



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

Manager's Memo

July 14, 2017

To: Mayor and Council

From: Lon Pluckhahn, City Manager

A handwritten signature in blue ink, appearing to read "Lon Pluckhahn", is placed over a light gray rectangular background.

Re: Upcoming Agenda Items July 18, 2017

General Information:

No memo this week. Lon is at an ICMA conference.

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

None.

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

2017 NLC City Summit in Charlotte, NC will be held on November 15-18. Please see the attached information.

Agenda:

Introduction: David Lynch, City of Marion new Postmaster (Thursday)

A. FINANCE (4:00 – 4:10)

1. Motion to approve minutes of the July 6, 2017, 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. None.
 4. Resolution No. _____ adopting Final Assessment Schedule for Fiscal Year 2018 Quarter 1 Delinquent Fees and Confirming and Levying the Assessments.
 5. **Public hearing on proposal to enter into an Essential Purpose Loan Agreement.**
 6. **Public hearing regarding a proposal to enter into a Facilities Loan Agreement.**
 7. **Public hearing regarding a proposal to enter into a Tennis Courts Loan Agreement.**
 8. **Public hearing regarding a proposal to enter into a Grant Wood Trail Loan Agreement.**
 9. **Public hearing regarding a proposal to enter into a Cemar Trail Loan Agreement.**
 10. **Public hearing regarding a proposal to enter into an Indian Creek Trail Loan Agreement.**
 11. **Resolution No. _____ taking additional action to enter into a General Obligation Corporate Purpose Loan Agreement, setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2017A and authorizing the use of a preliminary official statement in connection therewith.**
 12. **Public hearing regarding a proposal to enter into a General Obligation Refunding Loan Agreement.**
 13. **Resolution No. _____ taking additional action with respect to a General Obligation Refunding Loan Agreement.**
- B. PUBLIC SERVICES (410 – 4:20)
1. **Resolution No. _____ setting a public hearing for August 3, 2017 regarding the Eco Industrial Park Grading Project.**
 2. **Motion directing staff to solicit request for proposals regarding commercial solid waste collection services.**

C. POLICE/FIRE (4:20 – 4:30)

1. **Discussion regarding the University of Cincinnati – Institute of Crime Sciences Staffing Analysis Study.**
2. Resolution No. _____ approving a contract with University of Cincinnati – Institute of Crime Sciences regarding a Staffing Study Contract in an amount of \$18,590.00.

D. PARKS

1. Motion to receive and file correspondence requesting the City to maintain a portion of a sidewalk on East Robins Road (Jennifer Skogman, 411 1st Avenue SE, Suite 400, Cedar Rapids).
2. Motion to receive and file correspondence as presented at the July 6, 2017 council meeting regarding a hardship case for maintaining the sidewalk along East Robins Road (Sara Hora, 1440 Forest Lane).

E. BUILDING INSPECTION

NONE

F. ENGINEERING (4:30 – 4:45)

1. Motion to approve Project Calendar regarding Engineering Department payments as follows:
 - a. Resolution No. _____ approving Partial Payment No. 9 to Snyder & Associates, Inc. regarding the Alburnett Road Extension concept study in the amount of \$15,098.00.
 - b. Resolution No. _____ approving Partial Payment No. 11 for reimbursement to Mooney-Engle Land Company, LLC, regarding the Tower Terrace Road – Phase V (10th Street to Indian Creek Road) Project in the amount of \$3,193.87.
 - c. Resolution No. _____ approving Partial Payment No. 5 to Mooney-Engle Land Company, LLC, regarding the Winslow Road Realignment Project associated with the Bridge Creek Addition in the amount of \$40,437.74.
 - d. Resolution No. _____ approving Partial Payment No. 1 to Genesis Equities LLC regarding the Central Corridor Improvements Project; Building Demolition in the amount of \$47,472.14.



2. **Public Hearing regarding the 2017 Lucore Road Reconstruction Project.**
3. **Resolution No. _____ accepting bids and awarding contract to Abode Construction, Inc. regarding the 2017 Lucore Road Reconstruction Project in the amount of \$1,493,857.25.**
4. **Public Hearing regarding the 2017 31st Street Rehabilitation Project [NSI].**
5. **Resolution No. _____ accepting bids and awarding contract to Eastern Iowa Excavating & Concrete, LLC regarding the 2017 31st Street Rehabilitation Project [NSI] in the amount of \$134,987.99.**
6. **Motion to approve Project Calendar regarding the 2017 Alburnett Road Pedestrian Beacon Project, as follows:**
 - a. **Motion to retain the City Engineer as Project Engineer regarding the 2017 Alburnett Road Pedestrian Beacon Project.**
 - b. **Resolution No. _____ approving Resolution of Necessity regarding the 2017 Alburnett Road Pedestrian Beacon 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 2017 Alburnett Road Pedestrian Beacon 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 2017 Alburnett Road Pedestrian Beacon Project.**
7. **Resolution No. _____ accepting Winslow Road public improvements from Settlers Drive to Tower Terrace Road.**
8. **Motion to receive, file and refer to TAC correspondence regarding a request for “No Parking” on Mulberry Drive from East Robins Road to Mulberry Court. (Lisa Hawk et al. Mulberry Ridge Subdivisions).**
9. **Motion to receive, file and refer to TAC correspondence regarding a request for additional traffic control on 9th Street between 13th and 14th Avenues. (Josh M. Long, 1373 9th Street).**



