



**Grinnell PUBLIC WORKS AND GROUNDS Meeting  
MONDAY, SEPTEMBER 21, 2020 AT 4:45 P.M.  
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/93966881718?pwd=SGpMVDJlV3V3czRaUXNHbmxVSF0dz09>

Meeting ID: 939 6688 1718

Passcode: 150850

One tap mobile

+13017158592,,93966881718#,,,,,0#,,150850# US (Germantown)

+13126266799,,93966881718#,,,,,0#,,150850# 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: 939 6688 1718

Passcode: 150850

Find your local number: <https://zoom.us/u/aRI4eYyiM>

## ***TENTATIVE AGENDA***

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

### **PERFECTING AND APPROVAL OF AGENDA:**

### **COMMITTEE BUSINESS:**

1. Consider approval of resolution establishing specifications for sidewalks (See Resolution No. 2020-157).
2. Consider Windstream ROW request, 6th Ave - Penrose St to Oak St.
3. Update regarding the Water Department Director recruitment process.
4. Consider tour of the Grinnell Wastewater Treatment Facility for Monday, September 28<sup>th</sup> at 5:00 p.m.
5. Update on southeast Grinnell sewer rehabilitation project and Community Development Block grant efforts.
6. Discuss ongoing and upcoming public works projects.

### **INQUIRIES:**

### **ADJOURNMENT:**

A RESOLUTION ESTABLISHING SPECIFICATIONS FOR SIDEWALKS.

WHEREAS Section 138.08 of the Grinnell Code of Ordinances designates the City Council shall set specifications for sidewalks by resolution,

NOW, THEREFORE, the following specifications shall be set by the City Council.

1. Location grade and slope of sidewalks

(a) Location. The street side or outer side of the sidewalk shall be located six (6) feet from the right-of-way line, unless another location is approved by resolution of the City Council because of physical conditions above or below grade. Exceptions to the location requirement may be made where:

(1) Extensions of existing sidewalks, within a block, are being made in line with the existing sidewalks in that block.

(2) Sidewalks which are being replaced may be installed at the original location.

(b) Grade. The established grade of all permanent sidewalks shall be at the right-of-way line. The grade shall be at an elevation which is a minimum of:

(1) Six (6) inches above the top of the existing street curb.

(2) Six (6) inches above the top of the standard curb which would, in the future, be set to the street grade established by grade ordinance.

(3) Eight (8) inches above the crown of a paved street which has been constructed without curb.

Exceptions to the established grade may be made

(1) By a special sidewalk grade ordinance, adopted by the City Council, because physical conditions above or below grade do not allow for adherence to the established grade.

(2) In the central business district (C-2 Commercial District) where the established grade of sidewalks shall be at an elevation which provides a transverse slope of one-quarter (1/4) inch per foot downward, from the property line to the curb. If existing physical conditions above or below grade create a condition, which will create a greater slope than one-quarter (1/4) inch per foot then a grade may be established which will provide at least a six-foot walkway measured from the property line which has a transverse slope of one-quarter (1/4) inch per foot. The remainder of the sidewalk shall be ramped to the top of the curb at a slope not to exceed one inch per foot and shall be constructed with a nonskid surface.

(3) Where existing sidewalks and permanent driveways have been constructed and adherence to the established grade would result in replacement of these adjoining permanent sidewalks and driveways, or where raising a sidewalk to the established grade would interfere with drainage from existing buildings to the street.

A sidewalk grade shall not be set which would result in a driveway slope, from curb to street edge of the sidewalk, which is greater than twelve (12) per cent.

(c) Transverse Slope. The surface of all sidewalks shall have a transverse slope of one-quarter (1/4) inch per foot from the right-of-way line toward the curb.

(d) Longitudinal slope. The longitudinal slope of a sidewalk shall not be steeper than the longitudinal slope of the street curb nearest to the sidewalk except where the sidewalk joins or intersects a street.

Exceptions to the longitudinal slope requirements may be made:

- (1) In developed areas where there are existing paved driveways, the slope may be varied to allow the sidewalk to blend in with the existing driveways.
- (2) In areas where sidewalks are being replaced, the slope may be varied to allow the new walk to follow the developed ground patterns and other existing features.

2. Curb Cutouts and ramps for handicapped.

Sidewalks shall be constructed with not less than two (2) curb cuts or ramps per lineal block, which shall be located on or near the crosswalks at intersections. Each curb cut or ramp shall be at least forty-eight (48) inches wide, shall be sloped not greater than one inch of rise per twelve (12) inches lineal distance, except that a slope no greater than one inch of rise per eight (8) inches lineal distance may be used where necessary because of physical conditions above or below grade, shall have a nonskid surface, such as a broom finish, and shall otherwise be so constructed as to allow reasonable access to the crosswalk for physically handicapped persons using the crosswalk.

3. Width in residential and business districts; discretion of the Council.

(a) The minimum and standard width of sidewalks in a residential district shall be **five (5)** feet. A wider sidewalk may be required by resolution of the City Council if such increased width is based on anticipated pedestrian traffic.

(b) The Council may, from time to time, by resolution designate the width of the sidewalk abutting any property within the central business district (C-2 Commercial district) now or hereafter established, and the Council may require the sidewalk to be constructed from the property line to the curb.

4. Construction material, thickness jointing and surface texture.

(a) The standard construction material and design shall be portland cement concrete with a twenty-eight-day compressive strength of three thousand five hundred (3500) PSI and a nominal thickness of four (4) inches placed on a compacted subgrade.

(b) An alternate construction material may be approved for use by resolution of the City Council if it can be demonstrated that such material has a design strength and durability comparable to the standard material, and that the alternate material is desirable because of its aesthetic value in the overall design of a subdivision or building project.

(c) The surface of portland cement concrete sidewalks shall be marked off into square blocks having an area of not less than nine (9) nor more than thirty-six (36) square feet.

(d) Expansion joints shall be constructed at all points where the walk meets other walks, curbs, or fixtures in the surface, and at intervals not greater than fifty (50) feet.

(e) If any permittee under this division neglects or refuses within a reasonable time to replace or put in proper condition any sidewalk, street or alley disturbed by him for the purpose of laying sidewalks, the council shall direct necessary repairs on said sidewalks, street or alley and assess the costs against the abutting property for collection in the same manner as a property tax.

PASSED AND APPROVED this 21st day of September 2020.

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DAN F. AGNEW, MAYOR

ATTEST:

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ANNMARIE WINGERTER, CITY CLERK

I

# City of Grinnell

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

OSP-22311 / WO# 7133021160000

1. Applicant: Windstream Iowa Communications, LLC 4001 N. Rodney Parham Rd  
Name Address  
Little Rock, AR 72212 501-748-7984  
City, State Zip Telephone

2. Contact Person: Kyle Petty 4001 N. Rodney Parham Rd  
Name Address  
Little Rock, AR 72212 501-748-7984  
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.

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**Office Use Only**

<b>Fees:</b>	<b>Administrative Fee:</b>		<u><b>\$50.00</b></u>
	<b>Use Fee:</b>		
	<b>(No Additional Customers) Greater of \$100.00 or:</b>		
	<b>Linear Feet Within C-2:</b> _____	x \$1.00	_____
	<b>Linear Feet Outside C-2:</b> <u>1,610</u>	x \$0.50	<u>805.00</u>
		<b>Total:</b>	<u>\$ 855.00</u>

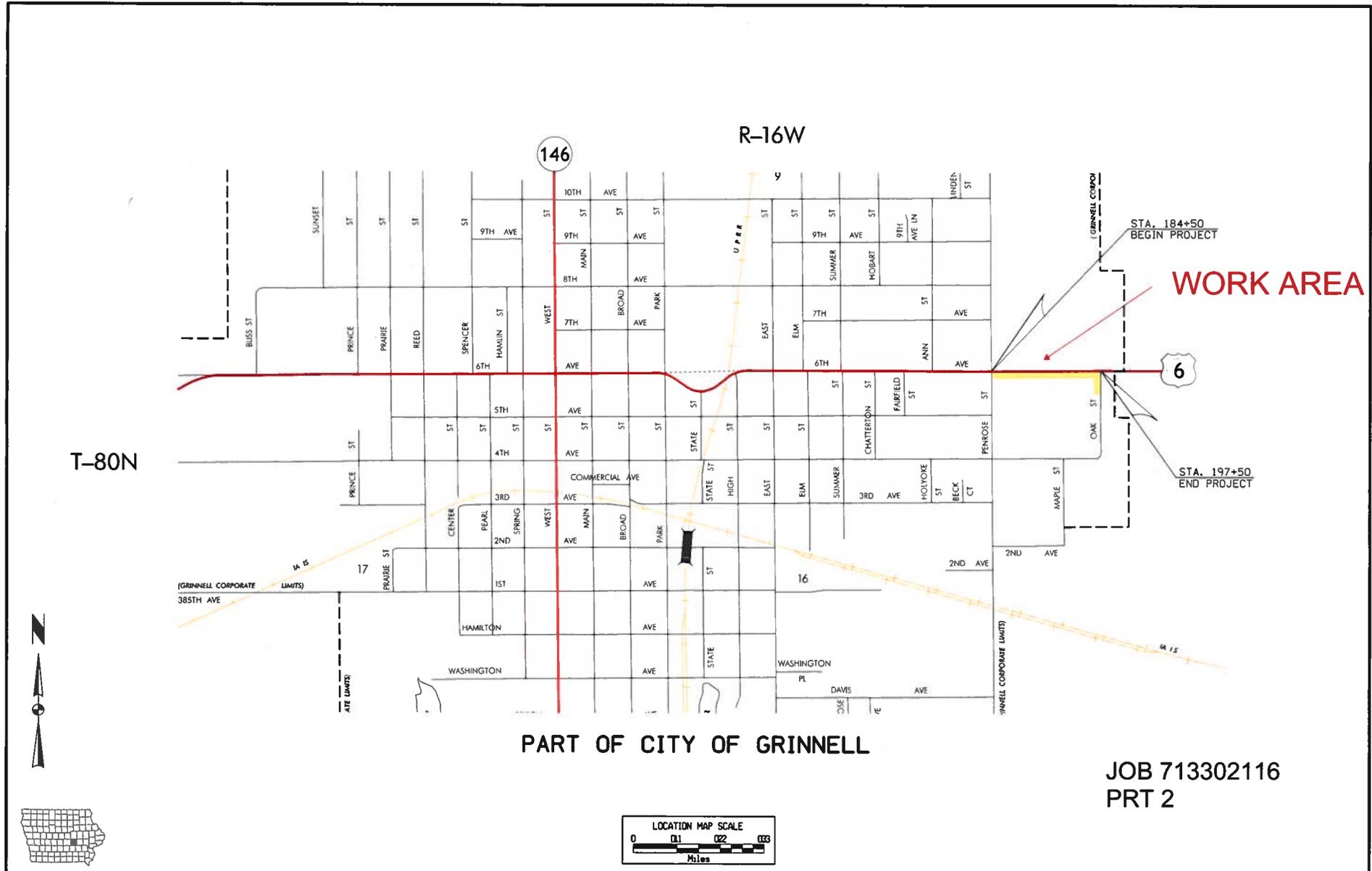
**(Additional Customers) Greater of \$100.00 or 3% Gross Revenues from Services.  
Paid annually.**

