

VETERANS MEMORIAL COMMISSION



VETERANS MEMORIAL BUILDING

834 BROAD STREET

GRINNELL, IOWA 50112

POLICY AND PROCEDURES *HANDBOOK*

Reviewed and Approved 3/18/03

VETERANS MEMORIAL BUILDING
POLICY AND PROCEDURE HANDBOOK

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OBJECTIVE STATEMENT

The objective of this Policy and Procedure Manual is to develop operational guidelines that will enable successive Memorial Building Commission members, City Council members, and other interested parties to have an idea of how the Veterans Memorial Building is currently operated.

The Policy and Procedure Manual will not be written and filed away as a completed document. It will be used as a basic document, which will require review and change.

A further objective of this Policy and Procedure Manual is to place in writing operational guidelines that will be carried out by personnel who are basically directed by agencies outside the control of the Grinnell Veterans Memorial Commission.

The attempt here is to set goals and guidelines that are natural and reasonable with the overall idea being to enable the Commission to represent a building that the community is proud of and feels is available for their use and enjoyment.

BYLAWS OF THE VETERANS MEMORIAL COMMISSION
OF GRINNELL, IOWA

ARTICLE I
NAME

The name of this organization shall be the Veterans Memorial Commission.

ARTICLE II
OBJECT

Ordinance Number 575 of the City of Grinnell established the building of Veterans Memorial Building. Chapter 37, Iowa Code, authorizes the Veterans Memorial Commission as an agency of government.

ARTICLE III
MEMBERS

The Board of Veterans Memorial Commission will consist of five (5) veterans from the City of Grinnell.

The Mayor of Grinnell will appoint commissioners, with the approval of the Grinnell City Council.

Commissioners' terms shall be for three (3) years as established in Chapter 37, Iowa Code. Not more than two (2) terms shall expire in one year. The terms shall expire in April of a given year.

If a Commission member misses three (3) meetings in a row without a reasonable excuse, they can be removed from the Commission.

If a vacancy should occur, the Mayor of Grinnell shall fill the vacancy for the unexpired term through appointment.

ARTICLE IV
OFFICERS

A chairperson shall be selected by ballot of the Board.

A vice-chairperson shall be selected by ballot of the Board. The Vice-chairperson shall preside over meetings in the absence of the Chairperson.

A secretary shall be appointed by the majority vote of the Board. A (Recording) Secretary may or may not be a member of the Board.

Terms of offices shall be annual with the selection process occurring in June of the given year.

ARTICLE V
QUORUM – VOTING – MEETINGS

Quorum: A quorum shall consist of three (3) members.

Voting: Each Commissioner shall be entitled to one (1) vote.

Meetings: A regular monthly meeting date will be established by a majority vote.

When necessary, other meetings may be called by the Chairperson or a majority of the Commissioners.

Twenty-four (24) hour notice of each and every meeting will be given to the news media, posted in conspicuous places, and given to the Board Commissioners and Recording Secretary.

An agenda for the Board meetings shall be prepared by the Chairperson, in cooperation with the Recording Secretary, and distributed to the Commissioners.

Only items on the agenda may be acted upon although other items may be discussed. (As per State Code, Open Meeting Law 20.1)

All meetings of the Board are open to the public who wish to observe.

Non-members who wish to address the Board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to any Commissioner or the Recording Secretary.

ARTICLE VI FINANCES

All expenditures over \$1,000.00 require a roll-call vote.

ARTICLE VII ORDER OF BUSINESS

Roberts Rules of Order shall govern in the Parliamentary Procedure of the Commission.

The Order of Business shall be as follows:

- Call to Order
- Roll Call
- Consideration of minutes of previous meeting
- Communications, Bills, Expenditures and Income
- Old Business
- New Business
- Adjournment

ARTICLE VIII POWERS AND DUTIES

The responsibilities of the Veterans Memorial Commission are:

- 1) Manage the expenditures of the budgeted monies for the welfare and betterment of the Veterans Memorial Building. (The Commission shall have all control over the facility including, but not limited to, maintenance, usage and preparation of the budget.)
- 2) Establish rules and regulations governing renting and usage of the facilities.
- 3) Promote the name and usage of the Veterans Memorial Building in the Grinnell area.

ARTICLE IX LEGAL ADVISORY

The Grinnell City Attorney shall serve as legal advisor to the Veterans Memorial Commission.

ARTICLE X COMMITTEES

The Chairperson of the Board of Commissioners shall appoint other committees, standing or special. The Chair shall be an ex-officio member of all committees.

ARTICLE XI AMENDMENTS OF BYLAWS

These bylaws can be amended at any regular meeting of the Board of Commissioners by a majority vote, provided that the amendment issue appears on the agenda for the meeting.

STATEMENT REGARDING HOUSEKEEPING AND MAINTENANCE SERVICES
FOR THE VETERANS MEMORIAL BUILDING

The Veterans Memorial Commission as of July 1, 1985, engaged Maintenance and Housekeeping personnel of the City of Grinnell to care for the Veterans Memorial Building. The City of Grinnell designated a Building Maintenance Supervisor who is in charge of all custodial personnel, and through whom the Veterans Memorial Commission members will work. All requests for adjustment to or criticism of housekeeping and maintenance care, by Commission members, will be directed to the Building Maintenance Supervisor.

To care for the Veterans Memorial Building, the Memorial Commission wishes to establish realistic guidelines for custodial personnel. Basically, the Commission wants the public to enjoy a presentable facility whose interior climate is clean and comfortable.

EXHIBIT A

The following guidelines are presented for housekeeping purposes for the Veterans Memorial Building. These guidelines are not all-inclusive, but are presented only as a basic document upon which custodial personnel are encouraged to improve.

Collect trash and clean out ashtrays.....	Daily
Dust mop entry, stairs and lobby.....	Daily
Clean restrooms (toilets, sinks countertops, replenish paper products and hand soap).....	Daily
Wet mop restrooms.....	Daily
Vacuum entry carpets (front and back entrances).....	Daily
Vacuum offices upstairs.....	Weekly
Clean glass at entrance doors.....	Twice a week
Wipe down doors, switchplates and handrails.....	Weekly
Wet mop front entrance and stairways.....	Weekly
Change automatic restroom sprayers.....	Monthly
Change urinal screens.....	Monthly

After each use of the Large Room the floor will be dust mopped and wet mopped as needed.

After each use of the kitchen, clean off the counter. Clean out the sink and wet mop the floor.

The area to be maintained includes the top floor, front and back stairways. The lower level is maintained by MICA.

EXHIBIT B

The following list of equipment items is presented as a beginning list for Equipment Maintenance purposes for the Veterans Memorial Building. The Building Maintenance Supervisor will oversee the maintenance of listed equipment and determine what services should be handled by outside contractors.

When repair of equipment becomes necessary, the Building Maintenance Supervisor shall refer to the Equipment Inventory List to determine whether a specific item of equipment is to be repaired or replaced.

In the event repair costs of equipment would be greater than replacement costs, the Building Maintenance Supervisor shall contact the Chairperson, Veterans Memorial Commission, prior to initiation of intervention.

EQUIPMENT LISTING

- 1) Heating system including boiler and peripheral parts such as gaslines, waterlines, radiators, thermostats etc.
- 2) Air conditioning system including compressors, air handling ducts, motors, belts, bearings, thermostats, coolant levels etc.
- 3) Kitchen equipment; stoves, refrigerators, disposals etc.
- 4) Water heater
- 5) Carpeting and floor care equipment.
- 6) Light fixtures and switches, both interior and exterior.
- 7) Restrooms fixtures; water faucets, stools, basins towel dispensers etc.
- 8) Fire extinguishers, alarms etc.
- 9) Door locks, key replacements.

POLICIES AND PROCEDURES

POLICY NUMBER: B-1
SUBJECT: BUDGET

The Veterans Memorial Building shall be operated and maintained by a financial grant from the City of Grinnell.

The Commission Chairperson shall appoint a Budget Committee of not less than two (2) members.

The Budget Committee shall meet with the City of Grinnell Clerk to formulate an annual budget request to submit to the City of Grinnell Finance Committee.

Monies received through rental agreements shall be channeled through the Grinnell Recreation Department to be credited to the Veterans Memorial Building account.

POLICY NUMBER: B-2
SUBJECT: BULLETIN BOARD

The bulletin board in the Veterans Memorial Building shall be maintained in an organized manner.

The bulletin board shall be inspected on a monthly basis and the maintenance personnel shall properly dispose of all outdated materials.

No commercial advertising shall be displayed on the bulletin board.

The Veterans Memorial Commission agendas shall be posted on the bulletin board at least twenty-four (24) hours prior to the meeting time.

POLICY NUMBER: C-1
SUBJECT: CALL ROSTER

In the event it is necessary to notify Maintenance/Security Personnel and /or the Veterans Memorial Building Commissioners the call roster shall be utilized.

DURING BUSSINESS HOURS

MAINTENANCE DEPT
Linda Wozny – 236-2618

RECREATION DEPT – 236-2620

CITY OFFICE – 236-2600

AFTER BUSINESS HOURS

Linda Wozny – 236-8869

Jerry Van Ersvelde – 236-3898

Beth Tindle – 236-5474

Jeff Sears – 236-0117

Joe Pierce – 236-5987

Rick Jacoby – 236-4941

For after-hours notification, notify City Maintenance Department, Grinnell Police Department or Grinnell Fire Department depending on nature of need.

Maintenance – 236-7923

Police – 236-2650

Fire – 236-2655

In case of extreme emergency do not hesitate to utilize the "911."

In the event it is necessary to notify the Commissioners of the Veterans Memorial Building, channel the notification through the Grinnell Recreation Department or the Grinnell Maintenance Department.

POLICY NUMBER: D-1
SUBJECT: DISASTER UTILIZATION

When large numbers of persons are displaced because of a snowstorm, tornado, fire or other unforeseen disaster, the Veterans Memorial Building will be available as a temporary shelter.

During a severe snowstorm, if all available motel accommodations are filled, the Police Department will notify the American Red Cross, and the Veterans Memorial Building could be opened by the American Red Cross to temporarily house persons who have become stranded.

In the case of a tornado the American Red Cross would coordinate efforts with the Grinnell Regional Medical Center, Police and Fire Departments, and the Veterans Memorial Building would be available to receive anyone whose home has been damaged or destroyed and they have not been injured. The injured, following treatment and release from the hospital could be handled at the Veterans Memorial Building.

The main function of the Veterans Memorial Building would be to provide temporary housing and act as a clearinghouse by releasing the displaced to relatives or friends. A record of such placements would be kept so that others inquiring could be informed of physical condition and the displaced persons intended location upon leaving the Veterans Memorial Building.

In cases of mass disaster, the Veterans Memorial Building would be available to be utilized in whatever manner those in authority determine necessary.

POLICY NUMBER: E-1
SUBJECT: EQUIPMENT IDENTIFICATION

All movable equipment belonging to the Veterans Memorial Building shall be inventoried and an identifying label attached in a secure manner.

An equipment inventory sheet shall be maintained in the Secretary's notebook with a copy to the Commission Chairperson and the City Clerk.

(Refer to attached copy of Equipment Inventory Sheet.)

POLICY NUMBER: F-1
SUBJECT: FEES

The Veterans Memorial Commission shall establish fee schedules for:

- Long Term Lessees
- Short Term Lessees
- Kitchen Utilization
- Security Deposits
- Key Maintenance

A set fee schedule shall be maintained for short-term lessees.

The number of square footage occupied by the organization determines long-term lease fees of office spaces.

Humanitarian, non-profit organizations may receive a reduced lease fee.

A waiver of rental fees may be available if... 1) The organization is recognized as a non-profit group. 2) The activity is for the betterment of the community. 3) Written permission is approved no less than thirty days prior to the date of use. 4) A contact (responsible party) is made available. 5) No City employees are used. 6) A reasonable donation is made for the use of the building (minimum \$15.00).

Veterans' organizations shall be authorized to utilize the building free of charge.

(Refer to City of Grinnell – Rental & Equipment Rental Policies / Prices)

(Placement of a Security Deposit does not relieve the facility user from the responsibility for damage that may occur from the abuse that may exceed the amount of the deposit.)

POLICY NUMBER: F-2
SUBJECT: FIRE EXTINGUISHERS

The fire extinguishers in the Veterans Memorial Building shall be inspected on an annual basis.

The secretary to the Commission shall contact the Grinnell Fire Department to arrange, at their convenience, the inspection date.

(Refer to fire extinguisher locations; attached copy.)

(Note: Electrical breaker switches must be turned OFF in cases of electrical fires. Refer to locations on attached copy.)

POLICY NUMBER: I-1
SUBJECT: INSURANCE

Insurance coverage for the Veterans Memorial Building including contents, liability and boiler, is provided through the City of Grinnell.

Liability coverage of Commissioners and directors is provided through the City of Grinnell.

The individual lessee must provide insurance coverage of personal items of long-term lessees.

POLICY NUMBER: K-1
SUBJECT: KEYS

The Recreation Department shall issue all keys to the Veterans Memorial Building.

The Recreation Department shall maintain a record of "Keys Outstanding".

Long-term lessees shall be provided keys at a "one time" only charge of \$2.50 per key. In the event keys are lost, duplicate keys will be issued at a charge of \$2.50 per key.

Authorized "Master Key" holders are:

City of Grinnell
Police and Fire
Commission Chairperson

** Note – Long-term lessees shall not duplicate keys for subordinate office workers. All necessary keys shall be obtained from the Recreation Department.)

POLICY NUMBER: K-2
SUBJECT: KITCHEN AREAS

The kitchen on the main level will be included in the rental of the large room.

The City of Grinnell Maintenance Department shall inspect the kitchen in a timely manner after each scheduled usage.

(Refer to attached copy of City of Grinnell – Rental & Equipment Rental Policies / Prices)

POLICY NUMBER: L-1
SUBJECT: LEASES

All short-term leases will be scheduled through the Grinnell Recreation Department, 927 4th Avenue, Grinnell, Iowa 50112. Phone number 641-236-2620.

All long-term leases shall be signed through the Veterans Memorial Commission.

All leases require a written contract.

All leases require a "security" deposit.

The Grinnell Recreation Department shall collect all fees for long-term and short-term leases.

The rental fee must be paid before the facility is used. Any additional time used must be paid when the keys are returned. Cancellation of a reserved area must be made no less than five days prior to the scheduled date and time. A \$15.00 charge will be assessed to those canceling after the five-day limit. Cancellations made less than twenty-four (24) hours prior to the date and time scheduled will constitute forfeiture of an amount equal to the rental charge. All other charges paid in advance will be refunded in full at the next issuance of City checks.

The Grinnell Recreation Department will provide the Commission with monthly reports of long and short-term lease income and any changes that need the Commission's evaluation.

No person shall be denied access to and/or use of these facilities merely on the basis of race, age, sex, creed, religion, color or handicap.

(Refer to attached copy of City of Grinnell – Rental & Equipment Rental Policies / Prices)

POLICY NUMBER: L-2
SUBJECT: LEASES – LONG TERM

Long-term leases are those agreements for which an office space or room/s are assigned on a scheduled weekly, monthly or annual basis. This includes tenants residing in the office spaces of the building.

Long-term leases shall be initiated by the lessee and the Veterans Memorial Commission and maintained by the Grinnell Recreation Department.

The lessee and the Veterans Memorial Commission on an annual basis shall review long-term leases.

Long-term leases will be charged a "one time" key deposit of \$2.50 per key issued. In the event keys are lost, duplicate keys will be issued at a charge of \$2.50 per key.

Long-term lessees must provide a forty-five (45) day "intent to vacate" notice.

(Refer to attached copy of long-term lease agreement.)
(Refer to attached copy of City of Grinnell – Rental & Equipment Rental Policies / Prices)

POLICY NUMBER: L-3
SUBJECT: LEASES – SHORT-TERM

Short-term leases are those agreements for which an office space or room/s are assigned on an hourly, one time, or infrequent basis.

Short-term leases will be initiated and maintained by the Grinnell Recreation Department.

Short-term leases will be charged a security deposit of \$100.00 that will be refunded upon the return of the key and satisfactory condition of the leased area.

(Refer to attached copy of short-term lease.)

(Refer to attached copy of City of Grinnell – Rental & Equipment Rental Policies / Prices)

POLICY NUMBER: M-1
SUBJECT: MAINTENANCE

The City of Grinnell Maintenance Department shall provide maintenance for the Veterans Memorial Building. (641-236-2618).

