

**CITY OF STORM LAKE
REGULAR COUNCIL SESSION MEETING,
CITY HALL
COUNCIL CHAMBERS
DECEMBER 18, 2023
5:00 PM**



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

AGENDA

Access to the official meeting can also be done through the following ways:

BY TELEPHONE:

Dial: 1-312-626-6799 or toll-free: 1-888-475-4499

Zoom Meeting ID: 933-2006-3301

BY COMPUTER:

<https://zoom.us/j/93320063301>

Open the Meeting

- **Call to Order**
- **Pledge of Allegiance**
- **Proclamation**

- A. **Consideration of Changes in Agenda and Setting the Agenda**
- B. **Disclosure by City Council Members**
- C. **Hear the Public**
- D. **Consent Agenda**
 - 1. [Consent Agenda](#)
 - 2. [Buy Local Information](#)
 - 3. [Approve 28E Agreement with Santa's Castle](#)
 - 4. [Approval of November 7, 2023 Election Results](#)
 - 5. [SLPD City Code Enforcement Summary](#)
- E. **Unfinished Business**
- F. **New Business**
 - 1. [Motion to Approve Selection of Professional Services with Rebnord Technologies Inc for Managed Information Technology Services](#)
 - 2. [Resolution No. 21-R-2023-2024 Approving Legal Action Regarding TIF Mishandling](#)
 - 3. [Work Session - Campground](#)
 - 4. [City Council Requested Items / City Council Updates](#)
- G. **Adjourn**

Meeting Protocol

If you wish to speak today, please:

1. To speak on an agenda item please approach the podium when that agenda item is called and upon recognition by the Mayor identify yourself by stating your name and address.
2. If your issue is not a topic on the agenda please approach the podium under the "Hear the Public" agenda item and upon recognition by the Mayor identify yourself by stating your name and address.
3. Please keep your remarks to three (3) minutes or less.
4. If you require accommodation for this meeting including but not limited to translation services, hearing assistance, or accessibility please contact the City Clerk at least four (4) hours prior to the start of the meeting.

**If you have concerns about any of the items on the consent agenda, they may be separated from the consent agenda and voted on individually.*

***Ordinances may be read at three consecutive meetings or readings may be waived and ordinances may be passed at only one or two meetings.*

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Find us on the Web at <http://www.stormlake.org>

Staff Summary

12/18/2023

Agenda Item # D.1.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
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REPORT TO: Honorable Mayor & Council

FROM: Mayra Martinez City Clerk

SUBJECT: **Consent Agenda**

BACKGROUND: The Consent Agenda Includes:

- List of Bills
- King's Pointe & Sunrise Pointe Disbursements ,
- Approve December 4, 2023 City Council Minutes
- Approve December 4, 2023 Special City Council Minutes
- Approve December 6, 2023 Strategic Planning Minutes
- Approve December 12, 2023 Civil Service Minutes
- Acknowledge the November 2023 Library Minutes
- Acknowledge the November 2023 Airport Minutes
- Approve Renewal Liquor Licenses for Brew Oil #33, Smokin Hereford, and Plaza Mexico
- Appoint to the BOA Board - Amanda Goodenow - Term to expire 6/30/26
- Approve 28 E Agreement With Santa's Castle
- Approve Abstract of Votes From The November 7, 2023 Election
- Approve Buy Local Information
- Approve Storm Lake Police Department City Code Enforcement Update

FISCAL IMPACT: City Will Pay The Following Expenditures:

- List of Bills: \$1,630,598.02
- King's Pointe & Sunrise Pointe Golf Course Bills: \$178,171.91

RECOMMENDATION: Approve Consent Agenda

ATTACHMENTS:

[12/18/2023 City Expense Report.pdf](#)
[12/18/2023 King's Pointe Claims 11.30.23 to 12.13.2023.xlsx](#)
[12/04/2023 City Council Minutes.docx](#)
[12/04/2023 Special City Council Minutes docx](#)
[12/06/2023 - City Council Strategic Planning Minutes.doc](#)
[November 2023 Library Minutes.docx](#)

November 2023 Airport Minutes.docx
12/18/2023 - BOA Application - Amanda Goodenow.pdf
December 12, 2023 - Civil Service Minutes.docx
Brew Oil #33 Liquor Application 2024.pdf
Smokin Hereford Liquor Application 2024.pdf
Plaza Mexico Liquor Application 2024.pdf

Storm Lake, IA

Payment Date Range: 12/07/2023 - 12/20/2023



Vendor Name	Vendor Number	Payable Description	Total Payments
BVC			
Buena Vista County Recorder	001549	November 2023 Recordings	164.00
Buena Vista County Solid Waste	001035	Recycling	142.32
Control System Specialists, LLC	001013	Boiler Repairs	206.00
Joyce's Greenery	001062	Oct/Nov Maintenance- Spooner Family Sign	770.00
Mike's Electronics Inc	001196	Tower 4 Repairs	618.58
Storm Lake Garage Door Service, LLC	002067	Opener Replacement	1,200.00
		BVC Total:	3,100.90
Contract/Agreement			
Bolton & Menk, Inc	001024	Design Services	110,001.40
Municipal Pipe Tool Co., LLC	001413	Gutter Brooms	3,136.50
Woodruff Construction, Inc	002132	Pay #2 of KP Construction Mgr Agreement	95,056.43
		Contract/Agreement Total:	208,194.33
Local			
A & A Automotive	001022	New Tires (2)	876.91
Buena Vista Regional Medical Center	001124	11/8/2023 Testing- Paltz	247.00
Central Bank	001025	Services	3,008.90
Comes Investments, Inc	001285	Meeting Supplies	224.38
Culligan Water Storm Lake	001071	Water Supplies	26.25
Dennis R Julius	001064	Entrance Mat Services	127.80
Growmark Inc New Century FS	001016	Fuel	12,374.68
Iowa Office Supply Inc	001037	Supplies	285.99
Jim Bartholomew	001069	December 2023- Airport Contract	6,136.21
Lake Animal Hospital	001029	Bd & Disp Cats & Dogs	255.00
Larson Oil & Distributing Co, Inc	001178	Diesel Fuel	2,628.45
Long Lines	001077	Fax Line & Emergency Line Service	1,372.95
McCrea Enterprises	001176	Paint Supplies	103.15
Michael P. Reinert	001079	Supplies	20.00
North Lake Truck Repair	001177	Kit Plug Oil Pan	137.95
O'Reilly Automotive Inc	001108	Supplies	8.00
Paxtons Jewelry	001143	Clock	125.00
Plumbing & Heating Wholesale, Inc	001126	Irrigation Supplies	172.41
Qwest Corporation	001070	Phone Service	76.03
Rebnord Technologies, Inc	001091	Splicing Services	30,275.00
Reding's Gravel & Excavating Co., Inc	001132	Pay #1 (Final) of 610th Street Sanitary Sewer	38,241.10
Smith Concrete Service Inc	001134	Concrete	1,694.22
Stanton Electric, Inc	001264	FOD LS Outlet Installation	1,239.90
Storm Lake Ace Hardware	001216	Supplies	1,316.63
Storm Lake Hydraulics Co, Inc	001089	Hyd Hose	33.76
The Storm Lake Times	001214	November 2023 Publications	1,431.19
US Postal Service	001487	PO Box Fee	264.00
Verizon Wireless Services LLC	001075	Cell Phone Service	3,534.03
Visual Edge Inc	001063	Copier Maintenance Agreement	977.06
Wiese Plumbing & Heating, Inc	001302	Air Handler Unit	3,224.84
		Local Total:	110,438.79
Non-Local			
ABC Pest Control, Inc	001078	Pest Control Services	136.50
Ace Sign Displays	001808	Supplies	375.00
Alex Air Apparatus 2 LLC	002217	Helmet	387.50
Beck Engineering, Inc	002005	DD Engineering Service	707.50
Bend Mailing Services, LLC	002013	Bill Printing Services	2,749.31

Buy Local_v1

Vendor Name	Vendor Number	Payable Description	Total Payments
Boji Portable Toilets Inc	001133	Portable Toilet Rental	400.00
Brick, Gentry, Bowers, Swartz & Levis, PC	002429	Legal Services	150.00
Brodart Co.	001009	Books	249.12
Builders Sharpening & Service LLC	001011	Fuel Tank Leak Repairs	4,929.94
Carey's Furniture	002434	Hotel Mattress	67,043.01
Cavendish Square Publishing LLC	002138	Books	204.44
Core & Main LP	002000	Testing Supplies	468.64
Crouch Recreation, Inc	002430	Playground Equip- Paxton's Agreement	139,634.00
Del's Garden Center, Inc	002199	Trees- Less Tax	3,920.00
Dorsey & Whitney LLP	001954	TIF Legal Services	14,056.00
Eagle Engraving, Inc	002147	Supplies	33.80
Eastern Aviation Fuels, Inc	001030	Jet Fuel	26,250.30
Ed M. Feld Equipment Company, Inc	001031	Hose	3,894.14
Electric Pump Inc	001032	ABS Pump Installation	1,211.65
Elliot Equipment Company	001681	Gutter Brooms	1,641.78
EWI Holding III Corp	001293	Bioxide	19,957.60
Fire Service Training Bureau	001483	FF1- Kutz	100.00
Fischer Bros, LLC	002308	Pay #3 of Water Park Repairs 2023	218,840.10
Foundation Analytical Laboratory, Inc	001100	Testing Services	3,026.00
Getty Images (US), Inc.	001206	Istock Subscription	597.00
Guardian Alliance Technologies, Inc	002243	License	102.00
Gumdrop Books	002316	Books	239.40
HD Supply, Inc	001336	Training Material	139.95
Imagine the Possibilities, Inc	001883	Janitorial Services	800.00
International Association of Chiefs of Poli	001532	Membership Renewal- Cole- ID#02086431	190.00
Iowa Department of Natural Resources	001286	Trees	197.00
Iowa Law Enforcement Academy	001036	De-Escalation Training- Fritz	35.00
Iowa Poetry Association	001484	2023 Lyrical Iowa	12.75
Iowa Police Chiefs Association	001109	Membership- Cole	125.00
Karl Chevrolet, Inc	001505	New PD Vehicle Upfit	17,238.02
Kasperbauer Cleaners, Inc	002435	Entrance Mat Services	93.68
Language Line Services, Inc	001624	Interpretation Services	543.71
Laurens House of Print Ltd	002161	150th Ornaments	2,700.66
Marcus Lumber Company Corp	002011	Foam Sealant	5,017.53
Midwest Tape, LLC	001275	DVDs	261.62
Midwestern Mechanical of Iowa, Inc	001819	Pay #2 of KP HVAC Replacement	232,774.15
Mississippi Lime Company	001095	Lime	17,977.02
Molecular Repair Concepts, Inc	002272	Belzona	1,854.77
Mongan Painting LLC	002413	Pay #2 of Resort Painting Services	211,829.10
Municipal Supply, Inc	001391	Smart Points	9,181.76
Northwest Iowa League of Cities	001118	11/16/2023 Meeting Registration	80.00
Prime Media Acquisition Corp	001287	Office Supplies	173.60
R & R Products, Inc	001299	Roller Assembly	914.00
Response Graphics & Embroidery, LLC	002346	Uniforms	218.52
RJ Thomas Manufacturing Compnay, Inc	001090	Decals	974.50
Salus LLC	001006	Sept to Nov 2023 Memberships	180.00
Schumacher Elevator Company	001200	Elevator Maintenance Service	238.78
Service Master by Rice	001775	Carpet Cleaning Services- Less Tax	248.00
Sioux City Mercy Medical Clinic	002167	8/29/2023- Eliwise Svc	41.77
Sirchie Acquisition Company, LLC	001437	Supplies	362.20
Smith Fertilizer & Grain	002222	Beet Brine	5,433.18
State Industrial Products Corporation	002309	WW Program	3,182.20
Swank Motion Pictures, Inc	001523	Site License	507.00
The Des Moines Register	001331	FY2024 Subscription- Library	540.04
Tyler Business Forms	001298	W-2 & 1099 Forms	430.83
UnityPoint Clinic- Occupational Medicine	001315	Lab Services	84.00
UPS	001121	Shipping	13.17
W. W. Grainger, Inc	001085	Gasket	73.45
Ziegler, Inc	001097	Power Relay	986.01

