

## NOTICE AND CALL OF COUNCIL MEETING

Governmental Body: The City Council of the  
City of Orange City, Iowa

Date of Meeting: November 4, 2019

Time of Meeting: 4:30 o'clock P.M.


Place of Meeting: Council Chambers, City Hall,  
125 Central Ave SE  
Orange City, Iowa

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

1. Meeting called to order
2. Opening ceremonies
3. Approval of agenda
4. Citizen comments
5. Approval of minutes
6. Department reports
  - Electric
  - Gas
7. Fireworks ordinance
8. Employee Recognition Dinner
9. Retail Utility Grant application
10. Annual Urban Renewal Report for fiscal year 2018-2019

11. Accept proposal to remove fuel tanks at the Orange City Municipal Airport
12. Closed Session Per Iowa Code Section 21.5.1(j) Real Estate
13. Administrative reports
14. Council comments
15. Adjournment

This notice is given at the direction of the Mayor pursuant to Chapter 28A, Iowa Code, as amended, and the local rules of said governmental body.

  
Janet Brown, City Clerk of the  
City of Orange City, Iowa

COUNCIL MEETING  
AGENDA NOTES  
November 4, 2019

1. The meeting will be called to order by Mayor Deb De Haan at 4:30 o'clock P.M.
2. Opening ceremonies. Pledge of Allegiance to our flag and a moment of silent prayer.
3. The agenda was prepared, posted and distributed in accordance with requirements of the Iowa Open Meeting Act.
4. This time is provided for citizen comments.
5. The minutes of the October 18, 2019 and October 21, 2019 council meetings are enclosed for your review. Exhibit 1
6. Arlan Scholten, representing the Electric Department, and Ed De Jong, representing the Gas Department, will be present for an update on activities in their departments in the past year.
7. This will be the second reading of the proposed fireworks ordinance.
8. The Iowa State Code requires that we document a public purpose for employee recognition when something of value is given to an employee. The Council can indicate by motion that in recognition of efforts of employees to the City of Orange City you would like to hold an employee recognition dinner and give a gift of appreciation.
9. Aaron and Alan Krull (Krull LTD.) recently purchased the Holland Plaza Theater. They have applied for a Retail Utility Grant. Staff has reviewed the application and everything is in order and the business qualifies for the grant program. We recommend approval of the application.
10. The state requires any city with an Urban Renewal Plan and Urban Renewal Area in effect at any point during the fiscal year to complete an annual TIF report, which explains all the revenues and expenditures for each tax district and how much the debt is for each district. Completion of this report is due by December 1<sup>st</sup> each year. The report is long, so to save paper we have only put the summary page with the packet. We have emailed each of you a complete copy so you can see the details of the full report. Exhibit 2
11. We have received two quotes to remove the two fuel tanks at the airport site. The low bid is \$20,803.38 from Seneca companies out of Des Moines. The other quote was from Dockendorf Equipment out of Sioux Falls in the amount of \$33,465.90. We recommend accepting the quote from Seneca, with the work to be completed next spring after the ground thaws. We can apply for a grant from the Department of Natural Resources to remove fuel tanks up to \$15,000. Exhibit 3
12. We will discuss a potential property purchase.

13. Administrative reports:

Scheduled Meetings:

November 18	Council Meeting, 4:30 P.M.
December 2	Council Meeting, 4:30 P.M.
December 3	Strategic Planning Session
December 16	Council Meeting, 4:30 P.M.
December 18	Employee Recognition Dinner, PWEC

**If you would like additional information about an agenda item or another issue, that would help you or the council as a whole, please feel free to let me know so I can either get it to you by email or by report at the meeting.**

**Duane Feekes**

**City Office 712-707-4885**

**Cell phone 712-737-7700**

**Email [cityadmin@orangecityiowa.com](mailto:cityadmin@orangecityiowa.com)**

The City Council met in special session pursuant to adjournment at 12:30 o'clock P.M. on October 18, 2019. A quorum was declared by Mayor Pro-tempore Steve Roesner. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Rod De Boer, Daron De Jong, Chad Oolman, Steve Roesner, and Tony Vande Brake. Mayor De Haan telephonically.

