527,827.87	628.29	0.00	528,456.16
TOTAL PERMANENT FUNDS	527,827.87	628.29	0.00	528,456.16
PROPRIETARY FUNDS				
141-WATER DEP FUND - PROP	85,610.34	1,650.00	2,250.00	85,010.34
610-WATER FUND	1,166,331.33	200,669.91	111,098.76	1,255,902.48
620-SEWER OPERATION AND MAINT	1,375,910.45	174,538.03	54,567.45	1,495,881.03
378 - WW TRMT PLAN PROJECT	466,547.71	469,979.85	0.00	936,527.56
630-STORM SEWER FUND	187,267.53	31,618.55	37,766.33	181,119.75
670-SOLID WASTE	679,966.00	114,415.46	75,981.13	718,400.33
TOTAL PROPRIETARY FUNDS	3,961,633.36	992,871.80	281,663.67	4,672,841.49
TOTAL FUND BALANCES	12,088,341.46	7,474,556.72	1,707,089.73	17,855,808.45

GRINNELL POLICE DEPARTMENT

CITY OF GRINNELL, IOWA INTER-OFFICE MEMORANDUM

FROM: Dennis Reilly
Chief of Police

DATE: October 6, 2020

TO: Honorable Dan Agnew
Honorable Council Persons
Mr. Russell Behrens, City Manager
Mrs. Ann Wingerter, City Clerk

SUBJECT: Monthly Report for **September**

Areas of Interest/Accomplishments:

- Homicide investigation
- Continued COVID-19 operational procedures.
- Continued search process for officer candidates
- I attended the following, a majority of which were web based: Council and Public Safety meetings; Department Head meetings; weekly Public Health updates; meeting with city manager and citizen; meeting with Concerns of Black Students rep

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

	September 20	August 20	September 19
Incident Reports	95	90	116
Arrests	32	12	25
Citations	23	19	64
Warnings	31	70	157
PD Collisions	5	4	9
PI Collisions	0	0	0
Hit & Run	4	2	3
Parking Tickets	31	39	155
Calls for Service	810	988	1293

Respectfully Submitted,



Dennis Reilly
Chief of Police

September 2020 Building Department Memorandum
City of Grinnell, Iowa



FROM: Tyler Avis
Director of Building and Planning

DATE: October 16, 2020

TO: Honorable Dan Agnew
Honorable Council Persons
Mr. Russell Behrens, City Manager
Ms. Ann Wingerter, City Clerk

Subject: Monthly Report for September

CITY OF GRINNELL
520 Fourth Avenue
Grinnell, Iowa
50112-1947
Phone: 641-236-2600
Fax: 641-236-2626

SEPTEMBEROR

DAN F.
AGNEW
dagnew@grinnelliowa.gov

CITY COUNCIL

BYRON HUEFTLE-WORLEY
At-Large

JIM WHITE
At-Large

JULIE DAVIS
1st Ward

JO WRAY
2nd Ward

RACHEL BLY
3rd Ward

LAMOYNE GAARD
4th Ward

ADMINISTRATION

RUSSELL L.
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WILLIAM J.
SUEPPEL
City Attorney
billjs@mearndonlaw.com

During the month of September there were 49 projects started which include the following:

Residential Repair:	2
Residential Addition:	2
Residential Accessory:	1
Commercial Addition:	2
Commercial Remodel:	1
Deck	4
Fence:	4
Flatwork:	2
Mechanical:	4
Parking Stall Rental:	1
Plumbing:	1
Swimming Pool:	1
Radon Mitigation:	2
Roof:	15
Siding:	1
Signs:	3
Water Heater Changeout:	3

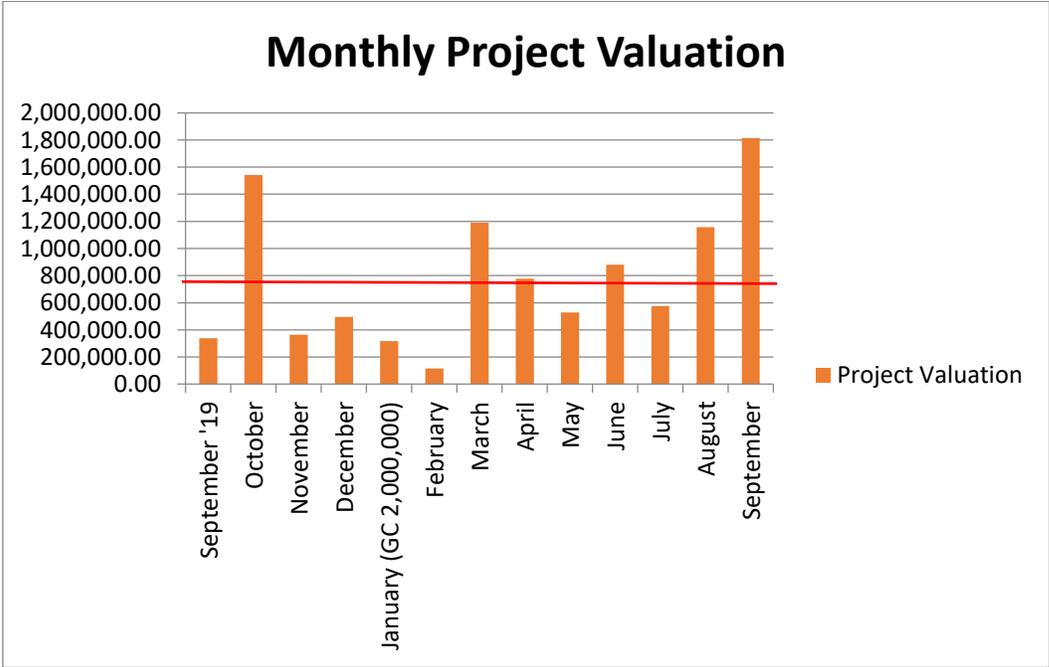
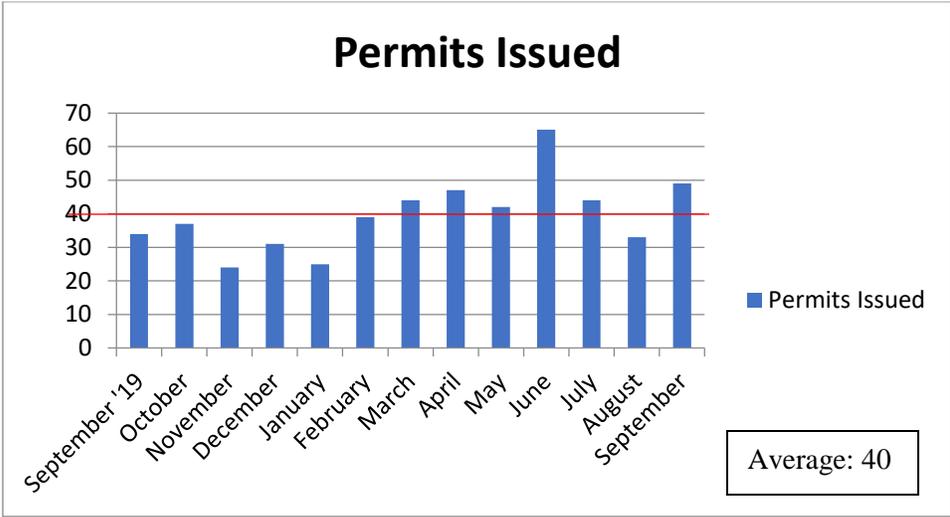
Total project valuation for September: \$1,813,318.00

Total project valuation for FY '21: \$ 3,547,785.75

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tyler Avis".

Tyler Avis
Director of Building and Planning



PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

=====

PROJECT: 20210079 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 720 3RD AVE

APPLIED DATE: 9/01/2020 ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC ISSUED TO: ELKS LODGE #1266

PO BOX 252 720 3RD AVE

GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 8,400

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: AC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC CLASS: GC GENERAL CONTRACTOR

PO BOX 252

GRINNELL, IA 50112

ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECT: 20210080 - ROOF TYPE: ROOF ROOF

PROPERTY: 416 PARK ST

APPLIED DATE: 9/01/2020 ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: CEN CENTRAL IOWA ROOFING ISSUED TO: PATTEN, LAURA

1312 W 2ND ST 416 PARK ST

PELLA, IA 00000 GRINNELL, IA 50112

SQUARE FEET: 1,152

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF NEW SHINGLES ON ROOF.

SEGMENT: ROOF - ROOF

CONTRACTOR: CEN CENTRAL IOWA ROOFING CLASS:

1312 W 2ND ST

PELLA, IA 00000

ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 6,734.87 BALANCE: 0.00

PROJECT: 20210081 - SWIMMING POOL TYPE: POOL SWIMMING POOL

PROPERTY: 1422 SPENCER ST

APPLIED DATE: 9/01/2020 ISSUED DATE: 9/01/2020 EXPIRATION DATE: 2/28/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: HALL, ELYSSA

1422 SPENCER ST

GRINNELL, IA 50112

SQUARE FEET: 1,790

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: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: SWIMMING POOL

SEGMENT: POOL - SWIMMING POOL

CONTRACTOR:

CLASS:

ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020

BUILDING CODE: POOL SWIMMING POOL

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

PROJECT: 20210083 - ROOF

TYPE: ROOF ROOF

PROPERTY: 1014 CHATTERTON ST

APPLIED DATE: 9/01/2020 ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC ISSUED TO: SCHULZ, BRIAN

622 WEST DES MOINES ST

1014 CHATTERTON ST

BROOKLYN, IA 52211

GRINNELL, IA 50112

SQUARE FEET: 1,248

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: ROOF REPLACEMENT.

SEGMENT: ROOF - ROOF

CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC

CLASS:

622 WEST DES MOINES ST

BROOKLYN, IA 52211

ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 7,400.00 BALANCE: 0.00

PROJECT: 20210084 - WATER HEATER CHANGEOUT

TYPE: WH C/O WATER HEATER CHANGEOUT

PROPERTY: 804 4TH AVE

APPLIED DATE: 9/01/2020 ISSUED DATE: 9/01/2020 EXPIRATION DATE: 12/30/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: THE HEADQUARTERS

610 1ST AVENUE

804 4TH AVE

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 748

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 45.00

DESCRIPTION: WATER HEATER INSTALLATION.

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: 9/01/2020 EXPIRATION DATE: 12/30/2020

BUILDING CODE: WH C/O WATER HEATER CHANGEOUT

STATUS: Not Started VALUATION: 500.00 BALANCE: 45.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 9/01/2020 THRU 9/30/2020 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20210085 - MECHANICAL TYPE: MECH MECHANICAL
 PROPERTY: 1515 SPRING ST
 APPLIED DATE: 9/02/2020 ISSUED DATE: 9/02/2020 EXPIRATION DATE: 12/31/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: GIBSON, JANET
 610 1ST AVENUE 1515 SPRING ST
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 1,470
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
 610 1ST AVENUE
 GRINNELL, IA 50112
 ISSUED DATE: 9/02/2020 EXPIRATION DATE: 12/31/2020
 BUILDING CODE: MECH MECHANICAL
 STATUS: Not Started VALUATION: 1,000.00 BALANCE: 55.00

PROJECT: 20210086 - ROOF TYPE: ROOF ROOF
 PROPERTY: 421 1ST AVE W
 APPLIED DATE: 9/02/2020 ISSUED DATE: 9/02/2020 EXPIRATION DATE: 12/31/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: CLEM CLEM DAVIS COMPANY INC ISSUED TO: BUTLER, MICHELLE
 5161 THATCHER ROAD 421 1ST AVE W
 DOWNERS GROVE, IL 60515 GRINNELL, IA 50112
 SQUARE FEET: 1,708
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: FULL ROOF REPLACEMENT.

SEGMENT: ROOF - ROOF
 CONTRACTOR: CLEM CLEM DAVIS COMPANY INC CLASS:
 5161 THATCHER ROAD
 DOWNERS GROVE, IL 60515
 ISSUED DATE: 9/02/2020 EXPIRATION DATE: 12/31/2020
 BUILDING CODE: ROOF ROOF
 STATUS: Not Started VALUATION: 7,800.00 BALANCE: 0.00

PROJECT: 20210087 - ROOF TYPE: ROOF ROOF
 PROPERTY: 1115 WEST ST
 APPLIED DATE: 9/03/2020 ISSUED DATE: 9/03/2020 EXPIRATION DATE: 1/01/2021 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: PRAIRIE JEWEL APARTMENTS
 428 EAST ST STE E
 GRINNELL, IA 50112
 SQUARE FEET: 4,000
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 394.14

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: INSTALLATION OF A NEW ROOF.

SEGMENT: ROOF - ROOF

CONTRACTOR: KURTZ KURTZ CONSTRUCTION CLASS:

3103 BIG WOODS RD

CEDAR FALLS, IA 50613

ISSUED DATE: 9/03/2020 EXPIRATION DATE: 1/01/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 18,200.00 BALANCE: 394.14

PROJECT: 20210088 - ROOF

TYPE: ROOF ROOF

PROPERTY: 430 EAST ST

APPLIED DATE: 9/03/2020 ISSUED DATE: 9/03/2020 EXPIRATION DATE: 1/01/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: KURTZ KURTZ CONSTRUCTION ISSUED TO: GRACIE PARK APARTMENTS

3103 BIG WOODS RD

428 EAST ST STE E

CEDAR FALLS, IA 50613

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 575.27

DESCRIPTION: NEW ROOF INSTALLATION FOR BUILDINGS 5 & 6.

SEGMENT: ROOF - ROOF

CONTRACTOR: KURTZ KURTZ CONSTRUCTION CLASS:

3103 BIG WOODS RD

CEDAR FALLS, IA 50613

ISSUED DATE: 9/03/2020 EXPIRATION DATE: 1/01/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 29,250.00 BALANCE: 575.27

PROJECT: 20210090 - FENCE

TYPE: FENCE FENCE

PROPERTY: 1531 HOBART ST

APPLIED DATE: 9/04/2020 ISSUED DATE: 0/00/0000 EXPIRATION DATE: 0/00/0000 COMPLETION DATE: 0/00/0000

CONTRACTOR: GOOD GOOD NEIGHBOR FENCING ISSUED TO: DODDS, HAYLEY

10856 KEY AVE

1531 HOBART ST

KELLOGG, IA 50135

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF A CHAIN LINK FENCE IN THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR: GOOD GOOD NEIGHBOR FENCING CLASS:

10856 KEY AVE

KELLOGG, IA 50135

ISSUED DATE: 9/04/2020 EXPIRATION DATE: 1/02/2021

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 2,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

PROJECT: 20210091 - ROOF TYPE: ROOF ROOF

PROPERTY: 808 4TH AVE

APPLIED DATE: 9/04/2020 ISSUED DATE: 9/04/2020 EXPIRATION DATE: 1/02/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: DIETRICH DR & C INC

ISSUED TO: ROLAND & DIELEMAN

502 LINCOLN ST

P O BOX 107

VICTOR, IA 52347

GRINNELL, IA 50112

SQUARE FEET: 2,966

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: FULL ROOF REPLACEMENT.

SEGMENT: ROOF - ROOF

CONTRACTOR: DIETRICH DR & C INC

CLASS:

502 LINCOLN ST

VICTOR, IA 52347

ISSUED DATE: 9/04/2020 EXPIRATION DATE: 1/02/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 48,404.00 BALANCE: 0.00

PROJECT: 20210092 - ROOF TYPE: ROOF ROOF

PROPERTY: 1815 SPRING ST

APPLIED DATE: 9/08/2020 ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ERIE ERIE CONSTRUCTION

ISSUED TO: LARIMER, JOAN

10500 HICKMAN RD

1815 SPRING ST

CLIVE, IA 50325

GRINNELL, IA 50112

SQUARE FEET: 1,618

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: ADDING A NEW LAYER OF SHINGLES OVER EXISTING SINGLE LAYER OF SHINGLES.

SEGMENT: ROOF - ROOF

CONTRACTOR: ERIE ERIE CONSTRUCTION

CLASS:

10500 HICKMAN RD

CLIVE, IA 50325

ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 20,800.00 BALANCE: 0.00

PROJECT: 20210093 - RADON MITIGATION SYSTEM TYPE: RADON RADON MITIGATION SYSTEM

PROPERTY: 1811 7TH AVE

APPLIED DATE: 9/08/2020 ISSUED DATE: 9/08/2020 EXPIRATION DATE: 11/07/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS

ISSUED TO: STARK, TERESA

1832 9TH AVE

1811 7TH AVE

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 1,525

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: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: RADON MITIGATION SYSTEM INSTALLATION.

SEGMENT: RADON - RADON MITIGATION

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS CLASS:

1832 9TH AVE
GRINNELL, IA 50112

ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021

BUILDING CODE: RADON RADON MITIGATION SYSTEM

STATUS: Not Started VALUATION: 2,135.00 BALANCE: 0.00

PROJECT: 20210094 - FENCE

TYPE: FENCE FENCE

PROPERTY: 1834 4TH AVE

APPLIED DATE: 9/08/2020 ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: NAVARRO, MICHELLE
1834 4TH AVE
GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: 6FT PRIVACY FENCE INSTALLATION IN THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR: CLASS:

ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECT: 20210095 - RESIDENTIAL ADDITION

TYPE: 03-RESADD RESIDENTIAL ADDITION

PROPERTY: 1512 LINDEN ST

APPLIED DATE: 9/08/2020 ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANWEELDEN VAN WEELDEN CONSTRUCTION

ISSUED TO: SCHUBERT, ERIC & BOBBYE

3831 EAST 112 ST S
KELLOGG, IA 50135

1512 LINDEN ST
GRINNELL, IA 50112

SQUARE FEET: 1,632

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT 15X14 SINGLE STORY ADDITION WITH BASEMENT

SEGMENT: 03-RESADD - RESIDENTIAL ADDITION

CONTRACTOR: VANWEELDEN VAN WEELDEN CONSTRUCTION CLASS:

3831 EAST 112 ST S
KELLOGG, IA 50135

ISSUED DATE: 9/08/2020 EXPIRATION DATE: 1/06/2021

BUILDING CODE: RESADD RESIDENTIAL ADDITION

STATUS: Not Started VALUATION: 80,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210096 - RESIDENTIAL REPAIR

TYPE: 02-RESREP RESIDENTIAL REPAIR

PROPERTY: 1518 3RD AVE

APPLIED DATE: 9/10/2020 ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: ARNOLD, JOHN P
1405 4TH AVE
GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPAIR OF WEST AND NORTH WALLS, RAFTERS, AND OVERHEAD GARAGE DOOR.

SEGMENT: 02-RESREP - RESIDENTIAL REPAIR

CONTRACTOR: VERNON MILLER, VERNON CLASS:
3394 HWY J46
SEYMOUR, IA 52590

ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021

BUILDING CODE: RESREP RESIDENTIAL REPAIR

STATUS: Not Started VALUATION: 3,000.00 BALANCE: 0.00

PROJECT: 20210097 - SIDING & FLATWORK

TYPE: SIDING SIDING

PROPERTY: 215 BROAD ST

APPLIED DATE: 9/10/2020 ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: NIKKEL, STACEY & JARED
11329 S 112TH AVE E
SULLY, IA 50251

SQUARE FEET: 988

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: NEW SIDING INSTALLATION. INSTALLATION OF A 10FT X 38FT CONCRETE PATIO IN THE BACKYARD.

SEGMENT: FLATWORK - FLATWORK

CONTRACTOR: CLASS:
ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021
BUILDING CODE: FLATWORK FLATWORK

STATUS: Not Started VALUATION: 1,700.00 BALANCE: 0.00

SEGMENT: SIDING - SIDING

CONTRACTOR: CLASS:
ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021
BUILDING CODE: SIDING SIDING

STATUS: Not Started VALUATION: 3,200.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210098 - ROOF TYPE: ROOF ROOF

PROPERTY: 2005 SPRING ST

APPLIED DATE: 9/10/2020 ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANDLINDCO VANDER LINDEN CONSTRUCTION INC ISSUED TO: PARK PLACE HOMEOWNERS ASSN
 2005 SPRING ST UNIT 101 2005 SPRING ST UNIT 102
 GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING SHINGLES WITH NEW

SEGMENT: ROOF - ROOF

CONTRACTOR: VANDLINDCO VANDER LINDEN CONSTRUCTION INC CLASS: GC GENERAL CONTRACTOR
 2005 SPRING ST UNIT 101
 GRINNELL, IA 50112

ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 57,000.00 BALANCE: 0.00

PROJECT: 20210099 - ROOF TYPE: ROOF ROOF

PROPERTY: 1417 MICHAEL AVE

APPLIED DATE: 9/10/2020 ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: GEERTS, CORY
 1417 MICHAEL AVE
 GRINNELL, IA 50112

SQUARE FEET: 2,905

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: FULL ROOF REPLACEMENT.

SEGMENT: ROOF - ROOF

CONTRACTOR: CLEM CLEM DAVIS COMPANY INC CLASS:
 5161 THATCHER ROAD
 DOWNERS GROVE, IL 60515

ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 14,500.00 BALANCE: 0.00

PROJECT: 20210100 - ROOF TYPE: ROOF ROOF

PROPERTY: 1200 REED ST

APPLIED DATE: 9/10/2020 ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: HENNCONS HENNING CONSTRUCTION ISSUED TO: V.C. REED LLC
 819 E 9TH STREET N 6554 HWY 6 E
 NEWTON, IA 50208 KELLOGG, IA 50135

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: TEAR OFF AND REROOF SHINGLES

SEGMENT: ROOF - ROOF

CONTRACTOR: HENNCONS HENNING CONSTRUCTION CLASS: GC GENERAL CONTRACTOR

819 E 9TH STREET N

NEWTON, IA 50208

ISSUED DATE: 9/10/2020 EXPIRATION DATE: 1/08/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 7,680.00 BALANCE: 0.00

PROJECT: 20210101 - MONUMENT SIGN

TYPE: SIGN-MON MONUMENT SIGN

PROPERTY: 1115 8TH AVE

APPLIED DATE: 9/11/2020 ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ASISIGN ASI SIGNS ISSUED TO: GRINNELL COLLEGE

1219 ZIMMERMAN DRIVE

C/O ACCOUNTING DEPT

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 2

STATUS: OPEN BALANCE: 203.74

DESCRIPTION: REPLACE EXISTING SIGNAGE WITH NEW AT FACILITIES AND GLOVE FACTORY BLDGS

SEGMENT: SIGN-MON - MONUMENT SIGN

CONTRACTOR: ASISIGN ASI SIGNS CLASS: SC SIGN CONTRACTOR

1219 ZIMMERMAN DRIVE

GRINNELL, IA 50112

ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021

BUILDING CODE: SIGN-MON MONUMENT SIGN

STATUS: Not Started VALUATION: 5,993.33 BALANCE: 203.74

PROJECT: 20210102 - DECK/PORCH

TYPE: DECK DECK/PORCH

PROPERTY: 1731 MANOR DR

APPLIED DATE: 9/11/2020 ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: IOWAHOMECO IOWA HOME CONSTRUCTION ISSUED TO: PULS, STACEY

564 40TH AVE

1731 MANOR DR

PLEASANTVILLE, IA 50225

GRINNELL, IA 50112

SQUARE FEET: 1,440

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: COMPLETE REPAIRS TO EXISTING DECK; REPLACE DECKING BAORDS, RAILING, AND SOME JOISTS

SEGMENT: DECK - DECK/PORCH

CONTRACTOR: IOWAHOMECO IOWA HOME CONSTRUCTION CLASS:

564 40TH AVE

PLEASANTVILLE, IA 50225

ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 3,045.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210103 - DECK/PORCH TYPE: DECK DECK/PORCH

PROPERTY: 1819 SPRING ST

APPLIED DATE: 9/11/2020 ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: CHADBECK CHAD BECK CONSTRUCTION ISSUED TO: BUSH, RAY

1908 PRAIRIE ST 1819 SPRING ST

GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 60.00

DESCRIPTION: REPLACEMENT OF EXISTING DECK.

SEGMENT: DECK - DECK/PORCH

CONTRACTOR: CHADBECK CHAD BECK CONSTRUCTION CLASS: GC GENERAL CONTRACTOR

1908 PRAIRIE ST

GRINNELL, IA 50112

ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 60.00

PROJECT: 20210104 - ROOF TYPE: ROOF ROOF

PROPERTY: 1429 MAIN ST

APPLIED DATE: 9/11/2020 ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: JSRBUILSER GLANDON, GARY A ISSUED TO: DOORENBOS, ROY

1012 SUMMER STREET 1429 MAIN ST

GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 2,481

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REMOVAL OF EXISTING SHINGLES AND REPLACEMENT OF SHINGLES.

SEGMENT: ROOF - ROOF

CONTRACTOR: JSRBUILSER GLANDON, GARY A CLASS: GC GENERAL CONTRACTOR

1012 SUMMER STREET

GRINNELL, IA 50112

ISSUED DATE: 9/11/2020 EXPIRATION DATE: 1/09/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 11,000.00 BALANCE: 0.00

PROJECT: 20210105 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 1624 WEST ST

APPLIED DATE: 9/14/2020 ISSUED DATE: 9/14/2020 EXPIRATION DATE: 1/12/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: O'HALLORAN, DANIEL & BRENDA

1624 WEST ST

GRINNELL, IA 50112

SQUARE FEET: 1,787

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: FURNACE & AC INSTALLTION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: BROOINC BROOKWOOD

CLASS: MC

MECHANICAL CONTRACTOR

409 N 23RD AVENUE W

NEWTON, IA 50208

ISSUED DATE: 9/14/2020

EXPIRATION DATE: 1/12/2021

BUILDING CODE: MECH

MECHANICAL

STATUS: Not Started

VALUATION:

8,200.00

BALANCE:

55.00

PROJECT: 20210106 - ROOF

TYPE: ROOF

ROOF

PROPERTY: 1413 ANN ST

APPLIED DATE: 9/14/2020

ISSUED DATE: 9/14/2020

EXPIRATION DATE: 1/12/2021

COMPLETION DATE: 0/00/0000

CONTRACTOR: CK

CK CONSTRUCTION

ISSUED TO: KOLLENKARK, ANDREW

31252 NORTH AVE

1413 ANN ST

ADEL, IA 50003

GRINNELL, IA 50112

SQUARE FEET: 1,464

DWELLING TYPE: PRIVATE

UNITS: 1

STATUS: OPEN

BALANCE:

0.00

DESCRIPTION: INSTALLATION OF A NEW LAYER OF SHINGLES ON TOP OF SINGLE LAYER OF SHINGLES CURRENTLY ON ROOF.

SEGMENT: ROOF - ROOF

CONTRACTOR: CK

CK CONSTRUCTION

CLASS:

31252 NORTH AVE

ADEL, IA 50003

ISSUED DATE: 9/14/2020

EXPIRATION DATE: 1/12/2021

BUILDING CODE: ROOF

ROOF

STATUS: Not Started

VALUATION:

2,100.00

BALANCE:

0.00

PROJECT: 20210107 - FENCE

TYPE: FENCE

FENCE

PROPERTY: 324 11TH AVE

APPLIED DATE: 9/15/2020

ISSUED DATE: 9/15/2020

EXPIRATION DATE: 1/13/2021

COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: MCGRIFF, SARAH

324 11TH AVE

GRINNELL, IA 50112

SQUARE FEET: 669

DWELLING TYPE: PRIVATE

UNITS: 1

STATUS: OPEN

BALANCE:

50.00

DESCRIPTION: CHAIN LINK FENCE INSTALLATION IN THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR:

CLASS:

ISSUED DATE: 9/15/2020

EXPIRATION DATE: 1/13/2021

BUILDING CODE: FENCE

FENCE

STATUS: Not Started

VALUATION:

200.00

BALANCE:

50.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

PROJECT: 20210109 - RESIDENTIAL ADDITION TYPE: 03-RESADD RESIDENTIAL ADDITION

PROPERTY: 2018 4TH AVE

APPLIED DATE: 9/16/2020 ISSUED DATE: 9/16/2020 EXPIRATION DATE: 1/14/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: BAUSCONS BAUSTIAN CONSTRUCTION

ISSUED TO: SIECK, LLOYD & SHIRLEY

506 W PERSHING DRIVE

2018 4TH AVE

BROOKLYN, IA 52211

GRINNELL, IA 50112

SQUARE FEET: 168

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT 14X12 ADDITION OVER EXISITNG PATIO

SEGMENT: 03-RESADD - RESIDENTIAL ADDITION

CONTRACTOR: BAUSCONS BAUSTIAN CONSTRUCTION

CLASS: GC

GENERAL CONTRACTOR

506 W PERSHING DRIVE

BROOKLYN, IA 52211

ISSUED DATE: 9/16/2020 EXPIRATION DATE: 1/14/2021

BUILDING CODE: RESADD RESIDENTIAL ADDITION

STATUS: Not Started VALUATION: 8,100.00 BALANCE: 0.00

PROJECT: 20210110 - RESIDENTIAL ACCESS. BUILD. & DECK TYPE: 05-RESACC RESIDENTIAL ACCESSORY BLD

PROPERTY: 510 PEARL ST

APPLIED DATE: 9/16/2020 ISSUED DATE: 9/16/2020 EXPIRATION DATE: 1/14/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: VERNONMILL VERNON MILLER LLC

ISSUED TO: SCHULTZ, TIMOTHY

3394 HWY 546

510 PEARL ST

SEYMOUR, IA 52590

GRINNELL, IA 50112

SQUARE FEET: 798

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT A 30 X 30 GARAGE IN THE REAR YARD; HIEGHT TO BE LESS THAN EXISTING DWELLING, LISTED AS HAVING 9' TALL WALLS ON PLAN.

SEGMENT: 05-RESACC - GARAGE

CONTRACTOR: VERNONMILL VERNON MILLER LLC

CLASS: GC

GENERAL CONTRACTOR

3394 HWY 546

SEYMOUR, IA 52590

ISSUED DATE: 9/16/2020 EXPIRATION DATE: 1/14/2021

BUILDING CODE: RESACC RESIDENTIAL ACCESSORY BUILDING

STATUS: Not Started VALUATION: 35,000.00 BALANCE: 0.00

SEGMENT: DECK - DECK/PORCH

CONTRACTOR: VERNONMILL VERNON MILLER LLC

CLASS: GC

GENERAL CONTRACTOR

3394 HWY 546

SEYMOUR, IA 52590

ISSUED DATE: 9/28/2020 EXPIRATION DATE: 1/26/2021

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 3,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210111 - DECK/PORCH TYPE: DECK DECK/PORCH

PROPERTY: 1121 MAIN ST

APPLIED DATE: 9/18/2020 ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: PETIG, EVAN
1121 MAIN ST
GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF DECK IN BACKYARD.

SEGMENT: DECK - DECK/PORCH

CONTRACTOR: GANROOF&CO GAN ROOFING & CONSTRUCTION CLASS: GC GENERAL CONTRACTOR
1939 10TH AVENUE
GRINNELL, IA 50112

ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 17,000.00 BALANCE: 0.00

PROJECT: 20210112 - POLE SIGN TYPE: SIGN-POLE POLE SIGN

PROPERTY: 230 WEST ST

APPLIED DATE: 9/18/2020 ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: PERFSIGN&D PERFORMANCE SIGN & DESIGN ISSUED TO: GOODE INVESTMENTS LLC
2638 HWY F48 WEST P O BOX 556
NEWTON, IA 50208 PELLA, IA 50219

SQUARE FEET: 60

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING SIGN WITH NEW

SEGMENT: SIGN-POLE - POLE SIGN

CONTRACTOR: PERFSIGN&D PERFORMANCE SIGN & DESIGN CLASS: SC SIGN CONTRACTOR
2638 HWY F48 WEST
NEWTON, IA 50208

ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021

BUILDING CODE: SIGN-POLE POLE SIGN

STATUS: Not Started VALUATION: 1,800.00 BALANCE: 0.00

PROJECT: 20210113 - RESIDENTIAL REPAIR TYPE: 02-RESREP RESIDENTIAL REPAIR

PROPERTY: 1528 ELM ST

APPLIED DATE: 9/18/2020 ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: COLLETT, LINDA
1528 ELM ST
GRINNELL, IA 50112

SQUARE FEET: 496

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: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: RESIDENTIAL REPAIR OF GARAGE AND PORCH.

SEGMENT: 02-RESREP - RESIDENTIAL REPAIR

CONTRACTOR:

CLASS:

ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021

BUILDING CODE: RESREP RESIDENTIAL REPAIR

STATUS: Not Started VALUATION: 24,000.00 BALANCE: 0.00

PROJECT: 20210114 - ROOF

TYPE: ROOF ROOF

PROPERTY: 1514 REED ST

APPLIED DATE: 9/18/2020 ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: JOHNSTON, MICHELLE

1514 REED ST

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: ROOF REPAIR OF ENTIRE ROOF OF SHED.

SEGMENT: ROOF - ROOF

CONTRACTOR:

CLASS:

ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 800.00 BALANCE: 0.00

PROJECT: 20210115 - FENCE

TYPE: FENCE FENCE

PROPERTY: 1333 ELM ST

APPLIED DATE: 9/18/2020 ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: DRISCOLL, BARRY

1333 ELM ST

GRINNELL, IA 50112

SQUARE FEET: 156

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF A 4' DOG EARED TOP CEDAR SPACED PICKET FENCE TO ENCLOSE THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR: HUBER HUBER FENCING LLC

CLASS:

29631 570TH AVE

CAMBRIDGE, IA 50046

ISSUED DATE: 9/18/2020 EXPIRATION DATE: 1/16/2021

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 4,100.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210116 - COMMERCIAL ADDITION TYPE: 13-COMBLD COMMERCIAL ADDITION

PROPERTY: 704 PINDER AVE

APPLIED DATE: 9/21/2020 ISSUED DATE: 9/21/2020 EXPIRATION DATE: 1/19/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: PROLINECOI PRO LINE CO INC ISSUED TO: PRIORITY PLASTICS

PO BOX 9 704 PINDER AVENUE

NEW SHARON, IA 50207 GRINNELL, IA 50112-

SQUARE FEET: 780

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT A 26X30 ADDITION THAT WILL INCLUDE A PORCH

SEGMENT: 13-COMADD - COMMERCIAL ADDITION

CONTRACTOR: PROLINECOI PRO LINE CO INC CLASS: GC GENERAL CONTRACTOR

PO BOX 9

NEW SHARON, IA 50207

ISSUED DATE: 9/21/2020 EXPIRATION DATE: 1/19/2021

BUILDING CODE: COMADD COMMERCIAL ADDITION

STATUS: Not Started VALUATION: 143,452.00 BALANCE: 0.00

PROJECT: 20210117 - PARKING STALL RENTAL TYPE: PARKSTALL PARKING STALL RENTAL

PROPERTY: 808 4TH AVE

APPLIED DATE: 9/22/2020 ISSUED DATE: 9/22/2020 EXPIRATION DATE: 9/28/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: ROLAND & DIELEMAN CPA

808 4TH AVE

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: USE FOR UP TO 7 PARKING SPACES FOR 7 DAYS BEGINNING 9/23/2020

SEGMENT: PARKSTALL - PARKING STALL RENTAL

CONTRACTOR: CLASS:

ISSUED DATE: 9/22/2020 EXPIRATION DATE: 9/28/2020

BUILDING CODE: PARKSTALL PARKING STALL RENTAL

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECT: 20210118 - RADON MITIGATION SYSTEM TYPE: RADON RADON MITIGATION SYSTEM

PROPERTY: 110 14TH AVE

APPLIED DATE: 9/23/2020 ISSUED DATE: 9/23/2020 EXPIRATION DATE: 11/22/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS ISSUED TO: GUINANE, NANCY

1832 9TH AVE 110 14TH AVE

GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,728

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: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: INSTALL ACTIVE RADON MITIGATION SYSTEM

SEGMENT: RADON - RADON MITIGATION

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS CLASS:

1832 9TH AVE
GRINNELL, IA 50112

ISSUED DATE: 9/23/2020 EXPIRATION DATE: 1/21/2021

BUILDING CODE: RADON RADON MITIGATION SYSTEM

STATUS: Not Started VALUATION: 1,355.00 BALANCE: 0.00

PROJECT: 20210119 - ROOF

TYPE: ROOF ROOF

PROPERTY: 1510 1ST AVE 83

APPLIED DATE: 9/23/2020 ISSUED DATE: 9/23/2020 EXPIRATION DATE: 1/21/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: GARBER GARBER CONSTRUCTION ISSUED TO: KRIEDEL, LISA

2780 Rutledge Ave 1510 1ST AVE UNIT 83
OSKALOOSA, IA 52577 GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING SHINGLES WITH NEW

SEGMENT: ROOF - ROOF

CONTRACTOR: GARBER GARBER CONSTRUCTION CLASS:

2780 Rutledge Ave
OSKALOOSA, IA 52577

ISSUED DATE: 9/23/2020 EXPIRATION DATE: 1/21/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 3,900.00 BALANCE: 0.00

PROJECT: 20210121 - COMMERCIAL REMODEL

TYPE: 14-COMREM COMMERCIAL REMODEL

PROPERTY: 927 BROAD ST

APPLIED DATE: 9/24/2020 ISSUED DATE: 9/24/2020 EXPIRATION DATE: 1/22/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: GRINNELL AREA ARTS COUNCIL

926 BROAD ST
P O BOX 657
GRINNELL, IA 50112-0000

SQUARE FEET: 3,000

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 196.61

DESCRIPTION: REMODEL INTERIOR SPACE

SEGMENT: 14-COMREM - COMMERCIAL REMODEL

CONTRACTOR: CLASS:

ISSUED DATE: 9/24/2020 EXPIRATION DATE: 1/22/2021

BUILDING CODE: COMREM COMMERCIAL REMODEL

STATUS: Not Started VALUATION: 5,670.00 BALANCE: 196.61

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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PROJECT: 20210122 - ROOF TYPE: ROOF ROOF

PROPERTY: 817 4TH AVE

APPLIED DATE: 9/24/2020 ISSUED DATE: 9/24/2020 EXPIRATION DATE: 1/22/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: HAMILTON, ROBERT
822 4TH AVE
GRINNELL, IA 50112

SQUARE FEET: 5,025

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING RUBBER MEMBRANE ROOF WITH NEW

SEGMENT: ROOF - ROOF

CONTRACTOR: CLASS:

ISSUED DATE: 9/24/2020 EXPIRATION DATE: 1/22/2021

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 47,000.00 BALANCE: 0.00

PROJECT: 20210123 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT

PROPERTY: 2001 SPRING ST

APPLIED DATE: 9/25/2020 ISSUED DATE: 9/25/2020 EXPIRATION DATE: 1/23/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: MARSHO, PETER
610 1ST AVENUE 2001 SPRING ST
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 2,959

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 45.00

DESCRIPTION: WATER HEATER CHANGEOUT.

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: 9/25/2020 EXPIRATION DATE: 1/23/2021

BUILDING CODE: WH C/O WATER HEATER CHANGEOUT

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 45.00

PROJECT: 20210124 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 1113 3RD AVE

APPLIED DATE: 9/25/2020 ISSUED DATE: 9/25/2020 EXPIRATION DATE: 1/23/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: FALCK-FREEMAN, JACOB
610 1ST AVENUE 1113 3RD AVE
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,440

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

DESCRIPTION: HVAC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

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

610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 9/25/2020 EXPIRATION DATE: 1/23/2021

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 55.00

PROJECT: 20210125 - WATER HEATER CHANGEOUT

TYPE: WH C/O WATER HEATER CHANGEOUT

PROPERTY: 320 1ST AVE

APPLIED DATE: 9/25/2020 ISSUED DATE: 9/25/2020 EXPIRATION DATE: 1/23/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: HAMMEN, WILLIAM

610 1ST AVENUE 1705 4TH AVE
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,166

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 45.00

DESCRIPTION: WATER HEATER CHANGEOUT.