Date of Acceptance 9/15/2020

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

Staff TA





T-80N

R-16W

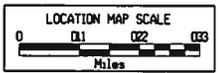
146

**WORK AREA**

6

PART OF CITY OF GRINNELL

JOB 713302116  
PRT 2



FILE NO.	ENGLISH	DESIGN TEAM	Gustafson \ Narigon	POWESHIEK COUNTY	PROJECT NUMBER	STPN-006-5(24)--2J-79	SHEET NUMBER	A.2
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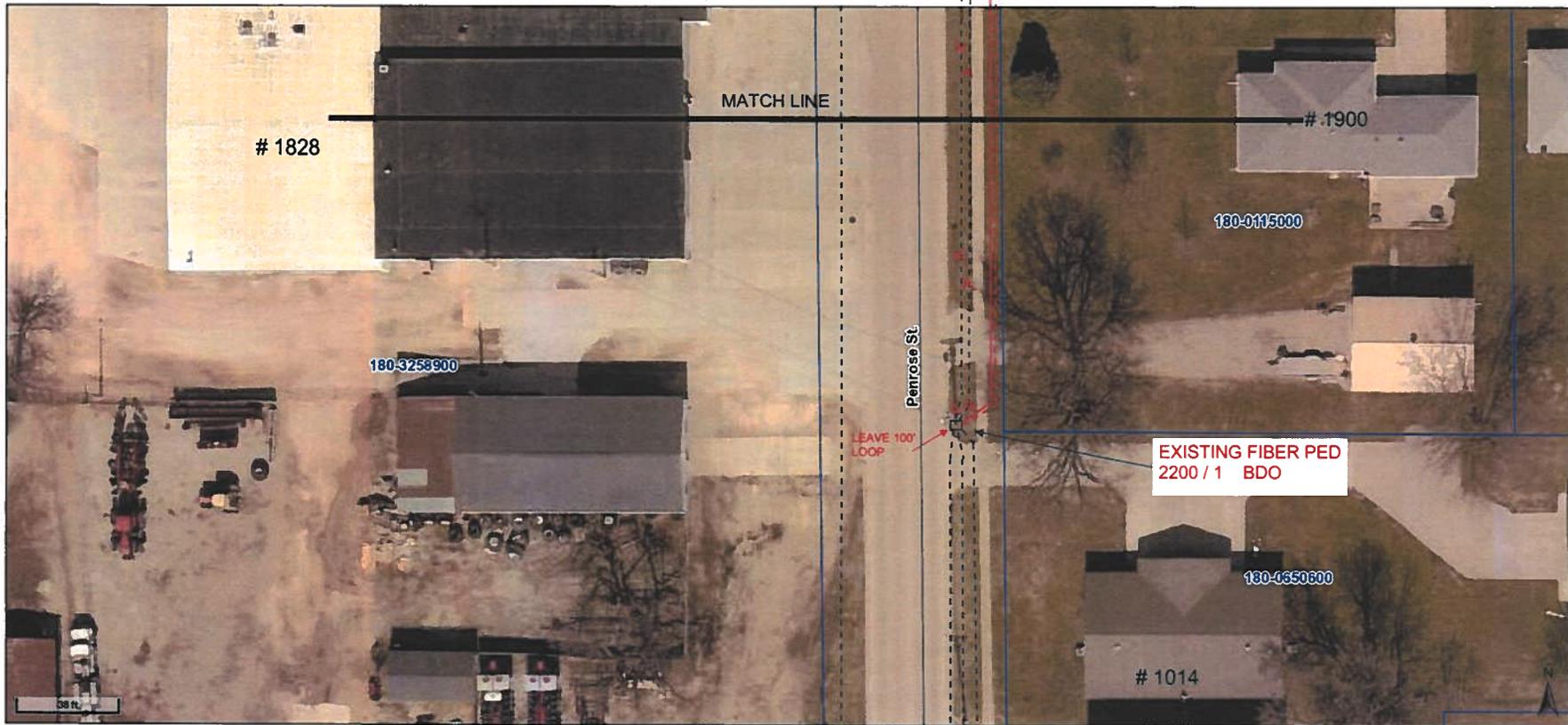
TO PRT 4

ABANDON 1670'  
BFO- 12 (1989)

ABANDON 350'  
BFO- 24  
(1994)

BORE ONE 2" HDPE DUCT 332' - 4' DEEP  
AT BACK EDGE OF SIDEWALK

PLACE 432' OF BFO- 48 IN DUCT



Overview



- Legend
- Corp Limits
  - Political Township
  - Parcels
  - Roads

Date created: 5/12/2020  
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Developed by Schneider  
GEO SPATIAL

2660'  
BFO- 144

1790'  
BFO- 12

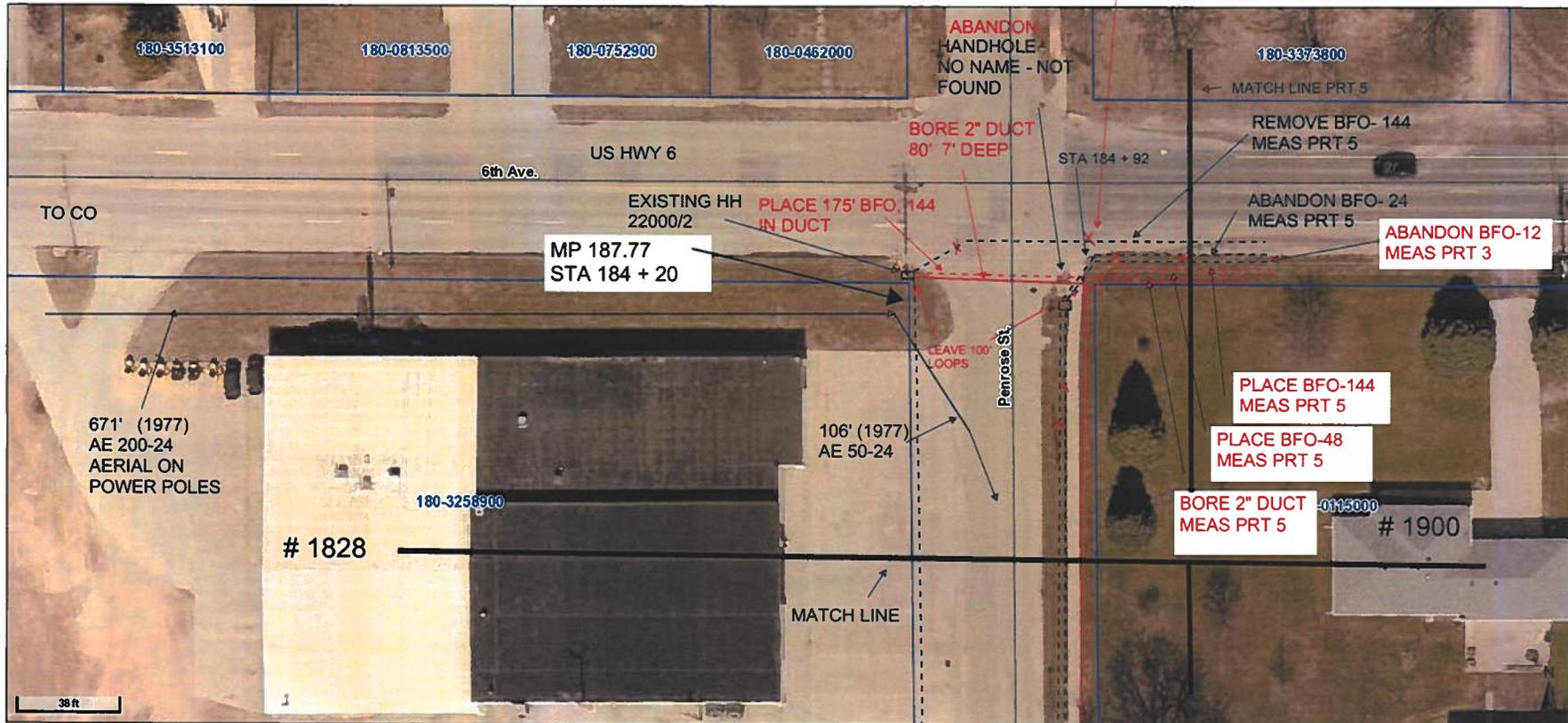
TO 5TH ST

210'  
BFO-12

186'  
BFO- 24

TO CO

JOB 713302116  
PRT 3

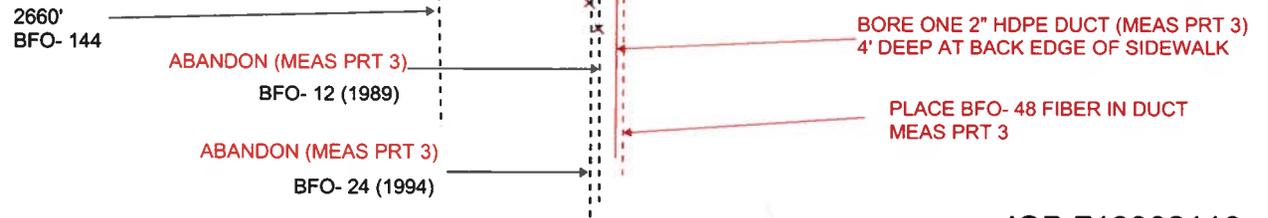


**Overview**

**Legend**

- Corp Limits
- Political Township
- Parcels
- Roads

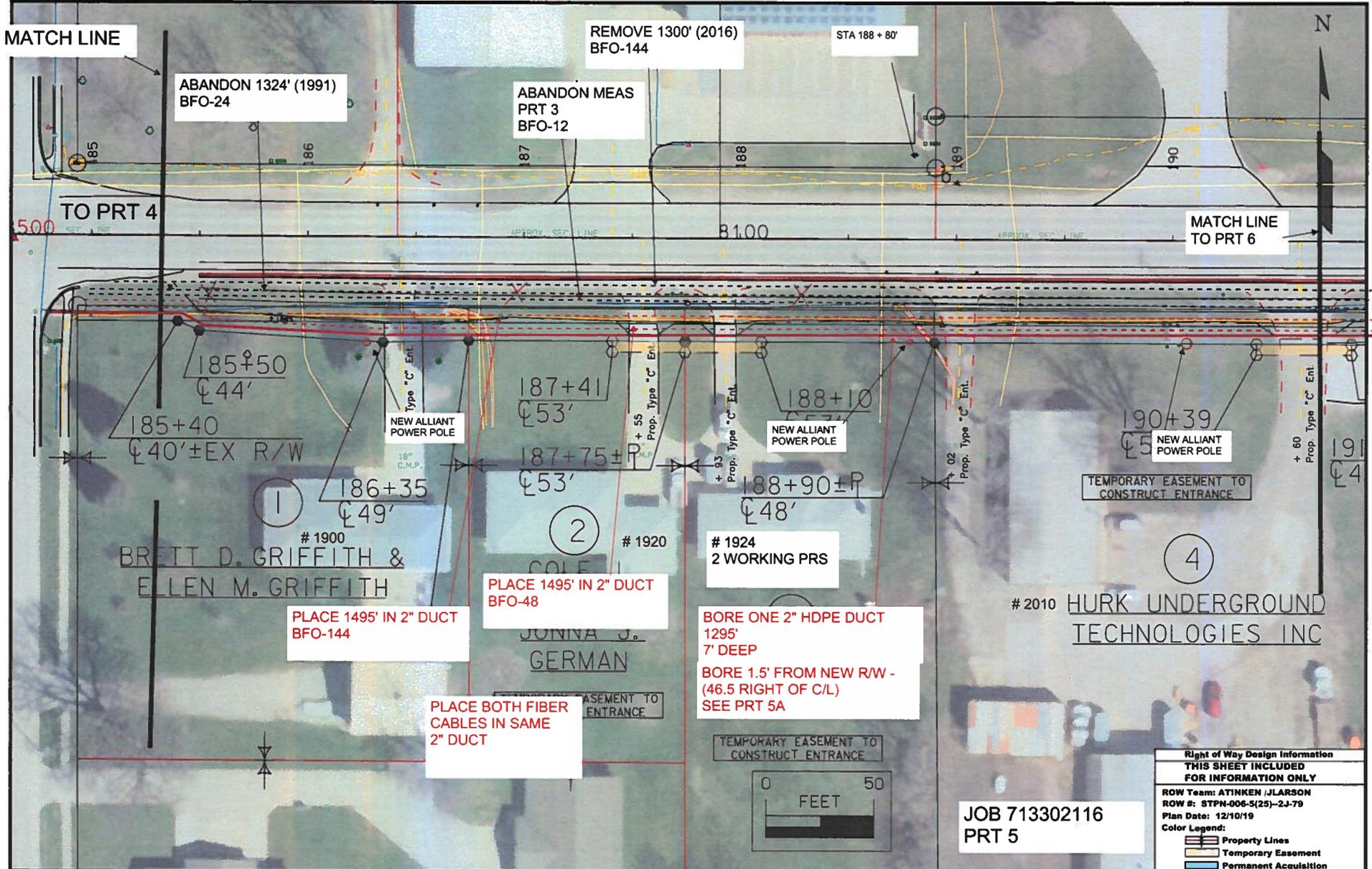
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 Last Data Uploaded: 5/11/2020 6:52:34 PM  
 Developed by Schneider  
 GEOSPATIAL



TO PRT 5

TO PRT 3

**JOB 713302116**  
**PRT 4**



MATCH LINE

ABANDON 1324' (1991)  
BFO-24

REMOVE 1300' (2016)  
BFO-144

ABANDON MEAS  
PRT 3  
BFO-12

STA 188 + 80'

TO PRT 4

MATCH LINE  
TO PRT 6

185+50  
C44'

185+40  
C40'±EX R/W

NEW ALLIANT  
POWER POLE

187+41  
C53'

+ 55  
Prop. Type "C" Ent.

NEW ALLIANT  
POWER POLE

188+10

+ 93  
Prop. Type "C" Ent.