Maintenance shall be provided on an organized daily basis. See Exhibit 'A'.

Repair work that needs attention shall be submitted to the Maintenance Department by utilizing a Work Order Request Form. (Refer to attached copy of Work Order Request Form.)

Equipment/table arrangements for leased activities will be provided by the Maintenance Department in cooperation with the Recreation Department. These shall be performed in a timely manner. (Refer to attached copy of the Recreation Department seating arrangement form.)

POLICY NUMBER: P-1
SUBJECT: POLICIES AND PROCEDURES

The Memorial Commission shall initiate and implement a policy and procedure manual for the operation of the Veterans Memorial Building.

These guidelines shall become effective on the date of approval by the Commission.

Policies and Procedures shall be reviewed on an annual basis.

The Secretary shall provide a list of amendments to the Committee reviewing the policies for that year.

Policies and Procedures may be amended by a majority vote.

POLICY NUMBER: P-2
SUBJECT: PUBLICITY

All newsworthy material to be released by the Commission, not previously reported by media in attendance at Commission meetings, will be released by the Commission Chairperson or Commission Secretary.

Commission members who feel a particular newsworthy item needs emphasis in the media should present the text of their release to the Commission Chairperson for action.

POLICY NUMBER: P-3
SUBJECT: PURCHASING

All purchases over \$1,000.00 require a roll-call vote from Commission members.

Equipment purchases of \$25,000.00 or more for the Veterans Memorial Building will be submitted for "Bid by Specification" with no less than two (2) bids being considered for any one purchase.

Local vendors / contractors are to be encouraged to submit on projects or equipment wherever applicable.

Purchasing of on-going maintenance supplies and services such as: pest control, cleansers, polishes, waxes, office supplies and minor repairs that need attention prior to the Commission's monthly meetings shall be handled by the Building Maintenance Supervisor at time of need and voted on at the regularly scheduled meetings.

POLICY NUMBER: S-1
SUBJECT: SECURITY

The City of Grinnell Maintenance Department shall provide security for the Veterans Memorial Building.

Doors to the building shall be opened and secured per schedule established by the Maintenance Department in conjunction with the Recreation Department's schedule for building use.

POLICY NUMBER: S-2
SUBJECT: SUPPLY INVENTORY

All supplies purchased by the Commission for use in the Veterans Memorial Building shall be inventoried.

Supplies shall be maintained in a locked enclosure wherever applicable.

Use of supplies shall be recorded on a Supply Inventory Sheet.

Supply inventory sheets shall be utilized for future purchases of needed supplies.

(Refer to attached copy of Supply Inventory Sheet.)

Veterans Memorial Commission Policies and Procedures

Review Date: _____

Approval Date: _____

Commission Chairperson

Commission Secretary

VETERANS MEMORIAL COMMISSION

30.01 Memorial Building Commission
30.02 Qualification and Appointment

30.03 Compensation and Vacancies
30.04 Powers and Duties

30.01 MEMORIAL COMMISSION. The Veterans Memorial Building shall be under the management and control of a commission of five (5) members which shall be known as the Veterans Memorial Commission.

(Code of Iowa, Sec. 37.9)

30.02 QUALIFICATION AND APPOINTMENT. Each Commissioner shall be an honorably discharged soldier, sailor, marine, airman or Coast Guard member and a resident of the City. The Commissioners shall be appointed by the Mayor with the approval of the Council for staggered three-year terms.

(Code of Iowa, Sec. 37.10)

30.03 COMPENSATION AND VACANCIES. Commission members shall serve without compensation, but may receive reimbursement for their actual expenses. A vacancy on the Commission shall be filled in the same manner as the original appointment for the balance of the unexpired term.

(Code of Iowa, Sec. 392.1)

30.04 POWERS AND DUTIES. The Commission shall manage and control the Memorial Building, shall make and establish rules and regulations for its use and management, and shall have, exercise and perform all of the powers and duties granted to the Commission as contained in Chapter 37 of the Code of Iowa and amendments thereto.

CHAPTER 37 MEMORIAL HALLS AND MONUMENTS**37.1 MEMORIAL BUILDINGS AND MONUMENTS.****37.2 PETITION.****37.3 ELECTION.****37.4 NOTICE.****37.6 BONDS.****37.8 LEVY FOR MAINTENANCE.****37.9 COMMISSIONERS APPOINTED -- VACANCIES -- REQUEST FOR APPROPRIATION.****37.10 QUALIFICATION -- APPOINTMENT.****37.11 THROUGH 37.14****37.15 EX OFFICIO VOTING MEMBER.****37.16 DISBURSEMENT OF FUNDS -- PURCHASING REGULATIONS -- REPORTS.****37.17 GIFTS AND BEQUESTS.****37.18 NAME -- USES.****37.20 FUNDS, MONUMENTS, AND MEMORIALS PREVIOUSLY INITIATED.****37.21 JOINT MEMORIALS.****37.22 UNEXPENDED FUNDS.****37.23 CONTRACT TO REPAY.****37.24 INVESTMENT OF FUNDS.****37.25 ACCUMULATIONS.****37.26 GENERAL POWERS.****37.27 NURSING HOMES WITH MEMORIAL HOSPITALS.****37.28 ANTICIPATORY WARRANTS.****37.29 CONTENTS OF WARRANTS.****37.30 REGISTRATION -- CALL.****37.1 MEMORIAL BUILDINGS AND MONUMENTS.**

Memorial buildings and monuments designed to commemorate the service rendered by soldiers, sailors, and marines of the United States may be erected and equipped at public expense in the manner provided by this chapter by:

1. Any county which has not heretofore made an appropriation for such purpose under any prior law.
2. Any city operating under any form of government.

Section History: Early Form

[C97, § 435, 436; C24, 27, 31, 35, 39, § 483; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.1]

37.2 PETITION.

The petition for the erection and equipment of any such hall or monument shall request the submission of the proposition to a vote of the people and shall:

1. When it is proposed to erect the same at the expense of the county, be signed by ten percent of the registered voters thereof as shown by the election register used in the last preceding general election, or by a majority of the members of the Grand Army of the Republic, the Spanish-American War Veterans Association, Veterans of World War I, the American Legion, Disabled American Veterans of the

World War, Veterans of Foreign Wars of the United States, Marine Corps League and American Veterans of World War II (AMVETS) of the county.

2. When it is proposed to erect the same at the expense of a city be subject to the provisions of section 362.4.

3. Set forth therein the purpose of the memorial proposed, as outlined in section 37.18.

Section History: Early Form

[C97, § 435; C24, 27, 31, 35, 39, § 484; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.2]

Section History: Recent Form

95 Acts, ch 67, §53

Referred to in § 35A.12

Not applicable to "Veterans of World War I" in cities over 150,000 population, 63 Acts, ch 76, § 3

37.3 ELECTION.

Upon the filing of the requisite petition, the city council shall cause the proposition to be submitted at a regular election, or at a special election to be called if requested in the petition, in substantially the following form:

Shall the city of erect and equip (or purchase and equip) a memorial building (or erect a monument) as provided in chapter 37 of the Code for the purpose of (set forth purpose of memorial as outlined in section 37.18) and issue bonds in the sum of ... dollars to cover the expense of the building or monument (or levy a tax of ... per thousand dollars of assessed value for a period of ... years to defray the expense of the building or monument)?

Section History: Early Form

[C24, 27, 31, 35, 39, § 485; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.3]

Section History: Recent Form

83 Acts, ch 123, § 41, 209

37.4 NOTICE.

Notice of the election shall be given by publication in one newspaper published or having general circulation in the city as provided in section 362.3. The notice shall state the purpose of the memorial proposed as outlined in section 37.18.

Section History: Early Form

[C97, § 435; C24, 27, 31, 35, 39, § 486; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.4]

Section History: Recent Form

83 Acts, ch 123, § 42, 209

37.5 Repealed by 81 Acts, ch 117, § 1097.

37.6 BONDS.

Bonds issued by a county for the purposes of this chapter shall be issued under sections 331.441 to 331.449 relating to general county purpose bonds. Bonds issued by a city shall be issued in accordance with provisions of law relating to general corporate purpose bonds of a city.

Section History: Early Form

[C24, 27, 31, 35, 39, § 488; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §81, § 37.6; 81 Acts, ch 117, § 1004]
Referred to in § 37.28
City bonds, chapter 384, div. III

37.7 Repealed by 81 Acts, ch 117, § 1097.

37.8 LEVY FOR MAINTENANCE.

For the development, operation, and maintenance of a building or monument constructed, purchased, or donated under this chapter, a city may levy a tax not to exceed eighty-one cents per thousand dollars of assessed value on all the taxable property within the city, as provided in section 384.12, subsection 2.

*We do not
have this levy.*

It is a voted
levy.

Section History: Early Form

[C24, 27, 31, 35, 39, § 490; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §81, § 37.8; 81 Acts, ch 117, § 1005]

Section History: Recent Form

83 Acts, ch 123, § 43, 209

37.9 COMMISSIONERS APPOINTED -- VACANCIES -- REQUEST FOR APPROPRIATION.

1. When the proposition to erect a building or monument under this chapter has been carried by a majority vote, the board of supervisors or the city council, as the case may be, shall appoint a commission consisting of not less than five and not more than eleven members, in the manner and with the qualifications provided in this chapter, which shall have charge and supervision of the erection of the building or monument, and when erected, the management and control of the building or monument.

2. On or before January 15 of each year, a commission which manages and controls a county memorial hospital shall prepare and submit to the county auditor a request for an appropriation for the next fiscal year from the general fund for the operation and maintenance of the county memorial hospital. On or before January 20, the county auditor shall submit the request to the county board of supervisors. The board of supervisors may adjust the commission's request and may make an appropriation for the county memorial

hospital as provided in section 331.427, subsection 3, paragraph "b". For the purposes of public notice, the commission is a certifying board and is subject to the requirements of sections 24.3 through 24.5, sections 24.9 through 24.12, and section 24.16.

3. The term of office of each member shall be three years, and any vacancies occurring in the membership shall be filled in the same manner as the original appointment.

4. Commencing with the commissioners appointed to take office after January 1, 1952, the terms of office of the commissioners shall be staggered so that all commissioners' terms will not end in the same year. Thereafter, the successors in each instance shall hold office for a term of three years or until a successor is appointed and qualified.

5. The commissioners having the management and control of a memorial hospital shall, within ten days after their appointment, qualify by taking the usual oath of office, but no bonds shall be required of them. The commissioners shall organize by electing a chairperson, secretary, and treasurer. The secretary shall immediately report to the county auditor and county treasurer the names of the chairperson, secretary, and treasurer of the commission. The commission shall meet as necessary to adequately oversee the operation of the hospital. A majority of the commission members shall constitute a quorum for the transaction of business. The secretary shall keep a complete record of its proceedings. The commissioners of a memorial hospital shall have all of the powers and duties necessary to manage, control, and govern the memorial hospital including but not limited to any applicable powers and duties granted boards of trustees under other provisions of the Code relating to hospitals, nursing homes, assisted or independent living services, and other ancillary services irrespective of the chapter of the Code under which such institutions are established, organized, operated, or maintained, unless such provisions conflict with this chapter.

6. Memorial hospital funds shall be received, disbursed, and accounted for in the same manner and by the same procedure as provided by section 347.12.

Section History: Early Form

[C97, § 436; C24, 27, 31, 35, 39, § 491; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.9]

Section History: Recent Form

86 Acts, ch 1200, § 1; 89 Acts, ch 296, § 9; 95 Acts, ch 114, §1; 99 Acts, ch 36, §1; 2000 Acts, ch 1154, §7; 2007 Acts, ch 21, §1; 2009 Acts, ch 110, §2

Referred to in § 37.15, 37.21, 331.321

37.10 QUALIFICATION -- APPOINTMENT.

Each commissioner, except for a memorial hospital commissioner, shall be a veteran, as defined in section 35.1, and be a resident of the county in which the memorial hall or monument is located. Each commissioner for a memorial hospital shall be a resident of the county in which the memorial hospital is located.

Each commission member shall be appointed by the mayor with approval of the council or by the chairperson of the county board of supervisors in the case of a county or joint memorial building or monument.

Section History: Early Form

[C97, § 436; C24, 27, 32, 35, 39, § 492; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §37.10]

Section History: Recent Form

89 Acts, ch 296, §10; 96 Acts, ch 1216, § 28; 99 Acts, ch 36, §2;
99 Acts, ch 180, §13; 99 Acts, ch 208, §47
Referred to in § 331.321

37.11 THROUGH 37.14 Repealed by 89 Acts, ch 296, § 96.

37.15 EX OFFICIO VOTING MEMBER.

If a memorial hall or building is a city hall, coliseum, or auditorium, the mayor of the city may be an ex officio voting member of the commission created in section 37.9.

Section History: Early Form

[C24, 27, 31, 35, 39, § 497; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.15]

Section History: Recent Form

95 Acts, ch 114, §2
Referred to in § 331.321

**37.16 DISBURSEMENT OF FUNDS -- PURCHASING REGULATIONS
-- REPORTS.**

All funds voted under the provisions of this chapter shall be disbursed by the county or city officers, only with the approval of the commission. However, the commission may adopt purchasing regulations to govern the purchase of specified goods and services without the prior approval of the commission. The purchasing regulations shall conform to generally accepted practices followed by public purchasing officers. The commission shall report to and make settlement with the board of supervisors or the city council, as the case may be, at the time and in the manner required of county and city officers.

Section History: Early Form

[C97, § 436; C24, 27, 31, 35, 39, § 498; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 37.16]

Section History: Recent Form

92 Acts, ch 1024, § 1

37.17 GIFTS AND BEQUESTS.

Gifts and bequests to any county or city, or to the commission, for any of the purposes provided in this chapter, may be accepted and the property shall be used in accordance with the provisions of this

AN ORDINANCE PERMITTING SOLDIERS MONUMENT OR MEMORIAL HALL
TO BE ERECTED IN PUBLIC PARK.

Whereas, the voters of the City of Grinnell, Iowa, on or about the 8th day of May, 1944, at a special election voted in favor or erecting and equipping a memorial building designed to commemorate the services rendered by soldiers, sailors and marines of the United States; and

Whereas, commissioners have been appointed by the City Council to have charge of and supervision of the erection of said building, and, when erected, the management and control of the same, as is provided by Chapter 37 of the 1954 Code of Iowa; and

Whereas, said commissioners have requested permission of the City Council to erect said proposed memorial building in the Grinnell City Park, which is legally described as Block Thirteen (13), P. P. Grinnell, Iowa; and

Whereas, by virtue of Code Section 370.31 of the 1954 Code of Iowa, cities and towns may by ordinance permit soldiers monuments or memorial halls to be erected under the provisions of Chapter 37, to be erected in any public park or public grounds of the city or town; and

Whereas, the City Council of the City of Grinnell, Iowa, desires to grant such permission; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, Iowa:

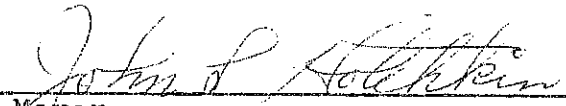
Section 1. Permit. That the City Council of the City of Grinnell, Iowa, does hereby permit the Grinnell Memorial Commission, created under Chapter 37 of the Code of Iowa, to erect a memorial building in the Grinnell City Park, which is legally described as Block 13 (13), O. P. Grinnell, Iowa.

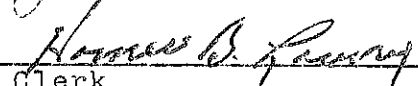
Section 2. In Effect. This ordinance shall be in full force and effect upon its passage and publication.

Section 3. Repeal. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

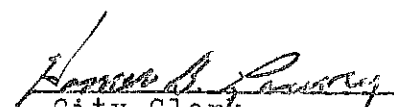
Pass and Approved

this 5th day of August, 1957.


Mayor


Clerk

I, Homer B. Lowkey, City Clerk of the City of Grinnell, Iowa, hereby verify that Ordinance No. 575 was passed at a meeting of the City Council of Grinnell, Iowa on August 5, 1957 and the above ordinance was published in the Grinnell Herald Register, a newspaper published in Grinnell, Iowa in its issue of August 8, 1957.