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: 9/25/2020 EXPIRATION DATE: 1/23/2021

BUILDING CODE: WH C/O WATER HEATER CHANGEOUT

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 45.00

PROJECT: 20210126 - COMMERCIAL ADDITION

TYPE: 13-COMBLD COMMERCIAL ADDITION

PROPERTY: 925 EAST ST

APPLIED DATE: 9/28/2020 ISSUED DATE: 9/28/2020 EXPIRATION DATE: 1/26/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: PETERSCONS PETERS CONSTRUCTION ISSUED TO: PRAIRIE LAKES CHURCH

901 BLACK HAWK RD 927 4TH AVE
WATERLOO, IA 50701 GRINNELL, IA 50112

SQUARE FEET: 9,344

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 8,578.07

DESCRIPTION: CONSTRUCT A 1,950 SQ FT ADDITION, REMOVE THE EXISTING BALCONY, AND UPDATE INTERIOR FINISHES

SEGMENT: 13-COMADD - COMMERCIAL ADDITION

CONTRACTOR: PETERSCONS PETERS CONSTRUCTION CLASS:

901 BLACK HAWK RD
WATERLOO, IA 50701

ISSUED DATE: 9/28/2020 EXPIRATION DATE: 1/26/2021

BUILDING CODE: COMADD COMMERCIAL ADDITION

STATUS: Not Started VALUATION: 1,000,000.00 BALANCE: 8,578.07

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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

STATUS INCLUDED: All

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

PROJECT: 20210127 - FLATWORK

TYPE: FLATWORK FLATWORK

PROPERTY: 810 BLAKELY CIR

APPLIED DATE: 9/29/2020 ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: MOMS MEALS

810 BLAKELY CIR

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 2,104.63

DESCRIPTION: CONSTRUCT PARKING LOT ON EAST SIDE OF BUILDING. WORK PERMITTED TO BEGIN ONCE NEW OWNERSHIP IS RECORDED WITH COUNTY

SEGMENT: FLATWORK - FLATWORK

CONTRACTOR:

CLASS:

ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021

BUILDING CODE: FLATWORK FLATWORK

STATUS: Not Started VALUATION: 165,300.00 BALANCE: 2,104.63

PROJECT: 20210128 - POLE SIGN

TYPE: SIGN-POLE POLE SIGN

PROPERTY: 706 WEST ST

APPLIED DATE: 9/29/2020 ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: CHESNUTSIG CHESNUT SIGNS

ISSUED TO: MCDONALD'S

971 NE BROADWAY AVE

PO BOX 1025

DES MOINES, IA 50313

ANKENY, IA 50021

SQUARE FEET: 26

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE DAMAGED COPY SIGN WITH NEW

SEGMENT: SIGN-POLE - POLE SIGN

CONTRACTOR: CHESNUTSIG CHESNUT SIGNS

CLASS: SC

SIGN CONTRACTOR

971 NE BROADWAY AVE

DES MOINES, IA 50313

ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021

BUILDING CODE: SIGN-POLE POLE SIGN

STATUS: Not Started VALUATION: 3,500.00 BALANCE: 0.00

PROJECT: 20210129 - PLUMBING

TYPE: PLUM PLUMBING

PROPERTY: 804 COMMERCIAL ST

APPLIED DATE: 9/29/2020 ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021 COMPLETION DATE: 0/00/0000

CONTRACTOR: SCHAWATECO SCHARNWEBER WATER CONDITIONING

ISSUED TO: THE EDGE HAIR STUDIO

701 S COUNTY ROAD

804 COMMERCIAL ST

TOLEDO, IA 52342

GRINNELL, IA 50112

SQUARE FEET: 1,744

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 60.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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DESCRIPTION: PLUMBING FOR HAIR WASHING STATIONS/CHAIRS

SEGMENT: PLUM - PLUMBING

CONTRACTOR: SCHAWATECO SCHARNWEBER WATER CONDITIONING CLASS: MC MECHANICAL CONTRACTOR

701 S COUNTY ROAD

TOLEDO, IA 52342

ISSUED DATE: 9/29/2020 EXPIRATION DATE: 1/27/2021

BUILDING CODE: PLUM PLUMBING

STATUS: Not Started VALUATION: 3,000.00 BALANCE: 60.00

TOTAL PRINTED: 47 PROJECTS TOTAL VALUATION: \$1,815,319.20 TOTAL BALANCE: \$12,522.46

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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
02-RESREP - RESIDENTIAL REPAIR	2	0.00
03-RESADD - RESIDENTIAL ADDITION	2	0.00
05-RESACC - GARAGE	1	0.00
13-COMADD - COMMERCIAL ADDITION	2	8,578.07
14-COMREM - COMMERCIAL REMODEL	1	196.61
DECK - DECK/PORCH	4	60.00
FENCE - FENCE	4	50.00
FLATWORK - FLATWORK	2	2,104.63
MECH - MECHANICAL	4	165.00
PARKSTALL - PARKING STALL RENTAL	1	0.00
PLUM - PLUMBING	1	60.00
POOL - SWIMMING POOL	1	0.00
RADON - RADON MITIGATION	2	0.00
ROOF - ROOF	15	969.41
SIDING - SIDING	1	0.00
SIGN-MON - MONUMENT SIGN	1	203.74
SIGN-POLE - POLE SIGN	2	0.00
WH - WATER HEATER CHANGEOUT	3	135.00
*** TOTALS ***	49	12,522.46

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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
02-RESREP - RESIDENTIAL REPAIR	2	0.00
03-RESADD - RESIDENTIAL ADDITION	2	0.00
05-RESACC - RESIDENTIAL ACCESSORY	1	0.00
13-COMBLD - COMMERCIAL ADDITION	2	8,578.07
14-COMREM - COMMERCIAL REMODEL	1	196.61
DECK - DECK/PORCH	3	60.00
FENCE - FENCE	4	50.00
FLATWORK - FLATWORK	1	2,104.63
MECH - MECHANICAL	4	165.00
PARKSTALL - PARKING STALL RENTAL	1	0.00
PLUM - PLUMBING	1	60.00
POOL - SWIMMING POOL	1	0.00
RADON - RADON MITIGATION SYSTEM	2	0.00
ROOF - ROOF	15	969.41
SIDING - SIDING	1	0.00
SIGN-MON - MONUMENT SIGN	1	203.74
SIGN-POLE - POLE SIGN	2	0.00
WH - WATER HEATER CHANGEOUT	3	135.00
*** TOTALS ***	47	12,522.46

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 9/01/2020 THRU 9/30/2020

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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*** MONTHLY RECAP BASED ON ISSUED DATE ***

1 2,000.00 0.00

ISSUED YEAR: 2020

MONTH	PROJECTS	VALUATION	BALANCE
SEPTEMBER	46	1,813,318.00	12,522.46
GRAND TOTALS:	47	1,815,318.00	12,522.46

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: 09/01/2020 THROUGH 09/30/2020
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 YES
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 ***

Discover Connect Learn

2020 Annual Report



Drake Community Library
930 Park Street
Grinnell, Iowa 50112
www.drakelibrary.org

Mission

Empowering the community through responsive services and programs, Drake Community Library will help all patrons access information, exchange ideas, and engage in lifelong learning and cultural enrichment.

~approved by the Board of Trustees, December 2017

2019/2020 Overview

FY20 has been an exciting year with a pandemic thrown in for good measure. July 2019 seems a long time ago in a galaxy far, far away. However, many positive outcomes were achieved at Drake Community Library, both before and after the onset of Coronavirus conditions in March 2020.

Because Access Equals Opportunity

After researching the benefits of eliminating fines for overdue materials, the Library Trustees made the decision to become a fine-free library when the Coronavirus arrived in March and have since made this a permanent policy. Based on the experience of libraries across the country, studies indicate that even modest penalties can deter people from registering for a library card because of the risk of incurring fines. A fines-free DCL allows for equitable services and opportunities for everyone.

Because “Eureka” moments happen here

DCL convened a community dialogue to discuss the issue of housing insecurity in Poweshiek County. Three teams were formed to work on solutions regarding transportation, funding, and resource mapping. These efforts resulted in increased awareness of local concerns, establishment of the Housing Assistance Fund at the Ahrens Foundation, and ongoing county-wide collaboration.

In November, DCL collaborated with CultureALL, to bring the Open Book concept to Grinnell. Five individuals became “human books” sharing a defining moment in their lives in one-on-one conversations. This event is one to repeat in the future, as we strive to gain a better understanding of our community and our world.

As part of a Smithsonian Museums on Main Street pilot project, Grinnell College and DCL worked with nearly 100 community individuals, businesses, and organizations to produce a wonderful local history exhibit entitled Grinnell Works showcasing past and present businesses and the people behind them. The exhibit opened in early March 2020.

Because Students Who Read During the Summer, End Up On the Honor Roll in the Fall

The library’s participation with the Grinnell Education Partnership (GEP) continues into its 5th year as a host site. Four AmeriCorps members added value to afterschool literacy activities in coordination with LINK as well as summer outreach activities. Summer members provided literacy activities and free books weekly at Central Park, Farmer’s Market, Grinnell Mutual Aquatic Center and other GEP host sites. Virtual storytimes were created and offered starting in June due to library closures caused by COVID-19.

The GEP was invited to the annual meeting of the Anchor Institution Task Force in New York City. The library, along with our partners, presented a session on the formation and functions of GEP, the positive achievements in student reading scores and the importance of our mutual collaboration.

Of course, reading is important all year! Baskets of books are delivered monthly to in-home daycare providers and Head Start. Area youth benefit from an afterschool code club, book displays, and teen programming provided by Grinnell College work study students.





Because Learning Happens 24/7

A Grinnell College mini-grant provided funding to extend the Library's wireless internet signal. The signal now reaches the front entrance patio and surrounding parking areas. This was especially important during April and May when public access to the library facility was prohibited due to Coronavirus restrictions. 1,302 outdoor wireless sessions occurred during this two-month time period. April also produced a need for COVID-19 related information. Government and social services, alongside many community-based resources were highlighted on the Library website. Telephone inquiries were fielded. These services remain in place and will continue post-pandemic.

Facility Management, FY20

The building's exterior received a thorough cleaning to remove surface pollutants and biological plant growth from the stonework. Dispensing with the practice of periodic burning, the prairie received a haircut in the Spring. The grounds responded with more native prairie flowers adding color to the landscape. The American and State of Iowa flags are now proudly flying from a 20-foot pole at the entrance to the parking lot.

Population Served (2010 census)

Grinnell Residents	9,218
Poweshiek County Rural	5338 (by contract)
Kellogg.....	599 (by contract)
Malcom	286 (by contract)
Oakland Acres	156 (by contract)
Searsboro.....	148 (by contract)

Keep Calm and Read On

Due to library closure mid-March thru May and the limitations of curbside delivery from June thru mid-August, library statistics have suffered. However, DCL cardholders have access to an excellent array of digital resources courtesy of Friends of Drake Community Library. This has proven to be a lifesaver during the pandemic. Usage of digital books, films, and informational databases increased an average of 30% when compared to "normal" times. 10,446 individuals hold library cards at DCL for an average of 6,311 library visits per month prior to the Coronavirus library closures. The numbers below give you a statistical glimpse of library usage throughout FY2020.

	FY2020	FY2019	FY2018
Total Circulation	82,750	94,147	96,349
Books, Magazines	58,976	73,510	77,969
Audio, Video	5,106	7,104	7,161
eResource Downloads	18,668	13,533	11,219
Computer Use			
Computer Sessions	9,026	14,266	15,551
Wireless Sessions	8,753	(Newly captured statistic.)	

Meeting Room Use

Total Events	1,031	1,457	1,434
Total Attendance	13,092	19,784	21,917

Adult Senior Education provided by GRMC-Unity Point Health and the Community Education Council is highly valued by the community.

Programming

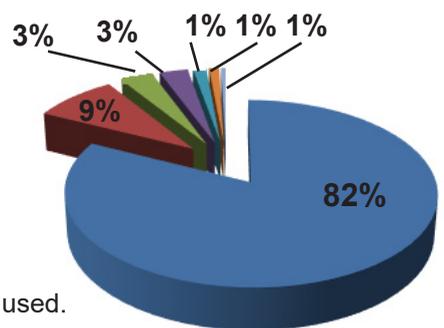
Library Events Offered	285	318	278
Library Program Attendance	5,574	7,787	7,702

Volunteers

An average of 21 individuals generously provided about 126 hours of volunteer service on a monthly basis pre-COVID-19.

Library Income

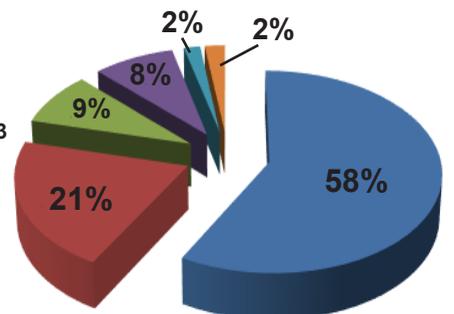
- City of Grinnell - \$543,279
- Gifts, Grants & Interest - \$57,055
- County - \$21,952
- Friends of DCL - \$19,149
- Fines, fees, misc. - \$8,918
- State - \$6,677
- Contracting Cities- \$3,180



Note: Gift income includes carryover used.

Library Expenditures

- Salaries and Training - \$383,344
- Building & Equipment - \$137,698
- Collections and Databases - \$57,208
- Computer Systems & Hardware- \$56,683
- Programming - \$11,359
- Supplies - \$14,018



White Cane Awareness Day Proclamation

Proclamation

WHEREAS, the white cane, which every blind citizen of Grinnell, Iowa, has the right to carry, demonstrates and symbolizes the ability to achieve a full and independent life and the capacity to work productively in competitive employment; and

WHEREAS, the white cane, by allowing every blind person to move freely and safely from place to place, makes it possible for the blind to fully participate in and contribute to our society and to live the lives they want; and

WHEREAS, every citizen should be aware that the law requires that motorists and cyclists exercise appropriate caution when approaching a blind person carrying a white cane; and

WHEREAS, law also calls upon employers, both public and private, to be aware of and utilize the employment skills of our blind citizens by recognizing their worth as individuals and their productive capacities; and

WHEREAS, through public agencies and with the cooperative assistance of the City of Grinnell, employers can and should facilitate the expansion of employment opportunities for and greater acceptance of blind persons in the competitive labor market:

NOW, THEREFORE, I, Dan Agnew, Mayor of Grinnell, Iowa, do hereby proclaim October 15, 2020, as WHITE CANE AWARENESS DAY in Grinnell, Iowa, and do call upon our schools, colleges, and universities to offer full opportunities for training to blind persons; upon employers and the public to utilize the available skills of competent blind persons and to open new opportunities for the blind in our rapidly changing society; and upon all citizens to recognize the white cane as a tool of independence for blind pedestrians on our streets and highways.



October 13, 2020

Mayor's Signature

Date

RESOLUTION NO. 2020-167

RESOLUTION DETERMINING THE NECESSITY AND
FIXING A DATE FOR A PUBLIC HEARING ON THE MATTER
OF THE ADOPTION OF A PROPOSED AMENDMENT NO. 1
TO THE 2013 CENTRAL URBAN REVITALIZATION PLAN
FOR THE GRINNELL 2013 CENTRAL URBAN
REVITALIZATION AREA

WHEREAS, pursuant to the provisions of Chapter 404, Code of Iowa, by action of the City Council on September 16, 2013, the City of Grinnell, Iowa (the "City"), designated certain areas of the City as a revitalization area, by the adoption of the 2013 Central Urban Revitalization Plan (the "Revitalization Plan" or "Plan") for the Grinnell 2013 Central Urban Revitalization Area (the "Urban Revitalization Area" or "Area"); and

WHEREAS, by the foregoing action, the Council has determined that the Urban Revitalization Area can be revitalized as authorized by Chapter 404, Code of Iowa (the "Act"); and

WHEREAS, a proposed Amendment No. 1 to the Plan ("Amendment") has been prepared, the purpose of which is to, among other things, add additional property to the Revitalization Area, remove the time limit on eligibility for tax abatement under the Plan, and clarify the application procedures and review process in accordance with Iowa Code Chapter 404; and

WHEREAS, before such Amendment can be adopted, it is necessary that a public hearing be held thereon, and that due notice be given in accordance with the requirements of the Act.

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

Section 1. It is determined that the rehabilitation, conservation, redevelopment, economic development or a combination thereof of the Area is necessary in the interest of the public health, safety, or welfare of the residents of the City, and the Area substantially meets the criteria of Section 404.1 and the proposed Amendment, attached to this Resolution as Exhibit 1, is declared to substantially meet the criteria of Iowa Code Section 404. 2.

Section 2. It is determined that it is in the best interests of the citizens of the City to hold a public hearing on the matter of the adoption of the Amendment, on the 19th day of October, 2020, at 7:00 P.M.

Section 3. That the City Clerk be and is hereby directed to publish a notice of a public hearing on the Amendment, at least once not less than seven or more than twenty days prior to the date of said public hearing, as provided in Section 404.2(6), Code of Iowa. October 19, 2020 is the next regularly scheduled City Council meeting after the publication of notice.

Section 4. Be it further resolved that copies of the Amendment be made available to the public through the office of the City Clerk.

Section 5. The notice of the proposed hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE
CITY OF GRINNELL, IOWA, ON THE MATTER OF THE ADOPTION
OF A PROPOSED AMENDMENT NO. 1 TO THE 2013 CENTRAL
URBAN REVITALIZATION PLAN FOR THE GRINNELL 2013
CENTRAL REVITALIZATION AREA

Public notice is hereby given that the City Council of the City of Grinnell, Iowa, will hold a public hearing on the 19th day of October, 2020, at 7:00 P.M., at which meeting the Council proposes to take action on the adoption of an Amendment No. 1 ("Amendment") to the 2013 Central Urban Revitalization Plan ("Plan") for the Grinnell 2013 Central Urban Revitalization Area ("Area") described therein, under the authority of Chapter 404 of the Code of Iowa, as amended.

Due to public health concerns related to COVID-19, the public may access the meeting in person or electronically, pursuant to Iowa Code Section 21.8, via Zoom as follows:

<https://zoom.us/j/96702938363?pwd=VlpzS0p0WGFQOW9BTjJFWWFOWmFmQT09>

Or Telephone:

(312) 626-6799, (929) 205-6099, (301) 715-8592, (346) 248-7799, (669) 900-6833, or (253) 215-8782

Webinar ID: 967 0293 8363

Passcode: 074464

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing. Please check the posted agenda in advance of the October 19, 2020 meeting for any updates to the manner in which the public may access the hearing. Please contact the City Clerk's office at AWingerter@grinnelliowa.gov if you have questions about the format of the meeting, or to request a copy of the Amendment.

The purpose of the Amendment is to, among other things, add additional property to the Revitalization Area, remove the time limit on eligibility for tax abatement under the Plan, and clarify the application procedures and review process in accordance with Iowa Code Chapter 404.

Any persons interested may appear at said meeting of the Council and present evidence for or against the adoption of the Amendment. The proposed Amendment, including a map of the proposed Area, is on file in the office of the City Clerk and available for public inspection or copying during ordinary business hours.

This notice is given by order of the City Council of the City of Grinnell, Iowa, pursuant to Section 404.2(6), Code of Iowa, 2019, as amended.

Dated this 8th day of October, 2020.



City Clerk, City of Grinnell, State of Iowa

(End of Notice)

PASSED AND APPROVED this 5th day of October, 2020.



Mayor

ATTEST:



City Clerk

**AMENDMENT NO. 1
TO THE
2013 CENTRAL URBAN REVITALIZATION PLAN
FOR THE
GRINNELL 2013 CENTRAL URBAN REVITALIZATION AREA**

City of Grinnell, Iowa

INTRODUCTION AND BACKGROUND

In 2013, the City of Grinnell, Iowa (the “City”), by Resolution No. 2013-91, adopted the 2013 Central Urban Revitalization Plan (the “Plan”) and, by Ordinance No. 1383, designated an area of the City as an urban revitalization under Iowa Code Chapter 404, known as the Grinnell 2013 Central Urban Revitalization Area (the “Area” or “Revitalization Area”). Finding that the rehabilitation, conservation, redevelopment, economic development, or a combination thereof, of the Area, was necessary in the interest of the public health, safety, and welfare of the residents of the City and that the Revitalization Area substantially met the criteria established in Section 404.1 of the Code of Iowa for a revitalization area, the City Council determined that the Revitalization Area should be designated as a blight remediation and economic development urban revitalization area under the criteria set forth in Section 404.1(2) and Section 404.1(4), respectively, as follows:

- “An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use.”
- “An area which is appropriate as an economic development area as defined in Section 403.17.” [Section 403.17(10) provides that “economic development area” means an area of a municipality designated by the local governing body as appropriate for commercial and industrial enterprises or housing and residential development for low and moderate income families, including single or multi-family housing.]

The City is amending the Plan with the adoption of this Amendment No. 1 (the “Amendment” or “Amendment No. 1”) in order to add additional property to the Revitalization Area and extend the time frame for eligibility under the Plan.

For the reader’s convenience, several provisions of the Plan that are not being substantively amended are set forth in this Amendment. Except as modified by this Amendment No. 1, the provisions of the Plan are hereby ratified, confirmed, and approved and shall remain in full force and effect as provided therein. All subsections of the Plan not mentioned in this Amendment shall

continue to apply to the Plan and the Area. In case of any conflict or uncertainty, the terms of this Amendment No. 1 shall control and any parts of the Plan in conflict with this Amendment No. 1 are hereby repealed.

URBAN REVITALIZATION AREA

With the adoption of this Amendment No. 1, the City is adding property to the Revitalization Area which may be referred to as the “Amendment No. 1 (2020) Area.” The property included in the Revitalization Area by the original Plan in 2013 may be referred to as the “Original 2013 Area.” A map showing both the Original 2013 Area and the Amendment No. 1 (2020) Area is attached as Exhibit A. The legal descriptions of the Original 2013 Area and the Amendment No. 1 (2020) Area are included in Exhibit B.

DESIGNATION CRITERIA

With the adoption of the Plan in 2013, the City Council determined that the Original 2013 Area met the criteria for a blighted area as set forth in Iowa Code Section 404.1(2). The findings of blight conditions in the Original 2013 Area as set forth in the provisions of the original Plan are hereby ratified, confirmed, and approved.

In preparation for the adoption of this Amendment No. 1, City staff surveyed portions of Grinnell’s Central Business District to evaluate whether conditions meeting the criteria of Iowa Code Section 404.1(2) were present in the City’s Central Business District, which land was proposed to be added to the Revitalization Area as the Amendment No. 1 (2020) Area. The City’s Building and Planning Director’s survey of properties confirmed that a substantial number of properties in the Amendment No. 1 (2020) Area demonstrated conditions meeting the criteria of Iowa Code Section 404.1(2), including:

- Many of the historic buildings in the area are deteriorating and are in need of exterior repairs such as tuckpointing, window and door replacement, roofing work, and façade improvements.
- Several buildings in the area have been vacant, or have had a portion of the building (for example, the upper stories) vacant, for numerous years, contributing to deterioration of the building. Vacant buildings preclude establishing compatible and consistent land use relationships among adjacent lots. Further, vacant buildings can be dangerous to nearby buildings because vacant buildings may become pest-ridden or may develop unsafe conditions, such as faulty, fire-prone electrical wiring, without the property owner’s awareness of such conditions.
- Several lots in the area have had their structures demolished in recent years due to damage exceeding the value of the structure or for other reasons, resulting in vacant lots that are incompatible with the uses of neighboring properties. Some such lots are believed to be difficult to redevelop due to the lot layout in relation to current building code requirements. Vacant lots, like vacant buildings, make it difficult to develop compatible land use relationships, particularly in a commercial/retail district.

Based on the presence of various blighting conditions and the commercial and retail nature of the Central Business District overlapping the Amendment No. 1 (2020) Area, the City Council has determined that the Amendment No. 1 (2020) Area is suitable for addition to the Revitalization Area as an area suitable for blight remediation and economic development under Iowa Code Section 404.1(2) and Section 404.1(4).

ELIGIBLE IMPROVEMENTS

Eligible property under this Plan, or “qualified real estate,” includes all property in the Area that is assessed as residential, multi-residential, or commercial to which eligible improvements are made during the time the property is included in Revitalization Area and the Revitalization Area is designated as an urban revitalization area.

Eligible improvements under this Plan include new construction, and rehabilitation of or additions to existing buildings within the Area. All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City of Grinnell. No abatement will be allowed unless a building permit (and an occupancy permit) has been issued by the City with respect to the project/improvements for which the abatement is requested.

Actual value added by improvements, as used in this Plan, means the actual value added by the eligible improvements as of the first year for which the exemption was applied according to tax assessment valuation determined by the Poweshiek County Assessor.

After initial construction is complete, in order to be eligible for the tax abatement under this Plan, the increase in actual value of a building added by improvements must be at least 10% and increase the assessed value of the building in an amount not less than \$10,000. If more than one building is located on the property, the ten percent (10%) increase and \$10,000 requirements apply only to the structure or structures upon which the improvements were made. If no structures were located on the property prior to the improvements, any improvements may qualify. Increases in taxes because of the increased assessed value for land are not eligible for abatement.

The City also has a tax increment financing program in one or more urban renewal areas, which is designed to provide incentives for development. Accordingly, a property located in an urban renewal area that, in the determination of the City Council, is receiving either direct or indirect benefits that were financed through a City-sponsored tax increment financing program, will not be eligible for tax abatement under this Plan, unless otherwise determined by the City Council.

TIME FRAME

The original Plan adopted in 2013 limited eligibility for tax abatement under the Plan to improvements completed on or before December 31, 2023. With the adoption of this Amendment No. 1, the City is removing the time limit on eligibility for tax abatement under this Plan. Qualified real estate shall remain eligible for tax abatement under this Plan until the City Council terminates or repeals the Plan.

If, in the opinion of the City Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of the exemption granted would cease to be of benefit to the City, the City Council may amend all or certain provisions of this Plan, pursuant to Iowa Code Chapter 404, at any time. In the event the Plan, the ordinance, or parts thereof, are repealed, all existing exemptions shall continue until their expiration.

EXEMPTIONS

No substantive changes are being made by this Amendment No. 1 to the available exemption schedules under the Plan. However, for the reader's convenience, the available exemption schedules are set forth below:

Multi-residential or certain commercial property

All qualified real estate assessed as multi-residential or commercial (as long as such property consists of 3 or more separate living quarters with at least 75% of the space used for residential purposes) shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of ten (10) years.

Residential property

All qualified real estate assessed as residential shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of ten (10) years.

Commercial property

All qualified real estate assessed as commercial shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of three (3) years.

Abandoned property

All qualified real estate determined to be abandoned property pursuant to Iowa Code Section 404.3B (meeting the definition of "abandoned" in Iowa Code Section 657A.1) shall be eligible to receive an exemption from taxation on a percentage of the actual value added by the improvement project per one of the two schedules below ("a") or ("b").

a. Declining percentage over 15 years ((404.3B(2))

Year 1 - 80%	Year 6 - 55%	Year 11 - 30%
Year 2 - 75%	Year 7 - 50%	Year 12 - 25%
Year 3 - 70%	Year 8 - 45%	Year 13 - 20%
Year 4 - 65%	Year 9 - 40%	Year 14 - 20%
Year 5 - 60%	Year 10 - 35%	Year 15 - 20%

OR

- b. 100% for 5 years (404.3B(3))

APPLICATION PROCEDURES AND APPROVAL OF APPLICATIONS

With the adoption of this Amendment, the Application Procedures and Approval of Applications sections of the Plan are being updated to reflect the extended duration of eligibility of the Plan, and make updates to the wording of the sections, as follows:

Property owners must file an application, on the form provided by the City, for each new exemption claimed. The application shall be filed by the property owner with the City Council by February 1 of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation, or the following two assessment years.

The application shall contain, but not be limited to the following information: the nature of the improvement(s); the cost of the improvement(s); estimated or actual completion date of the improvement(s); and the names of tenants that occupied the property on the date the city adopted the resolution adopting the Plan (which information is available from the City Clerk's office).

Property owners may submit a proposal for an improvement project to the City Council to receive prior approval for eligibility for a tax exemption on the project. The City Council shall give its prior approval if the project is in conformance with this Plan for revitalization. However, if the proposal is not approved, the owner(s) may submit an amended proposal for the City Council to approve or reject. Such prior approval shall not entitle the owner(s) to exemption from taxation until the improvements have been completed and found to be qualified for the exemption under this Plan.

The City Council shall approve an application submitted for approval if:

1. The project, as determined by the City Council, is in conformance with this Plan and any applicable City Code requirements for the improvements;
2. The project is located within the Area;
3. The eligible improvements were made during the time the Area was so designated; and
4. The project has obtained a building permit from the City for the improvements.

All approved applications shall be forwarded to the Poweshiek County Assessor by March 1 for review, pursuant to Iowa Code Section 404.5. The County Assessor shall make a physical review of all properties with approved applications. The County Assessor shall determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination, which may be appealed to the local board of review pursuant to Section 441.37 of the Code of Iowa. After the initial tax exemption is granted, the County Assessor shall continue

to grant the tax exemption for the time period specified on the approved application. The tax exemptions for the succeeding years shall be granted without the owner(s) having to file an application for succeeding years.

EFFECTIVE DATE OF AMENDMENT

This Amendment shall become effective upon its adoption by the City Council.

EXHIBIT A
MAP OF GRINNELL 2013 CENTRAL URBAN REVITALIZATION AREA,
AS AMENDED

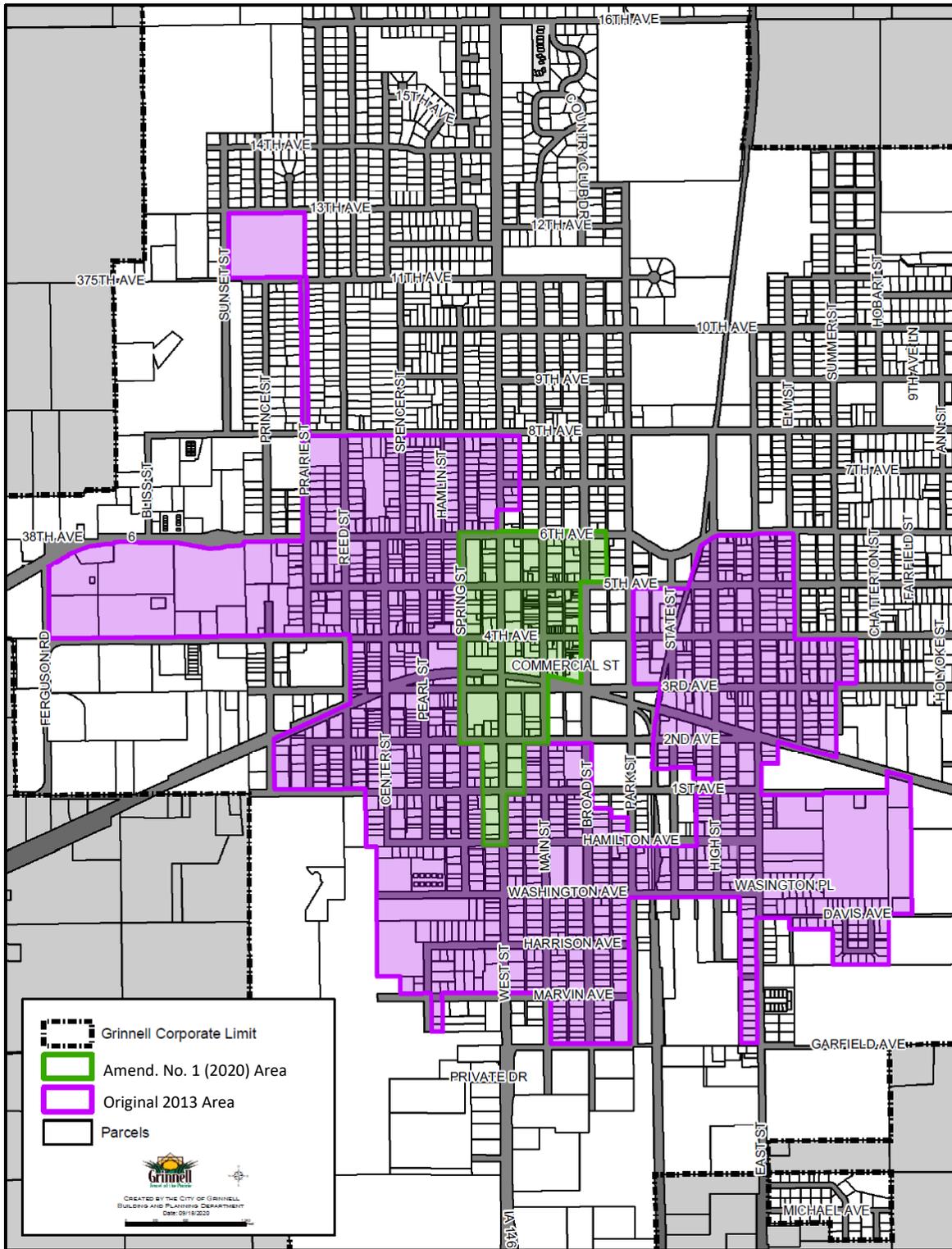


EXHIBIT B
LEGAL DESCRIPTION OF GRINNELL 2013 CENTRAL URBAN REVITALIZATION
AREA, AS AMENDED

ORIGINAL 2013 AREA

This area is bounded by the following description:

Beginning at a point located on the South right-of-way (ROW) line of 13th Avenue and the East ROW line of Sunset Street, thence 793.62' East along the South ROW line of 13th Avenue to a point 135.88' West of the West ROW line of Prairie Street, thence South 738' along the line 135.88' West of and parallel to the West ROW line of Prairie Street to a point on the South ROW line of 11th Avenue, thence East to a point of intersection of the South ROW line of 11th Avenue and the East ROW line of Prairie Street, thence South along the East ROW line of Prairie Street to a point of intersection of the South ROW line of 8th Avenue, thence East along the South ROW line of 8th Avenue to the West ROW line of the alley located between West Street and Main Street, thence South along the West ROW line of the alley located between West Street and Main Street to the Southeast corner of Lot 4, Block 1, North Grinnell, locally known as 1120 West Street, thence West along the South line of Lot 4, Block 1, North Grinnell, locally known as 1120 West Street, to the West ROW line of Highway 146 (West Street), thence South along the West ROW line of Highway 146 to the North ROW line of 6th Avenue, thence West along the North ROW line of 6th Avenue to the West ROW line of Spring Street, thence South along the West ROW line of Spring Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the West ROW line of the alley located between Spring Street and West Street, thence South along the West ROW line of the alley located between Spring and West Street to the South ROW line of Hamilton Avenue, thence east along the South ROW line of Hamilton Avenue to the East ROW line of Highway 146 (West Street), thence North along the East ROW line of Highway 146 (West Street) to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the point of intersection of the 1st Avenue South ROW and the East ROW line of the alley located between Highway 146 (West Street) and Main Street, thence North along the East ROW of the alley located between Highway 146 (West Street) and Main Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the East ROW line of Broad Street, thence South along the East ROW line of Broad Street to a point 10' North of the Northwest corner of Lot 6, Block 34, South Grinnell, locally known as 522 Broad Street, thence East along the line 10' North of and parallel to the North line of Lot 6, Block 34, South Grinnell to the East ROW line of the alley located between Broad Street and Park Street, thence South along the East alley ROW line located between Broad Street and Park Street to a point 15' South of the Southwest corner of Lot 12, Block 34, South Grinnell, locally known as 528 Park Street, thence East along the line 15' South of and parallel to Lot 12, Block 34, South Grinnell to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the South ROW line of Hamilton Avenue, thence East along the South ROW line of Hamilton Avenue to the East ROW line of the alley located between State Street and High Street, thence North along the East ROW line of the alley located between State Street and High Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the West ROW line of High Street, thence North to the Southeast corner of Lot 11, Block 21, Grinnell, locally known as 609 High Street, thence West along the South property line of Lot 11, Block 21, Grinnell, locally

known as 609 High Street to the West ROW line of the alley located between State Street and High Street, thence North on the West ROW line of the alley located between State Street and High Street to a point located 35' South of the Northwest corner of Lot 3, Block 21, Grinnell, locally known as 616 State Street, thence West along the line 35' South of and parallel to the South line of Lot 3, Block 21, Grinnell, locally known as 616 State Street to the West ROW line of State Street, thence South to a point 25' North of the Southeast corner of Lot 10, Block 20, Grinnell, locally known as 617 State Street, thence West along the line 25' North of and parallel to Lot 10, Block 20, Grinnell, locally known as 617 State Street, to the centerline of the Union Pacific Railroad, thence North along the centerline of the Union Pacific Railroad to the North ROW line of 3rd Avenue, thence West along the North ROW line of 3rd Avenue to the East ROW line of Broad Street, thence North along the East ROW line of Broad Street to the South ROW line of 5th Avenue, thence East along the South ROW line of 5th Avenue ROW to a point that intersects the South ROW line of 5th Avenue ROW and the centerline of the Union Pacific Railroad, thence Northeasterly along the centerline of the Union Pacific Railroad to a point that intersects the centerline of the Union Pacific Railroad and the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Elm Street, thence South along the West ROW line of Elm Street to the South ROW line of 4th Avenue, thence East along the South ROW line of 4th Avenue to the West ROW line of the alley located 150' East of the East ROW line of Summer Street, thence South along the West ROW line of the alley located 150' East of the East ROW line of Summer Street to the North ROW line of 3rd Avenue, thence West along the North 3rd Avenue ROW line to the West ROW line of Summer Street, thence South along the West ROW line of Summer Street to a point that intersects the centerline of the Iowa Interstate Railroad, thence Northwesterly along the centerline of the Iowa Interstate Railroad to a point that intersects with the centerline of the Iowa Interstate Railroad and a point 165' East of the East ROW line of East Street, thence South to a point 73' North of the Southeast corner of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street, thence West along the line 73' North of the South line of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street to the East ROW line of East Street, thence South along the East ROW line of East Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the East end of the 1st Avenue ROW, thence North to a point that intersects with the Iowa Interstate Railroad centerline, thence Southeasterly along the centerline of the Iowa Interstate Railroad to a point 240' East of the East end of the 1st Avenue ROW, thence south along the line 240' East of the East end of 1st Avenue ROW to a point on the North ROW line of Davis Avenue located 240' East of the Southeast Corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, locally known as 1529 Davis Avenue, thence West 240' to the Southeast corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, thence South to the Southeast Corner of Lot 4 in Lot 1 in Lot 3, SW SE except W 65', 16-80-16, locally known as 1532 Davis Avenue, thence West Approximately 16' to the Northeast Corner of Lot 14, Becks 2nd Subdivision, locally known as 14 Melrose Lane, thence South 329.43' to the Southeast Corner of Lot 11, Beck's 2nd Subdivision, thence West to the Southwest corner of Lot 6, Beck's 2nd Subdivision, locally known as 6 Melrose Lane, thence North to the Southeast Corner of Lot 1 in 3, SW SE, 16-80-16, thence West 411.86' to a point on the West line of Lot B, SW SE, located 120' South of the South ROW of Davis Avenue, thence North 120' to the South ROW of Davis Avenue to a point at the Northeast corner of Lot A in Lot 2 in Lot 2, Kann's Subdivision, SW SE, 16-80-16, thence West along the South ROW line of Davis Avenue to the West ROW line of East Street, thence South along the West ROW line of East Street to the North ROW line of Garfield Avenue, thence West along the North ROW line of Garfield Avenue to the Southwest corner of Lot 9, Block 2, Andrew's

Subdivision, locally known as 103 East Street, thence North along the West property line of Lot 9, Block 2, Andrew's Subdivision, locally known as 103 East Street, and continuing North to the South ROW line of Washington Ave, thence West along the South ROW to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the North ROW line of Garfield Avenue, thence West on the North ROW line of Main Street, thence North on the East ROW line of Main Street to the North ROW line of Marvin Avenue, thence West on the North ROW line of Marvin Avenue to a point 115' East of the East ROW line of Pearl Street, thence South on a line 115' East of, and parallel to the East ROW line of Pearl Street to the Southwest corner of Lot 1 of Lot B of Lot 1, SE-SE, 17-80-16, locally known as 98 Pearl Street, thence West to East ROW line of Pearl Street, thence North on the East ROW line of Pearl Street to the North ROW line of Marvin Avenue, thence West 320' on the North ROW line of Marvin Avenue to the Southwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, thence North along the West property line of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, to the Northwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, thence West on the South line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, to the Southwest corner of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, thence North on the West property line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, and continuing North to a point located on the South line of Lot 7, Innis Subdivision, locally known as 503 Center Street, 85' West of the West ROW line of Center Street, thence West 100' to the Southwest corner of Lot 7, Innis Subdivision, locally known as 503 Center Street, thence North to the Northwest corner of Lot 1, Innis Subdivision, locally known as 320 1st Avenue, thence North to the point of intersection of the North ROW line of 1st Avenue and the West ROW line of the alley located between Reed Street and Center Street, thence West on the North ROW line of 1st Avenue to the Southwest corner of Lot 10, Block 34, West Grinnell, thence North along the West line of Lot 10, Block 34, West Grinnell to a point of intersection with the centerline of the Iowa Interstate Railroad, thence Northeasterly along the centerline of the Iowa Interstate Railroad to a point of intersection with the East ROW line of Reed Street, thence North along the East ROW line of Reed Street to the North ROW line of 4th Avenue, thence West along the North ROW line of 4th Avenue to the East ROW line of Ferguson Rd, thence North along the East ROW line of Ferguson Rd to the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Prairie Street, thence North along the West ROW line of Prairie Street to the North ROW line of 11th Avenue, thence West along the North ROW line of 11th Avenue to the East ROW line of Sunset Street, thence North along the East ROW line of Sunset Street to the point of beginning.

