Council/Staff Planning Session
Council Chambers, City Hall

1. Meeting Date And Time

   1.I. Tuesday, September 13, 2016 7:00 Pm Moved Due To Iowa League Of Cities Conference On Wednesday

2. Call To Order

3. Mayor's Comments

4. Request To Raise Chickens At 101 Oliver St.

   Documents:

   REQUEST TO RAISE CHICKENS.PDF

5. Midland GIS-Erin Allan

   Documents:

   MIDLAND GIS COMBINED PACKET 9.13.16 WORKSHOP.PDF

6. Facade Application - Staci/Stacy Ackerson And Cedar River Pizza

   Documents:

   FACADE APPLICATIONS.PDF

7. IPA-Set Date For Goal Setting

8. City Administrator Report

9. Adjourn

MEETING DATE: 09/13/16 **ITEM: 4**

AGENDA ITEM SUMMARY

Subject: Request to raise chickens at 101 Oliver Street

Background Summary:

A written request has been received from Nyssa Salinas, an eight year old, residing at 101 Oliver Street. I am attaching the request.

As per our current ordinance, a person can raise livestock within city limits with special permission from the council. And as you are aware, we have recently given a person permission living on the extreme east side of town and another a few years ago living on 11th Street near the hospital.

The property owner will be here with her daughter to answer any questions you may have.

CITY OF CHARLES CITY

Dear City Council,

My name is Nyssa Salinas and I am 8 years old. My mom had me write you a letter because I would like a permit to have a couple chickens. I want to have chickens because I want fresh eggs for breakfast and a pet. It will give me responsibilities.

Thank you

Nyssa Salinas

101 Oliver St
Charles City, IA 50616

(641) 220-5549 (Brandy Salinas)
mom

MEETING DATE: 09/13/2016 **ITEM: 5**

AGENDA ITEM SUMMARY

Subject: Midland GIS –Water System

Background Summary:

During the FY17 budget process we allocated funding to address the geographical informational system (GIS) associated with the water department. Presently all of our information on mains, hydrants, valves and etc. are stored on outdated paper mapping. Utilizing Midland GIS Solutions will allow us to have cloud based storage of all of our water distribution system which will be updated and readily available whether in the office or in the field.
Erin Allen will be visiting from Midland GIS Solutions to demonstrate to the council how the system works and what we're looking at in using to their system.

If you would like to get a hands on feel for the system please press the link below, it will take you to a generic city they have set up and you can select the various layers to see what it does. Username and password I emailed to you on Friday.
Midland GIS - Sample town system

Enclosed are notes provided by Water Superintendent Cory Spieker on the benefits of going to Midland GIS and some of the challenges we've encountered in working with our current provider, Beehive Industries.

Also enclosed is the proposed contract that has been reviewed and amended by City attorney.

Beehive Industries included some mapping when the City first implemented the software but we chose not to physically locate the various water, sewer and storm sewer systems. The data we currently have via the Beehive system therefore is limited as the information is not accurate. Overall our experience with Beehive has been declining the recent years as customer service has been lacking and it would appear that their focus is moving away from the Midwest. We have an existing agreement with Beehive Industries which can be terminated upon notice by either party, and I have recently mailed Beehive expressing our intent to discontinue services.

Annual licensing of the Beehive product costs $8,000/year. The Beehive software is installed on several computers in the City and so we pay a license fee to use it. Midland GIS is web-based and can be accessed from anywhere so instead there is a web hosting fee that we will have on an annual basis. The annual web hosting fee is: $3,600 and all the information entered by the City within either of the systems is property of the City. Once we discontinue with Beehive we'll transfer information to the Midland site.

Total costs for this proposal include:
Water Utility Network locating and data collection: $24,200; Website Development and implementation= $2,000; Year of Website Hosting= $3,600;
Grand Total = $29,800 (All water related fees will come from Water Dept., annual and setup fees split between Water/Sewer/Storm Sewer/Code Enforcement)

I recommend approval of this contract.
CITY OF CHARLES CITY

MIDLAND

GIS

2016

Midland GIS

Offers the ability to take GIS data out into the field where it can be directly used to support maintenance activities, construction records, location of buried utilities, valves, hydrants, water mains, etc. The ability to have this information in the field will eliminate many labor-intensive activities such as manual entry of field collected data, data consolidation at the office, hand drawings, and field re-visits. This is available on any platform that has internet access (laptops, tablets, and cellphones)

Benefits of Web Based Platform

1. Data sharing that supports decision making: Instantaneous collaboration between all departments through the cloud. Decreased redundancy between departments.
2. Ability to layer data to drive improved decision making: Records of main breaks; exact locations/dates. Ability to see trends.
3. Informed planning and coordination: Pipe replacement prioritization and rehabilitation projects based on sortable records; age, material, condition, etc.
4. Improved transparency for citizen engagement: Ongoing projects, zoning/rezoning.
5. Better Geographic record keeping: Survey grade GPS locations.
6. Improved record keeping ability: Ability to attach records to assets. (i.e. water tower inspection reports, maintenance records, parts used)
7. Visualization of lists and other records: Lead service lines, water service line repairs, frozen service list, high usage, stuck meters, backflow preventers, flow/pressure tests.
8. Maintenance & Repair Information: Sortable info on hydrants, valves, water mains, and service lines. Ability to sort by size, age, usage.
9. Interactive Mapping: Can be added to the City's website. Snow plowing routes, trash/brush pick up days, parks and park information, voting precincts and voting locations. One map that has sortable layers.
10. Ability to offer limited time access to different layers for contractors or others on a temporary basis, automatically remove access on a set date.

Beehive Industries

City started using in May 2013. This is a software program (must be installed on each computer to have access).