City Clerk

VETERAN'S MEMORIAL BUILDING

Building Maintenance Costs

2004:

1. Pest Control	\$180.00
2. Cleaning supplies	\$626.46
3. Auto flush valve	\$180.00
4. Ballasts & bulbs	\$334.81
5. Electrical repair, vacuum & vacuum bags	\$60.30
6. concrete repair & hardware	<u>\$72.50</u>
TOTAL	\$1,454.07

2005:

1. Pest Control	\$180.00
2. Jet out sanitary sewer service	\$259.22
3. Clean out sanitary sewer service	\$148.21
4. Restroom repair parts	\$31.90
5. Spring Clamps	\$36.90
6. Drain Strainers	\$5.82
7. cleaning supplies	\$874.95
8. Hornet Spray (Hornet net in SE corner of Bldg)	\$13.47
10. Parts to repair toilet	\$35.17
11. Repair water pipe supplies	\$7.48
13. Rope for flag	\$12.49
14. 4 flags	\$144.30
15. Light Bulbs	\$71.88
16. Paint Flagpole	\$175.00
17. Boiler/water heater repair	\$30.00
18. Roof patch	<u>\$609.96</u>
TOTAL	\$2,636.75

2006:

1. Pest Control	\$180.00
2. Inspect Boilers	\$25.00
3. Supplies	\$1,228.79
4. concrete patch	\$13.49
5. keys	\$9.60
6. 5 flags	\$215.79
7. restroom repair	<u>\$44.00</u>
TOTAL	\$1,716.67

2007:

1. Pest Control	\$180.00
2. Inspect Boilers	\$25.00
3. Un-plug toilet	\$44.00

4. Supplies	\$1,118.36
5. Repair urinal	\$202.23
6. Boiler repair	\$462.50
7. Flags	<u>\$232.12</u>
TOTAL	\$2,264.21

2008:

1. Pest Control	\$180.00
2. Inspect Boilers	\$25.00
3. Repairs to broken water line on heating unit	\$225.97
4. Supplies	\$1,140.86
5. Repair A/C	<u>\$768.42</u>
TOTAL	\$2,340.25

2009:

1. Pest Control	\$300.00
2. Inspect Boilers	\$25.00
3. Boiler repair	\$445.00
4. Boiler repair	\$635.53
5. Boiler repair	\$932.38
6. unplug vent in bathrooms	\$223.00
7. repairs to plumbing system	\$415.95
8. repair lighting circuit for tree	\$427.78
9. Supplies	\$514.52
10. repair to chiller	<u>\$171.00</u>
TOTAL	\$4,090.16

TOTAL 2004-2009	\$14,502.11
------------------------	--------------------

Building Repair Costs

2004:

1. Poe Roofing entry area roof	\$3,616.00
2. Poe Roofing 3 roof areas	\$8,210.00
3. book rack, door stops	\$31.84
4. Replace Chiller	<u>\$30,961.00</u>
TOTAL	\$42,818.84

2005:

1. Gutter repair	\$40.00
2. Replace toilets	\$1,328.70
3. Replace water service	\$1,235.00
4. Install Automatic doors	\$4,634.90
5. Install electric for doors	\$168.71
6. Replace 3 sections of roof	\$8,210.00
7. replace water heater	<u>\$638.63</u>
TOTAL	\$16,255.94

2006:

1. Replace Thermostats	\$525.00
2. Replace Thermostat covers	\$143.00
3. Repair roof	\$3,655.00
4. Masonry supplies to repair brick on planter	<u>\$11.44</u>
TOTAL	\$4,334.44

2007:

1. Replace pump motor on boiler	\$440.00
2. Replace breaker	\$158.37
3. Replace lockset (MICA)	<u>\$255.00</u>
TOTAL	\$853.37

2008:

1. Replace electrical service panel	\$6,496.00
2. Replace 3 phase meter socket	\$1,910.66
3. No Smoking signs	<u>\$4.95</u>
TOTAL	\$8,416.56

2009:

1. replace light fixtures in main entry	<u>\$785.50</u>
TOTAL	\$785.50

TOTAL 2004-2009	\$73,464.65
------------------------	--------------------

UTILITIES
(gas & electric only)

	TOTALS
2004	\$8,494.83
2005	\$9,955.35
2006	\$11,043.51
2007	\$12,049.18
2008	\$10,873.54
2009	<u>\$8,106.31</u>
TOTAL	\$60,522.72

Water, sanitary sewer & garbage are provided for this building by the City,
but there are no charges associated to these services.

FUND : 001-GENERAL FUND

PERIOD TO USE: Jul-2009 THRU Jun-2010

DEPT : 470 MEMORIAL BUILDING

ACCOUNTS: 3.470.4.4310 THRU 3.470.4.4310

POST DATE TRAN # REFERENCE PACKET-----DESCRIPTION----- VEND INV/PO/JE # NOTE -----AMOUNT-----BALANCE-----

3.470.4.4310 MEMORIAL BLDG - RENT

B E G I N N I N G B A L A N C E

0.00

7/15/09	7/16	C04753	RCPT	00155608	02516	DAILY CASH POSTING	7/15/2009		187.50CR	187.50CR
7/23/09	7/24	C04788	RCPT	00155936	02540	DAILY CASH POSTING	7/23/2009		165.00CR	352.50CR
7/31/09	8/03	C04805	RCPT	00156092	02557	DAILY CASH POSTING	7/31/2009		274.00CR	626.50CR
=====					JULY ACTIVITY	DB:	0.00	CR:	626.50CR	626.50CR
8/06/09	8/07	C04823	RCPT	00156462	02569	DAILY CASH POSTING	8/06/2009		82.50CR	709.00CR
8/11/09	8/12	C04838	RCPT	00156820	02583	8-11-09			110.00CR	819.00CR
8/17/09	8/18	C04869	RCPT	00157412	02597	DAILY CASH POSTING	8/17/2009		138.10CR	957.10CR
8/25/09	8/26	C04902	RCPT	00157651	02615	DAILY CASH POSTING	8/25/2009		208.75CR	1,165.85CR
8/25/09	8/26	C04903	RCPT	00157679	02617	DAILY CASH POSTING	8/25/2009		56.00CR	1,221.85CR
8/28/09	8/31	C04914	RCPT	00157776	02630	DAILY CASH POSTING	8/28/2009		27.50CR	1,249.35CR
8/31/09	9/01	C04918	RCPT	00157804	02632	DAILY CASH POSTING	8/31/2009		16.75CR	1,266.10CR
=====					AUGUST ACTIVITY	DB:	0.00	CR:	639.60CR	639.60CR
9/08/09	9/09	C04962	RCPT	00158294	02646	DAILY CASH POSTING	9/08/2009		65.00CR	1,331.10CR
9/11/09	9/14	C04980	RCPT	00158566	02661	DAILY CASH POSTING	9/11/2009		1,335.00CR	2,666.10CR
9/14/09	9/15	C04985	RCPT	00158736	02665	DAILY CASH POSTING	9/14/2009		35.60CR	2,701.70CR
9/15/09	9/16	C04989	RCPT	00158863	02668	DAILY CASH POSTING	9/15/2009		140.50CR	2,842.20CR
9/21/09	9/22	C05013	RCPT	00159128	02680	DAILY CASH POSTING	9/21/2009		65.00CR	2,907.20CR
9/23/09	9/24	C05050	RCPT	00159191	02684	REC DEPOSIT FOR 9-22-09 SALES			40.00CR	2,947.20CR
9/25/09	9/28	C05056	RCPT	00159252	02690	DAILY CASH POSTING	9/25/2009		10.00CR	2,957.20CR
=====					SEPTEMBER ACTIVITY	DB:	0.00	CR:	1,691.10CR	1,691.10CR
10/02/09	10/05	C05083	RCPT	00159363	02706	DAILY CASH POSTING	10/02/2009		10.00CR	2,967.20CR
10/06/09	10/07	C05127	RCPT	00159667	02713	DAILY CASH POSTING	10/06/2009		55.00CR	3,022.20CR
10/07/09	10/08	C05137	RCPT	00159762	02717	DAILY CASH POSTING	10/07/2009		85.00CR	3,107.20CR
10/13/09	10/14	C05163	RCPT	00160080	02729	DAILY CASH POSTING	10/13/2009		90.60CR	3,197.80CR
10/20/09	10/21	C05205	RCPT	00160757	02749	10-20-09			110.00CR	3,307.80CR
10/21/09	10/22	C05207	RCPT	00160799	02751	10-21-09			75.00CR	3,382.80CR
10/26/09	10/27	C05220	RCPT	00160935	02759	DAILY CASH POSTING	10/26/2009		85.00CR	3,467.80CR
=====					OCTOBER ACTIVITY	DB:	0.00	CR:	510.60CR	510.60CR
11/02/09	11/03	C05229	RCPT	00161107	02775	11-2-09			40.00CR	3,507.80CR
11/09/09	11/10	C05258	RCPT	00161539	02790	11-9-09			570.00CR	4,077.80CR
11/10/09	11/11	C05295	RCPT	00161702	02797	11-10-09			112.50CR	4,190.30CR
11/16/09	11/17	C05306	RCPT	00162211	02808	11-16-09			35.60CR	4,225.90CR
11/17/09	11/19	B05323	Misc	000000	01232	NELSON NSF CHECK	JE# 003326		110.00	4,115.90CR
11/20/09	11/23	C05332	RCPT	00162371	02818	11-20-09			50.00CR	4,165.90CR
11/23/09	11/24	C05339	RCPT	00162433	02822	11-23-09			140.00CR	4,305.90CR
11/24/09	11/30	B05348	Misc	000000	01235	COLLINS NSF CHECK	JE# 003328		110.00	4,195.90CR
11/30/09	12/01	C05350	RCPT	00162521	02832	11-30-09			65.00CR	4,260.90CR
=====					NOVEMBER ACTIVITY	DB:	220.00	CR:	1,013.10CR	793.10CR
12/04/09	12/07	C05361	RCPT	00162726	02842	12-4-09			230.00CR	4,490.90CR
12/08/09	12/09	C05368	RCPT	00163032	02849	12-8-09			460.00CR	4,950.90CR

FUND : 001-GENERAL FUND

PERIOD TO USE: Jul-2009 THRU Jun-2010

DEPT : 470 MEMORIAL BUILDING

ACCOUNTS: 3.470.4.4310 THRU 3.470.4.4310

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
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3.470.4.4310 MEMORIAL BLDG - RENT

* (CONTINUED) *

12/15/09	12/16	C05421	RCPT 00163612	02869	12-15-09				107.50CR	5,058.40CR
12/16/09	12/17	C05422	RCPT 00163771	02871	12-16-09				35.60CR	5,094.00CR
12/31/09	1/04	C05446	RCPT 00164199	02906	12-30-09				65.00CR	5,159.00CR
					=====	DECEMBER ACTIVITY	DB:	0.00	CR:	898.10CR
									898.10CR	
1/06/10	1/07	C05497	RCPT 00164576	02920	1-6-10				515.00CR	5,674.00CR
1/18/10	1/19	C05532	RCPT 00165379	02949	1-18-10				35.60CR	5,709.60CR
1/25/10	1/26	C05557	RCPT 00165536	02960	1-25-10				60.00CR	5,769.60CR
1/26/10	1/27	C05559	RCPT 00165553	02962	1-26-10				55.00CR	5,824.60CR
					=====	JANUARY ACTIVITY	DB:	0.00	CR:	665.60CR
									665.60CR	
2/01/10	2/02	C05613	RCPT 00165698	02975	2-1-10				15.00CR	5,839.60CR
2/09/10	2/10	C05648	RCPT 00166299	02996	2-9-10				512.50CR	6,352.10CR
2/15/10	2/16	C05658	RCPT 00166675	03013	2-15-10				35.60CR	6,387.70CR
2/19/10	2/22	C05666	RCPT 00167069	03024	REC 2-19-10				195.00CR	6,582.70CR
					=====	FEBRUARY ACTIVITY	DB:	0.00	CR:	758.10CR
									758.10CR	
3/03/10	3/04	C05722	RCPT 00167484	03044	REC 3-3-10				40.00CR	6,622.70CR
3/05/10	3/08	C05761	RCPT 00167671	03050	REC 3-5-10				70.00CR	6,692.70CR
3/09/10	3/10	C05774	RCPT 00167953	03058	REC 3-9-10				460.00CR	7,152.70CR
3/11/10	3/12	C05780	RCPT 00168091	03065	REC 3-11-10				52.50CR	7,205.20CR
3/12/10	3/15	C05784	RCPT 00168167	03068	REC 3-12-10				55.00CR	7,260.20CR
3/15/10	3/16	C05787	RCPT 00168214	03072	REC 3-15-10				95.60CR	7,355.80CR
					=====	MARCH ACTIVITY	DB:	0.00	CR:	773.10CR
									773.10CR	
					=====	ACCOUNT TOTAL	DB:	220.00	CR:	7,575.80CR

*-**-*-**-*-**-*-**-*-**-*-

000 ERRORS IN THIS REPORT!

*-**-*-**-*-**-*-**-*-**-*-

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	0.00
REPORTED ACTIVITY:	220.00	7,575.80CR
ENDING BALANCES:	220.00	7,575.80CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	0.00
REPORTED ACTIVITY:	220.00	7,575.80CR
ENDING BALANCES:	220.00	7,575.80CR

SELECTION CRITERIA

FISCAL YEAR: Jul-2009 / Jun-2010
FUND: All
PERIOD TO USE: Jul-2009 THRU Jun-2010
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 3.470.4.4310 THRU 3.470.4.4310
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: YES
PRINT PROJECTS: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: YES
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

CITY
PROPOSED BUDGET REPORT
AS OF: MARCH 31ST, 2010

001-GENERAL FUND
MEMORIAL BUILDING

2006-2007 ACTUAL 2007-2008 ACTUAL 2008-2009 ACTUAL CURRENT BUDGET 2009-2010 Y-T-D ACTUAL REESTIMATED BUDGET 2010-2011 PROPOSED BUDGET

REVENUES
001-3.470.4.4310 MEMORIAL BLDG - RENT 10,161 9,733 9,790 9,500 7,356 9,500 9,500

TOTAL REVENUES 10,161 9,733 9,790 9,500 7,356 9,500 9,500

EXPENDITURES

SALARIES & WAGES

001-4.470.1.6010 MEM BLDG - SALARIES 6,878 6,990 6,652 8,000 6,975 10,880 11,000

001-4.470.1.6020 MEM BLDG - PT/SEASALAR 1,141 2,115 2,277 5,000 385 500 500

001-4.470.1.6040 MEM BLDG - OVERTIME SAL 0 25 0 200 25 50 25

TOTAL SALARIES & WAGES 8,019 9,130 8,928 13,200 7,385 11,430 11,525

EMPLOYEE BENEFIT COSTS

001-4.470.1.6110 MEM BLDG - FICA 480 0 0 0 0 0 0

001-4.470.1.6130 MEM BLDG - IPERS 199 0 0 0 0 0 0

TOTAL EMPLOYEE BENEFIT COSTS 679 0 0 0 0 0 0

REPAIR/MAINT/UTILITIES

001-4.470.2.6371 MEM BLDG - UTILITIES 11,044 12,049 10,874 11,500 8,106 11,500 12,000

TOTAL REPAIR/MAINT/UTILITIES 11,044 12,049 10,874 11,500 8,106 11,500 12,000

CONTRACTUAL SERVICES

001-4.470.2.6409 MEM BLDG - INSURANCE - 558 850 650 850 347 850 850

001-4.470.2.6428 MEM BLDG - MISC CONT WO 873 1,473 9,493 4,500 3,123 4,500 5,500

BATHROOM FAUCETS

MISC CONTINGENCY

PAINT EXPT (OVERHANG & E. WALL

REPLACE FLAG LIGHT

TOTAL CONTRACTUAL SERVICES 1,431 2,323 10,143 5,350 3,470 5,350 10,350

COMMODITIES

001-4.470.2.6513 MEM BLDG - MISC SUPP/MA 1,512 2,496 1,785 2,000 686 2,000 2,000

TOTAL COMMODITIES 1,512 2,496 1,785 2,000 686 2,000 2,000

CAPITAL OUTLAY

001-4.470.3.6750 MEM BLDG - BUILDING IMP 3,666 0 0 0 0 0 0

TOTAL CAPITAL OUTLAY 3,666 0 0 0 0 0 0

TOTAL EXPENDITURES 26,351 25,999 31,729 32,050 19,648 30,280 35,875

REVENUE OVER/(UNDER) EXPENDITURES (16,190) (16,266) (21,940) (22,550) (12,292) (20,780) (26,375)

FUND TOTAL REVENUE 10,161 9,733 9,790 9,500 7,356 9,500 9,500

FUND TOTAL EXPENDITURES 26,351 25,999 31,729 32,050 19,648 30,280 35,875

REVENUE OVER/(UNDER) EXPENDITURES (16,190) (16,266) (21,940) (22,550) (12,292) (20,780) (26,375)

*** END OF REPORT ***

MCA Rent 4460/mo + 55520/yr.