AMENDMENT NO. 1 (2020) AREA

Beginning at the Southeast corner of the lot described as East 1/2 South 25' Lot 34 & East 1/2 Lot 35 of the Subdivision of the Southeast Quarter of the Southeast Quarter Section addressed as 521 6th Avenue, thence East 1,524.76' following the North right-of-way of 6th Avenue to the Southeast corner of the lot described as East 80' Lot 1 & East 80' South 10' Lot 2 Block 7 of the North Grinnell Subdivision addressed as 913 6th Avenue, thence South 530' following the West Alley right-of-way between Broad St and Park Street to the Southeast corner of Lot 1 in Block 15 of the Original Grinnell Subdivision, thence West 265' following the North right-of-way of 5th Avenue to the Southeast corner of the lot described as the East 60' of Lot F in Block 6 of the Original Grinnell Subdivision, thence South 1,045' to the Southeast corner of the lot described as Lots X

& Y of N & Lot O & Lot P Excluding the North 65' All in Block 8 of the Original Grinnell Subdivision and addressed as 807 Broad St, thence Northwest 355' to the Southwest corner of Lot R in Block 8 of the Original Grinnell Subdivision, thence South 705' following the East right-of-way of Main St to the Northwest corner of the W 97' of Lot 6 in Block 10 of the Original Grinnell Subdivision, thence West 245' following the South right-of-way of 2nd Avenue to the Northwest corner of Lot 7 in Block 1 of the Original Grinnell Subdivision, thence South 530' following the East Alley right-of-way between West St and Main St to the Northwest corner of the West 72' of Lot 7 in Block 36 in the South Grinnell Subdivision, thence West 191' following the South right-of-way of 1st Avenue to the Northwest corner of the West ½ of Lot 6 in Block 36 of the South Grinnell Subdivision, thence South 528' following the East right-of-way of West St to the Northwest corner of the North half of lots 5 & 6 in Block 37 of the South Grinnell Subdivision, thence West 250.42' following the South right-of-way of Hamilton Ave to the Northeast corner of Lot 19 in Block 5 of the Arbor Lake Subdivision, thence North 1,058' following the West Alley right-of-way between Spring St and West St to the Northeast corner of Lots 17 & 18 in Block 29 of the West Grinnell Subdivision, thence West 230' following the South right-of-way of 2nd Avenue to the Northeast corner of Lots 1 & 2 in Block 30 of the West Grinnell Subdivision, thence North 2,197' following the West right-of-way of Spring St and ending at the Point of Beginning.

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Grinnell FINANCE COMMITTEE Meeting
MONDAY, OCTOBER 19, 2020 AT 8:00 A.M.
VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/97396881757?pwd=ZHNDN3JHNUtkUlpZdjgrcVNXZTISZz09>

Meeting ID: 973 9688 1757

Passcode: 822678

One tap mobile

+19292056099,,97396881757#,,,,,0#,,822678# US (New York)

+13017158592,,97396881757#,,,,,0#,,822678# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 973 9688 1757

Passcode: 822678

Find your local number: <https://zoom.us/u/acR2NCU9Xn>

TENTATIVE AGENDA

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

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider continuation of the income guidelines for Campbell Fund recipients at 200% of poverty level instead of the normal 150% of poverty level.

INQUIRIES:

ADJOURN:



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, OCTOBER 19, 2020 AT 4:45 P.M.
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/92098858215?pwd=Z1ZXSUczeDA4eElvZEhXVjFPYUdmQT09>

Meeting ID: 920 9885 8215

Passcode: 065214

One tap mobile

+13017158592,,92098858215#,,,,,0#,,065214# US (Germantown)

+13126266799,,92098858215#,,,,,0#,,065214# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 920 9885 8215

Passcode: 065214

Find your local number: <https://zoom.us/j/92098858215?pwd=Z1ZXSUczeDA4eElvZEhXVjFPYUdmQT09>

TENTATIVE AGENDA

ROLL CALL: Hueftle-Worley (Chair), Wray, Gaard.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider resolution approving contract change order No. 3 in the amount of \$2,928.27 for a net decrease to the contract with Manatts, Inc of Brooklyn, IA for the Runway Rehabilitation Project (See Resolution No. 2020-170).
2. Consider approval of resolution approving lease agreement with Lang Brothers Equipment Co. for Derecho debris (See Resolution No. 2020-171)
3. Consider approval of 5 Year Airport Capital Improvement Plan.
4. Consider Fall curbside leaf/brush pickup and free Brush/Compost Site days.
5. Consider Aureon ROW request, Hwy 6 Relocation.

INQUIRIES:

ADJOURNMENT:

RESOLUTION NO. 2020-170

A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 3 IN THE AMOUNT OF \$2,928.27 FOR A DECREASE TO THE CONTRACT WITH MANATTS, INC OF BROOKLYN, IOWA FOR THE RUNWAY REHABILITATION PROJECT.

WHEREAS, the City of Grinnell did enter into a contract with Manatts, Inc. of Brooklyn, IA on June 18, 2019 for the Runway Rehabilitation Improvement Project; and

WHEREAS, Manatts, Inc. of Brooklyn, IA, has submitted Contract Change Order No. 3 for a net decrease of \$2,928.27 and

WHEREAS, the Project Engineer has reviewed the change order and recommends approval of Contract Change Order No. 3; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Grinnell, Iowa, in regular session this 19th day of November 2020 that the contract amount has been decreased by \$2,928.27 in accordance with Contract Change Order No. 3 is hereby approved as executed.

Passed and adopted this 19th day of November 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk

Project: Rehabilitate Runway Improvements	Change Order # 3
AIP 3-19-0039-015-2018	
Owner: City of Grinnell, Iowa	CGA PN: 4448.06
Contractor: Manatt's, Inc.	Contract Date: September 6, 2018
	Contract Amount: \$3,650,075.54
<i>List below or on a separate sheet each change proposed in this order describing briefly and giving reasons for the changes. Attach copy of supplemental agreement covering any contract amendment.</i>	

PROPOSED CHANGES	Amount Increase or Decrease
This change order adjusts plan quantities to final field measured quantities.	
<ul style="list-style-type: none"> • Item No. 7 – Silt Fence Installation and Removal Decrease 2,200.0 LF @ \$1.40/LF • Item No. 8 – Silt Fence Cleanout Decrease 15,000.0 LF @ \$0.05/LF • Item No. 10 – Temporary Seeding, Fertilizing and Mulching Decrease 10.0 Acres @ \$250.00/Acre • Item No. 11 – Temporary Mulching and Erosion Control Decrease 10.0 Acres @ \$800.00/Acre • Item No. 14 – Base Course, 6" Increase 1,185.0 SY @ \$10.25/SY • Item No. 15 – PCC Paving, 6" Increase 1,185.0 SY @ \$31.15/SY • Item No. 16 – Tie-Down Anchors Decrease 3 EA @ \$100.00/EA • Item No. 17 – Pavement Markings, White, Temporary Decrease 2,289.0 SF @ \$1.10/SF • Item No. 18 – Pavement Markings, Yellow, Temporary Decrease 110.0 SF @ \$2.00/SF • Item No. 19 – Pavement Markings, White Decrease 2,289.0 SF @ \$1.10/SF • Item No. 20 – Pavement Markings, Yellow Decrease 110.0 SF @ 2.00/SF • Item No. 21 – PCC Runway Pavement Grooving Increase 53.0 SY @ \$1.69/SY • Item No. 23 – 6" HDPE Storm Sewer Pipe Decrease 1,231.0 LF @ \$8.20/LF • Item No. 24 – 8" HDPE Storm Sewer Pipe Decrease 237.0 LF @ \$9.30/LF • Item No. 29 – 4" Subdrain Decrease 1,139.0 LF @ 12.96/LF • Item No. 30 – 4" Field Tile Repair Decrease 1,000.0 LF @ \$3.00/LF • Item No. 31 – Field Tile Spot Repair Decrease 16 EA @ \$350.00/EA • Item No. 32 – Field Tile Connection to Existing Tile or Culvert Decrease 9 EA @ \$500.00/EA 	<ul style="list-style-type: none"> - \$3,080.00 - \$750.00 - \$2,500.00 - \$8,000.00 + \$12,146.25 + \$36,912.75 - \$300.00 - \$2,517.90 - \$220.00 - \$2,517.90 - \$220.00 + \$89.57 - \$10,094.20 - \$2,204.10 - \$14,761.44 - \$3,000.00 - \$5,600.00 - \$4,500.00

<ul style="list-style-type: none"> Item No. 33 – Seeding, Fertilizing and Mulching Increase 8.55 Acres @ \$1,850.00/Acre 	+\$15,817.50
<ul style="list-style-type: none"> Item No. 39 – No. 4 AWG, 600V, L-824, THWN-2, Type C Cable, Installed in Trench, Duct or Conduit Decrease 1,218.0 LF @ \$1.03/LF 	-\$1,254.54
<ul style="list-style-type: none"> Item No. 40 – No. 4 AWG, 600V, L-824, THWN-2, Type C Equipment Ground Cable, Installed in Trench, Duct or Conduit Decrease 609.0 LF @ \$0.84/LF 	-\$511.56
<ul style="list-style-type: none"> Item No. 41 – No. 6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Including Ground Rods and Connectors Decrease 2,184.0 LF @ \$1.05/LF 	-\$2,293.20
<ul style="list-style-type: none"> Item No. 42 – No. 8 AWG, 5KV, L-824, Type C Cable, Installed in Trench, Duct or Conduit Decrease 2,363.0 LF @ \$0.86/LF 	-\$2,032.18
<ul style="list-style-type: none"> Item No. 43 – No. 10 AWG, 600V, L-824, THWN-2, Type C Cable, Installed in Trench, Duct or Conduit Decrease 350.0 LF @ \$0.43/LF 	-\$150.50
<ul style="list-style-type: none"> Item No. 44 – No. 10 AWG, 600V, L-824, THWN-2, Type C Equipment Ground Cable, Installed in Trench, Duct or Conduit Decrease 125.0 LF @ \$0.34/LF 	-\$42.50
<ul style="list-style-type: none"> Item No. 54 – 1 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 1,146.0 LF @ \$2.72/LF 	-\$3,117.12
<ul style="list-style-type: none"> Item No. 55 – 2 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 43.0 LF @ \$3.57/LF 	-\$153.51
<ul style="list-style-type: none"> Item No. 56 – 3 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 64.0 LF @ \$3.92/LF 	-\$250.88
<ul style="list-style-type: none"> Item No. 57 – 4 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 85.0 LF @ \$5.64/LF 	-\$479.40
<ul style="list-style-type: none"> Item No. 58 – 5 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 44.0 LF @ \$6.79/LF 	-\$298.76
<ul style="list-style-type: none"> Item No. 59 – 1 Way 2 Inch Schedule 40 PVC Conduit, Encased in Concrete, Including Trench and Backfill Increase 14.0 LF @ \$9.38/LF 	+\$131.32
<ul style="list-style-type: none"> Item No. 60 – 2 Way 2 Inch Schedule 40 PVC Conduit, Encased in Concrete, Including Trench and Backfill Decrease 3.0 LF @ \$13.28/LF 	-\$39.84
<ul style="list-style-type: none"> Item No. 61 – 4 Way 2 Inch Schedule 40 PVC Conduit, Encased in Concrete, Including Trench and Backfill Decrease 1.0 LF @ \$27.66/LF 	-\$27.66
<ul style="list-style-type: none"> Item No. 62 – 1 Way 2 Inch HDPE Conduit, Directionally Bored Increase 120.0 LF @ \$12.29/LF 	+\$1,474.80
<ul style="list-style-type: none"> Item No. 63 – L-867 Electrical Handhole, Size D, 24" Deep Increase 2.0 Each @ \$597.45/EA 	+\$1,194.90
<ul style="list-style-type: none"> Item No. 1-41 – Add – No. 6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Including Ground Rods and Connectors Decrease 35.0 LF @ \$2.00/LF 	-\$70.00

<ul style="list-style-type: none"> Item No. 1-54 – Add – 1 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 20.0 LF @ \$4.19/LF 	-\$83.80
<ul style="list-style-type: none"> Item No. 1-62 – Add – 1 Way 2 Inch Schedule 40 Conduit, Directionally Bored Increase 15.0 LF @ \$15.00/LF 	+\$225.00
<ul style="list-style-type: none"> Item No. 1-63 – Add – L-867 Electrical Handhole, Size D, 24" Deep Decrease 3.0 EA @ \$677.09/EA 	-\$2,031.27
<ul style="list-style-type: none"> Item No. CO1-2-88 – Add Cement Treated Subgrade, 12" Increase 1,185.0 SY @ \$2.60/SY 	+\$3,081.00
<ul style="list-style-type: none"> Item No. 4-CO2 – Pavement Removal Decrease 27.0 SY @ \$3.00/SY 	-\$81.00
<ul style="list-style-type: none"> Item No. 15-CO2 – PCC Paving, 6" Decrease 27.0 SY @ \$31.15/SY 	-\$841.05
<ul style="list-style-type: none"> Item No. 54-CO2 – 1 Way 2 Inch Schedule 40 PVC Conduit, Including Trenching and Backfill Decrease 30.0 LF @ \$2.72/LF 	-\$81.60
<ul style="list-style-type: none"> Item No. 62-CO2 – 1 Way 2 Inch HDPE Conduit, Directionally Bored Increase 15.0 LF @ \$12.29/LF 	+\$184.35
<ul style="list-style-type: none"> Item No. CO2-1 – 6PR, #22, CU Gel Filled, PE-39 GR Installed in Trench, Duct or Conduit Decrease 15.0 LF @ \$5.32/LF 	-\$79.80

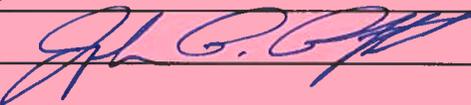
Net Change This Order (+ or -)	- \$2,928.27
Net Changes Previous Orders:	- \$70,501.81
Total Net Changes to Date:	- \$73,430.08

Contract Completion Date November 23, 2019 – Phase I June 20, 2020 – Phase II	Days Increased 0	Days Decreased 0	Revised Completion Date N/A
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If and when approved, I hereby accept this order both as to work to be performed and prices on which payment shall be based.

Contractor: Manatt's, Inc.	Date: 10/11/2020
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By: 	Title: Project Manager
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Recommended	By: 	Title: Project Manager	Date: 10/13/2020
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Approved	By:	Title:	Date:
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RESOLUTION NO. 2020-171

A RESOLUTION AUTHORIZING MAYOR TO SIGN LEASE AGREEMENT FOR TEMPORARY STORAGE OF DERECHO DEBRIS WITH LANG BROTHERS EQUIPMENT CO.

WHEREAS, the City of Grinnell is need of additional space to store debris from the August 10, 2020, Derecho; and

NOW, THEREFORE, upon the motion duly made by Council Member _____ seconded by Council Member _____ and properly carried it is hereby RESOLVED:

1. That the city of Grinnell agrees to lease land from the Lang Brothers Equipment Co. for the temporary storage of Derecho debris, and
2. That the city of Grinnell and Lang Brothers Equipment Co. have agreed upon the terms of the lease agreement; and
3. That the lease agreement is for \$800 per acre/or a total of \$4,000 for the single term of this lease agreement, and
4. That the lease agreement will terminate automatically on April 1, 2021, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL that the Mayor is hereby authorized to sign the lease agreement on behalf of the city.

PASSED AND APPROVED THIS 19th day of October 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director

Agreement for Lease of Property

This Property Lease Agreement (“Agreement”) is made and entered into as of the 19th day of October 2020, (“Effective Date”) by and between City of Grinnell, Iowa, (“City”) and Lang Bros. Equipment Co. (“Lang”).

RECITALS

A. Lang, pursuant to the terms and conditions contained in this Agreement, agrees to lease certain Property to the City for use as a brush disposal site.; and

B. Ron Lang, President of Lang Bros. Equipment Co. and Grinnell City Manager Russell L. Behrens discussed the terms of this Agreement verbally on Tuesday, August 11, 2020 in the aftermath of a derecho that caused significant damage to the community. This Agreement will memorialize that discussion and address some items not covered in that verbal agreement.

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants hereinafter set forth, it is hereby agreed as follows:

AGREEMENT

1. **Lease.** Lang agrees to lease City approximately 5 acres as show in Attachment A to this Agreement for use as a brush disposal site primarily for storm debris from the August 10, 2020 Derecho. The site will be used primarily by city employees or workers contracted by the City to perform debris removal. The general public will be discouraged from using the site by the City.
2. **Property Use and Condition.** The City intends to use the site for the temporary disposal of storm damage debris from the August 10, 2020 Derecho. The City has obtained a permit from the Iowa Department of Natural Resources to perform a controlled burn of the debris on the site and may pursue this method. The City’s preference is to have the material mechanically chipped and hauled from the site. The City will remove storm debris material from the site by the termination date of this Agreement; however Lang understands that not all material will be able to be completely removed and that was factored into the lease payment amount by the termination date of this Agreement. The City will not be required to perform any other site restoration other than to return it to a condition to allow for Lang to perform final cleanup prior to planting.
3. **Payment.** City shall pay Lang \$800.00 per acre for the term of this Agreement or \$4,000 total for the single term of this Agreement. Payment shall be made by the end of the lease period which will end April 1, 2021. This Agreement will terminate automatically on April 1, 2021. This payment includes the damage caused by the removal of the soybeans performed by Lang from this area and loss of that revenue (Estimate of Loss Built into Payment 5 acres x 50 bushel per acre x \$8.64 per

bushel= \$2,160).

4. **Indemnification.** Each party shall remain responsible for its own acts and the acts and omissions of its employees and shall not be responsible for the acts and omissions of the other party. Each party shall defend, indemnify, and hold harmless the other party, including its affiliates and each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against any and all suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees arising from loss of or damage to private property, and/or the death of or injury to private persons, to the extent arising out of (a) any claims of negligence or misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a party of any of its representations, warranties, covenants or agreements under this Agreement.
5. **Notices.** All notices required or permitted under this Agreement shall be made in writing and delivered (a) personally or (b) by registered or certified mail, postage prepaid, return receipt requested, or (c) by a recognized courier service. Notice to a Party shall be addressed to the address(es) listed in this Section or at such other address(es) that a Party may designate by like notice from time to time. Notice shall be effective when received if delivered by hand, or on the date shown on the return receipt if by certified mail or courier service.

If to City:

City of Grinnell
Attention: City Manager
520 4th Ave.
Grinnell, Iowa 50112

If to Lang:

Lang Bros. Equipment Co.
Attention: Ron Lang
2438 6th Avenue
Grinnell, Iowa 50112

6. **Governing Law.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Iowa.
7. **Entire Agreement.** This Agreement, including any exhibits, attachments, or addenda which are incorporated by reference herein and attached hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof (employee lease agreement) and supersedes all prior agreements, representations and understandings of the parties in respect to the subject matter hereof (employee lease agreement).
8. **Amendment.** No amendment to this Agreement shall be effective unless in writing and signed by both parties.
9. **Consent to Amendment.** The parties agree to amend this Agreement as necessary to comply with

any changes in applicable laws and regulations. If a party refuses to enter such an amendment, the other party may immediately terminate this Agreement upon providing written notice of termination.

10. **No Waiver.** The waiver by either party of a breach of any provision of this Agreement will not be deemed a waiver of any subsequent breach of the same or any other provision. All the rights and remedies provided herein are cumulative and additional to any rights or remedies the parties may have at law.
11. **Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held by any court to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
12. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties and to their permitted successors and assigns.
13. **Section Headings.** Section headings are provided solely for the convenience of the parties and shall not affect the interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date set forth above.

City of Grinnell

Lang Bros. Equipment Co.

By: _____

By: *Ron Lang*

Print name: _____

Print name: *RON LANG*

Title: _____

Title: *Pres*



Form 291112 (10-16)

**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM
(CIP)**



Airport Name: Grinnell Regional
 Prepared By: City of Grinnell
 Date Prepared: _____

Telephone: (641) 236-2600
 E-mail Address: RBehrens@grinnelliowa.gov
 Date Approved: _____

Project Description	Funding Source	Available Entitlement Funds		600,000		150,000		(189,000)	
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
Taxiway Rehabilitation - Phase I - Design - FAA delayed to 2022	Federal	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxiway Rehabilitation - Phase I - Construction - FAA delayed to 2023	Federal	\$ -	\$ -	\$ 810,000	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -
Apron Rehabilitation - Design - FAA delayed to 2024	Federal	\$ -	\$ -	\$ -	\$ 67,500	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Apron Rehabilitation - Construction - FAA delayed to 2025	Federal	\$ -	\$ -	\$ -	\$ -	\$ 571,500	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -	\$ 635,000	\$ -	\$ -	\$ -
Taxiway Rehabilitation - Phase II	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ 352,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Available Entitlement Funds		\$ -450,000	\$ 510,000	\$ (210,000)	\$ 82,500	\$ (339,000)	\$ (189,000)	\$ (189,000)	\$ (189,000)

City of Grinnell

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

1. Applicant: Aureon (INS) 7760 Office Plaza Dr. South
Name Address
West Des Moines, IA 50266 515-830-0445
City, State Zip Telephone
2. Contact Person: Jeff Klocko 7760 Office Plaza Dr. South
Name Address
West Des Moines, IA 50266 515-830-0445
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

Fees:	Administrative Fee:		<u>\$50.00</u>
	Use Fee:		
	(No Additional Customers) Greater of \$100.00 or:		
	Linear Feet Within C-2: _____	x \$1.00	_____
	Linear Feet Outside C-2: <u>429</u>	x \$0.50	<u>214.50</u>
		Total:	<u>\$264.50</u>

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

Date of Acceptance 10/05/2020

Date of Approval _____

Staff TA

AUREON NETWORK SERVICES
GRINNELL, POWESHIEK CO., IOWA

GRANT TWP.
 T 80N R 16W
 SEC. 10

EXISTING AUREON
 CONDUIT

STA. 185+36.00
 BEGIN PROJECT
 AND GRADING

END AUREON (INS)
 RELOCATION ROUTE @ EXISTING
 CONDUIT @ TOE OF SLOPE
 STA 188+65

BORE 429'(FEET) 2" HDPE CONDUIT
 W/96 COUNT FIBER OPTIC A MINIMUM
 DEPTH OF 6"(FEET) 35'(FEET SOUTH
 OF HWY 6 CENTERLINE

6TH AVE/HWY 6

BEGIN AUREON (INS)
 RELOCATION ROUTE @
 EXISTING HANDHOLE
 STA 184+36

EXISTING AUREON
 CONDUIT

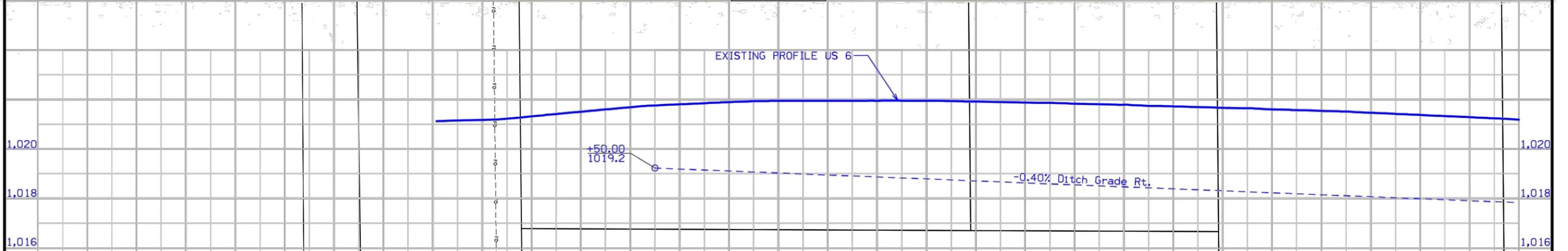
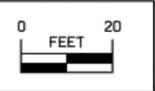
PENROSE STREET

SEC. 15

BRETT & ELLEN GRIFFITH

JONNA GERMAN

ANDREW DEANGELO



AUREON™ PROJCT #2009533

PROJECT NO. _____
 GRINNELL, IOWA Sheet 1 of 1

#	REVISION	DATE	NAME	SCALE:

SCALE: 0' 20' 40' 80'

Station	Elevation	Notes
185+12	1,021.12	(Use as Constructed)
185+15	1,021.15	
185+19	1,021.19	
185+28	1,021.28	
185+38	1,021.38	
185+47	1,021.47	
185+57	1,021.57	
185+66	1,021.66	
185+73	1,021.73	
185+77	1,021.77	
185+82	1,021.82	
185+86	1,021.86	
185+90	1,021.90	
185+91	1,021.91	
185+91	1,021.91	
185+91	1,021.91	
185+92	1,021.92	
185+92	1,021.92	
185+90	1,021.90	
185+88	1,021.88	
185+86	1,021.86	
185+84	1,021.84	
185+83	1,021.83	
185+80	1,021.80	
185+77	1,021.77	
185+76	1,021.76	
185+71	1,021.71	
185+69	1,021.69	
185+66	1,021.66	
185+63	1,021.63	
185+61	1,021.61	
185+57	1,021.57	
185+54	1,021.54	
185+51	1,021.51	
185+48	1,021.48	
185+43	1,021.43	
185+39	1,021.39	
185+34	1,021.34	
185+30	1,021.30	
185+25	1,021.25	
185+21	1,021.21	
185+16	1,021.16	

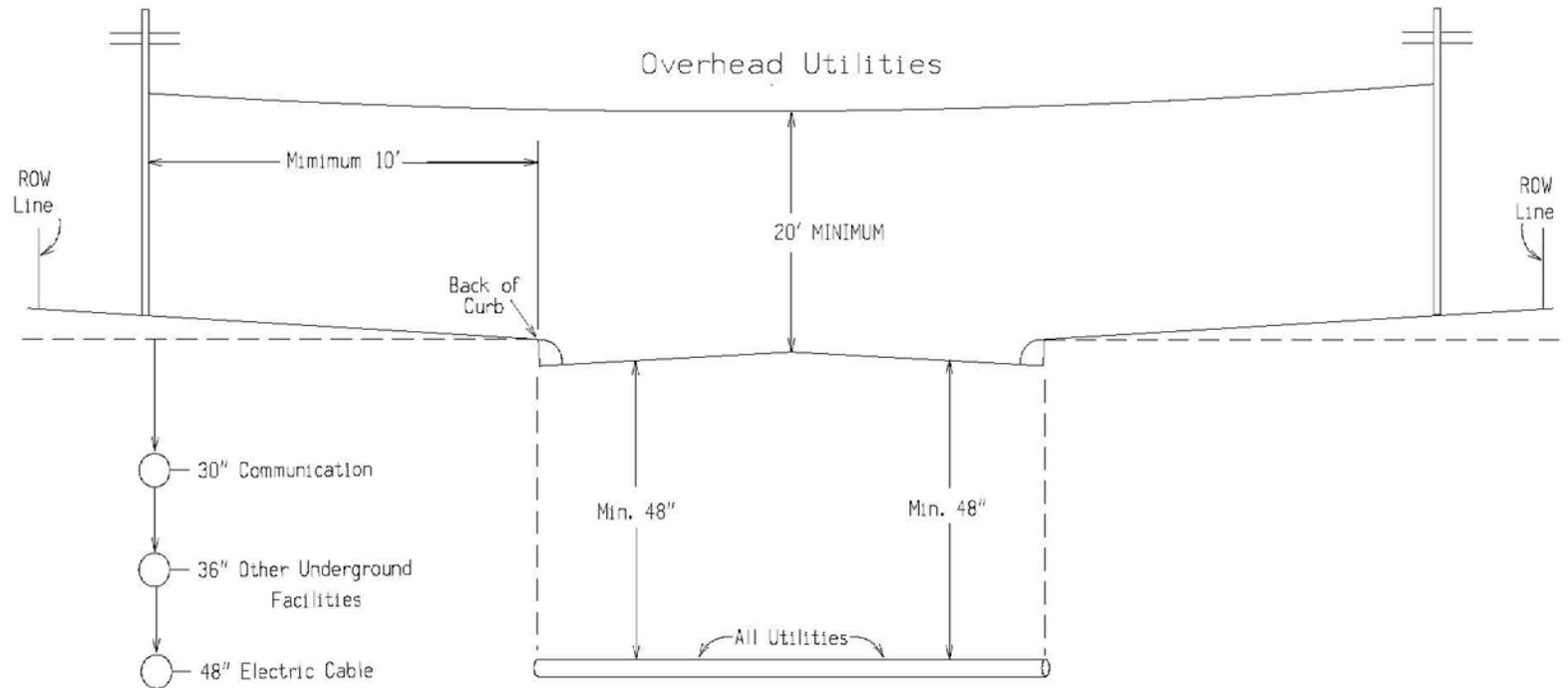
Acceptable Clear-zone Distances (feet).

design speed	design ADT	FORESLOPES			BACKSLOPES		
		6:1 or flatter	Steeper than 6:1, up to and including 4:1	Steeper than 4:1	Steeper than 4:1*	4:1 or flatter, up to 6:1	6:1 or flatter
40 mph or less	ADT < 750	7	7	**	7	7	7
	750 ≤ ADT < 1500	10	12	**	10	10	10
	1500 ≤ ADT < 6000	12	14	**	12	12	12
	ADT ≥ 6000	14	16	**	14	14	14
45 – 50 mph	ADT < 750	10	12	**	8	8	10
	750 ≤ ADT < 1500	14	16	**	10	12	14
	1500 ≤ ADT < 6000	16	20	**	12	14	16
	ADT ≥ 6000	20	24	**	14	18	20
55 mph	ADT < 750	12	14	**	8	10	10
	750 ≤ ADT < 1500	16	20	**	10	14	16
	1500 ≤ ADT < 6000	20	24	**	14	16	20
	ADT ≥ 6000	22	26	**	16	20	22
60 mph	ADT < 750	16	20	**	10	12	14
	750 ≤ ADT < 1500	20	26	**	12	16	20
	1500 ≤ ADT < 6000	26	30	**	14	18	24
	ADT ≥ 6000	30	30	**	20	24	26
65 – 70 mph	ADT < 750	18	20	**	10	14	14
	750 ≤ ADT < 1500	24	28	**	12	18	20
	1500 ≤ ADT < 6000	28	30	**	16	22	26
	ADT ≥ 6000	30	30	**	22	26	28

* Backslopes as steep as 2.5:1 can be considered as part of the clear zone, as long as they are relatively smooth and do not contain any fixed objects. Refer to Section 8A-4 of the Design Manual for information regarding backslopes steeper than 2.5:1.

** Since a vehicle traveling on a slope steeper than 4:1 is likely to be diverted to the bottom of the slope, the width of any slope steeper than 4:1 cannot be counted in the clear zone determination. Refer to Section 8A-2 of the Design Manual for information on providing clear recovery areas at the base of steep slopes.

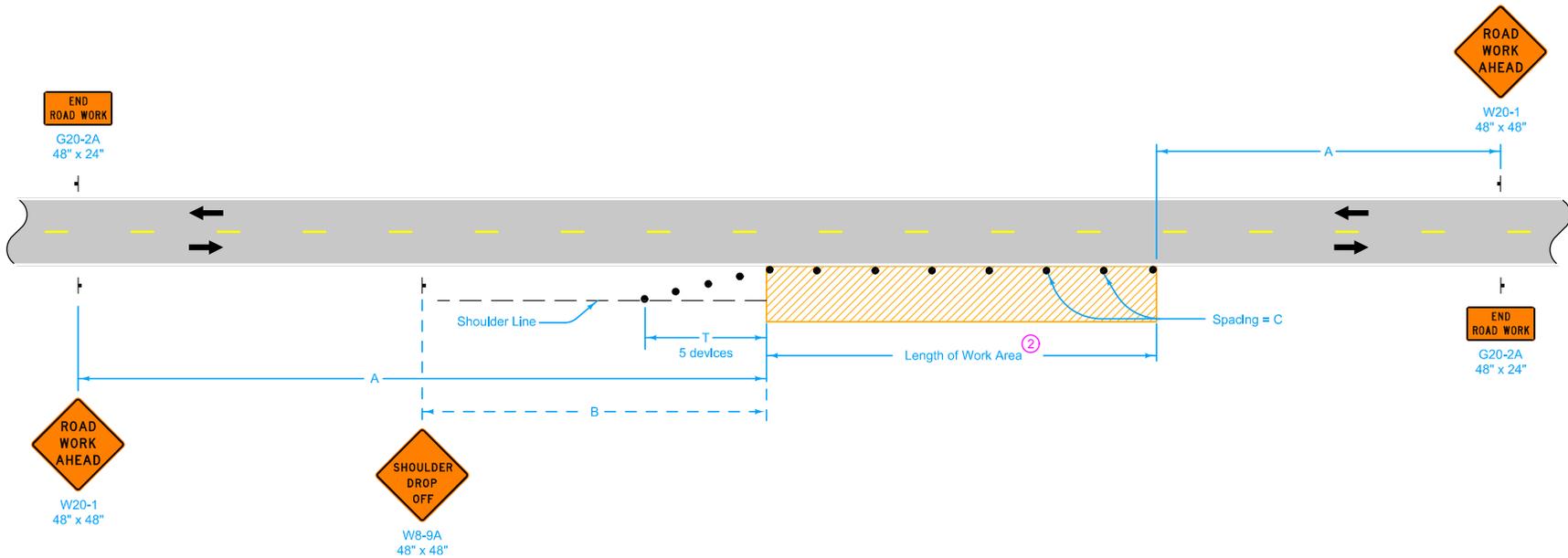
Minimum Policy Requirements Urban Section Non - Freeway Highway



E-9

01/2012

Notes:
 Utilities shall be located between back of curb and the highway row.
 Utilities should be located as near to the highway row line as practical.
 See Utility Policy, Section 115.13 for further details.



LEGEND

- Traffic Sign
- 42" Channelizer
- Work Area
- Direction of Traffic

SPEED LIMIT (mph)	A	B	C ^②	T
35 or less	500'	250'	40'	100'
40 - 45	700'	350'	80' ^①	200'
50 or greater	1000'	500'	100' ^①	200'

When a pavement edge drop-off exists, install a SHOULDER DROP-OFF sign.

No pavement edge drop-offs greater than pavement depth will be allowed during non-working hours.

Shoulder edge drop-offs shall be mitigated according to Article 1107.08.L2 of the Standard Specifications.

For work lasting less than one hour, refer to TC-1.

^① When the length of a pavement edge drop-off is 1000 feet or less, the temporary fillet requirement of Article 1107.08 of the Standard Specifications does not apply. Reduce channelizer spacing to 40 feet.

^② For work areas less than 200 feet long, use channelizers spaced at 20 foot centers or use a vehicle with an amber revolving light or amber strobe light.

Possible Contract Item:
Traffic Control

	REVISION
	8 04-21-15
	TC-202
STANDARD ROAD PLAN	
SHEET 1 of 1	
<small>REVISIONS: Modified general notes, changed title and replaced the DOT logo in the title block with the new version.</small>	
<small>APPROVED BY DESIGN METHODS ENGINEER</small>	
WORK WITHIN 15 FT OF TRAVELED WAY	

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

FOR DEPARTMENT USE ONLY

Permit Number	Highway Number Ia Hwy 6	County Poweshiek
DOT Project Number		Expiration/Completion Date

APPLICANT (INDIVIDUAL OR COMPANY)

First Name Jeff	Middle Initial	Last Name Klocko	Phone Number 515-830-0445	Ext.
Company Name Aureon (INS)			Phone Number 515-830-0445	Ext.
Street Address 7760 Office Plaza Drive South		City/Town West Des Moines	State Ia	ZIP Code 50266
e-Mail Address Jeff Klocko <Jeff.Klocko@aureon.com>		Secondary e-Mail Address		

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:
 Aureon is requesting approval to relocate a portion of their existng 2" (inch) HDPE continuous orange conduit with 96 count fiber optic cable running in the south right of way of Hwy 6, Grinnell, IA. The relocation begins @ Sta 184+36 56' RT. The proposed conduit would then be bored east crossing Penrose Street and continuing east and reconnecting to existing conduit @ Sta 188+65 as shown on the attached exhibit. Directional boring method will be used for installation.