Buy Local_v1

Vendor Name	Vendor Number	Payable Description	Total Payments
Zoom Video Communications, Inc	001987	Annual License	299.80
		Non-Local Total: 1,027,257.50	
Payroll/Refunds			
Brandon Ripke	001815	11/29/23 Playground Equip Inspector Cert	78.00
Custodian of Petty Cash	001272	Postage	30.30
Custodian of Petty Cash- Jean Cashman	001470	12/5/2023 Postage	3.87
Gerardo Bravo	002120	11/7/23- Instructor School Travel	139.00
Jason Hoffman	002038	Ankeny Playground Inspector Cert	78.00
Joel Rodriguez	002432	12/6/2023 Seizure Return	342.00
Matthew J Beckman	001991	12/4/2023 DW Treat 2- Cert Fee	148.12
Mitchell Fritz	002023	11/30/23- MCTC Training	99.83
Scott Mack	002149	Decommission P-19	184.00
Thomas Lane	002020	11/30/23- MCTC Training	77.00
Tyler Munden	001530	11/7/23- Instructor School Travel	216.00
		Payroll/Refunds Total: <u>1,396.12</u>	
		Grand Total: 1,350,387.64	

King's Pointe Resort

Claims Publication

From 11/30/2023 to 12/13/2023

Vendor	Description	Amount
360 Custom Designs, LLC	Services	\$ 117.68
A-1 Preferred LLC	Services	\$ 1,660.50
Alliant Energy	Utilities	\$ 294.85
Amazon Capital Services, Inc	Supplies	\$ 637.41
American Society of Composers	Services	\$ 10.89
Authnet Gateway	Services	\$ 25.00
Bomgaars Supply Inc.	Supplies	\$ 727.94
Bunkers Feed Supply Inc.	Supplies	\$ 463.76
Central Iowa Distributing	Supplies	\$ 810.45
Cintas Corporation	Supplies	\$ 3,433.33
Doll Distribution	Beverages	\$ 385.85
ECOLAB	Supplies	\$ 533.44
Fintech	Services	\$ 61.27
Frigitec Inc.	Supplies	\$ 223.92
Grainger	Supplies	\$ 650.60
GuestSupply	Supplies	\$ 2,312.89
Horwath Laundry Machinery Co.	Services	\$ 8,910.22
HyVee	Beverages	\$ 1,061.96
Iowa Dept of Revenue	Taxes	\$ 35,466.68
Iowa Information Inc.	Services	\$ 35.00
Johnson Brothers	Beverages	\$ 344.65
Joyce's Greenhouse	Services	\$ 4,110.00
Marcus Lumber Co	Supplies	\$ 75.92
Martin Brothers	Food	\$ 11,530.38
Mediacom	Utilities	\$ 472.90
Mood Media North America Holding	Services	\$ 119.45
Pepsi Beverages Company	Beverages	\$ 819.10
Pitney Bowes Inc Purchase Power	Postage	\$ 38.56
Plumbing and Heating Wholesale	Supplies	\$ 62.49
Quore Systems, LLC	Services	\$ 302.10
RFID Hotel	Supplies	\$ 899.76
SGS, LLC	Utilities	\$ 60.00
Shift 4	Services	\$ 12,456.85
Storm Lake Ace Hardware	Supplies	\$ 563.02
Sysco Iowa, Inc.	Food	\$ 5,629.84
TNT Sales & Service, LLC	Services	\$ 464.35
Verizon Wireless	Utilities	\$ 327.65
Visual Edge IT, INC	Services	\$ 295.98
Wells Fargo Financial Leasing	Services	\$ 235.18
W-O Payroll 12/8/23	Payroll	\$ 81,540.09
		<u>\$ 178,171.91</u>

CITY OF STORM LAKE REGULAR COUNCIL MEETING, CITY HALL COUNCIL CHAMBERS, DECEMBER 4, 2023, 5:00 PM

Present: Mayor Michael Porsch, Council Members Kevin McKinney, Matt Ricklefs, Tyson Rice, Maggie Martinez, and Maria Ramos.

Staff Present: City Manager Keri Navratil, Assistant City Manager David Derragon, King's Pointe Manager Amy VonBank, Fire Chief Glenn Schlessner, Police Chief Chris Cole, Building and Code Compliance Director Scott Olesen, Library Director Elizabeth Huff, Development Services Specialist Lee Dutfield, Communications Coordinator Dana Larsen, Public Services Supervisor Scott Bonebrake, Assistant Public Services Supervisor Brandon Ripke, Finance Director Brian Oakleaf, City Clerk Mayra Martinez

Media Present: Shi-Quan Nettingham - KAYL Radio and Amber Mohmand - Storm Lake Times Pilot

Mayor Porsch called the meeting to order at 5:00 pm.

Pledge of Allegiance

Agenda - Moved by Council Member Martinez to approve setting the agenda as presented. Seconded by Council Member Ricklefs. Vote: All ayes. Motion carried.

Disclosure by City Council Members – None at this time.

Hear the Public - Pamela Mills from 310 Ontario Street addressed the Council members regarding the King's Pointe waterpark season pass and the current punch card pass. Pamela wanted to voice her opinion that the current punch card pass is not a viable option for larger families and would like to see King's Pointe issue the season family pass as they have in the past. Mayor Porsch assured Pamela that the City Council has not had enough time to come up with a proper solution for the family season pass and this will continue to be a discussion. The Council will have an open forum to the public in the Spring to help continue discussions and there could possibly be a Spring Fling offering the family season pass.

Mayor Porsch presented a clock to Council Member Rice whose term finishes at the end of this year. Mayor Porsch thanked Council Member Rice for the years he has contributed to the City Council and appreciates all the work he has done for the community.

Consent Agenda - Moved by Council Member Ramos to approve List of Bills Check #'s 80724 through 80777, EFT #'s 1264, 4754 through 783, King's Pointe & Sunrise Pointe Disbursements, approve November 20, 2023, City Council minutes, acknowledge October 2023 Library minutes, acknowledge October 2023 Airport minutes, approve renewal liquor licenses for Hy-Vee #1634 (wine), Brewsters, and Legendary Hospitality dba Malarky's, approve Memorandum of Understanding with the

City of Storm Lake and Teamsters Local 554, approve Buy Local Information, approve Storm Lake Police Department City Code Enforcement Update. Seconded by Council Member McKinney. Vote: All ayes. Motion carried.

Unfinished Business – No items at this time.

New Business

Iowa Lakes Corridor Update - Curt Strouth (new president) and Trevor Smith (new vice president) with Iowa Lakes Corridor introduced themselves to the City Council and informed the Council of their future plans for the Corridor. Stated that they look forward to collaborating and building relationships and partnerships with all entities in the Corridor and help continue economic growth in the communities.

Council Member Martinez left at 5:15 pm arrived at 5:16 pm

Well No. 22 Development Project - Mayor Porsch opened the public hearing on the Community Development and Housing Needs assessment stating this was the time and place for any comments. Hearing no comments and no objections received prior to this public hearing from the Public or City Council, Mayor Porsch closed the public hearing.

Moved by Council Member Ramos to adopt Resolution No. 18-R-2023-2024 approving a Community Development and Housing Needs assessment. Seconded by Council Member Martinez. Roll call vote: All ayes. Motion carried.

RESOLUTION NO. 18-R-2023-2024

**A RESOLUTION APPROVING A COMMUNITY
DEVELOPMENT AND HOUSING NEEDS ASSESSMENT
FOLLOWING PUBLIC HEARING**

WHEREAS, the City of Storm Lake desires to apply for an Iowa Community Development Block Grant under the Water Sewer portion of the program, and as part of the application the City has developed a Community Development and Housing Needs Assessment to show the needs of the community, and;

WHEREAS, the City Council held a public hearing on December 4, 2023, to allow citizens to provide comments on the draft community development and housing needs projects, and;

WHEREAS, the City has provided additional opportunities for public input on the community needs including public hearings during the budget, capital improvement plan, and hazard mitigation plan processes, and;

WHEREAS, after receiving input from the community the City Council has taken those comments into consideration and made modifications to the proposed assessment as needed, and the City Council is now ready to formally approve the Community Development and Housing Needs Assessment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA:

SECTION 1. The City Council formally approves the attached Community Development and Housing Needs Assessment as a planning tool for the community.
PASSED AND APPROVED this 4TH DAY OF DECEMBER 2023.

Michael Porsch, Mayor

ATTEST:

Mayra Martinez, City Clerk

Mayor Porsch opened the public hearing on submission of CDBG application – well development project stating this was the time and place for any comments.

City Manager Navratil read the following announcement:

**CITY OF STORM LAKE
PUBLIC HEARING ANNOUNCEMENTS**

A. Explain how the need for the activities was identified.

- The need for the proposed Storm Lake Well No. 22 Project is due to the need for the City to provide a safe, reliable, and high-quality water supply to residents within the City. The City is serving the City with a number of existing wells many of which are older and at the end of their useful life or subject to impacts of long-term drought conditions. The City desires to develop a new well to ensure its ability to provide water for its residents.

•

B. Explain how the proposed activities will be funded and the sources of funds.

- The project will be funded with a combination of CDBG fund and an SRF Loan. It is estimated that total project costs will be \$2,256,465.00 which includes construction costs and CDBG grant administration costs. In addition, the City will have costs for engineering services which will be funded by SRF Loan funds only.

•

C. Announce the date the CDBG application will be submitted to the State.

- The grant application will be submitted to the Iowa Economic Development Authority no later than January 1, 2024, at midnight.

•

D. Announce the requested amount of federal funds.

- The City is requesting \$500,000.00 in CDBG funds for the proposed project.

•

E. Announce the estimated portion of funds that will benefit low-and-moderate income persons.

- The project will result in a citywide benefit and based on the 2011-2015 American Community Survey the citywide LMI is 52.0%. 52.0% of the City residents who will be impacted by the project are of low-and-moderate income.

-

F. Announce where the proposed activities will be conducted.

- The proposed project activities will take place on City owned land on the west side of 90th Avenue, north of Highway 7.

-

G. Announce plans to minimize displacement of persons and businesses resulting of funded activities.

- The proposed project will not result in the displacement or relocation of any persons or businesses.