PROJECTED FUTURE PROJECTS

1. The roof over the large room was installed in 1981. The replacement of this roof could come at anytime. I talked to B.J. Poe, Advanced Builders, a company that has worked on our roofs. He indicated that we may be on borrowed time. Most of these types of roofs (MR 24) last any where from 5 years to 40 years. This roof is at 30 years. At this time I'm not aware of any problems with this roof, but it sounds like it could be anytime between now and 10 years. Advanced Builders has given me a rough estimate to replace this roof at \$25,000
2. The water lines within the building are getting bad. They have filled up over the years and don't give us the needed amount of water to install automatic flushers on the urinals. German Plumbing and Heating has given me an estimate to replace the water lines and possibly some of the sanitary plumbing piping. The boiler was installed when the building was constructed. There have been a number of repairs done over the years, but the system is not very efficient. German Plumbing and Heating has given me an estimate to replace this unit. The estimate to do both of these types of work \$60,000
4. The restrooms are not ADA compliant as well as the lower level is not accessible to the handicapped. To install the adequate amount of space needed to make the restrooms accessible and to install an elevator to the lower floor, would probably require an addition to the west end of the building. Dave Vander Linden, Vander Linden Construction, gave me a rough estimate of \$200 per square foot plus the cost of the elevator to construct an addition that would make the restrooms ADA accessible and to install an elevator.
5. Some work needs to be done on the west side of the building to correct some of the water flows off of the roof and the water that comes across the sidewalk on the west side of the building. I had Glenn Baker look at this with me and he has rough estimated this work to cost approximately \$1,000.
6. Replace the concrete drive and parking lot on the east side of the building. This is getting broken up and could become hazardous to someone walking on this surface. Bryan Spriggs has estimated \$12,250 to remove and replace this area of concrete.
7. The light poles on the patio do not work. There is a short in the electrical circuit that goes from the breaker to he poles. As soon as you turn on the breaker it trips. The wiring needs to be replaced. The conduit could possibly be the problem. Lowry Electric has given me rough estimate of \$2,500 o replace the conduit and wiring. This does not replace the poles or lighting fixtures.

Demolition of Veteran's Memorial Building

I've got an estimate from Schoon Construction to demolish the structure and all of the surrounding concrete, including sidewalks, patio, and parking area. Then fill the area with dirt. This estimate is \$135,000

This estimated does not include the removal of all of the asbestos in the building. The floor tiles, ceiling and pipe wraps all have asbestos in them. Based on some other bids, that I have gotten for this type of removal. I would estimate that this item alone could be near \$50,000.

707 27th Ave. SW
Cedar Rapids, IA 52404

Description of work: Duro-last overlay of the existing 3,400 Sq.Ft. roof system.

Please contact me at your convenience if you have any questions or need additional information Office 319-247 - 7178 Mobile 319-533-1834

PROPOSAL

Spriggs Enterprises, LLC

220 Broad Street • Grinnell, Iowa 50112
Ph: 641-236-0116 • Fax: 641-236-0116

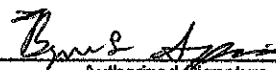
PROPOSAL SUBMITTED TO (NAME & ADDRESS)	DATE	PROPOSAL #
City of Grinnell	4/6/10	234
927 4th Ave		
Grinnell, IA 50112		

JOB NAME Vet's Building
North Parking Lot

PROJECT DESCRIPTION	TOTAL
Tear out and replace approximately 2,449 square feet and 169 lineal feet of curb. New concrete will be 7" thick non reinforced concrete using a C-4 mix. Curb to be Dot design not like original. Concrete to be placed on a packed gravel base using 1" clean rock. Price does not include approach or section of sidewalk next to parking lot.	\$12,250.00
GRAND TOTAL	\$12,250.00

Payment to be made as follows: 15 days following completion or as the job progresses.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.



Authorized Signature – Bryan Spriggs, Manager

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance: _____

Signature

Duane Neff

From: Ryan Ness [buildingpermits@grinnelliowa.gov]
Sent: Monday, March 07, 2011 11:06 AM
To: 'Duane Neff'
Subject: Vets Building Quote From Germans

Duane,

3-3-11 Vets building quote from Scott German:

Pipe – Steele to Copper Material & Labor: \$75 to \$80 Thousand
Boiler – No Air Handlers: \$50 to \$60 Thousand.

Thanks,

Ryan Ness
Building and Planning Assistant
City of Grinnell
927 4th Avenue
Grinnell, IA 50112-2043
Ph: 641.236.2600 ext 609
Fax: 641.236.2626



Grinnell PLANNING COMMITTEE Meeting
MONDAY, JUNE 7, 2010 AT 5:30 P.M.
IN THE 1ST FLOOR CONFERENCE ROOM OF THE
OF THE GRINNELL COMMUNITY CENTER

MINUTES

PRESENT: Hueftle-Worley, Wright and Bly. Also present were Duane Neff, Angela Harrington, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Discuss problems associated with asbestos at the Veteran's Memorial Building.

The committee was updated on the asbestos cleanup at the Veteran's Memorial Building. On May 18, a leak occurred in the roof. Our maintenance personnel attempted to repair and perform cleanup of the area. A dry vacuum was used for the cleanup, which admitted dust into the air. A test was performed on the material and it was found to contain asbestos.

MICA representative Myra Thompson called on May 21 and indicated her employees had voiced their concern to the asbestos exposure. It appeared this should be covered by their worker's compensation policy per our lease agreement.

Pro Environment Abatement returned the tests on May 26 and confirmed that it was asbestos. They suggested we seal the asbestos area affected.

MICA asked for an air quality test on May 27. They took three samples of air quality. They came back on June 1. They were well below the requirement amounts.

OSHA showed up on June 1 after receiving a complaint from an employee of MICA regarding an asbestos exposure.

We had the interview with OSHA on June 1. Ames Environmental performed tests last Friday (June 11) on the building. It appears friable products on the desk – category 4 cleanup. The city and MICA are looking at some fines for the exposure. This won't be known for a week or so.

We have been informed there was a law passed in 1970 that requires city and other public buildings to survey their buildings for asbestos. The law requires us to notify all tenants, contractors and public of the presence of asbestos along with where, when and how much asbestos is in each building. The main concern is when the substance is disturbed. It appears that every time the building is rented there is some disturbance to the ceiling in the lower level. They have found residue on the desks. We are still gathering information to figure out our options. We will at the minimum want to limit our exposure as much as possible. The Veteran's Memorial Commission will meet with staff on

Tuesday evening to discuss what options to take until this matter can be resolved.

2. Discuss parking at the Drake Community Library.

Jim Buffum wants us to build the city to build more parking spaces. He also indicated he wants cement replaced where it was taken out. No action was taken.

3. Bly made the motion, second by Wright to approve the Chamber's request for Friday Fest Summer Events on July 2, August 6 and August 27 with all events being held on Broad Street with 5:00 p.m. street closure. AYES: 3-0. Motion carried.

INQUIRIES: The 4th of July fireworks permit was discussed. It will be on the next agenda.

The meeting was adjourned on motion and vote.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK

Veterans Memorial Commission Special Meeting
June 8, 2010
5:00 p.m. in the Small Conference Room

PRESENT: Doug Elliott, Gary Downey, Ed Adkins, Peggy Elliott, Byron Worley, Duane Neff, Russ Behrens and Kay Cmelik.

Downey made the motion, second by Adkins to approve the agenda. AYES: All. Motion carried.

The purpose of the meeting was discuss the Veteran's Memorial Building asbestos exposure.

Duane presented the information regarding the asbestos exposure and the subsequent OSHA visit.

The main concern at this time is to eliminate the occupancy to avoid any more repercussions with asbestos exposure. The city has no choice but to remove the asbestos. They are getting bids on the cost of the removal at this time. Once they receive the results of the asbestos content and removal, we can evaluate our alternatives and make a final determination on the building's future.

The city recreation department will call the proposed renters and assist them in finding another venue for their celebration or event.

The Veterans Memorial Commission's meetings are held on the 1st Monday of the month. The meetings are quarterly. The American Legion holds their meetings on the 3rd Tuesdays. The city will assist both groups in finding a suitable meeting place for their meetings.

Elliott made the motion, second by Adkins to order the evacuation as soon as possible of the Veteran's Memorial Commission building due to the OSHA asbestos exposure until further assessment of the costs, damages and the long term objective for the building can be determined for the safety of the employees and the public. AYES: 3-0. Motion carried.

The meeting was adjourned by motion and vote at 5:35 p.m.

DOUG ELLIOTT, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK



Grinnell PLANNING COMMITTEE Meeting
MONDAY, JUNE 21, 2010 AT 5:30 P.M.
IN THE 1ST FLOOR CONFERENCE ROOM OF THE
OF THE GRINNELL COMMUNITY CENTER

MINUTES

PRESENT: Hueftle-Worley, Wright and Bly. Also present were Duane Neff, Steve Witt, Russ Behrens and Kay Cmelik.

Bly made the motion, second by Wright to approve the agenda. AYES: 3-0. Motion carried.

COMMITTEE BUSINESS:

1. Bly made the motion, second by Wright to accept the Planning and Zoning Commission's recommendations for the amended Urban Revitalization Plan. AYES: 3-0. Motion carried.
2. Bly made the motion, second by Wright to recommend approval Resolution No. 2010-73 - A resolution setting the public hearing for Amendment No. 1 of the Grinnell Urban Revitalization Plan. AYES: 3-0. Motion carried.
3. The committee was updated on the status of the Veteran's Memorial Building. Mid-Iowa Community Action, Inc. has moved into the Community Center building temporarily.

We have received our citation from OHSA and now have 15 days to pay the fine and provide our remedies. We have to post the violation for three days.

American Legion Commander is going to get all of their flags out of there. They are going to issue the rifles to each person for storage.

4. Update on Office of Energy Independence grant projects.

The city received a proposal from Shive-Hattery for engineering services. They also updated the construction estimates and they are not even close to the first estimates. We currently have \$150,000 budgeted for each project. The new estimate calls for \$250,000 to \$300,000 for the Stewart Building and \$600,000 to \$650,000 for the Community Center. We are in the process of re-evaluating the projects and examining where we can get the best return on investment. It is unlikely the city will be able to do the projects without requesting additional grant funds. It would appear that each project will need to be scaled back considerably. This will delay any action on the projects for at least six months. The Shive-Hattery Iowa City office prepared the first estimates and the Des Moines office prepared the updated version, which is believed to be more accurate. These items need to be addressed so we will work to identify funding and advance the improvements.

INQUIRIES: None.

The meeting was adjourned at 6:10 p.m.

Byron Hueftle-Worley, Chair

ATTEST:

P. Kay Cmelik, City Clerk



Grinnell PLANNING COMMITTEE Meeting
MONDAY, JULY 19, 2010 AT 5:30 P.M.
IN THE 1ST FLOOR CONFERENCE ROOM OF THE
OF THE GRINNELL COMMUNITY CENTER

MINUTES

PRESENT: Hueftle-Worley, Wright and Bly. Also present were Mayor Canfield, Russ Behrens, Duane Neff, Deb Collum-Calderwood, Steve Witt, and Ann Wingerter

PERFECTING AND APPROVAL OF AGENDA: Wright made the motion, second by Bly to approve the agenda. AYES: 3-0. Motion carried.

COMMITTEE BUSINESS:

1. A few of the department heads have provided an update on their assigned tasks from 2010 City Council Planning priorities. Behrens will follow up with those that have not provided an update.
2. Bly made the motion, second by White to allow the city to provide data to assist the state in applying for Federal funds for city improvements. The area of funding most applicable to the city is the storm water portion. If the state receives the funding, the city will have to apply to the state to request funds.
3. The Grinnell Area Arts Council will be looking at options for the grounds of the Stewart Building. They are looking at possibly putting in a sculpture garden and seating at the front of the building. It will be at least a year before they would be at a point where they would present actual plans.
4. The first meeting for the Mayor's Highway 146 South task force was held at noon, Wednesday, July 14, 2010 at the Grinnell Steakhouse. The general guidelines of the grant were discussed along with general ideas of what could be used to connect that area with the rest of the city.

Behrens provided an update on the Veteran's Memorial Building and MICA. The asbestos removal company started work today, Monday, July 19, 2010.

INQUIRIES: None

ADJOURN: The meeting adjourned at 5:51 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

ANNMARIE WINGERTER, DEPUTY CITY CLERK



Grinnell PLANNING COMMITTEE Meeting
MONDAY, AUGUST 2, 2010 AT 5:30 P.M.
IN THE 1ST FLOOR CONFERENCE ROOM OF THE
OF THE GRINNELL COMMUNITY CENTER

MINUTES

PRESENT: Hueftle-Worley, Wright and Bly. Also present were Mayor Canfield, Duane Neff, Davis Hamilton, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Bly made the motion, second by Wright to approve the agenda. AYES: 3-0. Motion carried.

COMMITTEE BUSINESS:

1. Update on Veteran's Memorial Building.

The asbestos removal contractors have been on the project for a week and a half. They have a least another week to go. It will cost approximately \$57,020. The cost was increased \$9,000 because of the walls MICA built. It caused it to be more labor intensive. The project should be completed in two weeks.

The group discussed a permissible voted levy of .81 per 1,000 for Memorial buildings. The chair and staff are still gathering information on options for the building. The conversations with the Veteran's and other interested parties are continuing.

2. Update on capital improvement planning.

The committee reviewed the preliminary capital improvement plan. The final plan will be completed after the televising of the sanitary sewer.

INQUIRIES: There was an inquiry on privacy fence provisions.

The meeting was adjourned at 6:10 p.m.

BYRON HUEFTLE-WORLEY – CHAIR

ATTEST:

P. KAY CMELIK



Grinnell PLANNING COMMITTEE Meeting
TUESDAY, SEPTEMBER 7, 2010 AT 5:30 P.M.
IN THE 1ST FLOOR CONFERENCE ROOM OF THE
OF THE GRINNELL COMMUNITY CENTER

MINUTES

PRESENT: Rachel Bly (Chair), Oliva Wright and Jim White. Also present were Duane Neff, Byron Hueftle-Worley, Russ Behrens and Kay Cmelik.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. The committee voted to move future review of the Veteran's Memorial building to the PWG Committee.
2. The committee was provided an update on Office of Energy Independence grant projects – Community Center and Stewart Building. Staff is currently restructuring the scope of the project. The grant provides \$50,000 for each building.
3. The committee discussed the \$160,000 grant award for the Highway 6 trail underpass project. The city and Imagine Grinnell worked together to develop a project and write a grant to the Region 6 Transportation Enhancement program for the Highway 6 trail underpass.

The city and Imagine Grinnell will begin to move forward to put some additional mileage to the bike trail. Imagine Grinnell has been instrumental in the creation of the bike trail system. A big thanks should be given to them.

INQUIRIES: None.

White made the motion, second by Bly to adjourn the meeting 6:04 p.m.

RACHEL BLY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK/FINANCE DIRECTOR



Grinnell PUBLIC WORKS AND GROUNDS COMMITTEE Meeting
MONDAY, SEPTEMBER 20, 2010 AT 6:15 P.M.
IN THE CAULKINS ROOM OF THE
DRAKE COMMUNITY LIBRARY

MINUTES

PRESENT: Hueftle-Worley (Chair), Wilson and Wray. Also present were Jan Anderson, Glenn Baker, Duane Neff, Russ Behrens and Kay Cmelik.

Wilson made the motion, second by Wray to approve the agenda as presented. AYES: 3-0. Motion carried.

