

NOTICE AND CALL OF COUNCIL MEETING

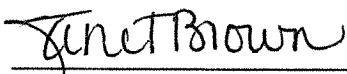
Governmental Body:	The City Council of City of Orange City, Iowa and The Board of Trustees of Orange City Municipal Hospital
Date of Meeting:	May 1, 2023
Time of Meeting:	4:30 o'clock P.M.
Place of Meeting:	Council Chambers, City Hall, 125 Central Ave SE Orange City, Iowa

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. Public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of costs for the construction of the West Substation switchgear
 - Adopt plans, specifications, form of contract and estimate of costs
 - Consideration of bids and award of contract
7. Engagement Agreement with Ahlers & Conney, P.C.
8. Resolution fixing date for a meeting on the proposition to authorize the issuance of Bonds to evidence the obligations of the City of Orange City, Iowa and Orange City Municipal Hospital thereunder

9. Fire department aerial ladder truck proposal
10. Parks & Recreation Director position
11. Council resignation and appointment process
12. Set public hearing date to consider fiscal year 2022-2023 budget amendment
13. Community Betterment Board recommendations
14. Access easement agreement
15. Vacuum excavator purchase
16. Administrative reports
17. Council comments
18. 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
May 1, 2023

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. It is suggested that if someone wishes to speak, we also ask for their residence. This time is intended for residents in the City limits.
5. The minutes of the April 17, 2023 council meeting are enclosed for your review. Exhibit 1
6. Last Thursday we received bids for the West Substation switchgear; one bid was received. Harold K. Scholz Company submitted a bid for \$515,000. DGR Engineering provided a budgetary estimate of \$650,000. We recommend Council hold the public hearing and award the bid to Harold K. Scholz Co. Exhibit 2
7. This Engagement Agreement with Ahlers & Cooney, P.C. is for the issuance of the Hospital Revenue Capital Loan Notes.
8. Council needs to set a public hearing for May 15 to consider the issuance of not to exceed \$10,000,000 Hospital Revenue Capital Loan Notes for an addition and renovations to Landsmeer Ridge. This will be a joint process with the Health System Board.
9. Members of the fire department will be in attendance to share information regarding a proposal for replacement of the aerial ladder truck. Kent will have information available regarding our debt capacity and impact of a potential bond issue. Exhibit 3
10. The Human Development/Quality of Life program committee is making the recommendation to hire Noah Minnick as the next Parks and Recreation Director with a start date of July 1, 2023.
11. Aaron Beadner has submitted his resignation as a member of the City Council effective May 31, 2023. We are grateful for Aaron's three years of service. According to the Iowa Code the City has 60 days to make an appointment or consider an election. Council would need to approve a motion to make this information available to the public. We would set the June 19 meeting as the date for the appointment to be made.
12. Each year we need to amend the budget for unexpected revenues and expenditures in our City funds. See the enclosed exhibit for the proposed amendments. The Council needs to set a public hearing for May 15, 2023. Exhibit 4
13. The Community Betterment Board met on April 26th. There are three recommendations being brought to you from the board for approval. One is \$15,000 towards improvements for the Tulip Festival. Some of the improvements included new announcer booths, information booth, and sound system improvements along the south end of the parade route. The second recommendation is the Orange City Arts Council for \$15,000 for OnStage programming. The third is \$15,000 for replacement of uniforms for the Pride of the Dutchmen Marching Band. Exhibit 5

14. City staff is requesting Council to approve a 12' access easement at 121 1st St. NW. The access easement is needed for the adjacent property to allow access to an approved basement apartment and future property owner of the mentioned lot. Exhibit 6
15. The utility crews utilize our vacuum excavator to pothole existing utilities and to excavate in tight spaces. Our current trailer is eleven years old. We received a quote for \$110,671 for a replacement and plan to trade or sell our used machine for \$15,000 - \$18,000. We have budgeted \$115,000 for this purchase. We recommend Council approve the purchase of a new vacuum excavator. Exhibit 7
16. Administrative reports:

Scheduled Meetings:

May 15	Council Meeting, 4:30 P.M.
May 18-20	Tulip Festival
June 5	Council Meeting, 4:30 P.M.
June 19	Council Meeting, 4:30 P.M.
July 3 (tentative)	Council Meeting, 4:30 P.M.
July 10	Mayor's Cup
July 12	Customer Appreciation Picnic
July 17	Council Meeting, 4:30 P.M.