H. Announce plans to assist persons actually displaced.

- No persons will be displaced by the proposed project.

-

I. Announce the nature of the proposed activities.

The nature of the proposed project involves the construction of new water well, pump, well house, electrical service, and controls.

Hearing no additional comments and no objections received prior to this public hearing from the Public or City Council, Mayor Porsch closed the public hearing.

Moved by Council Member McKinney to adopt Resolution No. 19-R-2023-2024 committing matching funds for CDBG application. Seconded by Council Member Ricklefs. Roll call vote: All ayes. Motion carried.

RESOLUTION NO. 19-R-2023-2024

**A RESOLUTION COMMITTING MATCHING FUNDS
FOR A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, the City of Storm Lake is applying for an Iowa Community Development Block Grant under the Water Sewer portion of the program for their Storm Lake Well No. 22 Project, and,

WHEREAS, the City has applied for a loan from and is listed on the State of Iowa Drinking Water State Revolving Loan Fund Intended Use Listing in the amount of \$2,361,000.00 (FS-11-23-DWSRF-070); and,

WHEREAS, the City intends to utilize the State Revolving Loan Fund as the source for financing their share of the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA:

SECTION 1. The City commits to the issuance of bonds, through the State Revolving Loan Program in an amount not to exceed \$2,361,000.00 for the purpose of funding the City's share of the Well No. 22 Project.

SECTION 2. The City commits to the issuance of bonds in a timely manner so as not to unduly delay the construction of the project.

PASSED AND APPROVED THIS 4TH DAY OF DECEMBER 2023.

BY THE CITY COUNCIL OF THE
CITY OF STORM LAKE, IOWA

Michael Porsch, Mayor

ATTEST:

Mayra Martinez, City Clerk

Moved by Council Member Martinez to adopt Resolution No. 20-R-2023-2024 endorsing and authorizing submission of CDBG application. Seconded by Council Member Rice. Roll call vote: All ayes. Motion carried.

RESOLUTION NO. 20-R-2023-2024

**A RESOLUTION ENDORSING AND AUTHORIZING SUBMISSION OF AN APPLICATION
FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOLLOWING PUBLIC
HEARING**

WHEREAS, the City of Storm Lake is eligible to apply for Iowa Community Development Block Grant funding under the Water-Sewer portion of the program, and;

WHEREAS, the City Council has held a public hearing as required for submission of a CDBG guidelines on December 4, 2023, to hear public comments on the submission of the grant application, and;

WHEREAS, the City has an immediate need to conduct a project to make improvements to its water system to ensure a safe, reliable, and high quality water supply for its residents, and;

WHEREAS, the City Council has decided to submit an application to the CDBG program for the Well No. 22 Improvement Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA:

SECTION 1. The City Council endorses the submission of an application for CDBG grant funds to the Iowa Economic Development Authority in the amount of \$500,000.00 for the Well No. 22 Improvement Project

SECTION 2. The City Council certifies that the required public hearing announcements were made prior to consideration of submission of the grant application, as per IEDA guidelines.

SECTION 3. The Mayor is authorized to sign all paperwork and forms necessary for the submittal of the grant application, including but not limited to the following documents:

- HUD 2880 Form
- Federal Assurances Form
- IEDA Certification of Procurement Compliance Form

PASSED AND APPROVED THIS 4TH DAY OF DECEMBER 2023.

BY THE CITY COUNCIL OF THE
CITY OF STORM LAKE, IOWA

Michael Porsch, Mayor

ATTEST:

Mayra Martinez, City Clerk

Year End Review October 12, 2022-October 12, 2023 - City Manager Navratil announced that the year-end review is attached to the agenda, and she discussed a few of the items listed and asked if there were any questions about the information. Mayor Porsch announced that he and the Council appreciated the administration and staff for their hard work and for finishing out the projects.

Moved by Council Member Ramos to acknowledge the year-end review of October 12, 2022, through October 12, 2023. Seconded by Council Member Martinez. Vote: All ayes. Motion carried.

City Council Requested Items – No items at this time.

Closed Session Reference Iowa Code Chapter 21.5 (c) Matters of Litigation - Moved by Council Member McKinney to go into closed session at 5:43 pm for reference to Iowa Code Chapter 21.5 (c) to discuss strategies with Council in Matters of Litigation. Seconded by Council Member Martinez. Vote: All ayes. Motion carried.

Those in closed session were the following: Michael Porsch, Keri Navratil, Council Members Rice, Martinez, Ramos, Ricklefs, and McKinney, City Clerk Mayra Martinez, Brian Oakleaf, David Derragon and Attorney William J. Miller with Dorsey & Whitney LLP.

Council Member Rice left at 6:04 pm.

Moved by Council Member Ramos to Open Session at 6:11 pm. Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Rice absent. Motion carried.

Adjourn - Moved by Council Member Ramos to adjourn at 6:11 pm. Seconded by Council Member Martinez. Vote: All ayes with Council Member Rice absent. Motion carried.

CITY OF STORM LAKE SPECIAL COUNCIL MEETING, CITY HALL COUNCIL CHAMBERS, DECEMBER 4, 2023, 4:00 PM

Present: Council Members Maggie Martinez (arrived at 4:50), Matt Ricklefs, Tyson Rice and Kevin McKinney. Absent: Council Member Maria Ramos.

Staff Present: City Manager Keri Navratil and City Clerk Mayra Martinez.

Mayor Porsch called the meeting to order at 4:00 pm

Consideration of Changes in Agenda and Setting the Agenda

Moved by Council Member Ricklefs to Seconded by Council Member McKinney. Vote: All ayes with Council Member Martinez and Ramos absent. Motion carried.

Disclosure by City Council Members

Hear the Public - None

New Business

Closed Session City Manager Annual Evaluation - Moved by Council Member McKinney to go closed session Reference Iowa Code Chapter 21.5 (i) - To Evaluate the City Manager Annual. Seconded by Council Member Rice. Vote: All ayes with Council Member Martinez and Ramos absent. Motion carried.

Moved by Council Member McKinney to open session at 4:50 pm Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Martinez and Ramos absent. Motion carried.

Council Member Martinez arrived at 4:50 pm

City Manager Compensation - Moved by Council Member Rice to \$155,000 Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Ramos absent. Motion carried.

Adjourn

Moved by Council Member Rice to at 4:58 pm Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Ramos absent. Motion carried.

**COUNCIL STRATEGIC PLANNING MEETING, CITY OF STORM LAKE, IOWA,
STORM LAKE LIBRARY, DECEMBER 6, 2023, 8:00 A.M.**

Present: Mayor Michael Porsch, Council Members Maggie Martinez, Tyson Rice, Maria Ramos, Matt Ricklefs and Kevin McKinney.

Staff present: City Manager Keri Navratil, Assistant City Manager David Derragon, and City Clerk Mayra Martinez,

Others present: Mark Collins, Facilitator and Meg McKeon, Council Member Elect.

Call to Order: Mayor Porsch called the meeting to order at 8:00 am.

Council Strategic Planning - City Council and Facilitator conversed and discussed the council's goals for the City of Storm Lake.

Mark Collins will provide a final report for Council approval at a future Regular Council meeting.

Adjourn- Moved by Council Member Ricklefs at 12:05 pm. Seconded by Council Member Ramos. Vote: All ayes. Motion carried.

Michael Porsch, Mayor

ATTEST:

Mayra A. Martinez, City Clerk



Library Board Meeting, City of Storm Lake, November 13, 2023, 4:00 p.m.

Present: Board President Mary Kay Hudspeth, Jim Eliason, Sue Lyngaas, and Barb Wells. Also present, Elizabeth Huff, Library Director.

Board President Hudspeth called the meeting to order at 4:00 p.m.

Disclosures by Board Members - None

Public Hearing – None

Agenda Approval – Moved by Board Member Lyngaas to approve November 13 Agenda. Seconded by Board Member Wells. Vote all ayes. Motion carried.

Witter Gallery Report – none

Agreement Study – none

Approval of Minutes – Moved by Board Member Eliason to approve October Minutes. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

Director's Report – No questions on the Calendar, Bar Charts or Ledger. The HVAC Renovation grant was closed by City Council on November 6, 2023. The Telehealth Room needs the City Attorney to review the Consent form. The Boiler heat is adequate for the building except for the staff area. Midwestern Mechanical will be back to work on it when supplies arrive. The Friends Board approved additional Kids Yoga classes. The Director's vacation is November 21-28, 2023.

Approval of Bills – Moved by Board Member Wells to approve November Bills. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

Approval of Telehealth Room Policy –. Moved by Board Member Eliason to approve Telehealth Room Policy. Seconded by Board Member Lyngaas. Vote, all ayes. Motion carried.

Approval of Friends Credit Card Funds – Moved by Board Member Lyngaas to approve Friends \$4.00 Book Sales paid by credit card to be paid to the Friends of the Storm Lake Public Library. Seconded by Board Member Eliason. Vote all ayes. Motion carried.

Library Board Member Requested Items – none.

Trustees Continuing Education – none.

Adjournment - Moved by Board Member Lyngaas to adjourn the meeting at 4:20 pm. Seconded by Board Member Wells. Vote all ayes. Motion carried.

Elizabeth Huff, Library Director - Please note the above is an unapproved draft of minutes and will be approved by the Board of Trustees on December 11, 2023.

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, November 13, 2023, 4:00 PM**

Present: Commission Members Bob Ansorge, Nathaniel Kitzrow, Jason Dierking, and Cynthia Turner. Absent: Commission Member Gary Worthan. Staff Present: Tyler Gibbins.

Public Present: Joe Roenfeldt with Bolton & Menk via phone.

Chairman Bob Ansorge called the meeting to order at 4:00 pm.

Minutes – Moved by Commissioner Dierking to approve the October 9, 2023, minutes and October 16, 2023 minutes. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Worthan absent. Motion carried.

Financial Report – Moved by Commissioner Dierking to approve the financial reports for October 2023. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Worthan absent. Motion carried.

Fuel Report – Moved by Commissioner Dierking to approve the October 2023 Fuel Report. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Worthan absent. Motion carried.

Airport Manager's Monthly Report – Picked up fluorescent light bulbs from Bomgaars and replaced the lights in the terminal lobby. Ordered bathroom supplies. New holes have been found due to rodent evidence on the grass runway. Critter Getter from Alta, Iowa will stop by to provide an estimate for removal of the rodents.

Courtesy Car Usage: 9 Miles: 120
Fuel Meter Reading: Jet A – 688,887
AV Gas – 162,715.5

Airport Manager Agreement - No action was taken at this time to allow Bart's Flying Service to provide the Commission with additional informational items.

Administration Report - Joe Roenfeldt with Bolton & Menk provided the Commission with an approach feasibility study application to the FAA. The feasibility study will provide the commission with the necessary information they need to consider a future approach project to runway 13/31. All commissioners were in favor of submitting this application.

Requested by Commissioner Dierking to provide notice of contact information on Airport Letterhead paper to Troy with VT Industries in regard to future procedures regarding snow removal and communications.