COMMITTEE BUSINESS:

1. Wilson made the motion, second by Wray to set the date for receipt of bids on a Hook Lift Unit/Dump Body/Plow for Friday, October 1 at 1:30 p.m. and bid award for Monday, October 4, 2010 at 7:00 p.m. AYES: 3-0. Motion carried.
2. Wilson made the motion, second by Wray to approve Resolution No. 2010-103 – A resolution for adoption of the 2010 Comprehensive Solid Waste Management Plan Update with the correction to the open burning. AYES: 3-0. Motion carried.
3. Wray made the motion, second by Wilson to approve Grinnell Regional Airport Storm Water Pollution Prevention Plan. AYES: 3 -0. Motion carried.
4. Council member Hueftle-Worley met with the Veteran's Memorial Commission and Ladies' Auxiliary of Veteran's Affairs regarding the Veteran's Memorial building. There are a lot of mixed feelings on the future of the building.

Wilson made the motion, second by Wray to recommend the Veteran's Memorial Commission – engage in conversation how best to proceed with a task force. AYES: 3-0. Motion carried.

INQUIRIES: There was an inquiry from Council Member Larry Wilson regarding a resident of the county. The property owner had some concerns regarding the storm water runoff from Prairie Pointe Development. This is really more of civil situation and the city does not want to lead the charge on it.

The meeting was adjourned at 6:55 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

P. KAY CMELIK, CITY CLERK

Veteran's Memorial Building – Asbestos

May 11, 2010: Found leak in roof of Veteran's Memorial Building over southeast office area. 2 patches were made. One where a patch had been made that had come loose. This is the one that let water get into the ceiling of the room below. The second patch was over an area that had been cut by someone, probably the same people that had taken off the down spout and crushed it. Called TCR roofing to see when they could come and repair the roof.

May 12, 2010: TCR roofing made the repairs to the roof. 2 locations.

May 18, 2010: Beth Tindle, maintenance for the City of Grinnell, was called to clean up some of the ceiling that had fallen on the floor. She was asked by the women in the office if she would remove the loose material from the wall and the ceiling so they didn't have to worry about it falling on them. This information was given to me by Beth after she had cleaned up the area.

May 19, 2010: Myra Thompson, MICA, called and said that there were some concerns about the clean up.

May 20, 2010: Myra Thompson called about the clean up and someone thought the ceiling material might contain asbestos.

I called Pro Environmental, Rob Jorgensen on his cell phone, on the morning of May 20th, to see when he could come and take a sample of the area. He said that he would be there that afternoon. He came around 1:30 p.m. and took the sample.

May 21, 2010: Myra called and wanted to know about the sample, I told her that it probably be Monday or Tuesday of the next week before I would know the results.

May 21, 2010: Myra called me about 4:00 on Friday to say that some of the people that worked at this location wanted to go to their doctors for some testing. She wanted to know how it would be paid for. I told her that I would have to check with someone else to get that answer. I called Kay Cmelik, City Clerk and asked her if the city would pay for these doctor visits, and would she call Myra to tell her what she found out.

Kay called me and told me that she could not get a hold of Myra, but the employees' would have to be covered under MICA's workmans comp.

May 23, 2010: Kay faxed the lease agreement to Myra.

May 25, 2010: Rob Jorgensen called and told me that the sample contained 10% asbestos. I asked him if the entire room had to be removed or what else could be done. He said that the area should be cleaned and sealed, to stop any more material from falling down. I asked him when he could get here to do that. He said it would be later in the week.

May 27, 2010: Pro Environmental came about 11:00 to look at the area to be cleaned and sealed. I asked him about getting an air quality test. The person from Pro Environmental said that they had a company that they could call and get a test done. Pro Environmental cleaned the SE office and also cleaned the hall carpet with their HEPA vacuum.

May 28, 2010: Firm came to take air quality samples.

June 2, 2010: Jeff Ellis, OSHA, came to the Veteran's Memorial Building to say that they had received a complaint on the conditions of the office area, concerning asbestos.

He informed me that we should have had a survey done on the building back in the 70's that told if the building has asbestos, the location of the asbestos and how much asbestos is in the building.

He also wanted to see any safety policy information on asbestos.

He interviewed some of the people at this location. Also took a sample with scotched tape from folders in an adjacent office.

Called in Roger Innis, in as the Union Steward.

Wants to interview Beth, because she is the one who cleaned up the loose material and created a dust ball in the office hallway. Set up Monday, June 7, 2010 at 9:00 to interview Beth. Contacted Roger Innis to make him aware of the meeting. Also informed Russ Behrens, City Manager and Kay Cmelik, City Clerk about the meeting.

June 3, 2010: Called Ames Environmental, Slater, IA, to see if they could do a survey of the building. They were somewhat confused, they said that this was a first for them. Usually its for rehab work or demolition. Will be here on Friday, June 4, 2010 at 9:00 to start taking samples for the survey required.

June 3, 2010: Received call on my cell phone from Myra, saying that Jeff Ellis had called her and told her that the fibers on the tape appeared to have some asbestos fibers on it. He felt that a category 4 clean up was needed, but would not tell her if she should move her employees out of the building.

When I returned to the offices I had a message from Jeff Ellis, I returned the phone call but got Jeff's voice mail.

June 3, 2010: Due to comments made about Pro Environmental by Jeff Ellis, I called Ray Ratcliff at Mid-Iowa Environmental to see about having the lower floor cleaned to meet the category 4 requirements.

June 4, 2010: Met with Chad from Ames Environmental to take samples throughout the entire building. Took samples from ceilings, pipe wrap on boiler piping, insulation on door of boiler, tile floor samples, that are located under carpet.

June 4, 2010: Talked to Ray, with Mid Iowa Environmental Corp. He will be here about 1:00 to look at what needs to be done for a category 4 clean up.

Ray's crew will be here on June 9 & 10th for clean up.

June 7, 2010: Meet with Jeff Ellis. He is to interview Beth, and may have a conclusion on the situation.

June 7, 2010: Jeff Ellis (OHSA) felt that the city would have some things against it but he would try to bundle the items rather than list them individually. We will receive a certified letter in about 1 week or so. At that time we have 15 days to respond or pay the fine.

He stated that the asbestos in the lower floor has to be removed, a lot of this is due to the activities in the floor above.

June 7, 2010: I called Mid-Iowa Environmental, Ray Ratcliff, and told him to cancel the order to clean the area, that we would be taking bids for the removal of all the asbestos in the building.



CITY OF GRINNELL

927 4th Avenue
Grinnell, IA 50112-2043
Phone: 641-236-2600
Fax: 641-236-2626

MAYOR

GORDON R.
CANFIELD
mayor@grinnelliowa.gov

CITY COUNCIL

BYRON WORLEY
At-Large

JIM WHITE
At-Large

OLIVA WRIGHT
1st Ward

STEVE WITT
2nd Ward

RACHEL BLY
3rd Ward

LARRY WILSON
4th Ward

ADMINISTRATION

RUSSELL L.
BEHRENS
City Manager
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grinnelliowa.gov

WILLIAM J.
SUEPPEL
City Attorney
billjs@mearndonlaw.com

P. KAY CMELIK
City Clerk/Finance Director
cityclerk@grinnelliowa.gov

June 28, 2010

Iowa Division of Labor Services
Occupational Safety and Health Bureau
1000 E. Grand Avenue
Des Moines, IA 50319

RE: IOSH NO. 314566720/B9253/C.F. 19264

The City of Grinnell does hereby offer the following remedies and corrective actions for the following Citations:

Citation 1 Item 3a – Type of Violation: Serious

The city has scheduled an employee asbestos awareness and initial exposure training on Tuesday, June 29, 2010 and Thursday, July 1, 2010. Ames Environmental, Inc. is performing this training.

Employees are trained on how to identify whether the presence, location and quantity of ACM and/or PACM are contained in an area prior to disturbing the same.

The City of Grinnell Employee Safety Manual has been amended to include training on asbestos awareness and identification.

The city of Grinnell hired Ames Environmental, Inc. to complete survey of the building to identify the asbestos content.

We received bids for the safe removal and cleanup of the building from Mid-Iowa Environmental, Des Moines, Iowa and Controlled Asbestos of Ankeny, Iowa. The council will take formal action to award the removal contract at the July 6, 2010 council meeting to Mid-Iowa Environmental, 3009 S.W. Ninth Street, Des Moines, IA 50315-2204.

Visit us at
www.grinnelliowa.gov

Citation 1 Item 3b – Type of Violation: Serious

All parties located within the building have been informed of the asbestos exposure. The Veteran's Memorial Commission and city of Grinnell vacated the building on June 14, 2010. The city hired Ames Environmental, Inc. to survey the building to identify the presence, location and quantity of all asbestos.

The city has hired Ames Environmental, Inc. to survey of all city-owned buildings for the presence, location and quantity of all asbestos. The employees and employers of employees will receive information regarding the results of the survey.

Citation 1 Item 4 – Type of Violation: Serious

The city has scheduled an employee asbestos awareness and initial exposure training on Tuesday, June 29, 2010 and Thursday, July 1, 2010. Ames Environmental, Inc. is performing this training.

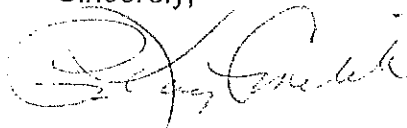
Employees are trained on how to identify whether the presence, location and quantity of ACM and/or PACM are contained in an area prior to disturbing the same.

The City of Grinnell Employee Safety Manual has been amended to include training on asbestos awareness and identification.

The city has provided a training program for all employees who are likely to be exposed in excess of PEL. A licensed hazardous removal contractor will do all removal or cleanup of asbestos.

Please find the enclosed check in the amount of \$1,750.00 for the reduced penalties. We appreciate your assistance in this matter.

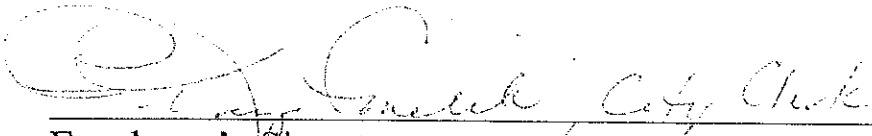
Sincerely,

A handwritten signature in black ink, appearing to read "P. Kay Cmelik", written over a circular stamp or seal.

P. Kay Cmelik
City Clerk/Finance Director

CERTIFICATION OF CORRECTION

The undersigned certifies that on June 18, 2010, all of the violations cited in OSHA Citations issued on June 15, 2010, were corrected and that a copy of this Certificate of Correction was posted on June 18, 2010, in a manner and place for affected employees to see.


Employer's Signature

DIVISION OF LABOR SERVICES
OCCUPATIONAL SAFETY & HEALTH
DES MOINES, IOWA 50319

DATE FORM DUE: July 09, 2010 C.F.# 19264

INSPECTION # 314566720 / CSHO ID: B9253

The alleged violations listed below that were observed on the 1st - 9th of June, 2010.
Occupational Safety & Health inspection by the Division of Labor were corrected on the dates shown below:

COMPANY: City of Grinnell Building & Planning Department

LOCATION: 834 Broad Street, Grinnell, IA 50112

NOTE: Brief terms such as 'corrected' or 'in compliance' will not be accepted. Documentation is needed to assure that corrective action has been taken. Examples of documentation include (where applicable) photographs, work orders, purchase orders, specifications (dimensions, materials, etc.), personal protective equipment, standard operating procedures, copies of any written programs, engineering controls, noise or atmospheric monitoring data or similar descriptions of what was done. Since all citations are subject to follow-up inspections, adequate supporting documentation may allow us to administratively close the case without such follow-up action.

ITEM NUMBER(S)	ABATEMENT DATE	DATE CORRECTED	ACTION TAKEN SUBMIT IN WRITING
<u>SERIOUS</u>			
3a	07/30/2010	6/14/10	Attached
3b	07/09/2010	6/14/10	Attached
4	07/09/2010	6/29 - 7/1/10	Attached

If extensions of the abatement period(s) are needed for any items, please make such request in writing, following the instructions given for petition(s) for modification of abatement period(s).

Company Representative: _____ Title: _____

Date: _____ Telephone No: () _____

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Division of Labor Services

Dear Employer:

Enclosed you will find citations for violations of the Iowa Occupational Safety and Health Act (the Act) which you may have accompanying proposed penalties. Also enclosed is a booklet entitled "Employer Rights and Responsibilities Following an IOSHA Inspection", which explains your rights and responsibilities under the Act.

IOSHA is extending the opportunity for your company to participate in a special program which is designed to achieve expedited abatement of hazards and reach resolution of cases without contest or litigation. Under the program, an employer and IOSHA can enter into an Informal Settlement Agreement through the mail without going through the formal procedure of conducting an informal conference. This offer is based on your willingness to correct the violations by the date specified in the citations, and the general absence of other factors such as a poor safety track record which would disqualify you from participating in the program.

If you elect to participate in this expedited informal settlement program, you must promptly proceed with the following steps to ensure your continued eligibility:

- i. Read the enclosed Expedited Informal Settlement Agreement. A key element of the agreement calls for IOSHA to agree to a 50% reduction in the total amount proposed, in exchange for prompt abatement of the violations.
- ii. Sign the Expedited Informal Settlement Agreement and return it with a check for the full amount of the reduced penalty made payable to the "IOSH Bureau". Also, please indicate IOSH's inspection Number and Case File number. The check and the agreement must be signed by you or your designee and delivered or postmarked to this office no later than the end of the 15-working day contest period (which begins from the date you signed for this certified letter).
- iii. You must agree to correct all of the violations by the dates shown on the citations and provide objective evidence of the corrections (e.g., drawings or photographs of corrected conditions, purchase/work orders related to abatement actions, air sampling results, ect.).
- iv. You must prepare a written certification that all of the violations have been corrected. A copy of the certification form must be posted for employees to see and a copy must be sent to this office. For your convenience, a copy of the Certification Form along with the evidence of corrective actions for all violations after the expiration of the last abatement date listed on the citations.

Division of Labor Services

1000 East Grand Avenue • Des Moines, Iowa 50319-0209 • Phone (515) 281-3606 • 800-562-4692 • Fax (515) 281-7995
www.iowaworkforce.org/labor

Equal Opportunity Employer/Program

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Division of Labor Services

Dear Employer:

Abatement dates are assigned on the basis of the best available information at the time the citation is issued. When uncontrollable events or other circumstances prevent meeting a date, a petition of modification of abatement may be appropriate. This procedure is used when the 15 day working day contest period has expired and you have not been able to meet the abatement requirements of the citation due to circumstances beyond your control. If you have made a good faith effort to comply, you may file a petition for modification of abatement with the IOSH Administrator. The petition must be filed no later than the close of the next working day following the date on which abatement was originally required. Later filed petitions must contain a statement of exceptional circumstances explaining the delay.

Petitions for modification of abatement must contain the following information:

- i. A petition for modification of abatement shall be in writing and shall be filed with the IOSH Administrator, Division of Labor, 1000 East Grand Avenue, Des Moines, IA 50319.
- ii. All steps taken by you and the dates of such action, in an effort to achieve compliance during the period set forth on the citation.
- iii. The specific additional abatement time necessary to achieve compliance.
- iv. The reason such additional time is necessary (for example, unavailability of professional or technical personnel, materials or equipment; or because necessary construction or alteration of facilities cannot be completed.)
- v. All available interim steps being taken to safeguard your employees against cited hazards during the abatement period.
- vi. If affected employees are represented by union or other authorized representative, they should be given a copy of your petition and the enclosed notice, and that fact noted.
- vii. Petition for modification of abatement and attached notice of notifying affected employees must be posted in a conspicuous place where all affected employees will have thereof, and must remain posted for ten days. A copy of the notice, probably filled in to show the date



WORKFORCE DEVELOPMENT DEPARTMENT

DIVISION OF LABOR SERVICES

IOWA OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

In the Matter of: City of Grinnell Building & Planning
and its successors
927 4th Avenue
Grinnell, IA 50112

IOSH NO: 314566720/B9253/ C.F. 19264

The undersigned Employer and the undersigned Iowa Occupational Safety and Health Administration (IOSHA), in settlement of the above citation(s) and penalties which were issued on June 15, 2010, hereby agree as follows:

1. The Employer agrees to correct the violations as cited in the above citation(s) or as amended below.
2. The Employer agrees that a letter of corrective action stating the manner in which each violation was abated, including evidence of corrective actions taken, will be forwarded to IOSHA by the abatement date specified for each violation.
3. Upon correction of all violations, the Employer agrees to provide a written certification to IOSHA that all of the violations have been corrected. The Employer agrees to post a copy of the written certification form for a period of three (3) working days in the place where the citations were posted as described in paragraph 6 of this agreement.
4. The Employer agrees to pay the reduced penalties totaling \$1,750.00 and remit the payment to IOSHA with this agreement. The employer agrees that failure to comply with the terms of this Agreement shall cause the penalty to revert to the initially proposed penalty of \$3,500.00.
5. In consideration of the foregoing amendments to the citations, the Employer hereby waives its right to contest said citations pursuant to Section 88.8(3) of the Iowa Occupational Safety and Health Act. It is understood and agreed by the Iowa Occupational Safety and Health Administration and the Employer that the citations as amended by this agreement shall be deemed a final order of the Employment Appeal Board not subject to review by any court or agency.

