




Administration
1225 6th Avenue, Suite 110
Marion, Iowa 52302
www.cityofmarion.org

Manager's Memo

January 12, 2018

To: Mayor and Council
From: Lon Pluckhahn, City Manager 
Re: Upcoming Agenda Items January 16, 2018

General Information:

Next week the budget work session for Friday will start at 1:00 and it planned to finish up before 5:30. The Saturday session will start at 8:30 and is typically complete by early to mid afternoon. Lunch is provided for the work session, although attendees do have the option to bring their own. Detailed schedules will be distributed to the council early next week.

Please note that the reorganization discussion that was tabled from the first January meeting is not included on this agenda. Jen Ketelsen, the city HR staffer, has been away from the office all week for training. We will discuss this in more detail in the budget work sessions as Jen will be back in the office, and it may provide more clarity to see how the reorganization fits in the existing framework as well as planned changes that are coming.

Last week the police department held a late night training session at City Hall to simulate a barricaded intruder. It was intended to test the incident command, officers, and the processes the department would use to respond. Chief McHale reports that it went well, and he appreciated the support of other departments during the exercise.

I also want to let the council know well in advance that I will be out of the office for several weeks in February. From the 10th through the 17th I will be attending the ICMA board meeting and the following week I will be taking vacation. I will be back in the office on the 25th, and should have access to email while I am away.



Contracts \$10,000 and below approved by City Manager:

NONE

Informational Items: *(to be distributed at the Tuesday work session)*

Reminder, the budget worksessions are January 19 at 1:00 p.m. and January 20, 2018 starting at 8:30 am..

Agenda:

Introduction: Sunshine McDonald, new Police Department Data Analyst.

A. FINANCE

1. Motion to approve minutes of the January 4, 2018, City Council meetings.
2. Motion to approve the bills as presented in the amount of \$_____.
3. Motion to approve the following liquor license applications:
 - a. Renewal application for a Class C Liquor License with additional privileges for Outdoor Service and Sunday Sales for Louie's Scoreboard (740 10th Street). Expiration 01/31/2018. No violations in previous five years.
 - b. Renewal application for a Class C Liquor License with additional privileges for Outdoor Service and Sunday Sales for Wrigleyville, LLC, dba Wrigleyville (1899 7th Avenue). Expiration 02/14/2018. No violations in previous five years.

B. PUBLIC SERVICES (4:00 – 4:15)

1. Resolution No. _____ approving Partial Payment No. 32 to Anderson-Bogert Engineers for the Public Services site plan development in the amount of \$292.00.
2. **Resolution No. _____ approving Payment to Rathje Construction for the Eco Industrial Park grading project in the amount of \$140,474.52.**



3. **Motion to receive and file correspondence from the City of Cedar Rapids regarding wastewater treatment fees for the 2018-2019 fiscal year.**

The City of Cedar Rapids owns the wastewater treatment plant that serves the north metro communities. Each year the contract amount is adjusted for anticipated costs to serve Marion.

C. POLICE/FIRE (4:15 – 4:30)

1. **Discussion regarding Radio and Beat Transition.**

The police department has been working with the University of Iowa to better understand crime patterns and tendencies in Marion. Using this data, the department is assigning officers to specific areas of the community. The department will brief the council on the project and its potential benefits.

2. **Resolution No. _____ approving the purchase of 4 cardiac monitors from Zoll in the amount of \$132,000.00.**

Marion Fire uses cardiac monitors that mesh with the other medical providers in the area. They have a useful life and then must be replaced, and the department is ready to replace them.

D. PARKS (4:30 – 4:45)

1. **Discussion regarding the Lowe Park South End Development Project.**

Parks Director Carolan will provide an overview of this project, as it is a centerpiece of the department's work plan and the CIP. There are several stages yet to complete that are planning for the coming calendar year.



2. Resolution No. _____ approving Partial Payment No. 3 to MSA for professional services regarding the Lowe Park South End Development Project in the amount of \$16,625.00.