Members Absent: None

Staff: Duane Feekes, Jim Pottebaum, Mark Gaul, Wesley Ruden, Brad De Jong, and Kley De Jong

Guests: Earl Woudstra

Agenda: A motion was made by Council member Rod De Boer and duly seconded by Council member Tony Vande Brake approving the tentative agenda as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Chad Oolman, Rod De Boer, Daron De Jong, Steve Roesner, Tony Vande Brake; NAYS: None.

The Council has named Duane Feekes, City Administrator, as Acting City Clerk, due to the absence of City Clerk Janet Brown and Deputy Clerk Kent Anderson.

Closed Session Per Iowa Code Section 21.5.1(c) Potential Litigation: A motion was made by Council member Tony Vande Brake and duly seconded by Council member Daron De Jong to enter into a closed session at 12:33 o'clock P.M. per Iowa Code Section 21.5.1(c) to discuss potential litigation. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Rod De Boer, Daron De Jong, Chad Oolman, Steve Roesner; NAYS: None.

A motion was made by Council member Tony Vande Brake and duly seconded by Council member Rod De Boer to exit the closed session at 1:34 o'clock P.M. On call of the roll motion carried. The vote was as follows: AYES: Chad Oolman, Tony Vande Brake, Rod De Boer, Steve Roesner; NAYS: None.

No official action was taken.

Adjournment: No further business appearing it was therefore moved by Council member Rod De Boer and duly seconded by Council member Chad Oolman to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Chad Oolman, Steve Roesner, Tony Vande Brake; NAYS: None. Adjournment time was 1:35 o'clock P.M.

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Steve Roesner, Mayor Pro-Tempore

ATTEST: \_\_\_\_\_  
Duane Feekes, Acting City Clerk

The City Council met in semi-monthly session pursuant to adjournment at 4:30 o'clock P.M. on October 21, 2019. A quorum was declared by Mayor Pro-Tempore Steve Roesner. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Rod De Boer, Daron De Jong, and Tony Vande Brake

Members Absent: Mayor De Haan and Council member Chad Oolman

Staff: Duane Feekes, Janet Brown, Kurt Frederes, Mark Gaul, Jim Pottebaum, Brad De Jong, and Matt Van Schouwen

Guests: Lisa Burg, Doug Calsbeek, Mike Hofman, Earl Woudstra, John Slegers, and Bruce Muilenburg

Agenda: A motion was made by Council member Rod De Boer and duly seconded by Council member Daron De Jong approving the tentative agenda, as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Daron De Jong, Tony Vande Brake, Steve Roesner; NAYS: None.

Citizen Comments: This time was provided for citizen comments. No comments were received.

Approval of Minutes: The minutes of October 7, 2019 and October 15, 2019 council meetings were presented. A motion was made by Council member Tony Vande Brake and duly seconded by Council member Rod De Boer approving said minutes as published. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Rod De Boer, Daron De Jong, Steve Roesner; NAYS: None.

Financial Report: The monthly financial report for September 2019, representing cash balances for all funds was presented, whereupon it was therefore moved by Council member Daron De Jong and duly seconded by Council member Tony Vande Brake approving the monthly financial report as published. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Tony Vande Brake, Rod De Boer, Steve Roesner; NAYS: None.

Monthly Bills: A Summary of Warrants report listing bills from September 17, 2019 through October 21, 2019 was presented. A motion was made by Council member Rod De Boer and duly seconded by Council member Tony Vande Brake approving the monthly bills, subject to audit. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Tony Vande Brake, Daron De Jong, Steve Roesner; NAYS: None.

Native Wine License Renewal Application: A motion was made by Council member Daron De Jong and duly seconded by Council member Tony Vande Brake approving the renewal application for a Class B Native Wine License as submitted by Vanden Hul Fine Meats and Locker. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Tony Vande Brake, Rod De Boer, Steve Roesner; NAYS: None.