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 15 & 16 , Twp. 80N , Range 16W on Highway No. 6 generally located 0 (miles) (direction) from Grinnell (city, county line, or other landmark). Work proposed is more specifically located as being from 187.76 (Milepost #) and 184+36 (Highway Station) to 187.84 (Milepost #) and 188+65 (Highway Station) on the South 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
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 (<i>Print or Type</i>) Jeff Klocko	Agent/Owner (<i>Signature</i>) 	Title Outside Plant Engineer
Name of Owner (<i>Print or Type</i>) Aureon (INS)	Date 9/30/2020	
e-Mail Address Jeff Klocko <Jeff.Klocko@aureon.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	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

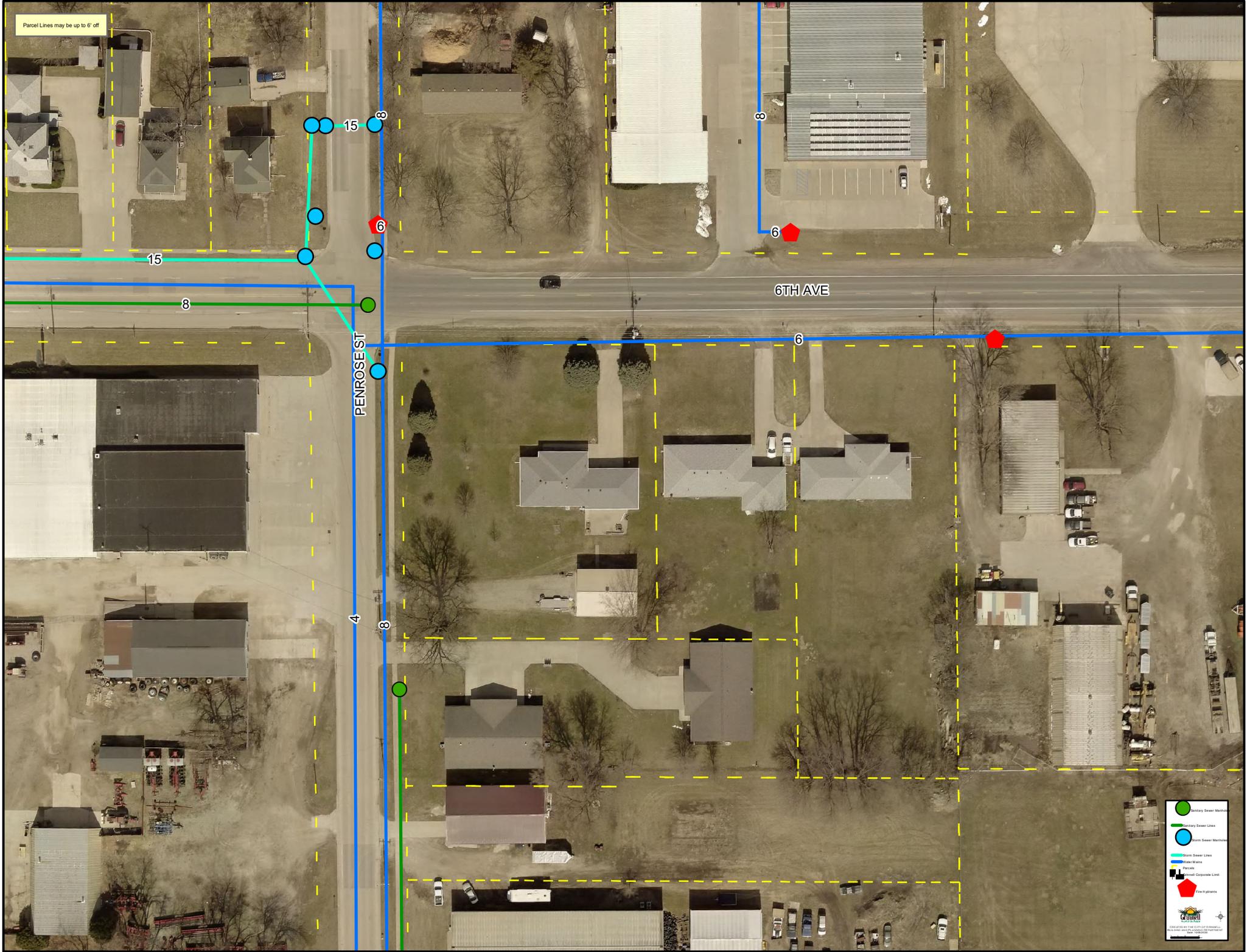
- Plans showing IADOT Highway Centerline, Highway Number, DOT Stationing and Milepost are required.
- Visible orientation (North Arrow) and identifying landmarks are required.
- Clearly identify Right Of Way (ROW) line with horizontal distance from highway centerline shown, including all breakpoints 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
- 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

Parcel Lines may be up to 6' off



Legend:

- Green circle: Utility Sewer Manhole
- Green line: Sewer Lines
- Blue circle: Water Meter
- Blue line: Water Lines
- Red line: Gas Lines
- Black outline: Parcels
- Black outline: Unimproved Corporate Lots
- Red pentagon: Fire Hydrants

City of Carroll

Map of 6TH AVE and PENROSE ST, Carroll, IA. This map was last updated on 10/15/2024.



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, OCTOBER 19, 2020 AT 5:30 PM
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/97630612570?pwd=Qm8wU1JDRDREZ0hzSlk0Qi9UZnNQUT09>

Meeting ID: 976 3061 2570

Passcode: 859989

One tap mobile

+19292056099,,97630612570#,,,,,0#,,859989# US (New York)

+13017158592,,97630612570#,,,,,0#,,859989# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 976 3061 2570

Passcode: 859989

Find your local number: <https://zoom.us/u/achl11Ofqf>

TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley, Davis

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Review and consider offer of employment for Police Chief.
2. Consider resolution approving the amended Employee Safety Manual (See Resolution No. 2020-172).
3. Consider 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 FY20.
4. Discuss proposal submitted by Iowa EMS Consultants for analysis of emergency medical services for the Grinnell community.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2020-172

A RESOLUTION AMENDING THE CITY OF GRINNELL EMPLOYEE SAFETY MANUAL

WHEREAS, the city of Grinnell Safety Employee Safety Manual is an official document governing and guiding the safety policies between the city of Grinnell and its employees, and

WHEREAS, it is necessary to amend the policy with specific updates and amendments as provided; and

WHEREAS, this policy has been reviewed and discussed by the City Council of the city of Grinnell; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the city of Grinnell does hereby adopt the City of Grinnell Employee Safety Policy Manual as amended effective October 19, 2020

PASSED AND APPROVED this 19th day of October 2020.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK



CITY OF GRINNELL

EMPLOYEE SAFETY MANUAL

APPROVED BY THE CITY COUNCIL
OCTOBER 2020

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FORWARD

What is safety? The dictionary defines it as “freed from harm or risk and secure from threat of danger, harm, or loss.” The meaning of safety on the job means prevention and elimination of harm or risk to each individual employee. Safety is a very real situation especially when an accident happens to you, your family, friends or co-workers. Most accidents can be prevented and this is the intent of this handbook- Accident prevention and acquiring a safety attitude.

The only way a good safety program works, is if everyone is aware and working towards an accident free work place. It is our sincere hope that awareness of safety on-the-job will carry over into the home and all other areas of your life. After all is said, safety is being aware of your actions and not taking anything for granted.

The safety and health rules within this booklet, are easy to follow or understand. This booklet, however, does not cover every situation. We need your help in identifying situations that could lead to an accident. Be aware and alert to potential accidents and let us know so new procedures or modifications can be made.

SAFETY IS FOR YOUR PROTECTION, BUT IT TAKES ALL OF US TO MAKE IT WORK.

Your Employee Safety Committee

GENERAL SAFETY RULES

Most of us do not consider our jobs hazardous, but like any occupation, you must use good judgment and care, to maintain a safe working environment. The most common types of accidents are slips and falls; back strain from lifting and handling heavy objects; and improper use of equipment. One of the best ways to avoid accidents is to know or to ask your supervisor the correct procedures before starting the work assignment. Carefully plan your work, especially non-routine assignments. You can save time and energy while avoiding hazards. The following safety guidelines are general in nature and will help you carry out your responsibilities safely. It is not a complete list and could be amended by need or at your suggestion.

1. Take care of injuries and report them at once. Small cuts and scratches can become infected unless cared for at once.
2. Work at a safe, sane pace—when you hurry, you forget about safety.
3. Do not attempt to give first aid to an injured person unless you have been trained to do so. Do not move a seriously injured person unless absolutely necessary.
4. Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction BEFORE operating any machine or equipment.
5. Your Worker's Compensation coverage will not cover you for horseplay injuries.
6. The use of or possession of any intoxicating beverages or narcotics on the job is absolutely forbidden.
7. Correct all unsafe conditions or report them to your supervisor.
8. Keep work areas clean and orderly at all times. Poor housekeeping causes accidents and wastes time.
9. Use the correct tool and equipment for the job.
10. Wear proper safety equipment such as eye and ear protection, and safety hats as specified by safety policy.
11. Be considerate and concerned at all times for the safety of your fellow workers and general public.
12. Obey all safety rules and practices and take an active part in the safety of your fellow workers.
13. Remember to remind your fellow workers when they are working unsafely. You could save their life and they could return the favor someday.

WHAT TO DO IN CASE OF AN ON-THE-JOB ACCIDENT

EMPLOYEE - Report the injury at once and call "Company Nurse" (except FT police and fire) to seek proper treatment and protocol. If necessary, call an ambulance giving your name, the nature and location of the accident and the number of people needing assistance. If possible, meet the ambulance upon arrival to give immediate location of injured persons. Begin filling out the EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM and pass it on to your supervisor immediately. The form must be filled out within 24 hours.

SUPERVISOR – Secure all the facts concerning the accident. Include names, type of accident; how treated; suggestions for prevention of recurrence; what, if any damage to property was done. This information will be used to determine preventative measures. In case of an on-the-job accident, injury or sickness to an employee, secure all the necessary facts for your EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM and pass it to the City Offices within 24 hours.

In the event of a serious injury or incident the City of Grinnell's Safety Committee Director shall be notified immediately. The location shall not be disturbed or equipment removed, unless necessary to treat injured workers, prevent further injury or property damage. An investigation shall be conducted by the Safety Committee Director, his/her designee, or third party if deemed necessary. Examples of serious injury or incident:

- Falls from 6 feet or more
- Injuries requiring on scene treatment and/or transport by EMS
- Loss of consciousness
- Bone fractures
- Large Lacerations
- Amputations of any body part
- Trench or excavation collapses with injury or entrapment
- Any incident in which the employee is trapped and co-workers are unable to extricate in a timely manner
- Major equipment failures

The aforementioned are merely examples of a serious injury or incident and are not intended to be all inclusive.

REPORTING SAFETY HAZARDS

It is the responsibility of every City employee to report any safety hazards or violations. Employees should report hazards and violations to their supervisor first. If no action is taken, the employee should report it to the City Safety Director. Any such complaints will be handled in strict confidence. Our purpose is to prevent accidents, not to punish anyone. Remember, if you fail to report a hazard or violation, a serious injury or death to a fellow worker or to yourself could occur.

ADDITIONAL REPORTING RESPONSIBILITIES

Breaks in sidewalks, deep holes in streets, missing or damaged road signs, malfunctioning street lights, obstructions, hazards in any public areas such as the parks or pool, and other conditions

on city property which may cause an accident should be reported. Point these hazards out in writing to your supervisor. In this way you can contribute immeasurably to the welfare of Grinnell's citizens, including fellow workers, friends and family.

ACCIDENT PREVENTION SUGGESTIONS

Communicate suggestions to your supervisor concerning safety and elimination of hazards on the job. If you would rather, you may submit your suggestions to the Employee Safety Committee and your ideas will be given the same full consideration. The committee will review all safety suggestions for inclusion in the City's safety program.

DESIGNATED PHYSICIAN

All work related injured employees are instructed to call Company Nurse to report the injury and will be directed, if necessary, to our designated physician at UnityPoint Grinnell Regional Medical Center.

MANAGEMENT RESPONSIBILITIES

In order for a safety program to attain the desired effectiveness, it must have continuous and aggressive influence from management. In general, the City's safety program will include education, inspection, analysis and enforcement of safety policies.

1. City management will provide the means to accomplish a safe working situation.
2. City management will enforce adherence to safety policies and procedures and will take disciplinary action against any employee who willfully disregards them.
3. City management will conduct safety inspections.
4. City management will investigate or cause to be investigated any and all reported accidents.
5. Management will establish and provide periodic safety training for employees.

SUPERVISOR RESPONSIBILITIES

Supervisors may delegate authority and assign responsibilities for most areas in their control, but the supervisor cannot delegate or assign away their responsibilities for accident prevention. Supervisors have the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will enforce safety standards to the utmost of their ability and authority. Supervisors will take the lead to eliminate any potential hazards and will set the example of good safety practices in all areas of their job. A supervisor must:

1. Take full responsibility for the safety of their employees.
2. Train, re-train and remind all employees, old and new, on the safe way to do their job.
3. Provide a copy of the Employee Safety Manual to each employee and review it with him or her.

4. Set a good example by working safely.
5. Make sure the necessary safety equipment and protective devices for each job are provided and used properly.
6. Instruct all employees in the use of safety equipment such as fire extinguishers, safety glasses, ear protection, etc.
7. Take prompt corrective action whenever unsafe conditions or actions are observed or reported.

Safety must not be put off until tomorrow.

8. Investigate thoroughly the causes of all accidents and take corrective action to prevent their recurrence. The supervisor will submit the EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM within 24 hours to the Safety Director.
9. Conduct frequent scheduled safety inspections of all work areas in order to improve housekeeping, eliminate unsafe conditions and encourage safe working practices.
10. Take safety into consideration whenever you revise procedures or purchase new equipment. Always read the enclosed instruction book before operating new equipment.
11. Check to see that all safety equipment is available and in proper working order.
12. Encourage safety suggestions and comments from employees. Adopt those that are feasible and thank them for the suggestions. Forward all suggestions to the Safety Director.
13. Pay attention and seek out current knowledge regarding improving safety techniques.
14. Avoid “blowing-up” as it causes a person to behave irrationally and accidents are most likely to occur at that time. Do whatever it takes to “cool-off” first before acting.

JOB SITE LEADER’S RESPONSIBILITIES

A Job Site Leader must become familiar with all safety procedures and correct use of equipment.

A Job Site Leader’s best weapon for preventing accidents is to set a good example and enforce safe work habits and methods. A Job Site Leader will:

1. Insist safety procedures and rules are followed at all times and report habitual violators to the Supervisor.
2. To the best of their ability, identify and correct unsafe conditions at the job site.

3. Make sure all the necessary safety equipment is on hand and used by everyone.
4. Follow good housekeeping procedures at the work site.
5. See to it that all injuries are cared for properly and promptly.
6. Report all accidents to the Supervisor immediately.

EMPLOYEE RESPONSIBILITIES

All City employees are responsible for understanding and following safety rules and procedures that are established to prevent injuries to them and others. If you have a question about safety, use of equipment, or procedures be sure and ask your supervisor. Never attempt to do a task unless you fully understand what you are to do and how to do it. All employees have a great responsibility for prevention of accidents and are expected to:

1. Follow instruction. If you do not know the proper method of doing a job, ask your supervisor for safe job instructions.
2. Note unsafe conditions, correct them if possible and report them to you supervisor for permanent resolution.
3. Keep work areas clean and orderly because poor housekeeping causes accidents.
4. Use the right tool or equipment for the job and do not use defective tools or equipment.
5. Report all accidents to your supervisor immediately. If injured, seek or request medical treatment. Know emergency phone numbers.
6. Wear proper protective equipment such as eye and ear protection, and safety hats when necessary.
7. Obey all safety rules and practices and take an active part in the safety program.
8. Remind your fellow workers when they are working unsafely. You could save their life and they could return the favor someday.

HOUSEKEEPING

Some of us excuse our poor housekeeping habits by saying there isn't enough time to put things away or "things only appear messy, but I know where everything is." One of the most common accident categories is slipping, tripping and falling. Good housekeeping is maintaining an orderly, safe work place, free of clutter and debris, where everything has a place and can be found when not in use. Also, good housekeeping can make a major contribution to improving productivity. Most people are not aware of the time lost "finding things" or the inefficiencies which result when trying to work in a cluttered area.

Psychologists tell us that an orderly environment significantly improves worker moral. It is also known that people will rarely clutter an already clean space. Clutter tends to appear in areas for which no one feels responsible. Make it your responsibility to keep your work area free of clutter. Supervisors must assign areas of overall responsibility to all individuals and inspect these areas daily. Remember, this is to help prevent accidents, so keep areas clean and clear.

ALL EMPLOYEES MUST:

- Keep aisles free of debris.
- Return tools and materials to their proper storage area immediately after use.
- Minimize the use of extension cords.
- Put all small tools away immediately.
- Clean up spills promptly but do not use highly flammable solvents-use prescribed solvents and cleaners.
- Remove ice, mud or snow from steps, walks, drives, ladders, and running boards immediately.
- Stack materials properly (see also lifting and carrying section)
- Do not allow materials to extend past the shelf or bin.
- Use pallets to even stacks when stacking uneven materials.
- Store excess lumber in a separate area, sorted by size with nails removed.
- Avoid stocking materials overhead.
- Store flammables in designated areas and in proper containers.
- Refill empty cans with gas immediately to prevent fume buildup.

SUPERVISORS MUST:

- Designate a proper place or storage space for everything.
- Provide sufficient tools for cleanup.
- Assign cleanup responsibilities and make sure work sites are cleaned before quitting time.
- Inspect the work areas for better housekeeping procedures.

LIFTING AND CARRYING

Back aches and injuries to the back are the single most common on-the-job injury. Fully two-thirds of the work force will, at some time, suffer from some type of back pain. In many cases, this injury was caused by an incorrect method of lifting or carrying materials. Improper lifting accounts for nearly one-quarter of ALL occupational injuries, and is the most frequently reported injury to persons doing street and solid waste work.

Learning to lift correctly is only a part of preventing back injuries. Understanding your “lifting limitations” is the other part. Know how much you can safely lift without straining yourself.

Another aspect is your physical conditioning. If you are going to be lifting all day long, such as solid waste collection, be sure and do warm-up exercises prior to the start of your workday. Most injuries occur at the beginning of the workday and can be prevented by being properly warmed-up. Studies have also shown that weak abdominal muscles are directly connected to back injuries. Doing sit-ups prior to the start of solid waste collection can combine warming up and strengthening abdominal muscles. Doing this will avoid needless pain and suffering.

ALL EMPLOYEES SHOULD:

- Be encouraged to do warm-up exercises before starting work.
- Rock the load to estimate its weight prior to lifting. It is not advisable to lift over half your body weight.
- Use help to lift bulky objects. Use a dolly, crane hoist or get a co-worker to help.
- Inspect the object to be lifted for slivers, jagged and sharp edges.
- Wipe off greasy, wet, slippery or dirty objects before lifting them.
- Position feet correctly – place one foot in the intended direction of movement and the other in a position where it can give support and thrust to the body. This will prevent loss of balance and twisting of the back.
- Keep your back relatively straight and bend at the knees.
- Bend over slightly, but do not bend your back in an extreme curve to lift. Pull the load close to your body when lifting a load that is too large to pass between the knees.
- If you are going to lift and carry a compact load, squat down and straddle the object with your knees, keep your back relatively straight, pull the load toward your body and use your leg muscles to help lift the load. Remember your leg muscles can lift four times what your back muscles can lift.

Grasp the load correctly, keeping fingers away from pinch points;

- A. With boxes; at the alternate top and bottom corners.
- B. With material; alternate corners, one shoulder and upper arm.

Move as smoothly as possible and never run. If a load interferes with normal walking, get help. Keep work areas cleared to avoid tripping (remember, good housekeeping), and keep a clear view over the load. Use extra caution when walking on ice, snow or mud.

Never turn at the waist to change direction or to put an object down.

Set the load down close to your body, or put the load down on the rear of a shelf, then slide it back.

In team lifting, adjust the load so it is level. Lift, walk and set down in unison. Call out commands of “lift”, or “set down”, if more than two are involved.

SUPERVISORS SHOULD:

Relocate storage areas, when possible, to the most convenient location so carrying distances can be minimized.

Analyze current procedures to see if lifting can be reduced or eliminated.

Provide proper lifting aids and instruct employees in their safe use.

GENERAL DRIVING RULES

Many of you will drive City vehicles during the course of your employment. Almost all of you drive a motor vehicle daily. More than 50,000 people die each year as a result of vehicular accidents and several thousand are injured or disabled. Defensive driving and common sense will usually cover most situations.

ALL DRIVERS WILL:

- Be licensed and pre-qualified operators of the vehicle to which they are assigned to drive.
- Come to work fit to drive. (Sick drivers may be relieved from duty and fatigued drivers could be considered dangerous.)
- Check brakes, steering, hydraulics, cables, fluid levels, exhaust, tires, and controlling equipment.
- Check safety equipment such as lights, flashers, mirrors, horn and wipers.
- Position all adjustments for safe driving before starting the vehicle, including inside and outside mirrors and seat position.
- Keep the vehicle clean, inside and out. A vehicle is more visible to other drivers when clean. Keeping it clean on the inside aids in safety, appearance and attitude. (Remember housekeeping) Also clean the windshield and glass inside and out to take advantage of visibility. Clean dirt and road film from headlights, taillights, running lights and inside gauges.
- Refrain from eating and drinking while driving. It is difficult to do two things at once, especially since driving involves so many functions. Be safe and concentrate on driving.
- Stay within posted speed limits and slow down when conditions are difficult (snow, ice, fog, rain, etc.)
- Never drink alcoholic beverages while on duty. The punishment is immediate dismissal.
- DO NOT assume the right-of-way. Let the other driver go first. Be courteous, yield and stop! It is better to be alive than right and dead.
- Keep from tailgating. Allow extra distance when conditions are poor.
- Always signal intentions at least 100 feet in advance and avoid sudden braking.
- Before backing, use mirrors, and if necessary when rear view is obstructed, use a spotter.
- Turn on low beam headlights during dark periods of the day, such as during rain, snow and fog. It is recommended that headlights should be on one-half hour before sunset and one-half hour after sunrise. Parking lights designate a vehicle is parked. Never drive with parking lights on.
- Remember to buckle up and save your life.

SUPERVISORS WILL:

- Set a good example and obey all the aforementioned safety procedures.
- Instruct vehicle operators on what types of maintenance and minor repairs they are allowed to make on vehicles. (All other repairs should be made by trained personnel or service representatives.)

- Watch carefully for alcohol or drug abuse by an employee. Any supervisor who knowingly permits an employee to work under the influence is open to disciplinary action and possible personal liability.
- Make sure your employees follow all safety procedures. Safety only works when supervisors are involved. Be involved and save someone from a possible serious injury or even death. It could be your family or friends involved in a traffic accident. Insist on safe driving by your fellow workers.

PERSONAL PROTECTIVE EQUIPMENT – GENERAL

Many tasks you will be doing are potentially dangerous, but knowing what you are doing with proper safety instruction, common sense, planning and foresight will greatly minimize your chances of being injured. Add to this the use of personal protective equipment and you will virtually eliminate any chance of injury. Is wearing protective glasses a nuisance? Possibly, but think of how much of a nuisance it would be to lose an eye. Protective equipment does not protect you unless it is used and used properly. It is considered a serious violation of safety procedure to ignore protective equipment.

EMPLOYEES WILL:

- Be provided with and wear eye and face protective equipment when operating or using the following, but not limited to the following:
 - A. Shop-type machines such as grinders, lathes, drills, saws, compressed air, etc. B. Welding.
 - C. Chemicals or other hazardous substances.
 - D. When working in automotive or equipment maintenance areas or woodworking activities.
- Use traffic safety vests or equivalent protection when working in traveled area. Examples would be road construction, sewer repair, etc.
- Wear protective hard hats under labor-type conditions where a blow to the head is possible. Examples could be construction, overhead work, street work, sewer work, trenching, etc. OSHA requirements are: “Employees working in areas where there is a possible danger of head injuries from impact, or falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets.”
- Take care in the use of gloves. Gloves can protect your hands and even improve your grip, but should never be worn around machinery on motion or portable power tools (drills, etc.) Rings, watches or any metal jewelry are especially dangerous if worn around electrical equipment and machinery in motion.
- Take care in wearing beards. ALL city employees, in the course of employment, who may become exposed to chlorine gas or other deadly gas situations, in which respirator protection will be needed, shall not wear a beard. This is because a proper seal on the face piece cannot be obtained and a serious accident, illness or death could occur.
- Learn the proper use of fire extinguishers and what types can be used on particular fires.
- Wear hearing protectors (ear muffs or plugs) in the vicinity of equipment that have excessive noise levels. Such equipment would be generators, compressors, jack hammers, motorized equipment, etc.
- Use full eye protection in the area of equipment that creates hazards to the eyes. (Jack hammers, grinding wheels, wood working, etc.)
- Use protective equipment for specific situations or tasks. These could include gloves, aprons, respirators, air breathing apparatus, safety belts and lines, life jackets, safety nets, and various clothing for inclement weather.

SUPERVISORS WILL:

- Set an example by wearing and using appropriate protective apparel.
- Educate employees on the need to use the proper personal safety equipment.
- Make the decision to use protective equipment and enforce these decisions. Any supervisor who knowingly permits an employee to work without proper equipment is open to possible personal liability and disciplinary action.

Required Programs – Based on Employer Assessment of Workplace Hazards

OSHA regulation Section 1910.133 – **Eye and face protection**

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

OSHA regulation Section 1910.134 – **Respiratory Protection**

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

OSHA regulation Section 1910.135 – **Head Protection**

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

OSHA regulation Section 1910.136 – **Foot Protection**

Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

OSHA regulation Section 1910.137 – **Electrical Protective Equipment**

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

OSHA regulation Section 1910.138 – **Hand Protection**

Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other

recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

OSHA regulation Section 1910.139 – **Respiratory Protection for M. tuberculosis**

Respiratory protection must be provided for persons working in locations where exposure to tuberculosis may be encountered. This is an issue for law enforcement and public health personnel.

OSHA regulation Section 1910.95 – **Occupational Noise Exposure – Hearing Conservation**

Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in

1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear “muffs”, or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Employees’ hearing must be tested annually and compared to the base line test to see if the hearing conservation program is effective. If the tests reveal further hearing loss, the employer must make every effort to further reduce the noise level exposure to the employee.

ADDITIONAL SUBJECTS

Any additional subjects you feel could be covered should be suggested to your supervisor and the Safety Committee Director.

SAFETY TOED BOOTS

All City of Grinnell employees must have foot protection if their feet are subject to crushing foot injury. Their feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces.

The City of Grinnell will provide all of these City of Grinnell employees with \$100 towards purchase of safety toed boots/shoes. An employee who chooses to purchase their footwear from Brown’s Shoe Fit in Grinnell will need to pick up a signed slip from Kelly Rose in the Recreation Department and then take it to Browns to receive a 15% discount off the regular priced item, tax free, plus the contribution of \$100 from the City of Grinnell every year beginning July 1. If any employee chooses to purchase their foot ware from Theisen’s in Grinnell the supervisor can charge that purchase to receive tax free and a 10% discount plus the contribution of the \$100 from the City of Grinnell every year beginning July 1. Any amount above and beyond the \$100 at either store will need to be paid for by the employee the day of the purchase.

An employee required to wear safety shoes will be entitled to receive reimbursement of up to \$100 per fiscal year for the purchase of such shoes, exclusive of shipping costs, tax outside of Grinnell and any other surcharges, provided the employee presents a paid receipt prior to receiving the reimbursement.

If the safety portion of the shoe is compromised while on the job, then the employee will be eligible for up to a \$100 reimbursement to replace said shoes during the fiscal year.

It is mandatory that all necessary City of Grinnell employees purchase this protective footwear. Once purchased it is also mandatory that they wear this footwear to work every day. If a City of Grinnell employee is caught not wearing their proper Personal Protective Equipment (PPE) they will be written up.

Hearing Conservation

Noise Audits

All locations and equipment must be audited annually to determine if it exceeds 85 decibels (db).

All locations and equipment that exceed the 85 db limit shall be conspicuously marked to notify employees of the risk.

A list of all locations and equipment that exceeds the limit shall be maintained by the program administrator.

Noise audits will be conducted using:

- Sound level meter (multiple samples taken throughout workday)
- Noise dosimeter (for employees working in numerous locations)
- Equipment manufacturer's noise specifications

Employees will be given the opportunity to observe noise audits monitoring and will be notified of noise audit results.

Audiometric Testing

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiometric testing will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.
4. Baseline Audiogram
 1. A baseline audiogram will be conducted within six months of an employee's first exposure at above the action level in order to establish a valid baseline audiogram against which subsequent audiograms can be compared.

2. Mobile test van exception. Where mobile test vans are used to meet the audiometric testing obligation, the City of Grinnell will obtain a valid baseline audiogram within one year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than six months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.
3. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.
4. The program administrator will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.
5. Audiograms will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an eight hour time-weighted average of 85 decibels.
6. The City of Grinnell will maintain a record of all employee audiometric test records. This record will include:
 1. Name and job classification of the employee.
 2. Date of the audiogram.
 3. The examiner's name.
 4. Date of the last acoustic or exhaustive calibration of the audiometer.
 5. Employee's most recent noise exposure assessment.

Engineering Controls

Whenever possible and feasible, every effort will be made to purchase reduced noise equipment. When practical, equipment may be modified to reduce noise to a level below the 85 db threshold.

Administrative Controls

Table G-16(a) indicates the total time of exposure permitted at each noise level without hearing attenuation. Supervisors must make sure employees are not exposed to noise beyond the permitted total time of the sound level.

Permissible Noise Exposures
29CFR 1910.95 Table G-16(a)

Duration (Hours)	Sound Level Slow Response
16.0	85
13.9	86
12.1	87
10.6	88
9.2	89

Duration (Hours)		Sound Level Slow Response
8.0		90
7.0		91
6.2		92
5.3		93
4.6		94
4.0		95
3.5		96
3.0		97
2.6		98
2.3		99
2.0		100
1.7		101
1.5		102
1.4		103
1.3		104
1.0		105

Hearing Protectors

The City of Grinnell shall ensure that hearing protectors are worn:

1. By any employee who is subjected to sound levels equal to or exceeding an eight-hour TWA of 90 db.
2. By any employee who has experienced a persistent standard threshold shift and who is exposed to eight-hour TWA of 85 db or greater.
3. By any employee who has not had an initial baseline audiogram and who is exposed to eight-hour TWA of 85 db or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

Employee Information and Training

Training will include:

- a. The effects of noise on hearing
- b. The purpose and use of hearing protectors

- c. Advantages and disadvantages of various types of hearing protectors
- d. Instruction in the selection, fitting, use and care of protectors
- e. The purpose of the audiometric testing and an explanation of testing procedures
- f. Who to contact for more information

Training should be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented.

Record Keeping

Noise exposure records will be retained for two years. Audiometric tests records will be retained for the duration of the affected workers' employment.

Violation of Hearing Conservation Program

Employees who violate the hearing conservation program procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

HAZARDOUS CHEMICALS RIGHT TO KNOW ACT

An Explanation of Right-to-Know Law – State and Federal Versions

The final Hazard Communication Standard was published in the Federal Register on November 25, 1983. Cities were exempted from compliance to the federal legislation. On November 25, 1985, chemical manufacturers, importers, and distributors were required to label shipping containers of hazardous chemicals and to provide Safety Data Sheets (SDS) to customers. On May 25, 1986, employers were to have completed in-house responsibilities relating to training, a Hazardous Communication Program, labeling, warnings and make SDS available to employees. Again cities are exempt from the federal provisions.

State Law 455D (Administrative Code 110 to 140)

The purpose and scope of Iowa Code Chapter 455D is to provide employers and employees information concerning the hazards of all chemicals used by the City. State Law affects almost all employers in Iowa and went into effect November 1, 1986. Iowa Law is almost identical to federal law, except that it covers all employers including cities. The Right-To-Know Act is based on provision of information, which includes a comprehensive hazards communication program. The program will include container labeling and other forms of warning, SDS and employee training. Additionally, all employees will be given access to Chapter 110 and 120 of the Bureau of Labor's Administrative rules.

Workers Right-To-Know (Division II 455D Iowa Code)

1. Employees of the City have the right-to-know and are informed about hazardous chemicals, which they may be exposed to in the workplace along with potential health hazards and proper handling techniques.
2. Employers must provide training to all employees who come into contact with or could be potentially exposed to hazardous chemicals. Training is to include: 1) methods and observation that may be used to detect the presence of or release of hazardous chemicals; 2) The physical health hazard of chemicals to include effects of chronic or acute exposure; 3) Measure employees can use to protect themselves; 4) Details of the Hazard Communication Program including explanation of labeling system and SDS. In addition, special training must be provided to temporary help or present employees working in a temporary position, which involves contact with hazardous chemicals.

Right-to-Know Rules – Iowa Bureau of Labor

Chapter 110-120 - These two chapters are available to all employees and your individual supervisors as to their location will inform you.

The following is a brief overview of Chapter 110-120

1. The general purpose of the Act is given along with several expectations and definitions, which are similar to previously, provided information. The main objective is information to employees about hazardous chemicals they could come into contact.
2. Chapter 110- Chemical manufacturers shall evaluate chemicals, which they produce or distribute to determine if they are hazardous. Employers are not required to evaluate chemicals. Once a chemical is determined to be hazardous, the manufacturer or distributor shall insure that each container of hazardous chemicals is labeled, tagged or marked with the following information:
 - a. Identity of the chemical.
 - b. Appropriate warnings.
 - c. Name and address of responsible party.

Employers are not responsible for marking hazardous chemicals. Chemical manufacturers must obtain, develop and supply SDS to the City. The SDS must not have any blanks and must be kept current. These are not the responsibilities of the City.

3. Chapter 120- The City must provide employees with information and training of hazardous chemicals in their work place prior to initial assignment and whenever a new hazardous chemical is introduced.
4. Training can be presented in any format, but must be provided on the City's time. Attendance is required and those unable to attend cannot return to work until training has been completed. However, this provision is only valid after November 1, 1986. Employees will be interviewed and possibly tested on the material presented.

Employees have the responsibility to identify the hazards before you start a job- read the labels, warnings and SDS. Once read, respect all precautions and don't take chances. If you are in doubt or don't know what the chemical is you have encountered, ask your supervisor prior to continuing. Know in advance what could go wrong and what to do about it. Hazard Communication can only protect you if you read the labels, SDS; know where to find information about the chemicals; follow warnings and instructions; use protective clothing and equipment; learn emergency procedures, and practice sensible, safe work habits.

Hazard Communication Program

This is a comprehensive six-part program to insure and safeguard employees' health by providing a guide for compliance to the state law and OSHA.

The scope of the program is to provide the means for transmission of information to let employees know what hazardous chemicals they might be exposed. This will include a list of all hazardous chemicals; appropriate labels and marking of hazardous chemicals; SDS for all person; and training of employees.

The first part of our six-point program is Chemical Listing. All chemicals used and stored by the City will be inventoried and listed to determine which are hazardous. Also, all chemicals ordered will include within the P.O. a request for a SDS and proper labeling.

The second part is Labeling and Placarding. All containers of hazardous chemicals, regardless of size, will be labeled or signed. The original labels must not be removed unless a different material is substituted. All labels must include the name of the substance in the container; hazard warnings and name and address of the manufacturer or distributors list. The exception to this is the portable container rule: if you fill a portable container from a larger labeled container and use it yourself on your shift it does not have to be labeled.

The third part is Training: All employees will be trained along with volunteers or anyone coming into contact with hazardous chemicals. This training is to take place prior to beginning the job or prior to working with a hazardous chemical for the first time. Contractors must be notified prior to them working around our hazardous chemicals and they must notify us prior to exposing City employees to hazardous chemicals.

Community Right-to-Know

All information on hazardous chemicals will be made available to the public upon request during normal business hours. Copies of information can be obtained at our current copy charge rates.

Emergency Response

The City will submit a list of all hazardous chemicals, which are present in significant amounts to the Grinnell Fire Department by certified letter. This list is to be updated as the materials in use change. Also, the Bureau of Labor must approve this arrangement.

Finally, records must be kept to include hazardous chemical lists; the location of SDS and employee training records.

This completes the review of our Hazardous Communication Program.

The rest of employee training will include availability and interpretation of SDS; labeling procedures; physical and health hazard; protective procedures to include detection and observance of hazardous chemicals; protective equipment required and procedures for non-routine tasks. Supervisors because of the many different hazardous chemicals each department could come into contact will provide this training.

EXPOSURE CONTROL PLAN

The Model Exposure Control Plan is intended to serve employers as an example exposure control plan which is required by the Bloodborne Pathogens Standard. A central component of the requirements of the standard is the development of an exposure control plan (ECP).

The intent of this model is to provide small employers with an easy-to-use format for developing a written exposure control plan. Each employer will need to adjust or adapt the model for their specific use.

The information contained in each facilities publication is not considered a substitute for the OSH Act or any provisions of OSHA standards. It provides general guidance on a particular standard- related topic but should not be considered a definitive interpretation for compliance with OSHA requirements. The reader should consult the OSHA standard in its entirety for specific compliance requirements.

POLICY

The City of Grinnell is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- * Determination of employee exposure
- * Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- * Hepatitis B vaccination
- * Post-exposure evaluation and follow-up
- * Communication of hazards to employees and training
- * Recordkeeping
- * Procedures for evaluating circumstances surrounding an exposure incident

Cardio Pulmonary Resuscitation (CPR) & Automated External Defibrillator (AED)

All employees are required to be trained in CPR and AED every two years. Not all employees are required to be certified by the American Heart Association or the American Red Cross unless their job description requires them to be. Employees participating in auditing classes, non-certification classes, will not incur an expense to take the training.

Automated External Defibrillators are located at the Drake Community Library and the Grinnell Mutual Family Aquatic Center. When the aquatic center is closed the machine is located at the Grinnell Athletic & Recreation Center with the Parks and Recreation Department.

First Aid Supplies

First Aid supplies such as gauze, Band-Aids, breathing barriers, gloves should be available to all employees and the public inside a city owned or leased property. The supply of these materials should be checked often and restocked as necessary.

Excavations

The person designated as the competent person on an excavation site shall have the authority to stop all work to correct or eliminate dangerous conditions.

The competent person shall be responsible for the following:

1. inspection of excavation site prior to digging
2. call **One Call**
3. conducting appropriate soils tests (*See soils analysis checklist form-page 7*),
4. inspecting equipment
5. determining appropriate protection plans
6. installation of shoring or trench boxes
7. monitoring water removal if necessary
8. testing for hazardous atmospheres if necessary
9. daily inspections or inspections after changing conditions (*See daily trenching log-page 9*)
10. compliance by employees with safety rules
11. maintaining documentation of inspections and tests

Employee Information and Training

In addition to employees with competent person training, any employee working at an excavation site or those who supervise employees working at an excavation site shall receive training as required by Section 1926.650. Training will include:

- g. an overview of Section 1926.651- (*See Appendix A- page 14*)
- h. role of competent person at excavation site
- i. the details of this program
- j. measures employees must use to protect themselves from hazards
- k. overview of protective systems available to employees and correct installation
- l. who to contact for more information

Training will be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented. **Every employee shall be trained prior to working at an excavation site and retrained annually.**

Protective Systems

The person that is designated as the competent person for an excavation site shall determine the appropriate protective system for that excavation site. In addition to sloping, other protective systems available for use are listed in the protective system form.