Adjourn – Moved by Commissioner Kitzrow to adjourn the meeting at 4:38 pm. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

Mayra Martinez, City Clerk



**APPLICATION FOR APPOINTMENTS
TO STORM LAKE BOARDS & COMMISSIONS**

City of Storm Lake
P.O. Box 1086, 620 Erie Street
Storm Lake, IA 50588
Phone #712-732-8000
Fax #712-732-4114
www.stormlake.org

PERSONAL DATA

Goodenow Amanda L
Last Name First Name Middle Initial
11609 Shoreway Rd Storm Lake IA 50588
Address City State Zip Code
712-732-7745 712-560-2067 amandadonnell1@hotmail.com
Home Phone # Business Phone # Cell Phone # E-mail Address:
ISG Civil Engineer
Employer Occupation

How long have you lived in Storm Lake? 2 years

List any volunteer/civic/community activity in which you have been involved in:

general church volunteer activities, Storm Lake Beautification,
various boards + classroom education at Dordt University

Please check the following City boards or commissions to which you would like to be appointed:

- | | | |
|---|---|---|
| ☐ Airport Commission | ☐ 911 Board | ☐ ADA Committee |
| ☐ Airport Board of Adjustment | ☐ Board of Appeals | ☐ Mayor's Committee on |
| ☐ Band Trustees | ☐ Library Board (6 yrs) | ☐ Parks, Trails, and Urban |
| ☒ Board of Adjustment (5 yrs) | ☐ Landfill Commission | Forest |
| ☐ Cemetery Board | ☐ Planning & Zoning Commission | |
| ☐ Civil Service Commission (4 yrs) | ☐ Storm Water Advisory | |

All of the above boards & commissions have a 3-year term unless otherwise stated.

Why do you want to serve on this board or commission?

It relates well to my current job so I have the experience
necessary to make informed decisions. It is a good way to serve
my community.

Please complete back side of this form.

In accordance with Iowa Code Chapter 362 the City must determine what relationships or transactions you may have or potentially have with the City of Storm Lake prior to your appointment to a Board or Commission. In order to do this we must ask you to answer the following questions.

Do you or any immediate family member own or are part owners of a business doing business with the City of Storm Lake?

☐ Yes ☒ No

If so, name of the business and the percentage you or immediate family member own?

Are you employed by any business doing business with the City of Storm Lake? ☒ Yes ☐ No

If Yes:

What is the name of the Business: ISG

Is your salary/bonus determined by financial performance of the company or do you receive a commission?

☒ Yes ☐ No
↳ bonuses are dependent on firm's profitability

I certify that the above answers are correct and true.

Amanda Goal

Signature

12/5/23

Date

"Appointments to City Boards and Commissions are made by the Storm Lake Mayor and confirmed by the City Council."

Please return the completed form to:

City Clerk
City of Storm Lake
P.O. Box 1086
Storm Lake, IA 50588

If you should have any questions, feel free to contact City Administration at 732-8000.

**CITY OF STORM LAKE CONFERENCE ROOM CIVIL SERVICE MEETING,
DECEMBER 12, 2023, 4:15 PM**

Present: Member Dan Richardson, Di Daniels, and Nancy Johnson. Absent: none.

Others Present: Mayra Martinez, and Chris Cole.

Commissioner Richardson called the meeting to order at 4:20 pm

Minutes - Moved by Commissioner Johnson to approve June 22, 2023, Minutes. Seconded by Commissioner Daniels. Vote: All ayes. Motion carried.

Patrol Officer Rank Eligibility List - Moved by Commissioner Johnson to approve new Eligibility List for Patrol Officer rank which includes Anthony Chase, Angel Palacios, and Hunter Phelps. Seconded by Commissioner Daniels. Vote: All ayes. Motion carried.

Adjourn - Moved by Commissioner Member Johnson to adjourn at 4:24 pm Seconded by Commissioner Member Daniels. Vote: All ayes. Motion carried.



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Brew Oil LLC	Brew Oil #33	(712) 732-4646		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1201 Lakeshore Dr		Storm Lake	Buena Vista	50588
MAILING ADDRESS	CITY	STATE	ZIP	
216 E Milwaukee St	Spencer	Iowa	51301	

Contact Person

NAME	PHONE	EMAIL
Alaire Nielsen	(712) 262-2921	alaire@brewoil.co

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0003619	Class E Retail Alcohol License	12 Month	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Jan 18, 2024	Jan 17, 2025	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Rupinder Kaur	Storm Lake	Iowa	50588	Owner	100.00	Yes
Mary Fieldler						

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
SMOKIN' HEREFORD, L.L.C.	Smokin Hereford, LLC	(712) 213-3750		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1605 West Milwaukee		Storm Lake	Buena Vista	50588
MAILING ADDRESS	CITY	STATE	ZIP	
1615 W. Milwaukee Ave.	Storm Lake	Iowa	50588	

Contact Person

NAME	PHONE	EMAIL
Jennifer A Hustedt	(712) 660-0976	jennhustedt@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0044026	Class C Retail Alcohol License	12 Month	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Jan 5, 2024	Jan 4, 2025	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Nancy Jensen	Storm Lake	Iowa	50588	Partner	50.00	Yes
Chad Hustedt	Alta	Iowa	51002	Partner	25.00	Yes
Jennifer Hustedt	Alta	Iowa	51002	Partner	25.00	Yes

Insurance Company Information

INSURANCE COMPANY

IMT Insurance Co

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Casa Arceo, Inc.	Plaza Mexico Mexican Restaurant	(712) 732-0802		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1501 Lake Ave.		Storm Lake	Buena Vista	50588
MAILING ADDRESS	CITY	STATE	ZIP	
1501 Lake Ave.	Storm Lake	Iowa	50588191	

Contact Person

NAME	PHONE	EMAIL
Jose Trinidad Arceo	(515) 224-6003	nancy@financialcarepros.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0032993	Class C Retail Alcohol License	12 Month	Pending Dramshop Review
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Feb 1, 2024	Jan 31, 2025		
SUB-PERMITS			
Class C Retail Alcohol License			
PRIVILEGES			



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Nancy Davis						
Jose T. Arceo-Sanchez	Storm Lake	Iowa	50588	Owner	100.00	Yes
Nancy Davis	Storm Lake	Iowa	50588			

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

Nationwide Mutual Insurance Co.

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

Staff Summary

12/18/2023

Agenda Item # D.2.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council

FROM: Mayra Martinez City Clerk

SUBJECT: Buy Local Information

BACKGROUND: In 2011 during a Study Session discussion Council asked staff to look at putting together some analysis information regarding the amount of purchases made locally. We have pulled that information together and a provided a summary of purchases identified in the current list of bills to be approved that are purchased locally (within the City of Storm Lake), within Buena Vista County, and outside of Buena Vista County are presented here for Council's review. This information is presented for both the City & King's Pointe's bills. As the reader reviews the information they should note the following key notes: Costs associated with any major capital project (those bid under the State of Iowa Bid Law) are excluded from the calculation Costs associated with travel is excluded from the calculation and % Costs associated with payroll is excluded from the calculation and % In some cases there is only one vendor or an item is only available from vendors outside of the City limits and/or Buena Vista County – we have not identified these some departments have fairly minor budgets and a major purchase can skew the % and or amount for a given review period (For Example: the Airport may have normally \$4,000 - \$6,000 in expenses until they purchase Jet Fuel or Av Gas which can be \$10,000 + and as a vendor who is not local this can skew the information for that review period) Local has been determined to be has an office front in the area and based on where the office front is located for local vs. BV County (For Example: Wal-Mart is considered local since they have a store in Storm Lake even though their headquarters is not located here) As with all analytical data it is possible to interpret the numbers in a variety of ways and as we move forward we would be happy to provide further detail and or revise the way in which we show the data. Likewise if you have any questions or concerns please don't hesitate to contact city staff.

FISCAL IMPACT:

Breakout

Buena Vista County
Contract/Agreement

Calculated Expenses

\$3,100.90
\$208,194.33

Local	\$110,438.79
Non-Local	\$1,027,257.50
Payroll/UB Refunds/Pyrl Tax & Ins	<u>\$281,606.50</u>
TOTAL EXPENSES	\$1,630,598.02
Supporting Documents Attached	

RECOMMENDATION: Review Buy Local Information

ATTACHMENTS:

[12/18/2023 Project Report.pdf](#)

Summary

Project Summary

Project Number	Project Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
OP1.122814	Richland Street, Phase 2 Improvem...	174,107.75	174,107.75	174,095.25	0.00	174,095.25	12.50
OP1.125106	BRIC	8,573,638.49	8,573,638.49	212,709.99	0.00	212,709.99	8,360,928.50
OP1.126252	Comprehansive Plan & Zoning Code U...	125,880.00	125,880.00	125,824.50	0.00	125,824.50	55.50
OT5.128791	Runway 17/35 Lighting Replacement	410,741.68	410,741.68	69,810.19	0.00	69,810.19	340,931.49
19-22797	Memorial Lift Station Improvements	2,533,320.00	877.16	2,554,600.96	0.00	2,554,600.96	-21,280.96
20-HSG-022	2021 Housing Sustainability Project	224,994.00	224,994.00	181,283.12	0.00	181,283.12	43,710.88
21-26215	Downtown Master Plan	113,000.00	113,000.00	103,650.00	0.00	103,650.00	9,350.00
22-26698	Storm Lake WTP- Well No. 21	1,769,929.00	1,769,929.00	723,587.09	0.00	723,587.09	1,046,341.91
22-26815	W 6th Street Utilities Extension	314,241.49	314,241.49	316,920.08	0.00	316,920.08	-2,678.59
22-27926	Storm Lake WTP- Well #22	149,200.00	149,200.00	63,200.00	0.00	63,200.00	86,000.00
23-29446	WWTP UV Disinfection Building	25,300.00	25,300.00	21,470.00	0.00	21,470.00	3,830.00
23-29447	College & 3rd St Lift Station Replacem...	185,000.00	185,000.00	40,640.00	0.00	40,640.00	144,360.00
HTG322020	T-Mobile Hometown Grant Q-3-22	0.00	0.00	39,814.00	0.00	39,814.00	-39,814.00
IA0091	SL Elevated Water Storage- Tower #5	760,100.15	0.00	466,782.67	0.00	466,782.67	293,317.48
New	Lead Service Line Replacement Prelim...	15,500.00	15,500.00	0.00	0.00	0.00	15,500.00
New1	King's Pointe Remodel/Refresh	419,800.00	419,800.00	114,209.00	51,831.43	166,040.43	253,759.57
New3	Memorial Road Street & Utility Impro...	336,980.00	336,980.00	146,388.00	55,501.50	201,889.50	135,090.50
OP1.125220	4th Street Watermain Improvement P...	553,406.16	553,406.16	581,342.16	0.00	581,342.16	-27,936.00
P11.118940	Oneida Street Reconstruction from RR...	2,526,433.98	-2,121.56	2,513,334.28	0.00	2,513,334.28	13,099.70
P11.120411	Highway 7/110 Traffic Lane/Signalizat...	4,661,065.85	0.00	4,442,162.54	44,253.90	4,486,416.44	174,649.41
SP21122	SL Library CDBG- COVID (CV) Grant	634,285.27	634,285.27	634,285.27	0.00	634,285.27	0.00
Report Total:		24,506,923.82	14,024,759.44	13,526,109.10	151,586.83	13,677,695.93	10,829,227.89

Group Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Airport Projects	410,741.68	410,741.68	69,810.19	0.00	69,810.19	340,931.49
ARPA Project	760,100.15	0.00	466,782.67	0.00	466,782.67	293,317.48
Building Resilient Infrastructure and C...	8,573,638.49	8,573,638.49	212,709.99	0.00	212,709.99	8,360,928.50
Economic Development	778,115.49	778,115.49	767,491.70	0.00	767,491.70	10,623.79
King's Pointe Resort Projects	419,800.00	419,800.00	114,209.00	51,831.43	166,040.43	253,759.57
Library Project	634,285.27	634,285.27	634,285.27	0.00	634,285.27	0.00
Sanitary Sewer Projects	2,743,620.00	211,177.16	2,616,710.96	0.00	2,616,710.96	126,909.04
Street Construction	7,698,587.58	508,966.19	7,275,980.07	99,755.40	7,375,735.47	322,852.11
Water Project	2,488,035.16	2,488,035.16	1,368,129.25	0.00	1,368,129.25	1,119,905.91
Report Total:	24,506,923.82	14,024,759.44	13,526,109.10	151,586.83	13,677,695.93	10,829,227.89

Type Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Construction	13,648,784.23	3,926,720.00	11,691,949.36	151,586.83	11,843,536.19	1,805,248.04

Staff Summary

12/18/2023

Agenda Item # D.3.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council

FROM: Keri Navratil City Manager

SUBJECT: **Approve 28E Agreement with Santa's Castle**

BACKGROUND: In order for the City to provide funds to Santa's Castle, the attached 28E agreement will need to be approved.