1. Only department currently using Beehive is Code Enforcement. (All of their data can be migrated over to Midland's website.)
2. Water map was a simple overlay of a distribution map from 2003. The map shows mains laying over houses and the valves not close to the mains.
3. Beehive was contacted and said that they could not move the map and that we would have to move all of the mains, valves, and hydrants individually.
4. The hours it would take to add this information is the main reason we have made little to no progress with this software since starting it up in 2013.
5. Beehive has made no progress, in the last year, on their version that would be able to be used on any platform.
6. Customer support issues with Beehive.

Midland GIS will use their equipment to field collect survey grade data. The data collected will include accurate locations of water valves, mains, hydrants, and hydrant valves. The collected data, along with existing mapping records will then be placed on a website that is maintained by Midland GIS. All collected data will be the property of the City of Charles City. Sanitary and storm sewer mains, intakes, and manholes can be added in the future to have accurate information for all of the City's underground utilities.

With upcoming retirements in the water department, the issue becomes trying to capture and preserve the huge amount of knowledge that the retiring operators have gained over the years. Having Midland GIS do the data collection and sit down with the more experienced operators to create permanent records will help future operators and operations.

Midland GIS Demo Site Info:

https://anytown.integritygis.com

Username: Cory

Password: @CoryCCIA

Iowa Cities/ Counties using Midland:

Ute, IA

Clarinda, IA- Survey Company 30 years for survey. Added GIS program- Great company

Auburn, IA

Bedford, IA

Osceola, IA- Using for 3 years, Happy with it.

Williamsburg, IA

West Burlington, IA- http://www.dmcgis.com/

Centerville, IA

Dubuque County, IA

Cedar County, IA

Iowa County, IA- https://iowagis.integritygis.com/H5/Index.html?viewer=iowa

Washington County, IA

Des Moines County, IA- http://www.dmcgis.com/

Wayne County, IA

Clarke County, IA

Guthrie County, IA

CONTRACT AGREEMENT

AND

SCOPE OF SERVICES

FOR

PROFESSIONAL GIS MAPPING SERVICES

FOR

CHARLES CITY, IA

BY

MIDLAND GIS SOLUTIONS, LLC.

Submittal Date: July 1, 2016

CONTRACT AGREEMENT

This agreement made and entered this_____day of_____, **2016**, by and between the City of Charles City, Iowa, hereinafter referred to as the "CITY" and Midland GIS Solutions, LLC. whose principal place of business is located at 501 North Market, Maryville, Missouri, hereinafter referred to as the "COMPANY"

WITNESSETH

WHEREAS, the Company shall provide all qualified personnel and materials as required for the implementation of a utility GIS program for the City, and;

WHEREAS, the Company has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this utility GIS program and;

WHEREAS, the City desires to utilize the GIS services of the Company;

NOW HEREWITH, the Company agrees to execute this program and provide the services as outlined in the attached specifications, herein made a part of this agreement.

PURPOSE AND INTENT

This agreement covers the data collection, creation and construction of a utility GIS program for the City, including the development of all utility features in accordance with the attached Scope of Services for a water network GIS Implementation Program.

SECTION ONE

GENERAL PROVISIONS

1.1 Whenever the term "City" is used, it shall mean Charles City, Iowa.

1.2 Whenever the terms "Company", "MGIS", or "Midland GIS Solutions" are used, it shall mean Midland GIS Solutions, LLC.

1.3 Whenever the term "GIS" is used, it shall mean Geographic Information System.

1.4 This contract between the City and the Company shall be deemed a Missouri contract and shall be governed by the Laws of the State of Missouri. It is specifically understood by the parties that this contract is not a contract with the State of Missouri. The Company shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or any resulting agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, company, or corporation, without the previous written approval of the City.

1.5 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the City.

1.6 This document and all attachments and addendum herein referred to shall constitute the full and complete contract between the parties except as amended according to Section 11 of this agreement.

1.7 This contract will become effective upon the execution of both parties following the approval of the Charles City Council.

1.8 The Company agrees to save and hold harmless the City and its agents, servants, and employees from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting from any of the Company's business or operations or resulting from any act or omission of the Company's agents, servants or employees.

1.9 The Company shall comply with all applicable laws, ordinances, codes, and regulations, including all applicable OSHA regulations, in the performance of this contract. If the Company is contacted by any federal, state, county, or city agency, or any private agency, regarding any aspect of this contract, the Company shall promptly contact the City and shall not respond to the agency without being expressly authorized by the City to do so.

SECTION TWO

ADDITIONAL PROVISIONS

2.1 The City Administrator shall designate the City employees to be trained by the Company. The training provided by the Company shall be sufficient to familiarize the employees of the City to operate and work within the project.

2.2 The Company shall provide at its expense, and subject to the approval of the City Administrator, who shall have full editing authority, news media reports to broaden the understanding of the GIS Implementation program to the general public.

2.3 The Company shall, at the request of the City, prepare and present to the City Administrator a progress report for each phase of the project.

2.4 The City shall, within three months of receipt of written request of the Company, uncover and assist in locating utility features deemed inaccessible during the Company's initial field investigation. In the event, the City does not uncover these inaccessible features within three months of receiving written request, the Company reserves the right to bill on a time and materials basis for any work to locate and/or inspect these remaining features once uncovered by the city. In the case of inclement weather delays, the City will notify the company so that a reasonable extension to the three months can be agreed upon.

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SECTION THREE

STARTING AND COMPLETION DATES

3.1 The project as identified within the attached Scope of Services shall commence once a project schedule is approved by the City.