For all excavations 20 feet or deeper, a registered engineer shall design the protective system.

Violation of Excavation Safety Program

Employees who violate the excavation safety procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

Permit Required Confined Spaces Entry Program

Confined spaces evaluations and inventory

A competent person shall inspect and inventory all work locations to determine if confined spaces as defined by Section 1910. 146 exist. A copy of the inventory shall be attached to the written procedures and updated as needed.

Definitions

- "Confined space" means a space that:
 - (1) is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - (2) has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
 - (3) is not designed for continuous employee occupancy.
- "Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:
 - (1) contains or has a potential to contain a hazardous atmosphere;
 - (2) contains a material that has the potential for engulfing an entrant;
 - (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - (4) contains any other recognized serious safety or health hazard.
- "Attendant" means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.
- "Authorized entrant" means an employee who is authorized by the employer to enter a permit space.
- "Entry" means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- "Entry permit (permit)" means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information required by this section.
- "Entry supervisor" means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

- "Hazardous atmosphere" means an atmosphere that may expose employees to the risk of death, incapacitation or impairment of ability to self-rescue.
- Other definitions can be found in the attached copy of the Section 1910.146 standard.

Lockout/tagout procedures

If the hazard evaluation determines that lockout or tagout procedures are required to safely perform a task in a permit required space; employees shall refer to the *entity's* lockout /tagout policy for proper procedures.

Hazardous communications

If hazardous substances are present in the confined space during entry (i.e. cleaning chemicals), a copy of the MSDS for the substances must be available at the entry site.

Employee Information and Training

Any employee authorized or affected by entry into a permit required confined space shall receive training as required by Section 1910.146(c) (7). Training will include:

- m. an overview of Section 1910.146, *See Appendix A, page 10*,
- n. the details of this program,
- o. general hazards associated with confined spaces in the workplace,
- p. the selection and use of proper personal protective equipment,
- q. explanation of permit system,
- r. duties of entrants and attendants, s. recognizing hazards,
- t. proper use and care of atmospheric testing equipment including field calibration,
- u. emergency response procedures, and
- v. use of emergency rescue equipment.

A competent person as demonstrated by knowledge and experience shall conduct the training. The name of the trainer, qualifications, training materials used, course content and date of training must be documented.

Emergency response team

Before a permit required confined space entry, the emergency rescue team must be notified.

The rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Violation of permit required confined spaces program

Employees who violate the permit required confined spaces procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

PORTABLE FIRE SUPPRESSION

General Requirements

- A. The City shall provide fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.
- B. Only fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of this policy. EXAMPLE: Underwriter's Laboratories "UL Listed".
- C. Portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents shall not be used.
- D. To assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times (except during use), the following shall be adhered to:
 1. An inspection of each portable fire extinguisher shall be made monthly by each department supervisor or their designated person. All fire extinguishers located within the respective departments shall be inspected.
 2. An inspection sheet shall be filled out completely by the supervisor or their designated person. The following information shall be noted on the inspection sheet:
 - a. Location of extinguisher
 - b. Type of extinguisher: A, B, C
 - c. Serial number of extinguisher
 - d. Date (year) stamped on extinguisher
 - e. Time and date inspected
 - f. Fully charged
 - g. External visual examination
 - h. Comments on the unit
 - i. Signature of inspector

After completion, a copy shall be sent to the City Clerk to be kept on file.

Selection and Distribution

- A. Portable fire extinguishers shall be provided for employee use and selected and distributed based on classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.
- B. Portable fire extinguishers for use by employees on Class A fires shall be located so that the travel distance for employees to any extinguisher is seventy-five feet (75') or less.
- C. Portable fire extinguishers for use by employees on Class B fires shall be located so that the travel distance from the Class B hazard area to any extinguisher is fifty feet (50') or less.

- D. Portable fire extinguishers for use by employees on Class C fires shall be located so that the travel distance from the Class C hazard area to any extinguisher is fifty feet (50') or less.

Inspection, Maintenance and Testing

- A. The City shall be responsible for the inspection, maintenance, and testing of all portable fire extinguishers in the workplace.
- B. The City of Grinnell's Fire Department shall perform an annual maintenance check on all City owned portable fire extinguishers.
 - 1. Stored pressure extinguishers do not require an internal examination.
 - 2. The Fire Department shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The City Clerk shall receive a copy of the annual maintenance check and keep on file.
- C. Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to applicable maintenance procedures every six (6) years. THIS WILL BE PERFORMED BY THE CITY OF GRINNELL FIRE DEPARTMENT.
 - 1. Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:
 - a. Mechanical parts
 - b. Extinguishing agent
 - c. Expelling means
 - 2. Dry chemical extinguishers having non-refillable dispensable containers are exempt from this requirement.
- D. Extinguishers out of service for maintenance or re-charge shall be replaced by spare extinguishers of the same type and at least equal rating.
- E. Hydrostatic testing. In lieu of hydrostatically testing of portable fire extinguishers, they shall be taken out of service, disposed of, and replaced with a new extinguisher of the same type and at least equal rating.
 - 1. The same applies to the following conditions:
 - a. When the cylinder or shell threads are damaged.
 - b. When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies.
 - c. When the fire extinguisher has been burned in a fire.

Training and Education

The City of Grinnell Fire Department shall provide training and education in the uses of fire extinguishers, as well, as hazards involved with incipient stage firefighting.

When selecting the appropriate type of fire extinguisher, it is important to think about extinguishing agents. Each class of fire is best fought by a specific extinguishing agent. **You will find a color-coded box on your fire extinguisher identifying which classes of fire it can be used for, and the type of fire extinguishing agent it contains.**

The following is a list of commonly used fire extinguishing systems and their corresponding classes of fire. The classes are indicated in parentheses such as (A, B, C):

Multi-Purpose Dry Chemical (A, B, C)

A dry chemical agent called mono ammonium phosphate. The chemical is non-conductive and can be mildly corrosive if moisture is present. In order to avoid corrosion, it is necessary to scrub and thoroughly cleanup the contacted area once the fire is out. A dry chemical fire extinguisher is usually used in schools, general offices, hospitals, homes, etc.

Regular Dry Chemical (B, C)

A dry chemical agent called sodium bicarbonate. It is non-toxic, non-conductive and non-corrosive. It is easy to cleanup, requiring only vacuuming, sweeping or flushing with water. Extinguishers with sodium bicarbonate are usually used in residential kitchens, laboratories, garages, etc.

Carbon Dioxide (B, C)

Carbon dioxide removes oxygen to stop a fire but has limited range. It is environmentally friendly and leaves no residue, so cleanup is unnecessary. Extinguishers with carbon dioxide are usually used in contamination-sensitive places such as computer rooms, labs, food storage areas, processing plants, etc.

Halotron (A, B, C)

A vaporizing liquid that is ozone friendly and leaves no residue. Because it requires no cleanup, fire extinguishers with halotron are ideal for computer rooms, telecommunication areas, theaters, etc.

Foam (A, B)

Foam floats on flammable liquids to tame the fire and helps prevent re-flashes. To clean up the affected area, it must be washed away and left to evaporate. Fire extinguishers with foam are usually used in garages, homes, vehicles, workshops, etc.

Purple K Dry Chemical (B, C)

A dry chemical called potassium bicarbonate. It is non-conductive and non-corrosive. Clean up requires vacuuming, sweeping or flushing with water. Extinguishers with potassium bicarbonate are usually used in military facilities, oil companies, vehicles, etc.

Water (A)

The most common agent is water; however, it cannot be used for class B or C fires because it is conductive. Water-based fire extinguishers are usually used in stockrooms, schools, offices, etc.

Fuel Source	Class of Fire	Type of Extinguisher (Extinguishing Agent)
Ordinary combustibles (e.g. trash, wood, paper, cloth)	A	Water; chemical foam; dry chemical*
Flammable liquids (e.g. oils, grease, tar, gasoline, paints, thinners)	B	Carbon dioxide (CO ₂); halon**; dry chemical; aqueous film forming foam (AFFF)
Electricity (e.g. live electrical equipment)	C	CO ₂ ; halon; dry chemical
Combustible metals (e.g. magnesium, titanium)	D	Dry powder (suitable for the specific combustible metal involved)

* Dry chemicals, CO₂ and halon can be used on Class A fires, but may not be effective on their own. They need to be supplemented with water.

** Halon extinguishers are no longer made but some may still be in use. Dangerous gases are formed when halon is used to put out fires. Wear proper respiratory equipment, particularly in enclosed spaces. After use, do not allow anyone to enter the area until it has been well ventilated.

Inspect fire extinguishers **at least once a month (more often in severe environments)**.
Fire extinguisher maintenance **is important for everyone's safety**.

You must ensure that:

- The extinguisher is not blocked by equipment, coats or other objects that could interfere with access in an emergency.
- The pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone - not too high and not too low.
- The nozzle or other parts are not hindered in any way.
- The pin and tamper seal (if it has one) are intact.
- There are no dents, leaks, rust, chemical deposits and/or other signs of abuse/wear. Wipe off any corrosive chemicals, oil, gunk etc. that may have deposited on the extinguisher.

Some manufacturers recommend shaking your dry chemical extinguishers once a month to prevent the powder from settling/packing.

Fire extinguishers should be pressure tested (a process called hydrostatic testing) after a number of years to ensure that the cylinder is safe to use. Consult your owner's manual, extinguisher label or the manufacturer to see when yours may need such testing.

If the extinguisher is damaged or needs recharging, replace it immediately!

IMPORTANT: Recharge all extinguishers immediately after use regardless of how much they were used.

What is the difference between a fire extinguisher inspection and fire extinguisher maintenance?

INSPECTION

An inspection is a “quick check” to give reasonable assurance that a fire extinguisher is available, fully charged and operable. The value of an inspection lies in the frequency, regularity, and thoroughness with which it is conducted. The frequency will vary from hourly to monthly, based on the needs of the situation. Inspections should always be conducted when extinguishers are initially placed in service and thereafter at approximately 30-day intervals.

MAINTENANCE

Fire extinguishers should be maintained at regular intervals (at least once a year), or when specifically indicated by an inspection. Maintenance is a “thorough check” of the extinguisher. It is intended to give maximum assurance that an extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair, recharging or replacement. It will normally reveal the need for hydrostatic testing of an extinguisher.

Read more about the importance of [fire extinguisher maintenance](#) and what can occur in the case of non-maintenance.

Emergency Action Plan

Each city owned or leased property should have an Emergency Action plan. Each facility should practice their plans annually. Signage should be posted to designate shelter areas that are clear and visible to the public. All Emergency Exits should have illuminated signage that is checked monthly. Emergency Action Plans should include but are not limited to Fire Escapes, Tornado shelter areas and severe weather.

Slips Trips and Falls

The National Safety Council provides the following definitions:

Slips – where there is too little friction or traction between the footwear and the walking surface that cause sudden imbalance

Trips – when your foot collides (strikes, hits) an object causing you to lose your balance and or eventually fall.

We discuss and provide information to employees to protect you from work-related injury, some of this information can also be used to prevent slip, trip and fall incidents involving the public visiting your buildings and facilities.

There are eight components to look at to prevent slips, trips and falls. The Slips, Trips & Fall Handbook from the IMWCA provides the detailed information on the following topics.

1. Weather Related Strategies
2. Vehicles and Equipment
3. Shop Safety
4. Stairs
5. Carpet, Cords and More
6. Elevated Work
7. Wet Floors
8. Health

LOCKOUT, TAGOUT AND TRYOUT PROCEDURE

POLICY STATEMENT

Everyone who works on or near equipment that is powered by an energizing source such as electricity, hydraulics, air, steam or gas shall lockout, tagout and tryout the equipment prior to performing any work.

SCOPE

- A. This policy applies to all employees. The following are minimum requirements only and ARE NOT TO BE CONSTRUED AS ALL-ENCOMPASSING.
- B. Lockouts are required when:
 - 1. The energizing of a piece of equipment exposes an employee to a hazard when they are working on or near that piece of equipment.
 - 2. The operation of a piece of equipment may cause damage to that equipment.
 - 3. It is necessary to prevent the unauthorized use of equipment.

GENERAL INFORMATION

A. Definitions:

- 1. Lockout device - a device that utilizes a positive means such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of equipment.
- 2. Lockout - the placement of a lockout device on an energy isolating device, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. Lockout devices will always be used with tagout devices.
 - a. Electrical lockout shall mean disconnecting the conductors of a circuit from the "source" of electric current by pulling a disconnect switch and attaching a lock and tag.
 - b. Equipment powered by hydraulics, air, gas, or steam shall be locked and tagged in the following manner:
 - 1. Close the supply valve, chain and lock.
 - 2. Bleed the line or lines and disconnect or blank.
- 3. Tagout device - a prominent warning device, such as a tag and the means of attachment, which can be securely fastened to an energy isolating device to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.
- 4. Tagout - the placement of a tagout device on an energy isolating device, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Tagout devices will always be used with lockout devices.

- a. A "RED" faced DANGER tag shall be used when locking out and/or tagging systems energized by electricity, hydraulics, air, steam, combustible and/ or explosive gas lines; AND CORRECTLY FILLED OUT.
- b. All DANGER tags shall contain the following information when correctly filled out:
 1. Tag attached by (name and dept.)
 2. Reason tag is attached
 3. Signed by department supt.
 4. Date and time off (locked out/tagged out)
 5. Date and time on (equipment put back into service)
5. Individual lock - is a lock issued to an employee for his own use and personal protection. The lock shall be issued to the employee with one key. Each department supervisor shall retain a duplicate key to each of their employee's locks. This key may be used only in accordance to Section C, item number 2, of the Lockout, tagout, and tryout procedure.
6. Departmental lock - is a lock placed by a supervisor to protect his crew or equipment. The department shall retain all keys.
7. Lockout locks - the Master 3LF series lock shall be used as the standard safety lock for the City of Grinnell.
 - a. Each employee, who, during the course of his/her work has cause to lock out equipment shall be issued by his/her supervisor a lock.
 - b. Supervisors shall control lock issuance, maintain records and assure each lock can be identified with receiving employee (stamp employee's name on the lock, also by lock number).
8. Gang-lock mechanism - in situations where more than one individual is involved, a gang-lock mechanism may be used so that all individuals can attach their safety locks.

LOCKOUT TAGOUT AND TRYOUT PROCEDURE

A. Locking out Any equipment:

1. Before starting work on any piece of equipment requiring a lockout, an employee must first obtain permission from the department supervisor responsible for the equipment. Also, if proper locking sequence is in question, check with the department supervisor responsible for the equipment.
2. Equipment must be shut off at the appropriate energy source and any lines bled if necessary. This will ensure that the proper equipment is de-energized and locked out.
3. The lockout shall be made at the energy source (disconnect switch), by the employees performing the work. Switches or breakers on control panels or substations will be thrown or pulled by department personnel and locked out and tagged by the employees performing the work.
4. Each person who works on a "Locked Out" piece of equipment shall place his lock and tag on the equipment. When this is not feasible due to large numbers of people working on the

equipment, the supervisor of that department shall be responsible for locking out and tagging the piece of equipment, with a department lock and tag.

- a. When department locks are used, they shall be identified with the department name and identification number. The City office shall maintain records as to which department supervisor a lock has been issued.
5. When more than one department is working on equipment, each department shall lock and tag out the system. No department or individual shall work under another departments lock and tag.
6. When there is doubt as to the location of the proper disconnect switch, the department supervisor shall be contacted to see that the proper disconnect switches are opened to de-energize the system or equipment. Personnel other than supervisors are only allowed to pull enclosed switches.

B Tryout Procedure:

1. The department or individuals performing the work shall after locking out and tagging out the switch or switches attempt to operate the equipment before beginning work on the equipment.
2. The person trying out the equipment shall always push the stop buttons after testing.
3. If the equipment DOES energize, push the stop button and immediately contact your supervisor.

C. Removal of locks and tags:

1. Each person shall personally remove his/her own lock and tag. It shall be a safety violation to remove another person's lock and/or tag.
2. When an employee has left his lock and tag on for an unknown reason and it has to be removed, the following shall be adhered to:
 - a. If the person is working, they shall remove the lock and tag.
 - b. If the employee has left work, every effort shall be made to contact him, to determine the reason for leaving the lock and tag.
 - c. If the employee cannot be located either at work or at home, their department supervisor along with another department employee, must check out the equipment and make sure it is safe to remove the lock and tag. The safety lock and tag can then be removed. Before the employee resumes work the supervisor must present the employee with his/her personal lock and tag, which has been removed.
3. If work extends into subsequent shifts and individual locks and tags are being used, the original shift shall remove their own locks and tags at the end of their shift. The persons involved on all subsequent shifts shall lockout, tagout and tryout again in accordance with the procedure.

PROCEDURE FOR EQUIPMENT THAT CANNOT BE "PHYSICALLY" LOCKED OUT

Due to the age and design of some equipment within the City, it is not possible to "physically" lockout some equipment. Every effort should be made to secure a device to the system so that it can be physically locked out. For switches and valves where lockout provisions are not provided, department supervisors shall be notified in writing so that inadequacies can be corrected.

A. Electrical equipment:

1. Breakers or fuses shall be placed in "open" position, pulled from the cell where necessary and then tagged by the department or individual performing the work.
2. Knife switches on an open switch shall be pulled and tagged and access to it restricted by a barrier or enclosure.
3. Danger tags shall be placed on all open breakers and other strategic locations by the department or individuals involved, notifying all people in the area that the equipment is being repaired.

B. Other energized equipment:

The following are other types of safeguards that shall be taken when it is impossible to physically lock out the equipment:

1. Blanks in lines.
2. "Break lines and drop section out on all sides of work being performed.
3. Physically disconnect and tag the energy supply to the equipment to be repaired.

LOCKOUT PROCEDURE FOR CONTRACTORS

A. When it is necessary for contractors to lockout and tag equipment, the following procedure will be followed:

1. Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the City and the outside employer shall inform each other of their respective lockout/ tagout procedures.
2. The City shall ensure that its personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

B. There will be no exceptions to this rule.

TESTING OR POSITIONING OF EQUIPMENT

A. In situations in which lockout and tagout devices must "be temporarily removed from the energy isolating device and the equipment energized to test or position the equipment", the following shall be required:

1. The work area shall be inspected to ensure that non-essential items have been removed and to ensure that equipment components are operationally intact.

2. The work area shall be checked to ensure that all employees have been safely positioned or removed.
3. Each lockout and tagout device shall be removed from each energy isolating device by the employee who applied the device.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and follow the lockout, tag out and tryout procedures before continuing the servicing and/or maintenance.

EQUIPMENT LOCKOUT/TAGOUT RELEASE PROCEDURE

- A. Before lockout and tagout devices are removed and energy is restored to the equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:
 1. Equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that equipment components are operationally intact.
 2. Employees. The work area shall be checked to ensure that all employees have been safely positioned or removed.
 - a. Before lockout and tagout devices are removed and before equipment is energized, affected employees shall be notified that the lockout and tagout devices have been removed.
 3. Lockout and tagout devices removal. Each lockout and tagout device shall be removed from each energy isolating device by the employee who applied the device

POWERED INDUSTRIAL LIFT TRUCKS

Policy Statement

Everyone that uses or is near a lift truck shall adhere to the requirements of this policy.

Scope

- A. The requirements of this policy apply to the training, use, and maintenance of lift trucks.
- B. This policy is not to be construed as all-encompassing.

General Requirements

- A. The user shall see that all name-plates and markings are in place and are maintained in a legible condition.
- B. Modification and additions which affect capacity and safe operation shall not be performed by the user without the manufacturer's written approval.

Dockboards

- A. Dockboards shall be strong enough to carry the load imposed on them.
- B. Portable dockboards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
- C. Handholds, or other effective means, shall be provided on portable dockboards to permit safe handling.
- D. Positive protection shall be provided to prevent trailers from being moved while dockboards are in position.

Trucks

- A. The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
- B. Rear wheels of trailers shall always be chocked when being boarded with powered industrial trucks when the trailer is not coupled to a tractor.
- C. Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Operator Training

- A. Only trained and authorized operators shall be permitted to operate a powered industrial truck.

Truck Operations

- A. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

- B. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- C. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- D. The operator shall not place arms or legs between the uprights of the mast or outside of the running lines of the truck.
- E. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
 - a. A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle which remains in their view, or whenever the operator leaves the vehicle and it is not in view.
 - b. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in their view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- F. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform. Trucks shall not be used for opening or closing freight doors.
- G. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks or trailers. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven onto.
- H. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.
- I. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of the job application, but not to withstand the impact of a falling capacity load.
- J. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.

Traveling

- A. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- B. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- C. Grades shall be ascended or descended slowly.
 - a. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

- b On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- D. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- E. Stunt driving and horseplay shall not be permitted.
- F. The driver shall be required to slow down for wet and slippery floors.
- G. Dockboards shall be properly secured before they are driven over. Dockboards shall be driven over carefully and slowly and their rated capacity never exceeded.
- H. Running over loose objects on the roadway surface shall be avoided.
- I. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed the hand steering wheel shall be turned at a moderate, even rate.

Loading

- A. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- B. Only loads within the rated capacity of the truck shall be handled.
- C. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- D. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Operation of the Truck

- A. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- B. No truck shall be operated with a leak in the fuel system until the leak has been corrected.

Maintenance of Industrial Trucks

- A. Any power operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- B. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- C. All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.

- D. Industrial trucks shall not be altered so that the relative positions of various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of the fork trucks shall not be done unless approved by the truck manufacturer.
- E. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily.
- F. When the temperature of any part of the truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- G. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease.

Proper Fuel Procedure

- A. Smoking is prohibited in refueling areas.
- B. LP Cylinder Changing Procedure
 1. Shut off valve on cylinder.
 2. Let engine idle until it stops.
 3. Shut off ignition switch.
 4. Disconnect coupling.
 5. Open hold-down straps, put empty tank in proper storage area, fastened securely to prevent falling over.
 6. Place full cylinder in mounting saddle, be sure to engage locating pin.
 7. Connect coupling.
 8. Open valve on cylinder slowly.
 9. Fasten hold-down straps.
 10. Choke engine and start.

Hand and Power Tool Safety

Hand and Power Tool Safety is regulated by OSHA's 29 CFP 1926 Subpart I and 29 CFR 1910 Subpart P.

Types of power Tools based on their power source:

- Electric
- Pneumatic
- Liquid Fuel
- Hydraulic
- Powder-actuated

All Safety switches and guards must remain on at all times.

It is suggested that a tool checklist be near all tools and the tool should be inspected prior to each use PPE's are required to be worn at all times.

LADDER SAFETY

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

Read and follow all labels/markings on the ladder.

Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.

Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.

Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.

Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose. Portable Ladder Safety Tips TM

Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).



Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.

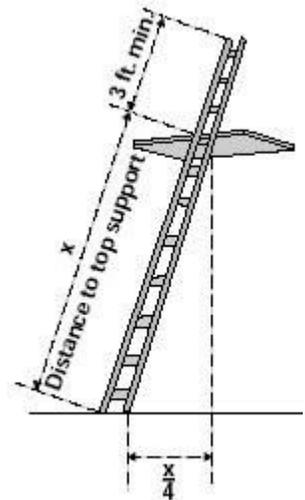
Ladders must be free of any slippery material on the rungs, steps or feet.

Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.

Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.

Do not move or shift a ladder while a person or equipment is on the ladder.

An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.



The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).

A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

Be sure that all locks on an extension ladder are properly engaged.

Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



Welding, Cutting and Brazing

Fire prevention techniques must be used during welding, cutting and brazing. Proper handling, transportation, use and storage of compressed gas cylinders is important.

Proper operating procedures need to be followed to ensure a safe means of welding and cutting. You must comply with OSHA 29CFR Part 1910 Subpart Q.

You must perform all welding in a designated area where all flammable material and rags have been removed and the area is well ventilated. A proper fire extinguisher must be present along with someone designated to operate it in case of an incident.

All cylinders must be stored in a well-protected, ventilated area 20 feet away from all flammable material.

Before lighting the torch purge the Acetylene and oxygen lines. Always light the acetylene first then open the oxygen. Safety devices important to prevent fires and/or explosion: Pressure Relief Valves, Backflow Preventers, Fuel Gas Hose – red (sometimes black), Oxygen Hose – green, Hose protection & Pressure-reducing regulators.

During Arc welding and cutting make sure that the machine is well grounded, all electrode connections must be cleaned and firmly attached. Do not use flammable gas cylinder or tanks as ground and make sure the area is dry and free of other hazards.

OSHA has divided health hazards for welding into two categories; Chemical and Physical.

PPEs that should be worn when welding include; hard hat, safety shield, safety gloves, safety glasses, safety shoes safety sleeves and apron and chaps.

CHAIN SAW USE AND SAFETY PROCEDURES

POLICY STATEMENT:

Everyone that uses or is near a chain saw shall adhere to the requirements of this policy.

SCOPE:

A. This policy applies to all employees. It shall be the responsibility of the employee to follow these requirements, for the care and use of all chain saws, in order to insure safety under normal conditions of usage. This policy is not to be construed as all encompassing.

INTRODUCTION

REACTION FORCES:

In the operation of a chain saw, engine torque is transferred to the chain. The energy is then used to cut wood. But to every force (action) there is always a reaction force in the opposite direction. Thus, if the chain contacts wood or any other obstruction where the chain is moving away from the operator, the operator will feel the saw being pushed toward him. And, when the work contact is made on the underside of the bar where the chain is moving toward the operator, the person will feel the saw being pulled away from him.

KICKBACK:

Is another reaction, the MOST dangerous of these reactive forces. It occurs only when solid contact with the moving chain is made at the upper quadrant of the bar nose. A violent kickback will occur any time the chain hits a solid object (or takes too large a cut) while rounding this top quadrant of the bar nose. For the instant that the chain is stopped cold, the engine drives the guide bar to rotate inside the chain loop. This results in a pin wheeling rotation of the chain, the saw, and the bar during which the bar nose kicks back in an arc towards the operator. This is kickback the most dangerous of the reactions which can cause loss of control.

HOW TO MAINTAIN CONTROL:

- A. You must keep the front handlebar diameter in the webbing between the thumb and index finger of your left hand. This grip helps maintain control of the saw and limits the possibility that your hand will come in contact with the chain.
- D. Hold the front handlebar close to the balance point of the saw (or where you can best oppose and absorb the push, pull and kickback forces of the saw without having it twist out of your grip.)
- C. Get a good grip on the rear handle.
- D. Maintain your balance on both feet, and do not reach above chest height with the saw engine, or reach so far forward that you could be drawn off balance by the saw's reactions.
- E. Stand a bit to one side so that no point of your body is behind the chain line (in the line the will take if it kicks back).

HOW TO REDUCE THE CHANCE OF KICKBACK:

- A. Avoid letting the nose section of the saw contact any object.

- B. Avoid use of the nose section of the saw for cutting. Cut well back of the straight section of the bar.
- C. Be sure to keep your chain sharp and properly tensioned on the saw, because a loose or dull chain is apt to increase the chance of kickback.
- D. Use extreme caution when cutting brush, hedges and other "whippy" material. Cut only one piece at a time and make sure that the nose of the saw stays in the clear.
- E. Never bore with the nose section of the saw.

PROTECTION FROM VIBRATION:

These are measures that can be taken by the operator to possibly reduce the effects of vibration:

- A. Keep your body warm in cold weather. When operating the saw wear gloves to keep the hands and wrists warm.
- B. Refrain from smoking.
- C. After each period of operation, exercises to increase blood circulation.
- D. Take frequent work breaks. Limit the amount of exposure per day.
- E. Keep the saw well maintained, fasteners tightened and worn parts replaced.

HEARING PROTECTION:

Long or continuous exposure to high noise levels, such as involved in the operation of a chain saw, may cause permanent hearing impairment or other possible effects.

- A. All chain saw operators shall wear a hearing protection device.
- B. All persons helping around a chain saw in use shall wear a hearing protection device.

EYE PROTECTION:

- A. All chain saw operators shall wear eye protection at all times, including the operation of the saw and clean-up operations.
- B. All persons helping around a chain saw in use and during clean-up operations shall wear eye protection.

HAND PROTECTION:

- A. Gloves shall be worn at all times during the operation and maintenance of the chain saw.

HEAD PROTECTION:

- A. Hard hats SHALL be worn by employees at all times during the falling, bucking and clean-up operations.

YOUR PHYSICAL CONDITION:

- A. Work relaxed but stay alert.
- B. Take a break from work whenever you begin to tire.
- C. Never operate when tired or under the influence of alcohol or any drugs which may affect your balance, coordination or judgment.
- D. Always do any lifting job with your leg muscles, not your back.

PREPARING FOR USE DAILY

ATTENTION TO CHAIN AND GUIDE BAR:

- A. At the end of each day of cutting, clean the sawdust from the guide bar mounting pad, the clutch area and the clutch cover. Clean out sawdust from the chain groove in the guide bar.
- B. File and clean the saw chain.
- C. Each time the bar is removed, reverse its position (top for bottom on the saw) to distribute the wear.
- D. The sprocket nose of the guide bar may need a grease change every day of cutting. The proper time to change the grease is while the nose is still warm from operation and the old grease is still soft.

FLUIDS (FUEL AND CHAIN OIL) CHAIN OIL:

- A. Approved chain oils are recommended because it is designed for the chain oilers. Formulated with viscosity improvers, this oil remains free flowing in below freezing weather - needs no dilution.
- B. Disapproved oils: Used, dirty or otherwise contaminated oils and any water based synthetic chain lubricants.
- C. Fill chain oil tank at the start. Then refill every time the engine is fueled.
- D. The rate of oil discharged depends on the engine speed. The higher the RPM, the more oil is pumped. No oil is pumped during idling of the engine. The chain should always be quite moist in the area of the connecting links.

FUELING THE SAW:

- A. Select bare ground for fueling. DO NOT SMOKE or bring any flame or sparks near fuel. Move a minimum of ten (10) feet from the fueling spot before cranking the engine.
- B. The fuel tank may be under enough pressure to cause fuel to spurt out when the cap is unscrewed. To prevent this, always loosen fuel cap very slowly about 1/6 to 1/4 turn and wait for the tank to depressurize before you remove the cap.
- C. The engine is lubricated by oil mixed with gasoline. Follow the manufacturer's recommended oil to gasoline mix ratio.

- D. Never mix fuel directly in the saw tank. Use only approved gasoline storage can for both mixing and storage of fuel. Do not use glass bottles (which can shatter or explode) or plastic jugs (which were not intended for gasoline storage and might contaminate the fuel).

PROPER GRIP AND STANCE:

- A. The proper grip to use at all times is where the fingers encircle the handle and the thumb is wrapped on the opposite side from the fingers. This grip is less likely to be broken by a kickback or similarly sudden reaction of the saw.
- B. Always hold the saw firmly with both hands when the engine is running. Always keep your **LEFT HAND** on the front handlebar and **RIGHT HAND** on the rear (throttle) handle, so that your body is to the left of the cutting line of the chain. Do not under any circumstance operate the saw with one hand. Never use a cross-handed grip, or any stance which would place your body and arm across the cutting line of the saw chain.
- C. The proper stance for operating includes the following:
1. Weight balanced on both feet - both feet on solid ground.
 2. Left arm kept in a "straight-arm" position with elbow straight to withstand any kickback force.
 3. Body always to the left of the chain line.
 4. Grip maintained on handles as described (above).
 5. Avoidance of any off-balance or overextended cutting stance. Especially, do not reach above chest height with the saw, or way out in any direction to make a cut.
- D. The proper stance and saw placement for starting includes the following:
1. Hold the saw down on a clear, level surface with the bar and chain in the clear.
 2. Body to the left of the chain line. Never straddle the saw or lean across it past the chain line.
 3. Hold the front of the handlebar on top, behind the chain guard.
 4. Put the toe of your shoe over the rear chain guard platform to hold down the rear of the saw.
 5. Pull the starter grip straight up with your right hand.
- E. The proper procedure for cutting includes:
1. Starting up the engine, and then taking a stance in front of the wood.
 2. Positioning the saw, but revving it to full speed before the chain touches the wood (this prevents violent reactions).
 3. Watching the progress and being ready to stop cutting pressure and hold up the saw so it pull you off balance as the chain exits suddenly free.

STARTING AND STOPPING:

- A. Place ignition switch to "RUN" and position choke to "FULL".
- B. Latch trigger for starting.

- C. Hold saw down properly. Pull the rope slowly to engage the starter. Then crank the engine with smooth but vigorous pulls on the starter grip. Hold onto the grip during each rewind, to reduce kinking and fraying of the rope.
- D. Crank the engine until the engine fires (coughs or runs briefly). Then open the choke half-way.
- E. Crank the engine at half choke to start it. Smoothly open choke to the "OFF" position in time to keep the engine running.
- F. Switch your hand from the starter grip to the throttle handle. Squeeze the trigger and you will have control of the throttle. When the saw is warm enough, let it idle while you take your stance for cutting.
- G. To "STOP" the engine place the ignition switch to "OFF".

THE WORKING AREA

WORK AREA PRECAUTIONS:

- A. Cut only wood or materials made from wood; no sheet metal, no plastic, no masonry, and no non-wood building materials.
- B. Never allow a person to operate a chain saw who has not received instructions for the safe and proper use of chain saws.
- C. Everyone - helpers, bystanders, children and animals, and other operators - MUST be kept a safe distance from the cutting area. During felling operations, the safe distance should be at least twice the height of the largest trees in the felling area. Only one person shall be working on a tree.
- D. At any time a chain saw is to be used there shall be at least two people at the job site, an operator and a helper. This is due to safety considerations such as a saw accident, falling a tree into a power line, etc.
- E. During bucking operations always cut from the uphill side so that the cut off section of the log will not roll over you. Make sure that the cut-off wood will not fall on your toes or on your head.
- F. Make sure that there are no overhead obstructions. If you accidentally knock down a power line or discover one that is down, DO NOT GO NEAR IT. But notify the power company as soon as you are able. Keep all persons away from the area until the power arrives at the work site.
- G. Clear your working area of all materials likely to trip you, snag the saw, catch fire from the hot exhaust, or block your safe retreat from a falling tree.
- H. Before cutting limbs or felling trees, inspect the area to be sure the wood will not strike buried pipelines or damage property.

UNUSUALLY HAZARDOUS CONDITIONS:

- A. Do not fell trees or go underneath them during periods of high wind or heavy precipitation. Take no chances during periods of extreme hazard. You can wait to do your cutting after the hazard has ended.
- B. Do not use saws to cut down trees having extreme lean or large trees that have hollow trunks. Have these trees pushed or dragged down with power equipment.
- C. Work only when visibility and light are adequate for you to see perfectly what you are doing.

SAFETY PRECAUTIONS FOR CHAIN SAW USERS

- Use safety footwear, snug-fitting clothing, and eye, hearing and head protection.
- Wear non-slip gloves to improve your grip. Do not wear scarves, jewelry, or neckties which could be drawn into the engine or catch on the chain or underbrush.
- Always hold the chain saw with both hands when the engine is running. Use a firm grip with thumbs and fingers encircling the chain saw handles.

GUARD AGAINST KICKBACK:

- a) Hold the chain saw firmly with both hands. Don't overreach. You cannot maintain good control of the saw if you cut above shoulder height.
 - b) Don't let the nose of the guide bar contact a log, branch, the ground or any other obstruction. Use the SAFE«T»TIP® anti-kickback device*.
 - c) Cut at high engine speeds.
 - d) Keep the chain sharp. Don't operate with a loose chain. Maintain the correct tension of the chain as prescribed in this Owner's Manual.
- Guard against the effects of a long or continuous exposure to noise, such as involved in the operation of a chain saw. Hearing protection devices are available from your local Homelite dealer.
 - Never operate a chain saw when you are fatigued.
 - Keep all parts of your body away from the saw chain when the engine is running.

BASIC PRECAUTIONS WITH CHAINSAWS

- Always carry the chain saw with the engine stopped, the guide bar and saw chain to the rear, and the muffler away from your body. When transporting your chain saw, use the appropriate guide bar scabbard.

- Always use caution when handling fuel. Move the chain saw at least 10 feet (3 m) from the fueling point before starting the engine.
- Keep the handles dry, clean and free of oil or fuel mixture.
- Shut off the engine before setting down the saw. Do not leave the engine running unattended.
- Operate the chain saw only in well ventilated areas.
- Be sure that the chain stops moving when the throttle control is released.

BASIC PRECAUTIONS ABOUT MAINTENANCE

- Never operate a chain saw that is damaged, improperly adjusted, or is not completely and securely assembled. Be sure that the saw chain stops moving when the throttle control trigger is released.
- All chain saw service, other than items in the Owner's Manual maintenance instructions, should be performed by competent chain saw service personnel. (If improper tools are used to remove the flywheel or clutch, or if an improper tool is used to hold the flywheel in order to remove the clutch, structural damage to the flywheel could occur which could subsequently cause the flywheel to burst.)

BASIC PRECAUTIONS IN CUTTING/WORK AREA

- Do not operate a chain saw in a tree unless you have been specifically trained to do so.
- Keep bystanders and animals out of the work area.
- Never start cutting until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- Use extreme caution when cutting small size brush and saplings, because slender material may catch the saw chain and be whipped toward you or pull you off balance.
- When cutting a limb that is under tension, be alert for spring back so that you will not be struck when the tension in the wood fibers is released.

SEAT BELT / RESTRAINT POLICY

It is the policy of the City of Grinnell that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seat belts and shoulder restraints in compliance with Iowa Code 321.445.

321.445 Safety belts and safety harnesses — use required.

1. Except for motorcycles or motorized bicycles, 1966 model year or newer motor vehicles subject to registration in Iowa shall be equipped with safety belts and safety harnesses which conform with federal motor vehicle safety standard numbers 209 and 210 as published in 49 C.F.R. §571.209 – 571.210 and with prior federal motor vehicle safety standards for seat belt assemblies and seat belt assembly anchorages applicable for the motor vehicle's model year.

2. a. The driver and front seat occupants of a type of motor vehicle that is subject to registration in Iowa, except a motorcycle or a motorized bicycle, shall each wear a properly adjusted and fastened safety belt or safety harness any time the vehicle is in forward motion on a street or highway in this state except that a child under eighteen years of age shall be secured as required under section 321.446.b.

This subsection does not apply to:

- (1) The driver or front seat occupants of a motor vehicle which is not required to be equipped with safety belts or safety harnesses.
- (2) The driver and front seat occupants of a motor vehicle who are actively engaged in work which requires them to alight from and reenter the vehicle at frequent intervals, providing the vehicle does not exceed twenty-five miles per hour between stops. **(The City of Grinnell defines frequent stops as 2 or more stops per city block.)**
- (3) The driver of a motor vehicle while performing duties as a rural letter carrier for the United States postal service. This exemption applies only between the first delivery point after leaving the post office and the last delivery point before returning to the post office.
- (4) Passengers on a bus.
- (5) A person possessing a written certification from a health care provider licensed under chapter 148 or 151 on a form provided by the department that the person is unable to wear a safety belt or safety harness due to physical or medical reasons. The certification shall specify the time period for which the exemption applies. The time period shall not exceed twelve months, at which time a new certification may be issued unless the certifying health care provider is from a United States military facility, in which case the certificate may specify a longer period of time or a permanent exemption.

Employees operating equipment with a Rollover Protective Structure (ROPS) shall use seat belts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pickup and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of the City of Grinnell safety policies, which is cause for disciplinary action.

TEXTING POLICY

It is the policy of the City of Grinnell that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants should follow the State of Iowa law which prohibits texting or emailing while driving.

- that means no writing of outgoing text messages and no reading of incoming. (It has no effect

on the ability to make or receive phone calls.) The law states: "A person shall not use a hand-held electronic communication device to write, send, or read a text message while driving a motor vehicle unless the motor vehicle is at a complete stop off the traveled portion of the roadway." Typical exceptions exist for hands free devices and GPS systems, as well as allowing drivers to receive "safety-related information including emergency, traffic, or weather alerts."

Exceptions include: A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties.

Failure to comply with these rules is a violation of the City of Grinnell safety policies, which is cause for disciplinary action.

ASBESTOS HANDLING

Purpose:

To establish guidelines and procedures in the operations and maintenance of asbestos containing material to protect all employees and visitors from potential health hazards of asbestos related diseases. Only qualified employees shall be involved in any asbestos repairs, maintenance or removal. All unqualified employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos work.

When in doubt, treat all material containing asbestos and comply with all applicable rules, regulations and protective measures. Any employees who discover Asbestos Containing Material (ACM) or suspect ACM in damaged or poor condition shall report it to their supervisor and the Environmental Health & Safety Coordinator so that the identified material can be repaired.

What is Asbestos?

- Any building material that contains greater than 1% of asbestos must be treated as asbestos containing material. (This is determined with an [asbestos building inspection](#) or through our [asbestos testing only solution](#).)
- Asbestos is a naturally occurring mineral and is distinguished from other minerals by the fact that its crystals form into long, thin fibers. Asbestos fibers are long, narrow and bind easily with materials used in construction. Asbestos is also used in fire proofing because of its excellent heat resistance.

Why is Asbestos Harmful to your health?

Asbestos has been found to cause permanent health issues with the most potentially hazardous route of exposure being inhalation. The three main diseases that result from asbestos are asbestosis, mesothelioma, and lung cancer.

Definitions of Terms:

- **Friable** - Anything that you can condense to powder with hand pressure. (examples: acoustic plaster, fireproofing, pipe insulation, ceiling tile)
- **Non-friable** - The asbestos fibers are typically released when the materials become damaged or disturbed. (floor tile, transite panels)

How Do I Know If I Have Asbestos?

Asbestos can be anywhere and in any type of building. You will not be able to tell whether a material contains asbestos simply by looking at it, unless it is labeled.

General Information:

- Asbestos is still being mined and asbestos containing products are still being manufactured. The countries of Russia, Kazakhstan, China, Canada, Brazil, and Zimbabwe accounted for 95% of the world's production.

- Asbestos is an excellent thermal insulator, a good noise insulator, and is resistant to the effects of friction and most chemicals. The qualities that make asbestos an excellent building material also make it the environmental problem that it is today. In fact you can still buy asbestos products at your local hardware store. Therefore, your house might have asbestos, no matter its age.
- Your Ames Environmental, Inc. lab report will list the material and the presence or absence of asbestos. If present, the amount of asbestos will be shown as a percent. If the sample contains greater than one percent asbestos, it is an asbestos containing material or “ACM”. Lab results are listed by the mineral name. There are six types of asbestos: chrysotile, amosite, crocidolite, actinolite, tremolite and anthophyllite.

Please Note:

- The EPA does not recognize a safe level of asbestos exposure.

Types of Testing:

- Transmission Electron Microscopy (TEM)
 - Considered to be the best method for asbestos detection.
 - The EPA suggests that this is the best method, but they don't require it. TEM has more sensitivity than PCM.
 - Currently considered the best analytical method for identifying asbestos fibers in the air.
 - Provides a definitive identification of asbestos for the small fibers found on air filters.
 - Can detect much smaller fibers than PCM.
 - Particularly important for clearance air samples.
 - Suggested by the EPA for floor tile analysis.
- Phase Contrast Microscopy (PCM)
 - Most commonly used form of air sample analysis.
 - Does not distinguish asbestos fibers from other fibers, therefore it counts all fibers meeting the NIOSH 7400 rules found on the air sample filter. It is important to remember that PCM cannot detect the smallest of asbestos fibers present in air sample filters.
- Polarized Light Microscopy (PLM)
 - Very accurate pre-test.

Training

All City of Grinnell employees shall receive awareness training to carry out their work without endangering themselves, their co-workers and other building occupants. No City of Grinnell employee is currently certified to work with asbestos.

Police Officer Standby Policy

This policy is designed to offer assistance when a City of Grinnell employee believes there is a chance of conflict with an individual(s) when planning future job related activities. The best course of action when a conflict unexpectedly arises is to walk away and report the incident to your supervisor. Examples of situations that may require police officer standby:

- Utility shutoffs
- Nuisance documentation & cleanup
- Events or facility openings
- Previous knowledge that a person has caused problems or was difficult in the past

Call dispatch, (641) 623-5679, and identify yourself as a City of Grinnell employee that is requesting a police officer to standby. Make sure to have the following information before calling dispatch:

- Standby address
- Name of occupant or person(s) in question
- Call back number (officer may contact you)
- Date & time you are requesting standby
- Location a block or two away from address to meet officer
- Estimated time you will be at the meeting location (generally 15 minutes)

It is the employee(s) responsibility to contact their supervisor and/or dispatch.

Seasonal Safety Packet

Airport
Cemetery
City
Offices
Drake
Library
Grinnell Mutual Family Aquatic
Center
Park Shop
Public Safety
Building Public
Service Building
Stewart Building
Waste Water Plant
Water Treatment Plant

Parks

Arbor Lake Bailey
Park Central Park
Summer St Park
Lions Park Merrill
Park
Miller Park / Lake Nyanza
Thomazin Park Van
Horn Park
Waterworks Park

Airport

Mowing

4 Seasons, Josh Asberry, 990-8732 will mow the Airport

Snow Removal

Airport FBO, Assisted by Public Works staff during heavy accumulation

Cemetery

Mowing

Taylor Devig, Devig Services, 3017 Zeller Ave Gilman, 641-750-2298

Snow Removal

Public Service / Parks Department

City Offices

Outside maintenance

Mowing

Brad Shutts

Snow and Ice Removal

Hubbell Realty

Drake Library

Outside maintenance

Snow and ice removal

Clearing the parking lot of snow and ice is the responsibility of Public Services. Plowed snow should not be left on library grounds or within the parking lot.

Sidewalks and a path leading from the side walk to the front door areas will be cleared and snowmelt applied as necessary by a contract service.

The emergency exit doorways onto the south terrace and the basement doorway will be cleared by Library Staff prior to opening the library building. Pathways through the prairie will not be maintained in the winter time.

If walks are dangerously icy Library staff will scatter snowmelt as needed on walkways.

- Sumner Tree Services (contract snow removal) 641-236-5578
- Public Services: 641-236-2632
Emergency Line: 641-236-9427

Mowing and other outside maintenance

Mowing of non-prairie areas will be done by one of the following services and will be arranged by the Library Director.

Brad's Mowing Service – Brad Shutts – 641-325-0004 cell

L&D Lawn and Snow – Mike Long – 641-990-9118 cell

Other exterior cleanup will be done when the library staff finds it necessary and will be done by volunteers whenever possible.

Interior maintenance

Daily cleaning (floors, restrooms, glass doors) is done by the contracted firm Quick and Clean, owned by Jeff and Faith Gibson. Email address is quick@partnercom.net. Cell phone contact: 641-751-2861

Replacement of light bulbs is done by S&S Electric, Craig Sieck, 641-236-5533

Replacement of air filters throughout the library building is done every 6 months by Public Services Department personnel.

Dusting and other needed cleaning of shelves, counters, windowsills, etc. is done by volunteers and library staff. Library staff members are responsible for keeping their own work areas clean, emptying their recycling into central containers, keeping the staff lounge area neat, and transferring recyclables to the outside recycling bins.

Maintenance beyond regular cleaning

Repairs of a non-routine nature are done by various local maintenance services or specialized vendors as needed.

Library staff is responsible for maintaining the MSDS file, ordering maintenance supplies, and performing the monthly check of fire extinguishers.

Grinnell Mutual Family Aquatic Center – 120 8th Avenue

Supervisor:

Jordan Allsup – Parks and Recreation Director: Aquatic center phone: 641-236-2621
Rec Dept phone: 641-236-2620
Cell phone: 641-9919-5401

Daniel Ramos – Wastewater Director: Office: 641-236-6302
Cell: 641-990-7526

Summer set up and Winterization:

Facility set up is done by Daniel Ramos and the Wastewater Employees in conjunction with ACCO.

Mowing

Recreation Department will mow and trim inside the facility fence.
Brad Shutts will mow outside the facility fence.

Snow Removal

Snow is only removed along the bike trail on the west side of the facility by the Public Service Department.

Snow is removed on the East Sidewalk by the Public Service Department 641-236-2632

Park Shop

Mowing

4 Seasons, Josh Asberry, 990-8732

Snow Removal

All employees will share in this duty

Public Safety Building

Mowing

Will be taken care of by the Fire Department Staff

Snow removal

Parking lots, Apparatus Apron, City sidewalks will be taken care of by the Public Service / Parks Department

Walkways on FD side of building, Front Walkway, all Fire Exits, 6' out from apparatus doors;

Primary: on duty fire personnel 641-236-2688

Secondary: on duty police personnel 641-236-2670

Walkways on PD side of building

Primary: on duty police personnel 641-236-2670

Secondary: on duty fire personnel 641-236-2688

Inside general maintenance
Primary: Duane Neff
Secondary: GFD & GPD personnel

Public Safety Radio Tower (behind old PSB)

Snow removal
Public Service Department

General Maintenance
Primary: Fire Department
Secondary: Police Department

Public Service Building

Mowing
4 Seasons, Josh Asberry, 990-8732

Snow Removal
All employees will share in this duty

Wastewater Plant

Mowing
City of Grinnell employees

Snow Removal
The Waste Water staff will remove their own snow

Water Treatment Plant

Mowing
Brad Shutts – This is part of the Water Works Park Bid

The Water Dept. is responsible for all weed and grass control at all our Well sites. (The Well areas are not for public access.)

Snow removal
The Parks Department usually does the side walk on the West and South side of the building. If for some reason they haven't done it by the time equipment is needed, Water Department staff will remove snow from the sidewalk as well as the plant drive and parking area. The Parks Dept. will spread deicer on all sidewalks unless the Water Department has done so first.

The Wastewater employees may clear snow around wells as needed to gather statistics and in the event the emergency generator needs to be hooked up to the major wells. (The Well areas are not for public access.)

Parks

Arbor Lake

Mowing

Mike Shutts

Snow Removal

The Parks Department will take care of the parking lot

Bailey Park Mowing

Mike Shutts

Central Park

Mowing -On hold for now

Summer St. Park

Mowing

Mike Shutts

Lions Park

Mowing Mike Shutts

Snow Removal

Snow is only removed along the bike trail on the west side of the facility by the Public Service Department.

Snow is removed on the East Sidewalk by the Public Service Department 641-236-2632

Miller Park / Lake Nyanza

Mowing

Mike Shutts

Merrill Park

Mowing

Mike Shutts will take care of this park both the East and West side

Thomazin Park

Mowing

4 Seasons, Josh Asberry, 990-8732

Van Horne Park

Mowing

4 Seasons, Josh Asberry, 990-8732

Waterworks Park

Mowing

Brad Shutts

Designated Physician Policy

December 4, 2006

Purpose

The purpose of this policy is to establish, maintain and enhance a working relationship with a designated care provider for any job related illness and/or injury. The designated provider will be familiar with our needs and the importance of clear communication, quality care and early return to work programs following a work related injury and/or illness.

Goal

Utilizing a preferred provider will enable the City to accomplish consistency in care, standardized forms/correspondence and familiarity with the work environment and management and, along with the pre-placement employment physical program, maintain and reduce costs of workmen's compensation claims.

Designated Workmen's Compensation Physician

The city of Grinnell has designated UnityPoint Grinnell Regional Medical Center at 210 Fourth Avenue in Grinnell as our workers' compensation authorized treating clinic. Employees with a work-related illness or injury will be required to have their initial evaluation with a physician at this facility. If appropriate, and with prior approval from IMWCA, UnityPoint Grinnell Regional Medical Center may make referrals to other specialists.

If the employee chooses to see another provider without referral from an authorized physician the employee will be responsible for all expenses associated with those visits. No workers' compensation benefits may be claimed unless seen by an authorized physician.

In the event of an emergency where this is not possible, this requirement may be waived upon written approval from the City Manager or City Clerk.

Arc Flash Electrical Safety

No City of Grinnell employee should be doing any hard wiring inside an electrical box since the City of Grinnell does not employ a certified electrician to be on staff nor do they have the 70E training required to do that work properly. City of Grinnell employees are allowed to deal with breakers and lockout / tagout situations only. If further repairs are required they will need to contact a qualified person to do so.

It was discussed that typically only the Waste Water Treatment employees would have the need for any hard wiring repairs on an ongoing basis. The City of Grinnell employee would contact the qualified electrician of their choice to come and perform the necessary repairs when hard wiring is required. No contract has been signed with any one particular company to do this work.

All electrical panels will have a warning label placed on them.

Respiratory Protection Program

Purpose

This program was created to ensure the safety and health of our employees while performing tasks requiring the use of respiratory protection devices. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.134 Respiratory Protection.

Definitions- Key definitions can be found at 1910.134(b).

Air-purifying respirator means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Filtering facepiece (dust mask) means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Self-contained breathing apparatus (SCBA) means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Employees Qualified to Wear Respirators

Employee Name	Respirator type/ Model	Exposure type

Medical evaluation

- The employer shall provide a medical evaluation to determine the employee's ability to use a respirator.
- All employees must be medically evaluated prior to the fit testing procedure
- All employees must be fit tested prior to using a respirator in the workplace.
- The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
- Employees will be provided with the medical questionnaire along with a self-addressed envelope to a selected PLHCP. The employee will complete the questionnaire and send it to the PLCHP as soon as possible. OSHA's recommended questionnaire is available at: www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9783

Facial hair

- Employees covered under this program that wear respirators as part of their job will be required to remove all facial hair such as beards, sideburns and mustaches that could interfere with the proper seal of the respirator.

Fit testing

- Annual fit testing is required. Fit Testing is also required whenever a different face piece respirator is used or when the employee's physical condition changes.

Follow the link for details on fit testing procedures:

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780

Selection of respirators

- Complete an exposure assessment for each hazardous exposure.

The following link is an OSHA *eTool* that can assist employers select the proper respirator:

http://osha.gov/SLTC/etools/respiratory/respirator_selection.html

Inspection of respirators

- Inspected routinely including prior to non-emergency use
- SCBA inspected monthly

Maintenance and care of respirators

Employees must clean and disinfect respirators using the procedures recommended by the manufacturer or those listed in

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9782

at the following intervals:

- As often as necessary to maintain sanitary condition for exclusive use.

- Before being worn by different individuals when issued to more than one employee.
- After each use for emergency use respirators *and those used in fit testing and training*.
- Monthly for emergency use respirators located near chlorine rooms.

Identification of filters, cartridges and canisters

- All filters, cartridges and canisters used in the workplace must be labeled and color-coded with the NIOSH approved label.
- The label must not be removed and must remain legible.
- Filters, cartridges and canisters not meeting the label requirements will be immediately removed from the workplace.

Breathing air quality and use

Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

RETURN TO WORK PROGRAM - September 16, 2019

PURPOSE:

It is the purpose of this program to provide guidelines for employees injured on the job whose injury has caused work restrictions preventing the employee from performing all of the essential functions of the job and to assist the employee, in keeping with the medical restrictions imposed by the employer's designated physician, to become a fully functioning employee of the City.

POLICY:

- A. It is the policy of the City of Grinnell to provide modified or alternate work, if available, for employees injured on the job, who are unable to temporarily or permanently return to his/her regular job classification.
- B. The City of Grinnell will make reasonable efforts to accommodate an employee injured on the job, unless the accommodations would impose an undue hardship on the employer. The employee must be able to perform the essential functions of the job, with or without reasonable accommodation, in order to be returned to work.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration, among other things, the specific physical or mental impairment of the employee, the essential functions of the job, the work environment and the ability to provide accommodations.
- D. Objectives:
 - 1. To return an injured employee to work as soon as possible when there is not a significant risk of harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress on the employee who has suffered a work-related injury.
 - 3. To assist employees in returning to work at a level as close as practical to the employee's pre-injury earnings and productivity.
 - 4. To retain qualified and experienced employees.
 - 5. To reduce the cost of disability benefit programs.
- E. Temporary light duty:
 - 1. Light duty is defined as modified duties or hours assigned to an employee injured on the job, when the physician indicates the employee can return to work, but the employee is not yet physically capable of handling all of the essential functions and job duties

normally assigned, and the employee's work-related injury has not reached maximum medical improvement. It is understood that no new job will be created in order to accommodate an injured employee.

2. The purpose of light duty is to provide temporary work, within medical restrictions, for employees injured on the job. If a light duty position or assignment is available, the employee will be provided with the light duty assignment as soon as medically feasible. Light duty will be assigned in consultation with the physician.
3. The purpose of light duty is to provide temporary work for employees injured on the job. Light duty may be available with a medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatment.
4. If an alternate duty position is available, employees may be provided with light duty as soon as medically feasible.
5. Employees on light duty will continue to receive salary and benefits commensurate with the employee's job classification. The salary and benefits will be proportionately adjusted in keeping with the employee's duties and work status. The status of light duty should be reviewed after each medical appointment and generally more often than every two weeks. Light duty assignments will not normally exceed 90 calendar days cumulative for any employee during their employment with the city of Grinnell without action of the City Council.
6. Light duty procedures:
 - A. Grinnell will provide the following:
 - i. Provide the employer's designated physician with a copy of the City's Return to Work Policy and a listing of jobs for which the employee may be qualified.
 - ii. Notify the employee of the light duty program.
 - iii. Obtain information regarding the employee's medical condition from the employer's designated physician.
 - B. The City will develop work assignments on a case-by-case basis, if available, depending on the employee's medical restrictions. The City may meet with the injured employee to review the employee's return to work status.
 - C. The employee will review and sign Appendix A attached to this policy hereto. The employee will follow all medical restrictions placed on the employee by employer's designated physician.
 - D. When the employer's designated physician has determined that maximum medical

- improvement has been reached and the employee is able to perform the essential functions of the employee's job, with or without a reasonable accommodation, the employee will be returned to the job classification and duties held prior to the work injury.
- E. When the employer's designated physician has determined that maximum medical improvement has been reached and the employee is still unable to perform the essential functions of the job, with or without reasonable accommodation, the City will determine employee's continuing employment status in consulting with the City's workers' compensation carrier. The City reserves the right to have a physician, chosen by the City, review the medical findings and/or perform an examination of the employee.
- F. Restrictions resulting from personal illness or injury:
- i. Employees off duty due to personal injuries or illness may use accumulated paid leave in conjunction with FMLA leave to the extent it is available.
 - ii. If following the exhaustion of paid leave in conjunction with FMLA leave, the restrictions resulting from an employee's personal injury or illness prohibits the employee from performing the essential functions of the employee's job, with or without reasonable accommodation, the employee may be terminated.
 - iii. While the employee is laid off and eligible for recall, the employee must keep the City apprised of the employee's address, telephone number, cell phone number and e-mail address, if available.
- G. Responsibilities of the employee:
- i. To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping the City apprised of the employee's medical condition and providing medical reports to the City as they are made.
 - ii. If the employee rejects any assignment which is compatible with the employee's medical restrictions, the employee shall not be compensated by the City or the City's work comp carrier with temporary, partial, temporary total or healing period benefits during the period of refusal, as set forth in Section 85.53, Code of Iowa.
 - iii. The employee assumes all responsibility for contacting the City to apply for available jobs and keeping updated on all new job openings.

Appendix A

(EMPLOYEE)

**Return to Work Program Statement of
Acknowledgement**

I acknowledge **that** I have been informed of the City of Grinnell Temporary Alternate Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by the City of Grinnell as a condition of my participation in the *Return-to-Work* program.

I further understand that if I do not follow the restrictions placed on me by the physician and the City of Grinnell, I may receive disciplinary action up to and including discharge.

Employee Signature/Date: _____

Witness Signature/Date: _____

Sexual Harassment Policy

Employers position against Sexual Harassment

Protect the employee's rights

Communication of roles and responsibility of management and employees

Eliminating Sexual Harassment is the role of both the managers and the employees

FACTS

F – Familiarize yourself with the company policy

A – Address incidents of Sexual Harassment immediately

C – Cooperate

T – Thoroughly investigate

S - Satisfactorily resolve

If you are the target

- Respond to the problem
- Make your feelings clear
- Record time and place and specifics, who observed it
- Report continuous harassment according. If no formal policy report to your supervisor
- If harasser is supervisor go to next person up

If you observe

- Help the victim make their feelings known
- Support your co-worker and encourage reporting according to the company policy

Prescription and Over-the-Counter Medications

Because medications can affect an employee's ability to make decisions, exercise good judgment and operate equipment, employers should discuss possible side effects with their physician prior to their use. This is especially true for employees who perform jobs that directly affect public safety and health.

Employees are not required to disclose prescription drug use for legitimate medical purposes. Moreover, the [Americans with Disabilities Act and the Rehabilitation Act of 1973](#) permit an employer to ask disability-related questions **only** if they are job related and consistent with business necessity. However, there are some prescribed and over-the-counter medications, such as amphetamines and benzodiazapines, which may result in a positive drug test. In this event, a Medical Review Officer (MRO) or other appropriate company personnel may inquire to determine if the employee has a legitimate medical explanation, such as a physician's prescription, for a positive drug test.

COVID-19 MASK POLICY

The City of Grinnell takes the health, safety, and wellbeing of its employees seriously. Due to the recent increase of COVID-19 cases in Poweshiek County as well as the State of Iowa as a whole, all employees are now required to wear a cloth face covering or other approved face covering that covers their nose and mouth while working for the City of Grinnell.

This is to include while riding in a vehicle with two or more occupants, working outside when six feet of social distancing cannot be maintained, while working in a public building or store, and working in private residences.

The following are exceptions to this policy;

- Employees who work alone or in an office by themselves
- Employees who are able to maintain six feet of social distancing in the workplace
- When wearing a face covering interferes with other required PPE
- When donning a face covering would interfere with an employee's ability to perform essential job functions. Ex. Police Officer apprehending a fleeing suspect

Employees in high risk roles such as Firefighters and Police Officers will be provided an N95 mask to be used when a cloth face covering is deemed inadequate such as dealing with a confirmed COVID-19 person.

All employees will be provided the appropriate level of face coverings as needed by the City of Grinnell. Employees who chose to provide their own face covering must be approved by their supervisor.

The following are examples of approved face coverings;

- Surgical masks
- Bandanas
- Full face shields

The following employees are exempt from this policy and do not have to wear a face covering;

- Employees with a health condition that prevents them from wearing a mask.
- Employees who are unable to wear a mask for religious reasons.

An employee who seeks to be exempt from this policy must contact their supervisor with the reason for being exempt from this policy. If seeking a medical exemption the employee must provide a note from their physician stating they are unable to wear a mask for medical reasons. This note must not list the specific medical reason.

The first 30 days of this policy employees will not be reprimanded in any way – supervisors will encourage mask wearing. After this policy has been in effect for 30 days any violation will be handled as a violation of the City of Grinnell Safety Policy Manual and be subject to discipline.

This policy will be reviewed and is subject to change throughout the COVID-19 pandemic.

YOUR SAFETY ATTITUDE

A good safety attitude includes several areas, foremost of which is a sense of responsibility and pride about yourself and “your” work. A safety attitude will make you want to check your work area for hazardous conditions and improve your area’s appearance. A good safety attitude will let you work at a steady, careful pace, especially on a ‘down day’ when you are not as alert as usual. Patience with yourself and others will help you keep a level head for clear thinking. Be sure of your instructions, maintain good housekeeping, wear proper equipment, and drive safely – All of these will help prevent injury and accidents to you and others / BE SAFE – THINK SAFETY.

EMERGENCY PHONE NUMBERS

Police/Fire/Ambulance	911
Care Ambulance (non-emergency)	319-774-5396
Police (non-emergency)	236-2670
Fire (non-emergency)	236-2688
Poison Info Center	800-222-1222

Program Administrators

- CPR/FA/AED –Jordan Allsup
- Blood Bourne Pathogens – Dan Sicard
- Slips, Trips and Falls –Jordan Allsup
- Emergency Exit Plan – Rob Vest
- Ladder safety –Dan Sicard
- Fire Extinguisher – Dan Sicard
- MSDS, Right-to-Know, Hazardous communication – Jordan Allsup
- Personal Protective Equipment –Jordan Allsup
- Back safety –Jordan Allsup
- Forklift / Bucket Truck / Backhoe – Carl Eggermont
- Confined Space – Dan Sicard
- Excavation – Jim Brown
- Hearing Conservation – Keith Stewart
- Lock-out / Tag-out – Duane Neff
- Arc Flash Electrical safety – Jan Anderson
- Tool Safety – Carl Eggermont
- Extreme Temperature Safety – Jordan Allsup
- Welding – Carl Eggermont
- Winter Driving – Grinnell PD
- Chainsaws – Carl Eggermont

Name: _____ Date: _____

I hereby certify that I have received a copy of the City of Grinnell Employee Safety Manual and have read this manual and understand its contents.

Signature

**Consent or Decline Form
Hepatitis B Vaccine**

Employee name (please print)

Social Security number

Hepatitis B Vaccination Consent:

I have had the opportunity to ask questions of a licensed health care professional regarding the Hepatitis B disease and I have read the immunization information and understand the risks of the immunizations. I know that, as with all immunizations, there may be vaccine side effects and there is no guarantee that I will become immune. I also know that I must receive 3 doses to achieve immunity.

Employee signature

Date Signed

Witness signature

Date Signed

Decline of Vaccination for Hepatitis B (Mandatory Wording)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I declined hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee signature

Date Signed

Witness signature

Date Signed

January 6, 2009

To Whom It May Concern:

Re: Bio-hazardous Waste

Due to the increase in Bio-hazardous waste disposal, we must unfortunately raise the cost of waste disposal to you.

We have avoided raising our prices for many years, but we can no longer prolong the inevitable. Our new price will increase to \$30.00 per barrel which goes into effect on February 1, 2009.

Sincerely,

Mark Doll
Director of Facilities Management

We're here for you when you need us.



Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

What does OSHA mean by the term “regulated waste?”

The Bloodborne Pathogens Standard uses the term, “regulated waste,” to refer to the following categories of waste:

- liquid or semi-liquid blood or other potentially infectious materials (OPIM);
- items contaminated with blood or OPIM and which would release these substances in a liquid or semi-liquid state if compressed;
- items that are caked with dried blood or OPIM and are capable of releasing these materials during handling;
- contaminated sharps; and
- pathological and microbiological wastes containing blood or OPIM.

It is the employer’s responsibility to determine the existence of regulated waste. This determination should not be based on actual volume of blood, but rather on the potential to release blood, (e.g., when compacted in the waste container). If an OSHA inspector determines that sufficient evidence of regulated waste exists, either through observation, (e.g., a pool of liquid in the bottom of a container, dried blood flaking off during handling), or based on employee interviews, citations may be issued

Slip, Trip & Fall Handbook

■ IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

IMWCA

www.imwca.org | (800) 257-2708

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Slips, Trips and Falls

An Overview

Definitions

The National Safety Council provides the following definitions:

Slips - where there is too little friction or traction between the footwear and the walking surface that cause sudden imbalance.

Trips- when your foot collides (strikes, hits) an object causing you to lose your balance and, or, eventually fall.

Why the prevention of slips, trips and falls are important

National statistics:

- Falls from same height and elevated heights account for \$13.3 billion in direct costs in 2009.
- Fastest growing source of direct costs of disabling claims in 2009.
- Slips, trips and falls make up 15 percent of all workers' compensation claims.
- Slip, trips and falls account for 25.6 percent of workers' compensation costs
- The average slip and fall workers' compensation claim costs nearly \$22,000.
- 65 percent of lost workdays are due to slip and falls.
- 22 percent of slip and fall incidents resulted in more than 31 days away from work.

*statistical information from Bureau of Labor Statistics, National Safety Council, National Flooring Safety Institute and Liberty Mutual Research Institute

IMWCA statistics:

- Slips, trips and falls account for 26.5 percent of total workers' compensation claims costs in Fiscal Year 2010-2011
- Slips, trips and falls account for approximately 25 percent of total claims frequency in Fiscal Year 2010-2011

National statistics show that the majority (60 percent) of falls happen on the same level resulting from slips and trips. The remaining 40 percent are falls from a height. Same level falls represent high frequency and low severity while elevated falls usually have low frequency and high severity.

Given the prevalent number and costs of claims due to slips, trips and falls, the Iowa Municipalities Workers' Compensation Association (IMWCA) has developed this program using industry information to assist our members in developing and implementing strategies proven to prevent slip, trip and fall injuries. While the emphasis of this information is to protect employees from work-related injury, some of this information can also be used to prevent slip, trip and fall incidents involving the public visiting your buildings and facilities.

Component 1:

Weather Related Strategies

The State of Iowa has some diverse weather including ice and snow in the winter, frost in the spring and fall, and rain in the summer. Each of these weather-related variables represents a potential source for slips and falls.

Ice, snow, frost and rain can cause a reduction in traction between footwear and a walking surface. A reduction in traction can cause the foot to slip in an unintended direction which can result in a fall. Traction is measured in Coefficient of Friction (COF). It takes a COF of .4 to .5 or better to have excellent traction. Surfaces covered in ice or melting snow can have COF as low as .1 when proper footwear is not worn. Leather soled shoes when damp and slightly warm create a film of moisture between the shoe and the surface. The moisture greatly decreases the COF and increases the chances of hydroplaning and slipping.

There are a number of sound strategies to follow to help reduce weather-related slips and falls. We will examine four of the key components.

1. Footwear

Proper footwear suitable to the weather condition is a key component. Properly selected footwear can significantly increase the COF in a given situation and decrease slip potential.

For people working outside, selecting a good work boot with a slip-resistant sole is a good place to start. Your local vendor can provide valuable information on the type of sole appropriate to the type of slip exposures you might encounter. For example, the sole needed to deal with oily wet floors might be different from soles need to deal with snow. In some extreme cases regular slip-resistant soles may need to be augmented with cleats or Yak Trax. Selecting appropriate add-ons will depend on the exposure and the tasks being performed.



For people working inside but having to venture outside intermittently, there are a few strategies that can be followed. First, wear rubber slip-ons to provide traction to leather soled shoes. The slip-ons can also protect shoes against moisture.

Second, when slip-ons won't work, such as in the case of high heels, wear weather appropriate shoes outside and wear a separate pair of shoes for inside the office. One item to consider with this option is to provide an area for employees to store their overshoes or boots when they are not being worn.

2. Free Hands

When navigating sidewalks, parking lots or stairs during wet and slick conditions, it is important to keep hands as free as possible to help maintain balance and hold rails. Carrying materials in shoulder bags or in carts not only helps keep hands clear, but also allows a clear view on the path of travel.



3. Take Your Time

A major factor in causing weather-related slips and falls is walking too fast for the conditions. Even with proper footwear, rushing can cause falls.

The best strategy is to allow adequate travel time to get where you are going. Being late is better than rushing and not getting there at all!

http://www.youtube.com/watch?v=Fbb3631ew_4

4. Maintenance of Walkways

The employer can also help diminish slip and fall potential by working with custodial staff to develop and implement a maintenance schedule to ensure that snow and ice are removed from walkways as soon as possible. Then use intermittent inspections to safeguard against refreezing or new accumulation. The inspection process can also be used to monitor slick areas caused by rain runoff and frost accumulation in the fall and spring. An example is attached.



Summary

Preventing weather-related slips and falls is a multi-faceted approach that requires diligence by both the employer and the employee. The employee should select and wear proper footwear for the conditions and make sure they give themselves adequate time for foot travel.

The employer should institute a walkway inspection program to ensure that surfaces are kept passable. Employers should also consider providing employees with shoulder bags or carts when their jobs require them to carry materials to and from work.

IMWCA Resources

- Suggested Online Training Course: [Slips, Trips, and Falls ST09](#)
- Suggested DVDs: [How to Prevent Slips and Falls](#)

Component 2: Entering and Exiting Vehicles and Equipment

Although getting in and out of a vehicle seems like an innocuous undertaking, many people sustain serious injury from slips and falls while trying this simple task. Getting on and off equipment and vehicles accounts for 1 out of every 4 injuries to those operating equipment or driving trucks; some of these injuries can be quite severe.

Mounting and dismounting large construction equipment such as dump trucks, motor graders and front loaders represents a year around slip and fall exposure. Passenger-type vehicles also represent slip and fall exposures in certain situations too.

The best means of preventing slip and falls from equipment is to use three points of contact to mount and dismount equipment. This process means that either two hands and one foot or one hand and two feet are in contact with the equipment steps and rails. For larger equipment, the specific procedure for three points of contact may vary based on equipment design. To ensure proper mounting and dismounting procedures, an employer should consult with the manufacturer's recommended procedure. In many cases, manufacturers may provide training videos on the recommended procedure.



Evaluate every truck and piece of equipment. The employer should provide additional steps, non-slip surfaces and hand holds where necessary.

Once the proper procedure for a type of equipment is identified, it is important to train employees on that procedure.

Additional safety rules for getting on or off equipment or climbing in the cab of equipment:

Do

- Only climb on or get off when the equipment or vehicle is stationary
- Always mount or climb down while facing the truck or the equipment
- Make sure that the points of contact you are using are clear of debris and mud
- Only use points of contact that were intended to be used to climb on or dismount (hubs and such should not be used).
- Look for obstacles on the ground below before exiting

Don'ts

- Don't climb on or get down with something in your free hand. Put it on the vehicle floor and reach for it when you reach the ground.
- Don't rush to exit the equipment after a long run. Descend slowly, to avoid straining a muscle.
- Never jump out. You may land off balance or on an uneven surface, and fall.

For passenger-type vehicles such as cars, pickups and SUVs it is important to make sure you have firm footing with one or both feet before you put your entire weight on your feet. Maintain contact with the door, car ceiling or assist handle to develop the three points of contact. Remember that sand and oily spots can lead to slips and falls just like snow and ice. Always be aware of the type of surface on which you are stepping!

IMWCA Resources

- Sample YouTube Training Video: www.interstatedriving.com/news/2010/04/safety-tip-three-points-of-contact/
- Suggested DVDs: [How to Prevent Slips and Falls](#)

Component 3: Shop Safety

Maintenance shops are multi-operational sites that harbor the potential for numerous slip and fall exposures due to the equipment and materials used and the byproducts of the work.

Here is a list of some of the more common slip and fall exposures:

- Cords and hoses left on shop floor
- Wood and metal shaving accumulations
- Oil spots from mechanical work- may also include piles of oil absorbing material
- Unsecured rugs
- Uneven steps
- Equipment or tools left in walkways
- Boards or metal strips that extend into walkway
- Storing equipment without adequate walking space
- Dirt and snow falling from stored equipment
- Poor lighting
- Uneven surfaces or protrusions due to drains, lift rails and thresholds
- Unsecured tools

To address these exposures, IMWCA recommends these strategies:

- Store hoses and cords on retractable reels. When possible have reels extend from ceiling to keep them from lying on floors.
- Maintain good housekeeping practices.
- Sweep floors regularly to remove shavings, oil dry and dirt accumulations.
- Clean up oil spots immediately.
- Remove boards and metal strips that extend into walkways.
- Store equipment and materials in a manner that allows space for walkways. This prevents someone from stepping over equipment.
- Inspect regularly to ensure that tools and materials are not left in walkways.
- Secure rugs so they lie flat on floor.
- Keep stairs clear.
- Maintain good lighting.
- Mark uneven surfaces or protrusions on floor with yellow paint.

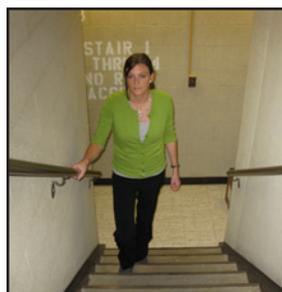


Component 4: Stairs

Throughout the day many people climb and descend stairwells at home, at work or in public. This simple task accounts for numerous falls each year that result in severe injury. This section will identify the causes associated with stairwell falls and what strategies can be used to prevent these occurrences.

The primary cause of stairwell slips and falls is the loss of balance. There are a few key reasons we typically lose our balance on stairs. Here are some points to remember when using stairs:

- Slow down going up or down stairs. Ensure a firm footing on each tread before taking the next step.
- Use the railing to provide balance security.
- Keep eyes on the path. Distractions can cause missteps.
- Do not carry items in your arms that obstruct the view of the steps. Not only can you misstep, but you will be unable to use the railing to catch yourself.
- Wear proper footwear. High heels, flip flops and slides can impede balance while climbing stairs.

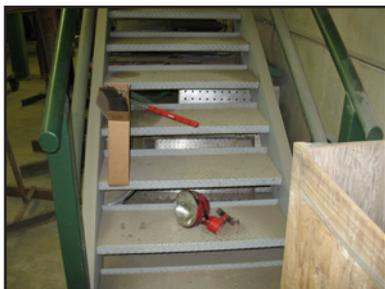


Correct



Incorrect

Proper maintenance of stairs is also important to slip and fall prevention. Accumulation of ice, snow and excessive sand on outdoor stairs can reduce proper footing. Frequently inspect stairs and clear away new accumulations as soon as practical.



Slick wax, unattached or rolled carpet and items stored on stair treads can be trip hazards in offices or shops. Stair treads should be inspected frequently to ensure these conditions do not exist. High traction tape may be used to enhance the (COF) on treads. Specialty non-slip wax and other edgings are also viable options to improve traction on treads.

Stairwells should also be well lit to ensure good visibility. Burnt out bulbs or under illuminated fixtures should be replaced immediately.

Finally, make sure that any set of stairs with three treads or more are provided with properly mounted handrails. Consult with the NFPA Life Safety Code to determine the handrail requirements for your stairwells.



Component 5: Carpet, Cords and More

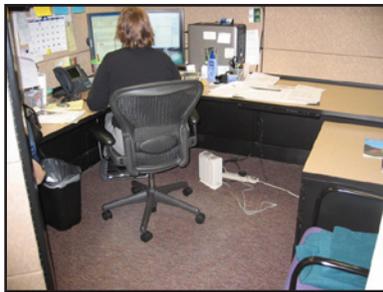
A common misperception is that there are no workplace hazards in places like offices, libraries or museums. The reality is there are a number of significant risks in these locations, and slips and falls are a major cause of injury here, too.