E. BUILDING INSPECTION

NONE

F. ENGINEERING (4:45 – 5:15)

1. Motion to approve Project Calendar regarding Engineering Department payments as follows:
 - a. Resolution No. _____ approving Partial Payment No. 1 to Snyder & Associates, Inc. regarding the 35th Street and 7th Avenue Traffic Study in the amount of \$1,220.71.
 - b. Resolution No. _____ approving Partial Payment No. 1 to SRF Consulting Group, Inc. regarding the 29th Avenue and Indian Creek Intersection Study in the amount of \$5,521.39.
2. **Resolution No. _____ approving contract and bond with Rathje Construction Company regarding the Grant Wood Trail Extension: Highway 13 to 35th Street; HMA and PCC Trail [TAP – U – 4775(628) - - 8I – 57].**

The city has been working on this trail extension project for several years. Engineering will provide an overview. Rathje was the low bidder on the project.

3. Resolution No. _____ approving Agreement 2017-TJ-004 FINAL [Transfer of Jurisdictional of frontage road off U.S. 151] with the Iowa Department of Transportation [IDOT].

When the DOT expanded Highway 151 to four lanes, they had to make accommodations for access to the adjoining properties. On the south side near 62nd street a gravel access drive was installed and the DOT retained the property as part of their right of way. Marion has seen development proposals for this area that feature less than ideal access because of the strange right of way and access configuration. The city approached the DOT about transferring the road and right way to facilitate future development.

4. Resolution No. _____ accepting paving associated with Glen Rock Farm 7th Addition.

Engineering has inspected the installed improvements, determined that they meet city standards, and is recommending acceptance into public ownership and maintenance.

5. Public Hearing regarding the 2018 Sidewalk Ramp Repair Project.

Bid packets were distributed for the coming year sidewalk ramp project. A hearing is required before bids may be awarded.

6. Resolution No. _____ accepting bids and awarding contract to Hunt Construction Company, Inc. regarding the 2018 Sidewalk Ramp Repair Project in the amount of \$92,888.76.

See #5 preceding.



7. **Resolution No. _____ setting a public hearing for February 8, 2018, regarding amendment of access fees related to Ordinance No. 17-24, 100A.14 2015 Winslow Road District.**

In areas that the city installs roads prior to development, access fees are set up to recoup costs in the future. Winslow Road has several different areas that have fees set up, and engineering discovered that the fees in one section were incorrect. This will establish the correct fees.

8. **Motion to approve Project Calendar regarding the 2017 Northview Drive Reconstruction Project [NSI], as follows:**
 - a. **Motion to retain the City Engineer as Project Engineer regarding the 2017 Northview Drive Reconstruction Project [NSI].**
 - b. **Resolution No. _____ approving Resolution of Necessity regarding the 2017 Northview Drive Reconstruction Project [NSI].**
 - c. **Resolution No. _____ ordering preparation of detailed plans, specifications, notice of hearing and letting, notice to bidders, form of contract, and estimate of cost regarding the 2017 Northview Drive Reconstruction Project [NSI].**
 - d. **Resolution No. _____ approving and adopting final plans, specifications, notice of hearing and letting, notice to bidders, form of contract, and estimate of cost regarding the 2017 Northview Drive Reconstruction Project [NSI].**

Northview Drive will be reconstructed using local option sales tax dollars set aside for neighborhood street improvements.



9. **Resolution No. _____ approving Temporary Construction Easement with Thomas O'Neill, 1990 10th Avenue, regarding the 2018 Sanitary Sewer Manhole Project.**

The city will be repairing manholes at several locations around the city (see #10 following), and a temporary easement is needed at this site for the project.

10. **Motion to approve Project Calendar regarding the 2018 Sanitary Sewer Manhole Project, as follows:**

- a. **Motion to retain the City Engineer as Project Engineer regarding the 2018 Sanitary Sewer Manhole Project.**
- b. **Resolution No. _____ approving Resolution of Necessity regarding the 2018 Sanitary Sewer Manhole Project.**
- c. **Resolution No. _____ ordering preparation of detailed plans, specifications, notice of hearing and letting, notice to bidders, form of contract, and estimate of cost regarding the 2018 Sanitary Sewer Manhole Project.**
- d. **Resolution No. _____ approving and adopting final plans, specifications, notice of hearing and letting, notice to bidders, form of contract, and estimate of cost regarding the 2018 Sanitary Sewer Manhole Project.**

Much of the city's sanitary sewer infrastructure is quite old, and engineering works with public service to identify areas needing repair. These are aggregated into larger projects for public bid.

G. PLANNING AND DEVELOPMENT (5:15 – 5:30)

1. Motion to approve Project Calendar regarding Planning and Development Department Payments as follows:
 - a. Resolution No. _____ approving Payment No. 14 to Anderson Bogert Engineers per the contract for the Grant Wood Trail Extension Project (Iowa DOT Project No.TAP-U-47775(628)8I-57) in the amount of \$2,579.20.