3.2 Final delivery of all approved items as identified in the Scope of Services shall be made to the City by the Company within twenty (20) weeks from the commencement date defined in the project schedule approved by the City.

3.3 No extension time shall be granted to the Company unless the request for an extension is made in writing fifteen (15) days prior to the expiration date of this contract. The request must be approved by the City and must be based on one or more of the following:

3.3.1 Acts of nature that directly affects the Company's ability to perform.

3.3.2 Acts of government agencies that may affect the Company's performance.

3.3.3 Circumstances beyond the control of the Company and not due to any negligence on the part of the Company or its employees (fire, floods, emergencies, or delays brought about by others, etc.)

SECTION FOUR

GIS IMPLEMENTATION FEE

4.1 For the performance of the agreement by the Company, the City shall pay the Company the sum of $29,800.00.

4.2 The City reserves the right to request additional work and changes where unforeseen conditions require changes and work beyond the scope of the project. In this event, a supplement to this agreement shall be executed and submitted for the approval of the City prior to performing the additional or changed work or incurring any additional costs therefore. Any change in compensation shall be covered in the supplement agreement. The Company shall not be compensated for work the City does not require that is performed without the prior written approval of the City.

SECTION FIVE

METHOD OF PAYMENT

5.1 The total contract price of $29,800.00 will be invoiced as follows:

Invoices will be submitted to the City on a monthly basis throughout the duration of the project. Invoices will be submitted based upon a percent completion basis. The City shall remit payment on invoices submitted by the Company within 30 calendar days.

SECTION SIX

TERMINATION OF CONTRACT

6.1 If, for any reason, the Company shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the Company shall violate any of the covenants, agreements, or stipulations of this contract, or, if a petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the Company, or an order is entered adjudicating the Company bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the Company, or an assignment for the benefit of creditors of the Company is made, the City shall thereupon have the right to terminate this agreement on ten (10) days written notice by the City Administrator.

SECTION SEVEN

OFFICE SPACE/HARDWARE AND SOFTWARE

7.1 The Company shall provide the City with a minimum of ten (10) days' notice of the need for said office space and internet connection availability on location at Charles City in order to deliver and train the City on the web-based GIS program and deliver the final products to City staff. The Company is not responsible for set-up or support of City-side hardware, software, or internet necessary to connect and utilize the web-based GIS program. ~~, hardware and software necessary to install a GIS program for the City. Additional time shall be allowed if the City is unable to provide said hardware or software due to shipping constraints. The parties shall~~

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Comment [BS1]: Any issue from the City's perspective with the requirement to provide office space, hardware and software? Details on how much office space is needed, what type of software is needed, etc., would be useful.

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~~agree on the hardware and software the City shall provide.~~

SECTION EIGHT

PERSONNEL

8.1 The Company shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned.

8.2 Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these specifications.

8.3 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the Company. It is understood and agreed that the City may require the Company to remove from the project any person the City considers being incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.

8.4 The Company assigns Kirk Larson, Vice President as the project manager for this project. The project manager will administer and schedule the GPS field locations and installation of the GIS for the City and confirm that the utility GIS mapping system is operational.

SECTION NINE

OWNERSHIP OF MATERIAL

9.1 Ownership of all materials involved herein shall belong to the City.

9.2 No copyright of any nature shall be granted to the Company by the City relative to any material or product resulting from this agreement and GIS Implementation program.

SECTION TEN

PROSECUTION OF WORK

10.1 The Company shall commence the work to be performed under this contract after acceptance by the City and a project schedule is agreed upon by the City.

10.2 The Company shall carry on the GIS Implementation program without interruption and shall make available to the City all work that has been completed and approved by the City to be used by the City during and at the completion of this contract agreement.

10.3 The City will provide all help needed to expedite the field collection process. City staff shall be available as needed to work directly with the Company field crews and shall pre-locate utilities where it is anticipated that locates will be helpful. Additionally, City staff will be available to answer questions from the Company as soon as possible during the field collection process.

SECTION ELEVEN

CONTRACT AMENDMENTS OR ADDITIONS

11.1 No amendments or additions shall be made to this agreement without a written and signed agreement by both the City and the principal or principals of the Company under contract.

11.2 Troy Hayes, President, Matt Sorensen, VP and Kirk Larson, VP are the appointed individuals with the Company that have the authority to make amendments or additions to the contract.

11.3 The City Administrator will oversee and accept the completed work by the Company for the City as work proceeds under this contract.

SCOPE OF WORK

GEODATABASE DESIGN

Midland GIS will work with Charles City staff to design a utility geodatabase model to meet the City's current and future utility asset management needs, as well as identify and define the logical structure for the geodatabase model.

When creating the overall design of the geodatabase for Charles City, Midland GIS Solutions will take into consideration the best model and structure to meet the needs of the City. The geodatabase will also be based on Midland's previous models, the published Esri utility model and future GIS needs, as identified by Charles City. Developing an accurate and functional geodatabase will allow Charles City to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Midland's upfront design process enables field personnel to collect data in a rule-based environment. This minimizes field coding errors by pre-defining the attribute tables that are used in the field and also keeps the data collection process consistent.

DIGITAL AERIAL PHOTOGRAPHY INTEGRATION

Midland GIS Solutions will integrate digital aerial photography of the City of Charles City (provided by Charles City) into the GIS program. The raster datasets created will be viewed as a seamless image across the entire City.

After the datasets are created, the aerial photography will be adjusted for color and contrast to meet specifications set by Charles City. Midland GIS Solutions will provide Quality Assurance and Quality Control (QA/QC) on the provided aerial photography. This process will involve 'heads-up" on-screen visual inspection of the photography by trained GIS Specialists. Midland GIS Solutions will immediately notify the City if any visual banding, warping, gaps, or distortions are discovered. Unless otherwise

requested by Charles City, Midland GIS Solutions will not be performing any additional field ground control checks in relation to the spatial accuracy of the aerial photography.

