

**City of Tipton, Iowa**

**Meeting:** Tipton Special City Council Meeting  
**Place:** Tipton City Hall, 407 Lynn Street, Tipton, Iowa 52772  
**Date/Time:** Wednesday, January 15, 2025, 12:00 p.m.  
**Web Page:** [www.tiptoniowa.org](http://www.tiptoniowa.org)  
**Posted:** Tuesday, January 14, 2025 (Front door of City Hall & City Website)

Please join my meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/642904677>

You can also dial in using your phone.

Access Code:

642-904-677

United States (Toll Free):

[1 866 899 4679](tel:18668994679)

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**Mayor:** Tammi Goerdt

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<b>Council at Large:</b>	Abby Cummins-VanScoy	<b>Council At Large:</b>	Jason Paustian
<b>Council Ward #1</b>	George Welker	<b>Council Ward #2</b>	Mike Helm
<b>Council Ward #3</b>	Luke Johnston	<b>City Attorney:</b>	Lynch Dallas, P.C.
<b>City Manager:</b>	Brian Wagner	<b>Gas Supt:</b>	Darren Lenz
<b>Finance Director:</b>	Melissa Armstrong	<b>Electric Supt:</b>	Jon Walsh
<b>City Clerk:</b>	Amy Lenz	<b>Water &amp; Sewer Supt:</b>	Brian Brennan
<b>Dir. Of Public Works:</b>	Steve Nash	<b>Ambulance Svc Dir:</b>	Brad Ratliff
<b>Police Chief:</b>	Lisa DuFour	<b>Economic Dev. Dir.</b>	Linda Beck
<b>Park &amp; Recreation:</b>	Adam Spangler	<b>Library Director:</b>	Denise Smith

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**A. Call to Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Agenda Additions/Agenda Approval**

**E. Communications:**

If you wish to address the City Council regarding an issue, whether on the agenda or something not on the agenda, please approach the lectern at this time and give your name and address for the public record before discussing your item. Scheduled communications are allowed to speak up to five minutes. Unscheduled communications are allowed to speak up to three minutes.

**F. City Business**

1. Discussion and possible action concerning hiring a consultant to evaluate RFP responses for the solar array project not to exceed \$5,000.
2. Discussion and possible action concerning accepting engineering proposal from Hart-Frederick for the solar array project.
3. Discussion and possible action concerning waiving the council pay for this special meeting.

**G. Reports of Mayor/ Council/ Manager/ Department Heads**

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Manager's Report
5. Department Heads

**H. Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time. **If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.**

## Amy Lenz

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**From:** Brian Wagner, City of Tipton  
**Sent:** Monday, January 13, 2025 7:00 PM  
**To:** Abby Cummins; Abby Cummins-VanScoy; George Welker; Jason Paustian; Luke Johnston; Mike Helm; Tammi Goerdt  
**Cc:** Melissa Armstrong; Amy Lenz; Jon Walsh  
**Subject:** RE: Request for an electronic Special Council meeting: Solar Project.  
**Attachments:** Tipton-Offer of Services.pdf

Dear Mayor and Council,

To move the solar array project along, I'd like to request an electronic special council meeting during the noon hour on either Weds or Thurs of this week.

--1.) The first item concerns hiring a consultant to help us evaluate the RFP responses that we receive. Originally, we were going to try to evaluate the responses in-house with Jon and me. But, a consultant that we're aware of, Warren McKenna, has done these projects and will likely save us money by helping us evaluate the best value for the City. That is, not necessarily the lowest cost, but the best proposal for the money.

His quote is \$125 per hour with a not-to-exceed of \$5000 for 40 hours. I'm hoping that a recommendation doesn't take 40 hours to determine.

At this time, I'd like us to hold off on his second proposal which is for construction oversight. There's a chance that Terry might be able to do this for us. But, we'll know more about that based on the proposals that come in and whether the City accepts one of them.

--2.) We hadn't anticipated this item. Mostly due to the slope of the site, the most serious of the solar array contractors have asked for a topo survey of the site. Altogether and if needed to its fullest extent, this proposal will come to \$7550. It is being made by an engineering firm (Hart-Frederick in Tiffin) that has also done solar projects before. The topo would also cover that remaining 6 acres to the west of the primary project site—in case we do a second solar project in the future.

This is from the email that they used as their proposal:

*"This estimate includes \$2250 for retracement of parcel & determining, monumenting access, \$2000 for topographic survey and deliver, \$800 for Environmental Review Request and \$2500 for NPDES permit.*

*At this time, upon given the go ahead for your City Council, we will be able to do the retracement survey and topographic survey delivered within 2 to 3 weeks, unless otherwise requested for an earlier or later timeframe.*

*The Environmental Review we will begin as soon as given approval and the NPDES permit we will begin as soon as we know the lay of the land and determine its extents." With this, the storm water permit (\$2500) would start by publishing at "notice of intent" in the paper. If the project isn't pursued, then we'd only be out of the cost of doing that.*

Warren McKenna Consulting

1991 Angle Rd SW

Kalona IA 52247

319-461-8114

The following services are offered with an estimate of maximum costs and hours.

- Feasibility Phase -- \$ 125/hr estimated maximum cost of \$ 5,000 (40 hours)
  - interconnection transformers, inverters, and metering review
  - AC, DC, racking, and communications systems and infrastructure review
  - Metering, data collecting, control hardware/software requirements tracked
  - Recommendations
    - site survey, grade work, and permit requirements county and state recommendations
    - environmental study needs
    - zoning requirements identified
  - RFP requirements review, contractor matrix provided
  - Follow-up guidance on preparations and scheduling to build solar farm
  
- Project Management Phase -- \$ 125/hr estimated maximum cost of \$ 35,000 (280 hours)
  - Engineering Design reviews pre and post construction
  - Construction management and oversight
    - site specifics, grading, fencing, landscaping, cleanup
    - materials management, shipping, storage during construction
    - site communications and metering/monitoring
    - safety and security requirements
    - Contractor performance, mark and torque, install quality
    - Commissioning, performance, warranty, insurance review
    - Permits, zoning, environmental study compliance

Change order and approval shall be requested if estimated maximum costs/hours are reached.

Invoicing will include detailed itemized hours as a monthly submittal for payment.