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.

Earl Woudstra

City Office 712-707-4885

Cell phone 712-737-7115

Email earlw@orangecityiowa.com

Council Meeting
April 17, 2023

The City Council met in semi-monthly session pursuant to adjournment at 4:30 o'clock P.M. on April 17, 2023. A quorum was declared by Mayor Deb De Haan. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Aaron Beadner, Olivia Chapman, Daron De Jong, Tony Vande Brake

Members Absent: Council member Rod De Boer

Staff: Earl Woudstra, Janet Brown, Kurt Frederes, Jim Pottebaum, Kent Anderson, Ryan Mc Ewen, and Matt Van Schouwen

Guests: Doug Calsbeek and Mike Hofman

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

Citizen Comments: This time was provided for citizen comments and none were heard.

Approval of Minutes: The minutes of the April 3, 2023 council meeting were presented. A motion was made by Council member Daron De Jong and duly seconded by Council member Aaron Beadner approving said minutes as published. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Aaron Beadner, Olivia Chapman, Tony Vande Brake; NAYS: None.

Financial Report: The monthly financial report for March 2023, representing cash balances for all funds was presented, whereupon it was therefore moved by Council member Tony Vande Brake and duly seconded by Council member Aaron Beadner approving the monthly financial report as published. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Aaron Beadner, Olivia Chapman, Daron De Jong; NAYS: None.

Monthly Bills: A Summary of Warrants report listing bills from March 21, 2023 through April 14, 2023 was presented. A motion was made by Council member Daron De Jong 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: Daron De Jong, Tony Vande Brake, Aaron Beadner, Olivia Chapman; NAYS: None.

WAPA Contract Changes: Matt reviewed proposed WAPA contract changes. The Contract for Consolidated Facility Arrangements details the ongoing operation and maintenance responsibilities. The Designated Entity Contract allows Missouri River Energy Services to administer the renewable energy certificates that accompany our allotment of hydropower. A motion was made by Council member Aaron Beadner and duly seconded by Council member Olivia Chapman approving the Contract for Consolidated Facility Arrangements and the Designated Entity Contract. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Olivia Chapman, Daron De Jong, Tony Vande Brake; NAYS: None.

Alcohol License Renewal Application: A motion was made by Council member Tony Vande Brake and duly seconded by Council member Daron De Jong approving the renewal application for a Class E Retail Alcohol License as submitted by Fareway. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Daron De Jong, Aaron Beadner, Olivia Chapman; NAYS: None.

Property Management Discussion: Earl reported that due to retirements and restructuring, Orange City Area Health System will no longer be providing maintenance services for Prairie Winds Event Center and the Hawkeye Building, which include preventative, cleaning, and emergency on call. With this change, Earl is reviewing all city buildings and looking at ways to address maintenance through either contracts or employees and asking for Council feedback on possible strategies to meet these challenges. Aaron questioned what is currently spent on these items. No official action was taken.

Administrative Reports:
Scheduled Meetings:

May 1	Council Meeting, 4:30 P.M.
May 15	Council Meeting, 4:30 P.M.
May 18-20	Tulip Festival
June 5	Council Meeting, 4:30 P.M.
June 19	Council Meeting, 4:30 P.M.
July 3 (tentative)	Council Meeting, 4:30 P.M.
July 10	Mayor's Cup
July 12	Customer Appreciation Picnic
July 17	Council Meeting, 4:30 P.M.

Oral reports: Earl shared about upcoming Landsmeer projects: additional space at the maintenance building, parking lot extension, and practice range improvements; roundabout work has begun, will be a detour for one week while large underground storm sewer is being installed, which needs to be completed by May 5 and a project completion date of August 15; 600 kids participating in youth soccer; rec signup begins May 1; Puddle Jumper Park update; 14th & 18th Streets preconstruction meetings were held. Matt reported that the water pipeline has passed pressure and disinfection tests and will be fully online in a week; 14th and & 18th Streets construction will begin soon; Premier Communications will begin their project May 1; MidAmerican Energy has started work on the east side of the golf course.