INCORPORATE COUNTY GIS DATA LAYERS

Midland GIS Solutions will incorporate Floyd County cadastral map data layers into the GIS program upon request. Charles City is responsible for any cost associated with acquiring the GIS data from Floyd County.

GPS PROJECT PLANNING

Midland GIS will employ its in-house mission planning process and software for the Charles City utility GIS project. Mission planning for GPS surveys includes the evaluation of satellite ephemeris data (data showing where GPS satellites are located) for the best satellite coverage and minimizing down time.

WATER NETWORK GPS DATA COLLECTION

Through Real-Time Kinematic (RTK) GPS methods, Midland GIS will locate the water network contained within the defined project limits. Captured features through GPS surveys will include all features designated by Charles City during the planning phase of the project.

After thorough investigation by Midland GIS field staff, a report containing all waterline network features that were not found or that were determined to be inaccessible will be submitted to the City of Charles City. Midland GIS will work with City staff to locate utility features during the cleanup phase of the project. This will allow Midland GIS to collect features in a quicker and more efficient manner, translating into cost savings for Charles City and minimizing the impact on City staff.

GPS surveys will be referenced to the Iowa State Plane Coordinate System to allow for direct insertion into the GIS program developed for Charles City. Horizontal (x,y) coordinates and vertical (z) elevations will be obtained in the field for the water facilities.

DATA COLLECTION SPECIFICATIONS:

- Midland GIS Solutions will GPS field locate the hydrants, valves and hydrant valves for the water network within the project limits. (The exact project boundary will be agreed upon before commencement of the project).
- The water network GPS field data will be collected using survey grade RTK methods.
- Midland GIS Solutions will download and process the GPS field data to prepare the data for proper insertion into the GIS mapping program. GPS data collected is verified each day against the existing aerial photography.
- All data collected will be downloaded nightly and transferred via the internet to Midland's home office in Maryville, MO.
- All transferred data is backed up nightly in the Maryville office.
- Any water features that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded as to the method of collection utilized.
- Curb stop shutoffs and meters are NOT included in the pricing or scope of work for this contract.

GIS FEATURE CREATION

Midland GIS Solutions will develop an ESRI ArcDesktop 10.x geodatabase file for the water distribution network for the City of Charles City. Unique feature class data layers will be created for the layers that are defined during the Geodatabase Design Workshop portion of the project.

Custom domains (pre-defined menus) will be built for each layer during the Geodatabase Design Workshop. These custom domains will be added to Midland GIS Solutions' custom field inspection application to ensure that field staff will collect clean and consistent data throughout the utility survey project. These domains will also be utilized by Charles City staff for future management of the geodatabase to help simplify the editing and data management processes.

Midland GIS will acquire copies of all available existing mapping records for Charles City's waterline utility infrastructure. These records may include historical maps, as-build records, an existing GIS dataset, and AutoCAD drawings. All hard-copy maps will be scanned so that they may be returned to the City in a timely manner.

Water distribution mains will be developed by combining exact GPS locations of above ground features with as-built and AutoCAD drawings to determine the best representation of Charles City's water distribution network. Individual water main segments will have diameter and material attributes associated with them. All lines will be checked in a quality assurance process to ensure a clean network.

QUALITY ASSURANCE & QUALITY CONTROL

Quality Control and Cost Control issues involved with this project are of paramount importance to Midland GIS Solutions and to the overall integrity of the proposed project. These issues range from GPS accuracy and data development precision to successful database integration, which potentially affect every aspect of the project. Through the combined efforts of our project team, an emphasis on quality control will remain at the highest level of importance during the development and implementation of the City's GIS program. Our efforts to ensure the highest quality products and services to The City of Charles City, IA include:

- Custom QA/QC ArcGIS tools
- "Heads-up" QA/QC against base data or aerial photography
- Digital and hard copy checks against field notes and as-built drawings
- 5% redundancy check of all GPS collected data
- Printed check plots for review by Charles City staff
- Assurance that end product shows complete connectivity

GPS REDUNDANCY CHECK

As part of the quality control process, Midland GIS Solutions will GPS locate five (5) percent of the features previously shot during the project. This process is part of the Midland GIS field protocol and will be employed during the Charles City project. Midland GIS will compile and process the results against the other data set and verify the required accuracy tolerance is being met.

PROJECT STATUS REPORTS

Midland GIS Solutions will issue a "Project Status Map" to Charles City on a bi-weekly basis illustrating the progress accomplished. These maps are also kept on file by the GIS Project Manager for project progress reference.

INTEGRITY WEB GIS SOLUTIONS

Built on ESRI technology, Integrity™ powered by Geocortex® is Midland's software solution to edit, maintain, and analyze your GIS data. With built in workflows for daily operations and asset management, this easy to use tool lets users access their mapping and information on any computer or mobile device, increasing efficiency and operational awareness.

The desktop and mobile viewer for HTML5 provides advanced Web mapping capabilities and is geared towards simple, targeted web-mapping applications for tablets and a broad array of handheld devices.

INTEGRITY™ CORE COMPONENTS & FUNCTIONALITY

Production quality reports, non-spatial data, enhanced security, and search features can be easily incorporated into your applications. You can print large-format, high-resolution maps with data and mark-up using pre-defined print templates. Tailor custom reports to meet your evolving needs. Easily visualize and search data from third-party systems not traditionally accessible to spatial applications.