6. The Employer agrees to immediately post a copy of this Settlement Agreement in a prominent place at or near the location of the violation(s) referred to in paragraph 1 above. This Settlement Agreement must remain posted until the violations cited have been corrected, or for three (3) working days (excluding weekends and State and Federal Holidays), whichever is longer.

7. The Employer agrees to continue to comply with the applicable provisions of the Iowa Occupational Safety and Health Act, and the applicable safety and health standards promulgated pursuant to the Act.

8. The Employer agrees to improve its overall safety and health program to meet or exceed the guidelines as given in OSHA's "Safety and Health Management Guidelines" (Federal Register, Vol. 54, No. 16, Jan. 26, 1989, pp. 3904-3916). Specifically, the company will put into place Action Plans that ensure effective implementation of these elements:

- a. Management commitment and employee involvement.
- b. Worksite analysis to identify existing hazards.
- c. Hazard prevention and control.
- d. Safety and health training of all personnel.

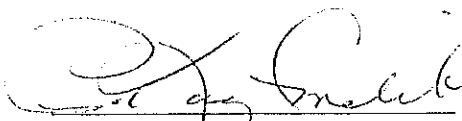
9. Each party agrees to bear its own fees and other expenses incurred by such party in connection with any stage of this proceeding.

For the Iowa Occupational Safety and Health Administration:


Stephen J. Slater
Deputy Labor Commissioner
Iowa OSHA Administrator

Date

For the Employer:



Signature

6/28/10

Date

Proposal 10278

PROPOSAL

1

Mid-Iowa Environmental Corporation
3009 S.W. 9th Street
Des Moines, IA 50315

(515) 244-5766

Fax (515) 244-0917

June 16, 2010

City of Grinnell
Attn: Duane Neff
927 4th ave.
Grinnell, IA 50112

641-990-6389

Fax 641-236-2626

Reference:

834 Broad ST

REMOVAL OF ASBESTOS CONTAINING MATERIALS PER CUSTOMER FURNISHED QUANTITIES, FROM THE ENTIRE BUILDING, CONSISTING OF FLOOR TILE, MASTIC, AND THERMAL PIPE INSULATION. IF ADDITIONAL MATERIALS ARE FOUND DURING ABATEMENT NO WORK WILL BE PERFORMED UNTIL CUSTOMER IS NOTIFIED.

834 BROAD STREET

We are licensed by the State of Iowa and insured for hazardous material abatement. All work will be performed by Certified and AHERA trained workers. All work will be completed in accordance with EPA, OSHA, and DNR regulations, standards, codes and using proper removal and disposal techniques as outlined in Procedure Manual, updated in June, 2009 and filed with the Department of Labor with the application for licensing.

Air monitoring and analysis is included in this proposal.

Upon completion, you will be furnished with copies of all paperwork for your permanent files.

The EPA, Iowa Bureau of Labor, and DNR require a specific time frame prior to project commencement. For this notification, we need: the date built, the total square footage, # of floors, it's present and prior use.

This proposal is good for 30 days.

This proposal is for budgetary purposes only.

Mid-Iowa will not be held responsible for damage caused by tape and spray adhesive.

Owner agrees to reimburse Mid-Iowa for any costs including attorney fees incurred in collecting sums due hereunder.

X

Payment is due and payable upon completion.

Total: \$ 48,675.00

Accepted:

City of Grinnell

x City of Grinnell

Duane Neff, Director of Bldg. Planning

Name

Title

Date: 6/30/10

Accepted:

Mid-Iowa Environmental Corporation

x Raymond V. Ratcliff

Raymond V. Ratcliff, Project Manager

Name

Title

Date: June 16, 2010

Proposal 10278

PROPOSAL

1

Mid-Iowa Environmental Corporation
3009 S.W. 9th Street
Des Moines, IA 50315

(515) 244-5766

Fax (515) 244-0917

June 16, 2010

City of Grinnell
Attn: Duane Neff
927 4th ave.
Grinnell, IA 50112

641-990-6389

Fax 641-236-2626

Reference:

Veterans Memorial Building REVISED ABATE

NOTE: REVISED ABATMENT COST 7/26/2010 Removal and disposal of asbestos containing materials from throughout the building. Approximately 5439 square feet of tile and mastic. Approximately 6589 square feet of ceiling material. Approximately 100 linear feet of piping.

ADDITIONAL COST DUE TO ADDITIONAL WORK REQUIRED TO ABATE CEILING TEXTURE AND FLOOR TILE THAT ARE UNDER THE INTERIOR WALLS AND ADDITIONAL QUANTITIES OF THERMAL PIPE INSULATION FOUND.

ADDITIONAL COST INCLUDES LABOR, MATERIALS, AND DISPOSAL.....\$8,345.00

834 BROAD STREET

Owner agrees to reimburse Mid-Iowa for any costs including attorney fees incurred in collecting sums due hereunder.

Air monitoring and analysis is included in this proposal.

Upon completion, you will be furnished with copies of all paperwork for your permanent files.

The EPA, Iowa Bureau of Labor, and DNR require a specific time frame prior to project commencement. For this notification, we need: the date built, the total square footage, # of floors, it's present and prior use.

This proposal is good for 30 days.

This proposal is for budgetary purposes only.

Mid-Iowa will not be held responsible for damage caused by tape and spray adhesive.

Payment is due and payable upon completion.

Total: \$ 57,020.00

Accepted:

City of Grinnell

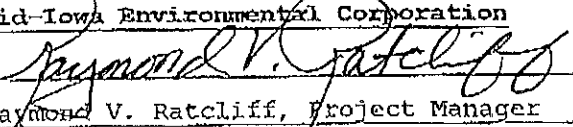
X _____

Name

Title

Date: _____

Accepted:

Mid-Iowa Environmental CorporationX Raymond V. Ratcliff, Project Manager

Name

Title

Date: June 16, 2010

MID- IOWA ENVIRONMENTAL CORP.

3009 S.W. 9TH Street Des Moines, Iowa 50315
515 244-5766 515 244-0917 fax

Mr. Duane Neff,
City of Grinnell
Grinnell, IA

10/01/2012

RE: 834 Broad Street
Grinnell, IA
Asbestos Abatement

Dear Mr. Neff,

On 7/19/2010 asbestos abatement was performed at the above address.

The scope of work was to have an asbestos free building.

An Asbestos survey was done prior to any abatement work being done. The survey

Illustrates the location of where asbestos samples were taken. The laboratory

Sample analysis shows the type and percentage of asbestos that is present.

Since the building was occupied at the time of the survey destructive sampling

was not performed, which lead to additional asbestos materials being found

above the office ceiling walls, and floor tile under the office walls,

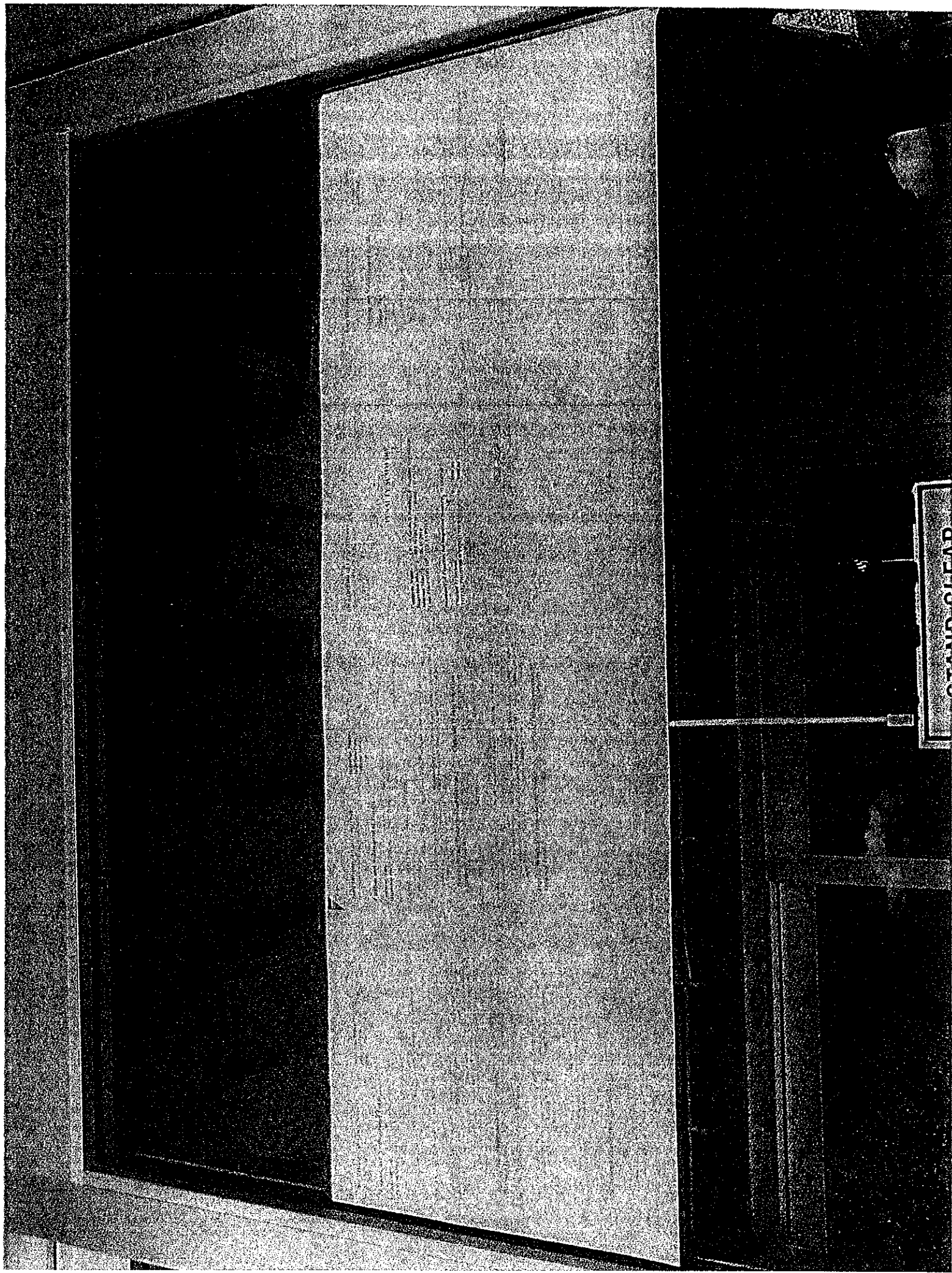
all of these required additional openings to be made to gain access for the removal of
wall sections and to allow access to complete abatement.

I hope this clears up any questions as to why the extra openings and materials were
removed. Again the scope of work was to have an Asbestos Free Building.

Cordially,



Raymond Ratcliff
Project Manager





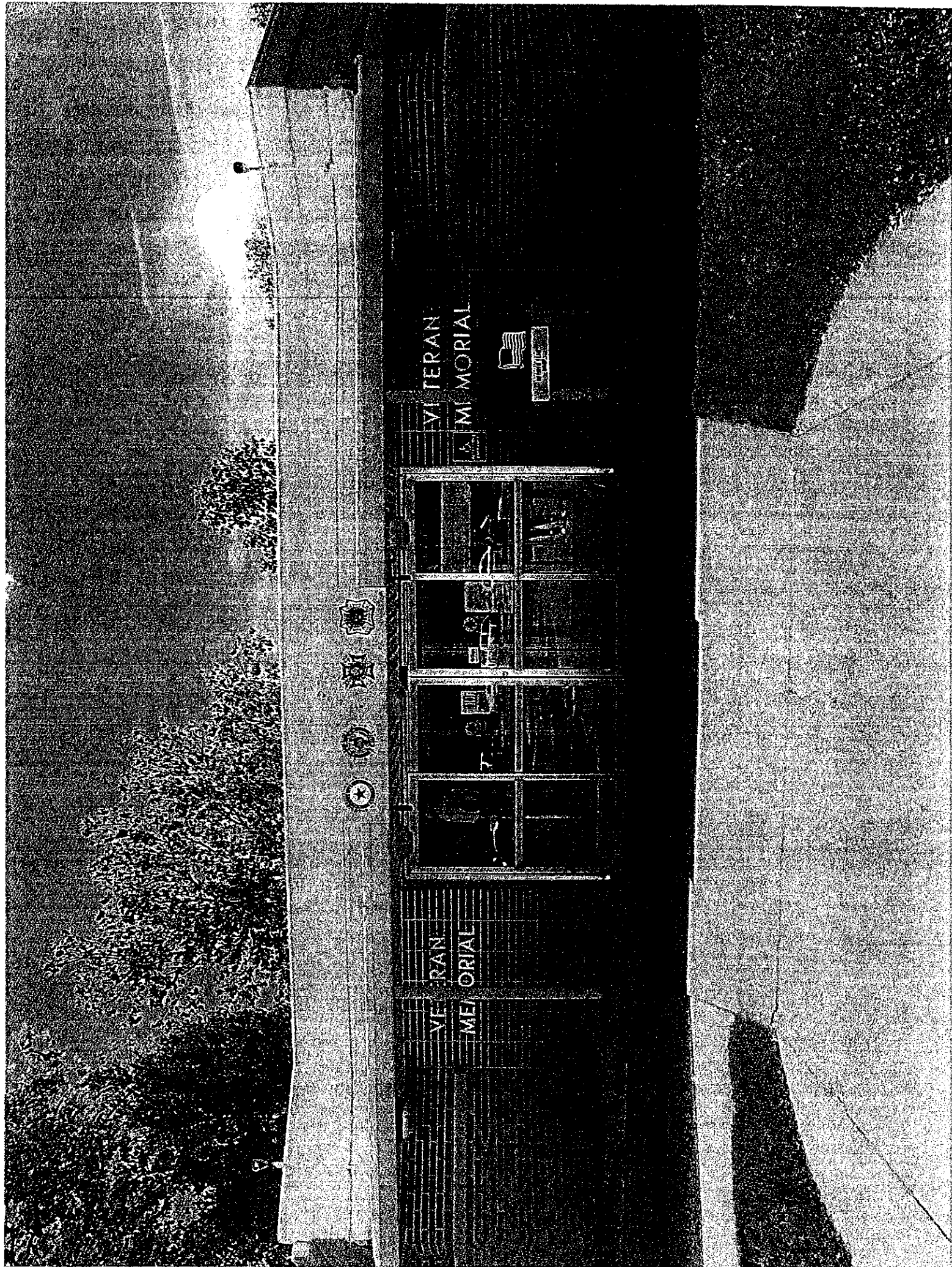
ACCESSIBLE
ENTRANCE



RETIRED FLAG
DROP

MEMORIAL
AN

MEMORIAL
AN





CITY OF GRINNELL

927 4th AVE.
GRINNELL, IOWA 50112

(641) 236-2606

PURCHASE ORDER

DATE 6/15/10

52867

VENDOR Arnes Environmental Inc.

ADDRESS _____

ACCOUNT NUMBER(S) 001-4470.2.6428

EQUIPMENT NUMBER(S) _____

NO. UNITS	DESCRIPTION	PRICE
	Bulk sample	
	analysis @ Vets Bldg	797.50

INVOICE NUMBER 20786

797.50

TOTAL

SUPERVISOR Duane Webb

DATE RECEIVED 6/11/10

WHITE — VENDOR

PINK - OFFICE

CANARY - SUPERVISOR



"Experienced. Professional. Solutions."