Council Comments: The Mayor called for comments from members of the Council and the following were heard. Olivia thanked the Chamber for the nice Easter egg hunt. Tony will be gone May 15 due to Tulip Festival.

Adjournment: No further business appearing it was therefore moved by Council member Aaron Beadner and duly seconded by Council member Daron De Jong to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Daron De Jong, Olivia Chapman, Tony Vande Brake; NAYS: None. Adjournment time was 5:06 o'clock P.M.

Deb De Haan, Mayor

ATTEST: _____
Janet Brown, City Clerk



April 24, 2023

City of Orange City
Attn: Matt Van Schouwen, Public Works Director
125 Central Avenue SE
Orange City, IA 51041

RE: **Recommendation of Award of Contract**
Furnishing 15 kV Indoor Metalclad Switchgear – West Substation
DGR Project No. 410114

Dear Matt:

We have reviewed the bid received on April 20, 2023 for the above-referenced project. A bid summary form and detailed tabulation of the bid is enclosed. We have checked the bid for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There was one (1) responsive bid received from Harold K. Scholz Company (HKS) for the total price of \$515,000.00. HKS has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to HKS for a total price of \$515,000.00.

Please review our recommendation and feel free to contact us with any questions you or the Board may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures. We will be sending a copy of the bid summary to all bidders and plan holders.

Best Regards,

DGR Engineering

A handwritten signature in black ink, appearing to read "Dennis Haselhoff".

Dennis Haselhoff, P.E.
Enclosure: Bid Summary and Tabulation
DJH:ste



WHEN PROTECTION MEANS EVERYTHING.

Orange City Aerial pricing

HFE Stock Aerial AR187, 101' King Cobra	\$1,409,470
Same option content ordered today	\$1,715,500
Same ordered in April, 2024*	\$1,819,000
Same ordered in April, 2025*	\$1,927,500
Same ordered in April, 2026*	\$2,043,000

*Years 2024-2026 are based on an estimated inflation rate of 6%.



605.543.5510



www.heimanfire.com



sales@heimanfire.com



25814 Rudolph Ave. Sioux Falls, SD 57107



WHEN PROTECTION MEANS EVERYTHING.

Orange City Aerial Lease/Purchase

Lease/purchase amounts for HFE Stock Aerial AR187, 101' King Cobra (delivered in January 2024)

No money down, January 2024. Payment ranges from \$517,000/year for 3 years to \$140,000/year for 15 years.

\$235,000 down, January 2024. Payment ranges from \$431,000/year for 3 years to \$116,000/year for 15 years.

\$470,000 down (33%), January 2024. Payment ranges from \$345,000/year for 3 years to \$93,000/year for 15 years.

There is no penalty for early payoff.



605.543.5510



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215 S. Seth Child Road
Manhattan, KS 66502
www.clpusa.net

April 17, 2023

Customer Name: Orange City, IA

Equipment: One Rosenbauer Aerial - stock unit

Sales Representative: Josh Hofstra @ Heiman Fire

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	\$ 1,409,470.00	Payment Frequency:	Annual
Down Payment:	\$ 470,000.00	First Payment:	January 15, 2025
Amount Financed:	<u>\$ 939,470.00</u>		
Term in Years:	<u>2</u>		
Payment:	\$519,857.91		
Factor:	0.553352		
Interest Rate:	4.68%		

ESCROW STRUCTURE

Escrow Funding Date May 1, 2023

Date Available	Total Available	Disbursement
December 1, 2023	\$939,470.00	Final
Total:	\$939,470.00	

- Interest Earnings in the escrow account have been estimated and used to reduce borrowing cost incurred by the Lessee.
- Premature disbursements or delay in funding to the escrow may result in shortage of funds needed to fulfill vendor
- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-877-525-1776.