North Weiland Acceptance: DGR Engineering has provided a document stating the North Weiland project is substantially complete and that the improvements were completed per City specifications. A motion was made by Council member Rod De Boer and duly seconded by Council member Daron De Jong accepting the North Weiland project improvements, consisting of the streets, water, storm sewer, and sanitary sewer. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Daron De Jong, Tony Vande Brake, Steve Roesner; NAYS: None.

Fireworks Ordinance: Due to complaints received from citizens about the timeframe allowing the use of fireworks, it was the decision of the Council to shorten the time frame. The proposed ordinance will change the City Code fireworks section to allow fireworks to be used starting June 15 (instead of June 1) through July 8 from the hours of 9 A.M. to 10 P.M. and the Saturdays and Sundays immediately preceding and following July 4 are extended until 11 P.M. A motion was made by Council member Rod De Boer and duly seconded by Council member Tony Vande Brake approving the first reading of proposed Ordinance No. 818, which amends the timeframe to use fireworks. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Tony Vande Brake, Daron De Jong, Steve Roesner; NAYS: None.

Administrative Reports:

Scheduled Meetings:

November 4	Council Meeting, 4:30 P.M.
November 18	Council Meeting, 4:30 P.M.
December 2	Council Meeting, 4:30 P.M.
December 3	Strategic Planning Session
December 16	Council Meeting, 4:30 P.M.
December 18	Employee Recognition Dinner, PWEC

Oral reports: Duane provided an update on the Dunlop Trail project and shared that Wes Van Voorst will be working as a Part-time Officer.

Council Comments: The Mayor Pro-Tempore called for comments from members of the Council and the following were heard. Steve asked about the airport closing status. Duane responded the closure plan has been submitted so we are waiting for the FAA to finalize it.

Adjournment: No further business appearing it was therefore moved by Council member Rod De Boer and duly seconded by Council member Daron De Jong to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Rod De Boer, Daron De Jong, Tony Vande Brake, Steve Roesner; NAYS: None. Adjournment time was 4:50 o'clock P.M.

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Steve Roesner, Mayor Pro-Tempore

ATTEST: \_\_\_\_\_  
Janet Brown, City Clerk

Annual Urban Renewal Report, Fiscal Year 2018 - 2019

**Levy Authority Summary**

Local Government Name: ORANGE CITY  
 Local Government Number: 84G808

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
ORANGE CITY AREA 1 URBAN RENEWAL	84048	3
ORANGE CITY AREA 13 PUNT-CAMBIER URBAN RENEWAL	84051	1
ORANGE CITY AREA 17 DOWNTOWN URBAN RENEWAL	84059	1
ORANGE CITY AREA 18 HIGHWAY 10 EAST URBAN RENEWAL	84060	10
ORANGE CITY AREA 19 INDUSTRIAL PARK URBAN RENEWAL	84061	15
ORANGE CITY AREA EIGHTH STREET CORRIDOR URBAN RENEWAL	84067	5

**TIF Debt Outstanding: 3,937,340**

TIF Sp. Rev. Fund Cash Balance as of 07-01-2018:	332,212	0	Amount of 07-01-2018 Cash Balance Restricted for LMI
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TIF Revenue:	1,358,512
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	50,966
Asset Sales & Loan Repayments:	348,551
<b>Total Revenue:</b>	<b>1,758,029</b>

Rebate Expenditures:	175,648
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>1,278,851</b>

TIF Sp. Rev. Fund Cash Balance as of 06-30-2019:	811,390	0	Amount of 06-30-2019 Cash Balance Restricted for LMI
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**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 1,847,099**





P.O. Box 3360  
Des Moines, IA 50316-0360

4140 E. 14<sup>th</sup> Street  
Des Moines, IA 50313-3804  
Phone: 515-262-5000  
Toll-Free: 800-369-5500  
Fax: 515-262-2469

*The Complete Solution*

October 28, 2019

Seneca Proposal #: 20190524      Original      Revised

Duane Feekes  
City of Orange City  
246 14th Street SW  
Orange City, IA 51041

RE: PROPOSAL AND BUDGET FOR TANK AND LINE CLOSURE ACTIVITIES AT ORANGE CITY  
AIRPORT, 246 14TH STREET SW, ORANGE CITY, IOWA  
REGISTRATION NO. 198602057      LUST NO. 8LTA84

Mr. Feekes,

Seneca Environmental Services is pleased to submit this proposal and budget for completing Tank and Line Closure activities at the above referenced property. All services described in this proposal and budget will be conducted in accordance with Iowa Department of Natural Resources (IDNR) rules and regulations in place at the time this proposal and budget was prepared. Seneca has thorough knowledge of Underground Storage Tank (UST) closures and management and Seneca personnel have 40-hr OSHA certification.