P.O. Box 661
410 Main Street
Slater, IA 50244-0661
515-685-2299
Fax 515-685-2236
www.AmesEnvironmental.com
Info@AmesEnvironmental.com

Client: Grinnell, City of
927 4th Ave
Grinnell, IA 50112

Attn: Duane Neff

Project: 834 Broad St - Asbestos Inspection

Invoice Number: 20786

Invoice Date: 06/10/10

AEI Client #: 1226

2% Service Charge after 30 Days

Purchase Order:

Date	Description	Qty	Unit Price	Total Price
	Consulting Hours	2.5	\$55.00	\$137.50
	Bulk Sample Analysis	30	\$22.00	\$660.00

		Subtotal:	\$797.50
0.0% Sales Tax		Tax:	\$0.00

Amount Of Invoice: \$797.50

COMMERCIAL PROPERTY

834 BROAD STREET

GRINNELL, IA



INSPECTED BY: CHAD SMITH
IOWA LICENSE: 09-66331
LICENSED ASBESTOS INSPECTOR FOR THE STATE OF IOWA

I. INDEX

A. ASBESTOS INSPECTION REPORT DATA FOR 834 BROAD STREET

1. LOCATION
2. CONTACT PERSONS
3. DATE OF INSPECTION
4. FIRM PERFORMING INSPECTION
5. NAME OF ACCREDITED INSPECTORS
6. LAB USED FOR ANALYSIS OF BULK SAMPLES
7. BULK SAMPLE ANALYST
8. BULK SAMPLE COLLECTOR

B. INSPECTION NOTES

C. SUMMARY OF ASBESTOS CONTAINING BUILDING MATERIALS

D. INSPECTION SUMMARY

E. BULK SAMPLE ANALYSIS RESULTS

A. ASBESTOS INSPECTION REPORT DATA FOR 834 BROAD STREET

1. LOCATION

Commercial Property
834 Broad Street
Grinnell, IA

2. CONTACT PERSON

City of Grinnell
Duane Neff
927 4th Avenue
Grinnell, IA 50112

3. DATE OF INSPECTION

June 4, 2010

4. FIRM PERFORMING INSPECTION

Ames Environmental, Inc.
P.O. Box 661
410 Main Street
Slater, IA 50244
515-685-2299

5. NAME OF ACCREDITED INSPECTOR PERFORMING ASSESSMENTS

Chad Smith State of Iowa License 09-6633I



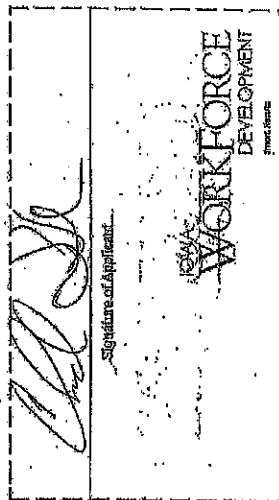
Accredited Inspector

6/10/10
Date

6. LABORATORY USED FOR BULK SAMPLE ANALYSIS

EMSL Analytical
2001 East 52nd Street
Indianapolis, IN 46205
(317) 803-2997

Ames Environmental, Inc.



ASBESTOS LICENSE NO.: 09-66331

EXPIRATION DATE: 8/10/2010

NAME: CHAD SMITH

ADDRESS: 503 N 6TH ST

CITY STATE ZIP: PRAIRIE CITY IA 50228

certifies that

CHAD SMITH

has successfully completed and passed the associated examination for

Asbestos Inspector Annual Review

course accredited by the State of Missouri and conducted in accordance with the requirements of 40 CFR 763. The person receiving this certificate has completed the required training for asbestos certification under TSCA Title II.

Course Date: August 10, 2009
Examination Date: August 10, 2009
Expiration Date: August 10, 2010
Course Location: Nelson Park, Slater, IA
Certificate Number: IAVIAEI9243

Vincent A. Currier
Director of Training
410 Main Street
Slater, IA 50244
515-685-2299



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P.O. Box 661
410 Main Street
Slater, IA 50244-0661
800-383-3400
Fax: 515-685-2236
www.AmesEnvironmental.com
Info@AmesEnvironmental.com

A. ASBESTOS INSPECTION REPORT DATA FOR 834 BROAD STREET (CONTINUED)

7. BULK SAMPLE ANALYST

Melissa Wilson

8. BULK SAMPLES COLLECTED BY:

Chad Smith

State of Iowa License

09-6633I



Accredited Inspector

6/10/10
Date

B. INSPECTION NOTES FOR 834 BROAD STREET

The commercial property located at 834 Broad Street is a one-story structure with a basement.

The interior of this property was inspected on June 4, 2010. Destructive sampling techniques were not used to gain access above ceilings, below floors, or into walls. A representative number of samples were collected from suspect asbestos containing building materials.

Please be advised that the EPA recommends that point count analysis be performed on floor tile that is determined to be non-asbestos by standard Polarized Light Microscopy.

C. SUMMARY OF ASBESTOS CONTAINING BUILDING MATERIALS

Thermal System Insulation

The boiler breech was determined to contain asbestos. The mud fittings were determined to contain asbestos. The pipe insulation was determined to contain asbestos.

Friable Surfacing Material

The acoustic plaster throughout was determined to contain asbestos.

Nonfriable Miscellaneous Material

The 9" floor tile in the lower level was determined to contain asbestos. The white floor tile in the lower level corridor was determined to contain asbestos.

All materials similar in appearance, color or texture to those determined to contain asbestos must be assumed to contain asbestos throughout this building. The location if described is where the sample(s) was collected during our inspection.

D. INSPECTION SUMMARY FOR 834 BROAD STREET

Thermal System Insulation

The suspect materials in this category were boiler breech, mud fittings, and pipe insulation.

Boiler Breech

- + The boiler breech was determined to contain asbestos by analysis of sample numbers 10CS060409A, B, and C.

Mud Fittings

- + The mud fittings were determined to contain asbestos by analysis of sample numbers 10CS060411A, B, and C.

Pipe Insulation

- + The pipe insulation was determined to contain asbestos by analysis of sample number 10CS060412A.

Friable Surfacing Material

The suspect material in this category was acoustic plaster.

Acoustic Plaster

- + The acoustic plaster throughout was determined to contain asbestos by analysis of sample numbers 10CS060402A, B, C, D, and E.

Friable Miscellaneous Material

The suspect material in this category was insulation.

Insulation

The sink insulation was determined to be non-asbestos by analysis of sample number 10CS060407A.

Nonfriable Miscellaneous Material

The suspect materials in this category were floor tile, plaster, mopboard, mopboard adhesive, Formica, tectum decking, boiler gasket, flex connector, and carpet adhesive.

Floor Tile

- + The 9" floor tile in the lower level was determined to contain asbestos by analysis of sample number 10CS060416A. The white floor tile in the lower level corridor was determined to contain asbestos by analysis of sample number 10CS060419A.

The 12" floor tile was determined to be non-asbestos by analysis of sample number 10CS060401A.

- + Suspect material was assumed to contain asbestos or found to contain asbestos from bulk sample collection and PLM analysis.

D. INSPECTION SUMMARY FOR 834 BROAD STREET (CONTINUED)

Nonfriable Miscellaneous Material (Continued)

Plaster

The plaster was determined to be non-asbestos by analysis of sample numbers 10CS060403A, B, and C.

Mopboard

The mopboard was determined to be non-asbestos by analysis of sample numbers 10CS060404A and 10CS060414A.

Mopboard Adhesive

The mopboard adhesive was determined to be non-asbestos by analysis of sample numbers 10CS060405A and 10CS060415A.

Formica

The Formica was determined to be non-asbestos by analysis of sample number 10CS060406A.

Tectum Decking

The tectum decking was determined to be non-asbestos by analysis of sample number 10CS060408A.

Boiler Gasket

The boiler gasket was determined to be non-asbestos by analysis of sample number 10CS060410A.

Flex Connector

The flex connector was determined to be non-asbestos by analysis of sample number 10CS060413A.

Floor Tile Adhesive

The floor tile adhesive was determined to be non-asbestos by analysis of sample numbers 10CS060417A and 10CS060420A.

Carpet Adhesive

The carpet adhesive was determined to be non-asbestos by analysis of sample number 10CS060418A.



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P.O. Box 661
410 Main Street
Slater, IA 50244-0661
800-383-3400
Fax: 515-685-2236
www.AmesEnvironmental.com
Info@AmesEnvironmental.com

E. BULK SAMPLE RESULTS

834 BROAD STREET

**EMSL Analytical, Inc.**

2001 East 52nd St., Indianapolis, IN 46205

Phone: (317) 803-2997 Fax: (317) 803-3047 Email: indianapolislabs@emsl.com

Attn: **Barb Oxley**
Ames Environmental, Inc.
410 Main St.
P.O. Box 661
Slater, IA 50244

Customer ID: AMES50
Customer PO:
Received: 06/07/10 10:05 AM
EMSL Order: 161008671

Fax: (515) 685-2236 Phone: (515) 685-2299
Project: 834 BROAD ST. GRINNELL

EMSL Proj:
Analysis Date: 6/9/2010

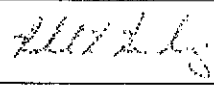
Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
10CS060401A 161008671-0001	12" ft main fl kitchen	White Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10CS060402A 161008671-0002	acoustic plaster kitchen	Tan/White Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile
10CS060402B 161008671-0003	acoustic plaster lrg mtg rm	Tan/White Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile
10CS060402C 161008671-0004	acoustic plaster se office lower level	Tan/White Fibrous Homogeneous		92% Non-fibrous (other)	8% Chrysotile
10CS060403A 161008671-0005	plaster	Gray Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10CS060403B 161008671-0006	plaster	Gray Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10CS060403C 161008671-0007	plaster	Gray Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected

Report Amended: 6/10/2010 7:51:52 AM Replaces the Initial Report . Reason Code: Data Entry-Results Changed

Analyst(s)

Melissa Wilson (30)


Richard Harding, Laboratory Manager
or other approved signatory

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Analytical, Inc. 2001 East 52nd St., Indianapolis IN NVLAP Lab Code 200188-0, AZ0939, CA 2575, CO AL-15132, TX 300262

**EMSL Analytical, Inc.**

2001 East 52nd St., Indianapolis, IN 46205

Phone: (317) 803-2997 Fax: (317) 803-3047 Email: indianapolislab@emsl.com

Attn: **Barb Oxley**
Ames Environmental, Inc.
410 Main St.
P.O. Box 661
Slater, IA 50244

Customer ID: AMES50
Customer PO:
Received: 06/07/10 10:05 AM
EMSL Order: 161008671

Fax: (515) 685-2236 Phone: (515) 685-2299
Project: 834 BROAD ST. GRINNELL

EMSL Proj:
Analysis Date: 6/9/2010

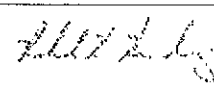
Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
10CS060404A 161008671-0008	mopboard gray main fl kitchen	Gray Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10CS060405A 161008671-0009	mopboard adh	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060406A 161008671-0010	formica	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060407A 161008671-0011	sink insulation	White/Black Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060408A 161008671-0012	tectum decking lrg mtg rm	White/Green Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060409A 161008671-0013	boiler breech	Gray Fibrous Homogeneous		75% Non-fibrous (other)	25% Chrysotile
10CS060409B 161008671-0014	boiler breech	Gray Fibrous Homogeneous		75% Non-fibrous (other)	25% Chrysotile

Report Amended: 6/10/2010 7:51:52 AM Replaces the Initial Report . Reason Code: Data Entry-Results Changed

Analyst(s)

Melissa Wilson (30)


Richard Harding, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 2001 East 52nd St., Indianapolis IN NVLAP Lab Code 200188-0, AZ0830, CA 2675, CO AL-16132, TX 300262

**EMSL Analytical, Inc.**

2001 East 52nd St., Indianapolis, IN 46205

Phone: (317) 803-2997 Fax: (317) 803-3047 Email: indianapolislab@emsl.com

Attn: **Barb Oxley**
Ames Environmental, Inc.
410 Main St.
P.O. Box 661
Slater, IA 50244

Customer ID: AMES50
Customer PO:
Received: 06/07/10 10:05 AM
EMSL Order: 161008671

Fax: (515) 685-2236 Phone: (515) 685-2299

Project: 834 BROAD ST. GRINNELL

EMSL Proj:
Analysis Date: 6/9/2010

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
10CS060409C 161008671-0015	boiler breech	Gray Fibrous Homogeneous		75% Non-fibrous (other)	25% Chrysotile
10CS060410A 161008671-0016	boiler gasket	Gray/Silver Non-Fibrous Homogeneous	25% Min. Wool	75% Non-fibrous (other)	None Detected
10CS060411A 161008671-0017	mud fittings	Gray Fibrous Homogeneous	20% Glass	65% Non-fibrous (other)	15% Chrysotile
10CS060411B 161008671-0018	mud fittings	Tan Fibrous Homogeneous		85% Non-fibrous (other)	15% Chrysotile
10CS060411C 161008671-0019	mud fittings	Gray Fibrous Homogeneous		80% Non-fibrous (other)	20% Chrysotile
10CS060412A 161008671-0020	pipe insulation	White Fibrous Homogeneous	20% Cellulose 45% Glass	25% Non-fibrous (other)	10% Chrysotile
10CS060413A 161008671-0021	flex connector	Black Fibrous Homogeneous	20% Cellulose	80% Non-fibrous (other)	None Detected

Report Amended: 6/10/2010 7:51:52 AM Replaces the Initial Report . Reason Code: Data Entry-Results Changed

Analyst(s)

Melissa Wilson (30)

[Signature]
Richard Harding, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 2001 East 52nd St., Indianapolis IN NVLAP Lab Code 200188-0, AZ0939, CA 2575, CO AL-15132, TX 300262

**EMSL Analytical, Inc.**

2001 East 52nd St., Indianapolis, IN 46205

Phone: (317) 803-2997 Fax: (317) 803-3047 Email: indianapolislabs@emsl.com

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Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
10CS060402D 161008671-0022	acoustic plaster e office lower level	Tan/White Non-Fibrous Homogeneous		97% Non-fibrous (other)	3% Chrysotile
10CS060402E 161008671-0023	acoustic plaster mtg rm lower level	Tan/White Non-Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile
10CS060414A 161008671-0024	mopboard food pantry lower level	Gray Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10CS060415A 161008671-0025	mopboard adhesive	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060416A 161008671-0026	9" ft lower level	Tan Non-Fibrous Homogeneous		95% Non-fibrous (other)	5% Chrysotile
10CS060417A 161008671-0027	ft adhesive	Black Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
10CS060418A 161008671-0028	carpet adhesive	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Report Amended: 6/10/2010 7:51:52 AM Replaces the Initial Report . Reason Code: Data Entry-Results Changed

Analyst(s)

Melissa Wilson (30)

[Signature]
Richard Harding, Laboratory Manager
or other approved signatory

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Analytical, Inc. 2001 East 52nd St., Indianapolis IN NVLAP Lab Code 200188-0, AZ0939, CA 2575, CO AL-15132, TX 300262

**EMSL Analytical, Inc.**

2001 East 52nd St., Indianapolis, IN 46205

Phone: (317) 803-2997 Fax: (317) 803-3047 Email: indianapolislab@emsl.com

Attn: **Barb Oxley**
Ames Environmental, Inc.
410 Main St.
P.O. Box 661
Slater, IA 50244

Customer ID: AMES50
Customer PO:
Received: 06/07/10 10:05 AM
EMSL Order: 161008671

Fax: (515) 685-2236 Phone: (515) 685-2299
Project: 834 BROAD ST. GRINNELL

EMSL Proj:
Analysis Date: 6/9/2010

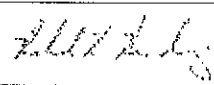
Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
10CS060419A 161008671-0029	ft wht low level corr	Cream Non-Fibrous Heterogeneous		95% Non-fibrous (other)	5% Chrysotile
10CS060420A 161008671-0030	ft adh	Black Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Report Amended: 6/10/2010 7:51:52 AM Replaces the Initial Report . Reason Code: Data Entry-Results Changed

Analyst(s)

Melissa Wilson (30)


Richard Harding, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 2001 East 52nd St., Indianapolis IN NVLAP Lab Code 200188-0, AZ0939, CA 2575, CO AL-15132, TX 300262

Iowa Division of Labor Services
Occupational Safety and Health Bureau

1000 E. Grand Avenue
Des Moines, IA 50319
Phone: (515)242-5870 FAX: 515-281-7995

Citation and Notification of Penalty

To:
City of Grinnell Building & Planning Department
and its successors
927 4th Avenue
Grinnell, IA 50112

Inspection Number: 314566720
Case File/CSHO ID: 19264 / B9253
Inspection Date(s): 06/01/2010 - 06/07/2010
Issuance Date: 06/15/2010

Inspection Site:
834 Broad Street
Grinnell, IA 50112

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty describes violations of the Iowa Occupational Safety and Health Act. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends and holidays) from your receipt of this Citation and Notification of Penalty you mail a notice of contest to the Iowa Division of Labor Services at the address shown above. Please refer to the enclosed booklet which outlines your rights and responsibilities and which should be read in conjunction with this form.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and holidays), whichever is longer. **The penalty dollar amount(s) need not be posted and may be marked out or covered up prior to posting.**

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one within the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted within 15 working days of your receipt of this Citation. The running of this contest period is not interrupted by an informal conference.