Respectively,

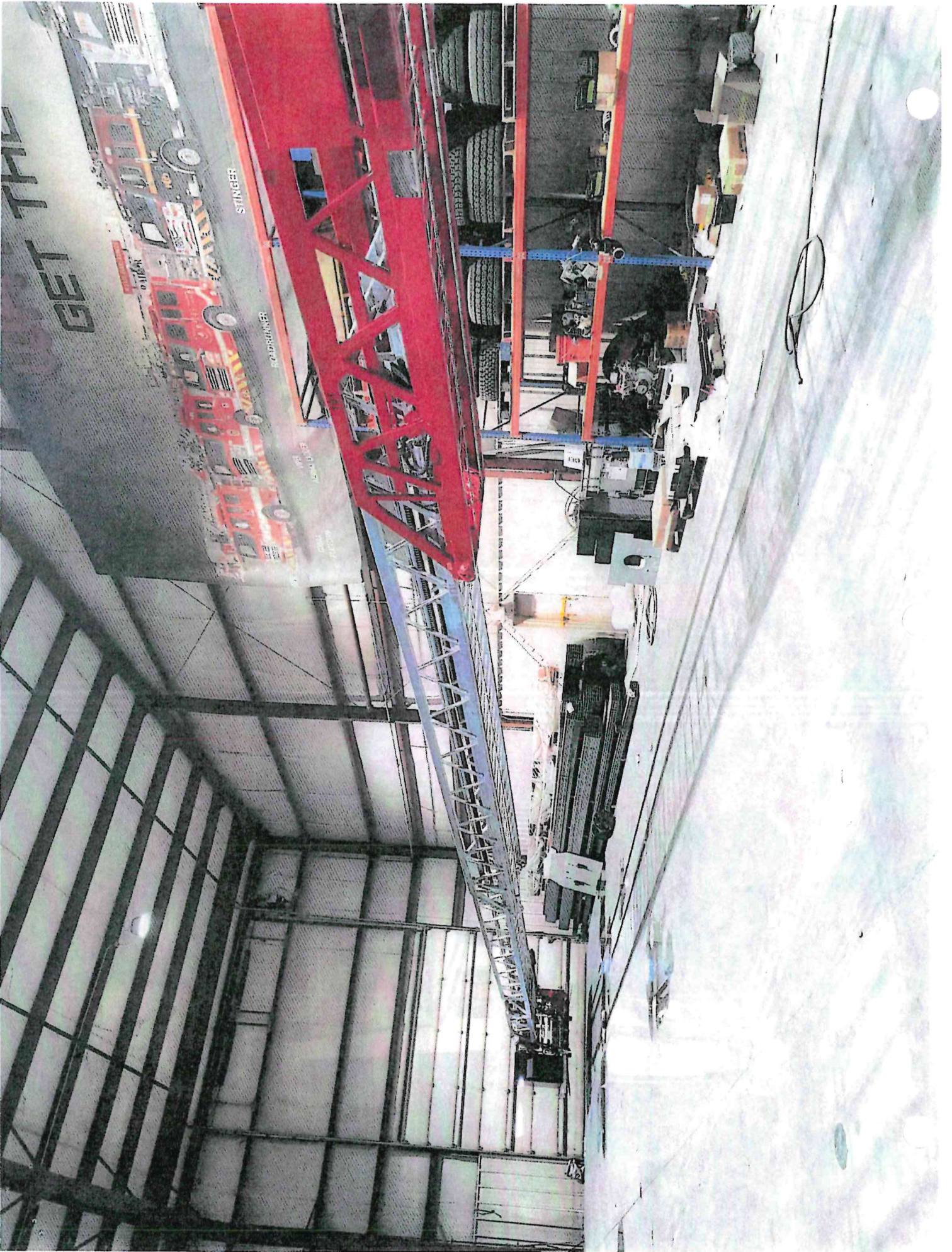
Blake J. Kaus

Vice President & Director of Leasing

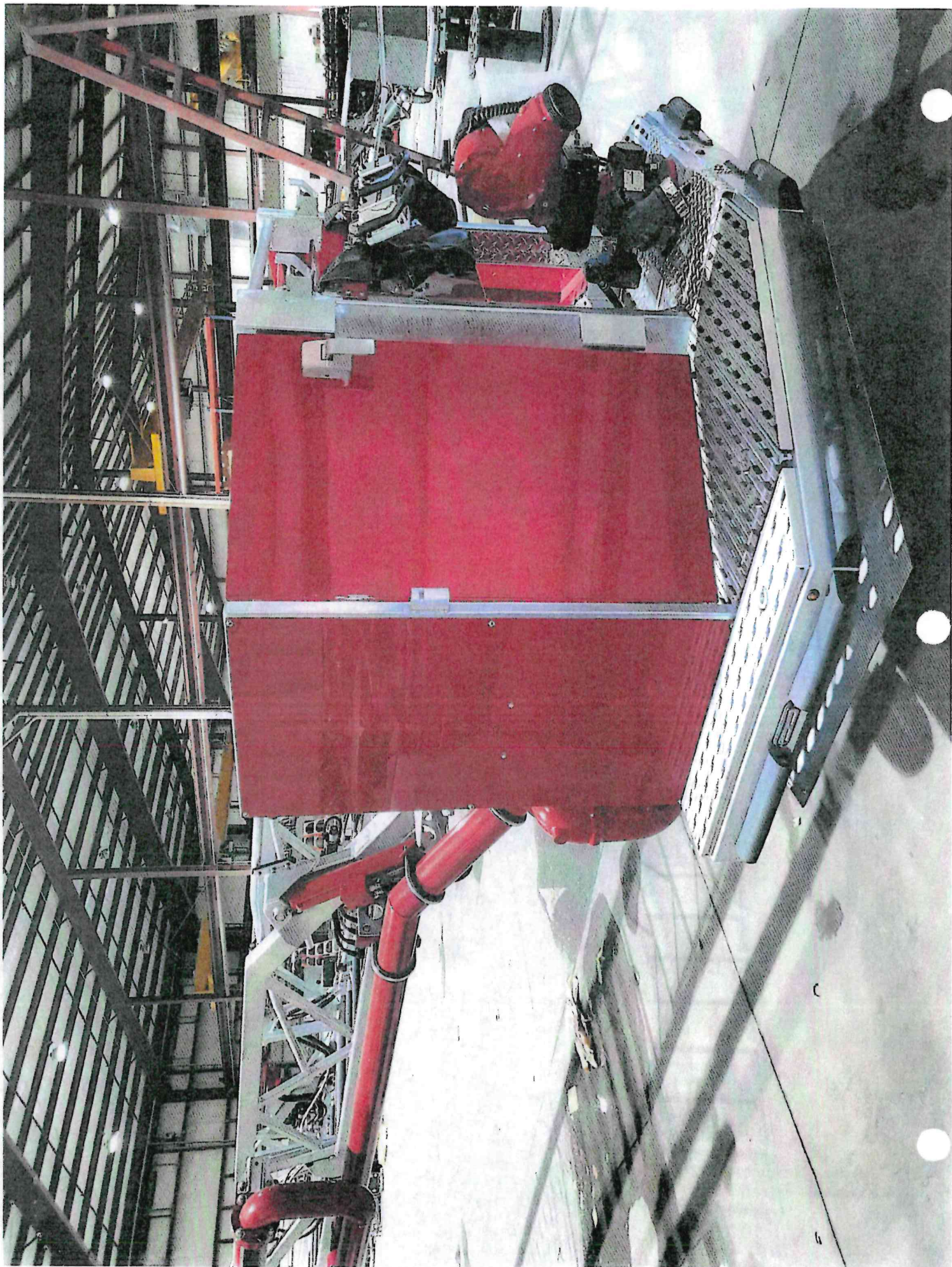
blakekaus@clpusa.net













**BUDGET AMENDMENT FOR
2022-2023**

CHANGES IN FUND BALANCE

Exhibit 4

REVENUES

<u>General Fund</u>	Zoning Fees	60,000	
	FEMA Grant	342,000	
	OCFD- Dollars put towards tanker from department	50,000	
	State Backfill Monies	40,000	
	Interest on Investments	75,000	
			<u>\$ 567,000</u>
<u>Gas Utility</u>	Add'l Revenues	500,000	
-			
	Total Revenue		<u>\$ 1,067,000</u>

EXPENSES

Police - 1010

<u>PUBLIC SAFETY</u>	Salaries & Wages, Part-Time Help	5,000	
	Training for Police Academy	5,000	
	Misc Contract Work- Snow Removal, Pump Test	6,000	
	Warning Siren- South end of town	18,000	
	Body Camera, Docking Station and License upgrade	10,000	
	<u>FIRE - 1050</u>		
	Tanker Unit # 64 - FEMA Grant	425,000	
			\$ 469,000