2. Motion to receive, file and refer to the Planning and Zoning Commission:
 - a. A Preliminary Site Development Plan and a Final Site Development Plan for Kwikstar Addition for property located east of Highway 13 and south of Hennessey Parkway (Kwikstar).

3. **Public Hearing regarding the purchase of public property by Gospel Light Baptist Church for property located on 3rd Street north of 2nd Avenue and south of 3rd Avenue.**

The council has already approved the vacation of this property as public right of way. For it to be sold to the church, a public hearing must be held.

4. Resolution No. _____ approving the purchase of public property by Gospel Light Baptist Church for property located on 3rd Street north of 2nd Avenue and south of 3rd Avenue.

See #3 preceding.

5. Resolution No. 26586 approving the Final Plat and Memorandum of Agreement for Grabau's 2nd Addition located north of Blairs Ferry Road and east of Lindale Drive (Oralee & Leonard Grabau) (removed 01.04.2018).

6. Resolution No. _____ approving the Revised Preliminary Plat Prestwick Place Second Addition for property located north of 29th Ave & west of 44th Street (Prestwick, LLC).

This was a former acreage that was purchased and subdivided into a large lot residential development. The plat revises the lot configuration for the remaining property.

7. Resolution No. _____ approving the Final Plat and Memorandum of Agreement for Prestwick Place Second Addition for property located north of 29th Ave and west of 44th Street (Prestwick, LLC).

See #6 preceding.

8. Motion to receive and file a letter of request to waiver the requirements of the subdivision ordinance and allow a Plat of Survey to transfer Parcel A to the YMCA.

The property owner would like to be able to sell this property to the YMCA. To create a legal parcel to sell, it must either be final platted or a plat of survey created.

9. Resolution No. _____ approving Plat of Survey No. 2226 for Mooney-Engle Land Company, LLC for property located south and east of Winslow Road.

See #8 preceding.

H. ADMINISTRATION/OTHER (5:30 – 6:00)

1. Resolution No. _____ of support for Freund Vector’s Business Financial Assistance application to the Iowa Economic Development Authority

Freund Vector is applying to the state for assistance with the cost of developing a new laboratory and testing facility in the Marion Enterprise Center. The city will be the application sponsor, but is not being asked to provide match for the project. That will be provided by the Medco Holding Company through their land purchase cost buydown program.

2. Resolution No. 26588 approving an amendment to a Development Agreement (AIS Properties, Inc. d/b/a Restoration Dental) (tabled 01.04.2018).

This amendment changes the payment schedule for AIS properties. The total amount of the obligation does not change, but as written the calculation was about \$1,300 per year below what was needed to pay off the incentive.

3. Public Hearing regarding the Proposed Amendment to the Plan for the 2017 Workforce Housing Urban Revitalization Area.

The developer has asked that the next phase of Sunny Ridge be included in this urban revitalization area. A hearing is required before that can be completed. While the council will conduct the hearing, the plan amendment is not yet on the agenda for approval as the staff is continuing to work with the developer.

4. **Resolution No. _____ amending Memorandum of Understanding (MOU) for GLD Commercial – Hotel Project.**

GLD has identified an overall cost increase on the hotel project due to higher building material costs after the hurricanes this year. This MOU starts the process for Marion to increase the ceiling of the city's potential cost share from \$4.2m to \$4.5m. The agreement calls for the city to participate at 36% of hard construction costs up to the maximum. All costs will be verified as actual invoiced amounts as the project proceeds. It should also be noted that the original agreement called for a minimum 82 room hotel, and the company is building an 88 room building.

5. Motion to receive and file December 2017 Departmental Reports.

6. Motion to approve the following Hold Harmless/Noise Waiver Agreement:

- a. Wedding, Lowe Park Amphitheater, July 7, 2018. 8:00 a.m. – 11:00 p.m. (Janet Kadlec, 1808 Hamer Drive NW, Cedar Rapids).
- b. CASANA (Childhood Apraxia of Speech Association of North America) Walk, Thomas Park, July 26, 2018, 9:00 a.m. – 1:00 p.m. (Liz Breen, 396 Memorial Drive SE, Cedar Rapids).

7. Mayoral Appointment:

- a. Bethany Jordan, 930 12th Street, Construction Code Review Board, term expires 01-01-2022.

I. Adjourn