In office settings some of the more common contributing factors are unsecured carpeting, cords strewn in walkways and under desks, drawers left open and materials stored under desks.

Carpets and rugs should be inspected frequently to ensure there are no rolls that create trip hazards. If rolls exist, the carpet should be restretched or replaced. Entry rugs should be adjusted to prevent rolls and the ends secured.

As more electronic equipment is used in offices, more cords are present. Newer buildings have been designed to accommodate the increase in cords and wiring, however, older buildings with fewer outlets and no means to convey wiring in the walls or ceiling may have to run cords and wires on the floor. To address this exposure, bridges should be used to cover cords and wiring across floors. The bridges should lie flat on the floor or be secured with tape.

Cords and wires also represent a trip hazard when they dangle from the desk top to the floor. Employee's feet can become tangled in unrestricted wires and cause employees to fall when they attempt to get up from their desk. Cords and wires should be placed in cord harnesses and secured to the desk to prevent dangling.



Another cause of office trips and falls are low level filing drawers left open. Not only can these cause falls but the sharp edges can be a source a severe cuts. Be sure to close all drawers that are not in immediate use.



Probably the most important strategy for slip and fall prevention in the office environment is to train employees to maintain awareness of their surroundings. Keep eyes on the path ahead and look for potential hazards.

Component 6: Elevated Work

Slips and falls from elevated work platforms like ladders, scaffolds and decks are not as frequent as other types of slips and falls but they tend to be very serious in terms of physical damage to the injured person.

Ladder related falls are the most typical falls that we see from this group. Fall from ladders are a result of a number of factors that can include:

- Using a ladder that is too short for the task.
- Setting up a ladder incorrectly or in an unstable manner.
- Over reaching from a ladder.
- Walking up a ladder with a load in hand.

Employees who may use ladders for their jobs should be trained on the following points according to Occupational Safety and Health Administration:

- Proper selection of ladders for the task, i.e. height, weight limits and type.
- Inspection of ladders prior to use.
- Proper set up of ladders including securing to base if applicable.
- Properly ascending and descending ladders with three points of contact.

IMWCA has online training and DVDs to assist with this training. Ladder manufacturers may also have other resources to assist with training, selection and inspection.

Another common and yet unfortunate cause of falls from elevated work platforms occurs when employees stand on chairs or other makeshift platforms. These platforms are not intended for elevated work. Do not allow chairs to be used in lieu of a ladder regardless of the height of the task.

Regarding falls from scaffolding, poor construction or lack of proper railings are two of the most common reasons falls occur. Always use only qualified employees to set up scaffolding. Inspect the scaffolding each day and ensure all rails are in place and properly secured when scaffolding is in use. Employees should always climb scaffolding using three points of contact on the scaffolding rungs.

For moving work platforms, use basket trucks or man lifts with proper fall protection. Never use the bucket of a loader as a work platform. Buckets are not designed for this task. Many serious injuries occur when employees are knocked out of the bucket.

Finally, when working from elevated decks, always ensure that the railing system is in place and any gates or chains are in place before starting a task.

IMWCA Resources

- Suggested Online Training Course: [Ladder and Scaffold Safety LA09](#)

Component 7: Wet Floors

Slips and falls can occur anywhere when the potential of reduced traction exist. One element that contributes significantly to reduced traction is the presence of moisture on floors. Wet floors can occur in office buildings, shops, nursing homes, kitchens and any other location with impermeable flooring like tile, cement or marble.

There are several reasons that moisture occurs in these locations:

- Leaks from roof or plumbing
- Melting snow or ice carried in by footwear
- Housekeeping duties such as mopping or washing
- Condensation from washers
- Melting snow from equipment being serviced in shops
- Splashing from operations at water and wastewater treatment facilities



Drain pipe splashing excessive moisture



Wet kitchen floor

To reduce or eliminate moisture spots in walkways, follow these key, common sense strategies:

- Practice good housekeeping by immediately mopping up excess moisture.
- When cleaning wet floors, place warning signs in travel portions of walkways.

- Fix leaks immediately.
- Place carpets at building entries to catch melting snow and ice from footwear. Change out carpets frequently during winter months to prevent over saturation.
- Ventilate rooms with high humidity, like laundry rooms and kitchens.
- Provide slip resistant mats in front of sinks, dishwashers and washer/dryers to keep water drips from accumulating.
- When possible use traction tape, textured paint or non-slip floor treatment in environments with heavy moisture potential, such as water and wastewater buildings.
- Wear proper slip resistant footwear.
- Take your time when walking in areas that are generally wet, such as maintenance bays.
- Implement a reporting process that employees can use when they see a problem.



Warning signs and chain barrier to prevent passage on wet floor

IMWCA Resources

- Sample You Tube Training Video: [Slip and Fall in Kitchen Video: http://www.bing.com/videos/search?q=slips+trips+and+falls+in+kitchens&view=detail&mid=3E9C3F7CDAB36D13D13E3E9C3F7CDAB36D13D13E&first=0](http://www.bing.com/videos/search?q=slips+trips+and+falls+in+kitchens&view=detail&mid=3E9C3F7CDAB36D13D13E3E9C3F7CDAB36D13D13E&first=0)

Component 8: Health

Ice and snow, uneven walking surfaces and other contributing factors are generally the main causes of slips and falls. However, there is another causation that rarely gets covered but one that is increasingly playing a growing role in slip and falls. That causation is your health!

In a review of IMWCA slip and fall claims health-related conditions were a contributing factor in either the cause or severity of the injury. In this section some health issues will be discussed. First, obesity played a role in over half of the largest slip and fall claims. Overweight individuals with limited mobility were more susceptible to tripping due to problems associated with limited flexibility and balance. Obese individuals tended to suffer more acute knee and back injuries compared to other workers.

Second, diabetics had a higher than average number of falls due to low blood sugar events that caused disorientation or fainting. Employers and employees must be vigilant about monitoring the employees' glucose levels. This may include training for both parties on what to watch for as warning signs.

Third, medications, such as cold medicines and cough syrup, can affect your basic motor skills and cause imbalance. Employees taking medications that can affect their performance should report this to their supervisor. If an employee is unable to safely perform the functions of their duties due to medication, then the employee should use sick days until they are cleared for duty.

Finally, sleep deprivation can affect your balance in a manner similar to medications. Your balance and awareness can be impeded if you are tired. Making sure employees are well rested. If they appear overly fatigued, then the employee should be re-signed or sent home.

In summary, besides a safe and compliant workplace, employee health also affects the probability of slips and falls in the workplace. Employers should monitor their employees to ensure they are physically capable of doing the job and provide assistance to those with morbid conditions to control the potential problems. If employees are having problems with slips and falls, a functional capacity exam might be in order. Always be sure to consult with your employment attorney or Human Resources professional for guidance.

COVID-19 MASK POLICY

The City of Grinnell takes the health, safety, and wellbeing of its employees seriously. Due to the recent increase of COVID-19 cases in Poweshiek County as well as the State of Iowa as a whole, all employees are now required to wear a cloth face covering or other approved face covering that covers their nose and mouth while working for the City of Grinnell.

This is to include while riding in a vehicle with two or more occupants, working outside when six feet of social distancing cannot be maintained, while working in a public building or store, and working in private residences.

The following are exceptions to this policy;

- Employees who work alone or in an office by themselves
- Employees who are able to maintain six feet of social distancing in the workplace
- When wearing a face covering interferes with other required PPE
- When donning a face covering would interfere with an employee's ability to perform essential job functions. Ex. Police Officer apprehending a fleeing suspect

Employees in high risk roles such as Firefighters and Police Officers will be provided an N95 mask to be used when a cloth face covering is deemed inadequate such as dealing with a confirmed COVID-19 person.

All employees will be provided the appropriate level of face coverings as needed by the City of Grinnell. Employees who chose to provide their own face covering must be approved by their supervisor.

The following are examples of approved face coverings;

- Surgical masks
- Bandanas
- Full face shields

The following employees are exempt from this policy and do not have to wear a face covering;

- Employees with a health condition that prevents them from wearing a mask.
- Employees who are unable to wear a mask for religious reasons.

An employee who seeks to be exempt from this policy must contact their supervisor with the reason for being exempt from this policy. If seeking a medical exemption the employee must provide a note from their physician stating they are unable to wear a mask for medical reasons. This note must not list the specific medical reason.

The first 30 days of this policy employees will not be reprimanded in any way – supervisors will encourage mask wearing. After this policy has been in effect for 30 days any violation will be handled as a violation of the City of Grinnell Safety Policy Manual and be subject to discipline.

This policy will be reviewed and is subject to change throughout the COVID-19 pandemic.

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Updated the Airport Mowing

Airport

Mowing

~~4 Seasons, Josh Asberry, 990-8732 will mow the Airport~~

Mike Shutts, 236-8857

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EMERGENCY PHONE NUMBERS

Police/Fire/Ambulance 911

~~Care Ambulance (non-emergency) 319-774-5396~~

Ambulance 236-4142

Police (non-emergency) 236-2670

Fire (non-emergency) 236-2688

Poison Info Center 800-222-1222

Program Administrators

- CPR/FA/AED – Jordan Allsup
- Blood Bourne Pathogens – Dan Sicard
- Slips, Trips and Falls – ~~Jordan Allsup~~ Rob Vest
- Emergency Exit Plan – Rob Vest
- Ladder safety –Dan Sicard
- Fire Extinguisher – Dan Sicard

- MSDS, Right-to-Know, Hazardous communication –~~Jordan Allsup~~ Rob Vest
- Personal Protective Equipment –~~Jordan Allsup~~ Rob Vest
- Back safety –~~Jordan Allsup~~ Rob Vest
- Forklift / Bucket Truck / Backhoe – ~~Morris Fricke~~ Carl Eggermont
- Confined Space – Dan Sicard
- Excavation – ~~Jim Brown~~ Daniel Ramos
- Hearing Conservation – Keith Stewart
- Lock-out / Tag-out – Duane Neff
- Arc Flash Electrical safety – Jan Anderson
- Tool Safety – ~~Morris Fricke~~ Carl Eggermont
- Extreme Temperature Safety –~~Jordan Allsup~~ Rob Vest
- Welding – ~~Morris Fricke~~ Carl Eggermont
- Winter Driving –Grinnell PD
- Chainsaws – ~~Morris Fricke~~ Carl Eggermont

**GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY**

CONTRACT NUMBER: State and Community Highway Safety Grant
PAP 21-402-M0PT Task 65-70-00

ISSUING AGENCY: DPS/Governor's Traffic Safety Bureau

PROJECT CONTRACTOR: Grinnell Police Department

PROJECT BUDGET: Highway Safety Funded Amount: \$4,300.00

AGENCY/LAW/SOURCE: National Highway Traffic Safety Administration (NHTSA)
Public Law 114-94, Section 402

DUNS # 05-653-3698

Submit Reimbursement Claims To:

Genie Sterbenz, sTEP Coordinator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, Iowa 50319-0248

Issue Payment To:

City of Grinnell
520 4th Avenue
Grinnell, Iowa 50112

Submit Reports To:

Genie Sterbenz, sTEP Coordinator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, Iowa 50319-0248
515-725-6121, FAX 515-725-6133

Transmit Contract Information To:

Sergeant Christopher Wray
Grinnell Police Department
1020 Spring Street
Grinnell, Iowa 50112
641-236-2670, FAX 641-236-2652

The Contractor agrees to furnish and deliver all products and perform all services set forth in the attached Special Conditions for the consideration stated herein. The rights and obligations of the parties to this contract will be subject to and governed by the Special Conditions and the General Conditions. To the extent that any specifications or other conditions which are made a part of this contract by reference or otherwise conflict, the Special Conditions and the General Conditions will control. To the extent that any inconsistency between the Special Conditions and the General Conditions exists, the Special Conditions will control. When approved, the instrument becomes a contract to accomplish the provisions contained within the Fiscal Year 2021 Highway Safety Plan, State and Community Highway Safety Grant 21-402-M0PT, Task 65-70-00, and thereby constitutes an official program with the Governor's Traffic Safety Bureau. This activity meets the requirements of Public Law 114-94 and the requirements set forth in the Governor's Traffic Safety Bureau Procedures Manual, as amended.

IN WITNESS THEREOF, the parties hereto have executed this contract on the day and year last specified below.

CONTRACTOR:

By _____ Date: _____

ISSUING AGENCY:

By Patrick J. Hoye Date: 9.30.20
Patrick J. Hoye, Bureau Chief

Effective Date: 11/01/20 Expiration Date: 09/30/21

SPECIAL CONDITIONS

Article 1.0 Identification of Parties. This Contract is entered into by and between the Iowa Department of Public Safety/Governor's Traffic Safety Bureau (hereafter referred to as DPS/GTSB) and the Grinnell Police Department (hereinafter referred to as Contractor).

Article 2.0. Statement of Purpose.

WHEREAS, the Highway Safety Plan is the tool for developing and improving overall safety capabilities; improving the program management and decision-making capabilities of safety officials; addressing special problems or opportunities; and providing a coordination mechanism for the purpose of reducing traffic-related property damage, personal injury and fatal crashes, and

WHEREAS, the DPS/GTSB has been designated to administer the State and Community Highway Safety Programs established under Section 402 of the Fixing America's Surface Transportation Act, as amended, and

WHEREAS, the Contractor has the necessary ability to develop and carry out a portion of that Highway Safety Plan,

THEREFORE, the parties hereto do agree as follows:

Article 3.0 Area Covered. The Contractor will perform all the work and services required under this Contract in connection with and respecting the following areas:

Grinnell, Iowa and other jurisdiction(s) authorized by a shared enforcement agreement.

Article 4.0 Reports and Products. The Contractor will submit the following reports and products:

- 4.1 A Claim for Reimbursement form, documentation and, if applicable, an Equipment Accountability Report form for reimbursement within 90 days of the expense being paid by the Contractor with the exception of the final claim which is due into the DPS/GTSB office no later than November 15, 2021.
- 4.2 Any reports and products deemed prudent by the Issuing Agency or Contractor.
- 4.3 A copy of all audit reports, if required, within 30 days of completion of said audit.
- 4.4 Activity reports due within 15 days following the completion of each of five designated enforcement events on forms provided by the DPS/GTSB.

Article 5.0 Designation of Officials.

- 5.1 DPS/GTSB - The Governor's Representative for Highway Safety and the Director of the Governor's Traffic Safety Bureau are the only persons authorized to execute and approve any changes in terms, conditions, or amounts specified in this Contract.
- 5.2 Contractor Designee, Chief Dennis Reilly, is designated to approve in writing, on behalf of the Contractor, the Claim for Reimbursement and any negotiated changes in this Contract.

Article 6.0 Key Personnel. The Contractor hereby assigns the duties and responsibilities of project administration to Sergeant Christopher Wray, representing the Contractor in this agreement.

Article 7.0 Time of Performance. The services of the Contractor will commence on or after the effective date stipulated on the signature page and will be completed before or by the expiration date.

Article 8.0 Modification of General Conditions. None.

Article 9.0 Additional Special Conditions.

- 9.1 Expense Documentation. The Contractor will document the expenditure of such funds authorized as eligible for reimbursement in accordance with the conditions of this Contract upon submission of the Claim and, for equipment, the Equipment Accountability Report as supplied by the DPS/GTSB.
- 9.2 Policies and Procedures. The Contractor will comply with all policies and procedures contained in the Iowa DPS/GTSB Policies and Procedures Manual, as amended, including appropriate attachments provided by the DPS/GTSB in accordance with Section 402 of the Fixing America's Surface Transportation Act, and the Iowa Administrative Code, Section 661, Chapter 20.
- 9.3 Copyrights. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - a. The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and
 - b. Any rights of copyright to which a grantee, sub grantee or a contractor purchases ownership with grant support.
- 9.4 Debarred, Suspended and Ineligible Status. The Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended or declared ineligible by any agency of the State of Iowa or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. The Contractor will immediately notify DPS/GTSB if the Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended and Ineligible Contractors by a federal entity.
- 9.5 Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes 23 CFR 1300.31.
 - a. *Title.* Except as provided in paragraphs (e) and (f) of this section, title to equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 will vest upon acquisition in the State or its subrecipient, as appropriate, subject to the conditions in paragraphs (b) through (d) of this section.
 - b. *Use.* All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes, as determined by the Regional Administrator, and neither the State nor any of its subrecipients or contractors shall encumber the title or interest while such need exists.
 - c. *Management and disposition.* Subject to the requirements of paragraphs (b), (d), (e), and (f) of this section, States and their subrecipients and contractors shall manage and dispose of equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 in accordance with State laws and procedures.

- d. *Purchases and dispositions.* Contractors shall receive prior written approval for all in-car camera purchases and any equipment purchases over \$5,000 from GTSB by submitting a quote from the vendor for the equipment to verify the acquisition price. GTSB will determine if further approval is required from NHTSA based on the acquisition price on the quote. Claims for equipment submitted by the Contractor must match the quote exactly which was approved by GTSB. GTSB considers equipment purchased using federal funds to have a useful life expectancy of at least a 5 years minimum unless documentation is provided to the contrary.
- 1) Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirements:
 - i. Purchases shall receive prior written approval from GTSB and NHTSA. Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.
 - ii. Dispositions shall receive prior written approval from NHTSA unless the equipment has exceeded its useful life as determined by GTSB policy.
 - 2) Equipment with a useful life of more than one year and an acquisition cost of less than \$5,000 shall be subject to the following requirements:
 - i. Dispositions shall be reported to GTSB.
 - ii. Equipment destroyed during its useful life shall be replaced by the department. The department will notify GTSB of the date the equipment was rendered unusable and the replacement information to include: manufacturer, date equipment was received, serial number and a photo with serial number.
- e. *Right to transfer title.* The Regional Administrator may reserve the right to transfer title to equipment acquired under this part to the Federal Government or to a third party when such third party is eligible under Federal statute. Any such transfer shall be subject to the following requirements:
- 1) The equipment shall be identified in the grant or otherwise made known to the State in writing;
 - 2) The Regional Administrator shall issue disposition instructions within 120 calendar days after the equipment is determined to be no longer needed for highway safety purposes, in the absence of which the State shall follow the applicable procedures in 2 CFR parts 200 and 1201.
- f. *Federally-owned equipment.* In the event a State or its subrecipient is provided federally-owned equipment:
- 1) Title shall remain vested in the Federal Government;
 - 2) Management shall be in accordance with Federal rules and procedures, and an annual inventory listing shall be submitted by the State;
 - 3) The State or its subrecipient shall request disposition instructions from the Regional Administrator when the item is no longer needed for highway safety purposes.
 - 4) DPS/GTSB does not allow equipment purchased using federal funds to be sold without written prior approval from GTSB.

9.6 Nondiscrimination - The Contractor will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Federal-Aid Highway Act of 1973, (23 U.S.C. 324 *et seq.*) and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, *et seq.*; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR

Part 27); (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), that prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects; (j) The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), which broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not; (k) Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing (and 49 CFR parts 37 and 38); (l) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; (m) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency that guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100); (n) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (o) the requirements of any other nondiscrimination statute(s) which may apply.

- 9.7 Buy America Act - The Contractor will comply with the provisions of the Buy America Act (23 U.S.C. 313) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.
- 9.8 Political Activity (Hatch Act) - The Contractor will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. As such, the Contractor will not subcontract with any agency to conduct DPS/GTTSB contract-related activities.
- 9.9 Lobbying Restrictions - None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor

or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

9.10 Federal Lobbying. The undersigned certifies, to the best of his or her knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers) including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

9.11 Prohibition on Using Grant Funds to Check for Helmet Usage. The Contractor will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Article 10.0 Conditions of Payment.

10.1 Maximum Payments. It is expressly understood and agreed the maximum amount to be paid to the Contractor by the DPS/GTSB for any item of work or service will be the amount specified under Article 12.0 subject to Article 11.0 herein. It is further understood and agreed the total of all payments to the Contractor by the DPS/GTSB for all work and services required under this Contract will not exceed \$4,300.00 unless modified by written amendment of this Contract as provided in Section 1.0 of the General Conditions.

10.2 Claim for Reimbursement. All payments to the Contractor will be subject to the DPS/GTSB's receipt of a Claim and documentation. If claiming equipment, an Equipment Accountability Report must also be submitted. The Contractor must perform services and receive merchandise between the effective dates of the contract and pay for expenses prior to submitting the claim for reimbursement. A

Claim will be submitted on a form provided by the DPS/GTSB. No payments will be made if required reports are more than two months past due unless approved by the DPS/GTSB Director.

10.3 Receipt of Federal Funds.

- a. All payments hereunder will be subject to the receipt of federal funds by the DPS/GTSB. The termination, reduction or delay of federal funds to the DPS/GTSB may be reflected by a corresponding modification to the conditions of this Contract.
- b. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through failure of the State of Iowa to appropriate funds, discontinuance or material alteration of the program for which funds were provided, the DPS/GTSB will have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration. Unless otherwise agreed to by the parties, the Contract will become null and void on the last day of the fiscal year for which appropriations were received, except that if an appropriation to cover cost of this Contract becomes available within sixty (60) days subsequent to termination under this clause, the DPS/GTSB agrees to re-enter a Contract with the terminated Contractor under the same provisions, terms and conditions as the original Contract.
- c. In the event of termination of this Contract due to non-appropriation, the exclusive, sole and complete remedy of Contractor will be payment for services rendered prior to termination.

10.4 Non-Performance Termination. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this contract, or if the Contractor shall violate any of the agreements or stipulations of this contract, the DPS/GTSB shall thereupon have the right to terminate this contract and withhold further payment of any kind by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. The DPS/GTSB shall be the sole arbitrator of whether the Contractor or its subcontractor is performing its work in a proper manner with reference to the quality of work performed by the Contractor or its subcontractor under the provisions of this contract. The Contractor and the DPS/GTSB further agree that this contract may be terminated by either party by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

10.5 The Contractor will arrange for an audit to be performed in accordance with 2 CFR 200 when, as a non-federal entity, the Contractor receives \$750,000.00 or more in federal funds. The National Highway Traffic Safety Administration, Department of Transportation, passes funds through the Department of Public Safety, Governor's Traffic Safety Bureau. The Catalog of Federal Domestic Assistance (CFDA) number 20.600 applies to State & Community Highway Safety Grants. A copy of the audit report will be submitted to the DPS/GTSB within thirty (30) days after the completion of the audit.

Article 11.0 Statement of Work and Services. The Contractor will perform in a satisfactory and proper manner, as determined by the DPS/GTSB the following work and services:

11.1 The Contract will be monitored by the National Highway Traffic Safety Administration (NHTSA) and the DPS/GTSB. All records and documents pertaining to the project are subject to auditing and evaluation by those agencies or their designees.

- 11.2 The Contractor will absorb all costs not contained in this contract.
- 11.3 The project will be evaluated on all items contained in the Statement of Work and Services and the Budget.
- 11.4 There will be no change in the Statement of Work and Services or Budget without prior written approval of the DPS/GTSB.
- 11.5 The Contractor will comply with all requirements contained within the Policies and Procedures Manual of the DPS/GTSB.
- 11.6 All documents relative to fiscal claims will be maintained in the Contractor's office and will be available for review during regular office hours.
- 11.7 Staffing plan:
 - a. Provide adequate staff to carry out the activities in this contract.
 - b. Deputies/Officers to conduct 240 hours of high-visibility overtime traffic enforcement directed at safety belt, child restraint and other traffic violations and for one observational safety belt survey with no more than one hour of overtime used for a pre-survey and one hour for a post survey.
- 11.8 Contract activities:
 - a. Conduct 240 hours of high-visibility overtime traffic enforcement with a maximum effort directed at safety belt and child restraint violations during each of these designated waves: November 16-29, 2020; December 18, 2020-January 1, 2021; May 24-June 6, 2021; July 2-5, 2021; and August 20-September 6, 2021.
 - b. Conduct a pre-event and a post-event safety belt observation survey during the designated May/June wave period.
 - c. Provide information to the media and public on each of the five waves.
 - d. Receive traffic safety training at the DPS/GTSB Annual Conference.
 - e. Purchase one NHTSA-approved lidar unit and utilize for speed enforcement.
 - f. Participate in one multi-jurisdictional project.
- 11.9 Key dates:
 - a. Within fifteen days after the completion of each designated enforcement event, provide a report to the DPS/GTSB as specified in Article 4.4.
 - b. By June 21, 2021, submit results of the seat belt survey conducted during the May/June sSTEP wave.
 - c. By July 31, 2021, receive one lidar unit as specified in Article 11.8(e).
 - d. By August 10, 2021, submit claim for expenses incurred through June 30, 2021.
 - e. By November 15, 2021, submit final claim for reimbursement.
- 11.10 Objective/performance measures:
 - a. Five sSTEP events conducted, publicized and all department activity reported.
 - b. One pre-event and post-event observational safety belt surveys conducted during the May/June sSTEP wave and results reported.

- c. At least one person attend the DPS/GTSB Annual Conference and reimbursement made within State of Iowa approved travel rates.
- d. One lidar unit purchased and utilized.

Article 12.0 Project Budget.

	<u>Highway Safety Funds</u>
Personal Services	
Overtime for enforcement and surveys	\$ 1,800.00
DPS/GTSB Conference travel	\$ 100.00
Equipment	
One lidar unit	<u>\$ 2,400.00</u>
TOTAL	\$ 4,300.00

CITY OF GRINNELL, IOWA

Proposal for the study of Emergency Medical Services

October 5th, 2020



IOWA E.M.S. CONSULTANTS

Robert Hall - 712-310-0996

rhall@iowaemsconsultants.com

Scot McDonough - 712-660-8731

smcdonough@iowaemsconsultants.com

Iowa EMS Consultants, hereinafter referred to as “**IEC**”, will offer professional services in regards to the review of Grinnell, Iowa’s, hereinafter referred to as “**City**”, current and future EMS Services.

This will be done in two phases. All info obtained by IEC during phase one shall be made available to the city of Grinnell, Iowa at any time. To make an honest assessment, some names will not be shared with anyone outside of IEC. This allows the interviewee to speak with us openly and honestly.

Phase I -

IEC shall have in person meetings, if possible, with the following community stakeholders:

Individually:

- Mayor Agnew
- Council Persons:
 - Julie Davis, Rachel Bly, Jim White, Lamoyne Gaard, Jo Wray, Byron Hueftle-Worley
- City Manager, Russ Behrens
- City Clerk, Ann Wingerter
- Unity Point Health - Grinnell Regional Medical Center
 - CEO, Physicians, Director of Nursing, Director of Emergency Department
- Grinnell Police Chief, Dennis Reilly
- Entire Staff of Grinnell Fire Department including as many volunteers as possible
- Sheriff Poweshiek County, Thomas Kriegel
- Grinnell College
- Superintendent of Grinnell Public Schools with Athletic Director
- Township Trustees from all townships in service area
- City of Oakland Acres
- Grinnell Chamber of Commerce
- As many service organizations as we can meet with. For example, Rotary, Lions, Knights of Columbus, Eagles, Elks, etc.
- Multiple meetings with Mayors EMS task force

Report findings of **Phase I** to Russ Behrens, City Manager.

Phase II

Iowa EMS Consultants shall analyze all information gathered in Phase I of the EMS study and include best actionable recommendations for the implementation for an EMS system for the City of Grinnell, IA.

IEC shall provide all factors associated with the costing of each option presented to the city council.

Revenue projections are *estimated* from call volume findings from Phase I and from information obtained from Ambulance Billing Services of Iowa.

IEC shall make a final presentation to the city council.

IEC shall provide guidance for the successful implementation of whichever option the City chooses for a smooth transition to a municipal based service.

After our complimentary 40 hours of transitional consultation, any further consultation needed or requested will be \$150/hr.

The cost of services rendered for Phase I and Phase II is \$17,900.00

Terms of acceptance:

\$8,950.00 payable at signing of contract

\$8,950.00 payable at completion when presented to the City Council

City of Grinnell, IA

date

Iowa EMS Consultants

date



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, OCTOBER 19, 2020 6:15 PM
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/99713342899?pwd=SHNiakNOV3J3aTc4NIBYZm5BYm1KQT09>

Meeting ID: 997 1334 2899

Passcode: 162243

One tap mobile

+19292056099,,99713342899#,,,,,0#,,162243# US (New York)

+13017158592,,99713342899#,,,,,0#,,162243# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 997 1334 2899

Passcode: 162243

Find your local number: <https://zoom.us/u/aAipGtfEx>

TENTATIVE AGENDA

ROLL CALL: Bly (Chair), Davis, Gaard.

PERFECTING AND APPROVAL OF AGENDA

COMMITTEE BUSINESS:

1. Consider resolution adopting the proposed Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the 2013 Central Urban Revitalization Area (See Resolution No. 2020-173).
2. Consider resolution to change zoning classification of land and scheduling a public hearing on the said change (1105 Hamilton Ave) (See Resolution No. 2020-174).
3. Consider resolution to change zoning classification of land and scheduling a public hearing on the said change (1109 Hamilton Ave) (See Resolution No. 2020-175).
4. Consider the first reading and waiving subsequent readings of an ordinance amending the Grinnell 2013 Central Urban Revitalization Plan (See Ordinance No. 1489).
5. Consider recommendation from the Planning and Zoning Commission to begin the process of looking at current zoning regulations within the downtown district.
6. Overview of Equity in Service Delivery efforts.

INQUIRIES:

ADJOURNMENT:

RESOLUTION NO. 2020-173

RESOLUTION ADOPTING AMENDMENT NO. 1 TO THE 2013
CENTRAL URBAN REVITALIZATION PLAN FOR THE 2013
CENTRAL URBAN REVITALIZATION AREA

WHEREAS, pursuant to the provisions of Chapter 404, Code of Iowa, by action of the City Council on September 16, 2013, the City of Grinnell, Iowa (the “City”), designated certain areas of the City as a revitalization area, by the adoption of the 2013 Central Urban Revitalization Plan (the “Revitalization Plan” or “Plan”) for the Grinnell 2013 Central Urban Revitalization Area (the “Urban Revitalization Area” or “Area”); and

WHEREAS, by the foregoing action, the Council has determined that the Urban Revitalization Area can be revitalized as authorized by Chapter 404, Code of Iowa (the “Act”); and

WHEREAS, a proposed Amendment No. 1 to the Plan (“Amendment”) has been prepared, the purpose of which is to, among other things, add additional property to the Revitalization Area, remove the time limit on eligibility for tax abatement under the Plan, and clarify the application procedures and review process in accordance with Iowa Code Chapter 404; and

WHEREAS, after published notice was given, as required by the Act, the City Council held a public hearing at its meeting on October 19, 2020, on the Amendment and considered all objections, comments, and evidence presented.

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

Section 1. That all objections received, if any, at the public hearing referred to in the preamble above are found to be without sufficient merit to warrant amending the proposed Amendment.

Section 2. That the Amendment, attached hereto as Exhibit 1 and incorporated herein by reference, be and the same is hereby approved and adopted as “Amendment No. 1 to the 2013 Central Urban Revitalization Plan for the City of Grinnell, State of Iowa,” and that the Amendment is hereby in all respects approved. The City Clerk is hereby directed to file a certified copy of the Amendment, along with a copy of this Resolution, with the Recorder for Poweshiek County, Iowa, to be recorded, and with the Assessor for Poweshiek County, Iowa.

Section 3. That, notwithstanding any resolution, ordinance, plan, amendment, or other documents, the Amendment shall be in full force and effect from the date of this Resolution until the Council amends or repeals the Plan, as amended.

Section 4. That all other provisions of the Plan not affected or otherwise revised by the Amendment are hereby ratified, confirmed, and approved in all respects, and that all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 19th day of October, 2020.

Mayor

ATTEST:

City Clerk

**AMENDMENT NO. 1
TO THE
2013 CENTRAL URBAN REVITALIZATION PLAN
FOR THE
GRINNELL 2013 CENTRAL URBAN REVITALIZATION AREA**

City of Grinnell, Iowa

INTRODUCTION AND BACKGROUND

In 2013, the City of Grinnell, Iowa (the “City”), by Resolution No. 2013-91, adopted the 2013 Central Urban Revitalization Plan (the “Plan”) and, by Ordinance No. 1383, designated an area of the City as an urban revitalization under Iowa Code Chapter 404, known as the Grinnell 2013 Central Urban Revitalization Area (the “Area” or “Revitalization Area”). Finding that the rehabilitation, conservation, redevelopment, economic development, or a combination thereof, of the Area, was necessary in the interest of the public health, safety, and welfare of the residents of the City and that the Revitalization Area substantially met the criteria established in Section 404.1 of the Code of Iowa for a revitalization area, the City Council determined that the Revitalization Area should be designated as a blight remediation and economic development urban revitalization area under the criteria set forth in Section 404.1(2) and Section 404.1(4), respectively, as follows:

- “An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use.”
- “An area which is appropriate as an economic development area as defined in Section 403.17.” [Section 403.17(10) provides that “economic development area” means an area of a municipality designated by the local governing body as appropriate for commercial and industrial enterprises or housing and residential development for low and moderate income families, including single or multi-family housing.]

The City is amending the Plan with the adoption of this Amendment No. 1 (the “Amendment” or “Amendment No. 1”) in order to add additional property to the Revitalization Area and extend the time frame for eligibility under the Plan.

For the reader’s convenience, several provisions of the Plan that are not being substantively amended are set forth in this Amendment. Except as modified by this Amendment No. 1, the provisions of the Plan are hereby ratified, confirmed, and approved and shall remain in full force and effect as provided therein. All subsections of the Plan not mentioned in this Amendment shall

continue to apply to the Plan and the Area. In case of any conflict or uncertainty, the terms of this Amendment No. 1 shall control and any parts of the Plan in conflict with this Amendment No. 1 are hereby repealed.

URBAN REVITALIZATION AREA

With the adoption of this Amendment No. 1, the City is adding property to the Revitalization Area which may be referred to as the “Amendment No. 1 (2020) Area.” The property included in the Revitalization Area by the original Plan in 2013 may be referred to as the “Original 2013 Area.” A map showing both the Original 2013 Area and the Amendment No. 1 (2020) Area is attached as Exhibit A. The legal descriptions of the Original 2013 Area and the Amendment No. 1 (2020) Area are included in Exhibit B.

DESIGNATION CRITERIA

With the adoption of the Plan in 2013, the City Council determined that the Original 2013 Area met the criteria for a blighted area as set forth in Iowa Code Section 404.1(2). The findings of blight conditions in the Original 2013 Area as set forth in the provisions of the original Plan are hereby ratified, confirmed, and approved.

In preparation for the adoption of this Amendment No. 1, City staff surveyed portions of Grinnell’s Central Business District to evaluate whether conditions meeting the criteria of Iowa Code Section 404.1(2) were present in the City’s Central Business District, which land was proposed to be added to the Revitalization Area as the Amendment No. 1 (2020) Area. The City’s Building and Planning Director’s survey of properties confirmed that a substantial number of properties in the Amendment No. 1 (2020) Area demonstrated conditions meeting the criteria of Iowa Code Section 404.1(2), including:

- Many of the historic buildings in the area are deteriorating and are in need of exterior repairs such as tuckpointing, window and door replacement, roofing work, and façade improvements.
- Several buildings in the area have been vacant, or have had a portion of the building (for example, the upper stories) vacant, for numerous years, contributing to deterioration of the building. Vacant buildings preclude establishing compatible and consistent land use relationships among adjacent lots. Further, vacant buildings can be dangerous to nearby buildings because vacant buildings may become pest-ridden or may develop unsafe conditions, such as faulty, fire-prone electrical wiring, without the property owner’s awareness of such conditions.
- Several lots in the area have had their structures demolished in recent years due to damage exceeding the value of the structure or for other reasons, resulting in vacant lots that are incompatible with the uses of neighboring properties. Some such lots are believed to be difficult to redevelop due to the lot layout in relation to current building code requirements. Vacant lots, like vacant buildings, make it difficult to develop compatible land use relationships, particularly in a commercial/retail district.

Based on the presence of various blighting conditions and the commercial and retail nature of the Central Business District overlapping the Amendment No. 1 (2020) Area, the City Council has determined that the Amendment No. 1 (2020) Area is suitable for addition to the Revitalization Area as an area suitable for blight remediation and economic development under Iowa Code Section 404.1(2) and Section 404.1(4).

ELIGIBLE IMPROVEMENTS

Eligible property under this Plan, or “qualified real estate,” includes all property in the Area that is assessed as residential, multi-residential, or commercial to which eligible improvements are made during the time the property is included in Revitalization Area and the Revitalization Area is designated as an urban revitalization area.

Eligible improvements under this Plan include new construction, and rehabilitation of or additions to existing buildings within the Area. All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City of Grinnell. No abatement will be allowed unless a building permit (and an occupancy permit) has been issued by the City with respect to the project/improvements for which the abatement is requested.

Actual value added by improvements, as used in this Plan, means the actual value added by the eligible improvements as of the first year for which the exemption was applied according to tax assessment valuation determined by the Poweshiek County Assessor.

After initial construction is complete, in order to be eligible for the tax abatement under this Plan, the increase in actual value of a building added by improvements must be at least 10% and increase the assessed value of the building in an amount not less than \$10,000. If more than one building is located on the property, the ten percent (10%) increase and \$10,000 requirements apply only to the structure or structures upon which the improvements were made. If no structures were located on the property prior to the improvements, any improvements may qualify. Increases in taxes because of the increased assessed value for land are not eligible for abatement.

The City also has a tax increment financing program in one or more urban renewal areas, which is designed to provide incentives for development. Accordingly, a property located in an urban renewal area that, in the determination of the City Council, is receiving either direct or indirect benefits that were financed through a City-sponsored tax increment financing program, will not be eligible for tax abatement under this Plan, unless otherwise determined by the City Council.

TIME FRAME

The original Plan adopted in 2013 limited eligibility for tax abatement under the Plan to improvements completed on or before December 31, 2023. With the adoption of this Amendment No. 1, the City is removing the time limit on eligibility for tax abatement under this Plan. Qualified real estate shall remain eligible for tax abatement under this Plan until the City Council terminates or repeals the Plan.

If, in the opinion of the City Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of the exemption granted would cease to be of benefit to the City, the City Council may amend all or certain provisions of this Plan, pursuant to Iowa Code Chapter 404, at any time. In the event the Plan, the ordinance, or parts thereof, are repealed, all existing exemptions shall continue until their expiration.

EXEMPTIONS

No substantive changes are being made by this Amendment No. 1 to the available exemption schedules under the Plan. However, for the reader's convenience, the available exemption schedules are set forth below:

Multi-residential or certain commercial property

All qualified real estate assessed as multi-residential or commercial (as long as such property consists of 3 or more separate living quarters with at least 75% of the space used for residential purposes) shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of ten (10) years.

Residential property

All qualified real estate assessed as residential shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of ten (10) years.

Commercial property

All qualified real estate assessed as commercial shall be eligible to receive a 100% exemption from taxation on the actual value added by the eligible improvements. The exemption is for a period of three (3) years.