188+90±P  
C48'

190+39  
C5

NEW ALLIANT  
POWER POLE

TEMPORARY EASEMENT TO  
CONSTRUCT ENTRANCE

186+35  
C49'

# 1900  
BRETT D. GRIFFITH &  
ELLEN M. GRIFFITH

2  
# 1920

# 1924  
2 WORKING PRS

PLACE 1495' IN 2" DUCT  
BFO-48

PLACE 1495' IN 2" DUCT  
BFO-144

BORE ONE 2" HDPE DUCT  
1295'  
7' DEEP

BORE 1.5' FROM NEW R/W -  
(46.5 RIGHT OF C/L)  
SEE PRT 5A

# 2010 HURK UNDERGROUND  
TECHNOLOGIES INC

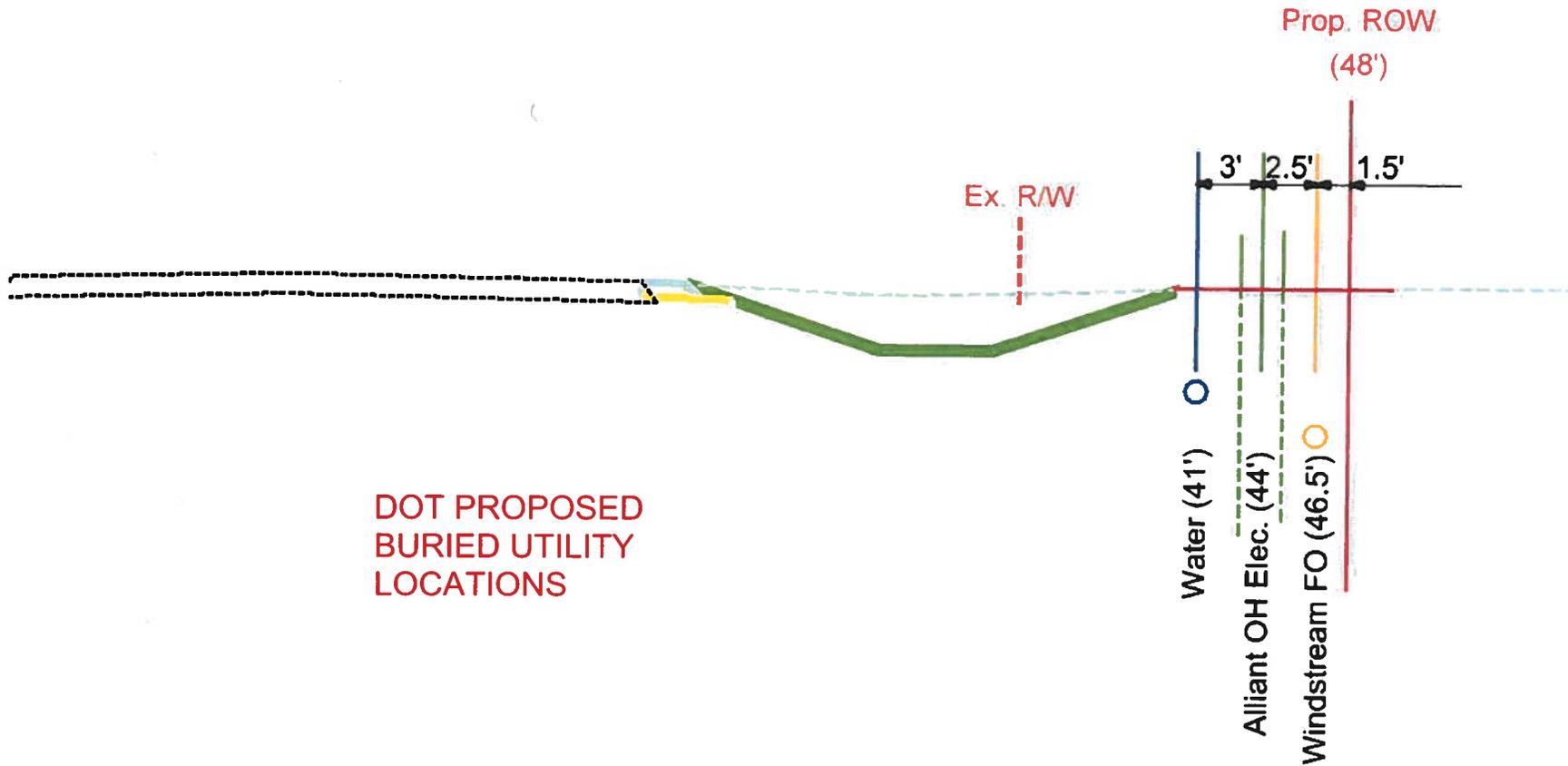
PLACE BOTH FIBER  
CABLES IN SAME  
2" DUCT

TEMPORARY EASEMENT TO  
CONSTRUCT ENTRANCE



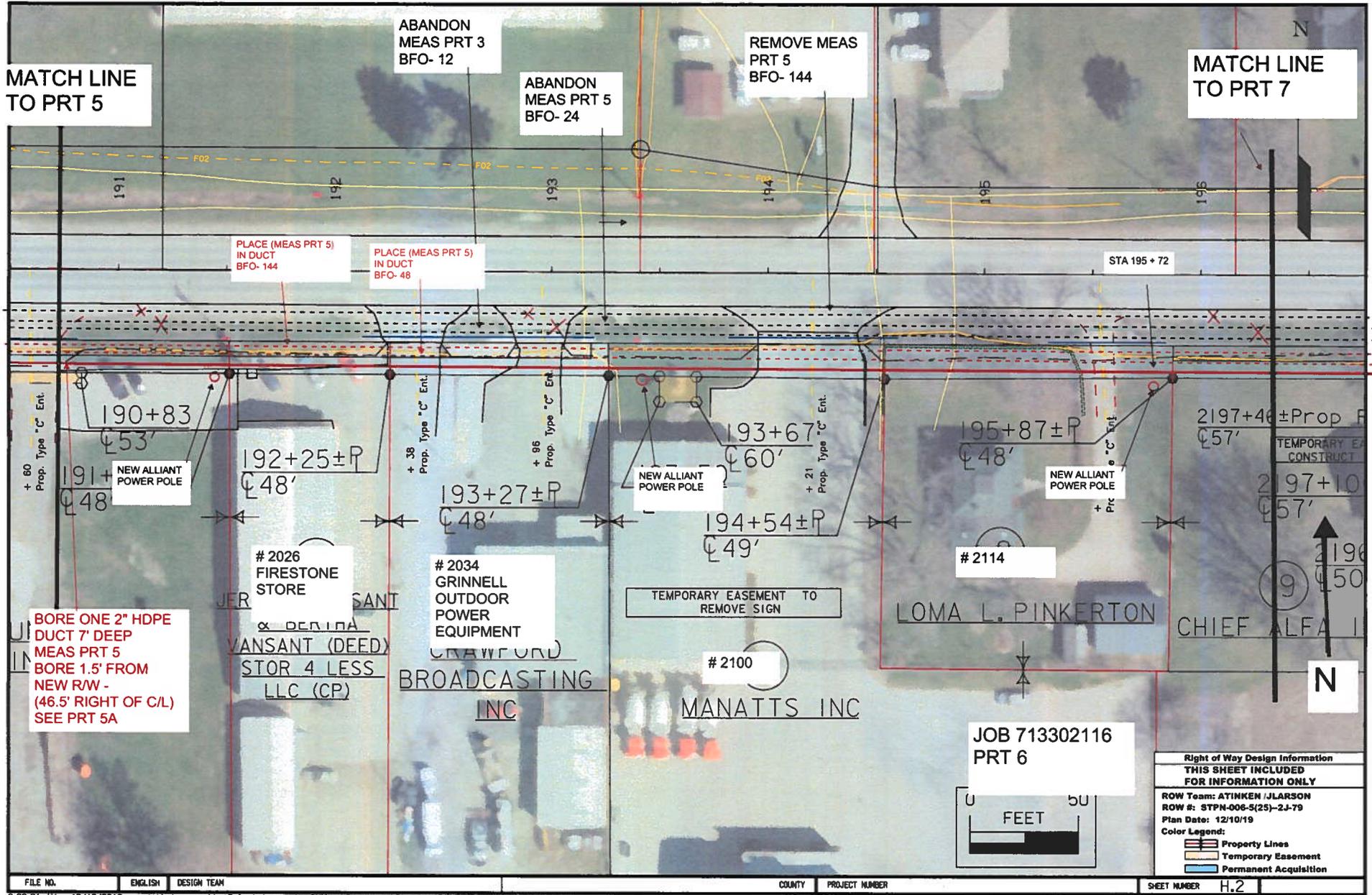
JOB 713302116  
PRT 5

Right of Way Design Information	
THIS SHEET INCLUDED FOR INFORMATION ONLY	
ROW Team: ATINKEN /JARLSON	
ROW #: STPN-006-5(25)-2J-79	
Plan Date: 12/10/19	
Color Legend:	
	Property Lines
	Temporary Easement
	Permanent Acquisition



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JOB 713302116  
PRT 5A



MATCH LINE TO PRT 5

MATCH LINE TO PRT 7

ABANDON MEAS PRT 3 BFO-12

REMOVE MEAS PRT 5 BFO-144

ABANDON MEAS PRT 5 BFO-24

PLACE (MEAS PRT 5) IN DUCT BFO-144

PLACE (MEAS PRT 5) IN DUCT BFO-48

STA 195 + 72

+ 80 Prop. Type "C" Ent.

190+83  
453'  
191+  
48'

192+25±P  
48'

+ 38 Prop. Type "C" Ent.

193+27±P  
48'

+ 96 Prop. Type "C" Ent.

193+67  
60'

NEW ALLIANT POWER POLE

+ 21 Prop. Type "C" Ent.

194+54±P  
49'

195+87±P  
48'

NEW ALLIANT POWER POLE

+ 10 Prop. Type "C" Ent.

2197+46±Prop F  
57'

2197+10  
57'

2196  
50'

# 2026 FIRESTONE STORE

# 2034 GRINNELL OUTDOOR POWER EQUIPMENT

TEMPORARY EASEMENT TO REMOVE SIGN

# 2114

LOMA L. PINKERTON

CHIEF ALFA I

BORE ONE 2" HDPE DUCT 7' DEEP MEAS PRT 5 BORE 1.5' FROM NEW R/W - (46.5' RIGHT OF C/L) SEE PRT 5A

VANSANT (DEED) STOR 4 LESS LLC (CP)