DATA LINKING

Link to external non-spatial databases, files, or web services and embed this data in reports, searches, and forms. Data Linking also provides the ability to retrieve data from external data sources and link it to attributes of spatial data, extending the reach and capability of your applications.

PRINT, REPORT & QUERY

You can invoke normal or large format, high-resolution template-based printing and reporting. Template-based printing allows you to create printable maps using customized and out-of-the box layouts.

Template-based reporting and advanced queries enable the user to easily generate standard and customized reports that have been pre-configured by the administrator. Each template defines a standard layout for reporting on the layer's features, attributes, linked and computed data.

SEARCH

Customize your searches by creating your own search forms and query tasks.

LAYER LIST

The Layer List provides layer organization and collapsible categorization. You can also control map service transparency, layer visibility control, view a dynamic legend (reflects currently visible layers), and filter/find layers with text input. Having such a wide range of controls will enable you to have greater control over your layers, and in turn, over what data that is accessible to you.

FORMS
Forms provide a simple way to create dialogs that prompt end-users for input through web or mobile applications. A form designer allows you to add input items such as text boxes, auto-complete entries, date pickers and drop-downs, then, associate validation rules and control the forms layout.

EDITING
Built-in features enable end users to create new features, edit geometry of existing features, and modify attribute data and much more. The editing tools are intuitive and include highly dynamic snapping capabilities. Users can edit data belonging to versioned geodatabase layers exposed in the application.

INTEGRATION
Bi-directional integration allows you to launch from other applications or have other applications launch a viewer. The URL Integration feature supports a variety of options, such as; zoom to a specific extent, or zoom to and highlight a particular feature. Common types of applications which are integrated include document management, permitting, assessment, and other non-spatial business applications.

ONLINE HELP & TUTORIALS
Online-help and tutorials for administrators and users are provided through a Resource Center, as well as a Discussion Forum where you can post questions and suggestions.

WEB PAGE DOMAIN NAME REGISTRATION
Midland GIS Solutions will register an SSL domain name for the GIS website through GoDaddy.com. [SSL stands for Secure Sockets Layer and is the industry standard in security technology for establishing an encoded link between a web server and a browser to ensure that all data that passes between the server and browser remains private and protected.]

Midland GIS Solutions will route the DNS (Domain Name Service) numbers to our dedicated web servers. Midland GIS Solutions will test the domain name once transferred to our web server for quality control purposes.

GIS WEBSITE DESIGN AND DEVELOPMENT
Midland GIS Solutions will setup a customized Integrity HTML5 GIS website Mobile GIS website for the City of Charles City, IA. The HTML 5 mobile GIS website will allow the City to access the website via tablet and handheld devices. (i.e. iOS Apple, Android, & Windows mobile devices). Midland GIS Solutions will utilize the existing "GIS ready" shapefile data and aerial photography provided by the City of Charles City, along with all specified data to be converted and/or integrated by Midland GIS Solutions for the GIS website(s).

GIS WEBSITE HOSTING
Midland GIS Solutions will host the GIS website and GIS data on a Dell PowerEdge R710 web server. Midland GIS Solutions will set up a scheduled batch program that will automatically copy updated GIS data from the City's GIS server to our secured ftp server on a weekly basis.

Midland GIS Solutions maintains a secured, climate controlled server room with a dedicated fifty(50) Mb upload and fifty (50) Mb download speed fiber Ethernet connection. The server room is connected to a gas-powered generator to keep the web servers up and running in case of a power outage.

In addition, Midland GIS Solutions provides a failover backup service for the GIS website, in the result of a catastrophic event to our web servers.

TRAINING & SUPPORT

Midland GIS Solutions provides comprehensive training and support for every level of service provided, including onsite and remote training for Midland's Integrity™ GIS solutions. Training and technical support provided for the GIS website(s) will include one (1) day of onsite training to City staff as part of this project.

ADDITIONAL TRAINING & SUPPORT

Midland GIS Solutions will be available to provide additional training and support as needed after project completion. Additional remote or onsite training can be arranged for $85.00/hour.

DELIVERABLES

After the staff at The City of Charles City, IA has reviewed and approved all GPS located and attributed data, Midland GIS will present a full set of deliverables to the City. Theses deliverables will be both physical and electronic and will give Charles City the full potential to utilize the new GIS as well as maintain it into the future.

PROPOSED DELIVERABLES INCLUDE:

ESRI ArcDesktop 10.x Geodatabase containing datasets for the water utility

ESRI Map Documents (.mxd)
- 11x17 Truck Book Map Documents for the water utility
- 36x36 100-scale Map Documents for the water utility

(3) Sets of bound 11x17 Truck Books

(1) Full system 42" high gloss wall map

Onsite Training for staff on Integrity Web GIS

(6) Months free Tech Support that includes:
- Phone Support
- Remote Web Support
- Email Response
- Dedicated Project Contact

On-going hosting and user support and security of Integrity Web GIS.

FEE SCHEDULE

GPS DATA COLLECTION & GIS DEVELOPMENT

Water Utility Network_____$24,200.00

Fees are based on the number of utility features as provided to Midland GIS Solutions by The City of Charles City, IA.

INTEGRITY WEB GIS DEVELOPMENT

Website Development and Implementation_____$2,000.00
Year of Web Hosting_____$3,600.00/Annually

TOTAL PROPOSED FEE_____$29,800.00

IN WITNESS WHEREOF, the parties hereto have set their hand to duplicates hereto this _____day of_____**2016**.