10. Motion to receive, file and refer to TAC correspondence regarding a request for additional traffic control on Hunters Green Way, Hunters Field Way and Foxborough Drive. (Chris Ketelsen, 1142 Foxborough Drive.
11. **Motion to receive and file Asbestos Survey Report regarding the former 7th Avenue Railroad Bridge associated with the CEMAR Trail / Alburnett Road Extension Projects.**

G. PLANNING AND DEVELOPMENT (4:45 – 5:15)

1. **Motion to receive & file and refer to the Planning and Zoning Commission:**
 - a. Final Site Development Plan for property located north of REC Drive and west of Highway 13 (Linn County Business Park, Lot 1 – Phase III) by Burger Homes & Development, Inc.
2. Motion to receive and file correspondence regarding Hours of Operation - Tower Terrace Road (Tim Mooney).
3. **Public Hearing regarding a request to amend Ordinance 13-14 of the Marion Code of Ordinances regarding the hours of operation for property located along Tower Terrace Road west of 10th Street and east of Irish Drive.**
4. **Ordinance No. 17-_____ approval of a request by the City of Marion to amend Ordinance 13-14 of the Marion Code of Ordinances regarding the hours of operation for property located along Tower Terrace Road west of 10th Street and east of Irish Drive. Initial consideration.**
5. **Resolution No. _____ setting August 3, 2017 as the date for a Public Hearing regarding** a Preliminary and Final Site Development Plan for Sunny Ridge Villas Phase 2 located west of Bison Court north of Kacena Avenue (DFMA, Inc, Chad Pelley).
6. **Resolution No. _____ approving Final Site Development Plan for two Multi-Tenant Commercial Buildings located on the northeast corner of Highway 13 & 151.**
7. **Resolution No. _____ approving Final Site Development Plan for Dupaco located on the northeast corner of Highway 13 & 151.**



8. **Resolution No. _____ setting August 3, 2017 as the date for a Public Hearing** regarding Bowman Meadows 5th Addition Preliminary Site Development Plan and Final Site Development Plan located south of Boyson Road, west of Alburnett Road (Midwest Development).
9. Resolution No. _____ approving Final Plat and Memorandum of Agreement for Industrial Center East 13th Addition located north of 3rd Avenue and west of 44th Street in Marion, Linn County, Iowa (James D. & Terri Anderson).
10. Resolution No. _____ approving Plat of Survey No. 2175 for property located west of Alburnett Road and north of Partridge Court (Corey Sellner).
11. **Resolution No. _____ approving Project Calendar regarding Interim Development Ordinance (IDO) Reviews regarding the demolition of buildings per section 176.50 of the Marion Code of Ordinances, Central Corridor Overlay District requested by the City of Marion for property located as follows:**
 - a. **525 11th Street**
 - b. **520 12th Street**
 - c. **573 14th Street**
 - d. **1412 5th Avenue**
 - e. **1480 5th Avenue**
 - f. **1496 5th Avenue**
 - g. **1195 6th Avenue**
 - h. **1493 6th Avenue**
 - i. **760 12th Street**
12. Resolution No. _____ setting August 3, 2017 as the date for a Public Hearing regarding a request to amend the Future Land Use Map of the Marion Comprehensive Plan from Single Family Detached Residential to Single Family Attached Residential and to rezone property located North of 29th Avenue, west of 44th Street A-1, Rural Restricted to PD-R and A-1, Rural Restricted to R-2, Medium Density Single Family Residential (Robson Homes, Inc.).
13. **Resolution No. _____ approving a request by Travis Salter, Anytime Fitness, to approve the Interim Development Ordinance (IDO) Improvement Review for property located at 501 7th Avenue, Marion, Iowa.**
14. **Resolution No. _____ amending relocation assistance agreement in the amount of \$1,581.01 to D&R Engines and Machine, Inc. associated with Central Corridor Project.**



15. **Resolution No. _____ regarding a resolution of necessity for the installation of sidewalks per the approved Memorandum of Agreement for Outlot A and Outlot B of Oak Park Estates 1st Addition.**
16. Resolution No. _____ approving a temporary right-of-way easement and temporary grading easement on part of parcel A, Plat of Survey 1106 for construction of Tower Road between Indian Creek Road and Lennon Lane.