BROADCASTING INC

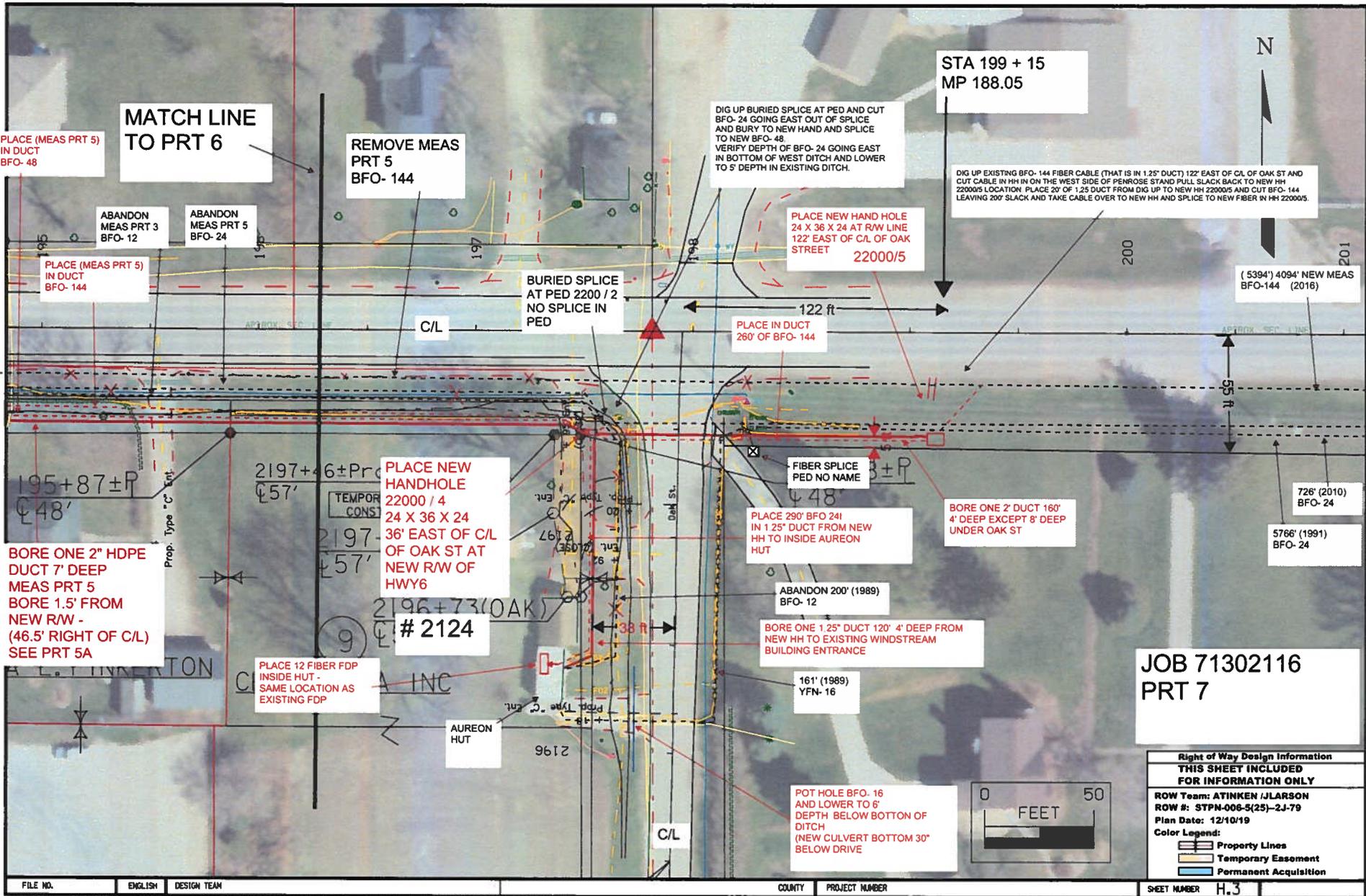
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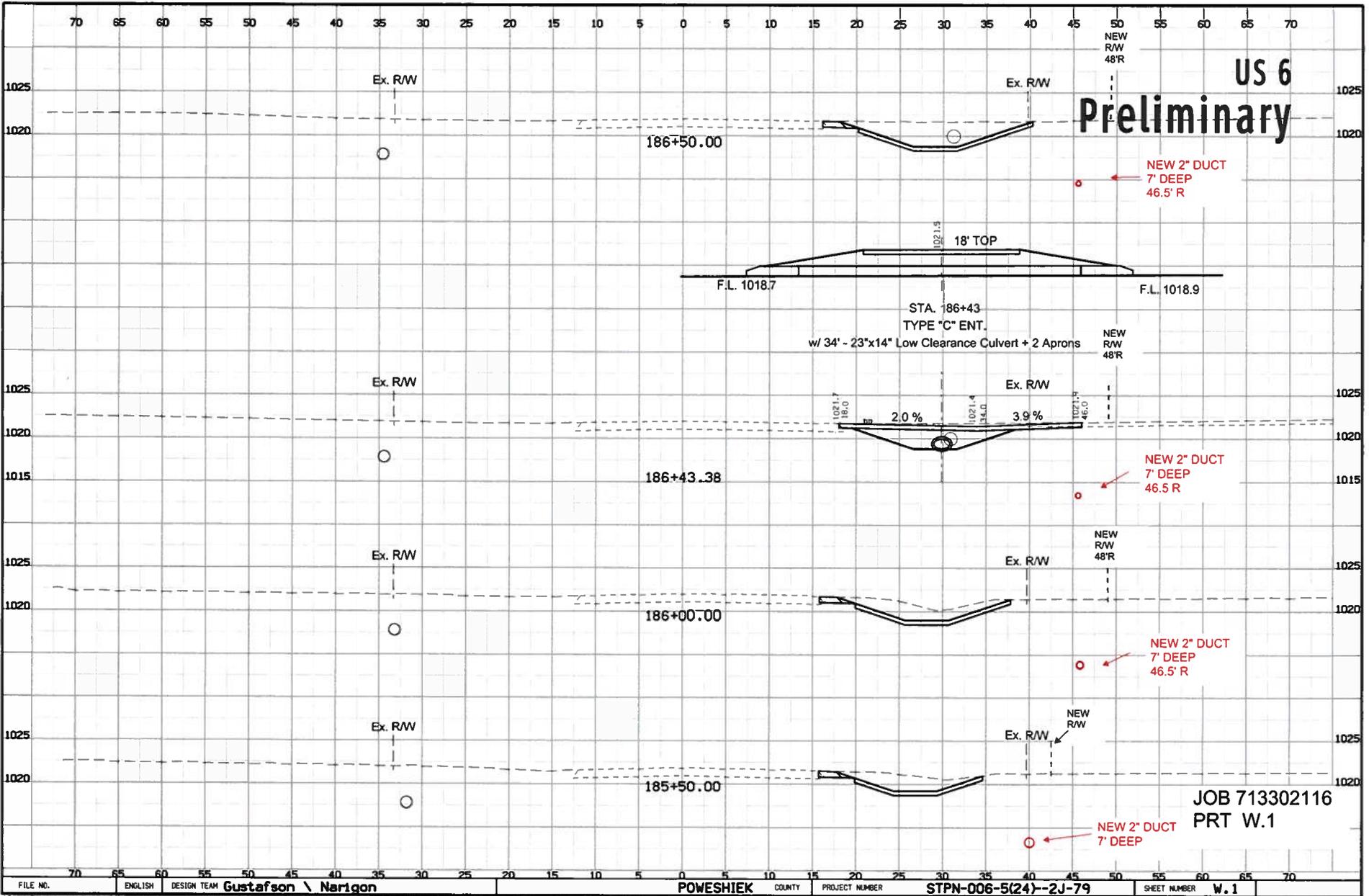
MANATTS INC

JOB 713302116 PRT 6

Right of Way Design Information	
THIS SHEET INCLUDED FOR INFORMATION ONLY	
ROW Team: ATINKEN /JARSON	
ROW #: STPN-006-5(25)-2J-79	
Plan Date: 12/10/19	
Color Legend:	
	Property Lines
	Temporary Easement
	Permanent Acquisition





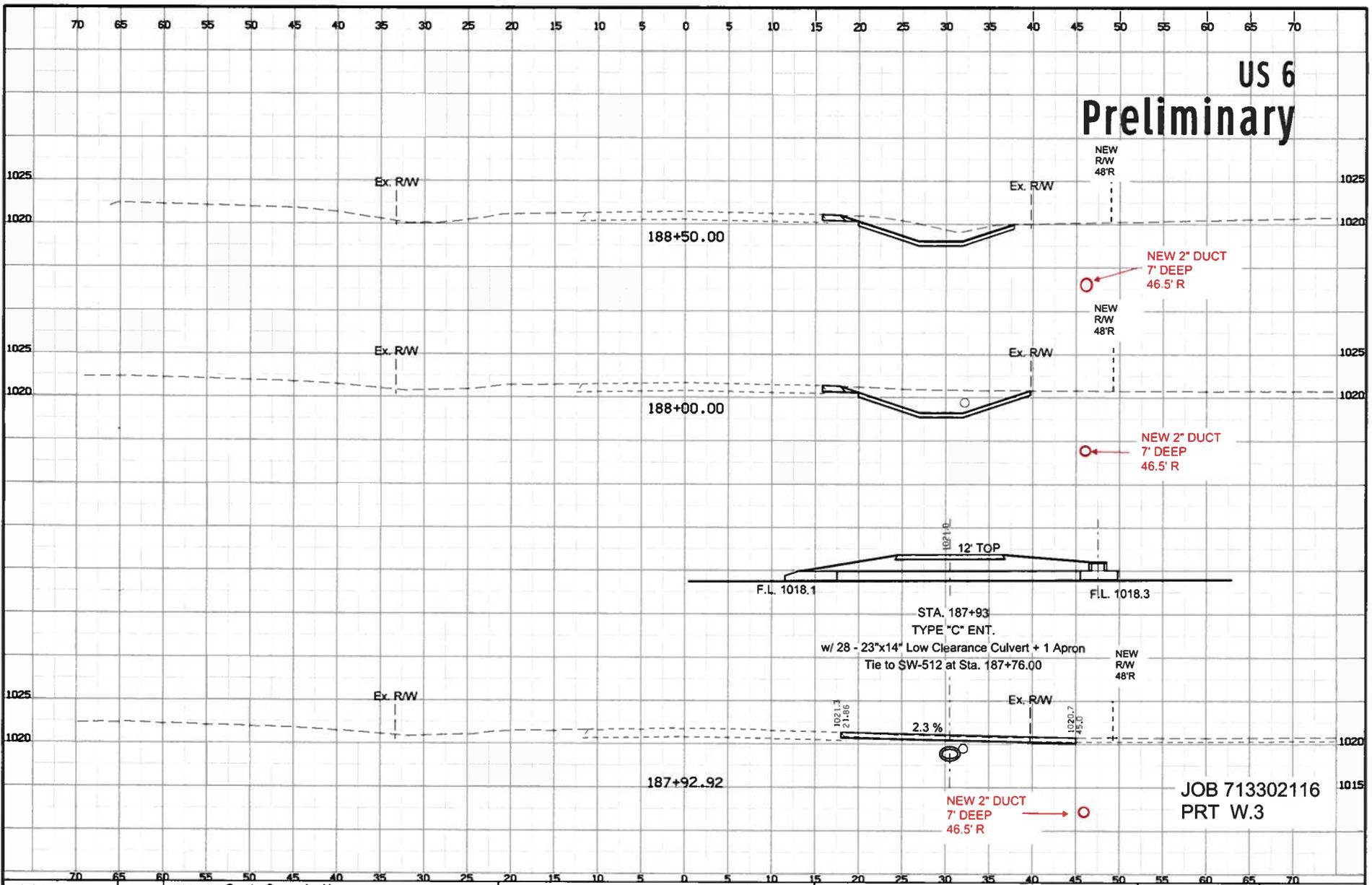


FILE NO.	ENGLISH	DESIGN TEAM	<b>Gustafson \ Narigon</b>	<b>POWESHIEK</b>	COUNTY	PROJECT NUMBER	<b>STPN-006-5(24)-2J-79</b>	SHEET NUMBER	<b>W.1</b>
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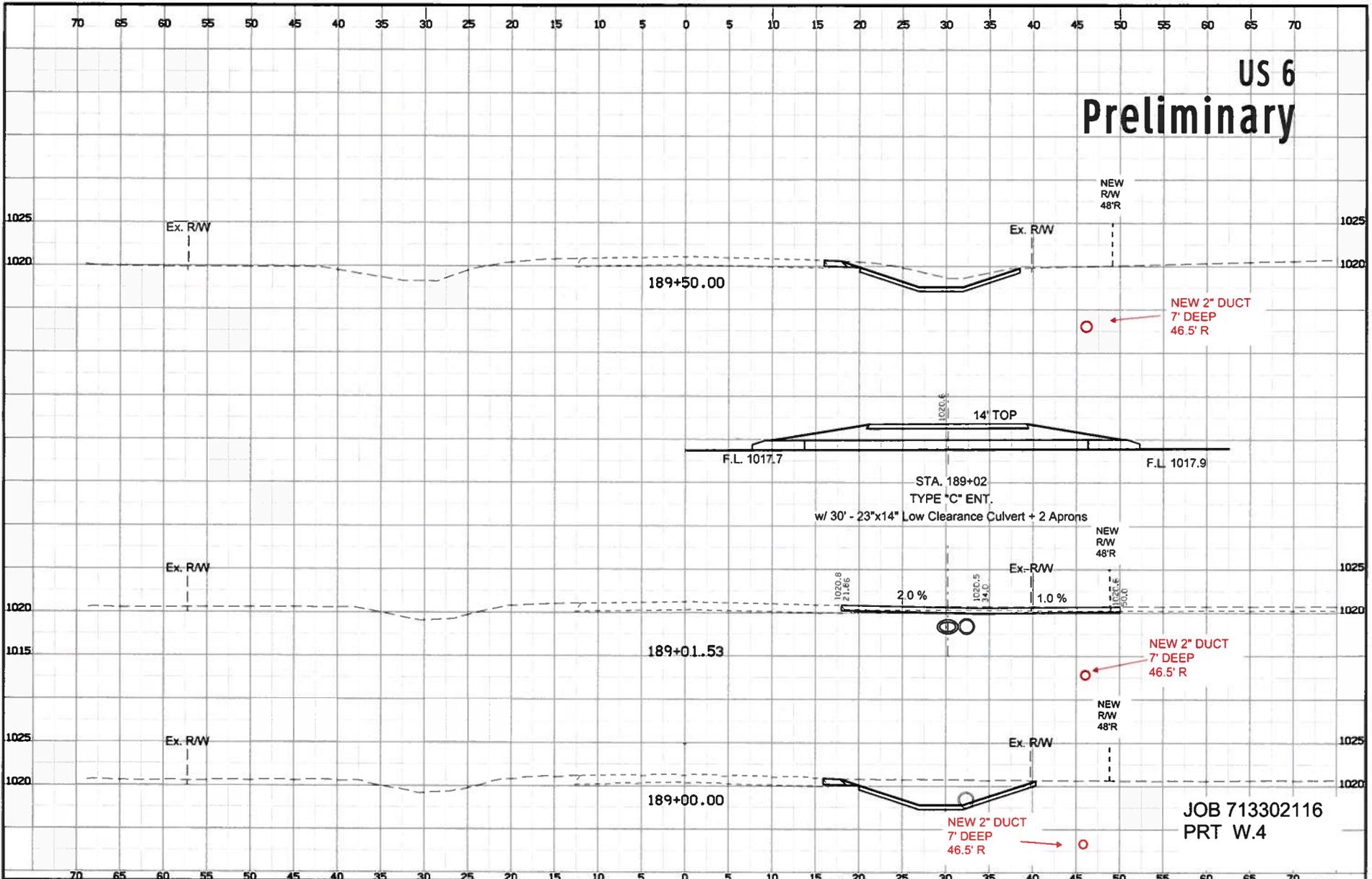
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# US 6 Preliminary