APPROVED BY: **City of Charles City, Iowa**

By:_____

Attest: _____

APPROVED BY: **MIDLAND GIS SOLUTIONS**

By: _____
Kirk Larson
Vice President

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MEETING DATE: 09/13/16 **ITEM: 6**

AGENDA ITEM SUMMARY

Subject: Review Façade applications from Staci Ackerson and Cedar River Pizza

Background Summary:

The Façade committee has received two applications for funding through the city's Façade program and they are attached.

As part of the recently approved guidelines for this program, these applications will be reviewed by the Façade committee who will submit their recommendation to the city council for final approval.

CITY OF CHARLES CITY

COMMUNITY REVITALIZATION
FACADE IMPROVEMENT GRANT APPLICATION

Date of application 8/16/16

Applicant's name Stacy & Staci Ackerson

Mailing address 401 Water St. Bassett IA 50645

Telephone (641) 220-3608 (Home) (641) 228-7436 (Work)

Project address 1006 N. Grand Ave. Charles City IA 50616

Does the applicant own the building? Yes X No ____

If no, who does own the building? ____

Owner's address ____

Owner's telephone ____

Describe proposed project specifically: (attach additional sheets if necessary)

(1) Cut out & replace "new" brick on N. wall/exterior. Used to be depot door - closed off years ago & brick doesn't match - we have enough original brick leftover from roof/rear exterior job to replace w/ original brick. See picture. $600.

(2) add awnings to front windows & entry door - this was also was an original facade feature $3646.27 & signs

(3) balcony/deck for N. side apartment $7989.38

Proposed starting date: October 1, 2016

Proposed completion date: Nov 1, 2016

Amount of funds requested: $6,117.83

Estimated cost of project $12,235.65

Provide a brief outline of project costs Cut out & replace blonde brick on N. Side w/ original dark red bricks, add awnings & signs, build deck on N. side on 2nd floor. The deck was an add on after the roof was completed. It seemed like a great aspetic feature as well as creating a wonderful extension to the living space in that apartment.

List current assessed valuation of project property $ 320,000 when complete
Currently @ $200,000.

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources

Source	Amount
Shankland Insurance	5,000.-
owners	1,117.83
-financing for majority	has been w/ First Citizens.
Main St. Challenge Grant	$55,000 - + design asst.
Facade 2015 $10,000	

If the project property has been vacant, state how long we've been in and rehabbing since fall 2015

Is the project property properly zoned for the business? yes

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.
none

Number of years the applicant has been in business
4

Names and addresses of contractors and/or architect used for the proposed project.
Cedar River Signs, Alternative Building Concepts
Jordan Apel (brick - he did all the tuckpointing)

Number of new jobs (if any) the proposed project will create 3

Number of existing jobs proposed project will preserve 1

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Community Revitalization.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Community Revitalization Facade Improvement Program and agree to abide by its conditions and guidelines.

Ellen Ackerson — 8/16/16
Signature of Applicant — Date

[illegible] — 8/16/16
Signature of Applicant — Date

Cedar River Signs, Inc.
1207 S. Grand Ave.
Charles City IA 50616
United States
Phone: 641-330-5022
http://www.cedarriversigns.com

Quote 1610 - Awnings and Sign for New Building

Expiration Date : 09/11/2016

Quote for	Contact	Shipping/Install
Shankland Insurance 708 Kelly St. Charles City Iowa 50616	**Staci** Phone : (641) 228-7436 Mobile : (641) 220-3608 Email : staci@shanklandinsurance.com Address : 708 Kelly St. Charles City Iowa 50616	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
1610	08/12/2016		Due on receipt		

Items

#	Item	Qty	Unit Price	Total	Tax
1	**Composite Aluminum Sign** W:192.0 in. X H:16.0 in. , Single Sided Black/Beige "ackerson insurance services" includes install and hardware	1	$267.73	$267.73	$18.74
2	**Ashford Forest Awnings** 7 total 3) 52" wide, 32" tall, 32" projection slant style with Sunbrela Ashford Forest pattern 4) 44" wide, 32" tall, 32" projection slant style with Sunbrela Ashford Forest pattern includes install and hardware	1	$3,140.00	$3,140.00	$219.80

Total

Sub Total	Total Tax(%)	Final Price
$3,407.73	$238.54 (7.0%)	$3,646.27

Downpayment (0.0 %) $0.00

for **Shankland Insurance**

Signature **Date**

We agree to your terms and conditions. Please proceed with the order.

COMMUNITY REVITALIZATION
FACADE IMPROVEMENT GRANT APPLICATION

Date of application 08/30/2016

Applicant's name Joel Biggerstaff dba: Cedar River Pizza Company

Mailing address 105 N. Main St

Telephone (712) 577-0002 (641) 228-3590
cell ~~(Home)~~ (Work)

Project address 105 N Main St

Does the applicant own the building? Yes _____ No X

If no, who does own the building? Todd Prichard

Owner's address 103 N Main St (Prichard law)

Owner's telephone (641) 228-4500

Describe proposed project specifically: (attach additional sheets if necessary)

See Attached Section (A)1

Proposed starting date: as soon as possible

Proposed completion date: 08/01/2017

Amount of funds requested: 7639.98

Estimated cost of project 15279.97

Provide a brief outline of project costs

See attached (B)* & (A)2

List current assessed valuation of project property $ 58,000

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources

Source	Amount
See attached (C)	

If the project property has been vacant, state how long N/A

Is the project property properly zoned for the business? yes

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.

N/A

Number of years the applicant has been in business

one

Names and addresses of contractors and/or architect used for the proposed project.

See attached (B)

Number of new jobs (if any) the proposed project will create N/A in Phase 1
Phase 2 → 2+

Number of existing jobs proposed project will preserve 12

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Community Revitalization.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Community Revitalization Facade Improvement Program and agree to abide by its conditions and guidelines.

