



101 NE Harvey, Grimes, Iowa 50111 515.986.3036 Fax 515.986.3846

CITY COUNCIL MEETING

Grimes City Hall
101 NE Harvey Street
March 22, 2016 at 5:30 pm

Mayor Thomas M. Armstrong

**City Council: Jill Altringer, Eric Johansen, Jeremy Hamp
Ty Blackford and Doug Bickford, City Administrator Kelley Brown
City Clerk Rochelle Williams, City Treasurer Deb Gallagher,
City Attorneys Tom Henderson, Erik Fisk, City Engineer John Gade**

Every member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.

- **We may disagree, but we will be respectful of one another**
- **All comments will be directed to the issue at hand**
- **Personal attacks will not be tolerated**

GENERAL AGENDA ITEMS.

1. Call to Order
Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda
4. Approval of the Consent Agenda (**Discussion is not allowed unless the Mayor or a City Council Member ask for an item to be removed and placed under Council actions for consideration**)
 - A. Minutes from previous meeting
 - B. Lawson Products (nuts, bolts, washers for shop) \$3,215.64
 - C. AECOM – Grimes NW Transportation Corridor Feasibility Study- \$12,188.50
 - D. Alcohol License Renewal for Spirits and More Class E Liquor License with Sunday Sales
 - E. Alcohol License Renewal for AmericInn of Grimes Class C with Sunday Sales
 - F. Bishop Engineering Company – Heritage at Grimes Professional Services \$7,800
 - G. AccuJet LLC \$12,415 (clean and televise to find infiltration on truck line from Lyons Park towards plant)
 - H. Set a Public Hearing on Proposal To Enter Into A General Obligation Loan Agreement in a Principal Amount Not To Exceed \$2,200,000 for April 12, 2016
 - I. A&W Electric Inc. \$6,600 (research electrical system and panel at new public works building)
 - J. Public Purpose per Resolution 06-2814 \$680.98



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- K. Finance Report for January and February 2016
- L. Claims Report

- 5. Update from Grimes Volunteer Support Services – Jay Brewer
- 6. US Water Report

PUBLIC AGENDA ITEMS Council may consider and potentially act on the following Public Agenda items.

- A. Public Hearing, Approval of Plans and Specification for the Heritage at Grimes Plat 2 Phase 4 Division I – NE Beaverbrooke Boulevard Paving Improvements Division II Highway 141 Turn Lanes and Traffic Signal, Grimes, Iowa
- B. Recommendation of Award for the Heritage at Grimes Plat 2 Phase 4 to Concrete Technologies, Inc. for a low bid of \$3,532,673

PUBLIC FORUM

“Those people wishing to address the Council need to sign up on the sheet which has been provided on the table near the door. Each person will be allowed three minutes from the podium and may address no more than two issues per Grimes Rules of Procedure for Conduct of City Business – May 2005.”

COUNCIL ACTIONS

- A. Second Reading of Ordinance 654 granting Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware Corporation, its lessees, successors and assigns, a natural gas franchise the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City of Grimes, Iowa.
- B. Approval of Household Hazardous Waste Storage License for Metro Waste

COUNCIL DISCUSSIONS

- 1. Mayor’s Report
 - A. Appointment to MPO Policy Committee
 - B. Appointment to MPO Technical Committee
(additional appointments due to special census growth per the MPO’s 28E Agreement)
- 2. City Attorney’s Report
- 3. City Engineer’s Report
- 4. City Staff Report
- 5. Old Business
- 6. New Business
- 7. Recess Open Session



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8. Reconvene Open Session
9. Resolution 03-0416 providing for Closed Session ref 21.5 1 (c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
10. Rise from Closed Session
11. Reconvene Open Session
12. Open Session – cont.
13. New Business – cont.

ADJOURNMENT

CITY COUNCIL MEETING

Tuesday, March 8, 2016

Grimes City Hall 5:30 P.M.

The regular meeting of the Grimes City Council was called to order by Mayor Tom Armstrong on Tuesday, March 8, 2016 at 5:30 P.M. at the Grimes City Hall. The Pledge of Allegiance was led by Mayor Armstrong.

Roll Call: Present: Bickford, Hamp, Johansen, Altringer Absent: Blackford

GENERAL AGENDA ITEMS.

APPROVAL OF THE AGENDA

Mayor Armstrong asked for approval of the agenda with a request to add items N. McKinney Excavating for cleaning lime pits \$50,000 and O. Central Pump & Motor LLC – 4 inch pressure reducing valve at the water plant \$3,139.16 to the Consent Agenda for approval.

Moved by Bickford, Seconded by Hamp; the Agenda with the additions requested by the Mayor shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

Approval of the Consent Agenda

A. Minutes from previous meeting B. Custom Steel Buildings, Inc – snow blades for truck \$2,500
C. Municipal Supply Inc. – water meters \$9,925 D. Resolution 03-0216 Amending its amended and restated \$7,200,000 Education Facility Revenue Note, Series 2004 Des Moines Christian School Project (this is an amendment to an already passed bond issue and doesn't affect the City of Grimes bonding capacity in any way) E. Change Order #1 for the 2015 Grimes Parkland Improvements Project by Covenant Construction Services decreasing the contract \$133,008 (revisions to timber truss system, windows, translucent panels, metal panel siding, replacing sod with seed) F. Change Order #2 Heritage at Grimes Plat 2 Phase 2 – Little Beaver Creek Tributary Crossing (adjustment of time for delays due to flooding and work-site contamination sewage) G. Temporary reduction of speed limit for the reduction of speed from 35 MPH to 25 MPH for the stretch from 1st Street to NW 7th Street on NW Brookside Drive until such time as sidewalks are installed. H. Pay Request #6 for the Heritage at Grimes Plat 2 Phase 2 Little Beaver Creek Tributary Crossing to Jensen Construction Company - \$115,374.65
I. Pay Request #2 for the 2015 Grimes Parkland Improvements Project – Covenant Construction Services, LLC - \$61,644.76 J. Bond Refinancing a. Approve Review of Refinancing Timeline and Refinancing Estimate (outlines the preliminary timeline and discussed the economics of refinancing the City's Series 2007 GO Bonds b. Approve Engagement Letter with Piper Jaffray, including related disclosures (outlines the nature of the agreement with Piper Jaffray, including underwriting efforts)
K. Proposal for Geotechnical Exploration for North James Street Widening to Thiele Geotech, Inc. \$4,950 L. Claims dated March 8, 2016 Memorandum of Understanding between City of West Des Moines and City of Grimes regarding Westcom Regional Interoperable Communications Systems (allows for a partnership between local governments for emergency radio communication) N. McKinney Excavating for cleaning of lime pits \$50,000 O. Central Pump & Motor LLC – 4 inch pressure reducing valve at the water plant \$3,139.16

Moved by Altringer, Seconded by Hamp; the Consent Agenda shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

Fire Chief Report

Fire Chief Krohse advised they closed out the month of February with 64 runs of which 57 were EMS. He added they are currently 50 runs ahead of last year. He added they had no significant dollar loss for the month.

Patrol Report

Deputy Ballinger from the Polk County Sheriff's Department was present to update the Council. He advised for the month of February they had 324 calls for service with 164 stop for a total of 488 calls and trips.

PUBLIC AGENDA

A. Public Hearing on Granting Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware Corporation, its lessees, successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City of Grimes, Iowa.

Mayor Armstrong opened the Public Hearing at 5:35 pm. Laura Roussell the Senior Community Affairs Manager was present to address the Council. She thanked the Council for their consideration of the franchise agreement. She added that it is a privilege to serve the people of Grimes and look forward to the continued partnership. There being no further oral or written comments the Hearing was closed at 5:36 pm.

B. First Reading of Ordinance 654 granting Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware Corporation, its lessees, successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City of Grimes, Iowa.

Moved by Bickford, Seconded by Johansen; the First Reading of Ordinance 654 granting Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware Corporation, its lessees, successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City of Grimes, Iowa shall be approved. Mayor Armstrong added that agreement currently has a zero franchise fee but a fee could be added if needed.

Roll call. Ayes: all. Nays: none. Motion passes 4 to 0.

C. Kennybrook Final Plat

Erin Ollendike of Civil Design Advantage, 3405 S E Crossroads Drive, Suite G, Grimes, Iowa stated this plat contains 25 lots for single family homes and one lot to be developed for multifamily as well as an out-lot to be dedicated to the City for a park. Ollendike stated that all the improvements are in place except for the paving and some utility testing. City Engineer Gade stated that the developer wants to receive final approval so they can transfer ownership of the multifamily lot so construction can begin and they will bond for the remaining improvements. The Council reviewed the parkland dedication. Moved by Altringer, Seconded by Hamp; the Kennybrook Final Plat shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

D. Voss Concrete Site Plan

Dan DeCamp, ABACI Consulting, Inc. 101 NE Circle Drive, Grimes addressed the Council on behalf of Voss Concrete. DeCamp stated they propose to build a 10,000 sq. ft. office and maintenance and repair facility with two ancillary storage buildings to store vehicles and materials. The project is located at 1305 SE 28th St and access to the project will be from SE 28th Street. DeCamp stated that construction vehicles will utilize the north portion to access the main facility and storage and exit on the south side of the building. DeCamp said they will tap into existing sanitary and water services. City Engineer Gade stated the only recommendation from the Planning and Zoning Board was to add additional screening for a small area that would be used for storage of steel reinforcement bars. DeCamp stated they were agreeable with this and would add an additional tree for screening.

Motion by Hamp, Second by Altringer; the Voss Concrete Site Plan shall be approved per the most recent letter from Fox Engineering letter with the requirement of additional landscaping in the NE corner to screen the outdoor storage.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

E. Resolution 03-0316 Authorizing Emergency Expenditure (purchase of water treatment equipment)

Steve Troyer of Fox Engineering stated is expenditure was to purchase reverse osmosis equipment for the water plant at a cost of around \$540,000 and an aerator at a cost of \$55,000. Mayor Armstrong added this equipment would be used to treat water from the Jordan well. Troyer stated that they hope to have the equipment in place to use by early June 2016.

Moved by Altringer, Seconded by Bickford; Resolution 03-0316 authorizing emergency expenditures for the water treatment shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

F. Public Hearing for the 2016-2017 City Budget

Mayor Armstrong opened the Public Hearing at 5:50 pm. There being no oral or written comments the hearing was closed at 5:52 pm.

G. Approval of 2016-2017 City Budget

City Administrator Brown stated that the increase in tax valuation was \$743,000 this year. She stated that of this amount \$387,000 would go towards increasing services. Brown advised that it is projected the City will grow by 5,000 people over the next 3 years. She stated that due to these numbers additional staff will be hired in this next budget which include: ½ time fire fighter, 2 full time fire fighters and an increase in full time fire fighters hours, promotions to 3 fire department lieutenants, Deputy Ron Schipper to full time, library allowing for a 2 year phase in of salaries to put them in line with the metro, 1 additional Building Department employee, 1 Public Works Streets employee and 1 Administrative Public Works employee, 1 Parks Department employee and 1 Finance Director. Brown stated that this is done without increasing taxes and with the roll back taxes on a \$200,000 home would see a property tax decrease of \$2.80.

Moved by Altringer, Seconded by Hamp; the 2016-2017 City Budget shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

PUBLIC FORUM

Chip Clauson of 7221 NW 107th Avenue, Grimes addressed the Council. Clauson thanked the Council for all the communication that was given to concerned citizens over the recent request for the rezoning

of the Caymus Park property. Clauson stated that even though the issue may not be over he still wanted to take this time to thank the City. The Council thanked him for coming.

COUNCIL ACTIONS

No Action

COUNCIL DISCUSSIONS

Mayors Report

Mayor Armstrong wished a Happy Birthday to Council Member Hamp.

City Attorney Report

No Report

City Engineer Report

No Report

City Staff Report

No Report

Old Business

Council Members thanked City Administrator Brown for all her work on the budget.

New Business

None

Moved by Hamp; Seconded by Altringer; there being no further business, the meeting shall be adjourned at 5:55 p.m.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

ATTEST:

Rochelle Williams, City Clerk

Thomas M. Armstrong, Mayor



The workshop meeting of the Grimes City Council was called to order by Mayor Armstrong on Tuesday, March 8, 2016 at 6:09 pm at Grimes City Hall.

Roll Call: Present: Altringer, Bickford, Johansen, Hamp Absent: Blackford

APPROVAL OF THE AGENDA

Moved by Hamp, seconded by Altringer; the agenda shall be approved.

Roll call. Ayes: All. Nays: None. Motion passes 4 to 0.

Tiny House Discussion

The Council reviewed information regarding Tiny Houses provided by Building Official Scott Clyce.

Budget Follow Up Discussion

City Administrator Brown asked the Council if they had any follow-up questions regarding the budget. She added that she thanked them for working through the process with her.

New Business

Mayor Armstrong advised that City staff was working on setting up meetings with Young, Ernst and Grassley staffers while the some of the Council and Mayor are attending the Washington DC trip through the Des Moines MPO.

Council Member Johansen brought to the Council's attention that the Park and Recreation Board was putting together ideas about how the additional space will be used at the Grimes Community Complex once the YMCA has moved out. Council Member Johansen is the liaison to the board.

Moved by Hamp, Seconded by Altringer; there being no further business, the workshop meeting is adjourned at 9:40 pm.