H. ADMINISTRATION/OTHER (5:15 – 5:45)

1. Resolution No. _____ accepting art installations and approving final payments associated with the Uptown Artway.
2. Resolution No. _____ approving City Hall IT remodel project in the amount of \$25,927.00.
3. **Resolution No. _____ approving 12-month contract with Cedar Graphics to print and distribute the Marion Messenger newsletter in the amount of \$34,234.00.**
4. Public Hearing regarding a Proposed Amendment to the Collins Road Extension Urban Renewal Area
5. Resolution No. _____ Declaring Necessity and Establishing an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Collins Road Extension Urban Renewal Area.
6. Ordinance No. 17- Providing for the Division of Taxes Levied on Taxable Property in the July, 2017 Collins Road Extension Urban Renewal Area Addition, Pursuant to Section 403.19 of the Code of Iowa. Initial consideration.
7. Resolution No. _____ approving a development agreement with GLD Commercial, LLC (Hotel).
8. Resolution No. _____ setting a Public Hearing for August 3, at which it is Proposed to Approve a Development Agreement with Squaw Creek Crossing, LLC, Including Annual Appropriation Tax Increment Payments.
9. Motion directing staff to draft a Memorandum of Understanding (MOU) with Genesis Equities, LLC, regarding tax increment financing (TIF) incentives.
10. **Presentation regarding citizen survey results.**
11. **Discussion regarding Total Illuminations proposal regarding retrofitting lighting at the Marion Police Department and City Hall.**



12. Resolution No. _____ approving a contract with Total Illuminations regarding retrofitting lighting at the Marion Police Department in an amount of \$ ____.
13. Motion to receive and file correspondence as presented at the July 6, 2017 council meeting regarding a grant application from Rotary International for the funds to purchase a "Pole Clock" (Tom Barnes, Barnes manufacturing, 560 31st Street).
14. Resolution No. _____ approving a Rotary District 5970 Community Grant Memorandum of Understanding between the City of Marion and the Rotary Club of Marion – East Cedar Rapids regarding the Pole Clock Project.
15. Motion to receive and file correspondence regarding citizen suggestions (Robert Schlegel, 3600 10th Street).
16. Motion to receive and file correspondence regarding fireworks.
 - a. Brian Rosteck, 4140 Deer Valley Drive.
 - b. Sonja Leahy, 4020 Shady Oak Drive
 - c. Kathleen Parent, 1690 Douglas Court
 - d. Wilma O'Brien, 2265 Robert Drive
17. Motion to approve June 2017 Departmental Reports.
18. Motion to approve the following Hold Harmless/Noise Waiver Agreement(s):
 - a. Marion Community Band, City Square Park, June 12 and July 3, 2018, 12:00 p.m. – 10:00 p.m. (David Law, 1560 Pleasantview Drive).
19. Motion to receive and file two new job descriptions (Assistant City Manager 1 and Assistant City Manager 2).
20. Resolution No. _____ approving a development agreement between the City and GLD Commercial for the proposed Hotel project located at 2823 7th Avenue.

I. Adjourn



June 5, 2017

Dear NLC Member:

We are excited to host the 2017 NLC City Summit in Charlotte, N.C., Nov. 15-18 and invite you to join us for four days of networking, knowledge sharing, and working to make our cities and towns even better places to live, work, and play.

In addition to seminars that build technical and leadership skills, you will also enjoy mobile workshops throughout the Queen City that showcase some of our real-world solutions to issues facing local governments including our highly successful light rail project, our focus on innovation and entrepreneurship, our aggressive affordable housing initiative, and our world-class sustainability program. You will also benefit from the more than 250 vendors on hand to introduce you to new products, services, and programs that may offer a perfect solution for your city or town.

All this takes place against the backdrop of our exciting and dynamic city center. We are committed to be a welcoming and inclusive city where everyone feels respected and safe. Our *Always Welcome Charlotte* campaign is embraced by many of our restaurants, hotels, and shops to reaffirm our community as one that supports, celebrates, and welcomes everyone.

We hope you will find time during your visit to enjoy some of the many amenities our city has to offer including the Levine Center for the Arts which includes The Bechtler Museum of Modern Art, and the Harvey B. Gantt Center for African-American Arts & Culture, the NASCAR Hall of Fame, and the US National Whitewater Center. In addition, our vibrant Center City offers dining, entertainment, and cultural features that are distinctly Charlotte.

We invite you to Charlotte to explore all that our city has to offer and welcome the opportunity to share our southern hospitality with you.

With warm regards,

Jennifer Watson Roberts
Mayor

Marcus D. Jones
City Manager

Visit citysummit.nlc.org for more information and to register. Reduced early registration rates are available until June 30!