### SCOPE

The scope of services outlined in this proposal and budget is as follows:

- Provide all necessary notifications and obtain all permits for UST Closure
- Remove and dispose of USTs (1-4K gal fiberglass AV Gas, 1-6K gal fiberglass Jet Fuel)
- Certify USTs clean for disposal
- Backfill UST system area with sand and bring to grade with rock
- Collect all necessary soil samples to meet IDNR closure requirements.
- Install temporary monitoring well to evaluate potential groundwater contamination
- Compile and submit Tank and Line Closure Report.

### PRE-CLOSURE ACTIVITIES

Seneca Environmental Services (SES) will submit the following notifications prior to UST removal:

- 30-day Closure notification to be provided to the IDNR Underground Storage Tank Section.
- Utility notification to Iowa One Call will be completed 48 hours prior to removal.
- A verbal 24-hour notification will be provided to IDNR Field Office.
- A verbal notification to local fire agency.

#### Branch Locations

Des Moines, IA • Denver, CO • Davenport, IA • Orono, IL  
Kansas City, MO • South Sioux City, NE • Tulsa, OK • Nashville, TN

[www.senecaco.com](http://www.senecaco.com)

Fuel Systems • General Contracting • Environmental Services • Waste Solutions Services  
Remediation & Process Controls • Automotive & Commercial Equipment

The Client will complete the following activities prior to UST removal:

- The client will remove product from the USTs prior to the initiation of on-site activities to less than 2" remaining in the tanks.
- The client will ensure the electricity to the UST system is disconnected prior to site activities.
- The client will remove any components associated with the UST system they wish to keep

## **REMOVAL ACTIVITIES**

Initial activities will include the purging of the product lines and the disconnection and disposal at the cabinets. Surface material (concrete) covering the USTs will be removed and hauled offsite. Backfill material over and around the USTs will be excavated and stockpiled onsite. Backfill material will be field screened to determine if the material can be reused onsite. Field screening of the fill material will be completed utilizing a photo-ionization detector (PID). Fill samples will be placed in a labeled Zip-Lock™ baggie. Following sufficient time for vapor equilibration, the PID will detect volatile organic compounds (VOCs) inside the sample bags. If field screening exceeds ten (10) parts per million on the field meter it may require disposal at an approved landfill. If backfill disposal is required a change order will be submitted.

After the USTs have been removed from the ground, they will be cut and cleaned of any petroleum-related residues and certified clean for disposal. Tanks will be crushed (fiberglass) and taken to a local landfill. Upon completion of the removal activities, the UST basin, product trenches will be backfilled with sand.

If a potential new release is identified during closure activities, the client will be notified immediately, and steps will be implemented to notify the IDNR.

## **CLOSURE SAMPLING AND REPORTING**

Soil and groundwater samples will be collected as mandated under the State UST closure rules. Soil samples will be collected from beneath the USTs. If water is encountered in the excavated area, soil samples will be collected along the walls just above the mean water level. Additionally, one sample per every ten linear feet of product piping will be collected; and one sample from beneath each dispenser. Soil sample totals in the budget table below are an estimate, only quantity collected will be billed.

A temporary monitoring well will be installed to obtain required groundwater samples. The well will be installed, allowed to stabilize for more than 24 hours prior to sampling. Upon completion of the project and IDNR review, Seneca will return to the site to abandon the monitoring well.

The findings of the project will be submitted in a Tank and Line Closure Report. The report will include a dimensioned site map, laboratory results of the samples, and a written discussion of the closure activities. Two (2) copies of the report will be supplied to allow for submittal to the IDNR. The report will be due to the IDNR 45-days post closure.