FISCAL IMPACT: N/A

RECOMMENDATION: Approve Agreement

ATTACHMENTS:
[Santa's Castle 28E.docx](#)

AGREEMENT

Pursuant to Chapter 28E of the Code of Iowa, the following Agreement is reached between the City of Storm Lake, Iowa (the “City”) and Santa’s Castle, an Iowa nonprofit corporation.

Background

Governments are prohibited from making direct donations and in-kind contributions to non-profit entities under Article III, Section 31 of the Iowa Constitution. The Iowa Attorney General has issued numerous opinions stating the same. However, there are two situations in which public funds may be provided to a non-profit entity: 1) when the payment is for economic development purposes as outlined in Chapter 15A of the Code of Iowa, specifically Chapter 15A.1(1)(a), 15A.1(1)(b), and Chapter 15A.2. or 2) when the government enters into a contract for services with the non-profit entity. The State of Iowa Auditor advises governments to comply with the following best practices to legally and effectively work with non-profit entities:

- a. Agreements should be reduced to a written contract, not a verbal agreement or a motion or resolution in the minutes. However, the contract should then be approved in the minutes and the public purpose for the expenditure of the tax dollars in question should be clearly documented in the minutes.
- b. The responsibilities of each party to the contract should be plain, detailed, and unambiguous.
- c. There should be clear language as to how much the government is paying, the schedule of payments, and what the government (or the public) is receiving from the entity in return. Overall, consideration should be balanced for each party and the government should seek the highest value possible for taxpayers.
- d. When a government contracts with an entity and the entity is not providing a clear service directly to the government but rather the service is to the public, the public benefit will be the “consideration,” or benefit, the government receives under the contract. The contract should make clear how the public (as a whole) is benefitting.
- e. The total cost of the contract and required supporting invoices and documentation should be clearly defined. The government should ensure it is not overpaying for the product or services received. For example, if, under the contract, the entity is to provide X number of meals to homebound people, the contract should clearly state how the public is benefitting as a whole and clearly state what documentation is required to support the number of meals provided.
- f. All contracts should include a requirement for the entity to account to the government for the public funds and how they are spent to meet the state public purpose requirement. The form and frequency of that accounting should be clear in the contract.

- g. The contract should be signed by a representative of the government and a representative of the entity.

The purpose of outside agency funding is to invest in agencies that provide vital services or activities to promote the quality of life for Storm Lake residents. Organizations that are eligible to receive funding are civic organizations, recreational/arts and culture organizations, and social service agencies.

Terms of Agreement

Therefore, in consideration of the mutual promises and assurances made herein, the City and Santa's Castle agree as follows:

1. Santa's Castle shall provide an invoice to the City equal to the amount that was awarded to Santa's Castle by the City Council.
2. Santa's Castle shall make every effort to purchase locally. If a purchase is not made locally, Santa's Castle shall give written notification to the City Manager detailing the purchase so made and the reason the purchase was not made locally.
3. Santa's Castle shall be and remain a nonprofit 501(c)3 corporation in good standing with the State of Iowa, with a stated purpose of collaboration rather than competition and trying to serve the community by building community. Santa's Castle's activities shall be overseen by a board of directors, the list of whose members shall be public.
4. The funds paid by the City to Santa's Castle under this Agreement shall not be commingled with other funds of Santa's Castle, shall be accounted for separately by Santa's Castle, and shall be used by Santa's Castle only for Council approved requests. Santa's Castle shall supply receipt(s) to ensure funds were used pursuant to the City Council funding request. If the City's Finance director determines that such funds were commingled with other funds of Santa's Castle or were used contrary to the terms of this Agreement or applicable laws and ordinances, the City Council of the City may, in its sole discretion, terminate this Agreement immediately and direct the City Manager to so notify Santa's Castle in writing. The notice containing the notification of termination shall be sent by certified United States Postal Service mail, return receipt requested, and by ordinary United States Postal Service mail, by depositing the notice in an envelope properly addressed to the address shown below for Santa's Castle, with proper postage affixed, in a United States Postal Service mail depository.
7. This Agreement will terminate when any one of the following conditions exists: a) Santa's Castle loses its 501(c)3 tax-exempt status; b) thirty days after the City mails a notice of termination of this Agreement to Santa's Castle certified United States Postal Service mail, return receipt requested, and by ordinary United States Postal Service mail, by depositing the notice in envelopes properly addressed shown below for Santa's Castle, with proper postage affixed, in a United States Postal Service mail depository;

or c) the Agreement is terminated as provided in Paragraph 4 above.

8. If this Agreement is terminated for any reason, then, within sixty days of such termination, Santa's Castle shall return to the City any unused City-provided funds. No City-provided funds shall be used by Santa's Castle after it receives notice of the termination of this Agreement or has actual notice of the termination of this Agreement, whichever is sooner, except that Santa's Castle may use City-provided funds for expenses for which Santa's Castle is otherwise authorized by this Agreement to use City-provided funds if Santa's Castle incurred such expenses under a written contract entered into before it received notice of a termination of this Agreement and before it had actual notice of such a termination.

10. The City Manager of the City shall administer this agreement.

Dated: _____, 2023.

CITY OF STORM LAKE, IOWA

By: _____
Michael Porsch, Mayor

ATTEST:

Mayra A. Martinez, City Clerk

SANTA'S CASTLE – MULTICULTURAL HEALTH COALITION.

By: _____
Ron Hott, Santa's Castle President

ATTEST:

Candy Clough, Santa's Castle Vice
President

Addresses of Parties for Notices:

City of Storm Lake, Iowa

Att: City Clerk

City Hall

620 Erie Street

PO Box 1086

Storm Lake, IA 50588

Santa's Castle

P.O. Box 212

200 E. 5th Street

Storm Lake, IA 50588

Staff Summary

12/18/2023

Agenda Item # D.4.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council

FROM: Mayra Martinez City Clerk

SUBJECT: **Approval of November 7, 2023 Election Results**

BACKGROUND: Following the City election on November 7, 2023, the Buena Vista County Supervisors canvassed the votes and have provided to us a copy of the official vote totals showing the following individuals elected for four year terms:

City Council - Margaret J. McKeon
City Council - Kevin E. McKinney
City Council - Maria Clarivel Ramos

State law requires that newly elected individuals be sworn in after their election but no later than the first working day in January.

The terms in which these three elected for will officially start on January 2, 2024.

FISCAL IMPACT: There is no fiscal impact to the approval of the election results. The cost of the election is \$5,019.04.

RECOMMENDATION: Approve Abstract of Votes

ATTACHMENTS:
[Abstract of Votes](#)

State of Iowa
Abstract of Votes

Buena Vista County, Iowa

We, the undersigned members of the County Board of Canvassers, hereby certify the following to be a true and correct abstract of the votes cast in this county, at the 2023 City-School Election held on Tuesday, November 07, 2023, as shown by the tally lists returned from the several election precincts.

City of Storm Lake - City Council At-Large

Margaret J. McKeon	Received Three Hundred and Twelve (312) votes
Kevin E. McKinney	Received Three Hundred and Seventy-Eight (378) votes
Maria Clarivel Ramos	Received Three Hundred and Forty-Five (345) votes
Tyson Rice	Received Two Hundred and Twenty-Seven (227) votes
Scattering	Received Seven (7) votes
Total	One Thousand Two Hundred and Sixty-Nine (1,269) votes

We therefore declare :

Margaret J. McKeon to be duly elected for the office of City of Storm Lake - City Council At-Large for the term of 4 years.

Kevin E. McKinney to be duly elected for the office of City of Storm Lake - City Council At-Large for the term of 4 years.

Maria Clarivel Ramos to be duly elected for the office of City of Storm Lake - City Council At-Large for the term of 4 years.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors at Storm Lake, the county seat of Buena Vista County, this Tuesday, November 14, 2023.

Chairperson

Ray Self
Rhonda Ringgenberg
Paul Muntz
[Signature]

Members of
the Board
of
Supervisors
and ex-
officio
County
Board of
Canvassers

(Seal)

Kathy Groher

Susan K. O'Leary

Attest: County Auditor and Clerk of the Board of Supervisors



BUENA VISTA COUNTY ELECTION CANVASS SUMMARY

2023 City-School Election

City of Storm Lake - City Council At-Large

	Margaret J. McKeon	Kevin E. McKinney	Maria Clarivel Ramos	Tyson Rice	Write-in	Undervotes	Overvotes	Total
SL01	27	41	30	29	0	26	0	153
SL02	17	15	21	10	1	14	0	78
SL03	154	183	166	118	3	63	0	687
SL04	67	88	83	45	1	25	0	309
ABSENTEE	47	51	45	25	2	31	0	201
Total	312	378	345	227	7	159	0	1,428

State of Iowa

Certificate of Election

It is hereby certified that, at an election held on Tuesday, November 07, 2023,

Margaret J. McKeon

was elected to the office of:

City of Storm Lake - City Council At-Large

for the term of 4 years, from Tuesday, January 02, 2024.

Given at the seat of government, Storm Lake, Iowa on Tuesday, November 14, 2023.



Nell Snyder
Chairperson

Rhonda Ringgenberg

Paul Muntz

Daphne Hahn

Kathy Croker

Attest:

Susan K. Lloyd

County Auditor and Clerk of the Board of Supervisors

State of Iowa

Certificate of Election

It is hereby certified that, at an election held on Tuesday, November 07, 2023,

Kevin E. McKinney

was elected to the office of:

City of Storm Lake - City Council At-Large

for the term of 4 years, from Tuesday, January 02, 2024.

Given at the seat of government, Storm Lake, Iowa on Tuesday, November 14, 2023.



Ray Spies
Chairperson

Rhonda Ringgenberg

Paul Muntz

Daphne H. H. H.