Signature of Applicant — Date 8/30/16

Signature of Applicant — Date

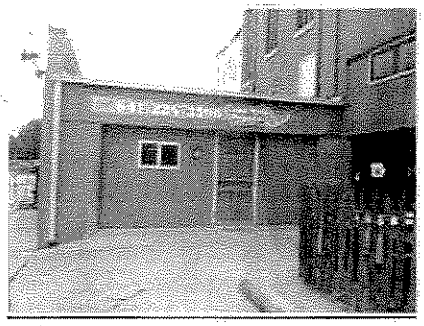
(A) Project Description:

1- This proposed project is submitted by Cedar River Pizza Co. at 105 N. Main Street in Charles City, IA. This project is inclusive of phase one façade improvement and restoration of the back garage area of Cedar River Pizza Company. The overall intent is to add a Riverview dine-in eating option to our business & to benefit the overall aesthetics while maximizing River view frontage in Charles City. This project is the first step that will lead to our river view dining. Phase 2 is interior design and dining addition, which is not included in this proposal. Main Street Iowa has generously provided a concept drawing of the exterior & interior space. We are utilizing those concept drawings to refurbish/redesign the façade area.

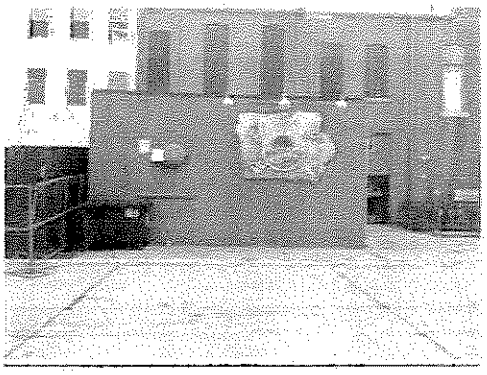
2- Project Includes:

- Restoration of picture window on west side of building.
- Addition of Commercial Glass Garage Door to enhance and capture a river view for dining.
- Addition of a Commercial Door Customer Entrance.
- Painting of the exterior to define the business as a separate entity.
- South Side Building Signage.

Current Pictures of Garage – Proposed Project



South Side of Building. Prior garage door area boarded over.



South Side of Building. Original picture window boarded over.

Façade Grant Sources of Funds & Contractors

(B) Contracted Workers

Construction: Scott's Carpentry & More (Scott Girkin) $7647.78
2007 Addison Ave.
Ionia, IA 50645
Ph: (641) 228-6820

*remove & replace picture window (west side); frame out overhead door & entry door; materials, labor and waste disposal

Exterior Painting: Mallory Painting (Dennis Mallory) $1979.50
907 S. Johnson St.
Charles City, IA 50616
(641)228-4838

*paint exterior of garage building

Commercial Glass Garage Door:
Overhead Door Co. of Mason City (Sean Wells) $4715.00
225 18th SE
Mason City, IA 50401
(641) 424-4114

*Overhead glass garage door plus install.

Signage: Cedar River Signs, Inc. (Cory Mutch) $ 937.69
1207 S. Grand Ave.
Charles City, IA 50616
(641) 330-5022

*South Side Signage update, as reflected in Main Street Iowa Concept design (attached).

Project Estimate Total = $ 15,279.97

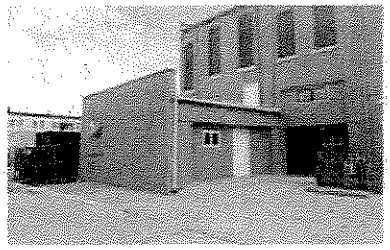
(C) Sources of Funds:

50% Owner Cash Contribution: $7,639.99
50% Façade Grant Funding: $7,639.98

Project Estimate Total = $ 15,279.97

MAIN STREET IOWA

Main Street Iowa
Proposed Building Rehabilitation
Cedar River Pizza Company
Charles City, Iowa
Project Number: 11315
December 16, 2015



Existing

Proposed

Notes:

> This design proposal presents an expansion option to provide indoor and outdoor dining space for the Cedar River Pizza Company.
> Address the existing roof issues and make any repairs necessary before continuing with interior improvements.
> Maximize natural light within the space by restoring the structure's original openings. A garage-style door on the front façade allows for ample daylight and river views, and can be opened in nice weather (see image at left). The window opening on the side wall should also be restored, matching the size, material, and character of the original window as much as possible.
> Use paint in a contrasting color to give the business its own unique identity and separate it from the adjoining building. Shown here is Benjamin Moore # 1602.
> Work with the city and neighboring building owners to activate the existing sidewalk/parking area and increase outdoor seating space. Simple fences and greenery that provide a buffer from traffic and the adjacent lots can help to define a seating area. Explore the possibility of relocating the air conditioning units to the roof, or at the least, conceal them with fencing.
> Utilize signage to maximize visibility. A graphic mural of the logo along the side wall adds visibility as well as visual interest and color to the building. A flat awning over the garage door provides a base for lettered signage. Coordinated vinyl graphic signage on the door adds pedestrian-scaled signage and highlights the entry.
> Add exterior lighting to illuminate the entrance and outdoor dining areas.

Drawn by: M. Fiala Jessen

Conceptual Drawing Only

Scott's Carpentry & More
Scott Girkin Owner
2007 Addison Ave.
Ionia, Ia. 50645
(641-228-6820)

PARCO MANUFACTURING, INC

Date: 8-28-2016

To: Cedar River Pizza
N. Main St
Charles City, IA 50616

Estimate

Pella

Remove + Replace 5'x5' Picture Window on West Side of Bldg. - Pella Window Fiberglass Frame, Black In + out w/Grills, Non opening $759.78

Labor + Materials to install + Trim in + out + Disposal $1598.00

Total = $2357.78

Frame South wall for overhead Door + New Entry Door 3-0 - Glass Entry Door w/Black Frame Lock + Closer $1795.00

Materials + Labor to Demo, Frame + Install wall + Door + Dispose of Debris $3495.00

Total = $5290.00

Estimated Amount: $7647.78

Thank You For Your Business!