Abandoned property

All qualified real estate determined to be abandoned property pursuant to Iowa Code Section 404.3B (meeting the definition of "abandoned" in Iowa Code Section 657A.1) shall be eligible to receive an exemption from taxation on a percentage of the actual value added by the improvement project per one of the two schedules below ("a") or ("b").

a. Declining percentage over 15 years ((404.3B(2))

Year 1 - 80%	Year 6 - 55%	Year 11 - 30%
Year 2 - 75%	Year 7 - 50%	Year 12 - 25%
Year 3 - 70%	Year 8 - 45%	Year 13 - 20%
Year 4 - 65%	Year 9 - 40%	Year 14 - 20%
Year 5 - 60%	Year 10 - 35%	Year 15 - 20%

OR

- b. 100% for 5 years (404.3B(3))

APPLICATION PROCEDURES AND APPROVAL OF APPLICATIONS

With the adoption of this Amendment, the Application Procedures and Approval of Applications sections of the Plan are being updated to reflect the extended duration of eligibility of the Plan, and make updates to the wording of the sections, as follows:

Property owners must file an application, on the form provided by the City, for each new exemption claimed. The application shall be filed by the property owner with the City Council by February 1 of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation, or the following two assessment years.

The application shall contain, but not be limited to the following information: the nature of the improvement(s); the cost of the improvement(s); estimated or actual completion date of the improvement(s); and the names of tenants that occupied the property on the date the city adopted the resolution adopting the Plan (which information is available from the City Clerk's office).

Property owners may submit a proposal for an improvement project to the City Council to receive prior approval for eligibility for a tax exemption on the project. The City Council shall give its prior approval if the project is in conformance with this Plan for revitalization. However, if the proposal is not approved, the owner(s) may submit an amended proposal for the City Council to approve or reject. Such prior approval shall not entitle the owner(s) to exemption from taxation until the improvements have been completed and found to be qualified for the exemption under this Plan.

The City Council shall approve an application submitted for approval if:

1. The project, as determined by the City Council, is in conformance with this Plan and any applicable City Code requirements for the improvements;
2. The project is located within the Area;
3. The eligible improvements were made during the time the Area was so designated; and
4. The project has obtained a building permit from the City for the improvements.

All approved applications shall be forwarded to the Poweshiek County Assessor by March 1 for review, pursuant to Iowa Code Section 404.5. The County Assessor shall make a physical review of all properties with approved applications. The County Assessor shall determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination, which may be appealed to the local board of review pursuant to Section 441.37 of the Code of Iowa. After the initial tax exemption is granted, the County Assessor shall continue

to grant the tax exemption for the time period specified on the approved application. The tax exemptions for the succeeding years shall be granted without the owner(s) having to file an application for succeeding years.

EFFECTIVE DATE OF AMENDMENT

This Amendment shall become effective upon its adoption by the City Council.

EXHIBIT A
MAP OF GRINNELL 2013 CENTRAL URBAN REVITALIZATION AREA,
AS AMENDED

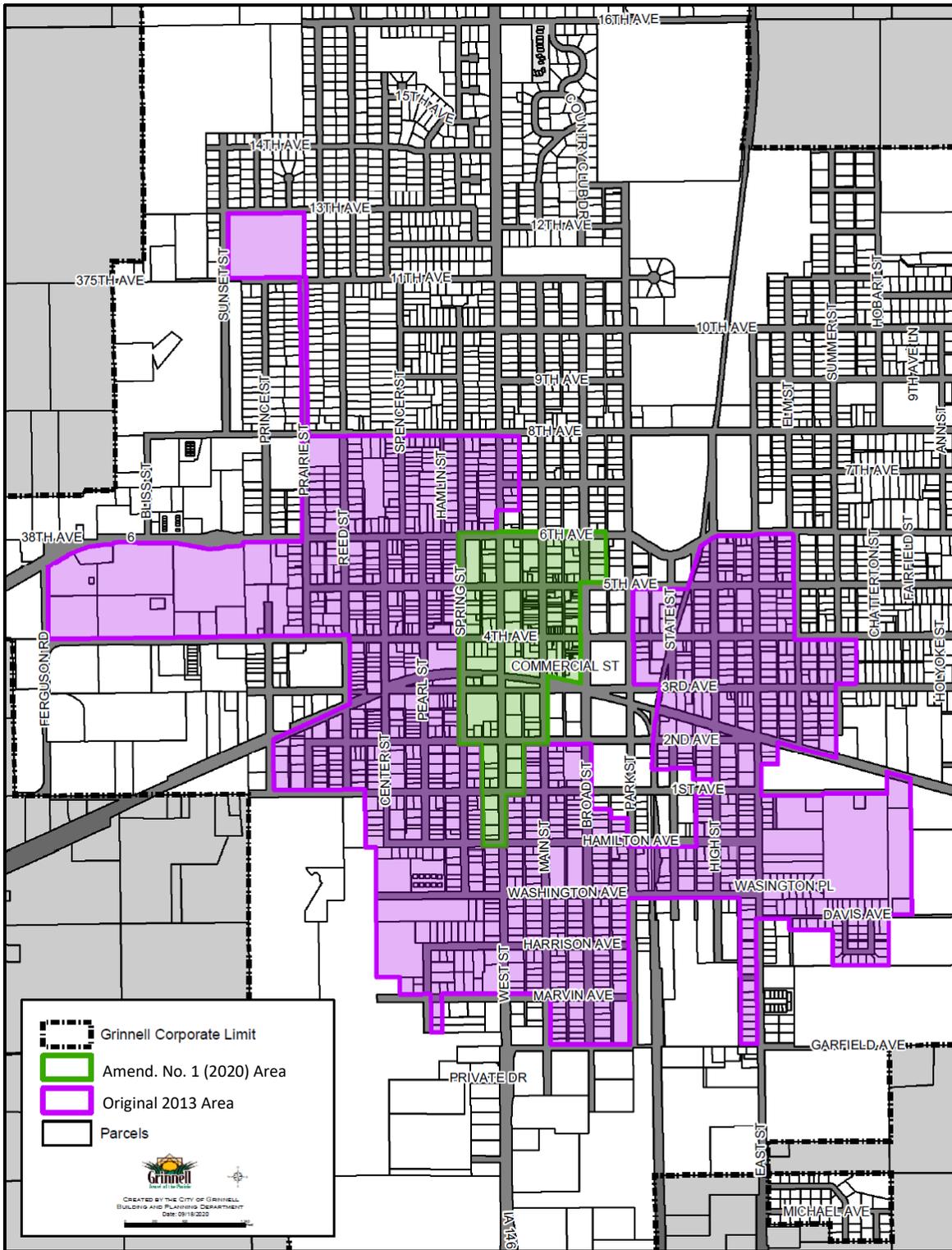


EXHIBIT B
LEGAL DESCRIPTION OF GRINNELL 2013 CENTRAL URBAN REVITALIZATION
AREA, AS AMENDED

ORIGINAL 2013 AREA

This area is bounded by the following description:

Beginning at a point located on the South right-of-way (ROW) line of 13th Avenue and the East ROW line of Sunset Street, thence 793.62' East along the South ROW line of 13th Avenue to a point 135.88' West of the West ROW line of Prairie Street, thence South 738' along the line 135.88' West of and parallel to the West ROW line of Prairie Street to a point on the South ROW line of 11th Avenue, thence East to a point of intersection of the South ROW line of 11th Avenue and the East ROW line of Prairie Street, thence South along the East ROW line of Prairie Street to a point of intersection of the South ROW line of 8th Avenue, thence East along the South ROW line of 8th Avenue to the West ROW line of the alley located between West Street and Main Street, thence South along the West ROW line of the alley located between West Street and Main Street to the Southeast corner of Lot 4, Block 1, North Grinnell, locally known as 1120 West Street, thence West along the South line of Lot 4, Block 1, North Grinnell, locally known as 1120 West Street, to the West ROW line of Highway 146 (West Street), thence South along the West ROW line of Highway 146 to the North ROW line of 6th Avenue, thence West along the North ROW line of 6th Avenue to the West ROW line of Spring Street, thence South along the West ROW line of Spring Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the West ROW line of the alley located between Spring Street and West Street, thence South along the West ROW line of the alley located between Spring and West Street to the South ROW line of Hamilton Avenue, thence east along the South ROW line of Hamilton Avenue to the East ROW line of Highway 146 (West Street), thence North along the East ROW line of Highway 146 (West Street) to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the point of intersection of the 1st Avenue South ROW and the East ROW line of the alley located between Highway 146 (West Street) and Main Street, thence North along the East ROW of the alley located between Highway 146 (West Street) and Main Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the East ROW line of Broad Street, thence South along the East ROW line of Broad Street to a point 10' North of the Northwest corner of Lot 6, Block 34, South Grinnell, locally known as 522 Broad Street, thence East along the line 10' North of and parallel to the North line of Lot 6, Block 34, South Grinnell to the East ROW line of the alley located between Broad Street and Park Street, thence South along the East alley ROW line located between Broad Street and Park Street to a point 15' South of the Southwest corner of Lot 12, Block 34, South Grinnell, locally known as 528 Park Street, thence East along the line 15' South of and parallel to Lot 12, Block 34, South Grinnell to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the South ROW line of Hamilton Avenue, thence East along the South ROW line of Hamilton Avenue to the East ROW line of the alley located between State Street and High Street, thence North along the East ROW line of the alley located between State Street and High Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the West ROW line of High Street, thence North to the Southeast corner of Lot 11, Block 21, Grinnell, locally known as 609 High Street, thence West along the South property line of Lot 11, Block 21, Grinnell, locally

known as 609 High Street to the West ROW line of the alley located between State Street and High Street, thence North on the West ROW line of the alley located between State Street and High Street to a point located 35' South of the Northwest corner of Lot 3, Block 21, Grinnell, locally known as 616 State Street, thence West along the line 35' South of and parallel to the South line of Lot 3, Block 21, Grinnell, locally known as 616 State Street to the West ROW line of State Street, thence South to a point 25' North of the Southeast corner of Lot 10, Block 20, Grinnell, locally known as 617 State Street, thence West along the line 25' North of and parallel to Lot 10, Block 20, Grinnell, locally known as 617 State Street, to the centerline of the Union Pacific Railroad, thence North along the centerline of the Union Pacific Railroad to the North ROW line of 3rd Avenue, thence West along the North ROW line of 3rd Avenue to the East ROW line of Broad Street, thence North along the East ROW line of Broad Street to the South ROW line of 5th Avenue, thence East along the South ROW line of 5th Avenue ROW to a point that intersects the South ROW line of 5th Avenue ROW and the centerline of the Union Pacific Railroad, thence Northeasterly along the centerline of the Union Pacific Railroad to a point that intersects the centerline of the Union Pacific Railroad and the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Elm Street, thence South along the West ROW line of Elm Street to the South ROW line of 4th Avenue, thence East along the South ROW line of 4th Avenue to the West ROW line of the alley located 150' East of the East ROW line of Summer Street, thence South along the West ROW line of the alley located 150' East of the East ROW line of Summer Street to the North ROW line of 3rd Avenue, thence West along the North 3rd Avenue ROW line to the West ROW line of Summer Street, thence South along the West ROW line of Summer Street to a point that intersects the centerline of the Iowa Interstate Railroad, thence Northwesterly along the centerline of the Iowa Interstate Railroad to a point that intersects with the centerline of the Iowa Interstate Railroad and a point 165' East of the East ROW line of East Street, thence South to a point 73' North of the Southeast corner of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street, thence West along the line 73' North of the South line of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street to the East ROW line of East Street, thence South along the East ROW line of East Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the East end of the 1st Avenue ROW, thence North to a point that intersects with the Iowa Interstate Railroad centerline, thence Southeasterly along the centerline of the Iowa Interstate Railroad to a point 240' East of the East end of the 1st Avenue ROW, thence south along the line 240' East of the East end of 1st Avenue ROW to a point on the North ROW line of Davis Avenue located 240' East of the Southeast Corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, locally known as 1529 Davis Avenue, thence West 240' to the Southeast corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, thence South to the Southeast Corner of Lot 4 in Lot 1 in Lot 3, SW SE except W 65', 16-80-16, locally known as 1532 Davis Avenue, thence West Approximately 16' to the Northeast Corner of Lot 14, Becks 2nd Subdivision, locally known as 14 Melrose Lane, thence South 329.43' to the Southeast Corner of Lot 11, Beck's 2nd Subdivision, thence West to the Southwest corner of Lot 6, Beck's 2nd Subdivision, locally known as 6 Melrose Lane, thence North to the Southeast Corner of Lot 1 in 3, SW SE, 16-80-16, thence West 411.86' to a point on the West line of Lot B, SW SE, located 120' South of the South ROW of Davis Avenue, thence North 120' to the South ROW of Davis Avenue to a point at the Northeast corner of Lot A in Lot 2 in Lot 2, Kann's Subdivision, SW SE, 16-80-16, thence West along the South ROW line of Davis Avenue to the West ROW line of East Street, thence South along the West ROW line of East Street to the North ROW line of Garfield Avenue, thence West along the North ROW line of Garfield Avenue to the Southwest corner of Lot 9, Block 2, Andrew's

Subdivision, locally known as 103 East Street, thence North along the West property line of Lot 9, Block 2, Andrew's Subdivision, locally known as 103 East Street, and continuing North to the South ROW line of Washington Ave, thence West along the South ROW to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the North ROW line of Garfield Avenue, thence West on the North ROW line of Main Street, thence North on the East ROW line of Main Street to the North ROW line of Marvin Avenue, thence West on the North ROW line of Marvin Avenue to a point 115' East of the East ROW line of Pearl Street, thence South on a line 115' East of, and parallel to the East ROW line of Pearl Street to the Southwest corner of Lot 1 of Lot B of Lot 1, SE-SE, 17-80-16, locally known as 98 Pearl Street, thence West to East ROW line of Pearl Street, thence North on the East ROW line of Pearl Street to the North ROW line of Marvin Avenue, thence West 320' on the North ROW line of Marvin Avenue to the Southwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, thence North along the West property line of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, to the Northwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, thence West on the South line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, to the Southwest corner of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, thence North on the West property line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, and continuing North to a point located on the South line of Lot 7, Innis Subdivision, locally known as 503 Center Street, 85' West of the West ROW line of Center Street, thence West 100' to the Southwest corner of Lot 7, Innis Subdivision, locally known as 503 Center Street, thence North to the Northwest corner of Lot 1, Innis Subdivision, locally known as 320 1st Avenue, thence North to the point of intersection of the North ROW line of 1st Avenue and the West ROW line of the alley located between Reed Street and Center Street, thence West on the North ROW line of 1st Avenue to the Southwest corner of Lot 10, Block 34, West Grinnell, thence North along the West line of Lot 10, Block 34, West Grinnell to a point of intersection with the centerline of the Iowa Interstate Railroad, thence Northeasterly along the centerline of the Iowa Interstate Railroad to a point of intersection with the East ROW line of Reed Street, thence North along the East ROW line of Reed Street to the North ROW line of 4th Avenue, thence West along the North ROW line of 4th Avenue to the East ROW line of Ferguson Rd, thence North along the East ROW line of Ferguson Rd to the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Prairie Street, thence North along the West ROW line of Prairie Street to the North ROW line of 11th Avenue, thence West along the North ROW line of 11th Avenue to the East ROW line of Sunset Street, thence North along the East ROW line of Sunset Street to the point of beginning.

AMENDMENT NO. 1 (2020) AREA

Beginning at the Southeast corner of the lot described as East 1/2 South 25' Lot 34 & East 1/2 Lot 35 of the Subdivision of the Southeast Quarter of the Southeast Quarter Section addressed as 521 6th Avenue, thence East 1,524.76' following the North right-of-way of 6th Avenue to the Southeast corner of the lot described as East 80' Lot 1 & East 80' South 10' Lot 2 Block 7 of the North Grinnell Subdivision addressed as 913 6th Avenue, thence South 530' following the West Alley right-of-way between Broad St and Park Street to the Southeast corner of Lot 1 in Block 15 of the Original Grinnell Subdivision, thence West 265' following the North right-of-way of 5th Avenue to the Southeast corner of the lot described as the East 60' of Lot F in Block 6 of the Original Grinnell Subdivision, thence South 1,045' to the Southeast corner of the lot described as Lots X

& Y of N & Lot O & Lot P Excluding the North 65' All in Block 8 of the Original Grinnell Subdivision and addressed as 807 Broad St, thence Northwest 355' to the Southwest corner of Lot R in Block 8 of the Original Grinnell Subdivision, thence South 705' following the East right-of-way of Main St to the Northwest corner of the W 97' of Lot 6 in Block 10 of the Original Grinnell Subdivision, thence West 245' following the South right-of-way of 2nd Avenue to the Northwest corner of Lot 7 in Block 1 of the Original Grinnell Subdivision, thence South 530' following the East Alley right-of-way between West St and Main St to the Northwest corner of the West 72' of Lot 7 in Block 36 in the South Grinnell Subdivision, thence West 191' following the South right-of-way of 1st Avenue to the Northwest corner of the West ½ of Lot 6 in Block 36 of the South Grinnell Subdivision, thence South 528' following the East right-of-way of West St to the Northwest corner of the North half of lots 5 & 6 in Block 37 of the South Grinnell Subdivision, thence West 250.42' following the South right-of-way of Hamilton Ave to the Northeast corner of Lot 19 in Block 5 of the Arbor Lake Subdivision, thence North 1,058' following the West Alley right-of-way between Spring St and West St to the Northeast corner of Lots 17 & 18 in Block 29 of the West Grinnell Subdivision, thence West 230' following the South right-of-way of 2nd Avenue to the Northeast corner of Lots 1 & 2 in Block 30 of the West Grinnell Subdivision, thence North 2,197' following the West right-of-way of Spring St and ending at the Point of Beginning.

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RESOLUTION NO. 2020-174

A RESOLUTION TO CHANGE ZONING CLASSIFICATION OF LAND AND SCHEDULE A PUBLIC HEARING ON THE SAID CHANGE

WHEREAS, the council has received a recommendation from the Planning and Zoning Commission to change the zoning classification of certain real property located in the Incorporated City of Grinnell, Poweshiek County, Iowa.

NOW, THEREFORE BE IT RESOLVED upon a motion duly made by Council member Bly seconded by Council member Burnell and properly carried, it is hereby RESOLVED:

1. That the City of Grinnell, Iowa, proposes to change the zoning classification on the following described real property: (1105 Hamilton Avenue),

Lot Two in Block Thirty-two, South Grinnell, Iowa, according to the Plat thereof appearing of record in Book A at Page 303.

2. That such property be rezoned from a R-2 – Two-Family Residential District to R-3 Multi-Family Residential District. The aforesaid property is located within the Incorporated City of Grinnell, Iowa, and accordingly, said proposal involves changes in the official zoning plat of the City of Grinnell, Poweshiek County, Iowa.

3. That a public hearing on the aforesaid proposal shall be at 7:00 o'clock p.m. on the 2nd day of November, 2020, via Zoom in Grinnell, Iowa.

4. That accordance with 362.3 of the Code of Iowa, the City Clerk shall publish notice of the resolution, as well as the date, time and place of the hearing on such resolution.

Dated this 19th day of October, 2020.

DAN F AGNEW, MAYOR

ATTEST: _____
P. KAY CMELIK, CITY CLERK



October 7, 2020

Grinnell City Council
520 Fourth Avenue
Grinnell, IA 50112

CITY OF GRINNELL
520 Fourth Avenue
Grinnell, Iowa
50112-1947
Phone: 641-236-2600
Fax: 641-236-2626

MAYOR

DAN F.
AGNEW
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At-Large

JIM WHITE
At-Large

JULIE DAVIS
1st Ward

JO WRAY
2nd Ward

RACHEL BLY
3rd Ward

LAMOYNE GAARD
4th Ward

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Re: Application for a rezoning at 1105 and 1109 Hamilton Avenue, Grinnell, IA 50112

The Planning and Zoning Commission met on October 6, 2020 to review an application from Jack Morrison on behalf of Mayflower Homes to consider a request to rezone 1105 and 1109 Hamilton Avenue from R-2: Two-Family Residential to R-3: Multifamily Residential.

The applicant, during previous correspondence, explained that the purpose of this rezoning is to be able to construct two single-family homes on one individual lot. The current zoning assigned to the two lots indicated above, is R-2: Two Family Residential. The County Recorder has received a plat of survey to combine both lots into one lot. The only zoning district which allows two separate dwellings on the same lot is the R-3 Zoning District, prompting the rezoning request.

The commissioners found the application was for good reason and because no neighbors expressed any issues with the rezoning, Commissioner Duke moved that the Commission recommend approval of the rezoning request that 1105 and 1109 Hamilton Avenue zoning change from R-2: Two-Family Residential to R-3: Multifamily Residential to City Council.

The roll call vote was unanimous in approving the request.

After a discussion on the possibility of the challenges the City Regulations currently have with proposed developments within the downtown district, the Commission unanimously voted to recommend City Council to recommend the Commission to begin the process of looking at our current zoning regulations and addressing issues within our downtown district, as well as the possibility of creating a blanket /overlay district or potentially a new zoning district to promote the types of proposed construction the City believes will occur in the downtown district, and reducing the challenges our current code has in dealing with setbacks and height limitations.

Sincerely,

Tyler Avis
Director of Building and Planning

RESOLUTION NO. 2020-175

A RESOLUTION TO CHANGE ZONING CLASSIFICATION OF LAND AND SCHEDULE A PUBLIC HEARING ON THE SAID CHANGE

WHEREAS, the council has received a recommendation from the Planning and Zoning Commission to change the zoning classification of certain real property located in the Incorporated City of Grinnell, Poweshiek County, Iowa.

NOW, THEREFORE BE IT RESOLVED upon a motion duly made by Council member Bly seconded by Council member Burnell and properly carried, it is hereby RESOLVED:

1. That the City of Grinnell, Iowa, proposes to change the zoning classification on the following described real property: (1109 Hamilton Avenue),

The West Half of Lot One in Block Thirty-two, South Grinnell, Iowa, according to the Plat thereof appearing of record in Book A Page 74.

2. That such property be rezoned from a R-2 – Two-Family Residential District to R-3 Multi-Family Residential District. The aforesaid property is located within the Incorporated City of Grinnell, Iowa, and accordingly, said proposal involves changes in the official zoning plat of the City of Grinnell, Poweshiek County, Iowa.

3. That a public hearing on the aforesaid proposal shall be at 7:00 o'clock p.m. on the 2nd day of November, 2020, via Zoom in Grinnell, Iowa.

4. That accordance with 362.3 of the Code of Iowa, the City Clerk shall publish notice of the resolution, as well as the date, time and place of the hearing on such resolution.

Dated this 19th day of October, 2020.

DAN F AGNEW, MAYOR

ATTEST: _____
P. KAY CMELIK, CITY CLERK



October 7, 2020

Grinnell City Council
520 Fourth Avenue
Grinnell, IA 50112

CITY OF GRINNELL
520 Fourth Avenue
Grinnell, Iowa
50112-1947
Phone: 641-236-2600
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MAYOR

DAN F.
AGNEW
dagnew@grinnelliowa.gov

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At-Large

JIM WHITE
At-Large

JULIE DAVIS
1st Ward

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2nd Ward

RACHEL BLY
3rd Ward

LAMOYNE GAARD
4th Ward

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Re: Application for a rezoning at 1105 and 1109 Hamilton Avenue, Grinnell, IA 50112

The Planning and Zoning Commission met on October 6, 2020 to review an application from Jack Morrison on behalf of Mayflower Homes to consider a request to rezone 1105 and 1109 Hamilton Avenue from R-2: Two-Family Residential to R-3: Multifamily Residential.

The applicant, during previous correspondence, explained that the purpose of this rezoning is to be able to construct two single-family homes on one individual lot. The current zoning assigned to the two lots indicated above, is R-2: Two Family Residential. The County Recorder has received a plat of survey to combine both lots into one lot. The only zoning district which allows two separate dwellings on the same lot is the R-3 Zoning District, prompting the rezoning request.

The commissioners found the application was for good reason and because no neighbors expressed any issues with the rezoning, Commissioner Duke moved that the Commission recommend approval of the rezoning request that 1105 and 1109 Hamilton Avenue zoning change from R-2: Two-Family Residential to R-3: Multifamily Residential to City Council.

The roll call vote was unanimous in approving the request.

After a discussion on the possibility of the challenges the City Regulations currently have with proposed developments within the downtown district, the Commission unanimously voted to recommend City Council to recommend the Commission to begin the process of looking at our current zoning regulations and addressing issues within our downtown district, as well as the possibility of creating a blanket /overlay district or potentially a new zoning district to promote the types of proposed construction the City believes will occur in the downtown district, and reducing the challenges our current code has in dealing with setbacks and height limitations.

Sincerely,

Tyler Avis
Director of Building and Planning

ORDINANCE NO. 1489

ORDINANCE AMENDING THE AREA DESIGNATED AS THE
GRINNELL 2013 CENTRAL URBAN REVITALIZATION
AREA FOR THE CITY OF GRINNELL, IOWA

WHEREAS, Chapter 404, Code of Iowa (the "Act"), authorizes cities by ordinance to designate revitalization areas if such areas meet the criteria of the Act and if the City completes the procedural requirements of the Act; and

WHEREAS, pursuant to the Act, in 2013, this Council did adopt an urban revitalization plan for residential, commercial, and industrial development for the City of Grinnell, Iowa, called the 2013 Central Urban Revitalization Plan ("Plan") for the Grinnell 2013 Central Urban Revitalization Area ("Area"); and

WHEREAS, this Council subsequently adopted Ordinance No. 1383 (the "Designating Ordinance") designating the Revitalization Area as all land legally described as follows:

ORIGINAL 2013 AREA

This area is bounded by the following description:

Beginning at a point located on the South right-of-way (ROW) line of 13th Avenue and the East ROW line of Sunset Street, thence 793.62' East along the South ROW line of 13th Avenue to a point 135.88' West of the West ROW line of Prairie Street, thence South 738' along the line 135.88' West of and parallel to the West ROW line of Prairie Street to a point on the South ROW line of 11th Avenue, thence East to a point of intersection of the South ROW line of 11th Avenue and the East ROW line of Prairie Street, thence South along the East ROW line of Prairie Street to a point of intersection of the South ROW line of 8th Avenue, thence East along the South ROW line of 8th Avenue to the West ROW line of the alley located between West Street and Main Street, thence South along the West ROW line of the alley located between West Street and Main Street to the Southeast corner of Lot 4, Block1, North Grinnell, locally known as 1120 West Street, thence West along the South line of Lot 4, Block 1, North Grinnell, locally known as 1120 West Street, to the West ROW line of Highway 146 (West Street), thence South along the West ROW line of Highway 146 to the North ROW line of 6th Avenue, thence West along the North ROW line of 6th Avenue to the West ROW line of Spring Street, thence South along the West ROW line of Spring Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the West ROW line of the alley located between Spring Street and West Street, thence South along the West ROW line of the alley located between Spring and West Street to the South ROW line of Hamilton Avenue, thence east along the South ROW line of Hamilton Avenue to the East ROW line of Highway 146 (West Street), thence North along the East ROW line of Highway 146 (West Street) to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the point of intersection of the 1st Avenue South ROW and the East ROW line of the

alley located between Highway 146 (West Street) and Main Street, thence North along the East ROW of the alley located between Highway 146 (West Street) and Main Street to the South ROW line of 2nd Avenue, thence East along the South ROW line of 2nd Avenue to the East ROW line of Broad Street, thence South along the East ROW line of Broad Street to a point 10' North of the Northwest corner of Lot 6, Block 34, South Grinnell, locally known as 522 Broad Street, thence East along the line 10' North of and parallel to the North line of Lot 6, Block 34, South Grinnell to the East ROW line of the alley located between Broad Street and Park Street, thence South along the East alley ROW line located between Broad Street and Park Street to a point 15' South of the Southwest corner of Lot 12, Block 34, South Grinnell, locally known as 528 Park Street, thence East along the line 15' South of and parallel to Lot 12, Block 34, South Grinnell to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the South ROW line of Hamilton Avenue, thence East along the South ROW line of Hamilton Avenue to the East ROW line of the alley located between State Street and High Street, thence North along the East ROW line of the alley located between State Street and High Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the West ROW line of High Street, thence North to the Southeast corner of Lot 11, Block 21, Grinnell, locally known as 609 High Street, thence West along the South property line of Lot 11, Block 21, Grinnell, locally known as 609 High Street to the West ROW line of the alley located between State Street and High Street, thence North on the West ROW line of the alley located between State Street and High Street to a point located 35' South of the Northwest corner of Lot 3, Block 21, Grinnell, locally known as 616 State Street, thence West along the line 35' South of and parallel to the South line of Lot 3, Block 21, Grinnell, locally known as 616 State Street to the West ROW line of State Street, thence South to a point 25' North of the Southeast corner of Lot 10, Block 20, Grinnell, locally known as 617 State Street, thence West along the line 25' North of and parallel to Lot 10, Block 20, Grinnell, locally known as 617 State Street, to the centerline of the Union Pacific Railroad, thence North along the centerline of the Union Pacific Railroad to the North ROW line of 3rd Avenue, thence West along the North ROW line of 3rd Avenue to the East ROW line of Broad Street, thence North along the East ROW line of Broad Street to the South ROW line of 5th Avenue, thence East along the South ROW line of 5th Avenue ROW to a point that intersects the South ROW line of 5th Avenue ROW and the centerline of the Union Pacific Railroad, thence Northeasterly along the centerline of the Union Pacific Railroad to a point that intersects the centerline of the Union Pacific Railroad and the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Elm Street, thence South along the West ROW line of Elm Street to the South ROW line of 4th Avenue, thence East along the South ROW line of 4th Avenue to the West ROW line of the alley located 150' East of the East ROW line of Summer Street, thence South along the West ROW line of the alley located 150' East of the East ROW line of Summer Street to the North ROW line of 3rd Avenue, thence West along the North 3rd Avenue ROW line to the West ROW line of Summer Street, thence South along the West ROW line of Summer Street to a point that intersects the centerline of the

Iowa Interstate Railroad, thence Northwesterly along the centerline of the Iowa Interstate Railroad to a point that intersects with the centerline of the Iowa Interstate Railroad and a point 165' East of the East ROW line of East Street, thence South to a point 73' North of the Southeast corner of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street, thence West along the line 73' North of the South line of Lot 3, SW-NE, 16-80-16, locally known as 626 East Street to the East ROW line of East Street, thence South along the East ROW line of East Street to the South ROW line of 1st Avenue, thence East along the South ROW line of 1st Avenue to the East end of the 1st Avenue ROW, thence North to a point that intersects with the Iowa Interstate Railroad centerline, thence Southeasterly along the centerline of the Iowa Interstate Railroad to a point 240' East of the East end of the 1st Avenue ROW, thence south along the line 240' East of the East end of 1st Avenue ROW to a point on the North ROW line of Davis Avenue located 240' East of the Southeast Corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, locally known as 1529 Davis Avenue, thence West 240' to the Southeast corner of Lot 9 in Lot 3 in Lot 8, NW SE, 16-80-16, thence South to the Southeast Corner of Lot 4 in Lot 1 in Lot 3, SW SE except W 65', 16-80-16, locally known as 1532 Davis Avenue, thence West Approximately 16' to the Northeast Corner of Lot 14, Becks 2nd Subdivision, locally known as 14 Melrose Lane, thence South 329.43' to the Southeast Corner of Lot 11, Beck's 2nd Subdivision, thence West to the Southwest corner of Lot 6, Beck's 2nd Subdivision, locally known as 6 Melrose Lane, thence North to the Southeast Corner of Lot 1 in 3, SW SE, 16-80-16, thence West 411.86' to a point on the West line of Lot B, SW SE, located 120' South of the South ROW of Davis Avenue, thence North 120' to the South ROW of Davis Avenue to a point at the Northeast corner of Lot A in Lot 2 in Lot 2, Kann's Subdivision, SW SE, 16-80-16, thence West along the South ROW line of Davis Avenue to the West ROW line of East Street, thence South along the West ROW line of East Street to the North ROW line of Garfield Avenue, thence West along the North ROW line of Garfield Avenue to the Southwest corner of Lot 9, Block 2, Andrew's Subdivision, locally known as 103 East Street, thence North along the West property line of Lot 9, Block 2, Andrew's Subdivision, locally known as 103 East Street, and continuing North to the South ROW line of Washington Ave, thence West along the South ROW to the West ROW line of Park Street, thence South along the West ROW line of Park Street to the North ROW line of Garfield Avenue, thence West on the North ROW line of Main Street, thence North on the East ROW line of Main Street to the North ROW line of Marvin Avenue, thence West on the North ROW line of Marvin Avenue to a point 115' East of the East ROW line of Pearl Street, thence South on a line 115' East of, and parallel to the East ROW line of Pearl Street to the Southwest corner of Lot 1 of Lot B of Lot 1, SE-SE, 17-80-16, locally known as 98 Pearl Street, thence West to East ROW line of Pearl Street, thence North on the East ROW line of Pearl Street to the North ROW line of Marvin Avenue, thence West 320' on the North ROW line of Marvin Avenue to the Southwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, thence North along the West property line of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431 Marvin Avenue, to the Northwest corner of the West 140' of the East 240' of Lot 3 of Lot 1, locally known as 431

Marvin Avenue, thence West on the South line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, to the Southwest corner of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, thence North on the West property line of Lot 1 in Lot1, SE-SE, 17-80-16, locally known as 229 Pearl Street, and continuing North to a point located on the South line of Lot 7, Innis Subdivision, locally known as 503 Center Street, 85' West of the West ROW line of Center Street, thence West 100' to the Southwest corner of Lot 7, Innis Subdivision, locally known as 503 Center Street, thence North to the Northwest corner of Lot 1, Innis Subdivision, locally known as 320 1st Avenue, thence North to the point of intersection of the North ROW line of 1st Avenue and the West ROW line of the alley located between Reed Street and Center Street, thence West on the North ROW line of 1st Avenue to the Southwest corner of Lot 10, Block 34, West Grinnell, thence North along the West line of Lot 10, Block 34, West Grinnell to a point of intersection with the centerline of the Iowa Interstate Railroad, thence Northeasterly along the centerline of the Iowa Interstate Railroad to a point of intersection with the East ROW line of Reed Street, thence North along the East ROW line of Reed Street to the North ROW line of 4th Avenue, thence West along the North ROW line of 4th Avenue to the East ROW line of Ferguson Rd, thence North along the East ROW line of Ferguson Rd to the South ROW line of 6th Avenue, thence East along the South ROW line of 6th Avenue to the West ROW line of Prairie Street, thence North along the West ROW line of Prairie Street to the North ROW line of 11th Avenue, thence West along the North ROW line of 11th Avenue to the East ROW line of Sunset Street, thence North along the East ROW line of Sunset Street to the point of beginning.

WHEREAS, following the notice and public hearing required by Chapter 404, on October 19, 2020, this Council adopted an Amendment No. 1 ("Amendment") to the Plan, which, among other things, added additional property to the Revitalization Area; and

WHEREAS, the Area, as amended, has heretofore been found to meet the criteria of the Act; and

WHEREAS, the revitalization of the Area, as amended, will enhance the rehabilitation, conservation, redevelopment, economic development, or a combination thereof of the Area, as amended, and is necessary in the interest of the public health, safety, or welfare of the residents of the City; and the Area, as amended, substantially meets the criteria of Section 404.1 of the Act.

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

Section 1. That in accordance with Chapter 404 of the Code of Iowa, and as a result of the adoption of Amendment No. 1 to the Plan on October 19, 2020, the following described real estate is hereby added to the area designated by the Designating Ordinance as the Grinnell 2013 Central Urban Revitalization Area:

AMENDMENT NO. 1 (2020) AREA

Beginning at the Southeast corner of the lot described as East 1/2 South 25' Lot 34 & East 1/2 Lot 35 of the Subdivision of the Southeast Quarter of the Southeast Quarter Section addressed as 521 6th Avenue, thence East 1,524.76' following the North right-of-way of 6th Avenue to the Southeast corner of the lot described as East 80' Lot 1 & East 80' South 10' Lot 2 Block 7 of the North Grinnell Subdivision addressed as 913 6th Avenue, thence South 530' following the West Alley right-of-way between Broad St and Park Street to the Southeast corner of Lot 1 in Block 15 of the Original Grinnell Subdivision, thence West 265' following the North right-of-way of 5th Avenue to the Southeast corner of the lot described as the East 60' of Lot F in Block 6 of the Original Grinnell Subdivision, thence South 1,045' to the Southeast corner of the lot described as Lots X & Y of N & Lot O & Lot P Excluding the North 65' All in Block 8 of the Original Grinnell Subdivision and addressed as 807 Broad St, thence Northwest 355' to the Southwest corner of Lot R in Block 8 of the Original Grinnell Subdivision, thence South 705' following the East right-of-way of Main St to the Northwest corner of the W 97' of Lot 6 in Block 10 of the Original Grinnell Subdivision, thence West 245' following the South right-of-way of 2nd Avenue to the Northwest corner of Lot 7 in Block 1 of the Original Grinnell Subdivision, thence South 530' following the East Alley right-of-way between West St and Main St to the Northwest corner of the West 72' of Lot 7 in Block 36 in the South Grinnell Subdivision, thence West 191' following the South right-of-way of 1st Avenue to the Northwest corner of the West 1/2 of Lot 6 in Block 36 of the South Grinnell Subdivision, thence South 528' following the East right-of-way of West St to the Northwest corner of the North half of lots 5 & 6 in Block 37 of the South Grinnell Subdivision, thence West 250.42' following the South right-of-way of Hamilton Ave to the Northeast corner of Lot 19 in Block 5 of the Arbor Lake Subdivision, thence North 1,058' following the West Alley right-of-way between Spring St and West St to the Northeast corner of Lots 17 & 18 in Block 29 of the West Grinnell Subdivision, thence West 230' following the South right-of-way of 2nd Avenue to the Northeast corner of Lots 1 & 2 in Block 30 of the West Grinnell Subdivision, thence North 2,197' following the West right-of-way of Spring St and ending at the Point of Beginning.

Section 2. That the Designating Ordinance is amended hereby, and all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 3. That 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 4. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2020.

Mayor

ATTEST:

City Clerk

Read First Time: _____, 2020

Read Second Time: _____, 2020

Read Third Time: _____, 2020

PASSED AND APPROVED: _____, 2020.

I, _____, City Clerk of the City of Grinnell, County of Poweshiek, State of Iowa, do hereby certify that the above and foregoing is a true copy of Ordinance No. _____ passed and approved by the City Council of the City at a meeting held _____, 2020, and published in Grinnell Herald Register on _____, 2020.

City Clerk, City of Grinnell, Iowa

ORDINANCE NO. 1488

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GRINNELL, IOWA BY AMENDING PROVISIONS PERTAINING TO SUBDIVISION REGULATIONS

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

SECTION 1. SECTION MODIFIED. Section 170.12, Subsection 8 of the Code of Ordinances of the City of Grinnell, Iowa, is repealed and the following adopted in lieu thereof:

170.12 Subsection 8. Sidewalks. Sidewalks shall be required along both sides of all streets unless a variance is granted by two-thirds vote of the entire Council. Sidewalks shall be constructed of Portland cement concrete no less than five (5) feet in width. Sidewalks shall be constructed to the line and grade approved by the Council after receiving the report and recommendation of the City Engineer.

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 _____, ____, and approved this ___ day of _____, ____.

Mayor

ATTEST:

City Clerk

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

City Clerk