ATTEST:

Rochelle Williams, City Clerk

Thomas M. Armstrong, Mayor



LAWSON Products

Lawson Products, Inc.
8770 West Bryn Mawr Ave., Suite 900, Chicago, IL 60631-3515
866-LAWSON4U (866-529-7664) lawsonproducts.com

RECEIVED MAR - 3

Invoice

Federal ID 800496603
DUNS No. 00-543-8890

Invoice No. 9303920396
Invoice Date 02/28/2016
Sales Order No. 3340548
Sales Quote No.
Ref.Order No. 3340548
Customer No. 10205554
PO No. Blake
Buyer
Attention
Currency USD
Sales Rep. TROY BEMISDARFER

Bill To
CITY OF GRIMES
101 NE HARVEY
GRIMES IA 50111

Ship To
CITY OF GRIMES
MAINTENANCE SHOP
901 NE MAIN STREET
GRIMES IA 50111

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Cash Discount	31.96-
Incoterm	FOB Free on board
Term of Payment	10 days 1% Discount, Net 30
<i>**Discounts not applicable to credit card payments.**</i>	Up to 03/09/2016 you receive 1 % discount Up to 03/29/2016 without deduction

Line	Item No.	Description	Price	Per Unit	Price Per Unit	Qty. Shipped	Amount	T
410	LP802	Wire Caddy Assortment					\$0.00	
		Sub-items 000490 to 000580 belong to this item						
490	82924	16-14 Ga Nylon Insul Quik Slide				25		
491	CT195A	Hex Cap Screw Assortment Grade 5	\$410.74	1 EA	\$410.7400	1	\$410.74	
		Sub-items 000000 to 000000 belong to this item						
492	A40	Cabinet				1		
493	FA501	1/4 Steel Flat Washer USS				250		
494	FA502	5/16 Steel Flat Washer USS				250		
495	FA503	3/8 Steel Flat Washer USS				250		
496	FA504	7/16 Steel Flat Washer USS				100		
497	FA505	1/2 Steel Flat Washer USS				100		
498	FA528	1/4 Steel Split Lock Washer Zinc				250		
499	FA529	5/16 Steel Split Lock Washer Zinc				250		
500	FA530	3/8 Steel Split Lock Washer Zinc				100		
501	FA531	7/16 Steel Split Lock Washer Zinc				100		
502	FA532	1/2 Steel Split Lock Washer Zinc				100		
503	FA65000	1/4-20 X 1/2 Hex Cap Screw Grade 5				100		
504	FA65001	1/4-20 X 3/4 Hex Cap Screw Grade 5				100		
505	FA65002	1/4-20 X 1 Hex Cap Screw Grade 5				100		
506	FA65003	1/4-20 X 1-1/4 Hex Cap Screw Grade 5				100		
507	FA65016	5/16-18 X 3/4 Hex Cap Screw Grade 5				100		
508	FA65017	5/16-18 X 1 Hex Cap Screw Grade 5				100		
509	FA65018	5/16 X 1-1/4 Hex Cap Screw Grade 5				100		
510	FA65019	5/16 X 1-1/2 Hex Cap Screw Grade 5				100		

PO # 12
cc App 3-22-16



Ship To Party

CITY OF GRIMES
MAINTENANCE SHOP
901 NE MAIN STREET
GRIMES IA 50111

Invoice

Sales Order No. 3340548
Invoice No. 9303920396

Line	Item No.	Description	Price	Per Unit	Price Per Unit	Qty. Shipped	Amount	T
511	FA65031	3/8-16 X 3/4 Hex Cap Screw Grade 5				100		
512	FA65032	3/8-16 X 1 Hex Cap Screw Grade 5				100		
513	FA65034	3/8-16 X 1-1/2 Hex Cap Screw Grade 5				50		
514	FA65036	3/8-16 X 2 Hex Cap Screw Grade 5				50		
515	FA65046	7/16-14 X 1 Hex Cap Screw Grade 5				50		
516	FA65047	7/16 X 1-1/4 Hex Cap Screw Grade 5				50		
517	FA65048	7/16 X 1-1/2 Hex Cap Screw Grade 5				50		
518	FA65050	7/16-14 X 2 Hex Cap Screw Grade 5				50		
519	FA65060	1/2-13 X 1 Hex Cap Screw Grade 5				50		
520	FA65062	1/2-13 X 1-1/2 Hex Cap Screw Grade 5				50		
521	FA65064	1/2-13 X 2 Hex Cap Screw Grade 5				50		
522	FA65066	1/2-13 X 2-1/2 Hex Cap Screw Grade 5				50		
523	FA95677	1/4-20 Hex Nut Grade 5 Zinc				100		
524	FA95678	5/16-18 Hex Nut Grade 5 Zinc				100		
525	FA95679	3/8-16 Hex Nut Grade 5 Zinc				100		
526	FA95680	7/16-14 Hex Nut Grade 5 Zinc				50		
527	FA95681	1/2-13 Hex Nut Grade 5 Zinc				50		
528	84888	3/8X2 Carriage Bolt Grade 5	\$42.00	50 EA	\$0.8400	50	\$42.00	
529	A24	12" Legs A-24 Stand	\$0.00		\$0.00	1	\$0.00	
530	LP196	Hex Washer Hd Self-Drilling Screw Asst	\$73.38	1 EA	\$73.3800	1	\$73.38	
531	LP802	Wire Caddy Assortment	\$231.57	1 EA	\$231.5700	1	\$231.57	
Sub-items 000000 to 000000 belong to this item								
532	5553K	14 Ga-Blk Plastic Covered Primary Wire				1		
533	5553R	14 Ga-Red Plastic Covered Primary Wire				1		
534	5553W	14 Ga-Wht Plastic Covered Primary Wire				1		
535	5554K	16 Ga-Blk Plastic Covered Primary Wire				1		
536	5554R	16 Ga-Red Plastic Covered Primary Wire				1		
537	5554W	16 Ga-Wht Plastic Covered Primary Wire				1		
538	81114	16-14 Ga Nylon Insul Quik Slide				25		
539	86045	22-18 Ga Nylon Insul Quick Slide				25		
540	86051	12-10 Ga Nylon Insul Quick Slide				25		
541	86057	22-18 Ga Nylon Insul Quick Slide				25		
542	86063	12-10 Ga Nylon Insul Quick Slide				25		
543	93474	26-6 Ga Crimp Tool				1		
550	94727	22-18 Superbutt Connector				25		
560	94728	16-14 Superbutt Connector				25		
580	A1R11	Wire Caddy				1		
600	LP70	Hammerlock Cotter Pin Assortment	\$94.32	1 EA	\$94.3200	1	\$94.32	
610	64348	1/4X2-1/2 PTO Pin Square Handle	\$46.60	10 EA	\$4.6600	10	\$46.60	
620	28063	5/16 X 2-1/2 Pto Pin Square Handle	\$39.80	10 EA	\$3.9800	10	\$39.80	



Ship To Party

CITY OF GRIMES
MAINTENANCE SHOP
901 NE MAIN STREET
GRIMES IA 50111

Invoice

Sales Order No. 3340548
Invoice No. 9303920396

Line	Item No.	Description	Price	Per Unit	Price Per Unit	Qty. Shipped	Amount	T
630	64350	3/8X2-1/2 Pto Pin Square Handle	\$45.40	10 EA	\$4.5400	10	\$45.40	
640	A33	Hvy Dty Rack	\$0.00		\$0.00	2	\$0.00	
650	LP871	Flap Disc Kit, Phenolic Backed, 12 Piece	\$108.63	1 EA	\$108.6300	2	\$217.26	
660	A22	4-1/2" Grind Whl Dispenser	\$0.00		\$0.00	4	\$0.00	
680	84750	Regency Jobber Drill Bit Set, 29 Pc.	\$141.89	1 EA	\$141.8900	2	\$283.78	
690	A26	Roller Rack Stand	\$0.00		\$0.00	1	\$0.00	
700	82511	Small Fitting Tool	\$20.41	1 EA	\$20.4100	1	\$20.41	
710	82512	Large Fitting Tool	\$22.33	1 EA	\$22.3300	1	\$22.33	
720	LP86	Grease Fitting Assortment	\$65.68	1 EA	\$65.6800	1	\$65.68	
730	DN4380D	Persist Grease 14.5 Oz. Cartridge	\$102.58	12 EA	\$8.5483	12	\$102.58	
740	DD1187	Dispenser	\$18.67	1 EA	\$18.6700	2	\$37.34	
750	KT14126	100% VOC Brake and Parts Cleaner 20 Oz.	\$55.08	12 EA	\$4.5900	12	\$55.08	
760	DL4880T06	Third Power 6x1 Qt.	\$66.73	6 EA	\$11.1217	6	\$66.73	
770	87671	16-14 Ga. Heat Seal Butt Conn	\$40.58	25 EA	\$1.6232	50	\$81.16	
780	87670	22-18 Ga. Heat Seal Butt Conn	\$40.58	25 EA	\$1.6232	50	\$81.16	
790	90873	22-18 Ga. Heat Seal Quick Slide	\$48.51	25 EA	\$1.9404	50	\$97.02	
800	90872	22-18 Ga. Heat Seal Quick Slide	\$48.51	25 EA	\$1.9404	50	\$97.02	
810	89463	16-14 Ga. Heat Seal Quick Slide	\$48.51	25 EA	\$1.9404	50	\$97.02	
820	89461	22-18 Ga. Heat Seal Rng Tng Term	\$52.75	25 EA	\$2.1100	50	\$105.50	
830	89458	16-14 Ga. Heat Seal Rng Tng Term	\$52.75	25 EA	\$2.1100	50	\$105.50	
840	89462	16-14 Ga. Heat Seal Spade Term	\$52.75	25 EA	\$2.1100	50	\$105.50	
850	90875	16-14 Ga. Heat Seal Rng Tng Term	\$57.75	25 EA	\$2.3100	50	\$115.50	
870	54531	16-14 to 12-10 AWG Step Down Butt Conn	\$20.80	10 EA	\$2.0800	20	\$41.60	
880	54532	12-10 to 8 AWG Step Down Butt Conn	\$22.20	10 EA	\$2.2200	20	\$44.40	
890	89241	2" Carton Sealing Tape	\$26.22	6 EA	\$4.3700	6	\$26.22	
900	60774M12	Cut-Off Wheel, 6" Dia, Zirc, Type 1	\$177.49	12 EA	\$14.7908	12	\$177.49	
901	89240	2 Inch Sealing Tapedispenser	\$30.62	1 EA	\$30.6200	1	\$30.62	
902	54530	22-18 to 16-14 AWG Step Down Butt Conn	\$16.70	10 EA	\$1.6700	20	\$33.40	



LAWSON Products

Lawson Products, Inc.
8770 West Bryn Mawr Ave., Suite 900, Chicago, IL 60631-3515
866-LAWSON4U (866-529-7664) lawsonproducts.com

Ship To Party

CITY OF GRIMES
MAINTENANCE SHOP
901 NE MAIN STREET
GRIMES IA 50111

Invoice

Sales Order No. 3340548
Invoice No. 9303920396

Line	Item No.	Description	Price	Per Unit	Price Per Unit	Qty. Shipped	Amount	T
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Total Before Tax and Freight	\$3,094.11
Total Freight	\$121.53
Total Tax	\$0.00
Total	\$3,215.64

↑ Detach and Return Lower Portion↑

Bill To	Customer No.	Invoice No.	Total Amount Due	AMOUNT PAID:
CITY OF GRIMES	10205554	9303920396	3,215.64 USD	

To ensure proper service, please return this portion with your payment.

Remit To:
LAWSON PRODUCTS
P.O. BOX 809401
CHICAGO IL 60680-9401

We Accept



To pay by credit card, call 866-529-7664.

P.O. No. _____

17505

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier Lawson Products
 Name
PO Box 809401 Chicago IL 60680
 Address
 Phone Number/Fax Number

ITEMS	QTY	UNIT PRICE	TOTAL
Bolts nuts screws washers			\$ 3094.11
	Freight		\$ 121.53

PURCHASE JUSTIFICATION: Needed to set up old shop with bolts, washers nuts, as we transferred the set up from Lawson to the new shop

DEPARTMENT: tools
 LINE ITEM: _____
 BEGINNING BUDGET BALANCE: _____
 ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: Paul Sisk DATE: 3-3-16
 PURCHASE ORDER APPROVAL AND ASSIGNMENT

Kelley Brown _____ 3-3-16
 Kelley L. Brown City Administrator/Clerk *dl* Date

CC App 3-22-16
 Council Approval date: (if over \$2500)

- Purchaser's Copy Vendor's Copy File Copy



Check Payment to:
 AECOM Technical Services, Inc.
 An AECOM Company
 1178 Paysphere Circle
 Chicago, IL 60674

ACH Payment to:
 AECOM Technical Services, Inc.
 An AECOM Company
 Bank of America
 Account Number 5800937020
 ABA Number 071000039

Wire Transfer Payment to:
 AECOM Technical Services, Inc.
 An AECOM Company
 Bank of America
 New York, NY 10001
 Account Number 5800937020
 ABA Number 026009593
 SWIFT CODE BOFAUS3N

RECEIVED MAR - 7

CC App 3-22-16

501 Sycamore Street, Suite 222, Waterloo, IA 50703
 Tel: 319-232-6531 Fax: 319-232-0271

Federal Tax ID No. 95-2661922

ATTN : KELLEY BROWN
 GRIMES, IA, CITY OF
 101 NE HARVEY STREET
 GRIMES, IA 50111

Invoice Date: 02-MAR-16
 Invoice Number: 37712316

Agreement Number: 60301188
 Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60301188
 Bill Through Date : 30-JAN-16 - 26-FEB-16

Project Name : Grimes-NW Transportation Corridor Feasibility Study

Labor Multiplier		Date	Hours	Rate	Raw Cost	Billed Amt
Employee Name/Title	Title/Expenditure					
Allyn, Todd L	Project Professional	05-FEB-16	17.00	46.68	793.56	
Allyn, Todd L	Project Professional	12-FEB-16	20.00	46.68	933.60	
Allyn, Todd L	Project Professional	19-FEB-16	19.00	46.68	886.92	
Allyn, Todd L	Project Professional	26-FEB-16	10.00	46.68	466.80	
Bernhardt, Mary E	Project Support	05-FEB-16	1.00	28.00	28.00	
Chumbley, Craig A	Staff Professional	05-FEB-16	6.00	40.76	244.56	
Oatman, Terry L	CAD/GIS Operator	05-FEB-16	29.50	28.61	844.00	
Wiele, Larry E	Project Professional	19-FEB-16	4.00	58.77	235.08	
Wiele, Larry E	Project Professional	26-FEB-16	1.00	58.77	58.77	
Total Labor Multiplier			107.50		4,491.29	4,491.29
OverHead Markup						6,294.99
Labor CPFF Total						10,786.28
Lump Sum						
Description						Billed Amt
Fixed Fee Labor						1,402.22
Total Lump Sum						1,402.22
Project Total : Grimes-NW Transportation Corridor Feasibility Study						12,188.50

Invoice Summaries

Total Current Amount :	12,188.50
Retention Amount :	0.00
Pre-Tax Amount :	12,188.50
Tax Amount :	0.00
Total Invoice Amount :	12,188.50

Billing Summaries

Billing Summary	Current	Prior	Total	Limit	Remain
Billings	12,188.50	196,415.85	208,604.35	375,900.00	167,295.65
Billing Total :	12,188.50	196,415.85	208,604.35		



AECOM Technical Services, Inc.
501 Sycamore Street, Suite 222
Waterloo, Iowa 50703

Cost Plus Fixed Fee Progressive Invoice

Invoice No.: 37712316
Invoice Period Covered: 1/30/16 through 2/26/16
Consultant Job No. 60301188

Date: March 2, 2016
Client Project No.: HDP-3125 (610)--71-77
City: Grimes
Client Project Description: Northwest Transportation
Corridor Feasibility Study
Client Contact: Ms. Kelley Brown

	Contract Estimate	Cumulative To Date	Current Period
Labor Dollars	\$ 103,515.70	\$ 63,925.32	\$ 4,491.29
Overhead	\$ 162,519.65	\$ 94,083.03	\$ 6,294.99
Direct Expenses			
Mileage	\$ 1,525.50	\$ 991.46	\$ -
Copies	\$ 780.00	\$ 1,201.00	\$ -
EDM Equipment	\$ -	\$ -	\$ -
GPS Equipment	\$ -	\$ -	\$ -
Miscellaneous/Other	\$ 194.50	\$ -	\$ -
Subconsultants			
Veenstra and Kimm, Inc.	\$ 63,800.00	\$ 21,416.78	\$ -
LT Leon Associates	\$ 9,000.00	\$ 6,445.68	\$ -
Estimated Actual Costs	\$ 341,335.35	\$ 188,063.27	\$ 10,786.28
Subtotal Rounded	\$ 341,300.00		\$ -
Fixed Fee	\$ 34,600.00	\$ 20,541.08	\$ 1,402.22
Authorized Contingency	\$ -		
Total Authorized Amount	\$ 375,900.00		
Total Billed to Date	\$ 208,604.35	\$ 208,604.35	\$ 12,188.50
Remaining Authorized Balance	\$ 167,295.65		
Labor Hours (Prime)	1,988.00	1,400.50	107.50

Remit to: AECOM Technical Services, Inc • 1178 Paysphere Circle • Chicago, IL 60674

Olivia DeYoung

From: John Gade <jmg@foxeng.com>
Sent: Monday, March 07, 2016 1:48 PM
To: Olivia DeYoung
Subject: Re: AECOM

Please pay.

John Gade, P.E.
Director of Municipal Engineering
FOX Engineering Associates, Inc.
414 South 17th Street | Suite 107 | Ames, IA 50010
Office | 515.233.0000 | Cell | 515.291.2470
www.foxeng.com

From: "Olivia DeYoung" <odeyoung@ci.grimes.ia.us>
To: "John Gade" <jgade@foxeng.com>
Sent: Monday, March 7, 2016 1:50:24 PM
Subject: AECOM

For your review and approval. Thank you!

Olivia DeYoung

101 NE Harvey Street

Grimes IA 50111

515-986-3036



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Applicant License BW0093357, AmericInn of Grimes, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

LENGTH OF LICENSE REQUESTED:

(Choose one of the following):

- 12 month
- 8 month
- 6 month
- 14 day
- 5 day

License Status: Submitted to Local Authority

Original issue date of license: MM/DD/YYYY

Issue date of current license: MM/DD/YYYY

License effective date: MM/DD/YYYY

License expiration date: MM/DD/YYYY

Number of days notice:

70 day notice:

Cancel date: MM/DD/YYYY

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1918 SE Hulsizer Road, Ankeny, IA 50021
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Privileges BW0093357, AmericInn of Grimes, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen. The navigation links on the top may also be used to move around the application.

Select one or more of the privileges you wish to have for your Special Class C Liquor License (BW) (Beer/Wine). If no privileges are applicable please leave all boxes unchecked and hit the next button.

PRIVILEGES:	
<input type="checkbox"/>	Class B Native Wine Permit
<input type="checkbox"/>	Class B Wine Permit (Carryout Wine - Includes Native Wine)
<input checked="" type="checkbox"/>	Living Quarters
<input type="checkbox"/>	Outdoor Service
<input checked="" type="checkbox"/>	Sunday Sales

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Ownership **BW0093357, AmericInn of Grimes, Grimes**

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Corporate applicant's, list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Sole Proprietors shall also include their spouse even if the spouse owns 0% interest. Non-profit corporations or associations need to list officers. Partnerships and Committees not registered with the Secretary of State office will need a trade name filing from their county recorder's office.

If you want to change ownership information at renewal time please finish the renewal with the current ownership listed. When you are finished please go to the Action List and submit an Ownership Update Application along with the license renewal.

Owners:

Name	Address	Percentage	
Kevin Blerl	7502 E Pinnacle Peak Rd, Scottsdale, AZ, 85255	100.00 %	View

1

First Name: <input type="text"/>		Last Name: <input type="text"/>	
Address: <input type="text"/>			
Address Line 2: <input type="text"/>			
City: <input type="text"/>	State: <input type="text" value="Please Select"/>		
Zip: <input type="text"/>			
Position: <input type="text"/>	SS#: <input type="text"/>	U.S. Citizen: <input type="text" value="Please Select"/>	
Date of Birth: <input type="text" value="MM/DD/YYYY"/>	% of Ownership: <input type="text"/>		
<input type="button" value="Add"/>			

Please make sure you press "Add" after each owner's information is listed above before pushing the next button.

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Criminal History **BW0093357, AmericInn of Grimes, Grimes**

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
 The navigation links on the top may also be used to move around the application.

<input type="text" value="No"/> ▼	Since this license was last issued, has anyone listed in the ownership screen been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.
<input type="text" value="No"/> ▼	Since the license was last issued, have any of the owners listed in the ownership screen been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.
<input type="text" value="None"/> ▼	If no arrests, indictments, summons or convictions are applicable since the license was last issued, select 'NONE'.

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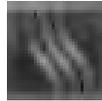


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Applicant License LE0001788, Spirits, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

LENGTH OF LICENSE REQUESTED:

(Choose one of the following):

- 12 month
- 8 month
- 6 month
- 14 day
- 5 day

License Status: Submitted to Local Authority

Original issue date of license: MM/DD/YYYY

Issue date of current license: MM/DD/YYYY

License effective date: MM/DD/YYYY

License expiration date: MM/DD/YYYY

Number of days notice:

70 day notice:

Cancel date: MM/DD/YYYY

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Privileges LE0001788, Spirits, Grimes

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After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Select one or more of the privileges you wish to have for your Class E Liquor License (LE). If no privileges are applicable please leave all boxes unchecked and hit the next button.

PRIVILEGES:	
<input type="checkbox"/>	Class B Native Wine Permit
<input checked="" type="checkbox"/>	Class B Wine Permit (Carryout Wine - Includes Native Wine)
<input checked="" type="checkbox"/>	Class C Beer Permit (Carryout Beer)
<input type="checkbox"/>	Living Quarters
<input type="checkbox"/>	Outdoor Service
<input checked="" type="checkbox"/>	Sunday Sales

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Ownership LE0001788, Spirits, Grimes

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Corporate applicant's, list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Sole Proprietors shall also include their spouse even if the spouse owns 0% interest. Non-profit corporations or associations need to list officers. Partnerships and Committees not registered with the Secretary of State office will need a trade name filing from their county recorder's office.

If you want to change ownership information at renewal time please finish the renewal with the current ownership listed. When you are finished please go to the Action List and submit an Ownership Update Application along with the license renewal.

Owners:

Name	Address	Percentage	
Michael Uthe	312 SW Kennybrook Street, Grimes, IA, 50111	100.00 %	View

1

First Name: <input type="text"/>		Last Name: <input type="text"/>	
Address: <input type="text"/>			
Address Line 2: <input type="text"/>			
City: <input type="text"/>	State: <input type="text" value="Please Select"/>		
Zip: <input type="text"/>			
Position: <input type="text"/>	SS#: <input type="text"/>	U.S. Citizen: <input type="text" value="Please Select"/>	
Date of Birth: <input type="text" value="MM/DD/YYYY"/>	% of Ownership: <input type="text"/>		
Add			

Please make sure you press "Add" after each owner's information is listed above before pushing the next button.

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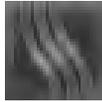


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Criminal History LE0001788, Spirits, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

<input type="text" value="No"/>	Since this license was last issued, has anyone listed in the ownership screen been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.
<input type="text" value="No"/>	Since the license was last issued, have any of the owners listed in the ownership screen been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.
<input type="text" value="None"/>	If no arrests, indictments, summons or convictions are applicable since the license was last issued, select 'NONE'.

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RECEIVED MAR 1 0

BISHOP ENGINEERING COMPANY
 3501 104TH STREET
 DES MOINES, IA 50322
 515-276-0467

CITY OF GRIMES
 101 NORTH HARVEY STREET
 GRIMES, IA 50111
 KELLEY BROWN

Invoice number 19896
 Date 02/29/2016

Project 120101 HERITAGE AT GRIMES

Professional Services through 02/29/2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
PLAT OF SURVEY FOR CITY	1,500.00	100.00	1,500.00	1,500.00	0.00
ARCHITECTUAL REVIEW BOARD					
HERITAGE SCHOOL	250.00	100.00	250.00	250.00	0.00
Subtotal	250.00	100.00	250.00	250.00	0.00
PARK DRIVE TURN LANE	7,800.00	100.00	0.00	7,800.00	7,800.00
Total	9,550.00	100.00	1,750.00	9,550.00	7,800.00

Invoice total 7,800.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
19896	02/29/2016	7,800.00	7,800.00				
	Total	7,800.00	7,800.00	0.00	0.00	0.00	0.00

001-5-170-6407 ✓

FOR QUESTIONS CALL OR EMAIL:
 MELVA mburich@bishopengr.com
 JULIE jabishop@bishopengr.com



ACCUJET LLC
12155 J Ave
Perry, IA 50220

(515)360-8582
kyle@accujetiowa.com
<http://www.accujetiowa.com>

Invoice

Date	Invoice #
03/03/2016	2475
Terms	Due Date
Net 30	04/02/2016

Bill To
US Water
1801 N James St
ATTN Aaron US Water
Grimes, IA 50111 USA

Date	Activity	Quantity	Rate	Amount
02/22/2016	Mainline inspection per hour	25.5	235.00	5,992.50
02/22/2016	Jet/vac per hour	23.5	235.00	5,522.50
02/22/2016	Easement machine per hour	12	75.00	900.00
03/03/2016	Clean and tv to find infiltration on their trunk line, starting at Lyons park and working towards the plant, for Andy in Grimes.			
Total				\$12,415.00

P.O. No. _____

17432

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier Acceyot
Name

Perry
Address

Phone Number/Fax Number

ITEMS	QTY	UNIT PRICE	TOTAL
<u>Main Inspection</u>			<u>12,415.00</u>

PURCHASE JUSTIFICATION: clean and inspect 36" x 48"
MANUS

DEPARTMENT: 610-5-815-6350.1

LINE ITEM: _____

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: Andrew Wood DATE: 3-16-16
PURCHASE ORDER APPROVAL AND ASSIGNMENT

Kelly Brown
Kelly L. Brown City Administrator/Clerk *KB*

3-17-16
Date

Council Approval date: (if over \$2500)

- Purchaser's Copy
- Vendor's Copy
- File Copy

MINUTES TO SET DATE FOR HEARING
ON PROPOSAL TO ENTER INTO A
GENERAL OBLIGATION LOAN
AGREEMENT

419952-44

Grimes, Iowa

March 22, 2016

The City Council of the City of Grimes, Iowa, met on March 22, 2016, at 5:30 o'clock p.m., at the City Hall, 101 N E Harvey Street, Grimes, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution hereinafter next set out, setting a date for hearing on a loan agreement, and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

Mayor Thomas M. Armstrong

Attest:

City Clerk Rochelle Williams

RESOLUTION NO. 03-0416

Resolution setting the date for a public hearing on proposal to enter into a General Obligation Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,200,000

WHEREAS, the City of Grimes (the "City"), in Dallas and Polk Counties, State of Iowa, previously issued its \$5,200,000 General Obligation Corporate Purpose Bonds, Series 2007, dated August 1, 2007 (the "2007 Bonds") a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$355,000	4.00%	2020	\$420,000	4.10%
2017	\$340,000	4.00%	2021	\$440,000	4.10%
2018	\$385,000	4.05%	2023	\$455,000	4.10%
2019	\$405,000	4.05%			

;and

WHEREAS, pursuant to the resolution (the "2007 Bond Resolution") authorizing the issuance of the 2007 Bonds, the City reserved the right to call the 2007 Bonds maturing in the years 2018 to 2022 (the "Callable 2007 Bonds"), inclusive, for optional early redemption on any date on or after June 1, 2017, subject to the provisions of the 2007 Bond Resolution; and

WHEREAS, the City now proposes to enter into a Loan Agreement (the "Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,200,000 for the purpose of paying the cost, to that extent, of advance refunding the Callable 2007 Bonds, and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Grimes, Iowa, as follows:

Section 1. The City Council shall meet on April 12, 2016, at the City Hall, 101 NE Harvey Street, Grimes, Iowa, at 5:30 o'clock p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into a Loan Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once and not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,200,000

(GENERAL OBLIGATION)

The City Council of the City of Grimes, Iowa, will meet on April 12, 2016, at the City Hall, 101 NE Harvey Street, Grimes, Iowa, at 5:30 o'clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,200,000 for the purpose of paying the cost, to that extent of advance refunding the 2018 to 2022, inclusive, maturities of the City's outstanding General Obligation Corporate Purpose Bonds, Series 2007, dated August 1, 2007.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Grimes, Iowa.

Rochelle Williams
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

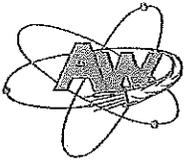
Passed and approved March 22, 2016.

Mayor Thomas M. Armstrong

Attest:

City Clerk Rochelle Williams

INVOICE



A&W ELECTRIC, INC.

309 S 7th, STE A
ADEL, IA 50003

brendan@awelectricalcontractors.com

S.O. No.	Date	Invoice #
B523	3/11/2016	25183

Bill To
CITY OF GRIMES 101 N HARVEY GRIMES, IA 50111
<i>Due Upon Receipt</i>

Phone #
515-986-3986
Fax #
515-993-2130

P.O. No.

Quan...	Description	Rate	U/M	Amount
1	<p>RELABEL PANELS AND CHECK CIRCUITS AT NEW MAINTENANCE FACILITY. QUOTED PRICE. The following price is to research electrical system and panel schedules to make sure they are correct. Disconnect and identify circuits that are not in use, and make safe.</p> <p>The following items are included in our base budget: 80 HOURS LABOR (1) WEEK (2) GUYS 1 3226 ELECTRIC SCISSORS LIFT (1) WEEK TOTAL: \$ 6,600.00</p> <p>AS QUOTED FOR JOB</p>	6,600.00	ea	6,600.00

CC App 3-22-16

We accept credit cards: Master-card, Visa, Discover, and American Express.

Accounts not paid within 15 days of the date of the invoice are subject to a 1.5% monthly finance charge.

Sales Tax (0.0%)	\$0.00
Total	\$6,600.00

P.O. No. _____

17515

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier A 3 W Electric Inc
Name

309 S 7th STE A Adel IA. 50003
Address

Phone Number/Fax Number _____

ITEMS	QTY	UNIT PRICE	TOTAL
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<u>Invoice # 25183</u>			
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			<u>6,600⁰⁰</u>
--	--	--	---------------------------

PURCHASE JUSTIFICATION: Disconnect and lable all circuits
in 1700 SE Destination Shop for safety.

DEPARTMENT: streets bid maint

LINE ITEM: _____

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: [Signature] DATE: 3-16-16

PURCHASE ORDER APPROVAL AND ASSIGNMENT

Kelley Brown _____ 3-16-16
Kelley L. Brown City Administrator/Clerk 09 Date

3-22-16

Council Approval date: (if over \$2500)

- Purchaser's Copy
- Vendor's Copy
- File Copy

Expenditures approved per Resolution 06-2814 for Public Purpose:

March 2016

Date	Vender	CK #	Amount
02/09/16	The Radish-CC Meeting Dinner-Admin	\$	337.08
02/23/16	Fareway- CC Meeting supplies-Admin	\$	43.13
02/23/16	Casey's - CC Meeting dinner-Admin	\$	102.70
03/11/16	Sam's Club- Office Supplies	\$	182.69
03/14/16	DeYoung- Birthday supplies reimbursement-Admin	\$	15.38
			<hr/>
		\$	680.98



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

March 14, 2016

To: City of Grimes

From: Andrew Wood, Jeff Waters, Jake Solsma, Christina Shepherd, Austin TeBrink

O&M Report: February 2016

Water Plant Operation & Maintenance

Maintenance staff performed monthly inspections and completed the monthly preventative maintenance work on all water plant equipment during the first week of February.

The Harn R.O. pilot study continues on the shallow/Jordan well blended water. This study will be completed in April 2016. Due to high second stage vessel pressures we've started performing a weekly low pH flush to help reduce pressure. Harn also shipped a clean in place (CIP) unit that will be implemented in February.

Fox Engineering, USWUG and Harn staff met on-site several times in February to discuss the emergency R.O. Project.

The new effluent flow meters arrived in February. These meters will replace the flood damaged units. Staff has begun the preparation for installation.

On February 17th, Hach was on-site to field calibrate the new turbidity meters.

On February 22nd, staff performed the annual inspections and maintenance of the lime sludge pumps. The diaphragm on Lime Sludge Pump No. 1 was replaced as well as the filters on both pumps.

Staff has continued their cleaning and organization of the facilities throughout the month.

Wastewater Plant Operation & Maintenance

The WWTP operated well within permit limits during the month of February 2016. The average effluent CBOD5 concentration was 2.68 mg/L, average Total Suspended Solids



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

concentration was 12.42 mg/L, and the average Ammonia Nitrogen concentration was 0.28 mg/L.

Maintenance staff performed monthly greasing and facility inspections during the first week of February.

The new NPDES Permit that was recently issued had an effective date of February 1, 2016. New sampling requirements and schedules were included with the new permit. Staff has begun collecting and analyzing new parameters in accordance with the permit requirements.

On February 16th, the annual Biosolids Report was submitted to both the EPA and Iowa DNR.

Work began on television of the 36" and 48" gravity sewer mains that feed the plant. The inspection of these mains will help determine the source of inflow and infiltration during rain events.

On February 26th, the pre-construction meeting was held at City Hall with the City, Rice Lake, USWUG and Fox Engineering. Following the meeting, staff conducted a site visit.

USWUG staff has met with Rice Lake and subcontractors on-site throughout the month of February, taking an overview of the facilities and determining a schedule of construction for the improvement projects. The schedule will include milestones and identify the "critical path"

Preparation work for the wastewater plant improvements along with painting and cleaning have continued throughout the winter season.

Distribution & Collection System Operations

Sudden changes in weather in February led to thawing of the ground and a few main breaks. The first main break during February was a 6" ductile iron main line near the corner of North James Street and NW 7th Street. The repair was done with 6" repair band.



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

The second main break was a 4" cast iron pipe in the property of 717 SE 2nd Street. The repair was completed with a 4" repair band.

Also, with thawing, curb stops begin to rise up and become a tripping hazard if they are in the sidewalk. Staff has repaired over fifty (50) curb stops this month and plan to continue repairing them throughout March as the frost continues to come up. During the warmer days in February, we were also able to accomplish some hydrant flushing.

Crews continued to perform locates (226), place disconnect notices (83), inspect and flush hydrants (23), exercise valves (25), inspect priority manholes (37) and install water meters (32). Sixty-six (66) work orders were completed in February.

USW

UTILITY GROUP

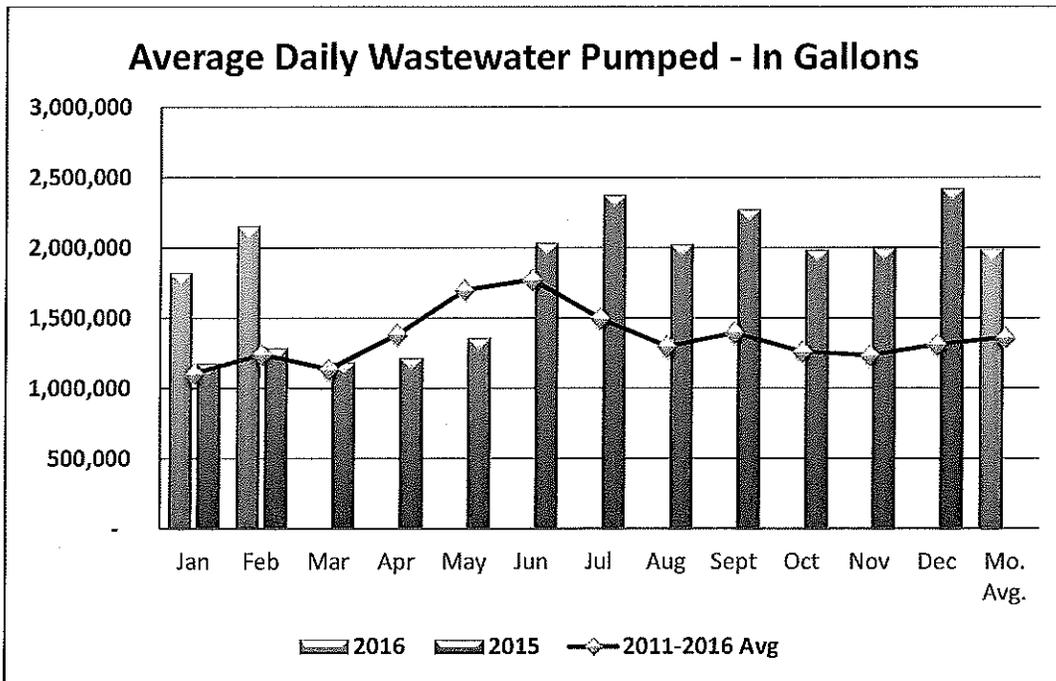
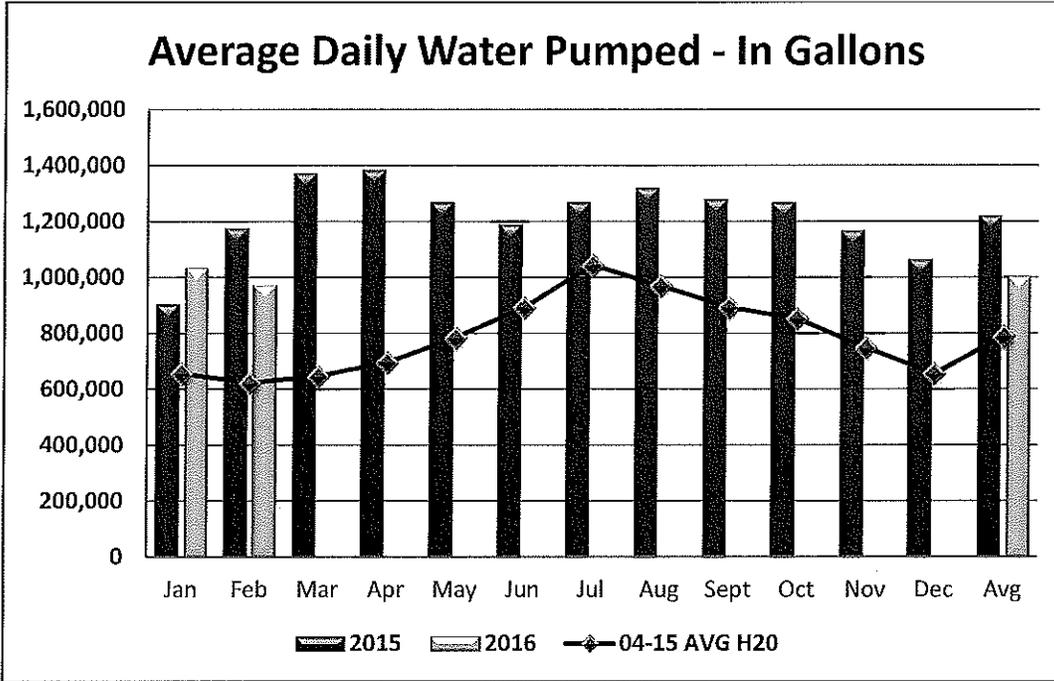
Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

		16-Feb	16-Jan	15-Feb
Water				
Average Daily Pumped	gallons	972,450	1,034,390	1,173,930
Maximum Daily Pumped	gallons	1,364,000	1,485,000	1,489,000
Minimum Daily Pumped	gallons	717,000	782,000	679,000
Hardness				
Hardness - Avg Raw	grains	30.84	32.42	24.89
Hardness - Avg Finish	grains	17.17	16.94	16.18
Iron mg/l				
Avg Raw	mg/L	5.93	6.02	5.7
Avg Finish	mg/L	0.14	0.14	0.12
Fluoride mg/l				
Avg Raw Fl.	mg/L	1.19	1.25	1.18
Avg Finish Fl.	mg/L	1	1.03	0.77
Wastewater				
BOD				
BOD Effluent Avg	mg/L	2.68	1.85	0.00
BOD Effluent Permit Limit	mg/L	25	25	25
TSS				
TSS Effluent Avg	mg/L	12.42	3.67	3.67
TSS Effluent Permit Limit	mg/L	30	30	30
Nitrogen Ammonia				
NH3-N Effluent Avg	mg/L	0.28	0.37	0.07
NH3-N Effluent Permit Limit	mg/L	5.8	6.2	6.2
Effluent Flow				
Average Daily	gallons	2,153,793	1,824,839	1,285,282
Maximum Daily	gallons	2,490,000	2,250,000	1,523,000
Minimum Daily	gallons	1,560,000	1,290,000	1,117,000
Distribution				
Work Orders	#	66	64	45
Locates	#	226	124	106
Meters Installed				
Residential	#	32	25	14
Commercial	#	0	0	1
Temp Hydrants	#	1	0	0
Disconnect Notices	#	83	87	87
Services Disconnected	#	10	6	10
Hydrants Inspected/Flushed	#	23	15	15
Valves Exercised	#	25	20	12
Manholes Inspected	#	37	7	18

USW

UTILITY GROUP

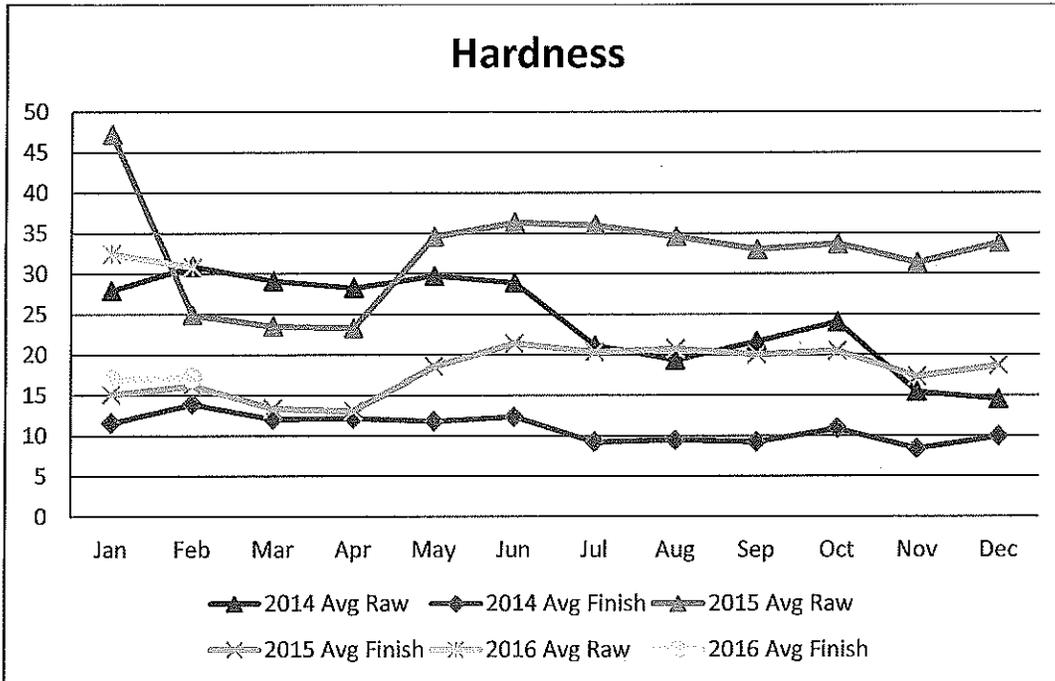
Water and Wastewater Utility Operations, Maintenance, Engineering, Construction



USW

UTILITY GROUP

Water and Wastewater Utility Operations, Maintenance, Engineering, Construction



Notice of Award

Project: Heritage at Grimes – Plat 2 Phase 4 – Division I & Division II	Date of Award:
Owner: City of Grimes, Iowa	Owner's Contract No.:
Engineer: FOX Engineering Associates, Inc.	Engineer's Project No.: 1005-16A
Bidder: Concrete Technologies, Inc.	

You are notified that your Bid dated March 16, 2016 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Heritage at Grimes – Plat 2 Phase 4 – Division I & Division II

Work includes: Division I - NE Beaverbrooke Boulevard Paving Improvements: This division involves the paving of approximately 6000 LF of 22' wide, 9" PCC w/ CD's, 4-lane divided roadway from Highway 141 west to N James St. Project includes paving of 2, multi-lane roundabouts, approximately 10,000 LF of 10', 5" PCC trails, 7,000 LF of 5' wide, 5" PCC sidewalks, signage and striping. Project excludes 6" rock base for NE Beaverbrooke Blvd as this work will be performed by others.

Division II – Highway 141 Turn Lanes & Traffic Signal: This division involves the paving of turn lanes on Highway 141 at both NE 10th Street and NE Beaverbrooke Blvd as well as the installation of traffic signals at NE Beaverbrooke Blvd. More specifically, the project consists of 12" PCC for a SB right-hand deceleration lanes at both NE Beaverbrooke Blvd and NE 10th St, a 12" PCC NB left turn lane and associated median paving, and a traffic signal at NE Beaverbrooke Blvd. Project excludes 6" rock base for all paving as this work will be performed by others.

The Contract Price of your Contract is Three Million Five Hundred Thirty Two Thousand Six Hundred Seventy Three Dollars and 00/100 (\$3,532,673.00).

3 copies of each of the proposed Contract Documents accompany this Notice of Award.

A minimum of 5 sets of the Project Manual and Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [3] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), [and] General Conditions (Paragraph 5.01) [and Supplementary Conditions (Paragraph SC-5.01).]
3. Other conditions precedent:
 - a. Before you may start work at site; paragraph 2.01.B of the General Conditions provides that you must deliver to the Owner (with copies to the ENGINEER and other identified additional insureds) certificates of insurance which you are required to purchase and maintain in accordance with the Contract Documents.
 - b. Paragraph 2.05 states that before starting construction a preliminary progress schedule, a preliminary schedule of submittals, and a preliminary schedule of values are required.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: _____
 Title: _____
 Authorized Signature: _____

Copy to Engineer, Owner & Contractor

BID TABULATION

Heritage at Grimes Plat 2 Phase 4
Division I - NE Beaverbrooke Blvd Paving Improvements
Division II - Highway 141 Turn Lanes & Traffic Signal

BID DATE:
FOX PN

CONTRACTORS:				Concrete Technologies 1001 SE 37th Street Grimes, IA 50111	Alliance Construction Group LLC 3000 SE Grimes Blvd, Suite 800 Grimes, IA 50111	Manatt's Inc. 1775 Old 6 Rd PO Box 535 Brooklyn, IA 52211	Hawkeye Paving Corp 801 42nd Street Bettendorf, IA 52222						
ITEM NO.	DESCRIPTION	QTY	UNITS	Engineer's Opinion	Probable Cost	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
				PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE		
DIVISION I: NE BEAVERBROOKE BLVD PAVING IMPROVEMENTS													
7.01	PAVEMENT, PCC, 9" W/ CD BASKETS	33872	SY	\$65.00	\$2,201,680.00	\$48.00	\$1,625,856.00	\$60.00	\$2,032,320.00	\$66.95	\$2,267,790.40	\$75.00	\$2,540,400.00
7.02	PAVEMENT, PCC, 9", FULL DEPTH COLOR	237	SY	\$100.00	\$23,700.00	\$164.50	\$38,986.50	\$155.00	\$36,735.00	\$153.98	\$36,493.26	\$110.00	\$26,070.00
7.03	PAVEMENT, PCC, 9" W/ CD BASKETS, FULL DEPTH COLOR	953	SY	\$90.00	\$85,770.00	\$104.00	\$99,112.00	\$100.00	\$95,300.00	\$97.33	\$92,755.49	\$135.00	\$128,655.00
7.04	PAVEMENT, PCC, 7"	2477	SY	\$45.00	\$111,465.00	\$48.00	\$118,896.00	\$46.00	\$113,942.00	\$55.52	\$137,770.74	\$68.00	\$168,436.00
7.05	PAVEMENT, PCC, 5", FULL DEPTH COLOR, STAMPED	713	SY	\$60.00	\$42,780.00	\$84.75	\$60,426.75	\$85.00	\$60,605.00	\$79.31	\$56,548.03	\$125.00	\$89,125.00
7.06	PAVEMENT, PCC, 4", MOW STRIP	1140	SY	\$60.00	\$68,400.00	\$44.00	\$50,160.00	\$55.00	\$62,700.00	\$41.20	\$46,968.00	\$125.00	\$142,500.00
7.07	BEAM CURB	475	LF	\$30.00	\$14,250.00	\$54.50	\$25,887.50	\$55.00	\$26,125.00	\$50.98	\$24,215.50	\$40.00	\$19,000.00
7.08	PAVEMENT, HMA, 6"	347	SY	\$50.00	\$17,350.00	\$63.50	\$22,034.50	\$70.00	\$24,290.00	\$69.01	\$23,946.47	\$65.00	\$22,555.00
7.09	SHARED USE PATH, PCC, 6"	11728	SY	\$35.00	\$410,480.00	\$50.00	\$586,160.00	\$32.00	\$375,296.00	\$30.38	\$355,296.64	\$27.00	\$316,656.00
7.10	SIDEWALK, PCC, 5"	30845	SF	\$5.00	\$1,542,250.00	\$4.85	\$1,496,827.50	\$5.00	\$1,542,250.00	\$4.63	\$1,428,123.35	\$4.00	\$1,233,800.00
7.11	DETECTABLE WARNING	890	SF	\$40.00	\$35,200.00	\$33.00	\$29,310.00	\$35.00	\$30,950.00	\$30.90	\$27,411.00	\$35.00	\$30,950.00
9.01	CONCRETE WASHOUT	1	LS	\$1,000.00	\$1,000.00	\$13,750.00	\$13,750.00	\$14,000.00	\$14,000.00	\$12,874.30	\$12,874.30	\$12,500.00	\$12,500.00
9.02	1-1/2" DECORATIVE ROCK	110	TON	\$120.00	\$13,200.00	\$253.50	\$27,885.00	\$250.00	\$27,500.00	\$247.19	\$27,190.90	\$255.00	\$28,050.00
11.01	MOBILIZATION	1	LS	\$150,000.00	\$150,000.00	\$48,000.00	\$48,000.00	\$125,000.00	\$125,000.00	\$150,265.59	\$150,265.59	\$250,000.00	\$250,000.00
11.02	PAINTED PAVEMENT MARKINGS, DURABLE, NON GROOVE CUT	85.08	STA	\$125.00	\$10,635.00	\$102.25	\$8,699.43	\$130.00	\$11,060.40	\$110.20	\$9,375.82	\$95.00	\$8,082.60
11.03	PAINTED SYMBOLS & LEGENDS, DURABLE, NON GROOVE CUT	25	EA	\$200.00	\$5,000.00	\$236.50	\$5,912.50	\$150.00	\$3,750.00	\$139.04	\$3,476.00	\$215.00	\$5,375.00
11.04	PAINTED PAVEMENT MARKINGS, THERMOPLASTIC, GROOVE CUT	84.52	STA	\$200.00	\$16,904.00	\$337.75	\$28,546.53	\$525.00	\$44,373.00	\$501.58	\$42,383.54	\$310.00	\$26,201.20
11.05	PAINTED SYMBOLS & LEGENDS, THERMOPLASTIC, GROOVE CUT	20	EA	\$320.00	\$6,400.00	\$495.00	\$9,900.00	\$850.00	\$17,000.00	\$823.95	\$16,479.00	\$450.00	\$9,000.00
11.06	TRAFFIC CONTROL	1	LS	\$2,500.00	\$2,500.00	\$2,750.00	\$2,750.00	\$3,500.00	\$3,500.00	\$2,883.84	\$2,883.84	\$35,000.00	\$35,000.00
11.07	SIGNAGE	875.61	SF	\$30.00	\$26,268.30	\$20.00	\$17,512.20	\$35.00	\$30,646.35	\$30.90	\$26,876.35	\$18.00	\$15,760.98
11.08	POSTS FOR SIGNS	1980	LF	\$18.00	\$35,640.00	\$8.25	\$16,370.00	\$15.00	\$29,700.00	\$14.42	\$28,451.20	\$8.00	\$15,840.00
DIVISION II: HIGHWAY 141 TURN LANES & TRAFFIC SIGNAL													
1	SAWCUT PAVEMENT	2730	LF	\$3.00	\$8,190.00	\$3.85	\$10,510.50	\$4.00	\$10,920.00	\$3.60	\$9,828.00	\$3.00	\$8,190.00
2	REMOVAL OF PAVEMENT MARKING	7.9	STA	\$100.00	\$790.00	\$55.00	\$434.50	\$40.00	\$316.00	\$36.05	\$284.80	\$100.00	\$790.00
3	PAVEMENT, PCC, 12"	4388	SY	\$80.00	\$351,040.00	\$77.00	\$338,336.00	\$93.00	\$408,564.00	\$94.75	\$414,868.00	\$95.00	\$416,960.00
4	PAVEMENT, PCC, 9"	694	SY	\$65.00	\$45,110.00	\$70.00	\$48,580.00	\$75.00	\$52,050.00	\$80.34	\$55,755.96	\$78.00	\$54,132.00
5	PAVEMENT, PCC, 6"	952	SY	\$60.00	\$57,120.00	\$60.00	\$57,120.00	\$60.00	\$57,120.00	\$77.25	\$73,542.00	\$72.00	\$68,544.00
6	PAVEMENT, PCC, 5", COLORED & STAMPED	35	SY	\$60.00	\$2,100.00	\$220.00	\$7,700.00	\$205.00	\$7,175.00	\$205.99	\$7,209.65	\$140.00	\$4,900.00
7	PAVEMENT, PCC, 4", MOW STRIP	17	SY	\$60.00	\$1,020.00	\$83.00	\$1,411.00	\$190.00	\$3,230.00	\$180.24	\$3,064.08	\$150.00	\$2,550.00
8	GRANULAR SHOULDER	420	TON	\$20.00	\$8,400.00	\$43.50	\$18,270.00	\$40.00	\$16,800.00	\$40.88	\$17,085.60	\$33.00	\$13,860.00
9	CONCRETE WASHOUT	1	LS	\$10,000.00	\$10,000.00	\$2,750.00	\$2,750.00	\$3,000.00	\$3,000.00	\$2,574.86	\$2,574.86	\$2,500.00	\$2,500.00
10	TRAFFIC CONTROL	1	LS	\$25,000.00	\$25,000.00	\$9,570.00	\$9,570.00	\$10,000.00	\$10,000.00	\$7,415.59	\$7,415.59	\$25,000.00	\$25,000.00
11	PAINTED PAVEMENT MARKINGS (WATERBORNE)	66.72	STA	\$140.00	\$9,340.80	\$88.75	\$5,913.40	\$70.00	\$4,670.40	\$41.20	\$2,748.86	\$60.00	\$4,003.20
12	PAINTED PAVEMENT SYMBOLS (WATERBORNE)	4	EA	\$160.00	\$640.00	\$121.00	\$484.00	\$100.00	\$400.00	\$87.55	\$350.20	\$110.00	\$440.00
13	POSTS FOR SIGNS (WOOD)	180	LF	\$20.00	\$3,600.00	\$14.25	\$2,565.00	\$25.00	\$4,500.00	\$20.60	\$3,708.00	\$14.00	\$2,520.00
14	SIGNS	213.09	SF	\$30.00	\$6,392.40	\$23.00	\$4,900.84	\$35.00	\$7,457.80	\$30.90	\$6,584.17	\$12.00	\$2,556.96
15	TRAFFIC SIGNALS	1	LS	\$365,000.00	\$365,000.00	\$236,000.00	\$236,000.00	\$240,000.00	\$240,000.00	\$220,056.38	\$220,056.38	\$215,000.00	\$215,000.00
16	MOBILIZATION	1	LS	\$50,000.00	\$50,000.00	\$17,500.00	\$17,500.00	\$20,000.00	\$20,000.00	\$14,834.18	\$14,834.18	\$60,000.00	\$60,000.00
TOTAL					\$4,359,430.50		\$3,532,873.00		\$4,104,000.95		\$4,358,504.75		\$4,884,822.94



March 16, 2016

Mayor & City Council

City of Grimes
101 NE Harvey
Grimes, IA 50111

**Heritage at Grimes Plat 2 Phase 4 –
Division I – NE Beaverbrooke Blvd Paving Improvements
Division II – Highway 141 Turn Lanes & Traffic Signal
Recommendation of Award**

FOX Ref No: 1005-16A.440

Dear Mayor and City Council:

The City of Grimes received bids on March 16, 2016 for the **Heritage at Grimes Plat 2 Phase 4 – Division I – NE Beaverbrooke Boulevard Paving Improvements & Division II – Highway 141 Turn Lanes & Traffic Signal Project**. The project consists of the paving of NE Beaverbrooke Boulevard from N. James Street to Highway 141, including two round-a-bouts, signage, striping, and sidewalks/trails for Plat 2 of Heritage at Grimes (Division I). The project also includes the paving of turning lanes on Highway 141 at NE 10th Street and NE Beaverbrooke Boulevard and installation of signals on Highway 141 for NE Beaverbrooke Boulevard (Division II). The project is part of the larger Heritage at Grimes project and will serve as access to future portions of the development.

The City received four bids on the project. The Engineer's opinion of probable construction cost was \$4,359,430.50. The bids ranged from a high bid of \$4,884,622.94 to a low bid of \$3,532,673.00. A Bid Tabulation Summary is enclosed for your reference.

Concrete Technologies, Inc. (CTI) of Grimes, IA submitted the low bid of **\$3,532,673.00**. The low bid is \$826,757.50 below the Engineer's opinion (19% below).

CTI does much of their work in Central Iowa and specializes in municipal and commercial paving. In Grimes alone, they have done many projects including: SE 19th Street, S. James Street, Highway 44 Improvements, E. 1st Street Paving, and many subdivision paving project.

FOX contacted Concrete Technologies to discuss their bid, schedule, and similar projects that they have completed. CTI believes their bid is reasonable and has found no errors. CTI believes the paving milestones on the project, substantial completion date (November 1, 2016), and final completion date (December 1, 2016) will give enough time for the work to be completed. They've also stated that they are looking forward to getting started on this project right away after notice is given.

CTI plans to utilize subcontractors to complete some of the work as follows:

- Sidewalk/Trails
- Roundabout Handwork
- Signals

To evaluate their Bid we discussed their current projects and reviewed their performance on previous projects. The firm has a history of satisfactory performance on similar projects in Iowa and in Grimes. Based on these investigations, we believe Concrete Technologies, Inc. has the practical knowledge of the work, adequate equipment and personnel, sufficient schedule, and financial resources to complete the work.

Therefore, FOX recommends that the Heritage at Grimes Plat 2 Phase 4 – Division I – NE Beaverbrooke Boulevard Paving Improvements & Division II – Highway 141 Turn Lanes & Traffic Signal Project be awarded to Concrete Technologies, Inc. for their Total Bid of \$3,532,673.00.

We believe this represents the lowest responsive, responsible bid for the project and is in the best interests of the project. Prior to the City of Grimes approving the contract, the City's insurance counsel should review the contractor's insurance certificates and performance and maintenance bonds for conformance with the City of Grimes requirements.

According to bidding documents, the Council has the following options:

- Option 1: Award the project to Concrete Technologies, Inc. for \$3,532,673.00
- Option 2: Reject all bids

We have enclosed the Notice of Award for your use. If approved, please sign and return to FOX Engineering. FOX will then execute the contract documents. Please contact us with any questions or comments regarding this recommendation.

Very truly yours,
FOX Engineering Associates, Inc.

Mitch Holtz, P.E.

Mitch Holtz, P.E.

Enclosures: Bid Tab
Notice of Award

CC: Beau Sprouse, CTI

CHAPTER 107

HAZARDOUS HOUSEHOLD WASTE STORAGE FACILITIES

107.01	Definitions	107.07	Limitations on Hazardous Household Waste Storage Site Licenses
107.02	Permit to Haul Solid Waste or Hazardous Household Waste	107.08	Additional Requirements for Hazardous Household Waste Storage Facilities
107.03	Agency Exception	107.09	Co-Composting Prohibited
107.04	Protection Required		
107.05	Hazardous Household Waste Storage Site Requirements		
107.06	Owner May Transport		

107.01 DEFINITIONS. For use in this chapter the following terms are defined:

1. "Co-composting" means the mixing of any yard waste with any other solid waste or liquid waste, specifically including but not limited to manure, paunch, food waste, sludge, or any other waste. Paunch includes any waste recovered from the stomach of livestock during the slaughtering and butchering process. Co-composting shall not include the mixing of yard waste with other solid waste or liquid waste when such mixing is performed by any agricultural business who mixes only manure or other animal waste on the site where the initial waste is produced. In addition, co-composting is prohibited by Section 107.09.

2. "Hazardous Household Waste" includes any product used for residential purposes and defined as hazardous household waste by the Iowa Legislature or by rule of the Iowa Department of Natural Resources specifically including but not limited to any brand, grade, size or volume of the following products: motor oils and motor oil additives, motor oil filters, gasoline additives, diesel fuel additives, degreasers, personal care products, personal care soaps, cosmetics, waxes and polishes (excluding nail polish), solvents (excluding water), paints (excluding latex-based paints), lacquers, thinners (excluding water), caustic household cleaners, spot and stain removers with a petroleum base, and petroleum based fertilizers. Hazardous household waste does not include laundry detergents or soaps, dishwashing compounds, chlorine bleach, animal and human medications, pharmaceuticals, agricultural fertilizers, agricultural pesticides, and radioactive materials.

3. "Household Hazardous Waste Storage Facility" means a building or warehouse used primarily for the receipt and containment of hazardous household waste, on a nonpermanent basis of less than 90 days in such a manner that does not allow disposal, discharge, deposit, injection, dumping, spilling, leaking, or placing of the hazardous household waste, into or on the land, water, air or groundwaters. This facility must be

licensed pursuant to the provisions of Chapter 105 of this Code of Ordinances. This facility shall only receive household hazardous waste from noncommercial haulers and haulers licensed pursuant to this chapter.

4. "Non-commercial Haulers" shall be limited to individuals carrying household hazardous waste that was previously used on or about their residence or dwelling.

107.02. PERMIT TO HAUL SOLID WASTE OR HAZARDOUS HOUSEHOLD WASTE.

1. No person shall engage in the business of removing or hauling commercial or industrial solid waste or hazardous household waste from the premises of others, unless such person shall first have applied for and received a permit to do so from the City.

2. Application for such permit shall specify the equipment or the vehicles to be used. General information concerning the route to be traveled and the places to be served, and the names and addresses of the applicant.

3. Such person(s) shall pay the annual license fee of \$5.00 per year for each vehicle engaged in such business, to be paid at the office of the City Clerk. Such permit fee shall be payable commencing on and after the effective date of this chapter, and shall be renewable each year thereafter on January 1st.

4. All vehicles licensed and under this section shall prominently display the permit number on the left and right sides of vehicle in letters in not less than three inches high.

5. Non-commercial haulers shall be subject to the provisions of Section 107.04.

107.03 AGENCY EXCEPTIONS. Any person authorized as an agent under the contract with the agency to remove or haul solid waste, or hazardous household waste shall be considered to have met the provisions of, and no further permit or license shall be required by the City.

107.04 PROTECTION REQUIRED. No person other than an owner subject to Section 107.06 shall haul any solid waste, or hazardous household waste upon the streets, alleys, or public places of the City unless the same shall be in an approved container, securely fastened to prevent spillage, or in a totally enclosed water-tight vehicle. If, however, material is a dry type material, it may be hauled in a totally enclosed vehicle or open vehicle which is covered with a

suitable tight-fitting cover to prevent spillage. Licensed collectors who collect and haul solid waste or hazardous household waste shall haul these materials only in tightly enclosed vehicles with water-tight containers. All vehicles used for the collection and removal of solid waste or hazardous household waste shall be kept in a clean, inoffensive and sanitary condition. All solid waste or hazardous household waste shall be hauled in such a way as to prevent the scattering, spilling, or leakage of the same, and if spilled the collector will be responsible to pick up or clean up such spilled materials.

107.05 HAZARDOUS HOUSEHOLD WASTE STORAGE SITE REQUIREMENTS. No person shall haul, cause to be hauled, or receive any hazardous household waste of any kind for storage within the corporate limits of the City unless such site is first licensed by the City and complies with all applicable fire, electric, and building codes and all applicable health and zoning ordinances as adopted by the City. The Clerk shall supply permit applications to any applicant that wishes to apply or reapply for a yearly license to operate such storage site within the City limits. In addition to the information requested in the application, the applicant shall supply the following:

1. A detailed description of the site including a drawing showing the dimensions, location, topography, structures, adjacent zoning uses, land uses, surface water and drainage patterns, wells, utilities, residences and other existing and proposed manmade structures or natural features. In addition, a detailed description of the appropriate safeguards to prevent the discharge, deposit, injection, dumping, spilling, leaking, or placing of any hazardous household waste into the land, water, air or groundwater.
2. A current permit to operate the facility from the Iowa Department of Natural Resources, Iowa Environmental Protection Agency and/or any other appropriate State or Federal regulatory agency.
3. An operation manual specifying details with regard to the manner in which such hazardous household waste is to be stored, the hours that the facility will be open, the manner in which the materials are to be received for storage, the manner in which the site is to be monitored to insure that such storage facility is not contaminating surrounding land, water, air or groundwater, the procedures that will be taken to prevent discharges, spills, or any other occurrence as a result of the storage of hazardous household waste, the manner in which such spills will be controlled, the procedure to be used by the storage owner to clean up any spills or discharge of hazardous household waste into the City. The operations manual shall also address those issues set out in Section 107.08 including the contingency plans and the Spill Prevention Control and Countermeasure Plans.

4. In the event that the applicant is seeking a license renewal for an existing storage site, the application must include the records of the operation of the storage site during the previous year, including the types and weights of materials received, and the results of any testing or monitoring. Prior to the renewal of the license, the City Administrator shall require the applicant to test and submit the results of site environmental monitoring to determine whether there has been any contamination of the surrounding environment.

The Council shall approve a site application only if the application meets the requirements of this chapter. No license to operate a site may be approved unless the applicant demonstrates the site complied with any and all requirements of this chapter and all requirements adopted by the Iowa Department of Natural Resources, Iowa Environmental Protection Commission, United States Environmental Protection Agency or any other applicable State or Federal regulatory agency. The Council shall not approve a license for any site which does not meet the specifications of this chapter.

The annual license fee shall be \$1,000 per year payable to the Clerk at the time the license is issued. If a new license is subsequently requested on an existing site, the license fee shall be \$1,000 per year.

107.06 OWNER MAY TRANSPORT. Nothing in Section 107.05 is intended to prevent the owner of household hazardous waste that was previously used on or about his or her residence or dwelling to transport such waste to an approved hazardous household waste storage site in the City in accordance with the policies established by such site.

107.07 LIMITATIONS ON HAZARDOUS HOUSEHOLD WASTE STORAGE SITE LICENSES. No person subject to licensing under this chapter for the operation of a hazardous household waste storage facility shall do any of the following:

1. Accept any household appliances, motor vehicle batteries, motor vehicle tires, or substances which would subject the site to regulation under the Federal Resource Conservation and Recovery Act of 1976 as amended. ~~Delete~~
2. Accept any commercial, industrial or agricultural waste including but not limited to manures and crop residues. ~~Delete~~
3. Accept any hazardous household waste from persons or agencies that are not part of or residents of communities which are subject to the same

28E agreement that created the person or party that holds the license under this chapter.

4. Accept any waste from any person without first documenting the ~~name, address~~ and substance such person is delivering to the site. In the case of a licensed collector, other than an owner subject to 107.06 such collector shall also comply with any other manifesting and product information specifications required by the Federal Department of Transportation, the Iowa Department of Transportation or any other governmental agency.

General
address

5. Operate the facility in a manner that would violate fire regulations as adopted by the City, specifically but no limited to the storage, mixing, or aggregating of different types of waste. Construct the facility of materials other than concrete or masonry.

107.08 ADDITIONAL REQUIREMENTS FOR HAZARDOUS HOUSEHOLD WASTE STORAGE FACILITIES. In addition to the requirements set out in Section 107.05, any person seeking a license for a hazardous household waste facility shall prepare, demonstrate, and do the following:

1. Emergency Capabilities.

A. The facility must be designed, constructed, maintained and operated to minimize the possibility of a fire, explosion, unplanned sudden or nonsudden release of hazardous household waste or constituents thereof into the air, soil, surface, or groundwater.

B. The facility shall be designed with an internal communications or alarm system capable of providing immediate emergency instruction to facility personnel.

C. Facility personnel shall have access to a device such as telephone or hand-held two-way radio, capable of summoning emergency assistance from local law enforcements, fire department, and State and local emergency response teams.

D. The facility shall be equipped with portable fire extinguishers, fire control equipment (including special extinguishing equipment such as foam, inert gas, or dry chemicals), spill containment equipment and decontamination equipment.

E. The facility must have access to water at adequate volume and pressure to supply water hose streams, or foam producing

equipment, or automatic sprinklers, or water spray systems sufficient to prevent fire or chemical reactions.

F. The facility shall be designed with an alarm system to notify the owner of such a facility that a spill has occurred, *It is required by Fire Chief.*

G. All communication systems, alarm systems, fire protection equipment, spill control equipment, and decontamination equipment must be tested and maintained to assure its proper operation in the time of an emergency.

H. The operator of a facility must maintain sufficient aisle space to allow unrestricted movement of personnel, fire protection equipment, spill containment equipment, and decontamination equipment to any area of a facility licensed under this chapter.

I. The facility shall be fenced with at least a six-foot fence. The facility shall also be posted to prohibit the entry of unauthorized persons. All entry ways to the facility shall be locked when the facility is not open for business. All valves located outside of the facility shall be padlocked and chained when not in use.

2. Construction Requirements.

A. All flooring in the facility shall be impervious and designed with internal curbs and gutters to control spills or leaks. All curbs and gutters shall collect into a central collection point for collection and removal by the owner. The collection point shall be contained within the facility and not exposed to the environment outside of the facility. Material collected shall be transported to a proper disposal site and shall not be discharged onto the site or the surrounding environment of the City.

B. All loading/unloading areas shall be made of an impervious all weather surface capable of withstanding traffic and heavy vehicles. All loading/unloading areas shall be curbed and guttered. The guttering system shall discharge into a central collection point and not directly into the environment. Any run-off or material collected in the central collection point shall be transported to a proper disposal site in accordance with Section 107.08(2)(A). The central collection point shall comply with Iowa Administrative Code r. 567-105.5(12)(1990) regarding detention basins. No exterior loading docks may face street frontage. Provisions for handling all material

brought to or removed from the site by vehicle shall also take place on the part of the building that is not facing street frontage.

3. Data Reporting.

A. Air quality and the generation of dust or other particles related to the facility shall be monitored on a quarterly basis by the owner of the facility. Data shall be reported quarterly to the City Administrator.

B. Noise generation shall be monitored on a quarterly basis by the owner of the facility. Data shall be reported quarterly to the City Administrator.

4. Contingency Plans.

A. Each operator of a facility subject to licensing under this chapter must establish a contingency plan. The provisions of such plan must be carried out immediately whenever there is a fire, explosion, or release of household hazardous waste such that the release would threaten human health or the environment.

B. The contingency plan must describe the actions facility personnel must take to comply with Paragraph C of this subsection.

C. Plan Contents.

(1) The plan must describe arrangements agreed to by local law enforcement, fire departments, hospitals, contractors, State and local emergency response team and any other party responsible for the cleanup and the prevention of emergencies at such a site.

(2) The contingency plan must list the name, address, and phone number of a person to act as an emergency coordinator. An emergency coordinator is an employee of the facility who may either be on premises or on call who can respond in under ten minutes to an emergency at the facility. Such emergency coordinators shall have the responsibility for coordinating all emergency response measures. In order to be qualified as an emergency coordinator, the person must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the characteristics of the waste

handled, all records regarding the facility and the facility's layout. In addition, the emergency coordinator must have the authority to commit the resources which would be needed to carry out the contingency plan.

(3) The emergency coordinator shall have the authority also to initiate emergency procedures. Emergency procedures shall include but are not limited to the activation of internal alarm systems, including notification of all facility personnel, notification to State and local government agencies designated to help in the cleanup of such site, identification of the character, source, or amount, of any released materials when such materials were released either through fire, explosion, or spill. In the event that the emergency coordinator determines that fire, explosion, or spill threatens human life or the environment, the coordinator must notify appropriate local authorities.

(4) During an emergency, the coordinator must take all reasonable measures necessary to ensure that additional fires, explosions, or releases do not occur, reoccur, or spread to other waste held at the facility.

(5) The emergency coordinator shall make such provisions for the treatment, storage, disposing, of all recovered waste, contaminated soil or surface water, or any other material that was released through fire, explosion or spill.

Delete

5. The owner of a facility shall also prepare a Spill Prevention Control and Countermeasure Plan (SPCC). The SPCC Plan shall be a carefully thought-out plan, prepared in accordance with good engineering practices, and which has the full approval of management at a level with authority to commit the necessary resources. If the plan calls for additional facilities or procedures, methods, or equipment not yet fully operational, these items should be discussed in separate paragraphs, and the details of installation and operational start-up should be explained separately.

The plan shall include at least the following:

- A. A description of maximum storage or handling capacity of the facility and normal daily intake and removal.
- B. A description of the facility, including maps, flow diagrams, and topographical maps.

C. A description of the appropriate containment or diversionary structures or equipment to prevent waste from reaching the environment surrounding the facility or the grounds of the facility. One of the following preventive systems or its equivalent should be used as a minimum:

- (1) Dikes, berms or retaining walls sufficiently impervious to contain spilled material;
- (2) Curbing;
- (3) Culverting, gutters or other drainage systems;
- (4) Spill diversion ponds;
- (5) Retention ponds;
- (6) Absorbent materials.

D. A description of the planned maintenance or above-ground tanks which should be subject to periodic integrity testing, taking into account tank design and using such techniques as hydrostatic testing, visual inspection or a system of non-destructive shell thickness testing. Comparison records should be kept where appropriate, and tank supports and foundations should be included in these inspections. In addition, the outside of the tank should frequently be observed by operating personnel for signs of deterioration, leaks which might cause a spill, or accumulation of oil inside diked areas.

E. A description of the planned maintenance or buried piping installations which should have a protective wrapping and coating and should be cathodically protected if soil conditions warrant. If a section of buried line is exposed for any reason, it should be carefully examined for deterioration. If corrosion damage is found, additional examination and correction action should be taken as indicated by the magnitude of the damage.

All aboveground valves and pipelines should be subjected to regular examinations by operating personnel at which time the general condition of items, such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces should be assessed. In addition,

*Delete
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not require*

periodic pressure testing may be warranted for piping in areas where facility drainage is such that a failure might lead to a spill event.

F. A description of how the facility intends to train personnel and implement spill prevention procedures.

(1) Owners are responsible for properly instructing their personnel in the operation and maintenance of equipment to prevent the discharges of waste and applicable pollution control laws, rules and regulations.

Delete
(2) Each facility should have a designated person who is accountable for spill prevention procedures and monitoring who reports to management.

(3) Owners should schedule and conduct spill prevention briefings for their operating personnel at intervals frequent enough to assure adequate understanding of the SPCC Plan for that facility. Such briefings should highlight and describe known spill events or failures, malfunctioning components, and recently developed precautionary measures.

6. Operating Record. The owner of a hazardous household waste facility licensed pursuant to this chapter shall keep the following information available at the facility until the closure of such a site.

A. A description of the quantity of the hazardous household waste received, and the methods, dates and treatment, storage, and the date on which such material was removed from the facility. Any other information required to be kept by Section 107.07.

B. The location and quantity of each substance of hazardous household waste within the facility and such hazardous household waste shall be cross-indexed by the specific manifest document *Bill of lading.*
~~number if such waste was accompanied by a waste manifest document prior to entering the site.~~

C. Records of any and all waste analysis performed on the waste.

D. Summary reports and details of all incidents that require implementation of the contingency plan as specified in Section 107.08.

- E. Records and results of any inspections performed by any government agency.
- F. Monitoring, testing, or analytical data.
- G. All closure cost estimates.
- H. Records of the quantities, date of placement into commerce, manifest numbers, if available, and any other information regarding the shipment of hazardous household waste from the site to any other facility or site.
- I. All records including contingency plans, required under this chapter, must be furnished upon request and made available at all reasonable times for inspection, by any officer or employee of the City. Only the operations manual, contingency plans, and Spill Prevention Control and Countermeasure Plan required by this chapter shall be held by the Clerk of the City and such records shall be open to public inspection at all reasonable times.

7. Groundwater Monitoring Requirements. A facility licensed pursuant to this chapter shall have in place all monitoring programs as set out below.

A. A groundwater monitoring system shall consist of an appropriate number of ground monitoring wells, installed in an appropriate location and depth to yield groundwater samples from the uppermost aquifer as certified by a qualified geologist or geotechnical engineer.

B. Such monitoring system shall be used to determine that the quality of background water has not been affected by leakage from the site and determine when household hazardous waste has migrated from the site into the uppermost aquifer.

C. The certification by the qualified geologist or geotechnical engineer shall also include a certification that the integrity of the monitoring well has been maintained and that such well hole has been sealed to prevent contamination of samples in the groundwater and such geologist or engineer shall represent that the quality of background water has not been affected by leakage from the site and that the quality of groundwater passing through the wells has not been contaminated at the well site.

*Delete
DNR Does
not require*

D. The groundwater monitoring program as adopted by this chapter shall include appropriate techniques and procedures for:

- (1) Sample collection;
- (2) Sample preservation and shipment;
- (3) Analytical procedures; and
- (4) Chain of custody and control.

E. Groundwater monitoring samples taken pursuant to this subsection shall be analyzed by an independent chemical laboratory to identify statistically significant evidence of contamination from the site.

F. The owner shall certify to the City no less than semi-annually there is no statistically significant evidence of contamination from any chemical stored in the facility. If statistically significant evidence of contamination exists, the owner of the facility shall immediately report such facts in writing to the Mayor and adopt a corrective action program. A corrective action program as defined in this chapter shall include a program to treat in place or remove any waste that exceeds the statistically significant point at which contamination would exist. In addition, a corrective action program shall also include the owner's plan for cleanup of any material that has migrated beyond the facility.



Delete

8. Closure and Postclosure Plans. Any application for a license pursuant to this chapter shall also include appropriate closure and postclosure plans.

A. Closure Standards.

- (1) Closure standards shall include plans by the owner to minimize the costs of further maintenance after the facility has closed and such a plan shall articulate the requirements necessary to protect human health and the environment, including preventing the escape of any hazardous household waste into or on the land, water, air, or groundwater. The owner shall also certify that upon closure, the facility shall no longer be used to store hazardous household waste or that no such waste is left in the facility at the time of closure

and that the threat to human health and the environment has been minimized. The owner shall, simultaneous with the application for a license to operate such a facility within the corporate boundaries of the City, include a detailed description of the steps necessary to remove or decontaminate all hazardous household waste residues, equipment, structures and soils during final closure of the facility. Such plan shall also include the methods for sampling and testing the surrounding soils and provide a criteria for determining the extent of decontamination required to satisfy the closure performance standards. Furthermore, such plan shall also include a schedule for closure of the facility including a timetable which will show the total time required to close the site. A closure plan shall also include an estimated year when closure procedures will begin.

Within 180 days of the initiation of closure procedures, the owner shall notify the City Administrator of the owner's intent to commence closure activities under this section. Within 60 days of the completion of the final closure, the owner of such site shall certify to the City that such a site has been closed in accordance with the specifications set out in the closure plan and that requirements of this chapter have been met. Certification must be signed by the owner and by an independent professional engineer.

(2) An owner of a site licensed pursuant to this chapter shall include postclosure care of the site in any closure plan. A postclosure plan shall identify the remaining care of the site such that the integrity of any liners, covers, or any other components of the containment system or the facility's monitoring systems such that any proposed use of the property will not increase the potential hazard to human health or the environment or the plan shall identify remaining care necessary to reduce the threat to human health or the environment. The plan shall identify what planned maintenance activities are necessary and the frequency with which such planned maintenance activities will be performed to ensure the integrity of the containment systems and the monitoring equipment. Such plan shall also provide the name, address and phone number of the person or office to contact regarding the facility during the postclosure care period.

(3) An applicant at the time of application for a license for the facility shall estimate in current dollars the cost of closing the facility and the costs in current dollars of any postclosure care. The estimate shall be based on the cost of hiring an independent contractor to close the facility.

The applicant, upon receiving City approval for the license, but as a precondition to the receipt of such license, shall post suitable security in the form of a surety bond, trust, or irrevocable letter of credit in an amount to cover closure and postclosure clean-up costs. At the time of renewal of the license, the estimate of current dollars shall be adjusted and the security adjusted accordingly.

107.09 CO-COMPOSTING PROHIBITED. The Council finds the practice of co-composting to be inimical to the public health, safety, and welfare of the citizens of the City. As such, the practice of co-composting is prohibited within the Grimes corporate boundaries.



Metro Hazardous Waste Drop-Off
1105 Prairie Drive SW
Bondurant, IA 50035
515.967.5512

MEMORANDUM

DATE: March 3, 2016
TO: Scott Clyce
FROM: Judi Mendenhall
CC:
SUBJECT: Household Hazardous Waste Storage License

.....

Scott,

Metro Waste Authority is requesting a Household Hazardous Waste Storage license for the Metro Northwest Transfer Station located at 4105 SE Beisser Drive in Grimes Iowa. This would allow storage of the material received from the Household Hazardous Waste collections that are held once a month (March-December) at the facility.

Thank you for the consideration.

Judi Mendenhall
Metro Hazardous Waste Drop-off
Facility Manager
515-333-4430
jme@mwatoday.com



Metro Waste Authority
We Know Where It Should Go

March 4, 2016

Scott Clyce
Building Administrator, City of Grimes
101 NE Harvey Street
Grimes, Iowa 50111

Guarantee for Annual License Fee for Storing Household Hazardous Waste

Dear Mr. Clyce,

This letter serves as a confirmation from Metro Waste Authority (MWA) regarding future payment of the annual license fee for storing household hazardous waste. It serves to verify our position that at such time when MWA is approved by the City of Grimes to begin storing household hazardous waste materials at our Metro Northwest Transfer Station facility, we will pay the \$1,000 annual license fee.

If you have any questions or need further information, please do not hesitate to contact me. Thank you for your assistance.

Sincerely,

Kent Farver, CPA

Director of Finance

Central Office | 300 East Locust Street, Suite 100 | Des Moines, Iowa 50309-1864 | 515.244.0021
Metro Park East Landfill | 12181 NE University Avenue | Mitchellville, Iowa 50169-9571 | 515.967.2076
Metro Park West Landfill | 2499 337th Street | Perry, Iowa 50220-8500 | 515.333.5618
Metro Hazardous Waste Drop-Off | 1105 Prairie Drive SW | Bondurant, Iowa 50035-9209 | 515.967.5512

www.WhereItShouldGo.com



101 North East Harvey, Grimes, Iowa 50111 515.986.3036 Fax 515.986.3846

February 24, 2016

City Council:

RE: Metro Waste Authority Compliance with HHW Code

Dear Honorable Council Members,

Metro Waste Authority has submitted a license application package to meet the Hazardous Household Waste Storage Site Requirements of the City Ordinance Chapter 107 which includes their current permit from the Iowa Department of Natural Resources. They also meet the requirements of Iowa Administrative Code Chapter 123 per Departmental review. There are a few outdated sections in our Ordinance that are no longer applicable per State or Federal requirements that will be amended and shouldn't be applicable to them.

I would recommend approving their Hazardous Household Waste Storage Facility license as submitted.

Respectfully,

A handwritten signature in cursive script that reads "Scott Clyce".

Scott Clyce
Building Administrator
City of Grimes
Grimes, Iowa

Document 1 of 1**Source:**

Iowa Administrative Rules/Iowa Administrative Code/5670__Environmental Protection Commission
__5B567__5D/1230__Chapter 123 REGIONAL COLLECTION CENTERS ANDMOBILE__2E/Chapter 123
REGIONAL COLLECTION CENTERS ANDMOBILE UNIT COLLECTION AND CONSOLIDATION CENTERS
CHAPTER 123

REGIONAL COLLECTION CENTERS AND
MOBILE UNIT COLLECTION AND CONSOLIDATION CENTERS

567—123.1(455B,455D,455F) Purpose. The purpose of this chapter is to implement permitting requirements for two systems which provide for the collection of household hazardous materials (HHM) and hazardous waste from conditionally exempt small quantity generators (CESQGs). Two types of permits are established:

1. Regional collection center (RCC) permits for operations that collect hazardous materials at a facility; and
2. Mobile unit collection and consolidation center (MUCCC) permits for facilities that collect hazardous materials at various temporary locations.

567—123.2(455B,455D,455F) Definitions. The definitions set out in Iowa Code section 455B.301 shall be considered to be incorporated verbatim in these rules. For the purposes of this chapter, these terms shall have the following meanings:

"Conditionally exempt small quantity generator" or "CESQG" means a generator that in a calendar month generates no more than 100 kilograms of hazardous waste in that month and is further defined by 40 CFR 261.5.

"Consolidation center for CESQG and HHM" means a building for the sorting, packaging, and temporary storage of materials collected from mobile events. Household hazardous materials (HHM) are not collected from the public at the consolidation center.

"Hazardous waste contractor" means a private company that provides proper management (e.g., disposal, recycling) of hazardous waste. "Hazardous waste contractor" does not include regional collection centers.

"Household hazardous materials" or "HHM" means the same as defined in Iowa Code subsection 455F.1(4).

"Mobile unit collection and consolidation center" or "MUCCC" means a government agency or private agency under contract with a government agency as part of a solid waste comprehensive plan that provides HHM collection events at temporary sites. Collection events are held a minimum of 16 hours per month in each county served by the MUCCC. MUCCCs do not provide public access to a fixed facility. Materials collected are consolidated and stored for removal by a hazardous waste contractor. MUCCCs do not include RCCs that utilize a mobile collection unit along with access to a permanent facility.

"Mobile unit for CESQG and HHM" means a unit that can be moved to different sites within a service area. The mobile unit is used to perform collection events and to transport collected materials to a fixed RCC or consolidation center.

"Public access" means the public has regularly scheduled right of access during the facility's hours of operation as specified in the facility's permit.

"Regional collection center" or "RCC" means a secured facility at which collection, sorting, and packaging of household hazardous materials and hazardous materials from CESQGs are accomplished prior to transportation of these wastes to the final disposal site. RCCs have regular hours during which the public may drop off hazardous materials. An RCC may be a government agency or a private agency under contract with a government agency as part of a solid waste comprehensive plan. RCCs are referred to as temporary collection sites in Iowa Code subsection 455F.8A(1).

"Satellite facility" means a secured facility at which collection and storage of household hazardous

materials and hazardous materials from CESQGs are accomplished prior to transportation of these wastes to an RCC. A satellite facility has a written contract with an RCC for the removal of collected waste. A satellite facility may be operated by a government agency or a private agency under contract with a government agency as part of a solid waste comprehensive plan. A satellite facility is available for public drop off of household hazardous materials either during regularly scheduled hours or by appointment.

"*Secondary containment*" means providing an impervious surface that is curbed, sloped, or sumped to retain spilled materials with storage volume equal to the largest container or 10 percent of all containers, whichever is larger.

[ARC **8518B**, IAB 2/10/10, effective 3/17/10]

567—123.3(455B,455D,455F) Requirements for satellite facilities. Satellite facilities are exempt from obtaining a sanitary disposal project permit provided the facility complies with this rule.

123.3(1) The structures for satellite facilities shall meet the following criteria:

- a. All permanent structures shall meet the requirements of applicable building codes.
- b. The receiving area shall be constructed of an impervious, smooth material that is nonreactive with the waste.
- c. All sorting, bulking, transfer and storage areas shall be constructed of an impervious, smooth material so designed to be easily cleaned, be nonreactive with the waste, have secondary containment, and be protected from exposure to the weather.
- d. The satellite facility site shall be fenced to control access, and a gate shall be installed at the entrance to the site, which shall remain locked when personnel are not on duty.
- e. A sign shall be posted at the entrance gate indicating the name of the facility, emergency contact information, and days and hours of operation or a contact number for scheduling an appointment to drop off household hazardous materials.
- f. Operating hours shall be clearly posted at the entrance to either the receiving area or the storage area. It is also recommended that the operating hours be included in public awareness materials.

123.3(2) All satellite facility staff handling hazardous materials shall have received applicable training, including but not limited to the following:

- a. OSHA 24-hour health and safety training and annual 8-hour refresher training as described at 29 CFR 1910.120.
- b. Hazardous materials chemistry.
- c. Personnel and site safety.

123.3(3) A satellite facility shall prepare and maintain a plan of operations. The plan shall be kept on site and shall be available for review by the department upon request, and a copy shall be provided to the RCC servicing the satellite. The plan will include, at a minimum, the following:

- a. Standard receiving procedures for household and CESQG wastes.
- b. Procedures for managing unknown materials.
- c. Procedures for handling open or leaking containers.
- d. Procedures for handling large quantities of wastes.
- e. Recycling procedures for usable materials.
- f. Disposal of nonhazardous waste.
- g. Use of personal protection equipment (PPE).
- h. Initial training and continuing education requirements for staff.

123.3(4) A satellite facility shall prepare and maintain an emergency preparedness plan. The plan shall be readily usable as a reference manual by facility managers and operators under emergency conditions and shall be available for review by the department upon request. The plan shall include, at a minimum:

- a. Facility information.
 - (1) A description of the facility.
 - (2) The name and contact information of the responsible official.
 - (3) Project location.
- b. Plans for responses to weather-related events.

- (1) Tornadoes.
- (2) Windstorms.
- (3) Intense rainstorms.
- (4) Lightning strikes.
- (5) Flooding.
- c. Plans for responses to fires and explosions.
 - (1) Staff training.
 - (2) Fire occurrence procedures.
 - (3) Utilities, if applicable.
 - (4) Evacuation procedures.
- d. Emergency and release notification and reporting.
 - (1) Federal agencies.
 - (2) State agencies.
 - (3) County and city agencies.
 - (4) News media.
 - (5) Public and private facilities within five miles.
 - (6) Emergency response agencies and contact information.
 - (7) Reporting requirements and forms.
- e. Waste management procedures in the event of a temporary discontinuation of services other than planned seasonal closures.
 - (1) Details regarding the temporary closing of the site and the schedule for resuming services.
 - (2) An alternate disposal option if necessary.
 - (3) Details indicating how the public will be informed of the closing.
- f. Emergency aid.
 - (1) Responder contacts.
 - (2) Medical services.
- g. Employee orientation.
- h. Training completion and record keeping.
- i. Reference tables, figures and maps.
 - (1) Telephone list.
 - (2) Area map showing roads and evacuation routes and alternative access routes.
 - (3) Area map showing location of hospitals.
 - (4) Emergency checklist.

[ARC 8518B, IAB 2/10/10, effective 3/17/10]

567—123.4(455B,455D,455F) Regional collection center and mobile unit collection and consolidation center permits.

123.4(1) Permit required. An RCC or MUCCC shall not be constructed or operated without a permit from the department.

123.4(2) RCC and MUCCC permit exemption. If an RCC or MUCCC is located at a permitted sanitary disposal project, the RCC or MUCCC shall not be required to have its own permit; instead, the RCC or MUCCC activities may be amended into the host facility's permit.

123.4(3) Compliance. Every RCC and MUCCC must be in compliance with all state and federal statutes and regulations regarding the management, storage, transportation and disposition of household hazardous materials and hazardous materials from conditionally exempt small quantity generators.

123.4(4) Construction and operation. An RCC or MUCCC shall be constructed and operated according to the plans and specifications approved by the department and the conditions of the permit. The approved plans and specifications shall constitute a condition of the permit.

123.4(5) Transfer of title and permit. If title to an RCC or MUCCC is transferred, then the department shall transfer the permit within 60 days if the department has found that the following requirements have been met:

- a. The title transferee has applied in writing to the department to request a transfer of the permit

Ordinance No. 654

An Ordinance granting Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware corporation, its lessees, successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City of Grimes, Iowa

Be it ordained by the City Council of the City of Grimes, Iowa, as follows:

FRANCHISE GRANTED

The City of Grimes, Iowa (hereinafter referred to as "Grantor"), hereby grants a non-exclusive franchise to Black Hills/Iowa Gas Utility Company, LLC d/b/a Black Hills Energy, a Delaware limited liability corporation (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over, above or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public easements as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas and other operations connected therewith or incident thereto for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, poles, communication devices, conduits and all other apparatus and appliances necessary or convenient for transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

TERM

The rights and privileges granted hereunder shall remain in effect for a period of twenty five (25) years from the effective date of this Ordinance.

FRANCHISE FEES OR TAXES

Grantor may, during the term of this franchise, in its discretion, in compliance with and as authorized by state law, after public hearing and upon a majority vote of a majority of the members of the Grantor's City Council then present, pass an ordinance imposing a franchise fee on Grantee's customers located within Grantor's corporate limits; provided, however, that the franchise fee shall not be effective, and Grantee shall not be obligated to collect and pay same, unless and until: (1) it is satisfactory to Grantee with respect to its compatibility with Grantee's billing system; (2) the form of assessment and collection of the franchise fee is based on either: (a) a percentage of Grantee's gross receipts of regulated sales or transportation revenues collected from Grantee's customers within Grantor's corporate limits; (b) a volumetric fee based upon Grantee's delivery of energy within Grantor's corporate limits; or (c) a flat fee collected on a nondiscriminatory basis from each of Grantee's customers within Grantor's corporate limits;

and (3) Grantor has imposed a franchise fee on all other parties supplying energy within Grantor's corporate limits, calculated in the same manner as the franchise fee imposed on Grantee's customers.

GOVERNING RULES AND REGULATIONS

The franchise granted hereunder is subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by state or federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee, shall be under the jurisdiction and control of such regulatory body or bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however, should any judicial, regulatory or legislative body having proper jurisdiction take any action that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken. In determining the rights and duties of the Grantee, the terms of this Ordinance shall take precedence over any conflicting terms or requirements contained in any other ordinance enacted by the Grantor.

PROVISION FOR INADEQUATE ENERGY SUPPLIES

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

CONSTRUCTION AND MAINTENANCE OF GRANTEE'S FACILITIES

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and the general public as is reasonably necessary, and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation.

Grantee agrees that for the term of this franchise, it will use its best efforts to maintain its facilities and equipment in a condition sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee shall obtain permits as required by ordinance and will fix its excavations within a commercially reasonable time period, except that in emergency situations Grantee shall take such immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible. Within a reasonable time thereafter, Grantee shall request and Grantor shall issue any permits or authorizations required by Grantor for the actions conducted by Grantee during the emergency situation.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affects Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements, and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which the work is to proceed. The notice shall be given to the Grantee as soon as practical in advance of the actual commencement of the work, considering reasonable working conditions, to permit the Grantee to make any additions, alterations, or repairs to its facilities.

EXTENSION OF GRANTEE'S FACILITIES

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria as approved by the Iowa Utilities Board make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

RELOCATION OF GRANTEE'S FACILITIES

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, unless otherwise reimbursed by federal, state or local legislative act or governmental agency, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, at the cost and expense of Grantee, if such removal is necessary to prevent interference with Grantor's facilities.

If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference with such project, then Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment.

Grantor shall consider reasonable alternatives in designing its public works projects and exercising its authority under this section so as not to arbitrarily cause Grantee unreasonable additional expense. If alternative public right-of-way space is available, Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of an order or request to vacate a public right-of-way; provided, however, that its receipt of such notice shall not deprive Grantee of its right to operate and maintain its existing facilities in such public right-of way until it (a) if applicable, receives the reasonable cost of relocating the same and (b) obtains a reasonable public right-of-way, dedicated utility easement, or private easement alternative location for such facilities.

CONFIDENTIAL INFORMATION

Grantor acknowledges that certain information it might request from Grantee pursuant to this Ordinance may be of a proprietary and confidential nature, and that such requests may be subject to the Homeland Security Act or other confidentiality protections under state or federal law. If

Grantee requests that any information provided by Grantee to Grantor be kept confidential due to its proprietary or commercial value, Grantor and its employees, agents and representatives shall maintain the confidentiality of such information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such proprietary or confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief.

FORCE MAJEURE

It shall not be a breach or default under this Ordinance if either party fails to perform its obligations hereunder due to force majeure. Force majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and (4) any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid force majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance of its obligations hereunder; provided, however, that this provision shall not obligate a party to settle any labor strike.

HOLD HARMLESS

Grantee, during the term of this Ordinance, agrees to save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in constructing, operating, and maintaining its distribution and transmission facilities or equipment; provided, however, that Grantee need not save Grantor harmless from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

SUCCESSORS AND ASSIGNS

All rights, privileges and authority granted to Grantee hereunder shall inure to the benefit of Grantee's lessees, successors and assigns, subject to the terms, provisions and conditions herein contained, and all obligations imposed upon Grantee hereunder shall be binding upon Grantee's lessees, successors and assigns.

NO THIRD PARTY BENEFICIARIES

This Ordinance constitutes a franchise agreement between the Grantor and Grantee. No provision of this Ordinance shall inure to the benefit of any third person, including the public at large, so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action for any person not a party hereto.

SEVERABILITY

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

NON WAIVER

Any waiver of any obligation or default under this Ordinance shall not be construed as a waiver of any future defaults, whether of like or different character.

REPEAL CONFLICTING ORDINANCES

This Ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to the franchise granted by Grantor hereunder, and the same shall supersede all prior ordinances relating thereto, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed. Ordinance No. _____ of the City of Grimes, Iowa, is hereby repealed as of the effective date hereof.

EFFECT AND INTERPRETATION OF ORDINANCE

The captions that precede each section of this Ordinance are for convenience and/or reference only and shall not be taken into consideration in the interpretation of any of the provisions of this Ordinance.

EFFECTIVE DATE AND ACCEPTANCE

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon Grantee’s acceptance by written instrument, within sixty (60) days of passage by the city council, and filing with the Clerk of the City of Grimes, Iowa. The Clerk of the City of Grimes, Iowa shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance, either express in writing its objections to any terms or provisions contained therein, or reject this Ordinance in its entirety, Grantee shall be deemed to have accepted this Ordinance and all of its terms and conditions.

Passed and approved by the city council of the City of Grimes, Iowa, this _____ day of _____, 2016.

[Mayor or other Authorized Official]

Attest:

Clerk of City of Grimes, Iowa



**CITY COUNCIL MEETING
Workshop Immediately Following Council Meeting
Tuesday March 22, 2016
Grimes City Hall**

**Following the City Council Meeting
Mayor Tom Armstrong**

**City Council: Jill Altringer, Ty Blackford, Doug Bickford, Jeremy Hamp, Eric Johansen
City Administrator Kelley Brown, City Clerk Rochelle Williams,
City Treasurer Deb Gallagher
City Attorneys Tom Henderson
City Engineer John Gade**

I. GENERAL AGENDA ITEMS

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. 28E Discussion – Fire Department
5. New Business
 - a. general discussion

II. ADJOURNMENT.