Kathy Groher

Attest: Susan K. Lloyd
County Auditor and Clerk of the Board of Supervisors

State of Iowa

Certificate of Election

It is hereby certified that, at an election held on Tuesday, November 07, 2023,

Maria Clarivel Ramos

was elected to the office of:

City of Storm Lake - City Council At-Large

for the term of 4 years, from Tuesday, January 02, 2024.

Given at the seat of government, Storm Lake, Iowa on Tuesday, November 14, 2023.



Val S. Sorenson
Chairperson

Thonda Ringgenberg

Paul Muntz

Paul H. H. H.

Kathy Groher

Attest:

Duane K. Lloyd

County Auditor and Clerk of the Board of Supervisors

Staff Summary

12/18/2023

Agenda Item # D.5.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council
FROM: Chris Cole Police Chief
SUBJECT: **SLPD City Code Enforcement Summary**

BACKGROUND: 11/30/2023 to 12/12/2023

Accumulate Junk – 17
Bags of Leaves – 14
Accumulate Trash – 13
Junk Vehicle – 3
Misc cce – 6
Total: 53

Citations – 0
White Summons – 23

FISCAL IMPACT: None

RECOMMENDATION: None

ATTACHMENTS:

Staff Summary

12/18/2023

Agenda Item # F.1.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council

FROM: Tyler Gibbins Staff Accountant

SUBJECT: **Motion to Approve Selection of Professional Services with Rebnord Technologies Inc for Managed Information Technology Services**

BACKGROUND: In November of 2023, the City issued a Request for Qualifications for managed information technology services. The RFQ for a Managed IT Services solution is designed to address key areas such as physical and virtual equipment maintenance and repair, inventory and network management, cybersecurity, physical security of local data, emergency IT response 24/7/365 and services, ensuring a robust and future-ready IT environment for the City of Storm Lake. The RFQs were sent to 4 different firms as well as advertised on the City's website and the Iowa League of Cities website. Proposals were due December 1, 2023.

One response was received timely and complete from Rebnord Technologies, Inc, the City's current managed information technology firm. Rebnord Technologies has provided managed information technology services to the City of Storm Lake since 1994 and is intimately familiar with the City's current IT infrastructure. City Staff has had a positive and favorable relationship with Rebnord Technologies, Inc.

The attached Managed IT Service Agreement for the calendar years 2024 & 2025 aims to enhance efficiency, security, and overall operational excellence for the City. The agreement includes responsibility of a Virtual Chief Information Officer, IT System Administrator, IT Network Administrator, IT Help Desk, Facility Security Manager, and Fiber Network Facilities Manager. If mutually agreed upon by both parties, the agreement may be renewed for one (1) option three-year extension resulting in a total of five (5) years.

FISCAL IMPACT: In lieu of a comparable, the industry average yearly costs for services outlined in the agreement range from \$98,000 to \$200,000. The constant price for the initial two-year period of \$74,687.50 is consistent and

favorable with industry standards. This price does not include the City's hardware, software, or maintenance agreements.

RECOMMENDATION: Approve the selection of Rebnord Technologies Inc for Managed Information Technology services and authorize the Mayor and City Clerk to sign the contract for a two-year period.

ATTACHMENTS:

[RFQ- Public Notice - IT RFQ 2023](#)

[RFQ- Information Technology Services 2023](#)

[Managed IT Service Agreement- Signed](#)

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS
CITY OF STORM LAKE, IOWA

The City of Storm Lake is soliciting Request for Qualifications, hereafter referred to as RFQ, to be received by the City Clerk located at 620 Erie Street, Storm Lake, Iowa 50588. Responses to the RFQ can be emailed to Mayra Martinez, City Clerk, at cityclerk@stormlake.org.

RFQs will be received until 3:00 PM on Friday, December 1, 2023. Any RFQ received after the closing time will not be accepted. All RFQs must be original signatures and figures. The RFQ shall be for:

The City has a Microsoft based computer network infrastructure. The City is seeking a business partner to provide technical support for this infrastructure, in the form of break fixes, routine maintenance and project related services. The City will also look to the successful firm to act as a "Virtual CIO" for special projects and consulting such as server and software deployment, short- and long-range IT planning, and disaster recovery.

Firms that are interested in providing engineering services should submit their proposals via email including: name, qualifications, experience, and references to the City of Storm Lake by 3:00 PM on Friday, December 1, 2023.

A full RFQ for general engineering services is available by contacting Mayra Martinez, City Clerk, at the City of Storm Lake by phone at 712-732-8000 or email cityclerk@stormlake.org.

REQUEST FOR QUALIFICATIONS (RFQ) For Information Technology Services City of Storm Lake, Iowa

1. INTRODUCTION OF PROJECT:

The City of Storm Lake, Iowa invites qualified providers to submit a proposal and statement of qualifications for professional information technology services for an initial two-year period of January 1, 2024 to December 31, 2025 with one (3) optional three-year extensions if agreed by both the City and the selected firm. The qualified vendor will enable the City to significantly improve information technology (IT) effectiveness, enhance its quality of services, minimize its support cost and maximize return on investment in IT.

2. PURPOSE AND OBJECTIVES:

Purpose – The City has a Microsoft based computer network infrastructure. The City is seeking a business partner to provide technical support for this infrastructure, in the form of break fixes, routine maintenance and project related services. The City will also look to the successful firm to act as a “Virtual CIO” for special projects and consulting such as server and software deployment, short- and long-range IT planning, and disaster recovery.

Objective – Our primary objective is to help better manage the cost of maintaining this network, while also improving end user satisfaction with the system.

Current technology infrastructure serves twelve departmental buildings and multiple standalone assets:

Hardware

- Approx. 118 Workstations
- Approx. 30 Tablets
- Approx. 50 Cell Phones
- Approx. 100 Managed Network Switches
- Approx. 120 Surveillance Cameras
- Approx. 19 Environmental Sensors
- Approx. 25 Facility Access & Alarm Devices
- Approx. 40 Managed Wireless Access Points
- 6 Wireless Bridge Network Extensions
- 7 Physical Servers
- Multiple Virtual Services (Various third-party packages)
- Fiber-optic network between buildings and other City Assets (internet service provided by third parties)

Specialized Software (Mixed Locally/Cloud Based)

- Tyler Technologies Finance & Administration (Incode 10 & Executime)
- Laserfiche Document Management
- Gatekeeper Managed Services (Multi-Factor Authentication and Secure Password Vault)
- Veeam Backup Services
- AntiSpam Managed Services
- IntelPeer & Webex VOIP System
- Endpoint Detection & Response Managed Services
- Extreme Services
- Meraki Products
- Verkada Products
- SCADA Software
- Sensus- Flexnet

- VNC
- MS Office
- Exchange Email

Security

- Cisco Meraki Firewall
- Watchguard

3. SCOPE:

A. General Scope

The following services shall be provided:

- 24x7 monitoring of denoted servers and critical network components
- 24x7 response to critical servers and infrastructure failures
- 24x7 monitoring of firewall and denoted devices
- 24x7 monitoring of the following applications:
 - o Microsoft SQL Servers
 - o Microsoft Exchange Server
 - o Backup software
- Server and Network Administration
- Management of Microsoft Service Packs and Security Patches
- Management of onsite and offsite backup systems
- User Administration
- Regular inspection of Network and File Server
- Regular/periodic cleaning and testing of backups
- Disaster Recovery Planning and Management
- Physical On-Site Response
- Virtual Response
- Regular/Special Council Meeting Services
- Development of a 5-year budget and capital plan annually based on City's goals
- Assess the security practices of third-party vendors who have access to City Data & Networks
- Remote access controls

Firewall Administration

- Provide support for new/replaced servers
- Provide labor and support for migration of network operating systems/files
- Provide labor for server support
- Monitoring of network health and vitality
- Spyware monitoring, removal and cleaning
- Server down emergencies shall have a 2 hour or less response time
- Research for software and hardware solutions
- Provide as needed, research of technology needs for future growth essential to the City of Storm Lake

B. Future Projects

The City is open to ideas to improve our Information Technology to make additional system enhancements to maximize efficiency.

Proposed projects:

- Server, firewall, and access point upgrades to enhance remote services
- Upgrade and Migration of remote meter reading and control system (partnership with Xylem and Municipal Supply)
- Facility access and security upgrades

4. INVOICING PROCEDURES:

The City requests that invoicing occur on a monthly basis. Although the City utilizes an expedient process, vendors are advised that it could take up to thirty (30 days) to process invoices for payment.

5. PRICING:

a. Describe the pricing model(s) that you typically employ for your standard services.
b. Please indicate the charges associated with each of the following services, including the key driver of each cost and whether it is included in a standard per-unit cost vs. bundled fee vs. charged on an ad hoc basis.

- i. Remote backup/Disaster Recovery plan
- ii. Technology strategy planning
- iii. Service Level Agreement
- iv. Solution design
- v. Security
- vi. Network and email system monitoring
- vii. Procurement management
- viii. Move, Add, Change (MAC)
- ix. Warranty, break fixes and installation
- x. Technical support, including remote user support
- xi. Proactive Support
- xii. Reporting and communication
- xiii. IT policy review and development
- xiv. Unit evaluation and testing
- xv. Implementation planning and guidance
- xvi. Image development and management services
- xvii. Configuration
- xviii. PC deployment
- xix. On-site implementation of business applications
- xx. Asset inventory management
- xxi. Life cycle management of hardware units
- xxii. Software licensing control
- xxiii. Warehousing
- xxiv. Physical Response
- xxv. Virtual Response

c. All prices offered herein shall be firm against any increase for the first term of the agreement, from the effective date of the proposed contract. Any contract price revisions shall be based on industry price changes and supported by adequate detail to document same.

d. Price revisions shall not be allowed or implemented without the prior consent of the City.

6. CONTRACT TERM:

The City of Storm Lake intends to issue a two-year award, or portion thereof to align future renewals with the calendar year period. Upon the mutual agreement of the provider(s) and the City, the award may be extended for up to one (1) additional three-year renewal. This may result in a total of up to five (5) years. The renewal option is at the sole discretion of the City. The City reserves the right not to renew this agreement.

7. PROPOSAL REQUIREMENTS:

The following information shall be required in the RFP submittal:

1. Letter of Transmittal – The letter is not intended to be a summary of the proposal itself and must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm.
- d. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicates “proposal and cost schedule shall be valid and binding for 45 days following proposal due date and will become part of the contract that is negotiated with the City.”

Please limit the letter to two (2) pages in length.

2. General Corporate Information – Please provide a brief overview of your organization’s involvement in providing value added services to Iowa municipalities. Please highlight the following information:

- a. Length of time in business
- b. Length of time in business of providing proposed services
- c. Total number of public sector clients
- d. Number of full-time , part time, and contract personnel of the company in:
 - i. Consulting
 - ii. Account management, training, and technical support
 - iii. Sales and marketing
- e. Location of headquarters and any field offices
- f. Location of office which would service this account
- g. Describe how your firm is positioned to provide the services listed in the Scope section above and provide a history of experience in providing similar services.
- h. Describe your approach to providing these services and your methodology for providing ongoing support.
- i. If you plan to subcontract any aspect of the required elements of the contract, provide the name of the partner(s) and examples of successful projects.