## **PROJECT ASSUMPTIONS**

- Dewatering is not included in this scope of work.
- No Shoring, sheeting or bracing has been included in this scope of work.
- Onsite utilities will be marked by the locating service and will not interfere with the progress of activities.
- Electricity to the UST system will be disconnected.

## COST ESTIMATE

Item	Description	Quantity	Unit	Unit Price	Total
1	UST Removal and Disposal	1	LUMP SUM	\$9,020.00	\$9,020.00
2	Concrete Removal	1000#	FT2	\$1.65	\$1,650.00
3	UST Cleaning	1	LUMP SUM	\$3,657.50	\$3,657.50
4	Fluid Disposal	125#	GALLON	\$1.38	\$171.88
5	Blow back piping prior to removal	1	LUMP SUM	\$1,309.00	\$1,309.00
6	Environmental Scientist II	15	HOUR	\$70.00	\$1,050.00
7	Service Truck/Equipment	3	DAY	\$250.00	\$750.00
8	Per Diem	1	DAY	\$145.00	\$145.00
9	Sample Analysis (OA1)	10#	SAMPLE	\$65.00	\$650.00
10	Closure Assessment Report	1	REPORT	\$500.00	\$500.00
11	Project Management	4	HOUR	\$110.00	\$440.00
12	Groundwater Monitoring Well	1	WELL	\$1,460.00	\$1,460.00
Total					\$20,803.38

# Quantity estimated- actual quantity invoiced will be based on site conditions

The total funds requested for these services are \$20,803.38. If this proposal is agreeable to you, please sign the enclosed agreement and return. Seneca will countersign and return a copy for your records.

## ENCLOSURES

- The Iowa Underground Storage Tank Fund (Fund) claim form. The Fund will reimburse underground storage tank removal of registered/regulated materials. The USTs associated with this facility are both registered and regulated with the IDNR. Seneca will forward a copy of this proposal and the required documentation necessary to obtain pre-approval of site activities. Upon completion of the tank removal, Seneca will submit all necessary documentation to process the approved reimbursement money. The Fund will reimburse up to \$15,000, based on scope of work.
- DNR Notice of Closure. The DNR notice of closure requires signature and submittal to the DNR 30-days prior to closure activities. Please sign and return with the signed contract.

If you have any questions, please contact me at 515-261-7759 or [jbaker@senecaco.com](mailto:jbaker@senecaco.com). Seneca Companies appreciates the opportunity to assist you in this matter.

Sincerely,  
Seneca Companies, Inc.



Jennifer Repp, CGP#2086 / LR#1207  
Sr. Project Manager

Encl: IUST Fund Claim Form  
DNR Closure Notice

Cc: Leslie Nagel, Environmental Branch Manager  
State Underground Storage Tank Fund

## Seneca Companies, Inc. Contract Agreement

THIS AGREEMENT, entered on October 28, 2019 between City of Orange City hereinafter called "Customer," and Seneca Companies, Inc. hereinafter called "Seneca," is as follows:

The Customer retains Seneca to conduct **TANK AND LINE CLOSURE ACTIVITIES AT ORANGE CITY AIRPORT, 246 14TH STREET SW, ORANGE CITY, IOWA** hereinafter called the "Project."

The Customer and Seneca for mutual consideration, agree as follows:

### **GENERAL CONDITIONS**

**Proposal Number:** 20190524  
**Proposal Amount:** \$20,803.38  
**Down Payment:** Not applicable  
**Terms of Payment:** See attached Seneca Companies, Inc. Contract Agreement Terms and Conditions  
**Taxes:** Not Included  
**Pricing:** Proposal and pricing valid for 60 days

***The obligations of the client hereunder are not contingent or conditioned upon the receipt of insurance or other third-party payments.***

***The attached Seneca Companies, Inc. Contract Agreement Terms and Conditions are incorporated into this agreement.***

### **Accepted By:**

City of Orange City

Seneca Companies, Inc.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Environmental Branch Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date