Deposit Received:

Remaining Estimate Balance Amount:

Payment Is Expected Upon Completion, Unless Prior Arrangements Were Made.
Written Estimates will be honored for 30 days.

Quote

Date: 07/16/2016
Quote No.: 10015

Mallory Painting
907 S. Johnson St.
Charles City, Iowa 50616
641-228-4838
MalloryPainting.com

Bill To:
Cedar River Pizza Company
105 N. Main St
Charles City, IA 50616

Ship To:
105 N. Main St
Charles City, IA 50616

Hrs	Description	Unit Price	Total
1	Powerwash, patching holes, spot primer, paint (2 finish coats)	$1,850.00	$1,850.00

Subtotal	$1,850.00
Sales Tax	$129.50
Total	**$1,979.50**

Paint and supplies included.

Please contact us for more information about payment options.

Thank you for your business.

OVERHEAD DOOR CO. OF MASON CITY
225 18TH S.E.
BOX 710
MASON CITY, IA 50401
1-641-424-4114
1-641-424-4116 FAX

The Genuine. The Original.

Proposal #: 1-12959
Q 21179

PROPOSAL SUBMITTED TO: CEDAR RIVER PIZZA CO.			Date 6/14/2016	Attention
STREET 105 N. MAIN STREET			Job Name CEDAR RIVER PIZZA CO.	
City CHARLES CITY	State IA	ZipCode 50616	Job Location CHARLES CITY	
Phone Number 641-228-3590	Fax Number		Job Phone 641-228-3590	

ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	1	521	11' 2"	7' 7"	11' 0"	7' 6"	MANUAL		

FURNISH AND INSTALL:
The above sized 521 series sectional door(s), as manufactured by the Overhead Door Corporation. Door standard features to include the following:
Sections will be constructed using 204R1 clear anodiz ed rails and stiles extruded from 6063-T6 aluminum, .050 anodized aluminum panels. 2 5/8" center stiles, 3 1/2" end stiles, 2 1/8" intermediate rails, and up to 3 3/4" top rails and up to 4 1/2" bottom rails. Hinges and fixtures will be galvanized steel.

PROPOSAL TO INCLUDE THE FOLLOWING:
Item 1 above to feature the following:
- (1) Solid Sections, Deduct for Open bottom section.
- (4) Tempered Glazing For Sash Sections, 1/2".
- (11.17) Weatherseal, Top Seal, dual flap #408972.
- (1) Track 12" radius.
- (7.58) Track, 2", Continuous Angle In (#2) STEEL JAMB (STD).
- (11.17) Solid Shaft, 1" In Lieu Of Tubing.
- (15.17) J140 BRUSH W/STRIP.
- (4) Powder Coat Paint (Aluminum Sash Section Only).

Price includes all applicable state and local taxes. Pricing subje ct to inspection of opening.Openings including spring and operat or mounting pads by others.

IF SCREEN AN OPERATOR ARE CHOSEN ALL ELECTRICAL WOULD BE BY OTHERS

Down payment required before ordering. $2300.00

ALTERNATE:
TO FIT A LIFESTYLE SCREEN IN PLACE THE DOOR SIZE WOULD HAVE TO BE ALTERED TO 7'3" AND A TROLLEY OPERATOR WOULD HAVE TO BE ADDED

ADD $2700.00

LIFESTYLE SCREEN WITH RSX TROLLEY OPERATOR ADD $2,700.00 TO QUOTE TOTAL

THE DARKEST COLOR THE LIFESTYLE FRAME COMES IN IS DARK BROWN
THE SCREENING WOULD BE HEAVY BLACK SCREEN FOR DURABILITY

Price Proposal for CEDAR RIVER PIZZA CO. by OVERHEAD DOOR CO. OF MASON CITY
Proposal Number 1 - 12959
Job Name: CEDAR RIVER PIZZA CO.

We hereby propose to complete in accordance with above specification, for the sum of:

Four Thousand Seven Hundred Fifteen Dollars and No Cents **4,715.00**

Signature Sean Wells
SEAN WELLS Direct Dial:

TERMS AND CONDITIONS

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

FULL PAYMENT TO BE MADE AS FOLLOWS: NET 15 DAYS
BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's posession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 15 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature Title Date of Acceptance

Cedar River Signs, Inc.
1207 S. Grand Ave.
Charles City IA 50616
United States
Phone: 641-330-5022
http://www.cedarriversigns.com

Quote 1617 - Formed Letters

Expiration Date : 09/29/2016

Quote for	Contact	Shipping/Install
Cedar River Pizza Co. 105 N. Main Charles City IA 50616	**Joel Biggerstaff** Phone : (641) 228-3590 Address : 105 N. Main Charles City IA 50616	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
1617	08/30/2016		Due on receipt		

Items

#	Item	Qty	Unit Price	Total	Tax
1	**12" channel letters** "Cedar River Pizza Co."	1	$876.35	$876.35	$61.34
	for above addition as proofed				

Total

Sub Total	Total Tax(%)	Final Price
$876.35	**$61.34 (7.0%)**	**$937.69**

Downpayment (0.0 %) $0.00

for **Cedar River Pizza Co.**

Signature **Date**

We agree to your terms and conditions. Please proceed with the order.