PUBLIC WORKS

Roadway Maintenance- 2010

Fuel Cost	25,000
Vehicle Repairs	28,000

53,000

CULTURE & RECREATION

PARKS- 4030

Vehicle Repairs	7,000
Misc. Contract Work- Ash Bore Expense	7,500

14,500

GENERAL GOVERNMENT

Event Center- 6070

Misc Contract Work- Servicemaster	4,500
Laundry Supplies- Cleaning	4,500
Repair of Buildings- Wash Front & Backside of Bldg	30,000

Exec & Admin- 6020

Telephone & Radio	4,500
Misc Contract Work	3,000

\$ 46,500

<u>Gas Utility</u>	Add'l Expenses	\$ 500,000
<u>Hospital</u>	Add'l Expenses	\$ -

\$ 1,083,000


OC Community Betterment Board

Box 406
Orange City, IA 51041

BOARD MEMBERS: Tony Vande Brake, Mike Hofman, Joy Tooker, Scott Kooiman
Absent: Rachel Meekema
Staff: Kent Anderson

Wednesday, April 26, 2023
4:00 pm, City Council Chambers

AGENDA:	INFORMATION:
1. Review February 17, 2022, minutes	1. Mike/Scott m/s to accept the 2-17-22 minutes as presented. Approved.
2. Financial Report A. Available funds	2A. Mike/Tony m/s to accept the March 31, 2023, financial report. Approved. Cash Balance as of March 31, 2023, is \$ 219,011.06.
<p>Funding Considerations:</p> <p>A. Pride of the Dutchmen Marching Band- Tom Truesdell</p>	<p>3A. Tom Truesdell was present and was requesting funds of \$ 25,000 to help with the costs of purchasing new band uniforms. The current uniforms are 35 to 45 years old. The band is hoping to order 150 new uniforms by this summer, so they are available for the 2024 band trip and the 2025 Tulip Festival. The current uniforms are used by the band for all six Tulip Festival parades. They are also used once every four years for a band trip. They are not used for field shows. It was noted that the uniforms have been used for many festivals in the past such as Rose Bowl, Orange Bowl, Fiesta Bowl and most recently at Disney World in Florida. They have represented the Orange City community and the Tulip Festival to thousands of people throughout the country. The total cost of the 150 uniforms looks to be around \$75,000. The band plans to have a public campaign as well as getting some private donations. After some discussion, the board approved \$ 15,000 dollars towards the cost of the uniforms, subject to having the students wear the uniforms as much as possible during the festival. An Example was from the Straat Feest to the last parade during the Tulip Festival each day. Tony/Scott m/s to approve payment of \$ 15,000 dollars. Ayes: 4 Nays: 0</p>

B. Orange City Arts Council

3B. Dennis Rockhill and Emie Andrulewich, Co-Directors of the Orange City Arts Council were present and were requesting funds of \$ 15,000 dollars for OnStage 2023. OC Arts supports local and regional talent by highlighting artists during the summer events in the downtown bandshell. The concert series is held every Wednesday evening at 7pm. In 2023, the arts council will be offering two or three local talented groups along with three to four regional groups. Orange City Arts will also be having the community band performing again this summer. The cost to run the OnStage events in the summer is estimated to be \$ 30,000 dollars. They usually fundraise with private and corporate donations of \$ 12,000 to \$15,000 dollars annually. After discussion, the board approved the \$ 15,000 request. Tony/Mike m/s to approve the payment of \$ 15,000. This is a one-year commitment. The board expressed their appreciation for their work and to come back with any new projects in the future. Ayes:4 Nays:0

C. Tulip Festival Steering Committee

3C. Jenny Droog was present to ask the community betterment board about requesting funds of \$ 15,000 dollars. The request included improvements to the festival. Some examples are new announcer booths, a second information booth located more on the south end of downtown, and improvements to the sound system on the south end of the parade route. They will be using some Friends of the Festival fur. as well as some private donations. The community betterment board discussed the improvements and gave approval for the \$ 15,000 dollars. Scott/Joy m/s to approve the payment. Ayes:4 Nays: 0.

Adjourn

5:10 pm @ Council Chambers