3. Staff Resources

- a. Identify names of principals and key personnel who will actually provide the information technology services.
- b. Summarize the experience and technological expertise of these staff.
- c. Describe the role and responsibilities that each of these individuals will have.

- d. Full resumes of these individuals should be appended to the proposal.
- e. Please also provide documentation that those assigned to the account will meet appropriate requirements in Iowa to support devices connected to law enforcement.

4. Migration and Onboarding

- a. Please provide a proposed work plan for City of Storm Lake migration to your organization as a preferred vendor. Specifically, provide the following information:
 - i. Key activities
 - ii. Timing
 - iii. Deliverables
 - iv. Key milestones and other decision points.
- b. If chosen, what City resources would you require? (e.g., information, data, staff resources, communication) during migration and on an ongoing basis?

4. Additional Services

Beyond the scope of this RFQ, what services (related or otherwise) does your organization provide that may be of interest to the City?

5. References

Provide the name, title, address and telephone number of five (5) references for clients to whom you have provided similar services, including references from municipal or governmental agencies of similar size and complexity. Please provide information referencing the actual services provided, customer size (number of users), and the length of tenure providing services to this client. Proposer agrees that references may be contacted as part of the City's due diligence.

6. Proposal Summary

Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include other pertinent information that helps the City determine your overall qualifications, including response time to be onsite for trouble shooting problems. Please limit this section to two (2) pages.

8. EVALUATION CRITERIA AND METHOD OF AWARD:

It is the intent of the City of Storm Lake to conduct a comprehensive, fair and impartial evaluation of proposals received. Award shall be made to the provider that is believed by staff and Governing Body to be the best fit for the City. The City reserves the right to reject any and all proposals for any reason or no reason. Final selection will be based on a combination of:

- Industry expertise and experience
- Demonstrated customer service quality and support
- Experience working in and being compliant in a CJIS environment (for law enforcement)
- Relevant experience
- Vendor Strength and Stability
- Action Response
- Financial considerations

Final approval will be made by the Storm Lake City Council. Any ex parte communications about the content of proposals with members of the selection committee or the governing body will result in debarment of the bidder.

9. TIMELINE FOR RFQ PROCESS:

The timeline listed below is the City's estimation of time required to complete the RFQ process. All efforts shall be made to abide by this schedule but it may change due to different circumstances. All proposals shall be delivered via email to City Clerk at cityclerk@stormlake.org labeled "IT Services Proposal." Please submit Price Proposals (5. PRICING) in a separate email labeled "IT Price Proposal." This will not be a public bid opening. Proposals received after the deadline will not be considered.

Advertise RFQ Notification: November 1, 2023

Intent to Respond & Questions Due: November 15, 2023

Receive Proposals: December 1, 2023 by 3:00PM

Staff review and Firm Interviews (if necessary): December 2023

City Council Recommendation: January 2024

Notice to Proceed: January 2024

Proposals may be submitted by email to the City Clerk at cityclerk@stormlake.org labeled "IT Services Proposal." Please submit Price Proposals (5. PRICING) in a separate email labeled "IT Price Proposal." If desired by the vendor, proposals may be delivered by postal mail, courier service, or in person. Proposals should be mailed to:

City of Storm Lake
620 Erie Street
PO Box 1086
Storm Lake, IA 50588

For questions related to this procurement contact:

Tyler Gibbins

Staff Accountant

Phone: 712-732-8000

Email: gibbins@stormlake.org

Rebnord Technologies, Inc.

210 Sale Barn Road
 Storm Lake, IA 50588
 (712) 732-6449
support@rebtech.com

**City of Storm Lake**

620 Erie Street
 Storm Lake, IA 50588
 (712) 732-8000

RE: Managed IT Service Agreement 2024-2025

Honorable Mayor and City Council Members:

The purpose of this Agreement is to outline the terms and conditions under which Rebnord Technologies, Inc. will provide Managed IT Services to the City of Storm Lake.

Scope of Services:

This Agreement ("Agreement") is entered into between Rebnord Technologies, Inc. ("Service Provider") and City of Storm Lake ("Client") for the provisioning of managed IT services. The scope of services includes, but is not limited to, the following items which are detailed in the attached addendum entitled, "Addendum: Department Roles and Responsibilities".

Information Technology Department

- Virtual Chief Information Officer
- Information Technology Systems Administrator
- Information Technology Network Administrator
- Information Technology Help Desk
- Facility Security Manager
- Fiber Plant Facilities Manager

Additional services and optional add-ons are available. Pricing is included in the attached addendum entitled, "Addendum: Additional Services and Optional Add-Ons".

Service Provider shall be available to Client 24 hours/day, 7 days/week, including holidays and other business office closures. Service Provider will make reasonable, good-faith efforts to respond within fifteen (15) minutes of initial notification. However, the guaranteed response time will be within two (2) hours of initial notification. Response time does not guarantee a resolution, and with remote management and monitoring capabilities, on-site presence may not be necessary.

Service Provider at their discretion shall assist Client in warehousing Client-owned spare equipment at Service Provider's facilities. This may include computers, network equipment, or fiber optic inventory items.

Exclusions:

This agreement is designed to cover all aspects of the Information Technology Department, there are some exclusions to this agreement. Large projects may require additional resources, staffing, or subcontractors and therefore additional amendment to this agreement. Service Provider will inform Client of any such possible projects as soon as they are made aware of them and will work with Client to determine if they fall within the scope of the current agreement or if an amendment shall be made. Examples of such projects may include building new facilities, significant expansion or change to the fiber optic network, or significant increases to the overall usage and needs of Information Technology across the Client's site.

Term:

The initial term of this Agreement shall be January 1, 2024 through December 31, 2025 renewable upon mutual agreement of both parties up to one (1) optional three-year extension. This may result in a total of up to five (5) years.

Pricing:

In consideration of the services provided, the Client agrees to pay the Service Provider for Managed IT Services, a monthly fee of **[\$6,223.96]** due the Friday following the second City Council meeting of the month. Pricing shall remain constant during the initial two (2) year agreement period. Following the initial period, pricing may be adjusted annually.

Additional Services and Optional Add-On Services that the Client utilizes will be calculated and billed per the term defined. Monthly add-on items will be included on the invoice for Managed IT Services. Quantities for Additional Services and Optional Add-On Services will be adjusted monthly as usage changes. All items require a minimum of a twelve (12) month commitment. Annual or one-time purchases will be invoiced at the time of purchase.

This does not include pricing for hardware, software, or maintenance agreements. Those products and services are quoted separately from this agreement and shall not be considered part of this agreement.

Responsibilities of Service Provider:

Service Provider agrees to:

- Provide managed IT services in a professional manner.
- Monitor and maintain the client's IT infrastructure.
- Respond promptly to service requests and issues.
- Implement necessary security measures to protect client data.
- Keep the client informed of any significant changes or upgrades.

Responsibilities of Client:

Client agrees to:

- Provide access to necessary systems and information.
- Promptly report any issues or service requests.
- Comply with recommended security practices.
- Inform Service Provider of any changes to the IT environment.

Confidentiality:

The parties involved in this Agreement acknowledge and agree to treat all information, data, and materials exchanged over the course of this agreement as confidential and proprietary. Each party commits to maintaining the utmost confidentiality and to not disclose, reproduce, or use such information for any purpose other than the fulfillment of their respective obligations under this agreement. This obligation extends to all employees, agents, and subcontractors involved in the provision or receipt of services.

Termination and Off Boarding:

Either party may terminate this Agreement with thirty (30) days written notice. In the event of termination, the Client shall pay for all services provided up to the date of termination or off-boarding. The process of off boarding may take longer than thirty (30) days of which the timing will be primarily driven by the incoming organization engaged to provide the Managed IT Services.

Termination of Managed IT Service Agreement does not terminate subscriptions or services with an annual commitment. Those can only be terminated at the expiration of the subscription.

Limitation of Liability:

The Service Provider's liability for any claims arising out of this Agreement shall not exceed the total amount paid for Managed IT Services by the Client during the one (1) month preceding the claim.

Miscellaneous:

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understandings. Any amendments to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Managed IT Service Agreement as of the date first above written.

Rebnord Technologies, Inc.

City of Storm Lake



12-12-23

Tim Rebnord, CEO/President

Date

Michael Porsch, Mayor

Date

Addendum: Department Roles and Responsibilities

The purpose of this addendum is to describe the various roles and responsibilities of a typical Information Technology Department. These functions are core to Rebnord Technologies offerings as your outsourced Information Technology Provider.

Virtual Chief Information Officer

The role of Virtual Chief Information Officer (vCIO) is to provide strategic technology leadership and guidance to organizations. Leveraging a deep understanding of both business and technology, we collaborate with executive teams to align IT strategies with overall organizational objectives. Responsibilities include assessing current IT infrastructure, recommending technology solutions, managing cybersecurity initiatives, and ensuring the efficient use of technology resources to drive innovation and optimize business processes. The vCIO plays a crucial role in shaping the organization's digital strategy, fostering technological resilience, and facilitating the adoption of emerging technologies to enhance overall business performance.

Primary functions of the vCIO include:

- Short-Term and Long-Term Budget development
- Assistance with acquisition, and document the procurement of equipment
- Maintain an inventory of assets and determine appropriate replacement life-cycles
- Project Consulting
- Cybersecurity Policy Planning
- Resource Management
- Disaster Recovery Policy Planning

Information Technology Systems Administrator

The Information Technology (IT) Systems Administrator is responsible for managing and maintaining an organization's computer systems and serves to ensure seamless operations. This role involves installing, configuring, and troubleshooting hardware and software, implementing security measures, and providing technical support to end-users. The Systems Administrator collaborates with other IT professionals to plan and execute system upgrades, backups, and disaster recovery strategies. Additionally, they monitor system performance, analyze data, and implement solutions to optimize efficiency and address potential issues, contributing to the overall reliability and functionality of the IT infrastructure.

Primary functions of the IT Systems Administrator include:

- Maintain physical and virtual servers
- Implement and Manage Cybersecurity Policies
- Implement, Monitor, and Maintain a proper backup policy in compliance with Disaster Recovery Policies
- Monitor email systems for security compliance

Information Technology Network Administrator

The Information Technology (IT) Network Administrator is responsible for the design, implementation, and maintenance of an organization's computer networks. The role involves configuring and managing network devices, ensuring seamless connectivity, and troubleshooting any issues that may arise. Collaborating with other IT professionals, they play a crucial part in safeguarding network security, implementing updates and patches, and optimizing network performance. Additionally, they are tasked with monitoring network activity, analyzing data to identify potential vulnerabilities, and recommending improvements to enhance overall network efficiency. Their expertise in network protocols, hardware, and software will contribute to the reliable and secure operation of the organization's IT infrastructure.

Primary functions of the IT Network Administrator include:

- Install, Configure, Tune, and Maintain Firewalls, Switches, Routers, and Wireless Access Points
- Implement Firewall rules in compliance with the organizations Cyber Security Policies.
- Respond to evolving threats and implement zero-day fixes to limit potential vulnerabilities.
- Continuously monitor and respond to network outages, potential threats, and interruptions in connectivity.

Information Technology Help Desk

The Information Technology (IT) Help Desk Technician is responsible for providing essential technical support to end-users, addressing hardware and software issues, and troubleshooting IT-related problems. Their role involves responding to user inquiries, diagnosing, and resolving technical issues via phone, email, or in-person, and escalating complex problems to higher-level support when necessary. Additionally, they assist in maintaining IT infrastructure, updating documentation, and ensuring the smooth operation of computer systems.