If you decide to request an informal conference, please complete, remove and post the page 3 Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far. If conditions warrant, we can enter into an informal settlement agreement which amicably resolves this matter without litigation or contest.

Right to Contest - You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. Unless you inform the Division of Labor in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Iowa Employment Appeal Board and may not be reviewed by any court or agency.

Penalty Payment - Penalties are due within 15 working days of receipt of this notification unless contested. (See the enclosed booklet.) Make your check or money order payable to "Division of Labor Services - Iowa OSHA". Please indicate the Inspection Number on the remittance.

IOSHA does not agree to any restrictions or conditions or endorsements put on any check or money order for less than the full amount due, and will cash the check or money order as if these restrictions, conditions, or endorsements do not exist.

Notification of Corrective Action - For violations which you do not contest, you should notify the Division of Labor promptly by letter that you have taken appropriate corrective action within the time frame set forth on this Citation. Please inform this office in writing of the abatement steps you have taken and of their dates, together with adequate supporting documentation, e.g., drawings or photographs of corrected conditions, purchase/work orders related to abatement actions, air sampling results, etc.

Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the Division of Labor at the address shown above.

Employer Responsibilities and Courses of Action Following an IOSHA Inspection - The enclosed booklet outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees - The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the Division of Labor at the address shown above and postmarked within 15 working days (excluding weekends and holidays) of the receipt by the employer of this Citation and Notification of Penalty.

Iowa Division of Labor Services
Occupational Safety and Health Bureau

NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with IOSHA to discuss the citation(s) issued on 06/15/2010. The conference will be held at the Division of Labor office located at 1000 E. Grand Avenue, Des Moines, IA, 50319 on _____ at _____. Employees and/or representatives of employees have a right to attend an informal conference.

Citation and Notification of Penalty

Company Name: City of Grinnell Building & Planning Department
Inspection Site: 834 Broad Street, Grinnell, IA 50112

Citation 1 Item 1 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(e)(1): All Class I, II, and III asbestos work was not conducted within regulated areas:

In the Family Development Room - A maintenance employee removed approximately 16 square feet of asbestos containing surfacing material. This work was not conducted inside of a regulated area. This deficiency occurred on or about 5-18-10.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$ 875.00

Citation 1 Item 2 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(f)(2)(i): The employer did not ensure that an initial exposure assessment was done by a competent person before beginning the project:

- (a) In the Family Development Room - A maintenance employee removed approximately 16 square feet of asbestos containing surfacing material. There was no initial exposure assessment conducted for this work. This deficiency occurred on or about 5-18-10.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$ 875.00

Citation and Notification of Penalty

Company Name: City of Grinnell Building & Planning Department
Inspection Site: 834 Broad Street, Grinnell, IA 50112

The alleged violations below have been grouped because they involve similar or related hazards that may increase the potential for injury or illness.

Citation 1 Item 3a Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(k)(3)(i): Before work in areas containing ACM and PACM was begun, the employer did not identify the presence, location, and quantity of ACM and/or PACM therein pursuant to paragraph (k)(1) of this section:

- (a) In the Family Development Room - A maintenance employee removed approximately 16 square feet of asbestos containing surfacing material. Prior to the removal, there was no determination made to identify whether the material contained asbestos. This deficiency occurred on or about 5-18-10.

Date By Which Violation Must be Abated:	07/09/2010
Proposed Penalty:	\$ 875.00

Citation 1 Item 3b Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(k)(3)(ii)[B]: Before work under this standard was performed, the employer did not inform employees who perform such work and employers of employees who work and/or will be working in adjacent areas, of the location and quantity of ACM and/or PACM present in the area and the precautions to be taken to insure that airborne asbestos is confined to the area:

- (a) In the Family Development Room and Adjacent Area - A maintenance employee removed approximately 16 square feet of asbestos containing surfacing material. Prior to this work, the maintenance employee and other employers in the building were not informed of the presence, location, and quantity of asbestos in the building. This deficiency occurred on or about 5-18-10.

Date By Which Violation Must be Abated:	07/09/2010
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See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

Iowa Division of Labor Services
Occupational Safety and Health Bureau

Inspection Number: 314566720
Inspection Dates: 06/01/2010-06/07/2010
Issuance Date: 06/15/2010

Citation and Notification of Penalty

Company Name: City of Grinnell Building & Planning Department
Inspection Site: 834 Broad Street, Grinnell, IA 50112

Citation 1 Item 4 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(k)(9)(i): The employer did not, at no cost to the employee, institute a training program for all employees who are likely to be exposed in excess of PEL and for all employees who perform Class I through IV asbestos operations, and ensure their participation:

- (a) In the Family Development Room - A maintenance employee removed approximately 16 square feet of asbestos containing surfacing material. The employee had not been trained to perform Class I asbestos work. This deficiency occurred on or about 5-18-10.

Date By Which Violation Must be Abated:

07/09/2010

Proposed Penalty:

\$ 875.00



Stephen J. Slater
Deputy Labor Commissioner/Iowa OSHA Administrator

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

Iowa Division of Labor Services
Occupational Safety and Health Bureau

1000 E. Grand Avenue
Des Moines, IA 50319
Phone: 515-242-5870 FAX: 515-281-7995

PENALTY SUMMARY

Company Name: City of Grinnell Building & Planning Department
Inspection Site: 834 Broad Street, Grinnell, IA 50112
Issuance Date: 06/15/2010
Case File/CSHO ID: 19264 / B9253

Summary of Penalties for Inspection Number 314566720

Citation 1, Serious	= \$ 3500.00
TOTAL PROPOSED PENALTIES	= \$ 3500.00


Stephen J. Slater
Deputy Labor Commissioner/Iowa OSHA Administrator

Americans with Disabilities Act Title II Regulations

Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services

(as amended by the final rule published on September 15, 2010)

Subpart D—Program Accessibility

§ 35.150 Existing facilities

- (a) *General.* A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. This paragraph does not—
 - (1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
 - (2) Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
 - (3) Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with §35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.
- (b) *Methods.*
 - (1) *General.* A public entity may comply with the requirements of this section through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible

sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. A public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section. A public entity, in making alterations to existing buildings, shall meet the accessibility requirements of § 35.151. In choosing among available methods for meeting the requirements of this section, a public entity shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

- (2)
 - (i) *Safe harbor*. Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to 41 CFR part 101–19.6 (July 1, 2002 ed.), 49 FR 31528, app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards.
 - (ii) The safe harbor provided in § 35.150(b)(2)(i) does not apply to those elements in existing facilities that are subject to supplemental requirements (*i.e.*, elements for which there are neither technical nor scoping specifications in the 1991 Standards). Elements in the 2010 Standards not eligible for the element-by-element safe harbor are identified as follows—
 - (A) *Residential facilities dwelling units*, sections 233 and 809.
 - (B) *Amusement rides*, sections 234 and 1002; 206.2.9; 216.12.
 - (C) *Recreational boating facilities*, sections 235 and 1003; 206.2.10.
 - (D) *Exercise machines and equipment*, sections 236 and 1004; 206.2.13.
 - (E) *Fishing piers and platforms*, sections 237 and 1005; 206.2.14.
 - (F) *Golf facilities*, sections 238 and 1006; 206.2.15.

- (G) *Miniature golf facilities*, sections 239 and 1007; 206.2.16.
 - (H) *Play areas*, sections 240 and 1008; 206.2.17.
 - (I) *Saunas and steam rooms*, sections 241 and 612.
 - (J) *Swimming pools, wading pools, and spas*, sections 242 and 1009.
 - (K) *Shooting facilities with firing positions*, sections 243 and 1010.
 - (L) *Miscellaneous*.
 - (1) *Team or player seating*, section 221.2.1.4.
 - (2) *Accessible route to bowling lanes*, section. 206.2.11.
 - (3) *Accessible route in court sports facilities*, section 206.2.12.
- (3) *Historic preservation programs*. In meeting the requirements of § 35.150(a) in historic preservation programs, a public entity shall give priority to methods that provide physical access to individuals with disabilities. In cases where a physical alteration to an historic property is not required because of paragraph (a)(2) or (a)(3) of this section, alternative methods of achieving program accessibility include—
 - (i) Using audio-visual materials and devices to depict those portions of an historic property that cannot otherwise be made accessible;
 - (ii) Assigning persons to guide individuals with handicaps into or through portions of historic properties that cannot otherwise be made accessible; or
 - (iii) Adopting other innovative methods.
- (c) *Time period for compliance*. Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.
- (d) *Transition plan*.
 - (1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a

transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

- (2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.
- (3) The plan shall, at a minimum—
 - (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
 - (ii) Describe in detail the methods that will be used to make the facilities accessible;
 - (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
 - (iv) Indicate the official responsible for implementation of the plan.
- (4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.

§ 35.151 New construction and alterations

- (a) *Design and construction.*
 - (1) Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
 - (2) *Exception for structural impracticability.*

- (i) Full compliance with the requirements of this section is not required where a public entity can demonstrate that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features.
 - (ii) If full compliance with this section would be structurally impracticable, compliance with this section is required to the extent that it is not structurally impracticable. In that case, any portion of the facility that can be made accessible shall be made accessible to the extent that it is not structurally impracticable.
 - (iii) If providing accessibility in conformance with this section to individuals with certain disabilities (*e.g.*, those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (*e.g.*, those who use crutches or who have sight, hearing, or mental impairments) in accordance with this section.
- (b) *Alterations.*
 - (1) Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
 - (2) The path of travel requirements of § 35.151(b)(4) shall apply only to alterations undertaken solely for purposes other than to meet the program accessibility requirements of § 35.150.
 - (3)
 - (i) Alterations to historic properties shall comply, to the maximum extent feasible, with the provisions applicable to historic properties in the design standards specified in § 35.151(c).
 - (ii) If it is not feasible to provide physical access to an historic property in a manner that will not threaten or destroy the historic significance of the building or facility, alternative methods of access shall be provided pursuant to the requirements of § 35.150.
 - (4) *Path of travel.* An alteration that affects or could affect the usability of or access to an area of a facility that contains a primary function shall

be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration.

- (i) *Primary function.* A “primary function” is a major activity for which the facility is intended. Areas that contain a primary function include, but are not limited to, the dining area of a cafeteria, the meeting rooms in a conference center, as well as offices and other work areas in which the activities of the public entity using the facility are carried out.
 - (A) Mechanical rooms, boiler rooms, supply storage rooms, employee lounges or locker rooms, janitorial closets, entrances, and corridors are not areas containing a primary function. Restrooms are not areas containing a primary function unless the provision of restrooms is a primary purpose of the area, e.g., in highway rest stops.
 - (B) For the purposes of this section, alterations to windows, hardware, controls, electrical outlets, and signage shall not be deemed to be alterations that affect the usability of or access to an area containing a primary function.
- (ii) A “path of travel” includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.
 - (A) An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.
 - (B) For the purposes of this section, the term “path of travel” also includes the restrooms, telephones, and drinking fountains serving the altered area.

- (C) *Safe harbor*. If a public entity has constructed or altered required elements of a path of travel in accordance with the specifications in either the 1991 Standards or the Uniform Federal Accessibility Standards before March 15, 2012, the public entity is not required to retrofit such elements to reflect incremental changes in the 2010 Standards solely because of an alteration to a primary function area served by that path of travel.
- (iii) *Disproportionality*.
 - (A) Alterations made to provide an accessible path of travel to the altered area will be deemed disproportionate to the overall alteration when the cost exceeds 20 % of the cost of the alteration to the primary function area.
 - (B) Costs that may be counted as expenditures required to provide an accessible path of travel may include:
 - (1) Costs associated with providing an accessible entrance and an accessible route to the altered area, for example, the cost of widening doorways or installing ramps;
 - (2) Costs associated with making restrooms accessible, such as installing grab bars, enlarging toilet stalls, insulating pipes, or installing accessible faucet controls;
 - (3) Costs associated with providing accessible telephones, such as relocating the telephone to an accessible height, installing amplification devices, or installing a text telephone (TTY); and
 - (4) Costs associated with relocating an inaccessible drinking fountain.

- (iv) *Duty to provide accessible features in the event of disproportionality.*
 - (A) When the cost of alterations necessary to make the path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the path of travel shall be made accessible to the extent that it can be made accessible without incurring disproportionate costs.
 - (B) In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order—
 - (1) An accessible entrance;
 - (2) An accessible route to the altered area;
 - (3) At least one accessible restroom for each sex or a single unisex restroom;
 - (4) Accessible telephones;
 - (5) Accessible drinking fountains; and
 - (6) When possible, additional accessible elements such as parking, storage, and alarms.
- (v) *Series of smaller alterations.*
 - (A) The obligation to provide an accessible path of travel may not be evaded by performing a series of small alterations to the area served by a single path of travel if those alterations could have been performed as a single undertaking.
 - (B)
 - (1) If an area containing a primary function has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area, or a different area on the same path of travel, are undertaken within three

years of the original alteration, the total cost of alterations to the primary function areas on that path of travel during the preceding three-year period shall be considered in determining whether the cost of making that path of travel accessible is disproportionate.

- (2) Only alterations undertaken on or after March 15, 2011, shall be considered in determining if the cost of providing an accessible path of travel is disproportionate to the overall cost of the alterations.

- (c) *Accessibility standards and compliance date.*
 - (1) If physical construction or alterations commence after July 26, 1992, but prior to September 15, 2010, then new construction and alterations subject to this section must comply with either the UFAS or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.
 - (2) If physical construction or alterations commence on or after September 15, 2010, and before March 15, 2012, then new construction and alterations subject to this section may comply with one of the following: the 2010 Standards, UFAS, or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.
 - (3) If physical construction or alterations commence on or after March 15, 2012, then new construction and alterations subject to this section shall comply with the 2010 Standards.
 - (4) For the purposes of this section, ceremonial groundbreaking or razing of structures prior to site preparation do not commence physical construction or alterations.
 - (5) *Noncomplying new construction and alterations.*

- (i) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that were constructed or altered before March 15, 2012, and that do not comply with the 1991 Standards or with UFAS shall before March 15, 2012, be made accessible in accordance with either the 1991 Standards, UFAS, or the 2010 Standards.
- (ii) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that are constructed or altered on or after March 15, 2012, and that do not comply with the 1991 Standards or with UFAS shall, on or after March 15, 2012, be made accessible in accordance with the 2010 Standards.

Source: http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#a35151

**PLAN REGARDING CURRENT PUBLIC BUILDINGS
GOAL SETTING SESSION CITY OF GRINNELL – ACTION PLAN**

This was identified as a project for possible consideration by the Mayor and City Council.

Project Leader: Byron Hueftle-Worley
Staff Coordinator: Kay Cmelik, City Clerk/Finance Director

The Project Leader will give quarterly updates at the June 20, 2011, September 19, 2011, December 19, 2011, and March 19, 2012 Council meetings.

Activity	Assigned To	Final Completion Date
Research options used by other communities and organizations for preparing a vertical infrastructure or needs assessment and analysis for the city. Gather information on the average cost for such assessment. Compile examples of RFPs used by other cities.	Kay Cmelik, City Clerk/Finance Director	August 1, 2011
Prepare a list of possible architectural firms who have performed this work. Review and develop a plan with the City Manager and Building and Planning Director on what the city of Grinnell would want to have provided in a needs assessment.	Kay Cmelik, City Clerk/Finance Director	December 1, 2012
Present draft copy of the RFP to the finance committee for review. Include proposed expense in FY13 budget.	Kay Cmelik, City Clerk/Finance Director and Russ Behrens, City Manager	March 1, 2012
Take RFP to council for approval, set date for receipt of proposals and select architect firm for vertical infrastructure or needs assessment.		July through August 2012