# US 6 Preliminary

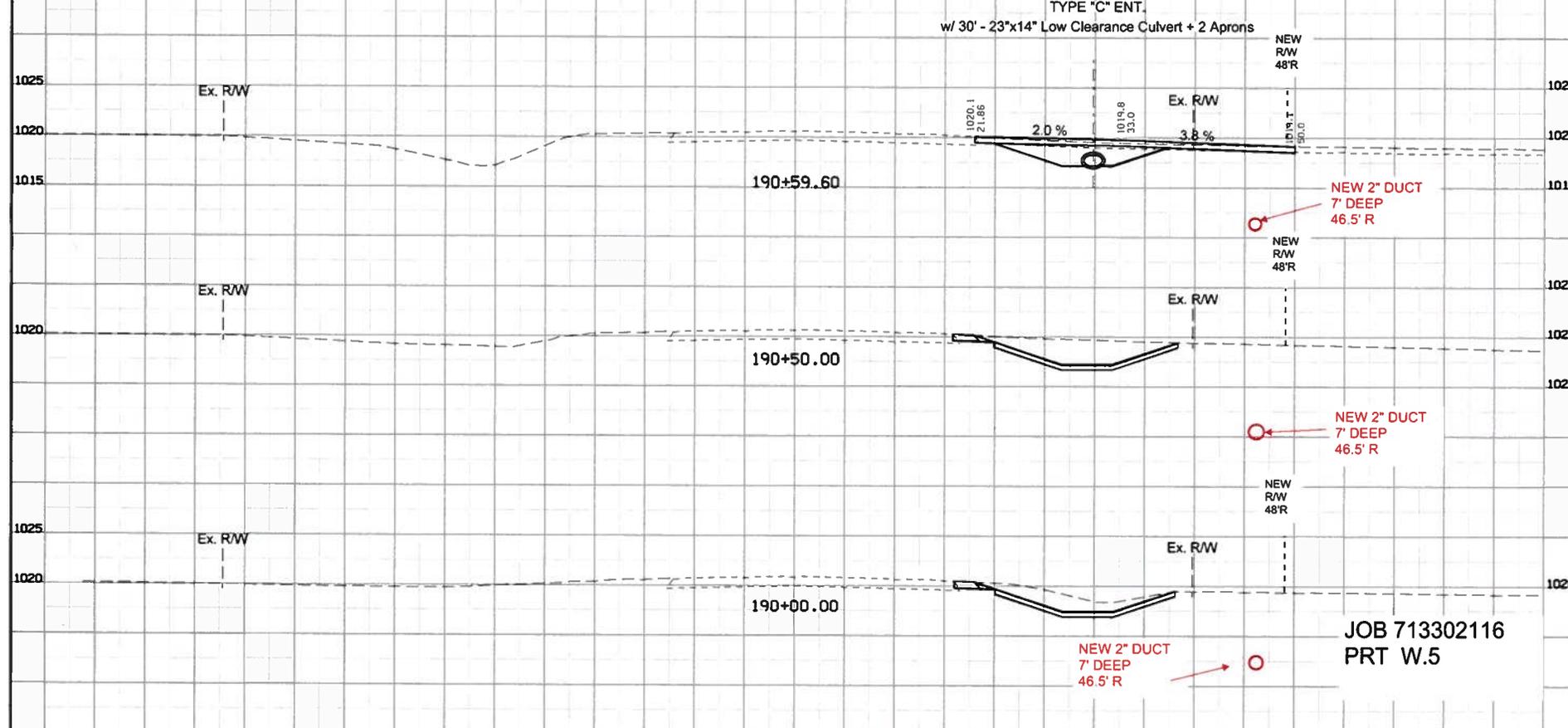
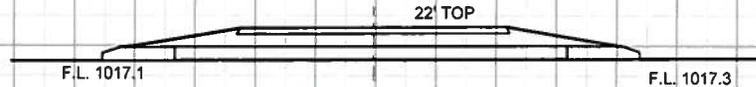


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JOB 713302116  
PRT W.4

# US 6 Preliminary



NEW 2" DUCT  
7' DEEP  
46.5' R

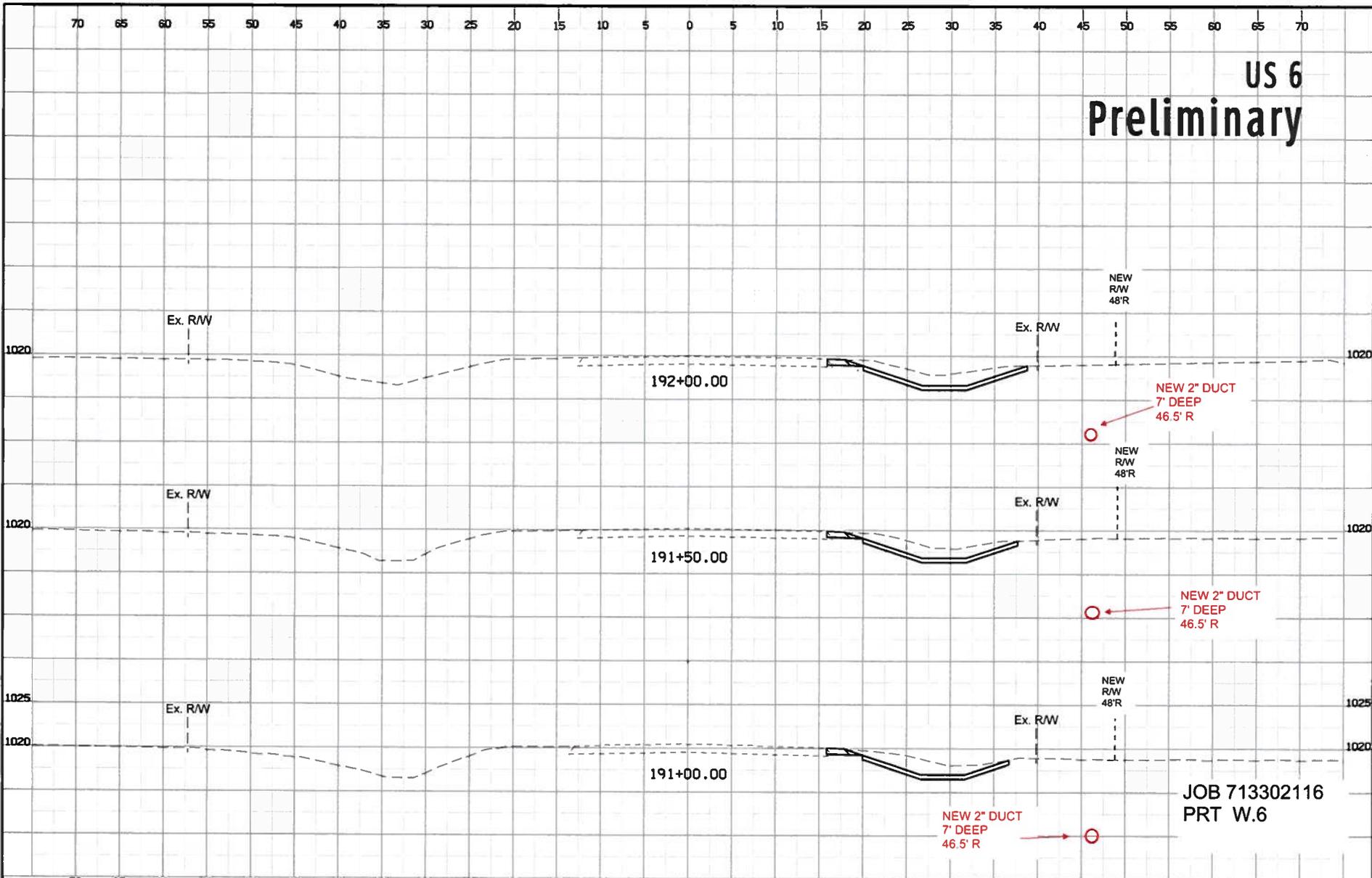
NEW 2" DUCT  
7' DEEP  
46.5' R

NEW 2" DUCT  
7' DEEP  
46.5' R

JOB 713302116  
PRT W.5

FILE NO.	ENGLISH	DESIGN TEAM	Gustafson \ Narigon	POWESHIEK	COUNTY	PROJECT NUMBER	STPN-006-5(24)--2J-79	SHEET NUMBER	W.5
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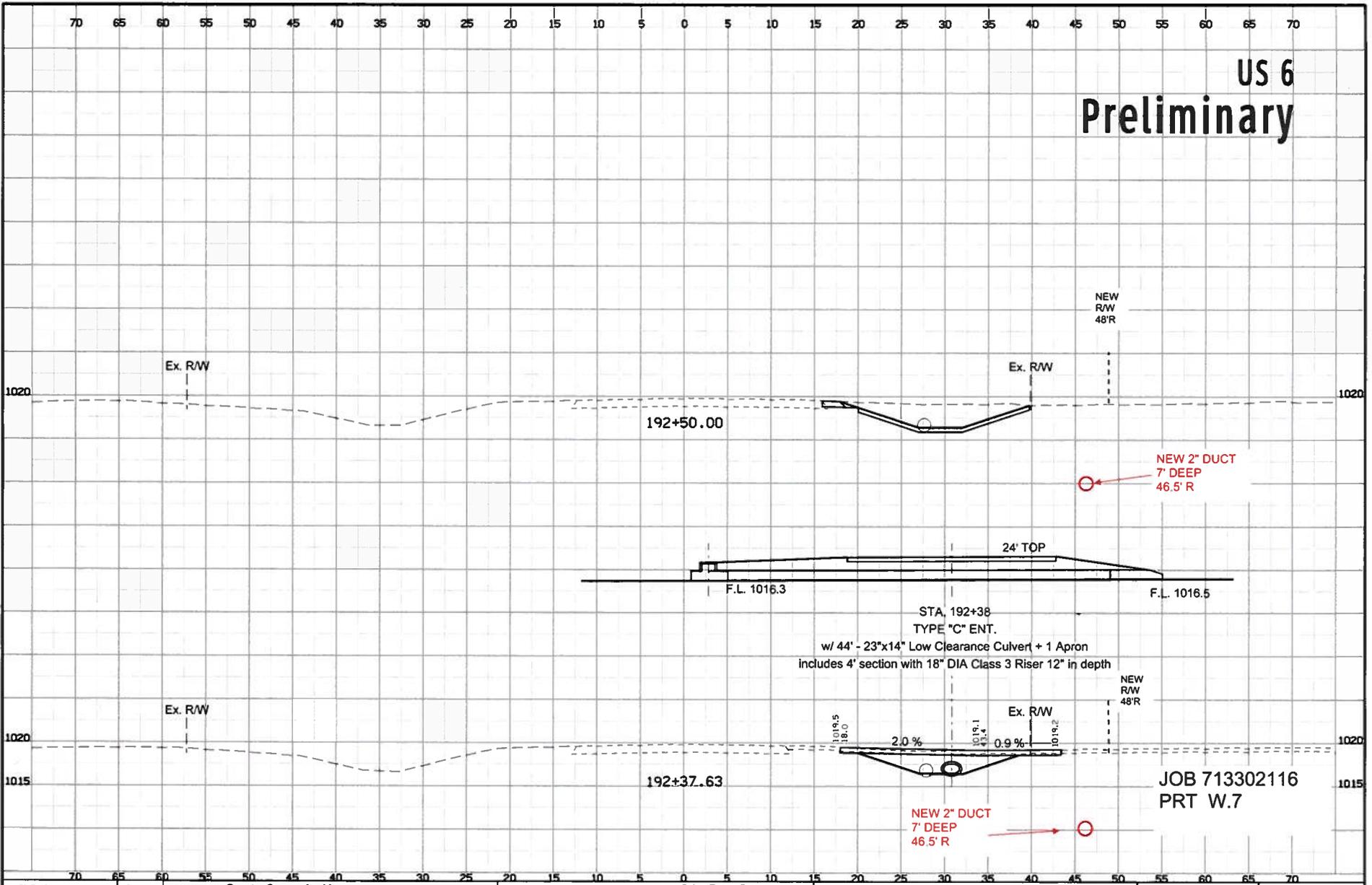
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JOB 713302116  
PRT W.6

FILE NO.	ENGLISH	DESIGN TEAM	Gustafson \ Narigon	POWESHIEK	COUNTY	PROJECT NUMBER	STPN-006-5(24)--2J-79	SHEET NUMBER	W.6
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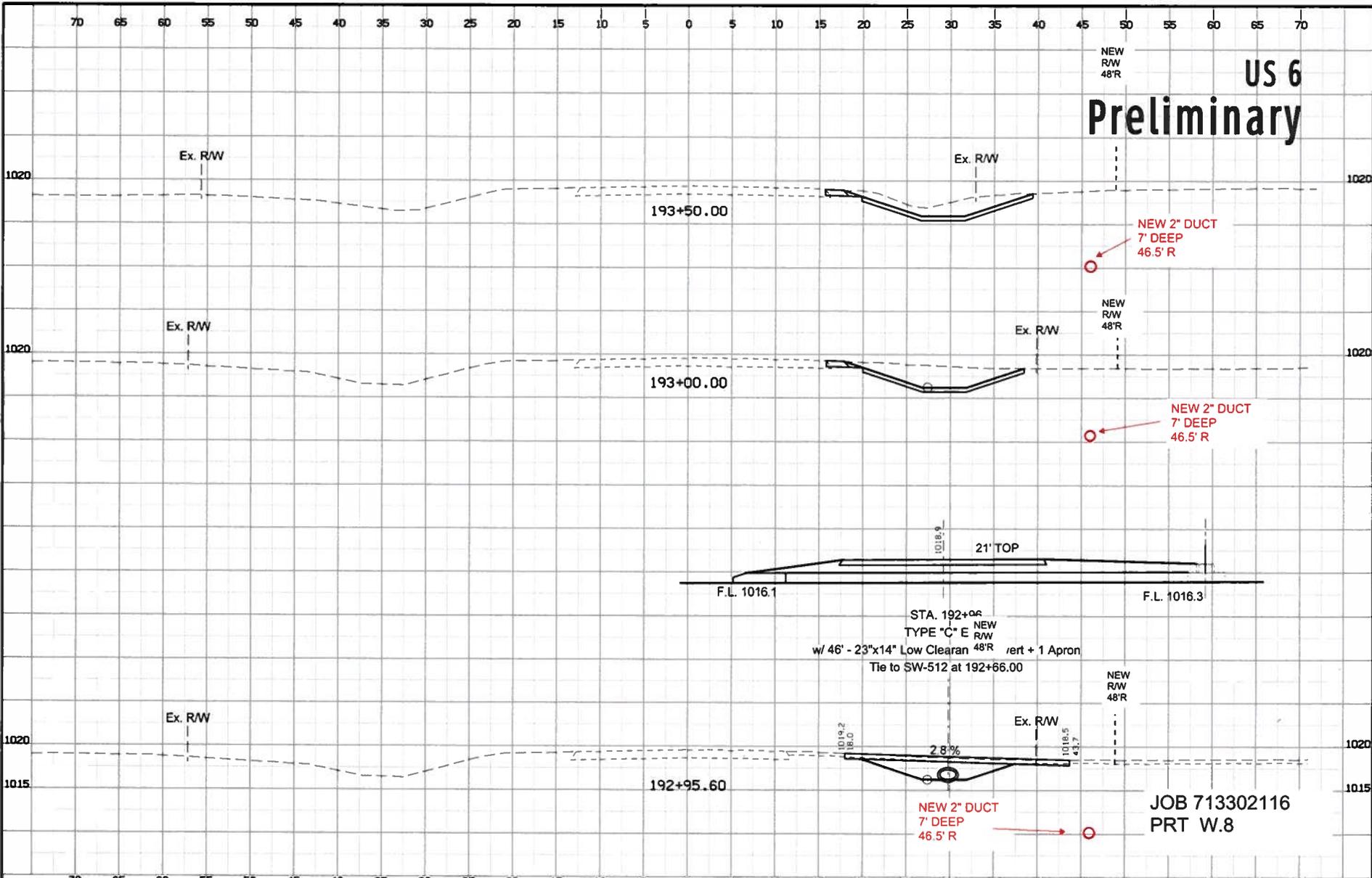
# US 6 Preliminary



STA, 192+38  
TYPE "C" ENT.  
w/ 44' - 23"x14" Low Clearance Culvert + 1 Apron  
includes 4' section with 18" DIA Class 3 Riser 12" in depth

JOB 713302116  
PRT W.7

FILE NO.	ENGLISH	DESIGN TEAM	Gustafson \ Narigon	POWESHIEK	COUNTY	PROJECT NUMBER	STPN-006-5(24)--2J-79	SHEET NUMBER	W.7
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**US 6**  
**Preliminary**

NEW 2" DUCT  
7' DEEP  
46.5' R

NEW 2" DUCT  
7' DEEP  
46.5' R

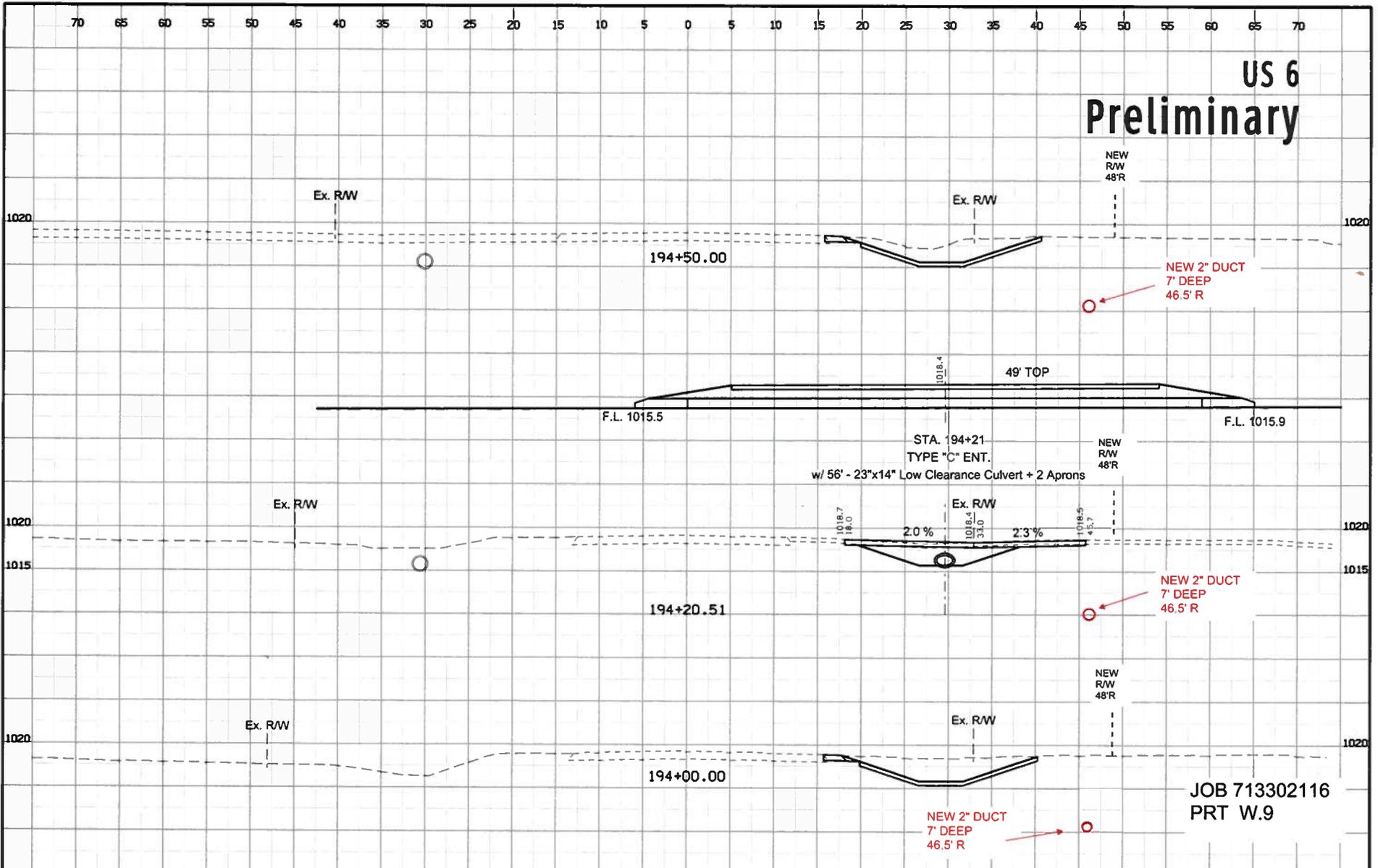
STA. 192+00  
TYPE "C" E NEW  
w/ 46' - 23"x14" Low Clearan 48'R  
Tie to SW-512 at 192+66.00  
vert + 1 Apron

NEW 2" DUCT  
7' DEEP  
46.5' R

JOB 713302116  
PRT W.8

FILE NO.	ENGLISH	DESIGN TEAM	POWESHIEK	COUNTY	PROJECT NUMBER	SHEET NUMBER
		Gustafson \ Narigon			STPN-006-5(24)--2J-79	W.8

# US 6 Preliminary

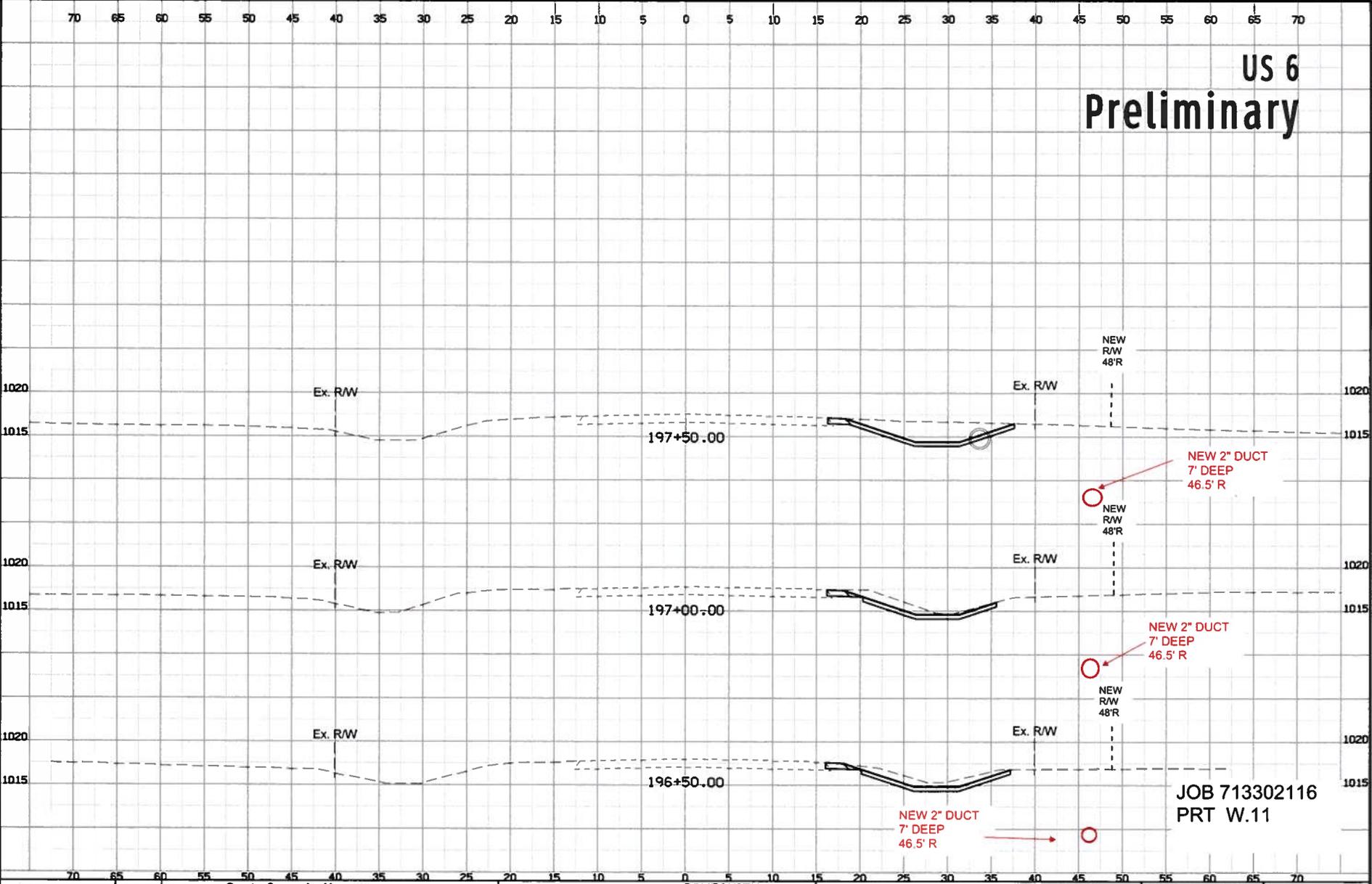


JOB 713302116  
PRT W.9

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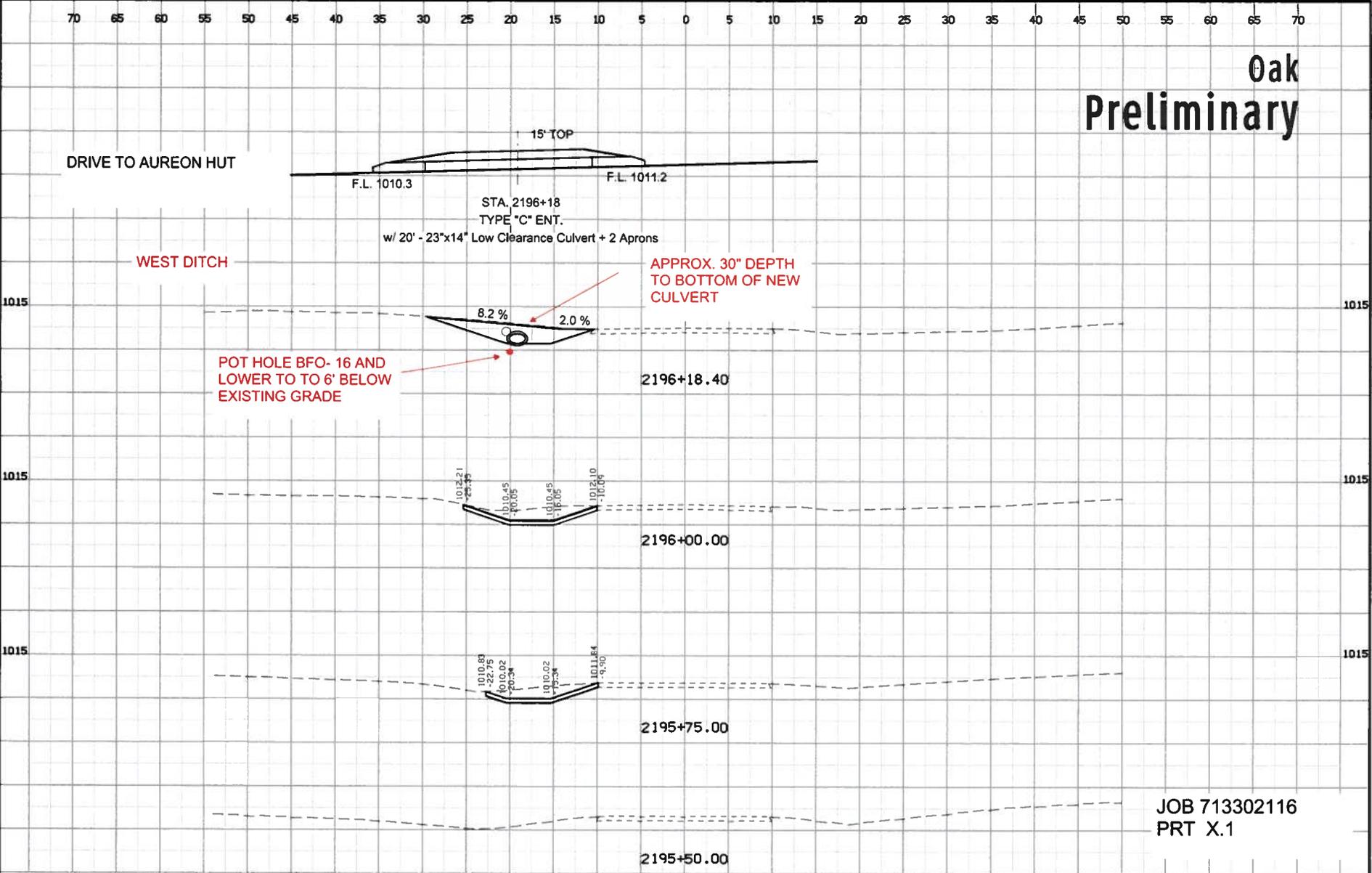
# US 6 Preliminary



JOB 713302116  
PRT W.11

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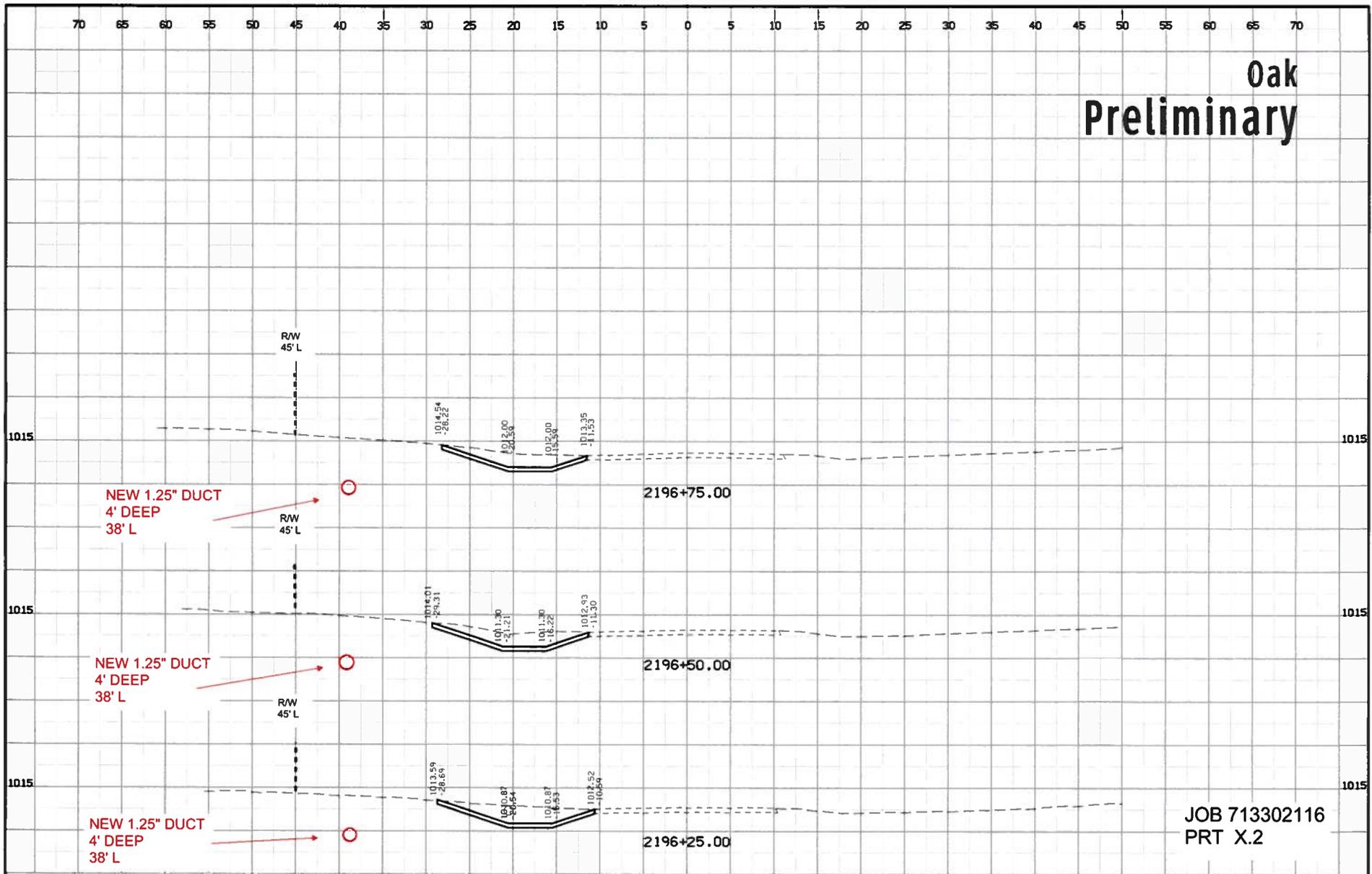
# Oak Preliminary



JOB 713302116  
PRT X.1

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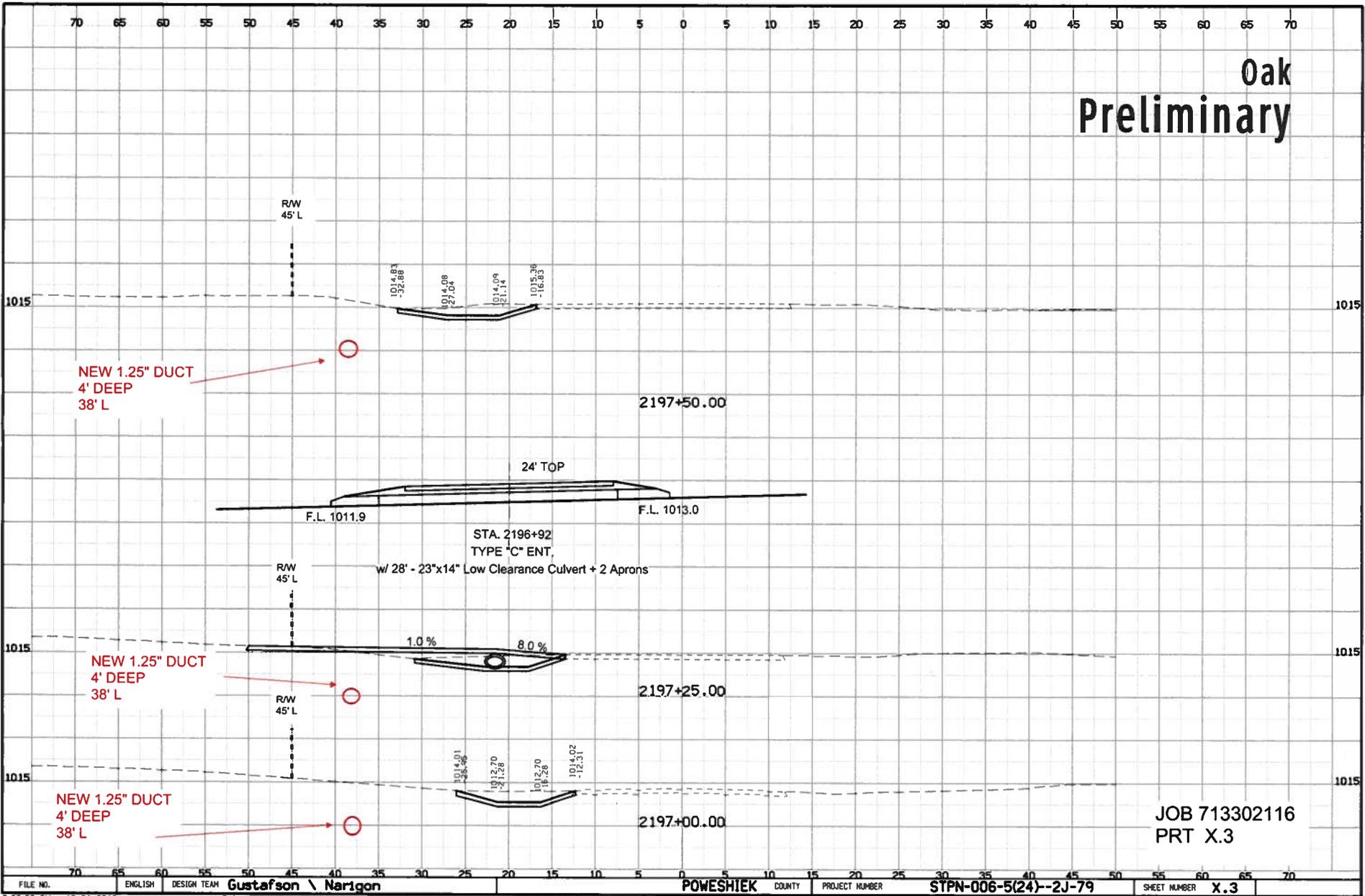
# Oak Preliminary



JOB 713302116  
PRT X.2

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# Oak Preliminary



JOB 713302116  
PRT X.3

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

FOR DEPARTMENT USE ONLY		
Permit Number	Highway Number	County Poweshiek
DOT Project Number		Expiration/Completion Date

APPLICANT (INDIVIDUAL OR COMPANY)				
First Name Kyle	Middle Initial G	Last Name Petty	Phone Number 501-748-7984	Ext.
Company Name Windstream Iowa Communications, LLC			Phone Number 501-748-7984	Ext.
Street Address 4001 N. Rodney Parham Rd.		City/Town Little Rock	State AR	ZIP Code 72212
e-Mail Address Kyle.Petty@windstream.com		Secondary e-Mail Address James.Wiand@windstream.com		

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

The installation shall consist of:  
This job is to replace 3 buried fiber optic cables along the south side of HWY 6 (6th AVE) from Penrose Street to Oak Street in the city of Grinnell. The Iowa DOT is widening HWY 6 from Penrose Street to Oak Street and has acquired additional Right of Way along the south side of the highway where the road will be widened and the ditch will be moved to the south. All 3 buried Windstream fiber cables are in conflict with road construction. It is proposed bore in a new 2" conduit (to contain 2 new fiber cables) 7' deep and 1.5' the north of the new Right of Way line as proposed by the DOT. The 3 existing buried fiber cables (12 fiber cable, 24 fiber cable and 144 fiber) will be replaced with a 144 fiber cable and a 48 fiber cable.

OSP-22310 / WO# 71330211600000

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 10 , Twp. 80N , Range 16W on Highway No. 6 generally located 0.38 (miles) East (direction) from Grinnell (city, county line, or other landmark). Work proposed is more specifically located as being from 187.77 (Milepost #) and 184+20 (Highway Station) to 188.05 (Milepost #) and 199+15 (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](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: \_\_\_\_\_

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

**Applicant Signature and Agreement**

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

Name of Agent (Print or Type) Kyle Petty	Agent/Owner (Signature) <i>Kyle Petty</i>	Title Analyst I - Engineering
Name of Owner (Print or Type) Windstream Iowa Communications, LLC	Date 09/11/2020	
e-Mail Address Kyle.Petty@windstream.com		

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

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

Recommend Approval       Do Not Recommend Approval       None Required

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

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

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

Recommend Approval       Do Not Recommend Approval       None Required

Handwritten Signature	Title	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
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**DEPARTMENT OF TRANSPORTATION FINAL ACTION**

Application Approved       Application Denied      Permit Number:

Authorized Highway District Representative	Signature	Date
e-Mail Address		

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

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

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

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

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

**Attachments**

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

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



**WATER DEPARTMENT DIRECTOR  
CITY OF GRINNELL, IOWA**

The City of Grinnell, Iowa (population 9,218) is seeking candidates for the position of Water Department Director. The current Director is retiring after serving the city of Grinnell for 35 years. Grinnell is the largest community in Poweshiek County, located adjacent to Interstate 80, approximately 40 miles east of Des Moines and 60 miles west of Iowa City. Grinnell offers easy access to quality shopping, cultural, sporting, and entertainment opportunities. Grinnell is also home to Grinnell College, nationally recognized as a leading undergraduate institution. This is an exceptional opportunity for the right person. Additional information about the City of Grinnell can be found at [www.grinnelliowa.gov](http://www.grinnelliowa.gov).

The Director plans and directs the operation and maintenance of all functions associated with a water production and distribution system consisting of multiple deep wells, a treatment plant, storage facilities, and distribution mains. The ideal candidate will possess a combination of expertise in water treatment operations management and exceptional leadership skills in building and motivating a team to meet and exceed high standards for service, efficiency, and accountability. The successful candidate will be a strategic thinker and creative problem solver with the ability to identify objectives, determine plans to meet those objectives, and help lead the department in achieving them. In the coming years Grinnell will be building a new elevated water storage facility, investing over one million dollars in water main improvements, drilling at least one new deep well, and will rebuild the treatment plant. The department has an experienced and cohesive staff respected as a valuable part of the city's team.

**Education Requirements:**

The position requires a high school diploma or GED with two years of post-high school education in water, wastewater, biology, chemistry, engineering, earth sciences, or similar subject matter.

**Experience:**

Five (5) years of experience working with a public or quasi-public water system in both production and distribution.

**Salary and Benefits:**

The Water Department Director is an FLSA exempt position

Salary: Negotiable DOQ; current range is \$73,536 – \$95,597

Generous benefit package including paid vacation, sick leave, personal leave, holidays, Iowa Public Employees Retirement System of Iowa contributions, and group health and life insurance.

**Certification:**

Candidates must have a valid driver's license, Iowa Grade III Water Treatment Operators License and Grade IV Water Distribution License within six months of employment. The successful candidate must pass a physical examination and drug screen. All Department Directors are required to live within the Grinnell corporate limits. Grinnell is a tobacco free workplace and employees may not use tobacco or vapor products.

To apply, send cover letter, resume, and salary history by October 23, 2020 to:

Russ Behrens  
Grinnell City Manager  
[rbehrens@grinnelliowa.gov](mailto:rbehrens@grinnelliowa.gov)  
(641) 990-6372 cell

It is the policy of the City of Grinnell to provide equal employment opportunities to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, national origin, disability or sexual orientation.

## **WATER DEPARTMENT DIRECTOR**

Position: Water Department Director Reports to: City Manager  
Department: Water Revision Date: October 1, 2020  
FLSA Status: Exempt

### **POSITION SUMMARY**

Plans, coordinates, and directs the functions of the Water Department production and distribution systems. Duties include training and supervising staff; performing specialized and technical research; community relations; and preparing and administering departmental budget. Position requires managerial, technical, and leadership skills.

### **ESSENTIAL JOB DUTIES**

- Confers with the City Manager and other departments on projects, policy, and long-range plans pertaining to the water treatment plant, wells, and distribution system.
- Directs and coordinates the day-to-day operation and maintenance of the water plant and distribution system.
- Plans, organizes and directs the maintenance, rehabilitation, reconstruction, and construction of all components of the water production and distribution systems.
- Assigns regular and special assignments to water department staff.
- Receives and works to resolve customers inquiries, work tactfully with contractors, and all city employees.
- Instructs and advised employees on policies, procedures, and technical aspects of the job including procedures to be used.
- Prepares work records and reports.
- Maintains records as required by local, state, and federal requirements.
- Maintains an inventory of supplies, tools, and equipment.
- Coordinates water department work with that of other departments.
- Inspects water facilities and construction projects.
- Attends and participates in meetings, training, and conferences as needed.
- Develops long range plans to ensure that these systems comply with all state and federal requirements.
- Responsible for maintaining the water operations in compliance with all federal and state requirements and keeps current on these requirements.
- Involved in the on-going development of the city's capital improvement program that includes scheduled repair and replacement of facilities and equipment.
- Regularly inspects department facilities and public works projects, updating the City Manager and elected leaders on a regular basis.
- Develops and/or reviews plans and specifications for public works projects and equipment replacement.
- Develops standard operating procedures pertaining to the operations of the water

department.

- Works with the City Manager to hire, train, discipline, motivate, and evaluate employees.
- Works closely with the City Clerk's Office to review and recommend policies for the accounting and collection of water enterprises and customer service activities to ensure accuracy.
- Interacts appropriately with contractors, citizens, staff at Grinnell College, other department heads, businesses, and employees.
- Educates citizens on the operations of the water department. Works with a variety of resources to improve the department. For example, works with the Fire Department to improve fire protection services.
- Attends city council and other meetings as needed.
- Prepares news releases as requested or as necessary to inform the public.
- Responds to citizen inquiries.

- Educates department staff and the public on department policies.
- Prepares and implements department's budget by estimating costs and monitoring expenditures.
- Oversees and/or arranges for purchase, maintenance and repair of department equipment and property.
- Trains, assigns, schedules, directs, and evaluates the work of department staff.
- Attends conferences, workshops and training seminars to update knowledge and skills as approved by the City Manager.
- Plans and recommends maintenance and capital improvement programs.
- Oversees the production of required reports and maintenance of department files and records.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Knowledge, skills, and abilities to use discriminatory judgment in the analysis of complex water production and distribution system issues, drawing on these assets to make recommendations.
- Knowledge of the fundamentals of chemistry and bacteriology as applied to water treatment plants and distribution systems.
- Ability to read and interpret gauges and recording devices reflecting water treatment plant operations.
- Ability to perform and supervise standard and specialized water quality tests.
- Ability to supervise repairs and maintenance of plant equipment and distribution facilities.
- Ability to maintain records and prepare technical reports in a timely manner.
- Ability to communicate effectively review and understand engineering plans, accurately calculate a wide range of complex mathematic formulas, and work under stressful and hazardous field conditions.
- Must be proficient in the use of computers and software which are relevant to the operations of the city government and the water utility.
- Knowledge of and ability to accurately perform budgeting and bookkeeping functions.
- Ability to prepare and analyze statistical reports.
- Ability to communicate effectively with the city manager; mayor; city council; department supervisors and personnel; and the public in person, in writing, and on the telephone.
- Skill in responding to members of the public under emotional distress.
- Ability to remain calm and make decisions under stressful, dangerous or emergency conditions.
- Ability to prepare timely and accurate reports.
- Ability to effectively plan, schedule, supervise, direct, and evaluate the work of department personnel.
- Ability to safely move heavy objects including manholes covers.
- Ability to solve a wide range of intellectual and practical problems.

- Ability to operate standard office equipment including telephone; photocopier; fax machine; typewriter; computer, and cell phone.
- Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.
- Knowledge of safety programs and protocols.
- Ability to maintain required licenses, registrations and certifications.
- Performs work with limited supervision from the City Manager, carrying out, interpreting, and enforcing existing methods and procedures and is responsible for routine operations.

## **ENTRY REQUIREMENTS**

**Education/Training:** Requires a High School Diploma or GED and two years of directly related post-high school education. “Directly related post-high school education” means post-high school education in chemistry, microbiology, biology, math, engineering, water, wastewater, or other curriculum pertaining to water plants and distribution systems operation. Iowa Grade III Water Treatment Operator’s License and Iowa Grade IV Water Distribution License. Graduation from a four-year college or university with major coursework in a field related to the biological or earth sciences, civil engineering, or closely related field is preferred but not a requirement.

**Work Experience:** Progressively responsible supervisory experience with a minimum of five years experience with a public or quasi-public water utility.

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Employee must have an impeccable safety record and possess broad based knowledge of safety procedures. Must have the ability to train employees on appropriate safety procedures and maintain strict adherence to those procedures.

**Required licenses, registrations and certifications:** Must be in possession of an Iowa Grade IV Water Distribution License and a Grade III Water Treatment Operators License issued by the State of Iowa or capable of obtaining both within six months after date of hire. An equivalent license from another State will be considered until the State of Iowa certificates can be obtained. Employee must continually maintain licenses necessary to operate the city of Grinnell’s water systems per state and federal permit requirements. Must be able to obtain a valid Commercial Driver's License issued by the State of Iowa. Must be able to be insured under the City of Grinnell's automobile insurance policy.

**A pre-employment physical examination is required.**

**A pre-employment drug test is required.**

**There is a residency requirement per the City of Grinnell Personnel Policy. Currently the Water Department Director is required to live within fifteen (15) miles of the Public Safety Building.**

**WORK ENVIRONMENT**

Works outdoors, indoors in an office setting, and within an automobile. Work involves exposure to dangerous, emergency or stressful situations; and interaction with the public. Work may involve exposure to heat and cold; darkness and poor lighting; confined spaces; isolation; sitting at desk or driving in car; visual strain; noise; wetness or humidity; traffic hazards; significant work pace pressure; and irregular work hours.

May perform work where improper action could cause serious injury, illness or death. Will be required to work in all weather conditions. Employee will work on rough terrain and in all areas where these utilities are present.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities within current guidelines as established by law. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

I have read the Water Department Director job description for the City of Grinnell and declare that it accurately represents the duties and demands of this position.

\_\_\_\_\_  
Water Department Director

\_\_\_\_\_  
Date