Primary functions of the Information Technology Help Desk include:

- Provide Phone, Email, and In-Person Support to the End-User
- Create, Update, and Respond to Help Desk Tickets from End-Users
- Document procedures and processes to assist other IT Teams in troubleshooting issues
- Escalate and assign issues to proper IT Teams based on severity, and type of issue
- Install, Update, and Maintain client workstations

Facility Security Manager

The Facility Security Manager is responsible for developing, implementing, and overseeing robust access control measures and security protocols within the organization. This role is responsible evaluating and enhancing physical and digital security systems, managing facility access permissions, conducting risk assessments, and collaborating with cross-functional teams to ensure the integrity of the organization's assets and information. Additionally, they will stay abreast of emerging security threats and industry best practices to continuously improve and adapt security measures, fostering a secure and compliant environment.

Primary functions of the Facility Security Manager include:

- Plan and Implement Access Control and Security Camera Systems
- Periodically review and test access control and security camera systems
- Maintain cameras and periodically clean or adjust cameras
- Work with law enforcement to retrieve or review information as requested

Fiber Plant Facilities Manager

The Fiber Plant Facilities Manager oversees the planning, implementation, and maintenance of fiber optic infrastructure to ensure optimal network performance. Responsible for coordinating with cross-functional teams, this role involves managing the deployment of fiber optic cables, collaborating with contractors, and troubleshooting connectivity issues. The Fiber Plant Facilities Manager also plays a key role in budget management, quality control, and adherence to industry standards, ensuring the reliability and efficiency of the fiber network. Additionally, they may engage in strategic planning to support future network expansion and technology upgrades.

Primary functions of the Fiber Plant Facilities Manager include:

- Periodically test and review ability to trace fiber optic plant
- Monitor for changes in signal quality and determine cause and work with other teams to correct the issue.
- Assist with and consult on acquisition of information for GIS and Iowa One-Call
- DOES NOT INCLUDE acquisition of new points, creation of layers, or data management of a GIS system.
- DOES NOT INCLUDE primary locating services

Staff Summary

12/18/2023

Agenda Item # F.2.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
p (712) 732-8000
f (712) 732-4114

REPORT TO: Honorable Mayor & Council

FROM: Keri Navratil City Manager

SUBJECT: **Resolution No. 21-R-2023-2024 Approving Legal Action Regarding TIF Mishandling**

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION: Approve Resolution No. 21-R-2023-2024 Approving Legal Action Regarding TIF Mishandling

ATTACHMENTS:

[Resolution #21-R-2023-2024 Approving Legal Action Regarding TIF Mishandling.docx](#)

RESOLUTION NO. 21-R-2023-2024

A RESOLUTION APPROVING LEGAL ACTION REGARDING TIF MISHANDLING

WHEREAS, the City of Storm Lake undertakes various economic development activities from time to time and, for instance, adopted the Storm Lake Urban Revitalization Plan for the Storm Lake Urban Revitalization Area by action of the City Council on February 21, 2005, which plan was adopted to promote the revitalization of properties in the area, and;

WHEREAS, in furtherance of its economic development activities and acting pursuant to various provisions of Iowa law, the City has identified tax increment financing (TIF) districts within the City and the Storm Lake Urban Revitalization Area more specifically, and;

WHEREAS, Iowa law provides a process and related guidance by which TIF may be utilized within the City, which process the City has followed, and which requires various actions by Buena Vista County and its elected officials, employees, representatives, and other personnel to facilitate or effectuate the City's actions with respect to TIF, and;

WHEREAS, over the course of time, through the County's errors, omissions, and/or negligence, the City's actions, intentions, and goals with respect to TIF have been thwarted, harming the City and its citizens, and;

WHEREAS, the County's errors, omissions, and/or negligence were recently brought to the attention of the County by the City and subsequently identified, documented, and acknowledged by the County, and;

WHEREAS, notwithstanding the County identifying, documenting, and acknowledging its errors, omissions, and/or negligence with respect to the City's TIF activities, and despite multiple requests by the City, the County has offered no plan to make the City whole, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA:

SECTION 1. The City Council formally approves proceeding with such legal action as its legal counsel recommends at such time as its legal counsel recommends so as to address the County's errors, omissions, and/or negligence with the goal of making the City whole for the harm caused by the County to the City and its citizens.

SECTION 2. The City's legal counsel shall be supervised by the City Manager, with a continuing obligation on the part of legal counsel and the City Manager to keep the City Council generally informed regarding the progress and outcome of the legal action undertaken pursuant to this Resolution.

PASSED AND APPROVED this 18TH DAY OF DECEMBER 2023.

BY THE CITY COUNCIL OF THE
CITY OF STORM LAKE, IOWA

Michael Porsch, Mayor

ATTEST:

Mayra A. Martinez, City Clerk

Staff Summary

12/18/2023

Agenda Item # F.3.



City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
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REPORT TO: Honorable Mayor & Council

FROM: David Derragon Assistant City Manager

SUBJECT: **Work Session - Campground**

BACKGROUND: Kim Woltman, Campground Manager, will present information regarding campground operations. Suggestions will be offered and discussed for potential operational changes.

Any fee changes would be considered at the January 2, 2024 Council meeting.

FISCAL IMPACT: N/A

RECOMMENDATION: No action needed at this time

ATTACHMENTS:

[WS - Campground Information 12-18-2023.docx](#)

Sunrise Campground in Storm Lake Iowa for Long Term Guests

Background:

Currently long-term camping is defined as guests who wish to stay for 30 consecutive nights and pay for 30 consecutive nights. When a camper chooses this option, they receive a 10% discount and they must stay in sites 501, 502, 503, 504, 505, 506, 507, 508, 509. These sites are located on the “newer” south side of the campground and have water, sewer, electric, cable TV, Wi-Fi and concrete picnic table pad. The 2023 nightly rate is \$30.00 and with the discount the nightly rate is \$27.00. This \$27.00 nightly rate is lower than the next level of campsite at \$28.00.

Long-term campers contact me either at the end of the camping season or in January to indicate they would like to have their site reserved again next year.

Requesting to eliminate the 10% discount, 85% of the long-term campers are only there Thursday through Sunday. When they are not there, they are still using electricity to keep the air conditioner on, water heater on, and refrigerator on. Most of the campers are from within 30 miles of Storm Lake.

Currently we have seen several campers from around a 20-mile area of Storm Lake requesting to stay Memorial Day weekend until shortly after the 4th of July weekend. They do not receive a discount and pay either \$28.00 nightly or \$25.00 nightly. Those sites have water, sewer, electric, Wi-Fi and concrete picnic table pads. These campers are scattered throughout the campground. They contact me in January and ask for their site and the dates they want to stay. These campers are also only on-site Friday to Sunday. There are 10 of these with a request for 5 more campers. (word is getting out) I do not feel this is fair to other people who are wanting to come to Storm Lake and enjoy the holidays.

Researching other campgrounds in the area, they only allow for 2-week long stays and then a camper must leave but is allowed to come back after a 24-48-hour period. This is mostly in the county and state-owned campgrounds.

Changes Requested:

Long term is defined as guests who wish to stay when the campground opens on April 15th (weather permitting) to September 15th all in consecutive nights. Guests wanting to stay long term must contact the campground manager by January 15th of the current camping year and must pay for the first 30 days at the time of requesting a long-term site. If payment is not received the guest will not have a long-term site. In the event the weather does not permit the water to be turned on until after May 1st the rate will be adjusted at that time. Payment must be made on a monthly basis on the 15th of each month from April to September. There will not be a discount for staying long term.

Other long-term sites available are 602, 604, 606, 608, 610, 612, 614, 616, 618 (2023 rate is \$25.00 per night, includes water, sewer, electric and Wi-Fi) no discount.

A guest requesting any other dates or sites than the designated dates for long-term sites must use the online reservation system to make their reservation. The online reservation system will open to take reservations in or around the first week of February of the current camping year.

No refund for leaving prior to the September 15th date.

You are only allowed 1 vehicle per site, no parking on the grass and your guests must park outside of the campground.

All rules and regulations set forth for the current year must be followed.

Violation of any or all of the rules causes immediate removal from the campground with no refund.

Other issues to be discussed:

Check in Time is 3:00pm
Check out Time is 1:00pm

In past years we have seen the arrival of guests on check in date come as early as 10am, in the past if the site was available and ready, we have let guests check in early. In my research throughout Iowa campgrounds, they are starting to charge guests a \$10.00 per hour early check in rate. I believe we should also be doing this; prior to noon charge of \$20.00 and after noon \$10.00. This would also be dependent on whether their site is vacant and ready. In essence when they are checking in early on the day of arrival, they are receiving amenities comparable to a day's stay.

We have also seen guests staying later than the 1pm check out which causes a problem when a new guest is scheduled to move into the site. A late checkout charge of \$10.00 per hour should be imposed. If a camper checks out late staff may not have enough time to prepare the campsite for the next guest.

Occupancy for the 2023 season:

Check in Friday with check out Sunday – runs at approximately 92% throughout the summer.

Check in Sunday with check out on Friday – runs at approximately 45% throughout the summer.

We are seeing the south side of the campground fill up first and is usually at full capacity on weekends, the campers like the bigger sites as they feel it gives them more “elbow” room and it has cable TV connection.

The north side of the campground offers more shade but no cable TV and the sites are narrower and shorter so they cannot hold the bigger campers we are seeing come in.

Gift bags were given to guests over the past two years to entice occupancy during the week. The items were a notepad, pen and keychain. Kings Pointe also generously gave coupons to hand out for guests in the form of a percentage off at the Regatta Grille or a discount coupon for the water park. Guests were very appreciative of the bags and coupons.

Other requests we have received from guests are replacing the picnic tables, fire rings, and making all sites have concrete patios and making them 8 to 10 feet long and wider if possible. We have requested in the budget to start replacing them and to add concrete to the sites.

One vehicle per site seems to be an issue with campers. This policy was implemented due to the fact we saw campers parking on the roads within the campground and parking on the grass. Parking in the grass will kill the grass and leave ruts in the grass. Also, parking on the roads is dangerous for people walking or riding their bikes in the campground. The north side of the campground sites are very tight and parking more than 1 vehicle is impossible and at times if the tow vehicle is very large there isn't enough room for it as well as the camper. On the south side of the campground parking of more than 1 vehicle causes the other vehicle to park on the road or in the grass. Parking on the grass could cause damage to the grass and it impedes other campers' view of the lake.

In an effort to increase occupancy during the week, providing coupons for future stays of Sunday through Thursday, this would be stay two nights and get the third night free. Their stay would have to encompass those dates and cannot be combined over weekend stays or holiday stays. The coupon would have to be presented at time of check in.

Staff Summary

12/18/2023

Agenda Item # F.4.



City of Storm Lake
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REPORT TO:

FROM: Mayra Martinez City Clerk

SUBJECT: City Council Requested Items / City Council Updates

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION: Future Work Session or Presentations:
1. EV Charging Station - During Budget Review
2. Recreational Vehicles/Trailers Parking on City Street - Date Pending

ATTACHMENTS: