

**AGENDA**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**MAY 14, 2013**

**NOTICE TO THE PUBLIC:** The Mayor and City Council welcome comments from the public during discussion. **If you wish to speak, please complete an orange card and hand it to the City Clerk. When your name is called, please step to the microphone, state your name for the record, and limit the time used to present your remarks in order that others may be given the opportunity to speak.** The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input at the time of the first reading. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring.

**CALL TO ORDER:** 7:00 p.m.

**PROCLAMATIONS:**

1. Proclamation for Building Safety Month, May 2013
2. Proclamation for National Public Works Week, May 19-25, 2013
3. Proclamation for Special Olympics Iowa, May 23-25, 2013

**CONSENT AGENDA:** All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

4. Motion approving payment of claims
5. Motion approving Minutes of Special Meeting of April 16, 2013, and Regular Meeting of April 23, 2013
6. Motion approving certification of civil service applicants
7. Motion approving Report of Contract Change Orders for April 16 - 30, 2013
8. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Special Class C Liquor – Great Plains Sauce & Dough, 129 Main Street
  - b. Special Class C Liquor – Mongolian Buffet, 1620 S. Kellogg Avenue #103
  - c. Class E Liquor, C Beer, and B Wine – Walgreen’s #12108, 2719 Grand Avenue
  - d. Class B Beer – Jeff’s Pizza Shop, 2402 Lincoln Way
  - e. Class C Liquor – Mother’s Pub, 2900 West Street
  - f. Class C Liquor – Red Lobster #747, 1100 Buckeye Avenue
  - g. Class C Beer & B Native Wine – Tobacco Outlet Plus #530, 204 South Duff Avenue
  - h. Class B Beer – Pizza Hut #4303, 436 South Duff Avenue
  - i. Special Class C Liquor – Octagon Center for the Arts, 427 Douglas Avenue
9. Resolution approving Intergovernmental Agreement for Household Hazardous Waste Collection
10. Resolution approving 2013/14 Human Services Annual Contracts
11. Resolution approving 2013/14 Commission On The Arts (COTA) Annual Grants
12. Resolution approving contracts with various organizations for FY 2013/14 Ames Fall Grant Program
13. Resolution approving 2013/14 Funding Agreement with Ames Economic Development Commission
14. Resolution approving additional funding for outside legal services from Dorsey & Whitney
15. Resolution approving revisions to Records Retention Schedule
16. Resolution setting date of public hearing to vacate utility easements at 4121 Aplin Road
17. Resolution approving closure of Chamberlain Lot Y and waiver of parking meter fees from 7:00 a.m. to 11:00 p.m. on Saturday, June 8, for Summerfest
18. Resolution approving preliminary plans and specifications for 2013 Softball Field Fencing and

Lighting at South River Valley Park; setting June 12, 2013, as bid due date and June 25, 2013, as date of public hearing

19. Resolution approving preliminary plans and specifications for 2012/13 CyRide Route Paving Improvements Program #2 (Todd Drive); setting June 5, 2013, as the bid due date and June 11, 2013, as the date of public hearing
20. Resolution approving preliminary plans and specifications for Resource Recovery Plant Primary Shredder Replacement; setting June 5, 2013, as the bid due date and June 11, 2013, as the date of public hearing
21. Resolution awarding contract to Keck Energy of Des Moines, Iowa, in an amount not to exceed \$273,940 for purchase of fuel and tank rental during CyRide facility expansion construction
22. Resolution approving renewal of contract with Allied Valve, Inc., of Bettendorf, Iowa, in an amount not to exceed \$60,000 for Power Plant Valve Maintenance, Testing, Repair, Replacement, and Related Services and Supplies
23. Resolution approving renewal of contract with Waste Management of Ames, Iowa, in the amount of \$.1251 per mile per ton, with 44% of price based on fuel cost, for Hauling of Ferrous Metals for Resource Recovery Plant
24. Resolution awarding contract to Graymont Western Lime, Inc., of West Bend, Wisconsin, in the amount of \$141/ton for purchase of Pebble Lime for FY 2013/14
25. Resolution awarding contract to DPC Industries, Inc., of Omaha, Nebraska, in the amount of \$.769/gallon for an estimated total of \$76,900 for purchase of Liquid Sodium Hypochlorite
26. Resolution awarding contract to Henderson Truck Equipment of Manchester, Iowa, in the amount of \$61,218 for 10-foot Dump Body and Control System and 9-foot Wing Plow
27. Resolution approving contract and bond for 2012/13 CyRide Route Paving Improvements (Lincoln Way from Franklin Avenue to Hayward Avenue)
28. Resolution approving Change Order No. 4 in the amount of \$2,009.46 for Unit No. 8 Steam Turbine Parts
29. Resolution accepting partial completion of public improvements and reducing security for Ringgenberg Park, 3<sup>rd</sup> Addition
30. Resolution reducing Letter of Credit from Pinnacle Properties Ames, LLC, to \$30,000 for 2012/13 West Lincoln Way Intersection Improvements (Lincoln Way and Dotson Drive)
31. Resolution accepting completion of 2011/12 and 2012/13 Neighborhood Curb Replacement Program (Curtiss Avenue)

**PUBLIC FORUM:** This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. **The Mayor may limit each speaker to five minutes.**

**PERMITS, PETITIONS, AND COMMUNICATIONS:**

32. Motion approving 5-day licenses for Olde Main Brewing Company:
  - a. Class C Liquor (May 15-19) at ISU Alumni Center, 420 Beach Avenue
  - b. Class C Liquor (May 21-25) at Reiman Gardens, 1407 University Boulevard
  - c. Special Class C Liquor (May 26-30) at ISU Alumni Center, 420 Beach Avenue
  - d. Special Class C Liquor (May 27-31) at Reiman Gardens, 1407 University Boulevard
33. Motion approving 6-month Class B Beer Permit & Outdoor Service for Ames Jaycees at Bandshell Park
34. Motion approving/denying Class C Liquor License for Café Mood, 116 Welch Avenue, Suite 101

35. Requests from Ames Patriotic Council for Memorial Day Parade on Monday, May 27, 2013:
  - a. Resolution closing south half of Parking Lot M from 9:00 a.m. until approximately 11:00 a.m. for staging parade
  - b. Resolution approving closure of 5<sup>th</sup> Street from Grand Avenue to Clark Avenue from 9:00 a.m. until 11:00 a.m. for line-up and start of parade
  - c. Resolution approving temporary closure of Clark Avenue (from 5<sup>th</sup> Street to 9<sup>th</sup> Street), 9<sup>th</sup> Street (from Clark to Maxwell), 6<sup>th</sup> Street (at Clark) and Duff Avenue (at 9<sup>th</sup> Street), as parade moves through intersections
36. Requests from Ames Community Arts Council for Tune in to Main Street on June 20, July 18, and August 15, 2013:
  - a. Motion approving Vending Permit for food vendor in CBD Lot X and Temporary Obstruction Permit for Tom Evans Plaza and two parking rows in CBD Lot X from 1:00 p.m. to 8:00 p.m.
  - b. Resolution approving closure of 24 parking spaces in CBD Lot X
  - c. Resolution approving usage of and waiver fee for utilities in and near Tom Evans Plaza and waiver of fee for Vending Permit
37. Motion approving sign encroachment permit for Bella Hair Salon at 2526 Lincoln Way
38. Resolution approving/motion denying request from Mid-Iowa Community Action to move funding from Family Development into Food Pantry
39. Resolution approving/motion denying request from Ames Historical Society to carry over \$1,203.15 from FY 2011/12 contract

**LIBRARY:**

40. Library Renovation Project:
  - a. Recommendation from Library Board of Trustees
  - b. Staff report on costs and impacts in timing pertaining to opportunity to meet additional expectations that could lead to National Register listing

**PLANNING & HOUSING:**

41. Roosevelt School Adaptive Reuse:
  - a. Presentation on concept for reuse of Roosevelt School
  - b. Briefing on relevant zoning laws
  - c. Review of public involvement and approval processes
  - d. Proposed language and options for zoning text amendment
42. Staff Report on process for development of Master Plan for old Ames Middle School
43. Request to subdivide property located at 56722 - 241<sup>st</sup> Street in Story County:
  - a. Resolution approving Minor Subdivision, subject to Restrictive Covenants
44. Request for LUPP amendment for proposed Aspen Ridge Subdivision, 2<sup>nd</sup> Addition, at 601 South 16<sup>th</sup> Street:
  - a. Motion approving/denying request for formal consideration of land use change
  - b. Motion determining whether application is processed as major or minor amendment

**PUBLIC WORKS:**

45. Staff report on Northridge Parkway Subdivision Flood Mitigation Project
46. Resolution authorizing staff to approve DNR Construction Permits for sewer and water main extensions into subdivisions

**ELECTRIC:**

47. Resolution awarding contract to Power Specialties of Raytown, Missouri, in the amount of \$60,933.15 for Oxygen Analyzer System for Power Plant Unit No. 8 Boiler

**FINANCE:**

48. Resolution approving sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2013, in a principal amount not to exceed \$23,500,000

**HEARINGS:**

49. Hearing on 2013/14 CDBG Annual Action Plan Project:

a. Resolution approving Plan

50. Hearing on Power Plant Maintenance Services:

a. Motion accepting report of bids and delaying award of contract

**ORDINANCES:**

51. Third passage and adoption of Water and Sewer Rate ORDINANCE NO. 4144

52. Third passage and adoption of ORDINANCE NO. 4145 correcting reference in *Municipal Code* to reflect correct location of definition of *Adult Entertainment Business*

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

**\*Please note that this agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*.**



# MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

APRIL 16, 2013

The Ames City Council met in special session at 7:00 p.m. on the 16<sup>th</sup> day of April, 2013, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council Members present: Davis, Goodman, Larson, Orazem, Szopinski, and Wacha. *Ex officio* member Baker was absent.

Mayor Campbell expressed condolences to the victims of the Boston Marathon bombing.

**CONSENT AGENDA:** Mayor Campbell stated that Item Nos. 1 and 2 on the consent agenda would be pulled for separate discussion.

Moved by Davis, and seconded by Larson to approve the following items on the consent agenda:

3. RESOLUTION NO. 13-158 authorizing an amount not to exceed \$1,500 for additional litigation expense in Iowa League of Cities v. EPA case

**\*\*Additional Item:** RESOLUTION NO. 13-159 approving closure of parking spaces on Chamberlain Street between Welch Avenue and Fire Station #2 driveway and Chamberlain Lot Y on April 19 - 21 to facilitate staging of law enforcement vehicles and related equipment

Roll Call Vote: 6-0. Resolutions declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

## **RESOLUTION NO. 13-156 APPROVING CHANGE ORDER NO. 2 TO NAES CORPORATION OF HOUSTON, TEXAS FOR STEAM TURBINE NO. 8 OVERHAUL:**

Assistant City Manager Bob Kindred told Council that the requests tonight are urgent matters. He said that every 5-8 years the units get dismantled to evaluate work that needs done. He said Change Order No. 2 will likely need additional funds, and it will be important to act swiftly to minimize the downtime for Unit 8. Electric Services Director Don Kom said the generator and turbine are still being looked at. He said the turbine is offsite where five minor issues are being looked at, but that since it is already apart, staff wants to use due diligence to be sure everything needing correcting is corrected so that the unit will operate longer. Mr. Kom said it would be more cost effective to fix the issues now, but that would extend the outage of the unit another week to ten days. He said staff is weighing the information, bids, and contractors available and should have recommendations by Tuesday's City Council meeting. He told the Council that overall, Unit 8 is in good condition.

Moved by Larson and seconded by Orazem to approve RESOLUTION NO. 13-156 approving Change Order No. 2 to NAES Corporation of Houston, Texas for Steam Turbine No. 8 Overhaul. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

## **RESOLUTION NO. 13-157 WAIVING CITY'S PURCHASING POLICY AND AWARDED CONTRACT FOR POWER PLANT MOTOR REPAIR TO ELECTRICAL ENGINEERING AND EQUIPMENT COMPANY OF DES MOINES, IOWA:**

Mr. Kom said that once the motors were taken to a facility in Des Moines, it was discovered that two of them need full coil rework. He said two other firms were contacted, and it was found out that Electrical Engineering and Equipment Company (3E) can do the work more cost effectively than the other firms. He said to waive the bid requirements would allow the units to stay at 3E. There was discussion regarding the costs.

Moved by Larson and seconded by Orazem to approve RESOLUTION 13-157 waiving City's Purchasing Policy and Awarding Contract for Power Plant motor repair to Electrical Engineering and Equipment Company of Des Moines, Iowa.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**COUNCIL WORKSHOP ON FLOOD MITIGATION STUDY:** Mayor Campbell introduced Water & Pollution Control Director John Dunn. Mr. Dunn told the Council that the presentation given tonight is the same presentation that was given twice to the public on April 10. He said there will be one more opportunity for public input before a final recommendation is made. Mr. Dunn recognized the individuals that have partnered together on this study working toward the City Council's goal of mitigating the effects of flooding on the community.

Mr. Dunn reviewed the scope of work, and said HDR Engineering (HDR) will be presenting alternatives tonight. He noted that HDR maximized public input during the entire process, and treated it as more than just communication to the public, but more like conversations with individuals. Mr. Dunn told the Council that the input really shaped the way alternatives were looked at and evaluated, of which there is no single or easy answer. Mr. Dunn introduced Water Resources Engineer Andy McCoy of HDR. Mr. McCoy said 300 people have attended public meetings, 645 have visited the online meeting, and 181 comments have been received through the website. He described the evaluation process.

Mr. McCoy described how the extreme rain events that have occurred recently in the state of Iowa were used as examples, and through computer modeling were routed into Squaw Creek and the Skunk River to show how an event could exceed the 2010 flood. He said these alternatives were incorporated into web-based maps. Nathan Young of the Iowa Flood Center gave a demonstration of how the maps can be used, and said the web interface was created specific to this project. To access the maps, he said to go to the City's website: [www.cityofames.org](http://www.cityofames.org) and then click on "Flood Mitigation Study" which is located under "In the Spotlight". Mr. McCoy said the public could use the tool to search for homes and view the effects of flooding.

Mr. McCoy reviewed the presentation. The alternatives being considered were discussed:

- Centralized Storage
- Regional Flood Storage
- Floodplain Storage
- Diversion (2 options)
- Conveyance Improvements (3 options)
- Levee Protection to 100-year flood level
- Levee Protection to 500-year flood level

For each alternative the benefit cost analysis was reviewed, including construction costs, annual cost, annual benefits, and the benefit/ cost ratio.

Mr. McCoy said HDR needs to obtain Council's feedback on options it is interested in so that next step options can be calculated. There was discussion among the Council members about the alternatives. Mr. Larson asked about combining different alternatives, and if the benefit/ cost ratios could be modeled from several different combination scenarios. Mr. McCoy said that is possible, and that alternatives that provide natural combinations would be channel improvements along Squaw Creek, lengthening the bridge at US Highway 30, and adding a levee. He said now

HDR wants to quantify the different combinations, and asked if there were any alternatives that should not be further considered.

Mr. Schainker said it would be best to optimize the impact for the best cost. Mr. Larson said he would like to know which three options in conjunction with other options could slow the flows down coming into Ames. Mr. McCoy asked if he would like to see the best stand alone detention facilities put in combination with other alternatives. Mr. Larson said yes, and added that the City will have to rethink what is allowed for development. Mr. Goodman said slowing the water down is important, and said that money could be made available for buy outs that would help eliminate economic impacts.

Mayor Campbell said after the 1993 flood there was an effort to have individual properties put up flood walls. Mr. McCoy said they did not look at flood walls for specific properties. Mr. Goodman asked how the project would be funded. Mr. Schainker said outside funding would be researched, or bonds could be issued. Mr. Orazem asked if there are different probabilities for getting outside funding for the different options. Mr. McCoy said the benefit/ cost ratio would need to be above 1. Discussion continued. Mr. Dunn said if the Council paired up different alternatives, not everything would be constructed in year 1, but incrementally which would spread out the expense. Mr. Orazem asked about Decorah, Iowa. Mr. McCoy said Decorah combined levees and bike trails to enhance the area.

Mayor Campbell asked if Council would like staff and the consultants to eliminate the unlikely options. Mr. Larson said he would like at least one option that includes storage in the most cost-effective way. Mr. Goodman asked if we are still within the scope of the study. Mr. Dunn said we are outside the scope, but HDR has agreed to look at one more analysis. Mr. Goodman asked about buyouts. Mr. McCoy said that option can be provided, as it is the baseline that everything is compared to. Mr. Larson said certain entities would need alternative locations if bought out. Mr. Dunn asked the Council if it is accurate to say it would like HDR to prepare combination alternatives with upstream storage. Mr. Orazem said storage vs. levees is a logical question. Mr. Larson said he is interested in any combination with a benefit/ cost ratio better than a 1, then it can be determined if environmental impacts could be mitigated, or if they are too great. He said if the alternative would protect against a 500 year flood and has at least a 1, he wants to see it.

Mr. Dunn said HDR will provide a draft of the final written document within 4-6 weeks and then staff will review it and the finalized report could be presented to City Council in June or July, when staff will present the finalized alternatives. Mr. Dunn said it will be that same time that staff is about to assemble an update to the CIP if there is an option that Council would like to pursue. Mr. Dunn said that Mr. McCoy and his team have done an outstanding job on the study and have been positive ambassadors on the Council's behalf. He said they took many comments and were always respectful and receptive to all of them.

**COMMENTS:** There were no comments.

The Council recessed at 9:21 p.m. and reconvened at 9:30 p.m.

Moved by Davis and seconded by Larson to go into closed session at 9:31 p.m.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Davis and seconded by Szopinski to return to regular session at 10:35 p.m.  
Vote on Motion: 6-0. Motion carried unanimously.

**ADJOURNMENT:** The meeting adjourned at 10:35 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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Erin Thompson, Recording Secretary

# MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

APRIL 23, 2013

The regular meeting of the Ames City Council was called to order by Mayor Campbell at 7:00 p.m. on April 23, 2013, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. *Ex officio* Member Baker was also present.

**PROCLAMATION FOR NATIONAL HISTORIC PRESERVATION MONTH:** The month of May was proclaimed as National Historic Preservation Month. Accepting the Proclamation was Bill Malone, Historic Preservation Commissioner. Mr. Malone highlighted upcoming events for the Ames Historic Preservation Commission, including a presentation in May by an expert from Northeast Iowa on window restoration; “Old is the New Green” preservation and sustainability will be the topic in June; and in July, a conference on using state and federal tax credits will be held.

**PROCLAMATION FOR ARBOR DAY:** Mayor Campbell proclaimed April 26, 2013, as Arbor Day. Accepting the Proclamation were Dave Brotherson and Bruce Vance. Mr. Brotherson thanked the City Electric Services and Public Works Departments for helping to fund the tree-planting efforts.

**HISTORIC PRESERVATION AWARDS:** Historic Preservation Commissioner Bill Malone presented Historic Preservation Awards to the following:

1. Significant Achievement in Historic Preservation: Ames Smart Growth Alliance

Accepting the Award on behalf of Ames Smart Growth Alliance were Catherine Scott, Erv Klaas, Susie Petra, Sue Krall, Sue Ravenscroft, and Pam Sargent. Ms. Scott advised that the Ames Smart Growth Alliance members had given time and money to advocate for the rehabilitation and reuse of the Roosevelt Elementary School building. She recognized various members of the Smart Growth Alliance for their efforts towards that endeavor.

2. Historic Rehabilitation: John Sargent, 917 Burnett Avenue

Mr. Sargent stated that his home had been constructed in 1913. It had been converted to a triplex in the 1940s. After 70 years, it has now been converted back to a single-family residence.

**APPOINTMENT OF EX OFFICIO STUDENT LIAISON:** Mayor Campbell introduced Alexandria Harvey, who was being recommended for appointment by the Government of the Student Body as the City Council *ex officio* student liaison. Ms. Harvey stated that she is from Texas and is currently a junior at Iowa State University majoring in Environmental Science and Global Resource Systems. If appointed, Ms. Harvey would serve for one year.

Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 13-160 approving the appointment of *ex officio* student liaison Alexandria Harvey.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Mayor Campbell recognized Sawyer Baker, who had served as the City Council *ex officio* student liaison for the past year.

**CONSENT AGENDA:** Moved by Goodman, seconded by Orazem, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meeting of April 8, 2013, and Regular Meeting of April 9, 2013
3. Motion approving Report of Contract Change Orders for April 1-15, 2013
4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor & Outdoor Service – Perfect Games, 1320 Dickinson Avenue
  - b. Class C Beer – Swift Stop #2, 3406 Lincoln Way
5. Motion approving Police Department’s application to and participation in Department of Justice Office of Justice Programs Bulletproof Vest Partnership program
6. RESOLUTION NO. 13-161 approving appointment of Council Member Goodman to Ames Transit Agency Board of Trustees
7. RESOLUTION NO. 13-162 confirming appointments of GSB Senator Zachary Murrell and Representative Daniel Rediske to Ames Transit Agency Board of Trustees
8. RESOLUTION NO. 13-163 approving appointment of Deb Thurmond to fill vacancy on Public Art Commission
9. RESOLUTION NO. 13-164 approving Investment Report for quarter ending March 31, 2013
10. RESOLUTION NO. 13-165 approving Preliminary Official Statement for General Obligation Corporate Purpose Bonds, Series 2013, and setting date of sale for May 14, 2013
11. RESOLUTION NO. 13-166 approving renewal of Administrative Services Agreement with Delta Dental of Iowa for dental benefits
12. RESOLUTION NO. 13-167 approving renewal of Agreement with Wellmark BCBS of Iowa for administrative services, specific and aggregate excess coverage, and network access for health benefits
13. RESOLUTION ON. 13-168 approving preliminary plans and specifications for 2013/14 Resource Recovery Process Area Sprinkler System Replacement (Phase I); setting May 22, 2013, as bid due date and May 28, 2013, as date of public hearing
14. RESOLUTION NO. 13-169 approving preliminary plans and specifications for 2012/13 Downtown Street Pavement Improvements; setting May 22, 2013, as bid due date and May 28, 2013, as date of public hearing
15. RESOLUTION NO. 13-170 awarding contracts to RESCO of Ankeny, Iowa, for purchase of Padmounted Transformers and to Wesco Distribution of Des Moines, Iowa, for purchase of Overhead Transformers, all in accordance with unit prices and energy losses bid
16. RESOLUTION NO. 13-171 approving renewal of contract with W-S Industrial Services, of Council Bluffs, Iowa, in an amount not to exceed \$151,000 for Power Plant Specialized Cleaning Services, including Grit Blasting, Hydro-Blasting, Detonation Blasting, and Vac Truck Services
17. RESOLUTION NO. 13-172 approving renewal of contract with Bodine Services of Clinton, LLC, of Clinton, Iowa in an amount not to exceed \$52,000 for Power Plant Specialized Wet/Dry Vacuum, Hydro-Blast, and Related Cleaning Services
18. RESOLUTION NO. 13-173 approving renewal of contract with ChemTreat, Inc., of Glen Allen, Virginia, in an amount not to exceed \$224,000 for Chemical Treatment Services and Supplies for Power Plant
19. RESOLUTION NO. 13-174 approving renewal of contract with Diamond Oil Company of Des Moines, Iowa, in an amount not to exceed \$642,000 to supply Diesel Fuel to the Power Plant
20. RESOLUTION NO. 13-175 approving renewal of contract with Tri-City Electric Company of Iowa, of Davenport, Iowa, in an amount not to exceed \$180,000 for Power Plant Breaker and Relay Maintenance
21. RESOLUTION NO. 13-176 approving renewal of contract with Air Hygiene of Broken Arrow, Oklahoma, in an amount not to exceed \$90,500 for Emissions Testing for Steam Electric Plant and Combustion Turbine Generator

22. RESOLUTION NO. 13-177 approving renewal of contract with Waste Management of Ames in the amount of \$.3941/mile/ ton for Hauling and Related Services from Resource Recovery Plant to Boone County Landfill
23. RESOLUTION NO. 13-178 approving completion of Squaw Creek Pedestrian Bridge
24. RESOLUTION NO. 13-179 approving completion of Flood Damage - Squaw Creek Bank Erosion Projects (north of Stuart Smith Park and near 326 North Riverside Drive)  
Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**PUBLIC FORUM:** No one spoke during this time.

**5-DAY LICENSES FOR OLDE MAIN BREWING COMPANY:** Moved by Davis, seconded by Orazem, to approve:

- a. Special Class C Liquor at St. Thomas Aquinas Church, 2210 Lincoln Way
  - b. Special Class C Liquor & Outdoor Service at Reiman Gardens, 1407 University Boulevard
- Vote on Motion: 6-0. Motion declared carried unanimously.

**CLASS C LIQUOR LICENSE & OUTDOOR SERVICE FOR BRICK CITY GRILL:** Moved by Davis, seconded by Orazem, to approve a Class C Liquor License & Outdoor Service for Brick City Grill, 2704 Stange Road.

Vote on Motion: 6-0. Motion declared carried unanimously.

**SUMMERFEST IN CAMPUSTOWN ON JUNE 8, 2013:** Kim Hanna, Director of the Campustown Action Association, and Liz Jeffrey, Event Chair for Promotions for the Campustown Action Association, were present. Ms. Hanna advised that this would be the third year for Summerfest in Campustown. Ms. Jeffrey named a few of the wide variety of activities that will occur during the event. She referred anyone who was interested in registering for the 5K run or seeing what other activities will be offered to the Website: [AmesCampustown.com](http://AmesCampustown.com)

Moved by Davis, seconded by Larson, to adopt/approve the following:

- a. RESOLUTION NO. 13-180 approving closure of 200 block of Welch Avenue and Welch Lot T from 7:00 a.m. to 11:00 p.m.; and waiver of parking meter fees, electricity use, and Blanket Vending Permit fee
- b. Motion approving Blanket Temporary Obstruction Permit
- c. Motion approving Blanket Vending Permit
- d. Motion approving 5-Day Class B Beer Permit & Outdoor Service

Council Member Wacha expressed concerns that a police officer will not be hired to oversee the beer garden. He was willing to support the motion based on there not being any issues last year; however, if there are issues this year, he expressed his recommendation that an officer be present in the future.

Roll Call Vote: 5-0-1. Voting aye: Davis, Larson, Orazem, Szopinski, Wacha. Voting nay: None. Abstaining due to a conflict of interest: Goodman. Resolution/Motions declared adopted/approved, signed by the Mayor, and hereby made a portion of these Minutes.

**OKTOBERFEST ON OCTOBER 12 AND 13, 2013:** Cari Hague, Main Street Cultural District (MSCD) Director; Terry Stark, 2013 MSCD President; and Bill Malone, Committee Chair for Oktoberfest, were present. Ms. Hague said that the event will be expanded this year due to its

success last year; it will be a day-long festival to showcase the Downtown District. Mr. Stark described some of the musical entertainment that would be offered.

Moved by Davis, seconded by Szopinski, to adopt/approve the following requests from the Main Street Cultural District for Oktoberfest on Saturday, October 12, and Sunday, October 13:

- a. RESOLUTION NO. 13-181 approving closure of Main Street from Kellogg to Douglas from 10:00 a.m. to 2:00 a.m., including closure of 46 parking spaces; and waiver of fees for Blanket Vending Permit, meter costs for parking space closures, and costs for use of electricity in the 200 block
- b. Motion approving Blanket Temporary Obstruction Permit and Blanket Vending Permit
- c. Motion approving 5-day Class B Beer Permit & Outdoor Service (pending dram shop insurance coverage)

Council Member Wacha expressed concerns that a police officer will not be hired to oversee the beer garden.

Roll Call Vote: 6-0. Resolution/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**CONTRACT FOR HUMAN SERVICES WITH LUTHERAN SERVICES IN IOWA (LSI):**

Assistant City Manager Melissa Mundt told the Council that during the staff transition in the City Manager's Office, it had been discovered that LSI had not submitted its 2012/13 contract. LSI had requested reimbursement for Crisis Intervention and Crisis Childcare Services from the City, which triggered the review of documents and revealed that the contract had not been returned. If approved, the contract for FY 2012/13 would allow LSI to submit requests to draw down funds for the entire period from July 1, 2012, to June 30, 2013.

Moved by Davis, seconded by Wacha, to adopt RESOLUTION NO. 13-182 approving the 2012/13 Contract for Human Services with Lutheran Services in Iowa.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**REQUEST FOR ADDITIONAL 2013/14 FUNDING FOR ACCESS SHELTER:** The Council was advised by Mayor Campbell that Item No. 34 had been pulled by staff.

**PURCHASE OF SCULPTURE FOR INTERMODAL FACILITY:** Allison Sheridan and Greg Fuqua, Co-Chairs of the Public Art Commission, were present. Ms. Sheridan explained that the Transit Agency had approved using \$39,000 of the Federal Transit Administration (FTA) funding allocation to purchase *Power Tennis*, a piece of artwork by internationally renowned sculptor Bill King. The artwork will be placed to the east of the Intermodal Facility. Public Arts Commission funds in the amount of \$3,500, which were carried over from its 2012/13 budget, will be used for installation costs. At the inquiry of Council Member Goodman, Transit Director Sheri Kyras explained that various expenditures had been made from the Federal Transit Administration funding allocated to the Intermodal Facility; those items, which includes the artwork, will deplete the federal funding.

Council Member Wacha noted that the FTA strongly encourages artwork at facilities that have been built with FTA funding.



Moved by Larson, seconded by Goodman, to adopt RESOLUTION NO. 13-183 approving the purchase of the “Power Tennis” sculpture from William King for purchase of artwork for Intermodal Facility.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**2012/13 NEIGHBORHOOD ART ACQUISITION PROGRAM SCULPTURE SELECTIONS:**

Mary Ann Lundy and Greg Fuqua, representing the Public Art Commission, described the three sculptures being recommended for purchase and named the neighborhoods that will receive them.

Moved by Szopinski, seconded by Goodman, to adopt RESOLUTION NO. 13-184 approving the purchase of the of the following 2012/13 Neighborhood Art Acquisition Program sculpture selections:

1. *Barbara’s Portal* by Jaak Kindberg to be placed at Ontario and California in West Ames near the CyRide bus stop turn-around
2. *Walker 1.0* by John Brommet to be placed at Bloomington Road and Fletcher Avenue at the entrance to the Stone Brooke Neighborhood
3. *Hatching Sprout* by Michael Sneller to be placed at Teagarden Park in South Ames

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**STAFF REPORT ON REPLACEMENT OF COMMON LOT LINE SHARED GARAGES:**

City Planner Karen Marren recalled that at its March 26, 2013, meeting, the City Council had referred to staff a letter dated March 4, 2013, from Jeff Bryant, who owns property at 220 and 224 S. Riverside Drive. In that letter, Mr. Bryant requested that the City consider a zoning amendment to allow the replacement of existing shared garages with no side-yard setbacks. He wanted to replace an existing common lot line shared garage between his two properties that did not meet the current setbacks required for private garages and accessory buildings. The two homes were built in the 1920s. According to Ms. Marren, Mr. Bryant wishes to remove the existing 18' x 18' garage and replace it with a 26' x 30' garage. A variance from the Zoning Board of Adjustment was requested in July 2009 by Mr. Bryant; however, it was denied because the Board could not find that the replacement met the criteria for the variation. The Board ruled that there was no unique circumstance or a hardship.

Ms. Marren noted that there are several other properties in Mr. Bryant’s neighborhood that either have a shared garage or shared driveways. The current requirements for private garages and accessory buildings found in *Ames Municipal Code* Section 29.408(7) were outlined by Planner Marren. She pointed out concerns that City staff had about common lot line shared garages. Ms. Marren said that if the Council would choose to allow common lot line shared garages, staff would recommend that the following limitations be considered as part of a text amendment:

1. Shared common lot line garages and accessory structures should only be permitted for lots in which an existing common lot line garage or accessory structure exists or on lots where substantial proof can be submitted showing that a shared common lot line garage or accessory structure had previously existed.

2. The structure should not be allowed in the front yard or within the side-yard setback adjacent to the public right-of-way in the case of corner lots.
3. In the case of a corner lot, a garage or accessory building should be set back a minimum of 25 feet from the abutting streets.
4. A detached garage or accessory building on a lot with a one-story principal building should not exceed the height of the principal building.
5. Detached garage or accessory buildings on a lot with a principal building that is taller than one story should not exceed 80% of the height of the principal building or 20 feet, whichever is lower.
6. The structure should not exceed a maximum of 1,200 square feet shared between the two properties.
7. The cumulative garage door width should not exceed 18 feet per lot. Doors less than eight feet in width, such as for lawn and garden equipment, would be exempt from this requirement.

Council Member Larson acknowledged that, in this case, one person owns both parcels of land that share the garage. He asked how it would work if there were two different property owners sharing the garage, especially in regards to maintenance. Acting Planning and Housing Director Bob Kindred pointed out that there are many shared garages that have existed for decades, so apparently, the two parties have made arrangements to cover insurance, taxes, and maintenance. Acting City Attorney Judy Parks explained that explicit covenants may exist between the property owners; however, the City had not been involved in that arrangement due to it being private ownership. If this moves forward, Ms Parks said that she would like to consult with a real estate attorney to see what needed to be included in any agreement between the parties who would be sharing the garage.

City Council Member Larson pointed out the importance of having both property owners agree to any changes and asked that any text amendment include the requirement for both parties to formally agree to those changes. Council Member Goodman disagreed in that it had not been an issue in the past decades, and he did not see a need for the City to get involved in the private arrangement. Ms. Parks confirmed that no issues had been brought to the City's attention in the past. Mr. Larson noted that the current *City Code* does not allow demolition and rebuilding of any shared garage. He preferred that, in the case of demolition and reconstruction of a shared garage, it be required that both parties sign the application and agree to be bound by certain conditions.

Jeff Bryant, 220 South Riverside, Ames, owner of the properties in question, said that he knew of one shared garage being torn down and rebuilt in 1991. He advised that there was a Maintenance Agreement between the two owners outlining the responsibilities of each property owner.

Moved by Goodman, seconded by Orazem, to direct staff to prepare a text amendment pertaining to common lot line shared garages including limitations numbered 1-7, as outlined above.

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Orazem, seconded by Goodman, to amend the motion to include the requirement that there be an agreement between the two owners on the reconstruction of, maintenance of, and shared costs for the garage and that evidence of such an agreement be shown to City staff.

Vote on Amendment: 6-0. Motion declared carried unanimously.

Vote on Motion, as Amended: 6-0. Motion declared carried unanimously.

**SMART ENERGY REBATE TO MCFARLAND CLINIC:** Representing Electric Services were Steve Wilson, Energy Services Coordinator, and Brian Trower, Assistant Electric Services Director. Mr. Wilson noted that McFarland Clinic had gone “above and beyond” *Code* requirements when building its new facility at 121 E. 12<sup>th</sup> Street when it installed a geothermal heating and cooling system, rather than a standard electric heating and cooling system.

Moved by Wacha, seconded by Davis, to adopt RESOLUTION NO. 13-185 authorizing a *Smart Energy* rebate payment to McFarland Clinic for \$45,290.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**LIBRARY RENOVATION AND EXPANSION PROJECT:** Assistant City Manager Bob Kindred provided the background of this item, which originally came before the City Council on March 26. At that meeting, the item was tabled after the Historic Preservation Commission Chairperson Sharon Wirth had expressed concern over the removal and replacement of the windows in the historic portions of the building and that the changes might jeopardize a future listing of the Library on the National Register of Historic Places. The Council had directed that the Library Board of Trustees and the Historic Preservation Commission meet to discuss the concerns.

According to Mr. Kindred, the Library Board of Trustees and the Historic Preservation Commission met on April 11. He gave a summary of the meeting as well as subsequent discussions that had been held on April 22 and on this date, including a tour of the building by the State Historic Preservation Office (SHPO). The Council was also updated on steps that had been taken after the joint meeting. Mr. Kindred advised that the Library Board of Trustees, on April 18, had stated that, while they did not wish to negatively impact the possibility of a listing on the National Historic Register and are willing to consider preservation of the wood windows if that is the only factor that would impact the National Register, they did not support changes to the plans regarding other historic elements, such as the skylights and north exterior stairs and planter.

It was explained by Mr. Kindred that the State Historic Preservation Office (SHPO) had, on April 22, 2013, apprised the Trustees about state and federal historic tax credits that may be possible if the Library were listed on the National Register. The City and the Library could enter into a contract with the Friends of the Ames Public Library to apply for those credits, which would qualify for a 25% state rebate on all the costs for restoring the northern-most historic part of the building. Also, a federal rebate could equate to 20%. Representatives of SHPO had also stated that retaining the 60 historic windows (1904, 1907, and 1940's portion) was crucial to the Library's potential of being listed on the National Register; if the windows were removed and replaced, it would jeopardize any future listing. SHPO representatives had advised that the skylight and the “knee-walls” would add incremental value to a Register nomination; however, might not be critical elements.

Council Member Larson expressed frustration that the Library Board of Historic Preservation Commission had not spoken with representatives of SHPO two years ago. He acknowledged that it is time-consuming and detailed, but worth it to receive a 45% rebate.

Assistant City Manager Melissa Mundt advised that the Library's Building Committee had met concerning the Historic Treatment Specialist. It had been suggested that the Specialist be pulled

from the purview of the general contractor (Samuels Group, et al) and be handled separately by the Library Board of Trustees. According to Ms. Mundt, the Library's Construction Advisor Brad Heemstra had advised that notice should be given to the Samuels Group that the window component would be removed from the contract. The window component then could be dealt with separately by the Library Board and Samuels could continue with its time line for the remainder of the project. A variety of Change Orders would need to be generated including for the contract with the Samuels Group, the abatement services contract, and the contracts with the Construction Advisor, architects, and the Historic Treatment Specialist. Ms. Mundt asked the Council to provide direction to the Library Board regarding the importance of the Library being listed on the National Register of Historic Places, the importance of qualifying for the potential tax credits, what to do with the skylight and north stairway entrance, and Historic Treatment Specialist.

Kevin Stowe, President of the Library Board of Trustees, and Trustee Al Campbell were present. Mr. Stowe read a prepared statement from the Library Board. In summary, he advised that the Library project was now at a critical juncture, with contracts in place and construction moving forward, and it cannot withstand delays. Mr. Stowe said that the Board of Trustees had requested the removal of the requirement for a Historic Preservation Specialist for the Library Renovation Project. He emphasized that the library project was never intended to be an historic preservation project, and if it were, discussions needed to be held long ago. There are at least five different contracts that would be impacted if the project were now to be considered as an historic preservation project. To do so now would result in time delays and extra costs. It was reiterated by Mr. Stowe that the Library Board of Trustees did not believe that there is a need for an Historic Treatment Specialist. They also do not support changes to the plans regarding other historic elements, such as the skylight and north exterior stairs and planter. Mr. Stowe noted that the contract for the project already provides language to ensure that the work done on the 1904/1940 portions of the building will be done with appropriate care for the historical elements. He advised that the Building Committee did not see secured value in the possibility of a tax rebate. That Committee will be meeting on May 1, 2013, to consider any additional information that comes to light between now and then concerning the windows, skylight, exterior stairs, and other building items. The Committee will then report to the Board of Trustees at a Special Meeting. Mr. Stowe said that he would be happy to report back to the City Council at its meeting on May 14, 2013, if so desired.

Mr. Stowe asked the Council to remove the requirement for an Historic Treatment Specialist from the contract. He also asked the Council to advise the Board now if it wished the project to be pursued as an historic preservation project. Brad Heemstra, Integrity Construction, Construction Manager for the Library, again indicated that the requirement for an Historic Treatment Specialist was put in the specifications in error by the architect. He advised that he does not have a specific cost breakdown for the portion of the Samuels Group contract that are associated with the 1904/1940 building; that would have to be estimated. Mr. Stowe pointed out that if the windows, skylight, and steps were to be renovated according to historic preservation guidelines, the Library still might not be listed on the Register, which would then nullify any credits. If the State decides the addition does not compliment the original structure, it would not be eligible for listing on the Register.

Council Member Larson expressed his opinion that "the boat has sailed;" there is not time to do what is being contemplated right now. It is not known without doing a lot of investigation what the odds are of getting the approval that will cost-justify; it is too late in the process. Citing his personal experience with another project, Mr. Larson said that the idea that you can't get on the National Register if you replace an old window is incorrect. He also pointed out that an Historic Treatment Specialist would work with SHPO to ensure that any replacement window meets the criteria.

Mr. Stowe pointed out that there is a significant difference between a preservation project and a project that is designed to honor the historic character of the building. The plan of the Library Board was always the latter, and there are a lot of items in the contract documents that would make the renovated building look like it did in 1904, 1907, and 1940 and would honor the historic character.

Bill Malone, speaking on behalf of the Historic Preservation Commission (HPC), advised that the application for the National Registry was actually finished and ready to file; however, the Library Board had asked HPC to stop the procedure because it feared what that would mean for the renovation project. Mr. Stowe explained that, in 2009, the Library Board had been told that the application was being worked on by three ISU students. The Board had many meetings as to the location of a new library, held meetings with the HPC, and had a presentation by SHPO.

Moved by Wacha, seconded by Davis, to bring the topic of Change Order No. 1 off the table (from March 26, 2013).

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Wacha, seconded by Davis, to adopt RESOLUTION NO. 13-186 approving Change Order No. 1 with A&P/Samuels Group deleting Subsections 1.3A, 1.4A, 1.4B, 1.4C, 3.5A, 3.5B, 3.6A, and 3.6B of Section 01 3591 pertaining to hiring an Historic Treatment Specialist (Tabled from March 26, 2013).

Council Member Szopinski stated that she would like to make a friendly amendment that the motion include the understanding that the position would be moved to be under the purview of the Board of Trustees. Council Member Wacha said that he would not accept that as a friendly amendment.

Council Member Larson said that he was very sensitive to the timing of the project. Council Member Goodman advised that he was not willing to compromise the success of the project to include historic preservation.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Goodman, seconded by Larson, to direct the Library Board of Trustees to determine the costs and impacts in timing and report to the City Council on May 14, 2013, about the opportunity to meet the additional elevated expectations that could eventually lead to an National Register listing.

Vote on Motion: 5-1. Voting aye: Davis, Goodman, Larson, Orazem, Szopinski. Voting nay: Wacha. Motion declared carried.

**DROUGHT OPERATIONAL RESPONSE PLAN AND CONCEPTUAL REVISIONS TO WATER RATIONING ORDINANCE:** Water and Pollution Control Director John Dunn advised that in preparation for future drought events, staff was reviewing all aspects of the City's response program in order to be optimally prepared. He noted that the only time rationing had ever been implemented was during the drought of 1976-77.

Lyle Hammes, Water Plant Superintendent, provided an overview of the Drought Management Plan. He explained the four conditions: Awareness, Preparedness, Watch, and Alert that could lead to instituting the Water Rationing Ordinance. Assistant Water and Pollution Control Assistant Director Steve DuVall reviewed the current Water Rationing Ordinance and reasons to review it. The proposed Ordinance and rationing rate structure were detailed. It was noted that if Council direction

was so given, staff would develop the actual ordinance language to be brought back to the Council for approval.

Moved by Goodman, seconded by Wacha, to direct staff to bring back a proposed revised Water Rationing Ordinance to Council on May 14, 2013.

Vote on Motion: 6-0. Motion declared carried unanimously.

**HEARING ON 2012/13 CYRIDE ROUTE PAVING IMPROVEMENTS (LINCOLN WAY FROM FRANKLIN AVENUE TO HAYWARD AVENUE):** The public hearing was opened by Mayor Campbell. No one asked to speak, and the hearing was closed.

Moved by Davis, seconded by Orazem, to adopt RESOLUTION NO. 13-187 approving final plans and specifications and awarding a contract to Manatt's, Inc., of Ames, Iowa, in the amount of \$649,697.97.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON 2013/14 RESOURCE RECOVERY PRIMARY SHREDDER REPLACEMENT PROJECT - PHASE II: NO. 1 MILL REPLACEMENT:** Mayor Campbell opened the public hearing.

Public Works Director John Joiner advised that one bid was received; however, the bidder did not include a Bid Bond, so the bid was declared unresponsive. There was also one other potential prime contractor at the bid opening who expressed interest; however, they were unable to secure an electrical subcontractor in time to meet the bid due date. A third potential prime contractor at the bid opening was also not to get all the information together in time to submit the bid. If directed by the City Council, staff would have conversation with potential prime contractors with the subcontractors and have plans and specifications back to the Council in May with the goal to coordinate with the planned electric outage in November.

The Mayor closed the hearing after no one else came forward to speak.

Moved by Goodman, seconded by Davis, to accept the report of bids and direct staff to re-bid the project.

Vote on Motion: 6-0. Motion declared carried unanimously.

**HEARING ON VACATING UTILITY EASEMENTS FOR 4118 APLIN ROAD:** The Mayor opened the hearing. There being no one asking to speak, the hearing was closed.

Moved by Wacha, seconded by Goodman, to adopt RESOLUTION NO. 188 approving the vacating of utility easements for 4118 Aplin Road.

Roll Call Vote: 6-0. Resolution declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**WATER AND SEWER RATE ORDINANCE:** Moved by Goodman, seconded by Wacha, to pass on second reading the Water and Sewer Rate Ordinance.

Roll Call Vote: 6-0. Motion declared carried unanimously.

**ORDINANCE CORRECTING REFERENCE IN *MUNICIPAL CODE* TO REFLECT CORRECT LOCATION OF DEFINITION OF ADULT ENTERTAINMENT BUSINESS:** Moved by Goodman, seconded by Szopinski, to pass on second reading an ordinance correcting the reference in the *Municipal Code* to reflect the correct location of the definition of adult entertainment business.

Roll Call Vote: 6-0. Motion declared carried unanimously.

**COUNCIL COMMENTS:** Moved by Orazem, seconded by Larson, to refer to staff for a report on a possible ordinance that would allow the demolition of a garage that is in disrepair and rebuilding of the same garage on undersized lots, which is currently prohibited by a current ordinance.

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Davis, seconded by Goodman, to refer to staff for a memo the letter from Matt Randall pertaining to Aspen Ridge

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Davis, seconded by Goodman, to refer to staff the request dated April 9, 2013, from Mid-Iowa Community Action to move funding from Family Development into Emergency Food.

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Larson, seconded by Wacha, to refer to staff the letter from Mark Gannon pertaining to a Minor Subdivision of his property located at 56722 - 241<sup>st</sup> Street in Story County.

Vote on Motion: 6-0. Motion declared carried unanimously.

Council Member Davis asked for an update from staff to be e-mailed to the Council regarding the completion of the screening of balconies at 119/127 Stanton.

**CLOSED SESSION:** Moved by Davis, seconded by Larson, to hold a Closed Session, as provided by Section 21.5(1), *Code of Iowa*, to discuss appointment of the City Attorney.

Roll Call Vote: 6-0. Motion declared carried unanimously.

Moved by Larson, seconded by Davis, to direct the Mayor to extend an offer of employment to Judy K. Parks for the position of City Attorney with a starting salary of \$120,000 per year until June 30, 2014, then to be adjusted on July 1<sup>st</sup> of each fiscal year thereafter based on a performance review by the City Council; the benefits package that she currently receives; with residency required to be within the City of Ames; and if accepted, the start date to be April 24, 2013.

Roll Call Vote: 6-0. Motion declared adopted unanimously.

**ADJOURNMENT:** Moved by Davis to adjourn at 9:50 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

# MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

APRIL 25, 2013

The Ames Civil Service Commission met in regular session at 8:15 a.m. on April 25, 2013, in the Council Chambers of City Hall, 515 Clark Avenue, with Commission Members Terry Adams, Mike Crum, and Dan Shaffer present.

**ELECTION OF OFFICERS:** Moved by Crum, seconded by Shaffer, to elect Adams as chair of the Civil Service Commission.

Vote on Motion: 3-0. Motion declared carried unanimously.

Moved by Shaffer, seconded by Adams, to elect Crum as vice chair of the Civil Service Commission.

Vote on Motion: 3-0. Motion declared carried unanimously.

**APPROVAL OF MINUTES:** Moved by Shaffer, seconded by Crum, to approve the minutes of the March 28, 2013, Civil Service Commission meeting as written.

Vote on Motion: 3-0. Motion declared carried unanimously.

**CERTIFICATION OF ENTRY-LEVEL APPLICANTS:** Moved by Crum, seconded by Shaffer, to certify the following individuals to the Ames City Council as promotional-level applicants:

Recreation Coordinator:	Jenny Nelson	84
	Krista Carter	73

Vote on Motion: 3-0. Motion declared carried unanimously.

**CERTIFICATION OF PROMOTIONAL-LEVEL APPLICANTS:** Moved by Shaffer, seconded by Crum, to certify the following individuals to the Ames City Council as promotional-level applicants:

Police Sergeant:	Clint Hertz	83
	Blake Marshall	80
	Eric Snyder	79
	Joel Congdon	78
	Adrienne Johnson	76

Vote on Motion: 3-0. Motion declared carried unanimously.

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for May 23, 2013, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:17 a.m.

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Terry Adams, Chair

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Jill Ripperger, Recording Secretary





# REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input checked="" type="checkbox"/>	16 <sup>th</sup> – end of month
Month and year:	April 2013	
For City Council date:	May 14, 2013	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact Person/Buyer
Electric Services	Unit 8 Steam Turbine Parts	1	\$526,086.90	ARGO Turboserve Corp.	\$0	\$19,260.00	D. Kom	CB
Electric Services	Unit 8 Feedwater Heater Replacement	1	\$752,007.00	SPX Heat Transfer LLC	\$0	\$2,117.00	D. Kom	CB
Public Works	Hauling Ferrous Metals	1	\$105,300.00	Waste Management of Ames	\$0	\$19,700.00	J. Joiner	MA
Public Works	Hauling and Related Services	1	\$199,125.00	Waste Management of Ames	\$0	\$11,505.00	J. Joiner	MA
Public Works	Waste Disposal	1	\$689,750.00	Boone County Landfill	\$0	\$30,500.00	B. Kindred	MA
Electric Services	Energy Resource Options Study	1	\$375,000.00	Black & Veatch	\$0	\$6,780.90	D. Kom	CB

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact Person/Buyer
Electric Services	Energy Resource Options Study	2	\$375,000.00	Black & Veatch	\$6,780.90	\$38,750.00	B. Kindred	CB
Electric Services	Engineering Services for Vet Med Substation Expansion	2	\$390,880.00	Dewild Grant Reckert & Associates Company	\$4,000.00	\$8,000.00	D. Kom	CB
Electric Services	Unit 8 Steam Turbine Parts	2	\$526,086.90	ARGO Turboserve Corp.	\$19,260.00	\$2,086.50	D. Kom	CB
Ames Public Library	Ames Public Library Renovation & Expansion Project	2	\$12,543,350.00	A&P/Samuels, A Joint Venture	\$-(13,850.00)	\$1,184.00	L. Carey	MA
Ames Public Library	Ames Public Library Renovation & Expansion Project	3	\$12,543,350.00	A&P/Samuels, A Joint Venture	\$-(12,666.00)	\$13,603.00	L. Carey	MA
Public Works	2011/12 & 2012/13 Neighborhood Curb Replacement Program (Curtiss Ave)	1	\$80,975.00	TK Concrete	\$0	\$1,685.65	T. Warner	MA



# MEMO

*Caring People  
Quality Programs  
Exceptional Service*

8 a-i

**TO:** Mayor Ann Campbell and Ames City Council Members

**FROM:** Lieutenant Jeff Brinkley – Ames Police Department

**DATE:** May 6, 2013

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
May 14, 2013

The Council agenda for May 14, 2013, includes beer permits and liquor license renewals for:

- Special Class C Liquor – Great Plains Sauce & Dough, 129 Main St
- Special Class C Liquor – Mongolian Buffet, 1620 S Kellogg Ave #103
- Class E Liquor, C Beer, and B Wine – Walgreen’s #12108, 2719 Grand Ave
- Class B Beer – Jeff’s Pizza Shop, 2402 Lincoln Way
- Class C Liquor – Mother’s Pub, 2900 West St
- Class C Liquor – Red Lobster #747, 1100 Buckeye Ave
- Class C Beer & B Native Wine – Tobacco Outlet Plus #530, 204 S Duff Ave
- Class B Beer – Pizza Hut #4303, 436 S Duff Ave
- Special Class C Liquor – Octagon Center for the Arts, 427 Douglas Ave

A routine check of police records found no violations for Great Plains, Mongolian Buffet, Walgreen’s, Jeff’s, Mother’s, Red Lobster, Tobacco Outlet, Pizza Hut, or the Octagon Center. The police department would recommend renewal in all cases.

**COUNCIL ACTION FORM**

**SUBJECT: HOUSEHOLD HAZARDOUS MATERIALS COLLECTION**

**BACKGROUND:**

Since 1998, the City of Ames, through the Resource Recovery System, has contracted with Metro Waste Authority (MWA) for operation of a satellite Household Hazardous Materials (HHM) collection operation. The MWA owns the small building where the collected materials are received and stored for pick-up. The collected materials are then transported to MWA's facility in Bondurant, Iowa, and are safely processed in accordance with State and Federal regulations. Resource Recovery staff members receive HHM handling training and work with the customers when they make appointments to drop-off HHM.

Several agencies across Iowa are participating in this program to keep costs at a reasonable level. The 2010 to 2013 contract cost was \$0.87 per capita or a total of \$67,999.20 annually. The proposed three-year contract continues at the same rate, with new 2010 census numbers, for a total cost of \$77,193.36.

Over the past three years, our usage has been as follows:

<u>YEAR</u>	<u>CUSTOMERS</u>	<u>TOTAL WEIGHT (LBS)</u>	<u>LBS/CUSTOMER</u>	<u>\$/CUSTOMER</u>
2010	475	13,319	28.04	\$143.16
2011	449	15,847	35.29	\$151.45
2012	318	14,791	46.51	\$213.83

National averages indicate that average drop-off is 20 pounds per customer, and the Resource Recovery System's rate is above that level. Over one-half of the material is oil-based paints or paint-related products. The relatively high cost per user is offset by the knowledge that the materials are properly disposed of in an environmentally safe manner. Also, providing the HHM service is a requirement of the City's National Pollutant Discharge Elimination System (NPDES) stormwater permit.

The general provisions of the proposed three-year agreement remain the same. The City Attorney and Risk Manager have reviewed the agreement and approve it as to form.

**ALTERNATIVES:**

1. Approve the proposed 2013-2016 intergovernmental agreement with MWA for a satellite HHM collection and disposal operation at an annual cost of \$77,193.36.
2. Do not approve the proposed agreement.

**MANAGER’S RECOMMENDED ACTION:**

It is important for the City to continue this service in order to provide an easy, proactive means for the public to dispose of hazardous materials. In addition to providing a means for keeping these pollutants out of the environment, **this service is a requirement of the City’s NPDES stormwater permit.**

Therefore, it is the recommendation of the City Manger that the City Council adopt Alternative No. 1, thereby approving the proposed 2010–2013 intergovernmental agreement with MWA for a satellite HHM collection and disposal operation at an annual cost of \$77,193.36.

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF ASSET FUNDING CONTRACTS FOR 2013/14**

**BACKGROUND:**

During the budgeting process for 2013/14, the City Council approved a total of \$1,068,220 in ASSET agency allocations for the next fiscal year. Contract documents were mailed to most agencies in the last month and their budgeted amounts are listed below. **The funding agreements related to the human service agencies are now being presented for Council’s approval.**

After the 2012/13 ASSET budgeting process, staff made revisions to the ASSET standard form of contract. The new contract includes a statement of the public purpose for contracting with each agency. **In addition, the City Council is being asked to approve the language for each agency’s public purpose statement in addition to the overall contract amounts.**

<b>AGENCY</b>	<b>AMOUNT</b>	<b>PUBLIC PURPOSE STATEMENT – “The purchase of these services and facilities constitutes a public purpose by...</b>
ACCESS	\$69,983*	addressing the roots and impact of domestic and sexual violence through shelter, crisis intervention, counseling, and advocacy
ACPC	\$78,546	providing consistent, reliable, safe, and affordable child care services for children 18 months to 5th grade, and supporting personal growth and development
ARC of Story County	\$7,300	supporting the welfare of those with intellectual and developmental disabilities and their families through recreation and respite programs
Boys and Girls Club	\$92,500	providing behavioral guidance services to help youth ages 7-18 realize their full potential and to achieve health, social, educational, vocational, and leadership development
Camp Fire USA	\$6,136	building basic foundations needed by youth and adults related to self-esteem, decision making, and self-reliance skills
CCJ	\$52,648	building safe and healthy communities through interventions that promote personal change and accountability
ChildServe	\$17,660	assisting families with special healthcare needs to live a great life by providing childcare for children ages 2-5

Emergency Residence Project	\$63,900	providing shelter, food and other assistance to homeless persons, helping those facing homelessness to avoid it, and advocating and supporting community efforts to reduce conditions that foster homelessness
Good Neighbor	\$16,200	providing emergency rent, utility, fuel, and food assistance to individuals and families to ensure that those living in poverty and the working poor are able to remain in their homes in emergency situations
Heartland Senior Services	\$148,374	offering life-enriching opportunities to older adults, aged individuals, and providing support to their families and caregivers by offering activities and resources such as social activities and nutrition
HIRTA	\$40,000	providing general transportation services to Ames residents within Story County and once weekly services to Iowa City with no eligibility requirements to receive service and all trips are open to the public
Homeward of Mary Greeley	\$36,280	assisting those who are frail and ill to remain in the community as long as it is safe, comfortable, and feasible for them to do so
Legal Aid of Story County	\$80,675	providing legal representation and consultation for civil matters for those who cannot afford to pay a private attorney
LSI	\$2,825	providing early childhood services for crisis child care
Mid-Iowa Community Action	\$33,065	providing low-income families services to manage their household and providing basic dental health care
NAMI	\$5,450	supporting, educating, and advocating for those persons with mental illness and their families through support groups, individual support, and emergency financial services
Red Cross	\$9,000	preventing and alleviating human suffering in the face of emergencies by mobilizing volunteers, organizing shelters, and providing support to victims
RSVP	\$26,900	providing assistance in filling volunteer requests, promoting needs for volunteers, recruiting and referring volunteers, and following up on volunteer placement
Orchard Place	\$6,165	providing resources, education, and advocacy to support quality child care by offering referral services to parents, identifying child care options, and providing consumer education on how to choose child care providers
The Salvation Army	\$24,497	assisting with food, clothing, rent and/or mortgage, utility/prescription services, payee services for those unable to manage their finances, and disaster assistance
University Community	\$44,020	providing children with a warm environment to develop to their fullest potential while their parents are at work or

Childcare		school
Volunteer Center of Story County	\$7,000	mobilizing youth and adult volunteers to meet the needs of Story County and allowing volunteers to learn while providing a service to the community
Youth & Shelter Services	\$199,597	providing prevention, education, treatment, and residential services to children, youth, and families, to advocate on their behalf, and to help them solve problems, grow, and be self-sufficient, responsible, contributing members of society

\*ACCESS Contract as proposed includes additional dollars approved by ASSET Volunteers on April 30, 2013 for Battering Shelter. Council referred the request for additional funding to ASSET in March 2013 and requested volunteers make a determine pertaining to the additional funding request. The original request last Fall was for \$13,500, but due to the State of Iowa regionalization of services, ACCESS requested an additional \$16,758 to keep the shelter open in Ames through June 2014. This brings the total for the Battering Shelter request to \$30,258 for 2013/2014.

The contract for Eyerly Ball is still waiting further discussions on services that will be provided for crisis. Currently, Eyerly Ball is in discussions with Mary Greeley over support for those leaving from a mental health stay and is also in discussions with Police Department on how best to coordinate for emergency assistance in Ames. The amount allocated for 2013/2014 is \$12,875.

Foster Grandparents has closed in Story County due to financial difficulties. The \$3,382 that was allocated will be returned to fund balance in the Local Option Sales Tax Fund.

**ALTERNATIVES:**

1. Approve the ASSET contracts in the amounts indicated above.
2. Do not approve the ASSET contracts.

**MANAGER’S RECOMMENDED ACTION:**

The City Council has allocated funding for these contracts as a part of its budgeting process for FY 2013/14.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the ASSET contracts in the amounts indicated above.





February 5, 2013

City of Ames  
515 Clark  
Avenue  
Ames, IA 50010

### **ACCESS FY14 Amended Shelter Funding Request**

Dear City of Ames staff, Council Members and Mayor Campbell

**ACCESS respectfully requests additional shelter funds in the amount of \$16,758 for fiscal year 2014.**

This amount, added to our current allocation of \$13,500 from the City, will total \$30,258 in shelter funding.

As discussed in our ASSET hearing presentation, ACCESS prepared our budget request as information about state and federal victim service funding was being disseminated to victim service programs by the Iowa Attorney General's Office. This information included recommendations that each region (see attached map) provide one shelter program, one sexual assault comprehensive program, and one domestic violence comprehensive program. Our region had only met preliminarily to discuss how services would unfold.

With the uncertainty of the state and federal funds, ACCESS felt it was best to submit a budget request that reflected the intent to remain constant in all aspects of services that ACCESS currently provides. If significant changes took place, we would work with ASSET, as well as the other victim service providers, to ensure that Story County residents were served seamlessly during a transition.

As information has continued to be provided in this process, recommendations from the Attorney General's Office have become a little more flexible to programs as they plan for services. Three sources of funds will be available within each region, split evenly between shelter, domestic abuse (DA) comprehensive, and sexual abuse (SA) comprehensive services. With these funds, programs are advised to have plans to ensure that domestic violence and sexual assault services remain separate, not allowing for advocates to divide their time between domestic abuse and sexual assault. Programs are also advised to use funds in ways that reduce administrative costs, allowing for as much money as possible to be available for direct service. Programs are also strongly encouraged to engage in community organizing, connecting with community entities and professionals in order to expand the reach of victim services. This includes the use of volunteers, having a strong presence in community planning and coordination, as well as providing training to community members/professionals so that they can reach and support victims. Also, programs are advised to work at a regional level to ensure



that services across the area are consistent and mutually enhanced. As various plans have been proposed by regions, the Attorney's Generals Office staff have stated that plans will be reviewed and ultimately approved or rejected based on these considerations. If a region has a plan that shows an ability to reach and serve victims well, that plan will be considered.

ACCESS is a part of a region that has come to strong agreement on its plan. From early on, Domestic/Sexual Assault Outreach Center (Ft. Dodge) has agreed to provide the shelter program. This program has the ability to operate a 30+ bed facility. The remaining programs, ACCESS (Ames), Domestic Violence Alternatives/Sexual Assault Center (Marshalltown), and Crisis Intervention Service (Mason City) have agreed to apply for both DA and SA funds. The Mason City and Marshalltown project will divide a majority of the counties within the 20 county service area. ACCESS will cover its existing counties of Boone, Greene and Story. The decision for ACCESS to keep this area was based on the fact that ACCESS covers the only metropolitan area in the region, which included the only state university. It made sense for ACCESS to continue to specialize in this area, while the other programs reached a more rural/widespread population. Also, it made sense for all programs to keep as many of their existing counties as possible, to capitalize on ongoing support. The funding distribution between these three programs is based on population. ACCESS has 29% of the population, DVA/SAC (Marshalltown) has 44% of the population, and CIS (Mason City) has 38% of the population.

ACCESS, and the rest of the region, has plans to meet the funding expectations laid out by the Attorney General's Office. We are planning to clearly separate our DA and SA programs within each agency. Aside from administrative support, there will be no overlap of advocacy. ACCESS DA and SA advocates will have separation of space, separation of telephone lines, and separation volunteers, and separation of response and service systems. ACCESS is reducing administrative costs. ACCESS is not filling the vacant Assistant Director position in order to keep as many direct service advocates as possible. ACCESS, Mason City, and Marshalltown are making plans for regional efforts, including region-wide community assessments, region-wide staff/volunteer training, regional hotlines, and shared transportation/ service plans.

If the Attorney General's Office does not approve the plan, the region will go back to planning as a group, and resubmit our applications. Because there has been such a high level of agreement so far, we anticipate coming to consensus on plans. If ACCESS needed to withdraw either the DA or the SA application, we would work with the designated service provider (either Marshalltown or Mason City) to fulfill our commitment to provide the ASSET funded services for FY14, and support the chosen provider to become ASSET eligible in FY15.

Although we have felt confident in straying from some of the original recommendations, the region does feel that we should clearly comply with the recommendation for one *victim service funded* shelter program within our region. This has by-far been the strongest argument of the Attorney General's Office. Most of the data presented at community meetings, and ongoing conversations at the state level, has been centered around the need to limit resources committed to shelter. National models support that victim services can be strongly effective when they do not *center* their services around residential care. The north central region feels that we need to comply with some of the recommendations to avoid jeopardizing our plans overall.

With this said, programs are clearly allowed to put local funds toward programs that their communities want to support. ACCESS has experienced great support for our shelter services, and intends to continue to provide shelter within the Story County community. We do not center our services around shelter, but instead use it as an effective compliment to the outreach services we provide. Homelessness is a significant issue in Story County, and we know that many survivors of abuse struggle with homelessness while fleeing violence or in the period following, as they strive to recover both emotionally and financially. ACCESS has a long history of providing various services successfully, demonstrating the ability to operate each with focus. Our use of volunteers is excellent, and our strong collaborative partnerships keep our individual services and systems strong.

Recently, in the current fiscal year, we are operating with a significant increase in Housing and Urban Development (HUD) funds. We recently doubled this funding, and anticipate that it will continue to grow. This growth has been a community effort. Current HUD/ Emergency Shelter Grant funds have a direct connection to the community's efforts to create comprehensive emergency housing solutions. ACCESS, YSS, ERP, MICA and various other providers are very active in this effort, meet regularly, and have an active MOU for further development.

ACCESS has made a commitment to fundraising at a higher level in the next year. We anticipate reaching out to all of the communities we serve to solicit donations and to generate additional grant funds. Also ACCESS has been requesting continued support from Boone and Greene Counties. We anticipate these counties supporting their resident's use of shelter at a high level. Currently Boone County does provide a high level of support. Greene County provides less financial support, but also has a very low rate of shelter use.

ACCESS is working to keep costs down for shelter. This upcoming year's budget includes the use of two Americorp volunteers. These Americorp volunteers are available to our agency through our relationship with the Iowa Coalition Against Domestic Violence, a membership that we are able to continue. Even if the state does not fully fund either our DA or SA program, the shelter program could operate on its own budget.



Your funding in FY14, including the requested increase, will continue to be relied on in future years. As stated, we feel that the community has stated that the shelter program is a necessary service. ACCESS has a long history of utilizing funds responsibly. You can expect that the funds will be used to provide shelter bed space to Story County residents on a regular basis. Each year, with an 18 bed capacity, ACCESS can provide 6570 nights of shelter. There are instances when capacity is not reachable, such as times when a family does not fully occupy a room, or when we choose to give an individual her/his own room due to a recent trauma. Last year, 5131 nights of shelter were provided, with 3055 of those nights provided to Story County residents. This year, 1729 nights of shelter have been provided to Story County residents, signifying the potential for an increase in Story County resident usage. With funding primarily coming from local funds, ACCESS will have the ability to prioritize bed availability to local residents, and therefore it is anticipated that these numbers could increase even more.

Additionally, your funds will provide the ACCESS shelter a foundation for growth. ACCESS will continue to be a shelter program with the primary mission of serving victims of domestic violence. This makes ACCESS eligible for Office on Violence Against Women (OVW) transitional housing money. ACCESS will explore applying for these funds, as well as HUD transitional housing (Continuum of Care) funds, and other resources to aid in enhancing housing services and support in Story County.

ACCESS is in the process of putting new budget numbers into the ASSET budget forms. We will provide these to you as soon as possible. Thank you for your consideration. Please contact me if I can provide any more information.

Sincerely,

Angie Schreck

Executive Director

515-292-0500

director@assaultcarecenter.org

## ENTIRE AGENCY BUDGET

AGENCY NAME:

ACCESS

ABF-7A

		(1)	(2)	(3)	(4)	(5)	(6)	
REVENUE - ALL SOURCES		FY 10-11 ACTUAL	FY 11-12 ACTUAL	FY 12-13 ADOPTED	FY 13-14 PROPOSED	APPLY TO STORY CO.	% CHANGE (+ or -)	
1	SELF-GENERATED REVENUES	\$ 80,513	\$ 64,833	\$ 59,098	\$ 90,319	\$ 27,831	52.8%	
2	MEMBERSHIP DUES						N/A	
3	PROGRAM SERVICE FEES						N/A	
4	INVESTMENT INCOME	\$ 849	\$ 1,218	\$ 1,500	\$ 1,000	\$ 212	-33.3%	
5	GRANTS (PRIVATE SECTOR)	\$ 22,689	\$ 28,350	\$ 16,400	\$ 35,000	\$ 13,365	113.4%	
6	STATE/FEDERAL FUNDS	\$ 407,699	\$ 409,353	\$ 396,008	\$ 265,778	\$ 117,480	-32.9%	
7	DEPT. OF HUMAN SERVICES						N/A	
8	STATE (DECAT)						N/A	
9	STATE (EMPOWERMENT)	\$ 1,285					N/A	
10	ISU FUNDS						N/A	
11	OTHER GOVT FUNDS (LOCAL)	\$ 12,171	\$ 13,140	\$ 13,429	\$ 15,750	\$ 5,000	17.3%	
12	OTHER UNITED WAYS	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,200		3.3%	
13	MISC. REVENUES (REFUNDS/ADJUST)	\$ 764	\$ 7,080	\$ 3,000	\$ 3,914	\$ 352	30.5%	
14	ASSET FUNDERS ALLOCATIONS	STORY COUNTY	\$ 30,305	\$ 32,123	\$ 32,391	\$ 42,858	\$ 42,858	32.3%
15		COUNTY LOCAL OPTION	\$ 771					N/A
16		UNITED WAY	\$ 30,253	\$ 30,999	\$ 32,450	\$ 44,921	\$ 44,921	38.4%
17		GSB	\$ 21,330	\$ 22,466	\$ 22,168	\$ 27,800	\$ 27,800	25.4%
18		CITY OF AMES	\$ 46,651	\$ 48,798	\$ 50,910	\$ 69,983	\$ 69,983	37.5%
19	ASSET FUNDERS SUBTOTAL	\$ 129,310	\$ 134,386	\$ 137,919	\$ 185,562	\$ 185,562	34.5%	
20	SUPPORT & REVENUE-ALL SOURCES	\$ 661,280	\$ 664,360	\$ 633,354	\$ 603,523	\$ 349,802	-4.7%	

### EXPENDITURES

21	SALARIES/WAGES (SAL)	\$ 400,480	\$ 403,714	\$ 393,800	\$ 378,915	\$ 210,494	-3.8%
22	EMPLOYEE BENEFITS (SAL)	\$ 59,800	\$ 47,217	\$ 58,448	\$ 62,596	\$ 26,193	7.1%
23	PAYROLL TAXES (SAL)	\$ 30,998	\$ 34,258	\$ 34,806	\$ 28,698	\$ 16,515	-17.6%
24	TELEPHONE/FAX (O)	\$ 10,717	\$ 10,839	\$ 11,000	\$ 11,000	\$ 6,303	0.0%
25	OCCUPANCY (O)	\$ 24,940	\$ 29,841	\$ 26,800	\$ 27,014	\$ 22,966	0.8%
26	SUPPLIES (SE)	\$ 14,787	\$ 9,136	\$ 9,400	\$ 8,200	\$ 6,474	-12.8%
27	POSTAGE (SE)	\$ 1,098	\$ 1,117	\$ 1,200	\$ 1,500	\$ 785	25.0%
28	REPAIRS/EXP EQUIP (SE)	\$ 36,165	\$ 41,045	\$ 14,700	\$ 11,000	\$ 10,300	-25.2%
29	EQUIP/FIXED ASSETS (SE)	\$ 20,000			\$ 1,000		N/A
30	SUBSCRIP/BOOKS (SE)	\$ 858	\$ 861	\$ 300	\$ 300	\$ 123	0.0%
31	FEES & CONTRACT SERV (CON)	\$ 17,432	\$ 25,036	\$ 36,300	\$ 23,500	\$ 15,620	-35.3%
32	PRINTING/ART WORK (CON)	\$ 2,396	\$ 1,032	\$ 1,000	\$ 3,000	\$ 1,973	200.0%
33	LOCAL TRANSPORTATION (CON)	\$ 6,974	\$ 5,794	\$ 7,000	\$ 11,000	\$ 6,108	57.1%
34	CONF/CONV (CON)	\$ 4,171	\$ 1,555	\$ 2,100	\$ 2,000	\$ 1,133	-4.8%
35	ASST TO INDIVIDUALS (CON)	\$ 11,287	\$ 11,920	\$ 8,000	\$ 5,000	\$ 2,108	-37.5%
36	ORGANIZATION DUES (CON)	\$ 3,591	\$ 3,646	\$ 3,500	\$ 2,800	\$ 2,450	-20.0%
37	INSURANCE/LIABILITY & W-COMP (CON)	\$ 20,288	\$ 13,400	\$ 23,000	\$ 23,000	\$ 18,155	0.0%
38	MISC (M)	\$ 14,019	\$ 1,980	\$ 2,000	\$ 3,000	\$ 2,102	50.0%
39							N/A
40	DEPRECIATION-BLDG & EQUIP						N/A
41	TOTAL EXPENSES	\$ 680,001	\$ 642,391	\$ 633,354	\$ 603,523	\$ 349,802	-4.7%
42	SUPPORT AND REVENUES MINUS EXPENSES	\$ (18,721)	\$ 21,969	\$ -	\$ -	\$ -	N/A

**AGENCY SERVICE**

Complete this form for EACH service

ASSET SERVICE: Emergency Shelter SERVICE CODE: 2.1h  
 PROGRAM NAME: Battering Shelter  
 DEFINITION OF UNIT OF SERVICE: 1 24 Hour Period of Food and Shelter  
 CORRESPONDS TO COLUMN # 9 ON ABF 7B

Check here if budget projections are Story Co. only  X  
 If budget projections are % of multi-county Center or Site Budget provide %

**SOURCE OF FUNDS**

REVENUE - ALL SOURCES	ACTUAL				ADOPTED		PROPOSED	
	FY 10-11		FY 11-12		FY 12-13		FY 13-14	
	DOLLARS	%	DOLLARS	%	DOLLARS	%	DOLLARS	%
1 SELF-GENERATED REVENUES	\$ 19,241	6.3%	\$ 8,143	3.4%	\$ 7,903	3.2%	\$ 26,790	17.1%
2 MEMBERSHIP DUES		0.0%		0.0%		0.0%		0.0%
3 PROGRAM SERVICE FEES		0.0%		0.0%		0.0%		0.0%
4 INVESTMENT INCOME	\$ 420	0.1%	\$ 400	0.2%	\$ 250	0.1%	\$ 100	0.1%
5 GRANTS (PRIVATE SECTOR)	\$ 18,344	6.0%	\$ 20,572	8.6%	\$ 6,500	2.7%	\$ 13,000	8.3%
6 STATE/FEDERAL FUNDS	\$ 240,534	78.6%	\$ 180,947	75.7%	\$ 198,835	81.3%	\$ 49,200	31.5%
7 DEPT. OF HUMAN SERVICES		0.0%		0.0%		0.0%		0.0%
8 STATE (DECAT )		0.0%		0.0%		0.0%		0.0%
9 STATE (EMPOWERMENT)		0.0%		0.0%		0.0%		0.0%
10 ISU FUNDS		0.0%		0.0%		0.0%		0.0%
11 OTHER GOV'T FUNDS (LOCAL)	\$ 4,177	1.4%	\$ 4,286	1.8%	\$ 4,194	1.7%	\$ 2,000	1.3%
12 OTHER UNITED WAYS		0.0%		0.0%		0.0%		0.0%
13 MISC. REVENUES (REFUNDS/ADJUST)	\$ 260	0.1%	\$ 260	0.1%	\$ 270	0.1%	\$ 300	0.2%
14 ASSET FUNDERS ALLOCATIONS								
STORY COUNTY	\$ 6,425	2.1%	\$ 6,605	2.8%	\$ 6,690	2.7%	\$ 16,361	10.5%
COUNTY LOCAL OPTION		0.0%		0.0%		0.0%		0.0%
UNITED WAY- Story Co.	\$ 6,215	2.0%	\$ 6,400	2.7%	\$ 7,350	3.0%	\$ 18,381	11.8%
GSB/GSS	\$ 500	0.2%	\$ 400	0.2%	\$ -	0.0%	\$ -	0.0%
CITY OF AMES	\$ 9,880	3.2%	\$ 11,000	4.6%	\$ 12,520	5.1%	\$ 30,258	19.3%
19 ASSET FUNDERS SUBTOTAL	\$ 23,020	7.5%	\$ 24,405	10.2%	\$ 26,560	10.9%	\$ 65,000	41.6%
20 SUPPORT & REVENUE-ALL SOURCES	\$ 305,996	100.0%	\$ 239,013	100.0%	\$ 244,512	100.0%	\$ 156,390	100.0%

**EXPENSES SUMMARY**

SALARY AND RELATED (SAL)	\$ 242,534	78.0%	\$ 198,908	85.0%	\$ 182,012	74.4%	\$ 101,547	64.9%
OCCUPANCY (O)	\$ 18,059	5.8%	\$ 12,700	5.4%	\$ 17,010	7.0%	\$ 18,038	11.5%
SUPPLIES/EQUIPMENT (SE)	\$ 22,665	7.3%	\$ 9,704	4.1%	\$ 11,520	4.7%	\$ 12,760	8.2%
CONTRACTUAL (CON)	\$ 22,957	7.4%	\$ 12,401	5.3%	\$ 33,074	13.5%	\$ 23,045	14.7%
MISCELLANEOUS (M)	\$ 4,681	1.5%	\$ 300	0.1%	\$ 896	0.4%	\$ 1,000	0.6%
DEPRECIATION	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 310,896</b>	<b>100.0%</b>	<b>\$ 234,013</b>	<b>100.0%</b>	<b>\$ 244,512</b>	<b>100.0%</b>	<b>\$ 156,390</b>	<b>100.0%</b>

**SERVICE STATISTICS**

UNITS OF SERVICE	4064		3055		3200		3000
COST PER UNIT	\$ 76.50		\$ 76.60		\$ 76.41		\$ 52.13
UNDULICATED PARTICIPANTS/Total	N/A		N/A		N/A		N/A
UNDULICATED PARTICIPANTS/Story Co.	92		108		120		120
LICENSED CAPACITY							

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF THE COMMISSION ON THE ARTS CONTRACTS FOR 2013/14 CONTRACTS**

**BACKGROUND:**

During its February 2013 budget hearing, the City Council received recommendations on funding for arts organizations' annual grants from the Commission on the Arts (COTA). These annual grant recommendations total \$137,367.60. The City Council approved these recommendations as a part of the 2013/14 City Budget.

Contracts were mailed to arts organizations several weeks ago, and are now being presented to the City Council for approval. All contracts have been returned and are presented for your approval.

<b>Agency</b>	<b>2012/13 Actual</b>	<b>2013/14 Recommendations</b>
Ames Community Arts Council	\$8,111	\$7,982.20
ACTORS	\$13,464	\$13,542.80
Ames Chamber Artists	\$2,390	\$2,246.00
Ames Children's Choir	\$9,718	\$9,743.60
Ames Choral Society	\$2,690	\$2,476.00
Ames International Orchestra Festival Association	\$8,080	\$7,996.00
Ames Town & Gown Chamber Music Association	\$16,007	\$15,691.40
Central Iowa Symphony	\$10,424	\$9,974.80
Co'Motion Dance Theater	\$5,593	\$5,488.60
Friends of Ames Strings	\$1,200	\$1,180.00
Kids Co'Motion Dance	\$3,167	\$3,103.40
Octagon Center for the Arts	\$44,802	\$44,136.20
Story Theater Company	\$8,982	\$8,716.40
Stars Over VEISHEA	NA	\$3,310.20
India Cultural Association	NA	\$1,780.00
<b>ANNUAL TOTALS</b>	<b>\$134,628</b>	<b>\$137,367.60</b>

**ALTERNATIVES:**

1. The City Council may approve the COTA annual grant contracts as recommended by the Commission on the Arts and as received.
2. The City Council may hold these contracts and ask the Commission for further information.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative #1, and approve the COTA annual grant contracts as recommended by the Commission on the Arts, and as received.



**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 AMES FALL GRANT PROGRAM CONTRACT APPROVAL**

**BACKGROUND:**

During approval of the 2013/14 Budget, the City Council reviewed requests from local organizations through the Ames Fall Grant Program. The City Council allocated funds for these organizations to provide facilities and services for use by the public.

The parties must enter into an agreement to confirm the manner in which each organization will use its allocated funding. The contracts are similar to those utilized for arts and human services funding. The scopes of services for each are as follows:

<b>Organization</b>	<b>Amount</b>	<b>Scope of Services</b>
Ames Chamber of Commerce	\$2,200	Funds awarded shall be used as a cost share for a conceptual design of welcome signage on the Interstate 35 corridor to the north and south of Ames.
Ames Historical Society	\$24,000	Funds awarded shall be used towards occupancy costs (including rent, utilities, insurance, phones and communication lines, and inspections) related to documenting and housing historical artifacts from and about the Ames community. Funds shall additionally be used for curatorial activities related to managing, cataloging, storing, rotating, and disposing of exhibits in the Provider's collection. The curatorial activities shall be conducted at a rate commensurate with 20 hours per week of work.
Ames International Partner Cities Association	\$5,000	Funds provided shall be used to undertake such activities as will foster and promote friendly relations and mutual understanding between the people of Ames, Iowa and people of similar cities of other nations. These activities shall include the hosting of international delegations, the sending of delegation leaders, and the sending of youth delegation chaperones in sanctioned trips to the City's recognized partner cities. The Provider shall also act as a coordinating influence among those organizations, groups and individuals desiring to engage in activities furthering those objectives and purposes stated above.

Campustown Action Association	\$25,000	Funds awarded shall be used to complete an online calendar of events taking place in Campustown, create a wayfinding program for Campustown, increase participation in the Friends of Campustown program, produce a business recruitment strategy, and increase public art in Campustown. The Provider shall conduct these and other activities in accordance with the Campustown Action Association's Five-Year Strategic Plan, developed in 2012. The Provider shall serve as a point of contact for coordinating events held in Campustown, regardless of whether the event is sponsored by the Provider or another entity.
Homecoming Central Committee	\$1,000	Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of one night of Homecoming weekend 2013. In turn, patrons of the pancake feed will be charged lower prices than they would if expenses were not subsidized.
Hunziker Youth Sports Complex	\$26,000	Funds awarded shall be used towards operating expenses for facilities, including but not limited to utilities, communications, supplies, equipment, professional services, and maintenance. In turn, participants in sports programs will be charged lower participant fees than they would if operating expenses were not subsidized.
Main Street Cultural District	\$32,000	A portion of the funds awarded shall be used towards permanent beautification projects in the downtown area. The remainder of funds shall be used for logistical and operational expenses associated with hosting the Ames Main Street Farmers' Market, 4 <sup>th</sup> of July Parade and Festival, ArtWalk, MusicWalk, Snow Magic Celebration, and Tune In To Main Street. The Provider shall serve as a point of contact for coordinating events held in the Main Street Cultural District, regardless of whether the event is sponsored by the Provider or another entity.
VEISHEA, Inc.	\$8,000	Funds awarded shall be used towards costs associated with contracting for and/or providing for a pancake feed to be held as an alcohol-free activity during the late night hours of VEISHEA weekend 2014. Patrons of the pancake feed will be charged no more than \$3.00 per person for entrance to the event.

The City Council allocated \$8,000 for VEISHEA, Inc. during the budgeting process for 2013/14. However, the Council directed staff to meet with VEISHEA and ensure that funds were not being used to subsidize activities other than the pancake feed. Additionally, there were concerns that the \$4.00 per person that has previously been charged for the event was too high to draw the crowds to the sanctioned activities on campus. **VEISHEA staff has indicated that it would be willing to charge \$3.00 per person in exchange for receiving the \$8,000 in City funding. City staff is asking Council for direction on whether to accept this and award a contract or whether further discussion should take place with VEISHEA.**

**ALTERNATIVES:**

1. Approve 2013/14 funding contracts for the organizations and amounts indicated above.
2. Modify the authorized amount or scope of services for one or more organization.
3. Do not approve 2013/14 funding contracts.

**MANAGER'S RECOMMENDED ACTION:**

Many of these activities have been supported by Council over the past several years. Funding for these activities was included in the City Council's 2013/14 budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2013/14 funding contracts for the organizations and amounts indicated above.

# CONTRACT FOR SERVICES

**THIS AGREEMENT**, made and entered into the \_\_\_ day of \_\_\_\_\_, 2013, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and \_\_\_\_\_ (a nonprofit entity organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

## WITNESSETH THAT:

**WHEREAS**, the City of Ames has, by its City Council acting in open and regular session, determined that certain services and facilities to be provided to the City of Ames and its citizens by Provider, such services and facilities being hereinafter described and set out, should be purchased in accordance with the terms of a written agreement as hereinafter set out, in accordance with all applicable Federal, State, and Local laws or regulations;

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

## I PURPOSE

The purpose of this Agreement is to procure for the City of Ames and its citizens certain services and facilities as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

## II SCOPE OF SERVICES

A. For an amount not to exceed \$\_\_\_\_\_, the City agrees to purchase the Provider's services and facilities as generally described in the Provider's 2013/14 application. This description shall be made a part of this Agreement.

B. The Provider's application proposal is modified as described in the box below:

--

## III

## **METHOD OF PAYMENT**

A. All payments to be made by the City of Ames pursuant to this Agreement shall be reimbursement for actual costs incurred by Provider in providing services required by Section II above. Any alternate payment arrangements must be approved by the City Council.

B. The City will disburse payment monthly on requisition of Provider.

C. Requisitions for disbursement shall be made in such form and in accordance with such procedures as the Director of Finance for the City shall prescribe. Said form shall include but not be limited to an itemization of the nature and amount of costs for which reimbursement is requested, and must be filled out completely.

D. The maximum total amount payable by the City of Ames under this agreement is detailed in the SCOPE OF SERVICES (Part II of this contract), and no greater amount shall be paid.

E. All unobligated amounts disbursed to the Provider shall be repaid to the City as of the effective date of termination of this agreement. The Provider shall repay to the City any disbursed funds for which documentation of actual expenses is not provided.

F. The Provider shall requisition for funds no more frequently than once per month. If Provider wishes to request disbursement of funds on other than a monthly basis, the Provider must submit a request in writing to be approved by the City Manager's Office. Failure to request reimbursement in a timely manner shall be grounds for termination of this agreement. In no case will a disbursement request be accepted for reimbursement after July 15th of the following fiscal year.

## **IV FINANCIAL ACCOUNTING AND ADMINISTRATION**

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting.

B. Monies disbursed to Provider by the City will be deposited by Provider in an account under the Provider's name. All checks drawn on the said account shall bear a memorandum line on which the drawer shall note the nature of the costs for which the check is drawn in payment, and the program(s) of service.

C. All costs for which reimbursement is claimed shall be supported by documentation evidencing in proper detail the nature and propriety of the charges. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

D. All records shall be maintained in accordance with procedures and requirements established by the City Finance Director, and the City Finance Director may, prior to any disbursement under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the Provider for the purpose of determining changes and modifications necessary with respect to accounting for funds made available hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final disbursement by the City.

E. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the use made of monies disbursed hereunder.

F. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and Provider will permit the City to audit, examine, and make excerpts or transcripts from such records.

G. The Provider must submit a final report to the City within thirty (30) days of the submission of the final requisition for reimbursement or the concluding date of this contract, whichever is earlier. The final report shall describe, at minimum, the services and facilities provided under the contract, an accounting of the number of individuals to whom services or facilities were provided, and any supporting documentation to substantiate these descriptions. Failure to submit a final report as required may result in any funds awarded to the Provider through subsequent contracts being held in sequestration until the final report is complete.

**V  
DURATION**

This Agreement shall be in full force and effect from and after July 1, 2013, until June 30, 2014. The City Council may terminate this Agreement by giving written notice to the Provider at least sixty (60) days before the effective date of such termination. From and after the effective date of termination, no further disbursement under this Agreement shall be made by the City. Any money disbursed to the Provider and unencumbered or unspent as of the effective date of termination, shall be repaid to the City.

**VI  
DISCRIMINATION PROHIBITED**

In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

**IN WITNESS WHEREOF** the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

**CITY OF AMES, IOWA**

**ATTEST:**

BY \_\_\_\_\_  
Ann Campbell, Mayor

\_\_\_\_\_  
Diane Voss, City Clerk

\_\_\_\_\_  
**Organization Name**

BY \_\_\_\_\_  
Authorized Representative

# VEISHEA *INC.*



*West Student Office Space, Memorial Union, Iowa State University, Ames, Iowa 50011, Phone (515) 294-1026*

April 26, 2013

Brian Phillips  
515 Clark Avenue  
Ames, IA 50010

Mr. Phillips & The Ames City Council:

On behalf of VEISHEA, Nick and I would like to thank you for the City's continued support of Friday and Saturday late night pancakes on Central Campus.

We understand your request in lowering the cost of pancakes for students and have evaluated our budget for 2014. We plan on bringing the fee down from \$4/plate to \$3/plate as long as we still receive \$8,000 from the City of Ames.

We look forward to working with you in the year to come for a successful VEISHEA 2014!

If you have further questions, be sure to let us know.

Thanks!

Nick Morton & Karl Kerns  
VEISHEA 2014 General Co-Chairs

ITEM # 13  
DATE: 05-14-13

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF AMES ECONOMIC DEVELOPMENT COMMISSION FUNDING CONTRACT FOR 2013/14**

**BACKGROUND:**

In keeping with the City's adopted 2013/14 budget, staff is recommending that the attached Funding Agreement with the Ames Economic Development Commission be approved. This Agreement continues funding the services of a City Economic Development Liaison, a position that was first created for FY 2011/2012, along with other responsibilities included in previous agreements.

**ALTERNATIVES:**

1. Approve the Ames Economic Development Commission contract as attached for FY 2013/2014.
2. Do not approve the Ames Economic Development Commission contract for FY 2013/2014.

**MANAGER'S RECOMMENDED ACTION:**

The City Council has allocated funding for this contract as a part of its budgeting process for FY 2013/14.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Ames Economic Development Commission contract for FY 2013/2014.



# **CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES**

**THIS AGREEMENT**, made and entered into the 1st day of July, 2013, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter called "City") and the Ames Economic Development Commission, an adjunct of the Ames Chamber of Commerce (hereinafter called the AEDC);

## **WITNESSETH THAT:**

**WHEREAS**, the City of Ames desires to purchase certain services from said organization in lieu of hiring additional permanent staff and expending additional City funds to accomplish these services;

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

### **I PURPOSE**

The purpose of this Agreement is to procure for the City and its citizens certain economic development-related services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

### **II SCOPE OF SERVICES**

A. In consideration for the payment of \$90,000 in accordance with Section III, the AEDC shall provide the following economic development related services to the City of Ames and its citizens during the term of this agreement:

- The AEDC will serve as the lead contact for business representatives hoping to locate in Ames or to expand in our community. In this capacity the President of the AEDC will respond to information requests, coordinate the completion and submittal of state and local incentive applications, and show available industrial and commercial sites to prospects.
- The AEDC will visit annually with all major companies to identify challenges and opportunities facing Ames businesses.
- The AEDC will serve as the primary marketing entity for business recruitment to highlight Ames

- The AEDC will deploy an aggressive marketing campaign that will focus on targeted industries such as ag-biotechnology and advanced manufacturing businesses that do not overtax our infrastructure.
- The AEDC will invest in significantly revising its marketing materials including website, brochures, and proposal packets to better reflect the image of Ames as a great place to do business.

B. In consideration for the payment of \$60,000 in accordance with Section III, the AEDC shall provide the following economic development marketing and liaison services related to the City of Ames and its citizens during the term of this agreement by maintaining a jointly funded Vice-President for Business Development & Marketing position to carry out the following duties and tasks:

- Focus on the development of “small” or new businesses start-ups in the retail, commercial, and industrial sectors by: a) assisting with the recruitment and/or expansion of these types of businesses in the community; b) assisting entrepreneurs as they navigate through the various City, State, and Federal approval processes; and c) assisting entrepreneurs in obtaining the services available through the Small Business Development Center.
- Serve as the City Economic Development Liaison, work closely with developers and clients that need assistance in working through the City of Ames approval processes. This will include periodic meetings with the City Manager to keep him apprised of progress related to serving in the Liaison capacity.
- Provide input on communication pieces that will highlight the efforts of the AEDC and the City of Ames related to the positive developments in the community where the City and/or the AEDC have played an integral role.
- Implement an aggressive marketing plan focused on targeted industries that dovetail with the competencies of Iowa State University related to food and nutrition technology, plant biotechnology, information technology, and animal science. These efforts should not be limited to the aforementioned, as the AEDC service territory includes site options for advanced manufacturing and distribution facilities.
- Maintain frequent communication with stakeholders such as the Iowa Department of Economic Development, Alliant Energy, Iowa State University, and partners of the Ames-Des Moines Corridor.
- Maintain, in conjunction with the President & CEO and Vice-President of Existing Industry, a current list of active projects via the AEDC’s internal project tracking system.

- Maintain a current list of consultants and site selectors, with assistance from the Director of Member Services & Organizational Programming, for periodic mailings and contacts in various markets so that the AEDC has a fresh list to choose from when visiting various locations around the U.S.
- Coordinate the activities of the Ames-Des Moines Corridor providing administrative leadership and coordination of its events.
- Review and analyze, with the President & CEO and Vice-President of Existing Industry, potential recipients of assistance from various economic development incentive offering entities.
- Assist other AEDC/ACC staff in responding to inquiries and working with economic development prospects, consultants, and supplier contacts, as needed.
- Provide input into the overall plan of the AEDC and assist in its implementation where appropriate.
- The position will be jointly supervised by the President and CEO of the Ames Economic Development Commission and the Ames City Manager. As such, perform work as assigned by the City Manager related to the liaison activities and the President and CEO of the AEDC related to marketing activities.
- The position will be expected to periodically use a secondary office provided in the City Manager's office to better assure assimilation into the City of Ames organization.

### **III METHOD OF PAYMENT**

A. All payments to be made by the City of Ames pursuant to Section II.A of this Agreement shall be reimbursement for actual costs incurred by AEDC in providing services required by Section II.A above. Payments made by the City of Ames pursuant to Section II.B. of this Agreement shall be made in advance of services provide per terms in section III B of this Agreement.

B. The City will disburse payments twice annually on requisitions of the AEDC in January and July of each year. Requisitions for services pursuant to Section II A will be on a reimbursement basis and reflect cost for delivery of services for the prior six months. Requisitions for services pursuant to Section II B will be one-half (\$30,000) of the City's annual contribution for the jointly funded position and paid in advance. If the jointly held position is vacant for more than 30 days, AEDC will provide the City with a pro-rata refund for the payment made in advance.

Requisitions for disbursement shall be made in such form and in accordance with such procedures as the Director of Finance for the City shall prescribe. Said form shall include, but not be limited to, an itemization of the nature and amount of costs for which reimbursement is requested, and must be filled out completely.

B. The maximum total amount payable by the City of Ames under this agreement is \$150,000 as detailed in the SCOPE OF SERVICES (Section II of this contract), and no greater amount shall be paid.

#### **IV FINANCIAL ACCOUNTING AND ADMINISTRATION**

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting.

B. Monies disbursed to AEDC by the City will be deposited by AEDC in an account under the AEDC's name, with a bank located in Story County, Iowa. All checks drawn on the said account shall bear a memorandum line on which the drawer shall note the nature of the costs for which the check is drawn in payment, and the program(s) of service.

C. All costs for which reimbursement is claimed shall be supported by documentation evidencing in proper detail the nature and propriety of the charges. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

D. All records shall be maintained in accordance with procedures and requirements as established by the City Finance Director, and the City Finance Director may, prior to any disbursement under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the AEDC for the purpose of determining changes and modifications necessary with respect to accounting for funds made available hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final disbursement by the City.

E. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the use made of monies disbursed hereunder.

F. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and AEDC will permit the City to audit, examine, and make excerpts or transcripts from such records.

**V**  
**REPRESENTATION ON THE BOARD OF DIRECTORS**

It is agreed that the City of Ames will be guaranteed three representatives on the AEDC Board of Directors (two City Council members appointed by the Mayor, and the City Manager). Furthermore, the City Manager will be guaranteed membership on the Executive Committee of the Board of Directors.

**VI**  
**SUMMARY REPORT**

The AEDC further agrees to provide the City of Ames a written report no later than August 31, 2014, summarizing the accomplishments of the activities promised in Section II.

**VII**  
**DURATION**

This Agreement shall be in full force and effect from and after July 1, 2013, until June 30, 2014.

**VIII**  
**DISCRIMINATION PROHIBITED**

In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

**IN WITNESS WHEREOF** the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

**CITY OF AMES, IOWA**

**ATTEST:**

BY \_\_\_\_\_  
Ann Campbell, Mayor

\_\_\_\_\_  
Diane Voss, City Clerk

**AMES ECONOMIC DEVELOPMENT COMMISSION**

BY \_\_\_\_\_  
Daniel A. Culhane, President/CEO

Print Name:

\_\_\_\_\_



## City Attorney's Office

515 Clark Avenue, P. O. Box 811

Ames, IA 50010

Phone: 515-239-5146 • Fax: 515-239-5142

**TO:** Mayor Campbell and Members of the City Council

**FROM:** Judy Parks, City Attorney 

**DATE:** May 10, 2013

**SUBJECT:** City Prosecutions – Request to Spend Funds Authorized for Retained Outside Counsel

You may recall that Dorsey and Whitney has been providing litigation services for prosecutions of City offenses since late March when Kristine Stone left to become the Bettendorf City Attorney. The overall amount you had authorized for their anticipated services was \$50,000, and of that amount, \$10,000 has been spent to date.

Because the completion of hiring Assistant City Attorney replacements could not be accomplished until the City Attorney position was filled, Dorsey's services were needed for the month of April. Therefore, I am requesting authorization to use \$15,000 more of the \$50,000 you have allocated for their services to cover prosecution expenses through April.

I am pleased to report that the process for hiring two assistants has proceeded well and those positions are likely to be filled before June 1. I anticipate that there will be one additional request to cover expenses for a portion of the month of May, but since the next request to draw down the authorized funds will depend on when the new assistants can start, it will come to you at a later date.

**COUNCIL ACTION FORM**

**SUBJECT: AMENDMENTS TO THE CITY'S RECORDS RETENTION SCHEDULE**

**BACKGROUND:**

The Records Retention Schedule, originally adopted in 1998, was revised in its entirety and adopted by Resolution No. 11-347 on July 12, 2011. The purpose of mandatory compliance with the Records Retention Schedule is to enable Records Stewards to provide requested documents to the public and internal customers in the most accurate and cost-efficient manner. Therefore, it is crucial that the Schedule be revised whenever records are added or deleted from a Department's/Division's inventory.

The attached table lists the additions, deletions, and/or revisions that are being presented to the City Council for approval at this time.

**ALTERNATIVES:**

1. Adopt a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.
2. Do not approve the amendments listed on the attached table, to the City of Ames Records Retention Schedule.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative #1, adopting a resolution approving the amendments, as listed on the attached table, to the City of Ames Records Retention Schedule.

DEPARTMENT/DIVISION	ADDITION/DELETION/ REVISION	CATEGORY/RECORD TITLE	CHANGE
<b>Animal Control</b>	Revision	Administrative Documents	Permanent from 2011 to <b>present</b>
	Revision	Administrative Documents	Permanent from 2011 to <b>present</b>
	Revision	Finance	Time Cards ( <b>A. Dunn, part-time ACO</b> )
	Revision	General	5 years <del>from May 2006, to present</del>
	Revision	General	5 years <del>from June, 2006, to present</del>
	Revision	General	Live Trap <b>Permits Certificates</b> /5 years <del>from July, 2006, to present</del>
	Revision	Incident Reports/Investigation Files	5 years <del>from July 2006 to present</del>
<b>Electric</b>	Addition	MISO/MAPP	MAPP probabilistic assessment
	Deletion	MISO/MAPP	MAPP reserve capacity obligation study
	Deletion	Production Pricing	MAPP regional transmission committee funding & supporting documents
	Revision	Production Statistics	Variable <del>production</del> maintenance costs.xls
	Addition	Production Statistics	Station fuel costs.xls



<b>Electric (Cont'd.)</b>	Addition	Production Statistics	Fuel analysis.xls
	Revision	Production Statistics	GADS XEFORd & UCAP.xls
	Revision	Production Statistics	<del>Unit capability tests.slx and supporting documents</del> heat rates & capabilities.xls
	Revision	Utility Reports – State Gov	Unit heat rate tests.xls test data.slx and support documents
	Addition	Utility Reports – State Gov	IDOR replacement tax, assessed values
	Revision	Utility Statistics	IDOR <b>transfer</b> replacement taxes.xls
	Addition	Utility Statistics	Ames NSL & ISU net imports.xls
	Addition		ICAP Municipal Electric Utility Supplement (data request)
<b>Finance Administration</b>	Addition	Bond Issues	Bond Issues & Supporting Documentation

**COUNCIL ACTION FORM**

**SUBJECT: PUBLIC UTILITY EASEMENT VACATION – 4121 APLIN ROAD**

**BACKGROUND:**

In fall 2012, Building Inspections and Public Works staffs were contacted by the property owner at 4121 Aplin Road regarding the proposed construction of a garage on the property. The property currently had a 10-foot public utility easement along the center of the property that runs east/west through the property. This limited the size, location or even the ability to construct the new garage. The property owner requested that the easement be vacated to accommodate the construction.

Public Works staff contacted all registered right-of-way users to determine the extent of the utilities in the immediate area and has received responses back from all users. Mediacom was the only utility within the current easement. Based on this information it was determined that the existing easement could be vacated at a later date and Mediacom could relocate in a newly established easement at the cost of the property owner. Staff contacted the right-of-way users as to the proposed easement location for future use and all replied that this option would be acceptable. The garage has been constructed and Mediacom has relocated to the new easement location as shown.

The attached easement plats and map provide more information on the affected area.

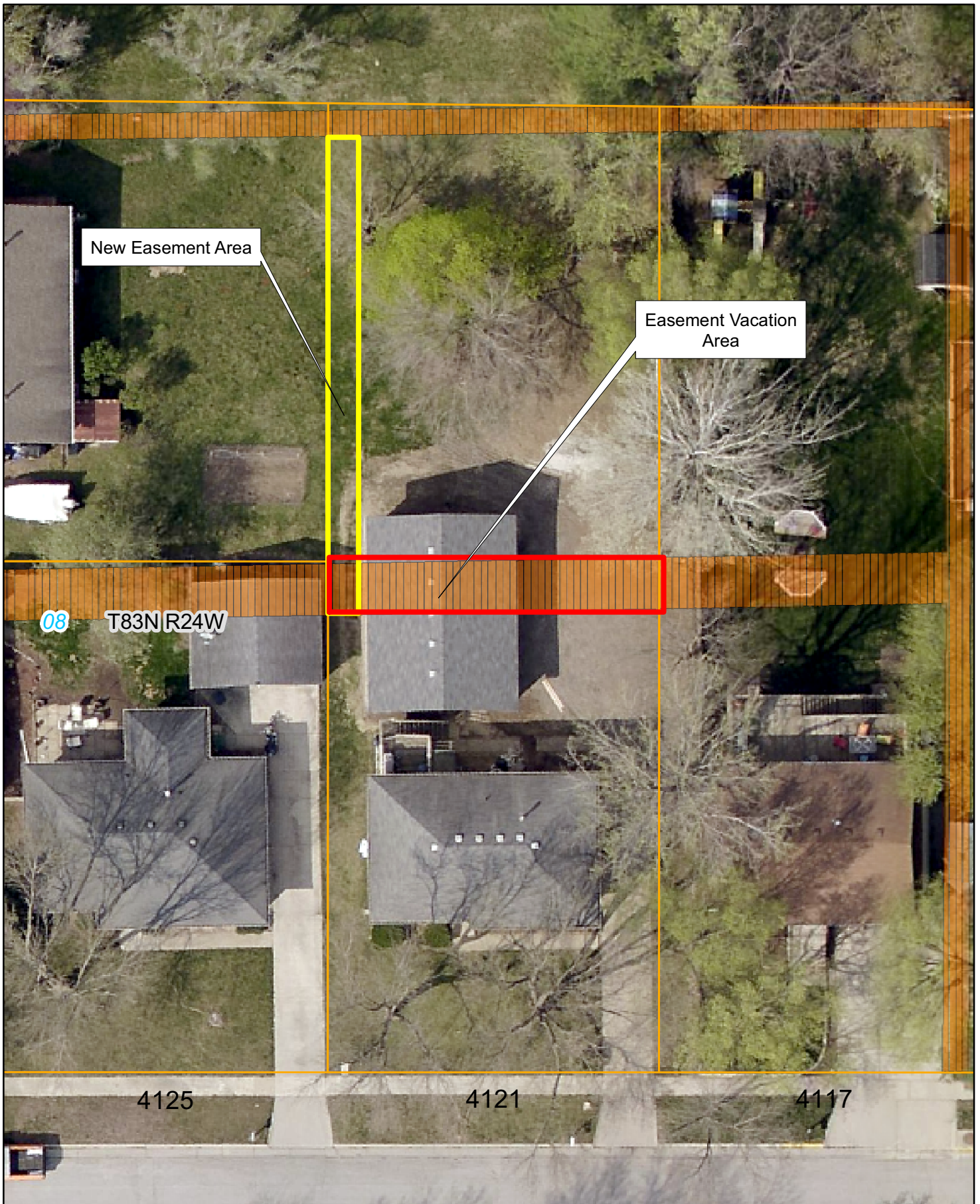
**ALTERNATIVES:**

1. Approve the proposal to vacate the existing 10' easement at 4121 Aplin Road, set the date of public hearing for May 28, 2013, and accept the proposed 5' utility easement as shown on the attached documents.
2. Direct staff or the property owner to pursue other options.

**MANAGER'S RECOMMENDED ACTION:**

Both Building Inspections and Public Works staff communicated with the property owner regarding available options to make the property owner's plan to build a garage feasible. All utility companies are satisfied with the proposed location and size of the proposed easement.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the vacation of the existing 10' easement at 4121 Aplin Road, setting the date of public hearing for May 28, 2013, and accepting the proposed 5' utility easement as shown in the attached documents.



New Easement Area

Easement Vacation Area

08 T83N R24W

4125

4121

4117

Geographic Information System (GIS) Product Disclaimer: City of Ames GIS map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership & land use nor does it replace field surveys of utilities or other features contained in the data. All features represented in this product should be field verified. This Product is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the User.



4121 Aplin Road  
Easement Vacation and  
Establishment of New Easement



Scale: 1 in = 25 ft

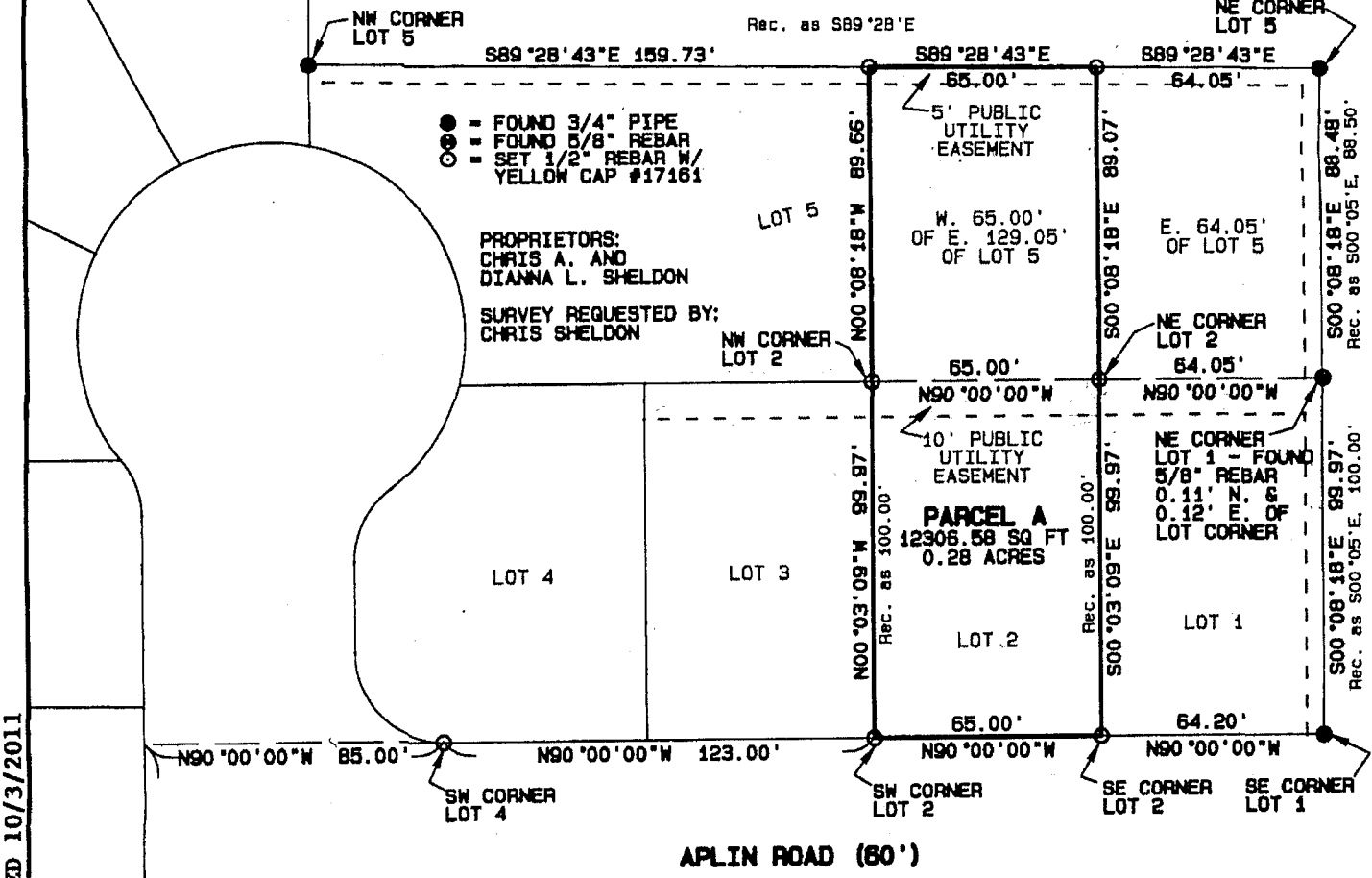
Date: 5/2/2013

Instrument: 2011- 00009566  
 Date: Oct 03, 2011 01:44:30P  
 Rec Fee: 5.00 E-Com Fee: 1.00  
 Aud Fee: .00 Trans Tax: .00  
 Rec Management Fee: 1.00  
 Non-Standard Page Fee: .00  
 Filed for record in Story County, Iowa  
 Susan L. Vande Kamp, County Recorder

SLIDE 415 PAGE 5

R. BRADLEY STUMBO P.O. BOX 1664 AMES, IOWA 50010 515-233-3689

**PLAT OF SURVEY**



- = FOUND 3/4" PIPE
- ⊙ = FOUND 5/8" REBAR
- = SET 1/2" REBAR W/ YELLOW CAP #17161

PROPRIETORS:  
 CHRIS A. AND  
 DIANNA L. SHELDON  
 SURVEY REQUESTED BY:  
 CHRIS SHELDON

**PARCEL A**  
 12306.58 SQ FT  
 0.28 ACRES

**APLIN ROAD (60')**

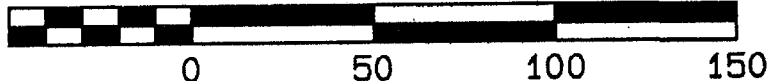
**MELLONS DR. (60')**

Survey Description - Parcel A:  
 Lot 2 and the West 65 Feet of the East 129.05 Feet of Lot 5 in Cochrane's First Addition to the City of Ames, Story County, Iowa, being more particularly described as follows: Beginning at the Southeast Corner of said Lot 2; thence N90°00'00"W, 65.00 feet to the Southwest Corner of said Lot 2; thence N00°03'09"W, 99.97 feet to the Northwest Corner of said Lot 2; thence N00°08'18"W, 89.66 feet to a point on the north line of said Lot 5; thence S89°28'43"E, 65.00 feet along said north line; thence S00°08'18"E, 89.07 feet to the Northeast Corner of said Lot 2; thence S00°03'09"E, 99.97 feet to the Point of Beginning, containing 0.28 acres.

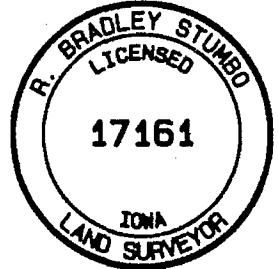
The Ames City Council approved this Plat of Survey on Sept 27, 2011, with Resolution Number 11-450  
 I certify that it conforms to all conditions of approval.  
*[Signature]*  
 Planning & Housing Director

GRAPHIC SCALE

1"=50'



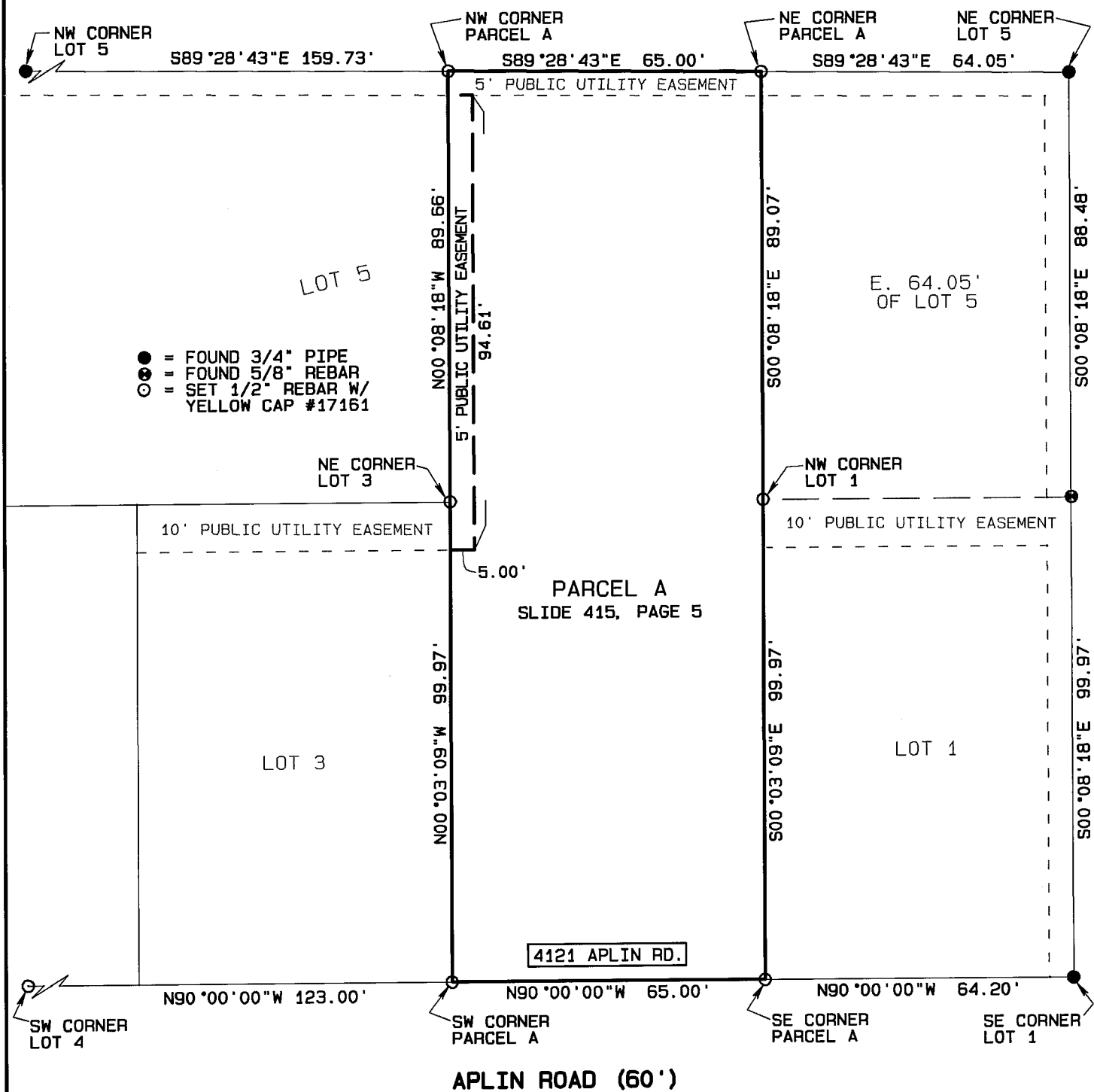
Certification: I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.



*[Signature]*  
 R. Bradley Stumbo License #17161  
 My license renewal date is December 31, 2011  
 Job #16378PS Date: 9/07/11 Page 1 of 1  
 Fieldwork Completed: 9/02/11

SEE RESOLUTION 11-450, INST. 11-09565, FILED 10/3/2011

PLAT OF EASEMENT

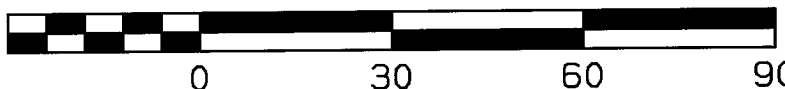


Survey Description - Public Utility Easement:  
 The West 5.00 Feet of the North 99.61 Feet, except the North 5.00 feet thereof, of Parcel A of the Plat of Survey filed in the Story County Recorder's Office on October 3, 2011 in Slide 415, Page 5, containing 473.18 sq. ft.

PROPRIETORS:  
 CHRIS A. AND  
 DIANNA L. SHELDON

SURVEY REQUESTED BY:  
 CHRIS SHELDON

GRAPHIC SCALE 1"=30'

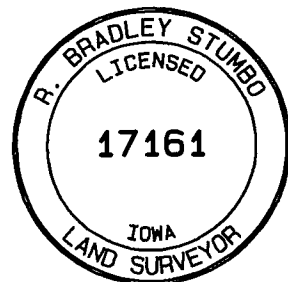


Certification: I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

**DRAFT**

Date: \_\_\_\_\_

R. Bradley Stumbo License #17161  
 My license renewal date is December 31, 2011



**COUNCIL ACTION FORM**

**SUBJECT: ADDITIONAL REQUEST FOR SUMMERFEST IN CAMPUSTOWN ON  
JUNE 8, 2013**

**BACKGROUND:**

The City Council approved the Campustown Action Association's (CAA) Summerfest requests at its April 23 meeting. However, the closure of Chamberlain Lot Y was inadvertently omitted from the list of requests on the agenda.

The CAA is asking for the closure of Chamberlain Lot Y from 7:00 a.m. to 11:00 p.m. on Saturday, June 8, to facilitate a car show and other activities. A waiver of parking meter fees in Lot Y is also requested (approximate \$27 loss of revenue to the Parking Fund).

**ALTERNATIVES:**

1. Approve the closure of Lot Y and waiver of parking meter fees as requested by the CAA.
2. Approve the request for the closure of Lot Y, but require the CAA to reimburse the City \$27 for lost revenue.
3. Do not approve the request.

**MANAGER'S RECOMMENDED ACTION:**

Campustown Action Association's Summerfest has been a successful event, and staff feels comfortable that the event will continue to be successful this year. In addition, it is important that CAA is successful in promoting the Campustown area through events and activities like Summerfest.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the closure of Lot Y and waiver of parking meter fees for Summerfest 2013.





Date: April 16, 2013

Mayor and City Council  
City of Ames  
515 Clark Ave  
Ames, IA 50010

Dear Honorable Mayor Campbell and City Council,

The Campustown Action Association (CAA) is planning to hold the third Summerfest in Campustown this summer. The event is scheduled for Saturday June 8<sup>th</sup> from noon to 9pm (the road is scheduled to be closed from 7:00AM to 11:00PM to allow for setup, teardown, and cleanup). The event will be located on the 200 block of Welch Ave. The event will showcase many of the membership businesses. They will be sponsoring kids activities all day. At this time, CAA asks the Ames City Council to consider these specific requests:

1. CAA requests the use of electricity in the two hundred block of Welch Avenue and requests a waiver for electricity costs for city outlets in the 200 block of Welch Ave on June 8<sup>th</sup> from 7am-11pm. The exact location of the stage using these outlets has been submitted in a separate map.
2. CAA requests a temporary obstruction permit for Welch Ave. on 200 block for June 8<sup>th</sup> from 7am to 11pm.
3. CAA requests a Blanket Vending Permit along Welch Ave. on the 200 block for June 8<sup>th</sup> from 7am to 11pm, in the case that some businesses that do not currently have vending permits, may sell merchandise. A waiver of the license fee for this permit is also requested.
4. The CAA requests the closure of Welch Ave. on the 200 block of Welch Avenue, Lot T **and Lot Y** for June 8<sup>th</sup> from 7am to 11pm, to host Summerfest in Campustown. We also request a waiver of parking meter fess for June 8, 2013 on this block of Welch, Lot T **and Lot Y**.
5. The CAA requests approval of our beer permit application for the Summerfest Beer Garden to be housed in Lot T. The garden will be open to 21 and over guests from Noon to 9 PM on Saturday June 8, 2013.

Thank you for your consideration of these requests and continued support of Campustown. We look forward to seeing you on June 8<sup>th</sup>.

Sincerely,

Liz Jeffrey  
CAA Promotions Chair

Anne Taylor  
CAA President Elect

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS FOR 2013 SOFTBALL FIELD FENCING & LIGTHING SOUTH RIVER VALLEY PARK**

**BACKGROUND:**

This project is to replace fencing and lighting on the two diamonds in South River Valley Park. The current fencing is old and is a potential safety hazard. The lighting is currently insufficient for activities on these fields.

While \$260,000 was included in the budget for this project, the architectural/engineering firm's current estimate for this project is \$293,000. If needed after the bids are received, additional funds are available from savings associated with the following projects: \$20,000 from Carr Pool demolition, \$15,000 from Ada Hayden bridge erosion, and \$10,000 from Homewood bank stabilization.

**ALTERNATIVES:**

1. Approve plans and specifications for the 2013 Softball Field Fencing & Lighting South River Valley Park and set June 12, 2013 as the bid due date and June 25, 2013 as the date of hearing and award of the construction contract.
2. Do not approve the plans and specifications at this time, delaying the 2013 Softball Field Fencing & Lighting South River Valley Park.

**MANAGER'S RECOMMENDED ACTION:**

The proposed project will provide much-needed improvements to two softball fields, reducing the safety hazard of the old fencing and improving the lighting by replacing the old inadequate lighting.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the plans and specifications for the 2013 Softball Field Fencing & Lighting South River Valley Park and set June 12, 2013 as the bid due date and June 25, 2013 as the date of hearing and award of the construction contract.



**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 CYRIDE ROUTE PAVEMENT IMPROVEMENTS (TODD DRIVE/ SOUTH DAKOTA AVENUE TO ALCOTT AVENUE)**

**BACKGROUND:**

This is the annual program for pavement improvements to streets that are or were bus routes. These streets were originally designed and built for lighter residential traffic. With these streets designated as bus routes, accelerated deterioration of the street pavement occurred. Pavement improvements will now restore or improve these street sections to carry projected traffic volumes.

The 2012/13 project locations are Todd Drive (South Dakota Avenue to Alcott Avenue) and Lincoln Way (Franklin Avenue to Hayward Avenue). The work involves a mill and overlay of the existing pavement, as well as a section of full-depth replacement identified during the design. Council previously awarded the Lincoln Way project to Manatt's, Inc. in the amount of \$649,697.97.

Staff has completed plans and specifications for the Todd Drive segment with estimated construction costs of \$221,355. A table with the estimated funding and cost breakdown, including estimated engineering and administrative costs between the different locations, is shown below:

Engineering/Admin (estimated – overall program)	\$ 200,000
<b>Todd Drive – South Dakota to Alcott (this project)</b>	<b>\$ 221,355</b>
Lincoln Way – Franklin to Hayward (under contract)	<u>\$ 649,698</u>
	\$1,071,053

This program is financed in the amount of \$1,420,000 with General Obligation Bonds.

Staff has coordinated with CyRide and City of Ames Electric regarding the timing and impact of this project.

**ALTERNATIVES:**

1. Approve the 2012/13 CyRide Route Pavement Improvements (Todd Drive from South Dakota Avenue to Alcott Avenue) by establishing June 5, 2013, as the date of letting and June 11, 2013, as the date for report of bids.
2. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By approving this project, the structural integrity of the designated streets will be restored during the 2013 construction season.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2012/13 CyRide Route Pavement Improvements (Todd Drive from South Dakota Avenue to Alcott Avenue) by establishing June 5, 2013, as the date of letting and June 11, 2013, as the date for report of bids.

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 RESOURCE RECOVERY PRIMARY SHREDDER  
REPLACEMENT (PHASE II)**

**BACKGROUND:**

On March 26, 2013, City Council approved plans and specifications for the replacement of the existing primary shredder and discharge conveyor, along with associated electrical and chute work. Renewable Resource Consultants (RRC) of Maple Grove, Minnesota, completed the plans and specifications with a construction cost estimate of \$1,154,700. This project is planned to be completed in 15 days and to coincide with the Power Plant fall maintenance outage in October/November 2013.

**On April 18, 2013, one bid was received for the project; however, this bid was deemed non-responsive because a bid bond was not submitted with the proposal form, as required.** As directed by Council, staff contacted the previous plan holders and potential subcontractors to find out what concerns there may have been with the project. Three of the four prime contractor plan holders were unable to secure a bid from an electrical contractor. Two electrical contractors have now expressed interest and are included on the bid list with intent on providing proposals. Appropriate modifications were made to the plans and specifications along with an updated construction estimate of \$1,154,700. It is still planned that the shredder installation will be coordinated with Power Plant maintenance activities. Engineering and administration expenses are estimated at \$99,400, bringing **total projected costs to \$1,254,100.**

Installation is programmed in the 2013/14 Capital Improvements Plan (CIP) with funding in the amount of \$1,000,000 from Resource Recovery revenue abated General Obligation Bonds. On January 8, 2013, Council also approved funding of \$130,000 from the Resource Recovery Fund for qualified engineering design services, bringing programmed funding to \$1,130,000. Additional funding is also available from two programmed in the 2013/14 CIP that will no longer be needed. There is \$60,000 programmed for energy efficiency equipment to meet Electric Service Power Factor requirements. However, the improvements that were recently made have met those needs. Also, \$94,000 is programmed for maintenance of the secondary shredder motor. This activity was able to be accomplished within the current operating budget. These savings bring **total available funding to \$1,284,000.**

**ALTERNATIVES:**

1. Approve the 2013/14 Resource Recovery Primary Shredder Replacement (Phase II) by establishing June 5, 2013, as the date of letting and June 11, 2013, as the date for report of bids.
2. Direct staff to incorporate cost-saving changes and delay the project as required.

**MANAGER'S RECOMMENDED ACTION:**

This project replaces the Resource Recovery Plant's existing, 38-year old primary shredder with a new slow-speed, high-torque shredder. This new shredder will improve safety, improve throughput, and increase overall plant efficiencies while reducing the amount of material sent to the landfill.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2013/14 Resource Recovery Primary Shredder Replacement (Phase II) by establishing June 5, 2013, as the date of letting and June 11, 2013, as the date for report of bids. The City Council should note that this action will accelerate authorization to begin the project by one month.

**COUNCIL ACTION FORM**

**SUBJECT: CYRIDE SUMMER FUEL PURCHASE AND PORTABLE TANK RENTAL DURING CONSTRUCTION**

**BACKGROUND:** CyRide will not have use of existing indoor fueling facilities from approximately the third week of May until the third week of August due to the current facility expansion project. As a result, CyRide must rent a portable fuel tank for the summer months. A bid for the portable tank and for fuel for the summer was released on April 26, 2013 with bids due on May 2, 2013. The results of this bid are detailed below.

Description	Keck Energy	New Century FS
Weekly Portable Tank Rental Rate	\$ 45.00	\$ 350.00
Set-up, Removal, & Cleaning Fee for Tank	\$ 400.00	\$ 0
<b>12 Week Total Tank Rental Cost</b>	<b>\$ 940.00</b>	<b>\$ 4,200.00</b>
Cost Over/Under Des Moines Rack for #2 ULSD Diesel	+ 0.077	+0.20
Est. Additional Cost Above the Market (Rack) Rate	\$ 6,006.00	\$15,600.00
<b>TOTAL Cost Above Market Rate (Tank and Fuel)</b>	<b>\$6,946.00</b>	<b>\$19,800.00</b>

As a result, the Keck Energy bid is the lowest cost bid for both the fuel and portable tank. The three bottom lines in the above table note the fuel cost differential that is a part of the bidding process.

CyRide purchases approximately 78,000 gallons of diesel fuel over the summer months, and at the 2012-2013 budgeted fuel price at \$3.50 per gallon, total fuel costs would be \$273,000 for the three-month period. The budgeted fuel amount is used to calculate the total contract cost as the exact market rate for the three-month period is unknown at this time; however, this calculation is used to establish the not-to-exceed amount. **Therefore, the total not-to-exceed contract price for the fuel and portable tank rental is \$273,940 (\$273,000 for fuel and \$940 for the portable tank rental).**

The Transit Board of Trustees approved award of the bid to Keck Energy at their May 9, 2013 meeting.

**ALTERNATIVES:**

1. Approve contract award up to \$273,940 to Keck Energy of Des Moines, Iowa for the purchase of fuel and portable fuel tank rental during the estimated 12-week construction period when CyRide's permanent fuel facilities will be unavailable.
2. Do not approve the award of fuel purchase and portable fuel tank rental.

**MANAGER'S RECOMMENDED ACTION:**

With CyRide's fueling station moving as a result of the building expansion, reconstruction of this area cannot occur with buses operating through the fueling lane. This function will need to be outside of the construction area over the summer months, requiring a temporary fueling facility. Through the bidding process, Keck Energy was determined to be the lowest bidder for this temporary facility and fuel during the summer months.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the fuel and portable fuel tank contract to Keck Energy of Des Moines, Iowa so that CyRide's operation can continue over the summer months while major construction is occurring on its site.

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT BOILERS VALVE MAINTENANCE SERVICES  
CONTRACT RENEWAL**

**BACKGROUND:**

The City's Electric Utility has two coal-fired, high-pressure steam generation units within the Power Plant referred to as Unit No. 7 and Unit No. 8. These units require regular professional maintenance and repair. This valve maintenance contract supplies professionals for emergency service, as well as regularly scheduled planned repairs and services during scheduled outages. The repair of the valves on these generation units requires professional trade crafts such as boilermakers; steam/pipe fitters; and millwrights, to list a few.

Because of the need to regulate steam and water in the power production process, numerous valves are used to operate the Power Plant. These include isolation, control, check, relief and safety valves that must be professionally repaired, tested, installed, replaced and maintained. Specially trained personnel perform this work. This contract is to provide valve maintenance, testing, repair, replacement, and related services and supplies for the Power Plant boilers.

On June 23, 2009, City Council awarded a contract to Ferguson Process Services, Cannon Falls, MN, for valve maintenance services to be furnished as requested from July 1, 2009 through June 30, 2010 in an amount not-to-exceed \$115,000. This contract contained the option for the City to renew in one-year increments for up to five additional years.

Electric Services staff recommends renewing the agreement for FY 2013/14. It is worth noting that Ferguson Process Services was acquired by Allied Valve, Inc., Bettendorf, IA. For FY 2010/11, Allied Valve, Inc., contacted staff about this change in ownership and agreed to renew this contract with the same terms, conditions, prices and price increase percentages for renewal periods that were agreed upon on the initial contract established with Ferguson Process Services.

The rate increases at each renewal period under this contract is 3% fixed above the previous fiscal year contracted rates. These increases are in accordance with the contract terms initially established. This is the fourth renewal out of five maximum.

The FY 2013/14 operating budget for Electric Production includes \$60,000 for miscellaneous services to be performed under this contract. Payments will be calculated on unit prices bid and actual work performed, up to the available budget amount.

**ALTERNATIVES:**

1. Approve the contract renewal with Allied Valve, Inc., Bettendorf, IA, for valve maintenance, testing, repair, replacement, and related services & supplies, for the one-year period from July 1, 2013, through June 30, 2014, and approve the contract and bond. Work will be scheduled on an as needed basis and payments will be based on unit prices bid and actual work performed. Total work in FY 2013/2014 shall be an amount not to exceed \$60,000.
2. Do not renew the agreement and instruct staff to seek new competitive bids.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to properly maintain the steam turbine generators and to carry out emergency and scheduled repairs resulting from equipment failures. It has proven cost-effective for the Utility to have a company under contract to provide these valve-related services in case of an emergency repair or scheduled maintenance event. It has also saved staff time, reduced down time and allowed for predictability in terms of quality of work.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



## **COUNCIL ACTION FORM**

**SUBJECT: AWARD OF CONTRACT EXTENSION FOR HAULING FERROUS METALS FOR RESOURCE RECOVERY PLANT**

### **BACKGROUND:**

On April 26, 2011 Council awarded a contract to Waste Management of Ames for hauling ferrous metals for the Resource Recovery Plant. This contract includes furnishing trailer services and hauling ferrous metals from the Resource Recovery Plant to AMG Resource Corporation in St. Paul, Minnesota. The contract is based on a per-mile, per-ton bid amount and a round trip distance of 460 miles per trip to AMG Resource Corporation. This contract has a provision to cancel the contract if this type of service is no longer needed because of a change in disposal procedures.

The period from July 1, 2013 through June 30, 2014, is the second of four 12-month extension periods; extension periods are contingent upon approval of funding by Council. The approved FY 2013-14 budget includes \$130,200 for this work.

The base bid price of \$.1236 per mile per ton is adjustable for each extension period based on 44% of the bid amount based on fuel costs, and on the diesel fuel price index as determined by the IDOT on the March 1 preceding the renewal.

The original base bid price of \$.1236 per mile per ton translated to \$56.86 per ton for a round trip to St. Paul, Minnesota. Under the contract adjustment clause, the contract price would increase to \$.1251 per mile per ton for FY 2013-14, increasing the cost for a round trip to St. Paul, Minnesota to \$57.55 per ton.

Total cost of this contract is dependent on tonnage hauled. The budget amount will haul approximately 2,262 tons. If tonnage exceeds this amount, the budget will be amended at the appropriate time.

### **ALTERNATIVES:**

1. Award a contract for FY 2014 for hauling of ferrous metals for the Resource Recovery Plant to Waste Management of Ames, Iowa, in the amount of \$.1251 per mile per ton, with 44% of this price based on fuel cost.
2. Reject the bid from Waste Management and attempt to obtain hauling of ferrous metals on an as-needed basis.

### **MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding a contract for FY 2014 for hauling of ferrous metals for the Resource Recovery Plant to Waste Management of Ames, Iowa, in the amount of \$.1251 per mile per ton, with 44% of this price based on fuel cost.

**COUNCIL ACTION FORM**

**SUBJECT: PEBBLE LIME PURCHASE FOR WATER TREATMENT**

**BACKGROUND:**

Pebble lime is used in the water treatment process to remove water hardness. Almost 3,000 tons are used annually and it is the largest chemical cost for the Water Plant. The contract for pebble lime is bid for the current year plus an optional extension period for the next year.

On April 25, 2013, bids were received for Fiscal Year 2013-2014.

BIDDER	July 1, 2013 - June 30, 2014		Optional Extension 7/1/14-6/30/15	
	Price Per Ton	Estimated Total Cost	Price Per Ton	Estimated Total Cost
Graymont Western Lime Inc. West Bend, WI	\$141.00	\$408,900	\$146.00	\$423,400
Mississippi Lime Company St. Louis, MO	\$186.70	\$541,430	\$196.70	570,430
Lhoist North America of Missouri, Inc. St. Genevieve, MO	\$237.00	\$687,300	No bid	

The total estimated cost in the table above is for an estimated quantity of 2,900 tons per 12-month period. Actual usage will depend on water quality and consumption. The 2013/14 operating budget estimates 2,750 tons at \$144.90 per ton for a total of \$398,500.

**ALTERNATIVES:**

- 1) Award a contract for the purchase of pebble lime to Graymont Western Lime Inc. of West Bend, WI. The contract provides lime at \$141 per ton for FY 2013/14.
- 2) Award the contract for the purchase of pebble lime to one of the two other bidders.
- 3) Reject all bids and attempt to obtain the required services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Acquiring an adequate supply of pebble lime is essential for the established water softening process at the City's Water Treatment Plant. Graymont Western Lime Inc. has demonstrated the ability to dependably provide this product at a competitive rate.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding a contract for the purchase of 2013/14 pebble lime requirements to Graymont Western Lime Inc. of West Bend, WI in the amount of \$141 per ton for FY 2013/14.

**COUNCIL ACTION FORM**

**SUBJECT: LIQUID SODIUM HYPOCHLORITE PURCHASE FOR WATER TREATMENT**

**BACKGROUND:**

This contract is for the purchase of liquid sodium hypochlorite which is used for disinfection in the water treatment process at the City Water Treatment Plant and treatment of cooling tower water at the Power Plant. The 2013/14 operating budget of \$483,870 for water treatment chemicals and laboratory supplies includes \$40,500 for sodium hypochlorite. The 2013/14 Power Plant operating budget includes \$55,000 for this product and \$335,000 for all Power Plant chemicals.

The following bids were received on April 19, 2013:

<b>Bidder</b>	<b>Price/Gallon</b>	<b>Total Cost</b>
DPC Industries, Inc., Omaha, NE	\$ .769	\$76,900.00
K. A. Steel Chemicals, Inc., Lemont, IL	.847	84,700.00
Hawkins Water Treatment Group, Slater, IA	.95	95,000.00
Rowell Chemical Corp., Hinsdale, IL	.95	95,000.00
Brenntag Great Lakes, Des Moines, IA	1.05	105,000.00
ACCO Unlimited Corporation, Johnston, IA	1.08	108,000.00
Vertex Chemical Corporation, St. Louis, MO	1.20	120,000.00

The total estimated cost shown above is for the estimated quantity of 100,000 gallons for the 2013/14 contract period.

**ALTERNATIVES:**

1. Award a contract for the purchase of 2013/14 liquid sodium hypochlorite to DPC Industries, Inc. of Omaha, NE in the amount of \$.769/gallon for an estimated total cost of \$76,900.
2. Reject all bids and attempt to obtain the required services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

Liquid sodium hypochlorite is an essential treatment chemical, as it provides the final disinfectant barrier that keeps our drinking water and cooling tower water safe from microbial contaminants.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding a contract for the purchase of 2013/14 liquid sodium hypochlorite to DPC Industries, Inc. of Omaha, NE in the amount of \$.769/gallon for an estimated total cost of \$76,900.

**COUNCIL ACTION FORM**

**SUBJECT: FLEET REPLACEMENT PROGRAM – DUMP BODY WITH CONTROL SYSTEM AND WING PLOW FOR SINGLE-AXLE DUMP TRUCK**

**BACKGROUND:**

There are seven single-axle dump trucks used for street maintenance and snow plowing operations. There is one smaller truck a Ford F450 truck with flat bed also used for maintenance and snow removal. This F450 is at the end of its lifecycle and now due to be replaced. The size and configuration of this truck limits the effectiveness for snow removal and other maintenance functions.

Budgeted in FY 2012/13 is a proposed replacement of this existing truck with a single-axle dump truck making it the eighth dump truck of this size in the fleet. This new single-axle dump truck will be equipped for snow removal with front mount for a plow, and wing plow. **Included in this bid is for a 10-foot dump body and control system, along with a 9-foot wing plow. The truck chassis will be bid at a later date.**

Only one bid was received, from Henderson Truck Equipment, Manchester, IA., for all equipment as specified in the bid request. The City is rejecting the purchase of the 10-foot underbody scraper, as noted.

**Bidder**

Henderson Truck Equipment

10-Foot Dump Body and Control System	50,718.00
9-Foot Wing Plow	10,500.00
10-Foot Underbody Scraper	6,800.00
<i>(Delete purchase of underbody scraper)</i>	<u>(6,800.00)</u>
<b>Total</b>	<b>\$ 61,218.00</b>

**Funding Available**

Replacement funds available	\$130,200.00
Estimated salvage value of Ford F450	5,500.00
Less estimated cost of new dump truck chassis	<u>\$ (73,000.00)</u>
<b>Total</b>	<b>\$ 62,700.00</b>

### **ALTERNATIVES:**

1. Approve and award this bid to Henderson Truck Equipment, Manchester, IA., for one 10-foot dump body and control system for \$50,718, one 9-foot wing plow for \$10,500, and reject the purchase of the underbody scraper for \$6,800 for a total of \$61,218.
2. Delay award of bid.
3. Reject award of bid.

### **MANAGER'S RECOMMENDED ACTION:**

The Director of Fleet Services and Public Works Staff agree it is important to provide optimal operating conditions to those pieces of equipment which respond to severe weather conditions. Staff believes that the purchase of a dump body and control system, along with wing plow for this single-axle truck chassis will provide the best and most economical equipment for maintenance and snow removal for the City of Ames. Payment and delivery of this equipment will occur after July 1, 2013.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1, thereby approving to award this bid to Henderson Truck Equipment, Manchester, IA., for one 10-foot dump body and control system for \$50,718, one 9-foot wing plow for \$10,500, and reject the purchase of the 10-foot underbody scraper for \$6,800, for a total of \$61,218. If this recommendation is approved, \$73,000 will be available for purchase of the associated truck chassis.



# MEMO

**To:** Mayor and Members of the City Council

**From:** City Clerk's Office

**Date:** May 10, 2013

**Subject:** Contract and Bond Approval

There is no Council Action Form for Item No. 27. Council approval of the contract and bond for this project is simply fulfilling a *State Code* requirement.

/jr

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT UNIT 8 STEAM TURBINE PARTS  
CHANGE ORDER #4**

**BACKGROUND:**

This project is for the procurement of critical and miscellaneous parts for the Power Plant's Unit #8 turbine-generator that is currently being overhauled. The overall project is required to replace worn parts discovered after the opening and inspection of the Power Plant's Unit No. 8 turbine and generator for repairs that may be needed to avoid more serious damage. Repairs and replacement of worn parts are completed as the inspection progresses and work is defined.

On October 9, 2012, City Council awarded a contract to ARGO Turboserve Corporation, Lyndhurst, NJ, Unit 8 Steam Turbine Parts in the amount of \$526,086.90 (inclusive of sales-tax) plus freight. The City will reimburse the contractor for the actual delivery costs.

**Council authorization for a fourth change order is now needed.**

**Description:** During inspection of the turbine, the drive assembly for the turning gear was found with excessive wear. The drive assembly includes one pinion gear, one bull gear, and a chain. To assure reliability of the Turning gear, all three parts need to be replaced. The power plant had a spare pinion gear but needs to order a new bull gear and chain.

**Cost:** The cost is \$2,009.46.

**CHANGE ORDER HISTORY:**

Three change orders have already been approved for this contract by City staff per the Purchasing Policy. The inclusion of Change Order #4 requires staff gain City Council approval before moving forward.

Change Order No. 1 for \$19,260.00

Change Order No. 2 for \$ 2,086.50

Change Order No. 3 for \$27,207.96

All three change orders were for the purchase of additional parts needed to complete this project.

**PROJECT COST:**

This change order will increase this portion of the Steam Turbine No. 8 Overhaul project cost by an additional \$2,009.46. As a result, this would bring costs for this portion of the project to \$576,650.82. Overall, the total project dollar amount committed to date (inclusive of Change Order No. 4) is \$1,888,079.77.

The engineer's estimate for parts is \$533,000 based on preliminary quotes received from General Electric, the turbine supplier. The approved FY 2012/13 Budget includes \$2,000,000 for parts in the Unit #8 Blading and Diaphragm/Parts project associated with the Unit #8 Turbine Generator Overhaul.

To date, the project budget has the following items encumbered:

1.	\$526,086.90*	Actual cost for Unit #8 Steam Turbine Parts (This total did not include freight)
2.	\$ 19,260.00	Contract Change Order No. 1 to Unit #8 Steam Turbine Parts (Approved by Donald Kom on April 15, 2013)
3.	\$ 2,086.50	Contract Change Order No. 2 to Unit #8 Steam Turbine Parts (Approved by Donald Kom on April 23, 2013)
4.	\$ 27,207.96	Contract Change Order No. 3 to Unit #8 Steam Turbine Parts (Approved by Bob Kindred on April 30, 2013)
5.	<b>\$ 2,009.46</b>	<b>Contract Change Order No. 4 to Unit #8 Steam Turbine Parts (this item)</b>
6.	\$807,800.00	Actual cost of Base Bid, plus cost-not-to-exceed Options for Steam Turbine No. 8 Overhaul
7.	\$171,482.00	Contract Change Order No. 1 to Steam Turbine No. 8 Overhaul (Approved by City Council on April 9, 2013)
8.	\$ 75,276.95	Contract Change Order No. 2 to Steam Turbine No. 8 Overhaul (Approved by City Council on April 16, 2013)
9.	<u>\$256,870.00</u>	Cost-not-to-exceed time and materials for GE representative to provide technical direction for this overhaul
	<b>\$1,888,079.77</b>	<b>Total committed to date</b>

**ALTERNATIVES:**

1. Approve contract Change Order No. 4 to ARGO Turboserve Corporation of Lyndhurst, NJ, in the amount of \$2,009.46 for Unit 8 Steam Turbine Parts.
2. Reject contract Change Order No. 4 an attempt to re-install the existing warn parts.



**MANAGER'S RECOMMENDED ACTION:**

The Unit No. 8 Turbine-Generator is currently down for a major overhaul. These overhauls are typically performed in the industry about every five years to restore unit efficiency and to maintain good unit life and reliability. We are now into our 8<sup>th</sup> year since the last overhaul, which has contributed to the number and cost of repairs identified after the turbine and generator are disassembled.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 thereby approving contract Change Order No. 4 to ARGO Turboserve Corporation of Lyndhurst, NJ, in the amount of \$2,009.46 for Unit 8 Steam Turbine Parts.

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April 26, 2013

Honorable Mayor and Council Members  
City of Ames  
Ames, Iowa 50010

Ladies and Gentlemen:

I hereby certify that the site utilities, curb and gutter, and asphalt base paving as required as a condition for approval of the final plat of **Ringgenberg Park, 3<sup>rd</sup> Addition** have been completed in an acceptable manner by Ames Trenching and Manatts, Inc. The above mentioned improvements have been inspected by the Public Works Division of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to \$107,415.00. The remaining work that covers this financial security is trail paving, sidewalk ramps, and the final lift of asphalt surfacing.

Sincerely,

John Joiner, P.E.  
Public Works Director  
City of Ames

JJ/jc

cc: Finance, Contractor, Construction Supervisor, PW Senior Clerk, Planning & Housing

Ringgenberg Park, 3<sup>rd</sup> Addition  
 April 26, 2013

Description	Unit	Quantity
Mobilization	LS	1
Sanitary Sewer, Connect to Existing	EA	1
Sanitary Sewer, Manhole SW-301	EA	7
Sanitary Sewer, 8-inch	LF	1,982
Sanitary Sewer, Service, 4-inch	LF	1,752
Storm Sewer, Manhole, SW 401	EA	1
Storm Sewer, Intake, SW 501	EA	6
Storm Sewer, Intake, SW 503	EA	2
Storm Sewer, Intake, Beehive	EA	12
Storm Sewer, Intake, Hickenbottom	EA	1
Storm Sewer, Connect to Existing	EA	1
Storm Sewer, Connect to Existing Intake	EA	3
Storm Sewer, 8-inch	LF	125
Storm Sewer, 12-inch	LF	2,775
Storm Sewer, 15-inch	LF	649
Storm Sewer, Service	LF	1,692
Storm Sewer, FES, 12-inch	EA	1
Water Main, 8-inch	LF	1,637
Water Valve, 8-inch	EA	4
Water Service	LF	1,818
Curb Stop	EA	31
Fire Hydrant Valve and Assembly	EA	4
Fire Hydrant Valve and Assembly, Relocate	EA	1
Grading, Roadway and Trail	CY	1,520
Grading, Lots 102 and 108, and Outlot O	CY	3,850
Mobilization	LS	1
Subgrade Prep	SY	6,255
Curb and Gutter, PCC, 30-inch	LF	3,463
Pavement, HMA Base, 6" Thickness	TN	1,730
Pavement, HMA Surface, 2" Thickness	TN	550
PCC Sidewalk, ADA Ramps	SY	54
Tactile Warning Pads	EA	8
HMA Trail	TN	57
Mobilization	LS	1
Silt Fence	LF	1,000
Seeding, Prairie	AC	2.83
Seeding, Temporary	AC	11.83
Mobilization	LS	1
Temporary Gravel Access	LS	1
Grading, Roadway and Trail	CY	2,250
Subgrade Prep	SY	3,608
Curb and Gutter, PCC, 30-inch	LF	1,805
Intake, Final Adjustment and Throat	EA	2
Pavement, HMA Base, 6" Thickness	TN	1,000
Pavement, HMA Surface, 2" Thickness	TN	320
PCC Sidewalk, ADA Ramps	SY	24
Tactile Warning Pads	EA	4
HMA Trail	TN	220
Top Soil Placement, 6-inch	CY	640
Seeding	AC	0.62

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 WEST LINCOLN WAY INTERSECTION IMPROVEMENTS  
(LINCOLN WAY AND DOTSON DRIVE)**

**BACKGROUND:**

This project is for constructing turn lanes and installing traffic signals at the Dotson Drive/Lincoln Way intersection. A traffic impact report for South Fork Subdivision justified these improvements. Increased traffic flow from South Fork Subdivision necessitates left-turn lanes at the Lincoln Way approaches to the Dotson Drive intersection to accommodate heavy-turning movements. Turn lanes on Lincoln Way will mitigate left-turning, rear-end, and right-angle traffic accidents at this intersection.

On Tuesday, February 12, 2013, City Council awarded the construction contract to Manatt's, Inc., for \$549,699. An existing agreement (approved by Council on December 18, 2012) requires the Developer and the City to share equally in the construction cost of these improvements. A Traffic Safety Improvement Grant of \$500,000 has been awarded by the Iowa Department of Transportation to be used toward construction of this project. **With the low bid of \$549,699, this leaves approximately \$49,700 to be split equally between the City (\$24,850) and the Developer (\$24,850)**, in accordance with the agreement. The Developer's share had previously been secured with a Letter of Credit (LOC) in the amount of \$125,000 from Pinnacle Properties Ames, LLC. Considering the Developer's share of \$24,850, along **with a contingency of approximately 20%, the noted LOC may be reduced to \$30,000.**

**ALTERNATIVES:**

1. Reduce the LOC from Pinnacle Properties Ames, LLC to \$30,000.
2. Retain the current LOC in the amount of \$125,000.

**MANAGER'S RECOMMENDED ACTION:**

The Developer currently has a LOC on file with the City in the amount of \$125,000. Based on favorable bids, **the Developer's current obligation is projected at just under \$25,000**, making the current LOC excessive. Applying a contingency of approximately 20%, **the LOC may be reduced to \$30,000.** The noted agreement provides that for any unforeseen reason the final project amount comes in over this amount, **the Developer must still reimburse the City for their actual 50% share**, beyond the \$500,000 grant amount.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby reducing the LOC from Pinnacle Properties Ames, LLC to \$30,000.

**COUNCIL ACTION FORM**

**SUBJECT: 2011/12 & 2012/13 NEIGHBORHOOD CURB REPLACEMENT PROGRAM (CURTISS AVENUE)**

**BACKGROUND:**

This is the annual program for replacement of deteriorated curb and gutter in selected neighborhood areas. Areas to receive curb and gutter replacement are selected using input from neighborhoods, condition of the curb, and extent of anticipated repairs.

For this project, deteriorated concrete curb and gutter was removed and replaced along Curtiss Avenue from 10<sup>th</sup> Street to 13<sup>th</sup> Street, and vegetation was restored with sod.

On March 27, 2012, City Council awarded this project to TK Concrete of Pella, Iowa, in the amount of \$80,975.00. Construction was completed in the amount of \$82,660.65. One change order was processed for this project, the balancing change order, which was administratively approved by staff in accordance with Purchasing Policies and Procedures. This change order balanced the actual field installed quantities. Engineering and administration costs are estimated at \$17,780 bringing overall project costs to \$100,441.

This project is shown in both the 2011/12 and 2012/13 Capital Improvement Plans with financing established at \$75,000 per year from the Road Use Tax Fund, bringing total available funding to \$150,000. Remaining funds from this project will be returned to the Road Use Tax Fund for use on future eligible activities.

**ALTERNATIVES:**

1. Accept the 2011/12 & 2012/13 Neighborhood Curb Replacement Program as completed by TK Concrete of Pella, Iowa, in the amount of \$82,660.65.
2. Direct staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the approved plans and specifications and is within the approved budget. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting the 2011/12 & 2012/13 Neighborhood Curb Replacement Program as completed by TK Concrete of Pella, Iowa, in the amount of \$82,660.65.

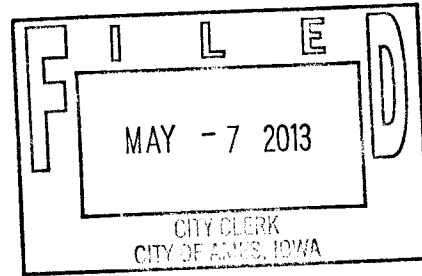


CITY OF  
**Ames**

*Smart Choice*

May 7, 2013

Honorable Mayor and Council Members  
City of Ames  
Ames, Iowa 50010



Dear Mayor and Council Members:

I hereby certify the **2011/12 & 2012/13 Neighborhood Curb Replacement Program (Curtiss Avenue)** project was completed in an acceptable manner by **TK Concrete** of Pella, Iowa, in the amount of **\$82,660.65** and was inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa.

Respectfully,

Tracy L. Warner, P.E.  
Municipal Engineer

TLW/jma

cc: Finance, Contractor, PW Administrative Assistant, Construction Supervisor, PW Senior Clerk, Project File

**Applicant**

Name of Applicant:	<u>LJPS Inc.</u>		
Name of Business (DBA):	<u>Olde Main Brewing Company</u>		
Address of Premises:	<u>420 Beach Ave.</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50011</u>	
Business Phone:	<u>(515) 232-0553</u>		
Mailing Address:	<u>PO Box 1928</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

**Contact Person**

Name:	<u>Matt Sinnwell</u>		
Phone:	<u>(505) 400-5981</u>	Email Address:	<u>mattombc@gmail.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 05/15/2013

Expiration Date: 05/19/2013

Privileges:

Class C Liquor License (LC) (Commercial)

**Status of Business**

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>286196</u>	Federal Employer ID #	<u>77-0613629</u>

**Ownership**

**Daniel Griffen**

First Name: Daniel

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

**Scott Griffen**

First Name: Scott

Last Name: Griffen

City: Ames

State: Iowa

Zip: 50010

Position Owner

% of Ownership 50.00 %

U.S. Citizen

**Susan Griffen**

First Name: Susan

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

***Insurance Company Information***

Insurance Company: Founders Insurance Company

Policy Effective Date: 05/15/2013

Policy Expiration Date: 05/20/2013

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:



**Applicant**

Name of Applicant:	<u>LJPS Inc.</u>		
Name of Business (DBA):	<u>Olde Main Brewing Company</u>		
Address of Premises:	<u>Reiman Gardens</u>		
City: <u>Ames</u>	County: <u>Story</u>	Zip: <u>50011</u>	
Business Phone:	<u>(515) 232-0553</u>		
Mailing Address:	<u>PO Box 1928</u>		
City: <u>Ames</u>	State: <u>IA</u>	Zip: <u>50010</u>	

**Contact Person**

Name:	<u>Matt Sinnwell</u>		
Phone:	<u>(515) 232-0553</u>	Email Address:	<u>mattombc@gmail.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 05/21/2013

Expiration Date: 05/25/2013

Privileges:

Class C Liquor License (LC) (Commercial)

**Status of Business**

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>286196</u>	Federal Employer ID #	<u>77-0613629</u>

**Ownership**

**Daniel Griffen**

First Name: Daniel

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

**Scott Griffen**

First Name: Scott

Last Name: Griffen

City: Ames

State: Iowa

Zip: 50010

Position Owner

% of Ownership 50.00 %

U.S. Citizen

**Susan Griffen**

First Name: Susan

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

***Insurance Company Information***

Insurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

# License Application ( )

32c

## ***Applicant***

<b>Name of Applicant:</b>	<u>LJPS Inc.</u>	
<b>Name of Business (DBA):</b>	<u>Olde Main Brewing Company</u>	
<b>Address of Premises:</b>	<u>420 Beach Ave.</u>	
<b>City:</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>
<b>Business Phone:</b>	<u>(515) 232-0553</u>	
<b>Mailing Address:</b>	<u>316 Main St.</u>	
<b>City:</b> <u>Ames</u>	<b>State:</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

## ***Contact Person***

<b>Name:</b>	<u>Matt Sinnwell</u>		
<b>Phone:</b>	<u>(505) 400-5981</u>	<b>Email Address:</b>	<u>mattombc@gmail.com</u>

**Classification:** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 5 days

**Effective Date:** 05/26/2013

**Expiration Date:** 05/30/2013

**Privileges:**

Special Class C Liquor License (BW) (Beer/Wine)  
Sunday Sales

## ***Status of Business***

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>286196</u>	<b>Federal Employer ID #</b>	<u>77-0613629</u>

## ***Ownership***

**Daniel Griffen**First Name: DanielLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Owner% of Ownership 25.00 %

U.S. Citizen

**Scott Griffen**First Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position Owner% of Ownership 50.00 %

U.S. Citizen

**Susan Griffen**First Name: SusanLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Owner% of Ownership 25.00 %

U.S. Citizen

***Insurance Company Information***Insurance Company: Founders Insurance CompanyPolicy Effective Date: 05/26/2013Policy Expiration Date: 05/31/2013

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

# License Application ( )

32d

## ***Applicant***

<b>Name of Applicant:</b>	<u>LJPS Inc.</u>		
<b>Name of Business (DBA):</b>	<u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b>	<u>Reiman Gardens</u>		
<b>City:</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>	
<b>Business Phone:</b>	<u>(515) 232-0553</u>		
<b>Mailing Address:</b>	<u>PO Box 1928</u>		
<b>City:</b> <u>Ames</u>	<b>State:</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>	

## ***Contact Person***

<b>Name:</b>	<u>Matt Sinnwell</u>		
<b>Phone:</b>	<u>(515) 232-0553</u>	<b>Email Address:</b>	<u>mattombc@gmail.com</u>

**Classification:** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 5 days

**Effective Date:** 05/27/2013

**Expiration Date:** 05/31/2013

**Privileges:**

Special Class C Liquor License (BW) (Beer/Wine)

## ***Status of Business***

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>286196</u>	<b>Federal Employer ID #</b>	<u>77-0613629</u>

## ***Ownership***

**Daniel Griffen**

First Name: Daniel

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

**Scott Griffen**

First Name: Scott

Last Name: Griffen

City: Ames

State: Iowa

Zip: 50010

Position Owner

% of Ownership 50.00 %

U.S. Citizen

**Susan Griffen**

First Name: Susan

Last Name: Griffen

City: Potomac

State: Maryland

Zip: 24854

Position Owner

% of Ownership 25.00 %

U.S. Citizen

***Insurance Company Information***

Insurance Company: Founders Insurance Company

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

**COUNCIL ACTION FORM**

**SUBJECT: AMES JAYCEES' REQUEST TO OBTAIN A BEER PERMIT FOR BEER AND WINE COOLERS TO BE DISPENSED AT BANDSHELL PARK ON EIGHT FRIDAYS DURING THE SPRING/SUMMER OF 2013**

**BACKGROUND:**

At their March 28, 2013 Parks and Recreation Commission meeting, Commissioners unanimously approved the Ames Jaycees utilization of Bandshell Park and the Durham Bandshell for its "Ames on the Half Shell" activities. The events will occur on eight Friday evenings from June 7 and July 26 between the hours of 5:00 and 8:00 PM. The Jaycees will pay the City approximately \$2,500 for renting the Bandshell for these nine events.

The Commission's action required the Jaycees to obtain a beer permit from the City Council, allowing beer and wine coolers to be consumed in a public place, Bandshell Park. It should be noted that City ordinance (Section 17.7) prohibits consumption of alcoholic beverages in public places. This restriction includes parks since they are considered public places. The ordinance has two exceptions as follows:

1. The ordinance allows for consumption of beer or wine from single serving bottles or cans in Moore Memorial, North and South River Valley, Inis Grove, and Emma McCarthy Lee Parks. Under this exception, keg beer may also be permitted in these parks if the Parks and Recreation Commission grants approval.
2. The limitations on alcoholic beverages reflected in the ordinance do not apply in any public place, if a valid liquor license is obtained.

**In this situation, the Jaycees desire to locate their event at Bandshell Park and dispense bottled beer and wine coolers. Therefore, this request falls under the second exception and can be allowed if the City Council grants a beer permit.**

The Jaycees sponsored similar events at this location during the summers of 2003, 2004, and 2007-2012. Following the 2007 season, staff completed a survey of the surrounding neighborhood to gain feedback concerning the Jaycees event. Of the 87 letters mailed out, 16 were returned. Of those returned, only three objected, expressing concern with illegal parking, alcohol being allowed at the park, and the noise level of the overall event.

Each year, Parks and Recreation administrative staff attends the event. Staff has consistently been impressed with the level of organization that the Jaycees provide and that the event draws people of all ages. The Police Department did not receive any phone calls or complaints concerning the event in 2007, 2008, 2009. There was one noise complaint in 2010, but the Jaycees responded immediately to the request to turn down the volume. There were no complaints in 2012. The Police Department continues to report that the event is well managed and that the size of the crowd and related parking issues are comparable to Thursday evening Municipal Band concerts.

**ALTERNATIVES:**

1. Approve a Class B Beer Permit with Outdoor Service for the Ames Jaycees at Bandshell Park for an events to be held on eight Fridays between June 7 and July 26, 2013, for the hours of 5:00 to 8:00 PM.
2. Deny the request.

**MANAGER'S RECOMMENDED ACTION:**

Upon receiving requests to utilize City facilities, staff strives to take into account the pros and cons that the activity will have on the group making the request, the adjacent property owners, and the community at large. Though some residents may voice similar concerns of those expressed in 2007, upon reviewing the overall positive comments from the neighborhood, along with the Parks and Recreation administrative staff and the Ames Police Department's feedback, the City Manager concurs with the Commission's evaluation of the appropriateness of this event occurring at Bandshell Park.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving a beer permit for the Ames Jaycees for their events to be held at Bandshell park during the spring/summer of 2013.



# License Application ( )

## Applicant

Name of Applicant:	<u>Ames Jaycees</u>				
Name of Business (DBA):	<u>Ames Jaycees</u>				
Address of Premises:	<u>Bandshell Park, 6th Street and Duff</u>				
City:	<u>Ames</u>	County:	<u>Iowa</u>	Zip:	<u>50014</u>
Business Phone:	<u>(402) 443-7050</u>				
Mailing Address:	<u>P.O. Box 624</u>				
City:	<u>Ames</u>	State:	<u>IA</u>	Zip:	<u>50014</u>

## Contact Person

Name:	<u>Adam Petersen</u>		
Phone:	<u>(402) 443-7050</u>	Email Address:	<u>pres@amesjaycees.com</u>

Classification: Class B Beer (BB) (Includes Wine Coolers)

Term: 6 months

Effective Date: 05/17/2013

Expiration Date: 11/17/2013

Privileges:

Class B Beer (BB) (Includes Wine Coolers)  
Outdoor Service

## Status of Business

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>109337</u>	Federal Employer ID #	<u>426075796</u>

## Ownership

### Adam Petersen

First Name: Adam

Last Name: Petersen

City: Ames

State: Iowa

Zip: 50014

Position President

% of Ownership 0.00 %

U.S. Citizen

### Breanna Wetzler

First Name: Breanna

Last Name: Wetzler

City: Ames

State: Iowa

Zip: 50010

Position Management VP

% of Ownership 0.00 %

U.S. Citizen

## Insurance Company Information

**Insurance Company:** West Bend Mutual Insurance Company

**Policy Effective Date:** 05/17/2013

**Policy Expiration Date:** 11/17/2013

**Bond Effective Continuously:**

**Dram Cancel Date:**

**Outdoor Service Effective Date:**

**Outdoor Service Expiration Date:**

**Temp Transfer Effective Date:**

**Temp Transfer Expiration Date:**

**TO:** Mayor Ann Campbell and Ames City Council Members

**FROM:** Lieutenant Jeff Brinkley – Ames Police Department

**DATE:** May 6, 2013

**SUBJECT:** Café Mood License Renewal Reference City Council Agenda  
May 14, 2013

The Council agenda for May 14, 2013, includes a 12-month liquor license renewal for Café Mood, 116 Welch Avenue. Since you approved the six-month license in December, our department has taken the following action:

- Cited two persons for on premises underage.
- Cited one employee for serving an intoxicated person.
- Completed one liquor license inspection.

Our liquor license inspection was completed on April 5, 2013. During that time we met with the regular bartender, Fadi Nijem. Nijem was very cooperative with our inspection. We found the license and occupancy notices to be properly displayed.

Nijem explained to us how the bar obtains its liquor and beer products. We did determine that some of the beer brands that were being sold were not purchased from a wholesaler as required by Iowa Code. We also spoke with co-owner Harmit Singh. Singh and Nijem agreed to remove the brands that were not purchased from a wholesaler from their coolers. They will make sure they buy any beer that is sold through their establishment from a wholesaler.

We have reduced the number of calls to Café Mood in recent months and you can also see that our enforcement action has been minimal during the six month license period. We will continue to monitor Café Mood for compliance with local and state liquor laws. At this time, our department would recommend renewal of a twelve month liquor license.

ITEM # 35  
DATE: 05-14-13

**COUNCIL ACTION FORM**

**SUBJECT: AMES PATRIOTIC COUNCIL MEMORIAL DAY PARADE  
REQUESTS FOR MAY 27, 2013**

**BACKGROUND:**

Each year the Ames Patriotic Council conducts a community observance of Memorial Day. This observance involves a parade from City Hall to the Municipal Cemetery, followed by a memorial service at the Cemetery.

The following requested items are presented for City Council approval in order to facilitate the Memorial Day observance:

1. Closure of the south half of Parking Lot M (west of City Hall) from 9:00 a.m. to 11:00 a.m. for staging of the parade entries
2. Closure of Fifth Street from Grand Avenue through the Clark Avenue intersection from 9:00 a.m. to 11:00 a.m. for the line-up and start of the parade entries
3. Temporary closure of Clark Avenue from Fifth to Ninth Street (for movement of the parade) between 10:30 a.m. and 11:00 a.m.
4. Temporary closure of Ninth Street between Clark Avenue and Maxwell Avenue (for movement of the parade) between 10:45 and 11:00 a.m.
5. Temporary closure of Sixth Street at Clark Avenue and Duff Avenue at Ninth Street as the parade moves through those intersections

It should be noted that temporary closures of residential streets that intersect Ninth Street and Clark Avenue will occur as the parade progresses. Public Works will provide barricades for all of the street closure areas. Barricades will be staffed by parade volunteers and/or residents of the area. Most intersection closures will last only for a number of minutes.

The Ames Police Department will provide a lead car for the parade and will assist participants through the Sixth Street and Duff Avenue intersections.

Although Memorial Day is a City Holiday, any City Hall employees still required to report to work will be asked to park vehicles in the north half of Lot M for that morning. The rain location for activities will be the Ames Municipal Auditorium.

**ALTERNATIVES:**

1. The City Council can approve the Ames Patriotic Council's requests for use of City facilities and services for Memorial Day festivities on May 27, 2013.
2. The City Council can direct staff to make other arrangements with the Patriotic Council.
3. The City Council can deny the requests.

**MANAGER'S RECOMMENDED ACTION:**

The parade and memorial service at the Municipal Cemetery are an integral part of the community's annual Memorial Day commemoration.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 and approve the Ames Patriotic Council's requests for use of City facilities and services for Memorial Day activities on May 27, 2013.

**COUNCIL ACTION FORM**

**SUBJECT:** AMES COMMUNITY ARTS COUNCIL REQUESTS FOR  
“THIRD THURSDAY TUNE IN TO MAIN STREET” ACTIVITIES

**BACKGROUND:**

The Ames Community Arts Council (ACAC) is planning to host three “Third Thursday Tune In To Main Street” concerts on June 20, July 18, and August 15 from 5:30 to 7:30 p.m. The Tune In To Main Street event was organized by The Main Street Cultural District (MSCD) in years past, with the ACAC’s involvement. Though the MSCD is supportive of the event, it is not involved in the planning or execution of the activities this year.

The ACAC is making the following requests of the City Council for three Thursdays in June, July, and August, 2013:

- a. Waiver of utility costs for power and water used near and inside Tom Evans Plaza
- b. Approval of a blanket Temporary Obstruction Permit for Tom Evans Plaza and two parking rows in CBD Lot X for equipment, children’s activities, and a food vendor
- c. Vending License for a food vendor in CBD Lot and waiver of fee for Vending License
- d. Approval of closure of 24 parking spaces in CBD Lot X from 1:00 p.m. to 8:00 p.m. to facilitate vending and entertainment. Because no metered spaces would be affected, there is no loss of revenue to the Parking Fund.

**ALTERNATIVES:**

1. Approve the requests as submitted by the ACAC.
2. Approve the requests as submitted by the ACAC, but require reimbursement for license fees and use of utilities.
3. Direct staff to work with representatives of the ACAC to modify these requests.

**MANAGER'S RECOMMENDED ACTION:**

The City Council has been supportive of this event in the past, and has approved similar requests to support the positive energy that is being exhibited within the District.

Therefore, it is the recommendation of the City Manager that the Council adopt Alternative No. 1, thereby approving the requests as submitted by the ACAC.



AMES COMMUNITY ARTS COUNCIL  
416 Douglas Avenue, Suite 200  
P. O. Box 1842  
Ames, Iowa 50010  
[coordinator@amesart.org](mailto:coordinator@amesart.org) 515.233.6110



April 29, 2013

Mayor and City Council  
City of Ames  
515 Clark Ave  
Ames, IA 50010

Dear Honorable Mayor Campbell and City Council,

The Ames Community Arts Council is planning to hold three ***“Third Thursday Tune In to Main Street”*** concerts on June 20, July 18, and August 15, 5:30-7:30pm. ***Tune In to Main Street*** was a great success the past nine years, and we are excited to be able to hold the event on a limited basis again this year. We will again feature local artists and hold **FREE family friendly** concerts open to the community. At this time, the Ames Community Arts Council requests the City Council to consider four specific requests:

- We plan to have musical entertainment in Tom Evans Park similar to past years. We ask for use of the electricity and water in Tom Evans Park. We ask for a waiver of utility cost for outlets near and in Tom Evans Plaza.
- The Ames Community Arts Council requests a temporary obstruction permit for Tom Evans Plaza and the two parking rows in CBD Lot X to facilitate placement of equipment, children’s activities, and a food vendor on June 20, July 18, and August 15.
- Ames Community Arts Council requests a vending license for a food vendor in the CDB Lot. We request a permit for Thursday, June 20, July 18, and August 15. We further request that the vending fee be waived.
- The Ames Community Arts Council requests the use of the two parking rows directly south and to the east of Tom Evans Plaza from 1-8pm during the three events (June 20, July 18, August 15) for the use of children’s activities, a bounce house, and to place a food vendor.

Thank you for your consideration of these requests and continued support of the Arts in Ames. We look forward to seeing you at the ***“Third Thursday Tune In to Main Street”*** concerts.

Sincerely,  
Nancy Brouard  
Cultural Coordinator  
Ames Community Arts Council



**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 2526 LINCOLN WAY**

**BACKGROUND:**

The tenant in the building at 2526 Lincoln Way, Bella Hair Salon, has requested an encroachment permit for a new sign which will encroach over the City sidewalk.

The proposed sign will be a blade sign that will project from the front of the building. The sign will extend not more than five feet over the sidewalk, and will not infringe upon the use of the sidewalk by the public.

The requirements of Section 22.3 of the *Municipal Code* have been met with the submittal of a hold-harmless agreement signed by the property owner and the applicant, and a certificate of liability insurance coverage which protects the City in case of an accident. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office.

**ALTERNATIVES:**

1. Approve the request.
2. Deny the request.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for this sign.



## APPLICATION FOR ENCROACHMENT PERMIT

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley or sidewalk."

Address of Encroachment: 2526 Lincoln Way, Ames

Type of Encroachment: sign  
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division).

Name of Applicant: Melissa Loof

Address: 3885 Young Ave. Radcliffe, 50230

Applicant's Home Phone: \_\_\_\_\_ Work or Cell Phone: 641-330-5496

Owner of Building: Scott Randall

Owner's Address: 420 South 17th St.

Owner's Home Phone: \_\_\_\_\_ Work or Cell Phone: 515-233-2580

These items must be submitted with your application prior to approval of the permit:

1. An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur. (Obtained from the City Clerk's Office).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
5. A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: Melissa Loof

Owner's Signature (If Different): Scott Randall



Bella  
Hair Salon



**COUNCIL ACTION FORM**

**SUBJECT: REQUEST TO MODIFY 2012/13 ASSET ALLOCATION TO MID-IOWA COMMUNITY ACTION (MICA)**

**BACKGROUND:**

MICA has submitted a request to the City to modify its 2012/13 ASSET allocations by moving \$6,932 in unspent funds from the Family Development Program to the Food Pantry program. **MICA drew down all of its 2012/2013 City allocations on February 14, 2013, except Family Development Program dollars.**

<b>Service</b>	<b>Original Allocation</b>	<b>Allocation Remaining</b>	<b>Proposed Allocation of Remaining Funds</b>
Community Clinics/Child Dental	\$1,850	\$0	\$0
Dental Clinics	\$7,714	\$0	\$0
Fluoride Clinics	\$825	\$0	\$0
Food Pantry	\$15,767	\$0	\$6,932
Family Development and Education	\$6,932	\$6,932	\$0
<b>TOTAL</b>	<b>\$33,088</b>	<b>\$6,932</b>	<b>\$6,932</b>

MICA has not requested a transfer of funds from the Story County Board of Supervisors this year, but did in 2011/2012 from Family Development to Food Pantry. In 2011/2012, the Board of Supervisors expressed concern about the potential to undermine the ASSET process by amending the agreed-upon allocations. The County ultimately decided to transfer \$4,500 to the Food Pantry program, reasoning that if the remaining three quarters of the year were similar to the first, \$1,500 times three should be sufficient for the remaining three quarters. The Food Pantry program received a total of \$23,251 from all Funders for 2012/2013.

Due to this being a repeated request for allocation transfers between services for MICA, ASSET Administrative Staff plans to have a conversation with MICA prior to 2014/2015 budget process to ensure that they understand why these types of requests should be rare.

The following is a history of requests in the last five years from MICA:

- In June 2008, MICA requested the City move \$10,035 from Family Development into the Food Pantry program.
- Similarly, in June 2009, MICA requested \$2,000 of City funds be moved from Family Development into the Food Pantry.

- June 2012, MICA also requested that \$3,252 from Family Development be moved to the Food Pantry program.

All these requests have been approved by the City Council due to the need for Food Pantry services to the community.

**ALTERNATIVES:**

1. Direct staff to amend the City's 2012/13 contract with MICA to move \$6,932 in unspent Family Development and Education funds to the Food Pantry program.
2. Direct staff to amend the City's 2012/13 contract with MICA to move a different amount.
3. Deny the request for a contract amendment.

**MANAGER'S RECOMMENDED ACTION:**

Contract amendments outside the ASSET process have been rare, although MICA has made similar requests in previous years. The City Council should be cautious when considering changes in allocations that have been coordinated with the other funders.

Assuming this type of budget amendment will not continue in the future, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing staff to amend the City's 2012/13 contract with MICA to move \$6,932 in unspent Family Development and Education funds to the Food Pantry program.



# Mid-Iowa Community Action, Inc.

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CITY MANAGER'S OFFICE

APR 11 2013

CITY OF AMES, IOWA

April 9, 2013

Ames City Council  
515 Clark Ave  
PO Box 811  
Ames, Iowa 50010

Ames City Council,

Mid-Iowa Community Action, Inc would like to request a change to the 2012-2013 ASSET funding allocation. The proposed change would move \$6,932 funding from Family Development into Emergency Food. This change will allow MICA to meet the continuing demand from the community for food pantry services.

Please let me know if you have further questions or need more information. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Arlene McAtee". The signature is fluid and cursive, written in a professional style.

Arlene McAtee  
Executive Director  
[Arlene@micaonline.org](mailto:Arlene@micaonline.org)  
(641)752-1762 ext. 104

*Helping People. Changing Lives. Building Communities.*

**COUNCIL ACTION FORM**

**SUBJECT: AMES HISTORICAL SOCIETY REQUEST TO AMEND 2011/12 BUDGET ALLOCATION**

**BACKGROUND:**

On February 26, 2013, the City Council referred a request from the Ames Historical Society to carry forward \$1,203.15 of its FY 2011/12 budget that was not drawn down. The request was dated December 17, 2012, and at the time of the request both the contract with the Ames Historical Society and the City accounting period had long been closed.

The Historical Society was awarded a contract in FY 2011/12 for \$16,000 to “pay for the expenses of rent, mortgage, and related occupancy costs necessary to provide the facilities to house the historical material, archives and artifacts.” An additional \$2,000 was awarded to accomplish the Mayors’ Recognition Project. **The contract specifies that no disbursements are to be made after June 30, 2012.** The Historical Society was subsequently awarded a contract for FY 2012/13 in the amount of \$16,000, largely for the same purposes.

In prior years, the organization had been making regular mortgage payments, which allowed them to quickly exhaust the City’s allocation for the year. However, in FY 2011/12 the mortgage was paid off. Therefore, the organization used the City funds toward other allowable occupancy expenses (e.g., utilities, communications, insurance). These expenses were spread throughout the year. The letter to the Council indicates that “some of these expenses were not incurred by the Society until the fourth quarter (April to June) of 2012, and our volunteer treasurer was not aware of the completion time frames involved.” The \$1,203.15 that was not drawn down remained in the Local Option Sales Tax fund.

City staff processes carry over budget items early in each fiscal year and the City Council approves them as the first budget amendment. With carryovers from the FY 2011/12 budget completed and the FY 2011/12 contract with the Ames Historical Society closed, the request of the Ames Historical Society cannot be granted. **However, if the Council would like to provide additional funding to the Historical Society, the FY 2012/13 budget could be amended and the contract with the group increased to provide additional funding.** The Historical Society would then need to make a claim for eligible expenses incurred after the contract was amended.



**ALTERNATIVES:**

1. Direct staff to include an additional \$1,203 allocation from the Local Option Sales Tax fund to the Ames Historical Society in the final amendment to the FY 2012/13 budget, and approve an amendment to the Ames Historical Society's FY 2012/13 grant contract to increase the grant award by the same amount.
2. Deny the request.

**MANAGER'S RECOMMENDED ACTION:**

Because this request comes so long after the contract period and the fiscal year, it is not possible to grant the Historical Society's request. Additionally, the FY 2011/12 contract clearly stated the deadline to make requests for drawdown. Should the Council desire to provide additional funds to the Historical Society, the best method available would be to amend the current FY 2012/13 contract to purchase additional services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing staff to include an additional \$1,203 allocation from the Local Option Sales Tax fund to the Ames Historical Society in the final amendment to the FY 2012/13 budget, and approve an amendment to the Ames Historical Society's FY 2012/13 grant contract to increase the grant award by the same amount.

PKHS. 2-15-13

Ames  
Historical  
Society  
AMES • IOWA

2012  
December 17, 2011

Honorable Mayor and Members of Ames City Council  
Ames City Hall  
515 Clark  
Ames, Iowa 50010

To the Mayor and Ames City Council:

I am writing on behalf of the Ames Historical Society, to request that the city council grant a "carry forward" that would allow us to access the final \$1203.15 of the 2012 grant agreement with the city. This amount is all for legitimate expenses under the contract, but was requested after the contract closing date; and city staff has informed us that it is too late to make a regular payment.

The failure to do a timely request for funds was caused by a change in our financial situation this year, which resulted in adjustments to the normal contract reimbursement cycle.

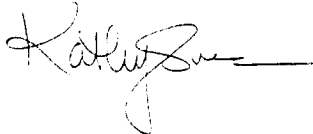
In previous years of our grant agreements with the city, the Society was making either rent or mortgage payments for the headquarters building at 416 Douglas. These reimbursable expenses were significant enough that each year's contract was completed in the first three quarters of the city's fiscal year.

In fiscal 2012, however, the building mortgage was paid off; so it was necessary for us to use other reimbursable building expenses to complete the contract. Some of these expenses were not incurred by the Society until the fourth quarter (April to June) of 2012, and our volunteer treasurer was not aware of the completion time frames involved.

We apologize for an inconvenience to the city, and have advised all involved personnel of the relevant contract requirements. All future requests will be made in accordance with those requirements.

Thank you for your consideration.

Sincerely,



Kathy Svec, Co-President

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P.O. Box 821  
AMES, IOWA 50010  
515-232-2148 MAIL@AMESHISTORICALSOCIETY.ORG  
WWW.AMESHISTORICALSOCIETY.ORG

## Staff Report

### LIBRARY RENOVATION AND EXPANSION PROJECT UPDATE

May 14, 2013

Following a discussion regarding the Historic Treatment Procedures section of the Library construction contract at its April 23rd meeting, the Council directed the Library Board of Trustees to determine the costs and impact on the construction schedule of preserving certain historic elements that could potentially lead to a National Register listing and report to the City Council on May 14, 2013.

The Library Board of Trustees voted unanimously on May 9, 2013, to maintain the existing contracts for the Library Renovation and Expansion Project. **The Trustees are therefore recommending to the City Council to continue with the replacement of all the windows in the 1904 and 1940 sections of the building, replacement of the exterior skylight, and replacement of the exterior north staircase.** Due to this vote, the Trustees will not be requesting change orders from the City Council to retain experts to restore these historic features.

The Trustees also directed Library staff and Construction Advisor, Brad Heemstra, to provide alternatives to disposal of the historical windows in a landfill, including exploring ways to showcase several of the windows in the interior of the building.

#### **OPTIONS:**

The City Council can consider the following options, since the Council approved the contracts for the Library Renovation and Expansion Project in 2012:

##### Option 1

Accept the Library Board of Trustees recommendation to maintain the existing contracts and complete the project per the design of Meyer Scherer & Rockcastle, LTD, architects.

##### Option 2

Direct the Library Board of Trustees to bring back change orders to the necessary contracts to do any or all of the following restoration projects that may allow for possible listing on the National Register of Historic Places:

- restore the historic windows in the 1904 and 1940 buildings
- restore the skylight
- update the exterior north staircase to provide for hand rails while restoring the historic knee walls

*The State Historical Preservation Office did not indicate if one or all of these would be necessary for listing on the registry, but it was highly probable that not doing the windows would significantly impact consideration for listing.*

If the Council determines to pursue any or all of Option 2, there are cost implications for each of the three items. The potential cost range for restoration of the historic windows is provided in the attached document from Integrity Construction that was submitted to the Library Board of Trustees for consideration on May 9th. (See pg. 2 of attached Library Board of Trustees packet.) Cost details for the skylight and stairs have not been done at this time.

The budget for the project is \$20,850,000, of which there is \$1,646,256 set aside for contingency that is not related to construction. The construction budget itself, with A&P Samuels, is \$13,543,350 of which \$999,963 remains available for change orders related solely to construction. Currently there are several pending change orders related to the overall project, not to construction. Those changes orders are from the construction advisor and the architectural firm.

**Ames Public Library Board of Trustees  
Special Meeting Agenda – May 9, 2013  
City Council Chambers, 515 Clark Avenue**

**Call to Order** 6:30 p.m.

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary. The presiding officer will call you forward to make your remarks at the podium.)

**Library Building Project Update**

- 1) Report from the Building Project Committee
- 2) Recommendation to City Council (Action Item)

**Trustee Comments**

**Adjournment**



623 East Lincoln Way  
 Ames, Iowa 50010  
 Phone: (515) 268-3346  
 Fax: (515) 268-3349

## MEMO

Date: May 6, 2013  
 To: Lynne Carey and Library Board of Trustees  
 From: Brad Heemstra, Construction Advisor  
 Project: Ames Public Library Renovation and Expansion  
 Subject: **Wood Windows at Existing 1904/1940 Building**

Remarks:

If the Library Board decides to keep the existing wood windows in the 1904/1940 building, it is our recommendation that the window restoration work be completed under a separate contract by a firm that specializes in window restoration. This method will enable the project to proceed on schedule and avoid a potential delay claim by the general contractor. Because of the uncertainty of existing window conditions, there will be a period of time needed to define the scope of window restoration. Below is a summary of cost considerations for this scenario:

- |   |        |   |
|---|--------|---|
| 1. Abatement Specialties – Delete lead abatement (and removal) of the existing wood windows   | DEDUCT | \$13,585                                |
| 2. Samuels Group – Delete new aluminum clad wood windows (labor & material), delete interior wood trim (re)installation   | DEDUCT | \$ 74,758                               |
|   |        | Total Deduct: \$ 88,343                 |
| 3. New Contractor – Provide services as required for restoration of the existing wood windows, encapsulate (and paint over) the lead paint, reglaze existing glass panes, provide and install metal storm windows. The costs presented here are based on an estimate provided by Wadsworth Construction from Waukon, Iowa | ADD    | \$ TBD                                  |
| a. Best Case Scenario:  |        | \$ 50,600                               |
| b. Worst Case Scenario:   |        | \$ 160,600                              |
| c. Mid-point of best and worst case:  |        | \$ 106,000                              |
| 4. Other Costs to Consider  |        |   |
| a. Time for City staff (Library, Purchasing, Legal) to facilitate the bidding process   |        | \$ TBD                                  |
| b. Design Services by MS&R Architects   |        | \$4,300                                 |
| c. Construction Advisor Services by Integrity Construction  |        | \$2,300                                 |
| 5. Total Cost Range   |        | \$30,000 Savings to \$80,000 Added Cost |
| Most Likely Cost Range  |        | \$25,000 Added Cost                     |

The range of potential cost for window restoration was provided by Wadsworth Construction based on the attached proposal dated April 23, 2013 and email notes dated April 25, 2013. Based on my phone conversation with David Wadsworth, it is our understanding the following aspects to restoration of the existing windows would be taken into consideration:

1. Re-glazing the existing windows is the biggest cost factor.
2. If more than 25% of the existing glazing has failed, the existing sashes would be removed, re-glazed and refurbished in his shop.
3. The existing storm windows (or new storm windows) can provide adequate protection while the sashes are removed.
4. Approximately 10 to 15 windows would be removed and refurbished at a time.
5. Because glazing would need two weeks for curing (prior to painting), the recycle time for refurbishing each batch of window sashes could be 4 to 5 weeks.
6. Consequently, the total duration for restoration work would be 4 to 5 months if all windows are re-glazed.
7. Wadsworth Construction's estimate includes travel expenses based on a large project.
8. David Wadsworth does not recommend the use of chemical stripping agents for lead paint abatement because it affects the wood joinery. Ultra-violet and heat guns would be used to mechanically strip the existing paint surface.
9. David explained he has only performed window restoration on private commercial projects and has not completed window work on a publicly bid project that requires a bid bond and performance bond. The cost of a bond premium would need to be added to his estimate.

If the Library Board is interested in proceed with restoration of the existing windows, the next steps would involve processing change orders with the abatement contractor and general contractor and authorizing MS&R Architects to begin the process of preparing bidding documents. It is imperative that this decision be made by the Library Board and City Council at their May 9 and May 14 meetings.

Wadsworth Construction Inc.  
 1087 250th St  
 Waukon, IA 52172

563-419-0390  
 david@wadsworthconstruction.com  
 http://www.wadsworthconstruction.com



# Estimate

<b>Date</b>	<b>Estimate #</b>
04/23/2013	1098
	<b>Exp. Date</b>

<b>Address</b>
Ames Library

Date	Service	Activity	Quantity	Rate	Amount
04/23/2013	Services	Service 1) Replace sills as needed.	1	240.00	
04/23/2013	Services	Service 2) Strip to bare wood, repaint and caulk exterior of window; exterior stop, exterior casing, sill (excludes sashes). I.E. Jamb, as needed.	1	320.00	
04/23/2013	Services	Service 3) Strip exterior of sashes, reglaze, repaint, as needed,	1	800.00	
04/23/2013	Services	Service 4) Repaint over existing paint and glazing on sashes and exterior trim, as needed.	1	160.00	
04/23/2013	Services	Service 5) Weatherstrip and reinstall sashes, fixed in place.	1	150.00	
04/23/2013	Services	Service 6) New Mon-Ray storms	1	490.00	
04/23/2013	Services	Service 7) Storm installation	1	120.00	
				<b>Total</b>	

This estimate does not constitute a contractual agreement to do the work outlined. In order to establish a firm price for window work, an onsite inspection would be needed and each window inspected on a case by case basis. Interior woodwork was not reviewed/included, and photos indicate that some work may be necessary in that area.

Accepted By

Accepted Date



## Brad Heemstra

---

**From:** Melissa Mundt <mmundt@city.ames.ia.us>  
**Sent:** Friday, April 26, 2013 1:20 PM  
**To:** Brad Heemstra  
**Cc:** lcarey@amespubliclibrary.org  
**Subject:** Fw: Estimate from Wadsworth Construction Inc.  
**Attachments:** Estimate\_1098\_from\_Wadsworth\_Construction\_Inc.pdf

Brad, here is the information for you.



**Melissa Mundt, ICMA-CM**  
*Assistant City Manager*

515.239.5101 *main* | 913.484.3504 *cell* | 515.239.5142 *fax*  
[mmundt@city.ames.ia.us](mailto:mmundt@city.ames.ia.us) | City Hall, 515 Clark Avenue | Ames, IA 50010  
[www.CityofAmes.org](http://www.CityofAmes.org) | ~ Caring People ~ Quality Programs ~ Exceptional Service ~  
----- Forwarded by Melissa Mundt/COA on 04/26/2013 01:19 PM -----

**From:** david wadsworth <[david@wadsworthconstruction.com](mailto:david@wadsworthconstruction.com)>  
**To:** Sharon Wirth <[sharonwirth@yahoo.com](mailto:sharonwirth@yahoo.com)>, Karen Thompson <[kthompson@amespubliclibrary.org](mailto:kthompson@amespubliclibrary.org)>, Melissa Mundt <[mmundt@city.ames.ia.us](mailto:mmundt@city.ames.ia.us)>, "Ray Anderson ([randerson@city.ames.ia.us](mailto:randerson@city.ames.ia.us))" <[randerson@city.ames.ia.us](mailto:randerson@city.ames.ia.us)>, Bob Kindred <[bkindred@city.ames.ia.us](mailto:bkindred@city.ames.ia.us)>, Lynne Carey <[lcarey@amespubliclibrary.org](mailto:lcarey@amespubliclibrary.org)>, david wadsworth <[david@wadsworthconstruction.com](mailto:david@wadsworthconstruction.com)>  
**Date:** 04/25/2013 03:26 PM  
**Subject:** Fwd: Estimate from Wadsworth Construction Inc.

April 25, 2013

Ames Public Library Board of Trustees,

Thank you for your patience and the opportunity to provide input regarding preservation of the windows in the Ames Public Library building. The following information is provided to assist you in the usage of cost information on the next page.

Window repair and rehab frequently involves certain components. Those components are listed as "services" and entail varying amounts of supplies, time, and labor. Each window is unique and may require any or all of the services listed. Critical in the process is inspection of each window so the appropriate services can be applied as needed. The photographs provided have been very helpful and certainly illustrate the need for thorough and careful inspection of each window in order to determine an appropriate plan of action for each.

At the same time, I understand the necessity of having a bottom-line number you can work with as you continue to plan implementation and work to stay on schedule. To that end, here is one suggestion as to how to approach this. At a maximum, any one window might need services 1 +2+3+5+ 6+7 totaling \$2,120. This could be viewed as the high end cost any one window would need. Multiplying that number by 55 windows yields \$ 116,600. At the same time, some windows will need only services 4+5+6+7 totaling \$920. This number multiplied by 55 (\$50,600) yields a very different number than the first number. Neither of these numbers is likely to be the actual cost of the window repair process. A component of service 3, glazing, is the most expensive part of the repair. I cannot say at this time how many windows actually need re-glazing.

I sincerely hope this information is helpful to you. I will be in Ames in May to present a program focused on window repair and rehab. I would welcome the opportunity to see the library windows "up close and personal" at that time. Please let me know if I can assist you further in this important decision.

David Wadsworth

REGLAZING

116,600 } AVE =  
50,600 } 83,600

All 55 ea @ 800 = \$44,000

only 1/2 28 @ 800 = 22,400

Worst CASE = 116,600 + 44,000 = \$160,600

BEST CASE : 50,600 + 0 = 50,600

MIDDLE ROAD AVE 1/2  
83,600 + 22,400 = \$106,000



Meyer Scherer & Rockcastle, LTD  
710 South 2nd Street, 8th Floor  
Minneapolis, MN USA 55401-2294

612 375 0336 T 612 342 2216 F  
www.msrltd.com

Architecture & Interior Design

May 6, 2013

To: Library Building Committee

Re: Additional information on windows, skylight and exterior stair

Dear Library Building Committee,

In order to assist you in your decision making process we've compiled some additional information for you regarding the wood windows, skylight and north exterior stair.

Wood windows:

We believe that replacing the existing wood windows meets the energy efficiency, ease of maintenance and fiscal stewardship goals the Library Board has set out for the project. The construction documents call for new aluminum clad wood windows with double pane low-e glazing. I have attached the specifications and details for your reference.

The exterior profile of the new windows will be identical to the original windows with the exception that the exterior finish is painted aluminum rather than painted wood. The aluminum finish will match the cream color of the original wood trim. This finish comes with a 20 year warranty and requires minimal maintenance. Due to the insulated glazing the new windows will not require the use of storm windows, therefore the original window profiles will be visible from the exterior rather than being obscured by a storm window.

The interior profile will also be identical to the existing windows. The new windows will be made of pine and stained to match the existing trim. The existing wood trim will be reused where possible or replicated to match the original trim profile and finish.

The new windows will be more energy efficient than the existing windows because of their insulated low-e glass. The windows specified in the construction documents have a U-factor\* of 0.30. The existing windows have an (estimated) U-factor of 1.10, or 0.50 with the addition of single-pane aluminum storm windows.

Should the Library elect to keep the existing wood windows we propose that window restoration work be completed in order to repair the windows, abate the lead-based paint, and to increase their energy efficiency. All of the existing windows will need the following work to be done: remove lead-based paint, repaint and caulk exterior wood, add new weather stripping, fix sashes in place, provide new storm windows. In addition to the work mentioned above some windows may need further repair which could include replacing the existing sill, replacing damaged exterior trim, reglazing the window, and repairing or refinishing the interior trim.

New aluminum storm windows with low-e glass would be installed in place of the existing combination storm windows. As is the case today the storm windows will obscure the profile of the wood windows from the exterior of the building. The new storm windows would be fixed in place permanently and would not need to be removed except for cleaning the inside surface of the glass.

\*U-factor: the rate at which a window conducts non-solar heat flow. The lower the number the more energy efficient the window.

Skylight:

The existing skylight is in poor condition and it is our opinion that this must be replaced if we want to ensure the success of the new roof. By installing a new skylight we will be able to build a new, taller roof curb with proper drainage; this cannot happen if we keep the existing skylight. The new skylight included in the construction documents is thermally broken which will reduce the potential for condensation at the interior of the building; this has been a problem with the existing skylight. The new skylight will have insulated, laminated glass which is better for energy efficiency and safety. As the skylight cannot be seen from the street or from the interior of the building replacing it would have minimal impact on anyone visiting the building.

North exterior stair:

At the early stages of design the Library expressed concerns about the current state of the stair. Over time the brick and concrete landing has deteriorated, the planter has had water problems and the stairs have been a safety issue in inclement weather because they are missing handrails. Both the scale and the proximity to the sidewalk of the stairs create visual cues that this is the main entrance which has led to confusion among library visitors.

The proposed stair design that is included in the construction documents can be seen in the attached drawings. The new concrete stairs would be pushed closer to the building and have ADA compliant handrails. The planter would be replaced with new plants at grade level. Our goal for the stair design was to create something that will be large enough to look proportional to the existing building but minimal enough to not look like the main entrance. We believe that pushing the stairs further from the sidewalk and blurring the line between the building and the sidewalk with new plantings will achieve that goal.

If it's decided that the existing wing walls should remain in place we would propose that the new stairs be kept pushed back from the sidewalk in order to allow for ADA compliant handrails and new plantings. Should the stairs need to remain directly adjacent to the sidewalk as they are now there would not be adequate space for new handrails.

Please contact me if you have any questions about these issues or if you need any additional information.

Sincerely,



Kate Michaud

CC: Lynne Carey, Brad Heemstra, Dave Schulze, project file

Examples of Marvin Windows Ultimate Clad windows used in historic buildings:



Aluminum-clad wood window with custom profile at the University of Minnesota



Aluminum-clad wood window with historic profile at the Jackson County Courthouse

SECTION 085200  
WOOD WINDOWS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
  - 1. Exterior aluminum-clad wood windows.
  - 2. Interior wood windows.

1.2 ADMINISTRATIVE REQUIREMENTS

- A. Pre-Installation Meeting: Conduct meeting at Project site to comply with requirements in Section 013100 – Project Management and Coordination:
  - 1. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  - 2. Review, discuss, and coordinate interrelationship of wood windows with other exterior wall components. Include provisions for anchoring, flashing, weeping, sealing perimeters, and protecting finishes.
  - 3. Review and discuss sequence of Work required to construct a watertight and weathertight exterior building envelope.
  - 4. Inspect and discuss condition of substrate and other preparatory Work performed by other trades.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include construction details, material descriptions, glazing and fabrication methods, dimensions of individual components and profiles and finishes for wood windows.
- B. LEED Submittals:
  - 1. Certificates for Credit MR 7: Chain-of-custody certificates indicating that windows comply with forest certification and chain-of-custody requirements. Include statement indicating cost for each certified wood product.
- C. Shop Drawings: Include plans, elevations, sections, accessories, insand details of installation, including anchor, flashing, and sealant installation.
- D. Samples: For each exposed product and for each color specified, 2 by 4 inches in size.
- E. Samples for Verification: For wood windows and components required, prepared on Samples of size indicated below:
  - 1. Exposed Finishes: 2 by 4 inches.
- F. Product Schedule: For wood windows. Use same designations indicated on Drawings.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For manufacturer and Installer.
- B. Product Test Reports: For each type of wood window, for tests performed by a qualified testing agency.
- C. Sample Warranties: For manufacturer's warranties.

## 1.5 QUALITY ASSURANCE

- A. **Manufacturer Qualifications:** A manufacturer capable of fabricating wood windows that meet or exceed Performance Criteria indicated and of documenting this performance by test reports, and calculations and who is certified for chain of custody by an FSC-accredited certification body.
- B. **Vendor Qualifications:** A vendor that is certified for chain of custody by an FSC-accredited certification body.
- C. **Installer Qualifications:** An installer acceptable to wood window manufacturer for installation of units required for this Project.
- D. **Mock-Ups:** Build mock-ups to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
  - 1. Build mock-up of typical wall area as shown on Drawings.
  - 2. Approval of mock-ups does not constitute approval of deviations from Contract Documents contained in mock-ups unless Architect specifically approves such deviations in writing.

## 1.6 WARRANTY

- A. **Manufacturer's Warranty:** Manufacturer agrees to repair or replace wood windows that fail in materials or workmanship within specified warranty period.
  - 1. Failures include the following:
    - a. Failure to meet performance requirements.
    - b. Structural failures including excessive deflection, water leakage, and air infiltration.
    - c. Deterioration of materials and finishes beyond normal weathering.
    - d. Failure of insulating glass.
  - 2. Warranty Period:
    - a. Window: 10 years from date of Substantial Completion.
    - b. Glazing Units: 20 years from date of Substantial Completion.
    - c. Aluminum-Cladding Finish: 20 years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. **Aluminum-Clad Wood Windows:**
  - 1. **Basis-of-Design Product:** Subject to compliance with requirements, provide Clad Ultimate Collection by Marvin Windows and Doors or comparable product by one of the following:
    - a. EAGLE Window & Door, Inc.; an Andersen Window & Door company.
    - b. JELD-WEN, Inc.
- B. **Wood Windows:**
  - 1. **Basis-of-Design Product:** Subject to compliance with requirements, provide Wood Ultimate Collection by Marvin Windows and Doors or comparable product by one of the following:
    - a. JELD-WEN, Inc.
- C. **Source Limitations:** Obtain wood windows from single source from single manufacturer.

### 2.2 WINDOW PERFORMANCE REQUIREMENTS

- A. **Product Standard:** Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for definitions and minimum standards of performance, materials, components, accessories, and fabrication unless more stringent requirements are indicated.
  - 1. **Window Certification:** WDMA certified with label attached to each window.
- B. **Thermal Transmittance:** NFRC 100 maximum whole-window U-factor of 0.30 Btu per square foot per hour per degrees F.

- C. Solar Heat-Gain Coefficient (SHGC): NFRC 200 maximum whole-window SHGC of 0.27.
- D. Sound Transmission Class (STC): Rated for not less than 30 STC when tested for laboratory sound transmission loss per ASTM E90 and determined by ASTM E413.

### 2.3 WOOD WINDOWS

- A. Operating Types: Fixed.
- B. Certified Wood: Windows shall be certified as "FSC Mixed Credit" per FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship," and FSC STD-40-004, "FSC Standard for Chain of Custody Certification."
- C. Frames and Sashes: Clear Pine or finger jointed core with clear pine veneer complying with AAMA/WDMA/CSA 101/I.S.2/A440; kiln dried to a moisture content of not more than 12 percent at time of fabrication; free of visible finger joints, blue stain, knots, pitch pockets, and surface checks larger than 1/32 inch deep by 2 inches wide; water-repellent preservative treated.
  - 1. Exterior Finish: Aluminum-clad wood.
    - a. Aluminum Finish: Manufacturer's standard fluoropolymer 2-coat system with fluoropolymer color topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight and complying with AAMA 2605.
    - b. Color: Custom color as selected by Architect.
  - 2. Interior Finish: Manufacturer's standard stain-and varnish-finish.
    - a. Exposed Unfinished Wood Surfaces: Manufacturer's standard pine or Douglas Fir.
    - a. Color: Custom stain to match existing.
- D. Glass: Clear annealed glass, ASTM C1036, Type 1, Class 1, q3.
  - 1. Kind: Fully tempered where indicated on Drawings.
- E. Insulating-Glass Units: ASTM E2190.
  - 1. Glass: ASTM C1036, Type 1, Class 1, q3.
    - a. Tint: Clear.
    - b. Kind: Fully tempered where indicated on Drawings.
  - 2. Lites: As indicated on Drawings.
  - 3. Filling: Fill space between glass lites with argon.
  - 4. Low-E Coating: Pyrolytic or sputtered on second surface.
  - 5. Visible Light Transmittance: 70 percent minimum.
- F. Glazing System: Manufacturer's standard factory-glazing system that produces weathertight seal.
- G. Fasteners: Noncorrosive and compatible with window members, trim, anchors, and other components.
  - 1. Exposed Fasteners: Do not use exposed fasteners to greatest extent possible.

### 2.4 ACCESSORIES

- A. Aluminum Extrusions:
  - 1. Profile: Brick mould casing; as indicated on Drawings.
  - 2. Finish: Fluoropolymer modified acrylic topcoat applied over primer. Meets or exceeds AAMA 2605 requirements.

### 2.5 FABRICATION

- A. Fabricate wood windows in sizes indicated. Include a complete system for installing and anchoring windows. Glaze wood windows in factory.
- B. Mullions: Provide mullions and cover plates, matching window units, complete with anchors for support to structure and installation of window units. Allow for erection tolerances and provide for movement of window units due to thermal expansion and building deflections. Provide mullions and cover plates capable of withstanding design wind loads of window units.



- C. Complete fabrication, assembly, finishing, and other Work in factory to greatest extent possible. Disassemble components only as necessary for shipment and installation. Allow for scribing, trimming, and fitting at Project site.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine openings, substrates, structural support, anchorage, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of Work.
- B. Verify rough opening dimensions and levelness of sill plate.
- C. Examine wall flashings, vapor retarders, water and weather barriers, and other built-in components to ensure weathertight window installation.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

#### 3.2 INSTALLATION

- A. Comply with manufacturer's written instructions for installing windows, accessories, and other components. For installation procedures and requirements not addressed in manufacturer's written instructions, comply with installation requirements in ASTM E2112.
- B. Install windows level, plumb, square, true to line, without distortion, anchored securely in place to structural support, and in proper relation to wall flashing and other adjacent construction to produce weathertight construction.

#### 3.3 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
  - 1. Testing and inspecting agency will interpret tests and state in each report whether tested Work complies with or deviates from requirements.
- B. Testing Services: Testing and inspecting of installed windows shall take place as follows:
  - 1. Testing Methodology: Testing of windows for air infiltration and water resistance shall be performed per AAMA 502.
  - 2. Air-Infiltration Testing:
    - a. Test Pressure: That required to determine compliance with AAMA/WDMA/CSA 101/I.S.2/A440 performance class indicated.
    - b. Allowable Air-Leakage Rate: 1.5 times applicable AAMA/WDMA/CSA 101/I.S.2/A440 rate for product type and performance class rounded down to 1 decimal place.
  - 3. Water-Resistance Testing:
    - a. Test Pressure: 2/3 times test pressure required to determine compliance with AAMA/WDMA/CSA 101/I.S.2/A440 performance grade indicated.
    - b. Allowable Water Infiltration: No water penetration.
  - 4. Testing Extent: 3 windows of each type as selected by Architect and a qualified independent testing and inspecting agency. Windows shall be tested after perimeter sealants have cured.
  - 5. Test Reports: Prepared per AAMA 502.
- C. Remove and replace noncomplying windows and retest as specified above.
- D. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional Work with specified requirements.
- E. Prepare test and inspection reports.

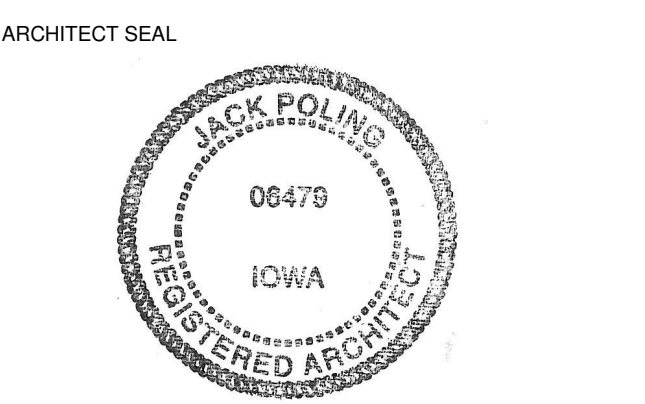
3.4 CLEANING AND PROTECTION

- A. Clean exposed surfaces immediately after installing windows. Remove excess sealants, glazing materials, dirt, and other substances.
  - 1. Keep protective films and coverings in place until final cleaning.
- B. Remove and replace sashes if glass has been broken, chipped, cracked, abraded, or damaged during construction period.
- C. Protect window surfaces from contact with contaminating substances resulting from construction operations. If contaminating substances do contact window surfaces, remove contaminants immediately per manufacturer's written instructions.

END OF SECTION

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 AMES, IA 50010

I hereby certify that this portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly registered architect under the laws of the state of Iowa.  
 Daniel Jack Poling, AIA, LEED AP, BD+C  
 Signature: *[Signature]* Date: 9.28.12  
 Signature: 6.20.13 Date: 2.2.11  
 Registration expires: \_\_\_\_\_ Date issued: \_\_\_\_\_



ISSUE / DATE	DESCRIPTION
10/10/2012	ISSUED FOR BID
09/28/2012	ISSUED FOR PERMIT
08/31/2012	90% OWNER REVIEW
08/13/2012	90% PRICING SET
08/08/2012	ISSUED FOR MINOR SITE DEVELOPMENT PLAN
07/20/2012	50% CONSTRUCTION DOCUMENTS
05/15/2012	DESIGN DEVELOPMENT
04/27/2012	ISSUED FOR DD PRICING

MARK: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NO: 2009010.01

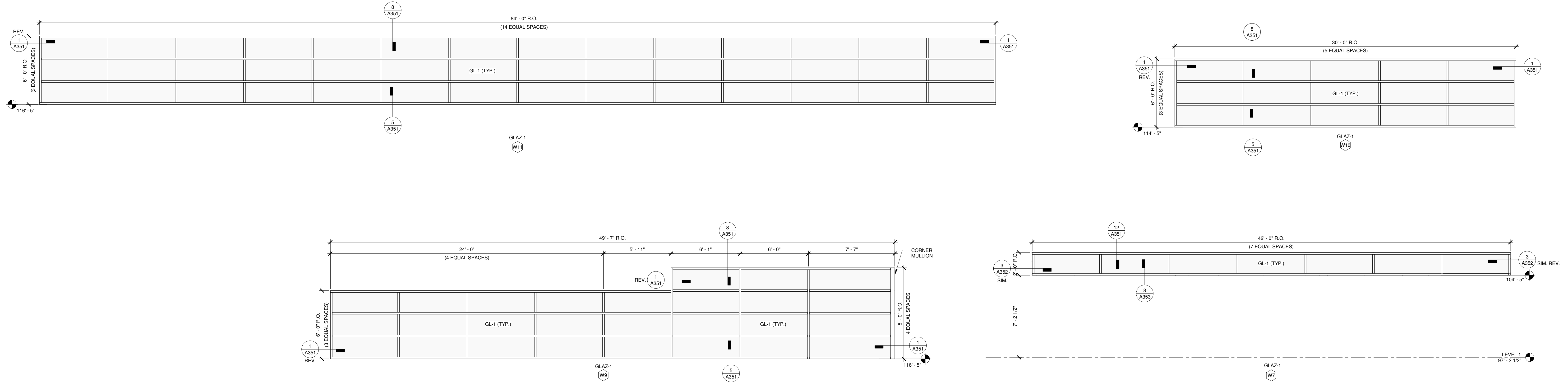
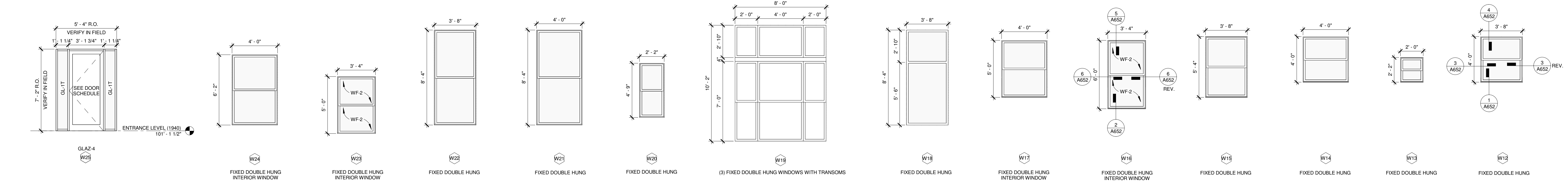
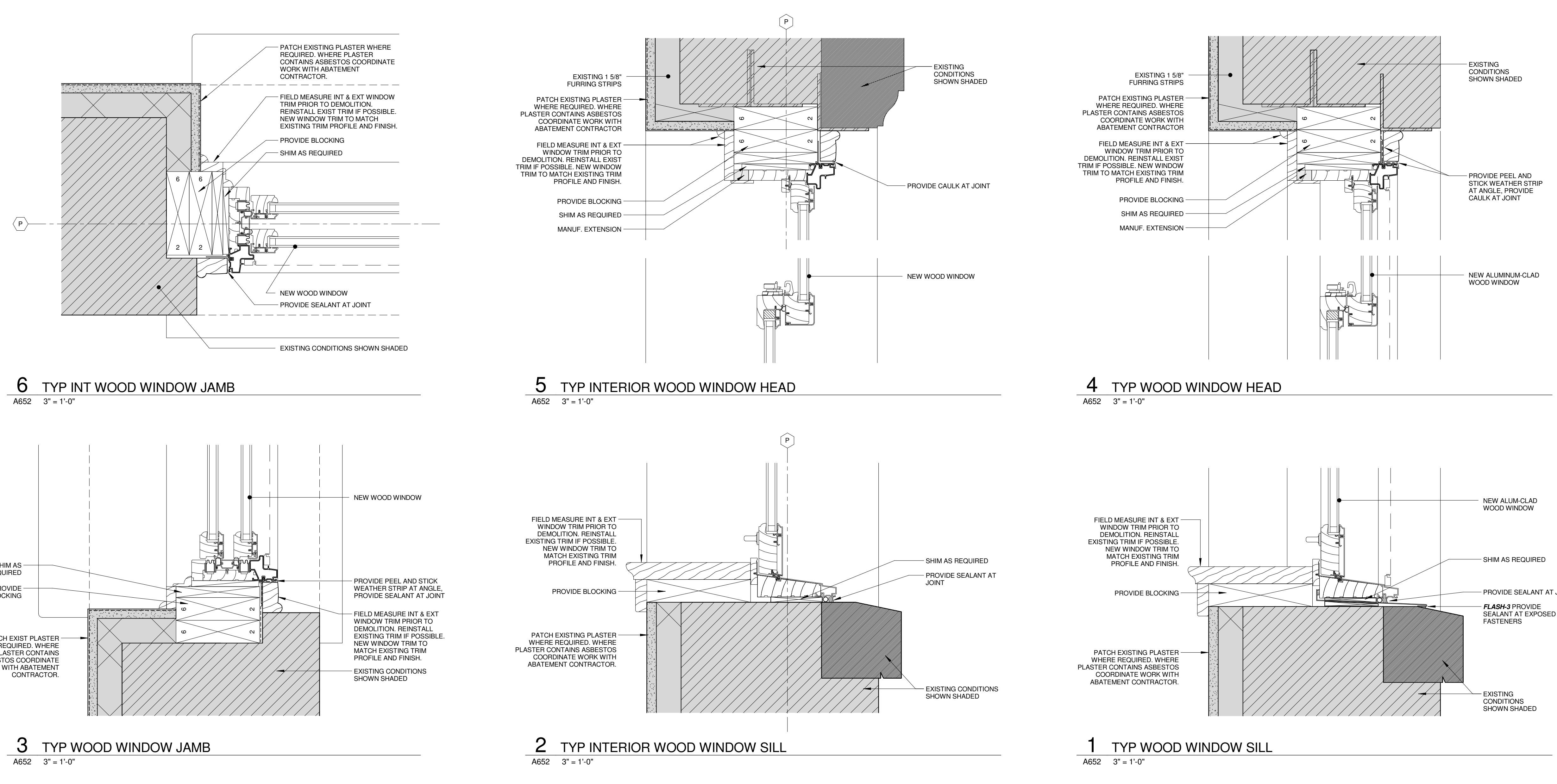
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DRAWN BY: MSR CHECKED BY: MSR

Issued 08/08/2012, 10:28 AM, 10/28/2012, 10:28 AM

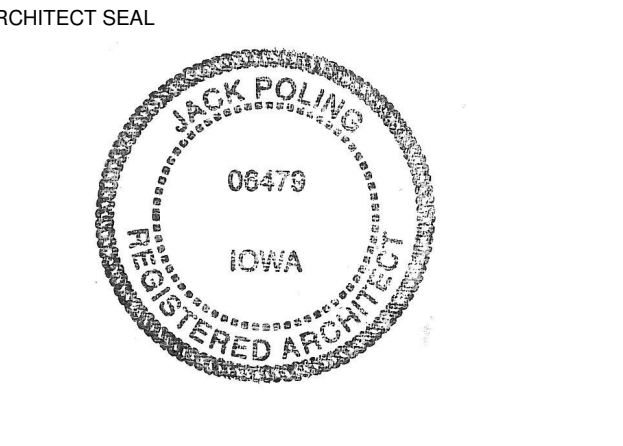
WINDOW TYPES AND DETAILS

A652



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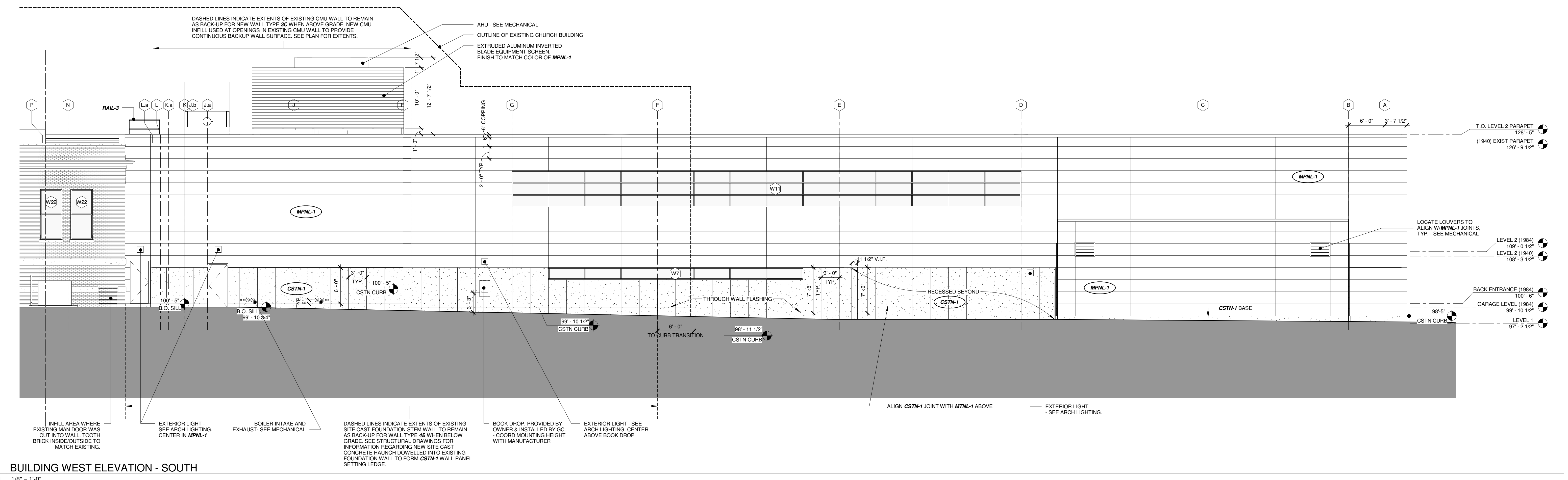
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 8.20.13 Date: 8.2.11  
 Registration expires: Date issued



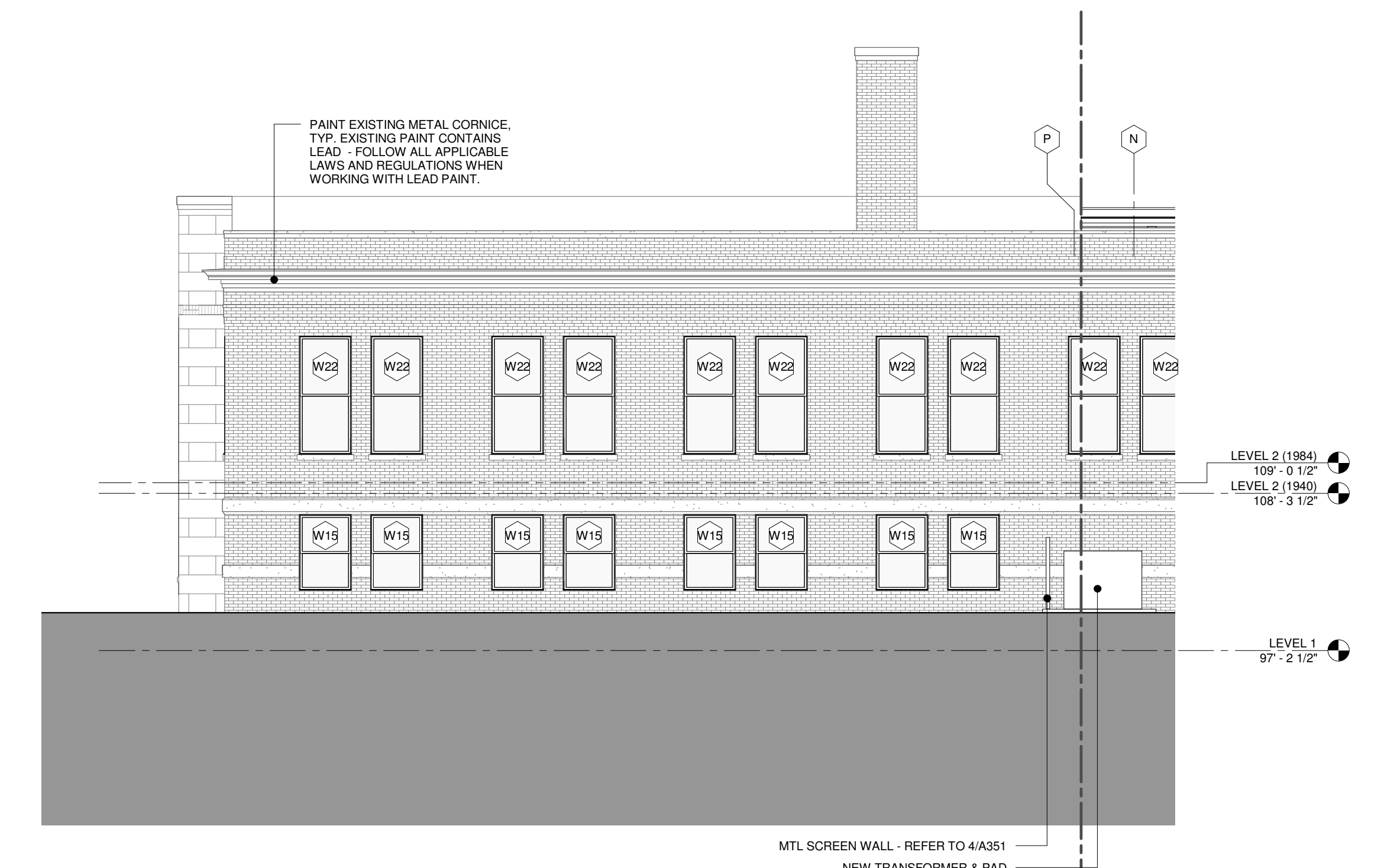
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PROJECT NO.	2009010.01
PROJECT PHASE	ISSUED FOR BID
DRAWN BY: MSR	CHECKED BY: MSR
Drawing 008 Copyright Meyer Scherer & Rockcastle, Ltd.	

**BUILDING ELEVATIONS**

**A201**



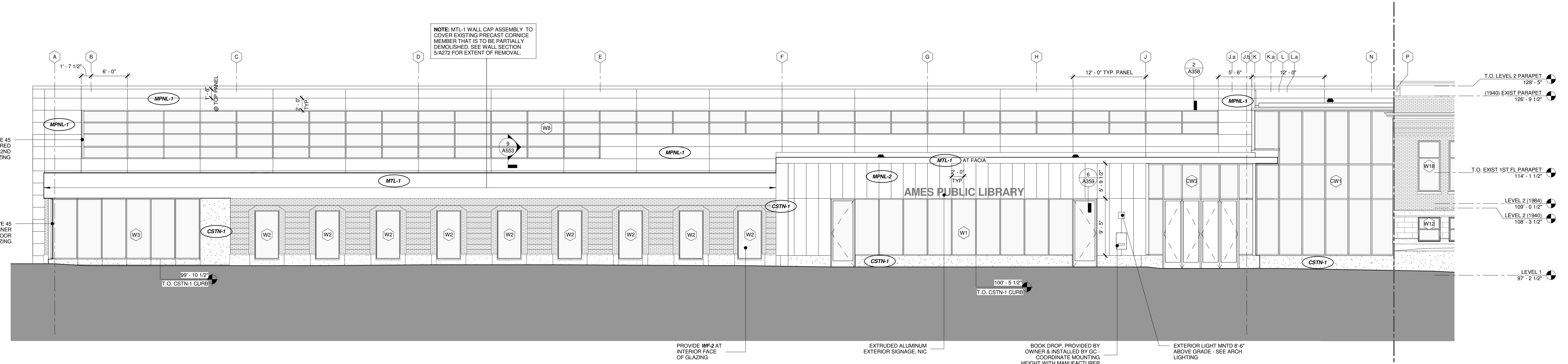
**4 BUILDING WEST ELEVATION - SOUTH**  
 A201 1/8" = 1'-0"



**3 BUILDING WEST ELEVATION - NORTH**  
 A201 1/8" = 1'-0"



**2 BUILDING EAST ELEVATION - NORTH**  
 A201 1/8" = 1'-0"

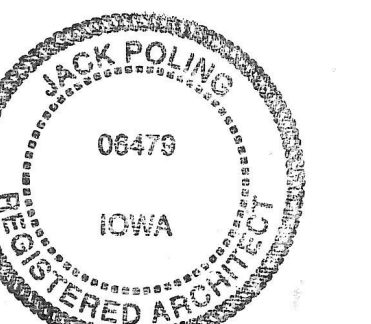


**1 BUILDING EAST ELEVATION - SOUTH**  
 A201 1/8" = 1'-0"

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ARCHITECT SEAL

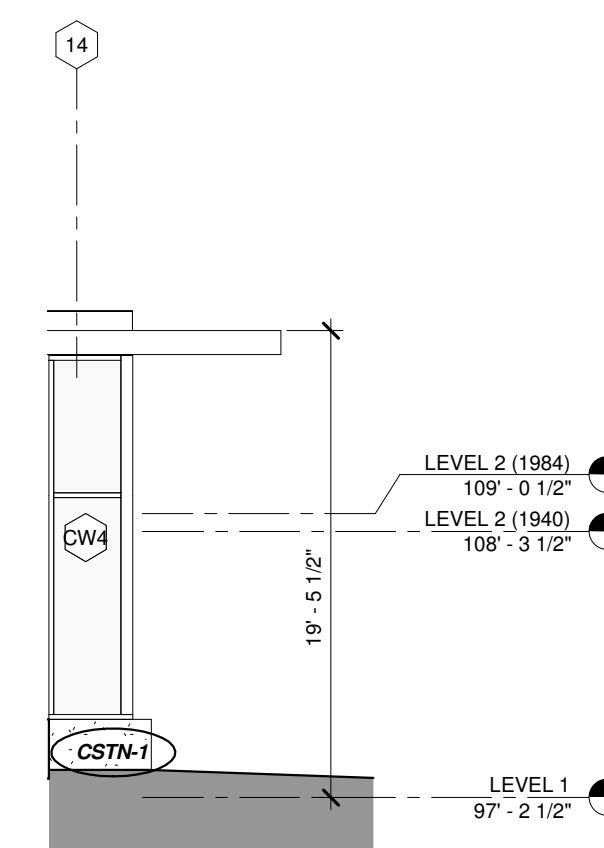


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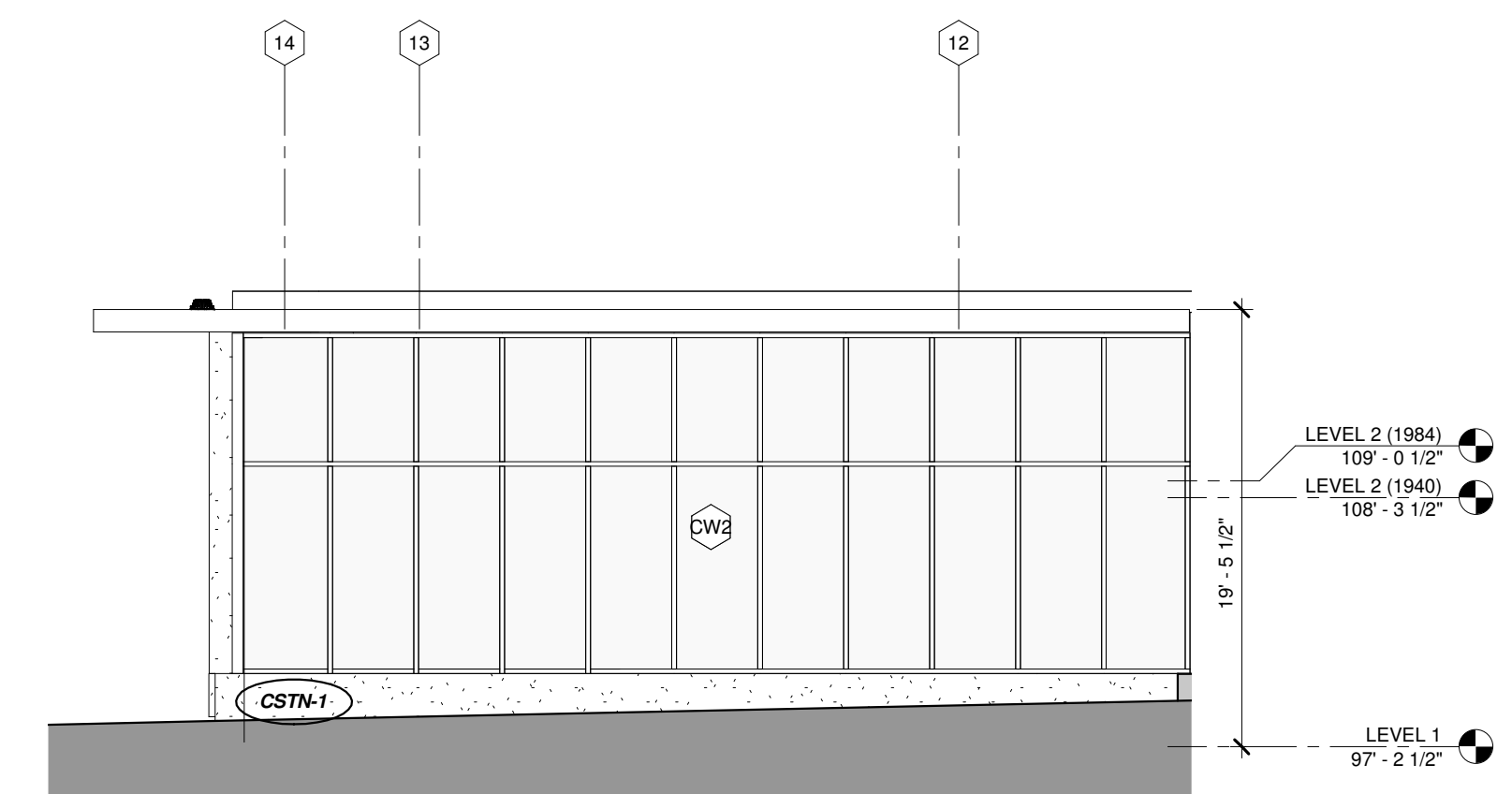
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PROJECT PHASE		ISSUED FOR BID
DRAWN BY:	MSR	CHECKED BY: MSR

**BUILDING ELEVATIONS**

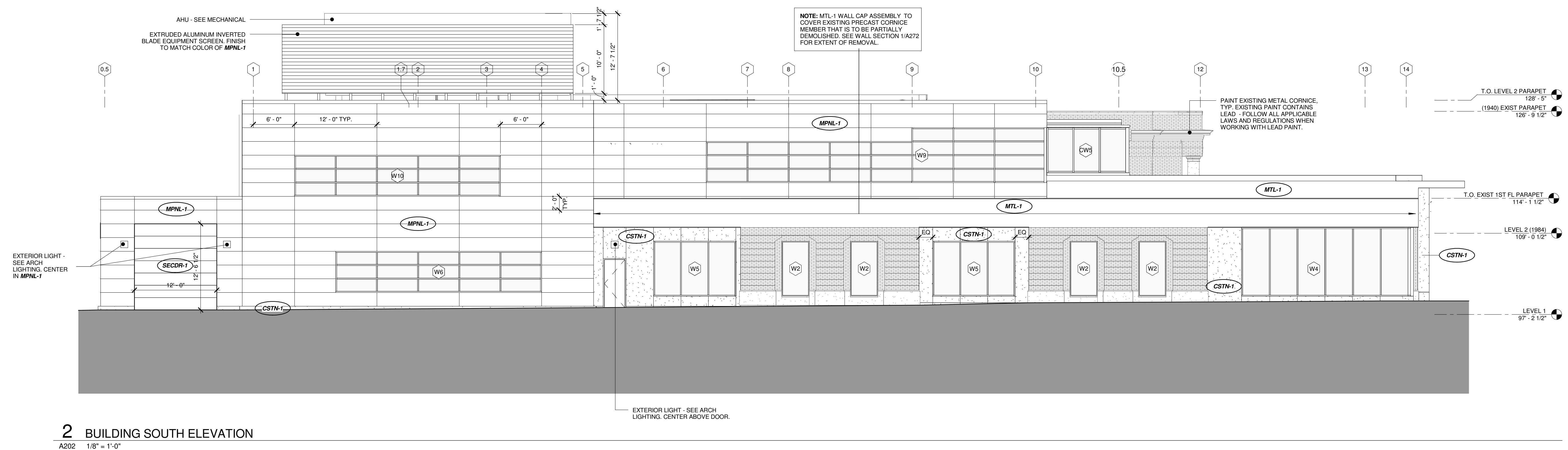
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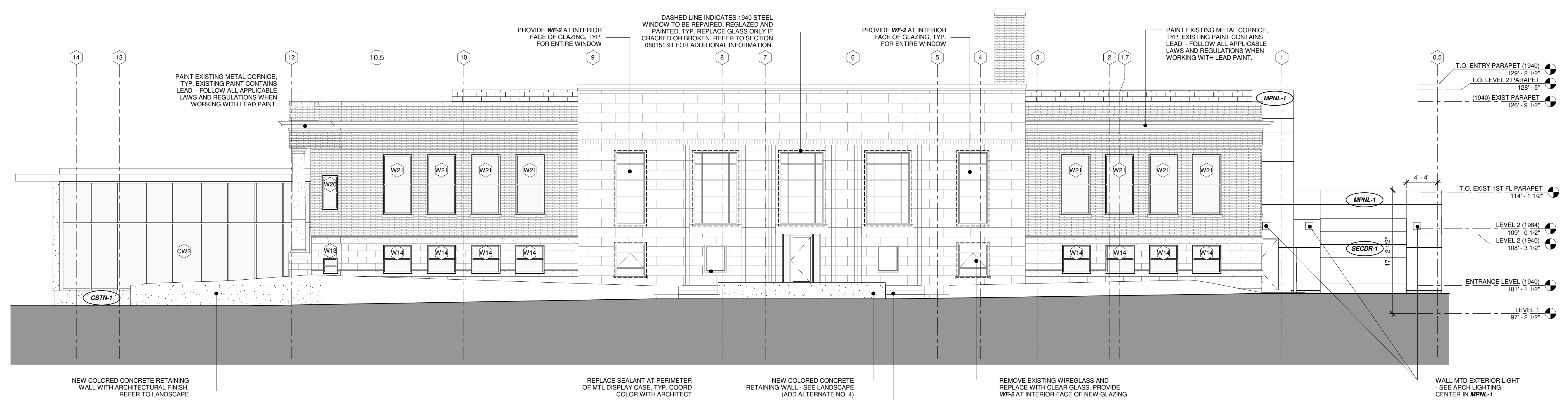
**4 PARTIAL SOUTH ELEVATION**  
 A202 1/8" = 1'-0"



**3 PARTIAL NORTH ELEVATION**  
 A202 1/8" = 1'-0"



**2 BUILDING SOUTH ELEVATION**  
 A202 1/8" = 1'-0"



**1 BUILDING NORTH ELEVATION**  
 A202 1/8" = 1'-0"

**REPAIR AT 1940 STEEL WINDOWS**  
 REMOVE ALL INTERIOR AND EXTERIOR PAINT, COORDINATE WITH ABATEMENT CONTRACTOR  
 REMOVE PAINT AND OR FILMS FROM GLASS PANE OR REPLACE WITH NEW GLASS  
 REMOVE ALL CRACKED OR BROKEN GLASS  
 REPAIR DAMAGED MUNTINS  
 PROVIDE SEALANT AT PERIMETERS OF FRAME TO WALL AT EXTERIOR  
 PROVIDE NEW PAINT FINISH AT INTERIOR & EXTERIOR. SEE SPECIFICATION.

NEW COLORED CONCRETE RETAINING WALL WITH ARCHITECTURAL FINISH. REFER TO LANDSCAPE

REPLACE SEALANT AT PERIMETER OF MTL DISPLAY CASE. TYP. COORD COLOR WITH ARCHITECT

NEW COLORED CONCRETE RETAINING WALL - SEE LANDSCAPE (ADD ALTERNATE NO. 4)  
 NEW STAIRS - SEE LANDSCAPE (ADD ALTERNATE NO. 4)

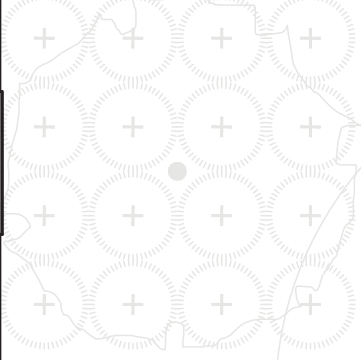
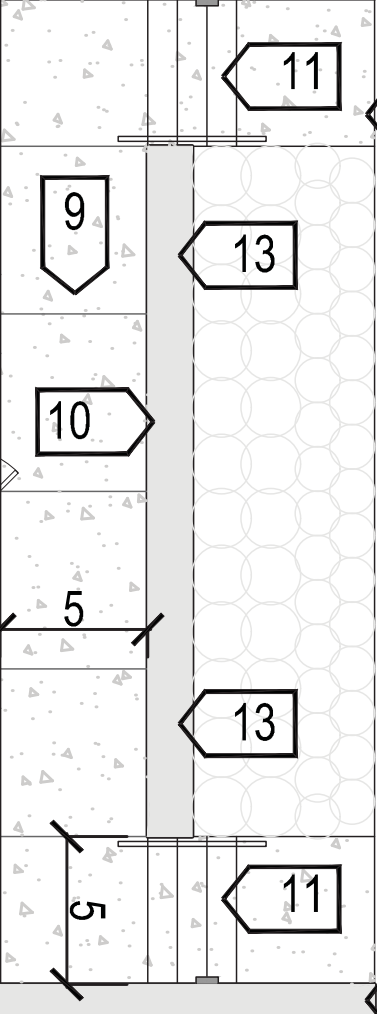
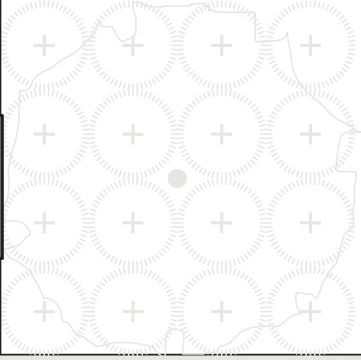
REMOVE EXISTING WIREGLASS AND REPLACE WITH CLEAR GLASS. PROVIDE WF-2 AT INTERIOR FACE OF NEW GLAZING

WALL MTD EXTERIOR LIGHT - SEE ARCH LIGHTING CENTER IN MPNL-1

STORAGE  
168

UP

UP



10

11

9

9

13

10

5

13

5

11

10

NEW STAIR / WALLS  
ALT. NO. 4



---

9

NEW CONCRETE WALK

10

NEW COLORED CONCRETE WALLS  
ARCHITECTURAL FINISH TO CONCRETE

11

NEW CONCRETE STAIRS

12

PEDESTRIAN LIGHTING - BEGA: 8304MH

13

WALL MOUNT LIGHTING - BEGA: 2278MH

14

STEEL EDGING

15

RELOCATED SCULPTURE AND PLAQUE

16

ASH RECEPTACLE  
FORMS AND SURFACES - BUTLER ASH RECEPTAC

## Staff Report

**ROOSEVELT SCHOOL ADAPTIVE REUSE**

5/14/13

On April 8, 2013, the City Council referred to staff a request from Dean Jensen of RESGI requesting a zoning text amendment to allow the adaptive reuse of the former Roosevelt Elementary School (copy attached). This redevelopment project has an ambitious timeline, and will require a number of unique steps and approvals by the City.

This report provides the following information:

- Background on RESGI's vision and concept for reuse of Roosevelt School
- Background on how the City's existing zoning laws relate to this project
- Public involvement and approval processes for the project.
- Proposed language and options for the requested zoning text amendment

**RESGI's Vision and Concept for Reuse of Roosevelt School**

Mr. Jensen has provided written information describing RESGI's vision for this project in **Attachment A**. Similar information was presented at a well attended neighborhood meeting on April 22, as well as to individual representatives of the "Citizens for Roosevelt Park" and Smart Growth Alliance and to historic preservation advocates. At the May 14 Council meeting, Mr. Jensen will review this concept, answer Council's questions, and share public input already received.

**Background on How Existing Zoning Laws Relate to this Project**

A number of City approvals will be needed prior to the issuance of building permits for this project. These include the following:

1. **Zoning text amendment(s)** in order to allow use of the former school building as a multiple-family structure.
2. **Rezoning** of the land from "S-GA" (Government/Airport) to "UCRM" (Urban Core Residential Medium Density), which is the zone surrounding the Roosevelt site that is shown as the underlying land use designation with a Government Lands
3. Overlay on the Land Use Policy Plan's Future Land Use map.
4. **Replatting** of the property into a single parcel through a Plat of Survey.



5. **Site plan approval.** Based upon Council's decision in the zoning text amendment, this approval could be given in any of three ways.
  - a. Through a **Major Site Development Plan** approved by Council. This option could follow either of two paths.
    - i. As part of the typical Major Site Development Plan approval process that requires a recommendation by the Planning and Zoning Commission followed by City Council approval, as described in Section 29.1502(4)9c) of the Zoning Code (attached).
    - ii. As part of an application for an "**Adaptive Reuse**" project under Section 29.306 of the Zoning Code (attached).
  - b. Through a **Minor Site Development Plan** approved by staff.
  - c. As part of a **Special Use Permit** granted by the Zoning Board of Adjustment.
6. In addition, the developer recently wrote to Council requesting **property tax abatement** for the project. Approval of that request would entail establishing criteria and designating the site as an Urban Revitalization Area.

Since RESGI has decided to apply for "Adaptive Reuse" approval, it would be helpful to reacquaint Council with this tool. The only previous project that utilized Adaptive Reuse is the North Grand Mall. The Roosevelt project would be the first time Council and the community have had the opportunity to use this Adaptive Reuse process to achieve mutual benefit in retaining a valuable historic asset.

The purpose of the **adaptive reuse provisions** is to foster the renovation and reuse of structures that have historic, architectural, or economic value to the City and are vacant or at risk of becoming under-utilized, vacant or demolished. Approval by the City Council must be based on the project meeting these **four conditions**:

1. "The proposed adaptive reuse must be residential, commercial, or a combination of such uses...."
2. "The structure or group of structures proposed for adaptive reuse must have historic, architectural, or economic value to the City justifying renovation and preservation, as determined by the City Council."
3. "The City Council must determine that the long-term benefits of the proposed adaptive reuse outweigh any negative impact on the neighborhood of the

proposed project and on the City, as compared with the alternative of having the structures demolished or remaining vacant or under utilized.”

4. “In all matters relative to the administration of the Adaptive Reuse requirements, the City Council shall obtain a recommendation from the Historic Preservation Commission on all structures that are determined to have architectural or historic value.”

**If the City Council determines that a proposed project qualifies for consideration as an adaptive reuse, then the Council may waive some or all of the applicable Zone Development Standards and General Development Standards set for in Article 4 of the Zoning Code, as long as the project conforms to three Adaptive Reuse Performance Standards.** (It is anticipated that only the first standard will be relevant to the Roosevelt project.)

1. "The renovation and remodeling of structures for adaptive reuse may not destroy or obscure essential architectural features. In addition, such architectural features must be enhanced to the extent that it is feasible and prudent to do so."
2. “Where landscaping and public space required by Section 29.403 cannot be provided on site, any area on site that is available for landscaping shall be so utilized. When the City grants permission, the owner or operator of the site must also use areas within the public right-of-way and adjacent to the site to satisfy landscaping requirements.”
3. “Where necessary parking cannot be provided on site, reasonable provision for parking shall be provided off site.”

In the event that the City Council would determine that the project does not qualify under the Adaptive Reuse provisions, the City Council could choose to include a zoning agreement as a condition of the rezoning. Should Council choose, such an agreement could also include provisions related to preservation of historic exterior features of the building.

### **Public Involvement and Approval Processes**

RESGI has already done an exceptional job reaching out to interested stakeholders and soliciting their input into the “reimagination” of Roosevelt School. A number of those stakeholders will likely desire to convey their interests to the City Council as this project

moves forward. This includes those promoting the Roosevelt Park and those promoting preservation of the building, among others.

The Adaptive Reuse approval process, Major Site Development Plan approval process and rezoning approval process all provide opportunities for formal public input. In light of the building’s architectural and historic significance, the Adaptive Reuse process also calls for the City’s Historic Preservation Commission (HPC) to make a recommendation to the City Council regarding the first Adaptive Reuse Performance Standard cited above. Should the applicant not choose to apply for Adaptive Reuse, the Council could still seek input from the HPC before giving approval to the rezoning and/or site development plan.

In order to start the project this year and have occupancy next summer, the developer has asked that the City expedite and combine the various public input and Council approval processes as much as possible.

**Proposed language & Options for the Requested Zoning Text Amendment**

Staff has prepared the attached zoning text amendments to assist Council in supporting this project. This proposal includes the following changes:

**Table 29.703(2) Urban Core Residential Medium Density (UCRM) Zone Uses**

A text amendment is needed to this section of the Municipal Code to allow a new apartment dwelling in the “UCRM” zone. The proposal is to convert the existing Roosevelt School building to an “Apartment Dwelling” that includes 23 dwelling units for sale as condominiums. By adding the following bolded and underlined text to the “Residential Use” section of Table 29.703(2), the use of a former historic school building could be converted for use as an Apartment Dwelling:

Table 29.703(2)  
Urban Core Residential Medium Density (UCRM) Zone Uses

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
RESIDENTIAL USES			
• Single Family Dwelling	Y	ZP	ZEO
• Two Family Dwelling	Y, if pre-existing	ZP	ZEO
• Single Family Attached Dwellings (2 units only)	Y, if pre-existing	SDP Minor	Staff
• Apartment Dwelling (12 units or less)	Y, if pre-existing	SDP Minor	Staff
• <b><u>Former School Building Converted for Use as an</u></b>	<b><u>Y</u></b>	<b><u>AR</u></b>	<b><u>City Council</u></b>

<b>Apartment Dwelling</b>			
• Family Home	Y	ZP	ZEO

- Y = Yes: permitted as indicated by required approval
- N = No: prohibited
- SP = Special Use Permit required; See Section 29.1503
- ZP = Building/Zoning Permit required: See Section 29.1501
- AR = Adaptive Reuse approval required: See Section 29.306**
- SDP Minor = Site Development Plan Minor: See Section 29.1502(3)
- SDP Major = Site Development Plan Major: See Section 29.1502 (4)
- HO = Home Occupation
- ZBA = Zoning Board of Adjustment
- ZEO = Zoning Enforcement Officer

It should be noted that the standards contained in Zone Development Standards Table can be waived under the Adaptive Reuse process.

Section 29.700(3) Residential Density

A text amendment is needed to this section of the Municipal Code to allow greater densities in the residential zones through the approval of an Adaptive Reuse Plan approved by the City Council. Presently, the maximum density allowed in the “UCRM” zone is 7.26 dwelling units per net acre for land zoned as “UCRM.” The adaptive reuse of Roosevelt School as an Apartment Dwelling exceeds the maximum density allowed in the “UCRM” zone. The following text shown as bolded and underlined could be added to allow a density that exceeds 7.26 dwelling units per net acre:

*(3) Residential Density. In each Residential Base Zone, residential development must be in accordance with the Residential Density standard established for that zone. Residential Density is expressed in terms of the square feet of lot area required per dwelling unit. Residential Density varies by zone. The number of dwelling units that may be built on a given lot is a function of two factors: the lot size and the Residential Density of the Zone. The density of a development shall not exceed the density limits hereby established for Residential Zones as follows, **or as specified in an Adaptive Reuse Plan approved by the City Council.***

As was stated above, a key decision in this text amendment will be the process for site plan approval. **Four options** are possible.

1. The **Adaptive Reuse Plan** process would require City Council approval. Under this alternative, the City Council would obtain input from the Historic Preservation

Commission and the Planning & Zoning Commission. The developer would then prepare and submit a site development plan for review by the City staff's Development Review Committee, the Historic Preservation Commission and the Planning & Zoning Commission, prior to consideration by City Council at a formal public hearing.

2. The **Major Site Development Plan** process would require City Council approval. Under this alternative, the Council would consider public input and express its priorities for the project to the developer. The developer would then prepare and submit a site development plan for review by the Development Review Committee and the Planning & Zoning Commission, prior to consideration by the City Council at a formal public hearing.
3. The **Minor Site Development Plan** process would only require staff approval. This would be the most expeditious method of granting site plan approval.
4. The **Special Use Permit** process would be based upon Residential Zone Standards, as well as the General Standards in Section 29.1503 of the Municipal Code. After a site plan is submitted, notice would be sent to all property owners within 200' of Roosevelt School and the Zoning Board of Adjustment (ZBA) would hold a formal public hearing on the proposed plan. The ZBA would have authority to approve or deny the site plan, and anyone disagreeing with that decision would make an appeal to District Court.

One of these options for the "Approval Required" in the "Urban Core Residential Medium Density (UCRM) Zone Uses Table 29.703(2) needs to be included in the zoning text amendment. **If Council desires to utilize site plan approval as a tool to oversee the project, then Option 1 should be selected. If Council finds that RESGI's May 14 project description is acceptable, or if the Council is satisfied that the public interest can be addressed through approval of a zoning agreement or establishment of an urban revitalization plan, then Option 2 should be selected. If Council desires to delegate decision-making on this project to a third party, then Option 3 should be selected.**

#### **City Council Direction Needed**

**City Council direction regarding the site plan approval process is requested. The complete zoning text amendment will then be drafted and presented to the Planning & Zoning Commission for its recommendation.**

Land or structures situated within an Overlay Zone will be subject to Overlay Zone Use Regulations in addition to the Base Zone Use Regulations.

**Sec. 29.305. APPLICATION OF DEVELOPMENT STANDARDS.**

No structure shall be constructed or altered except in conformance with all applicable Development Standards. This Ordinance provides for Development Standards as follows:

(1) **General Development Standards.** General Development Standards are applicable to development in all zones and are set forth in Article 4.

(2) **Zone Development Standards.** Zone Development Standards are applicable to development in each zone and are set forth in the Articles and Sections describing each zone or district.

**Sec. 29.306. ADAPTIVE REUSE.**

(1) **Purpose.** The purpose of these adaptive reuse provisions is to foster the renovation and reuse of structures that have historic, architectural, or economic value to the City and are vacant or at risk of becoming under utilized, vacant or demolished.

(2) **Qualifying Adaptive Reuses.** Any proposal for the adaptive reuse of a structure or group of contiguous structures, whether or not the proposal involves one or more Nonconforming Uses, Nonconforming Structures, and/or Nonconforming Lots, shall qualify for City Council review if the proposal meets all of the following conditions:

(a) The proposed adaptive reuse must be residential, commercial, or a combination of such uses except if it is located in an industrial zone. If the proposed adaptive reuse is located in an industrial zone, it may be devoted to any use or uses that the City Council finds compatible with the uses permitted in the industrial zone. All adaptive reuses proposed in industrial zones, except industrial uses, require a Special Use Permit.

(b) The structure or group of structures proposed for adaptive reuse must have historic, architectural, or economic value to the City justifying renovation and preservation, as determined by the City Council.

(c) The City Council must determine that the long-term benefits of the proposed adaptive reuse outweigh any negative impact on the neighborhood of the proposed project and on the City, as compared with the alternative of having the structures demolished or remaining vacant or under utilized.

(d) In all matters relative to the administration of the Adaptive Reuse requirements, the City Council shall obtain a recommendation from the Historic Preservation Commission on all structures that are determined to have architectural or historic value.

(3) **Adaptive Reuse Performance Standards.** If the City Council determines that a proposed project qualifies for consideration as an adaptive reuse, then the City Council may waive some or all of the applicable Zone Development Standards and General Development Standards set forth in Article 4, so long as the project conforms to the following:

(a) The renovation and remodeling of structures for adaptive reuse may not destroy or obscure essential architectural features. In addition, such architectural features must be enhanced to the extent that it is feasible and prudent to do so.

(b) Where landscaping and public space required by Section 29.403 cannot be provided on site, any area on site that is available for landscaping shall be so utilized. When the City grants permission, the owner or operator of the site must also use areas within the public right-of-way and adjacent to the site to satisfy landscaping requirements.

(c) Where necessary parking cannot be provided on site, reasonable provision for parking shall be provided off site.

(4) **Adaptive Reuse Procedures.** Any property in any zone is eligible for adaptive reuse status if it meets the requirements of this Section 29.306, unless otherwise limited by the Use Table for the zone. Submission and review of a project qualified for adaptive reuse shall be in accordance with the procedures set forth in Section 29.1502(4)(c), Major Site Development Plan.

# REAL ESTATE SERVICE GROUP,

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April 5, 2013

Ames City Council  
515 Clark Ave  
Ames, IA 50010

RE: Request for Rezoning and Text Amendment

Honorable Mayor and Members of the City Council,

As many of you know we recently purchased the Roosevelt School located at 1000 9<sup>th</sup> St. from the Ames Community School District. This landmark structure has faithfully served our community for nearly ninety years. It is our hope that we can extend the usefulness and life of the building for future generations of Ames residents.

We are working on a plan to convert the structure into 23 condominium units, sized and priced compatible with the Roosevelt neighborhood. Through several workshops and listening and roundtable sessions this plan has strong support from local residents who value practical and thoughtful planning. Great sensitivity will be given to the historical significance of the building. We also recognize the importance of a thoughtful transition to the new city park located directly east of the building.

Since the land is presently zoned as "S-GA" (Government/Airport District) and will no longer be owned by a governmental entity, it will be necessary to rezone the property to another zoning classification. The zoning of surrounding properties is "UCRM" (Urban Core Residential Medium Density Zone), and that is the zoning classification requested for the property at 1000 9<sup>th</sup> Street. The "UCRM" zone allows apartment dwellings of 12 units, or less, only if those units existed at the time the zoning regulations for the "UCRM" zone were adopted by the City Council. To allow the 23 units that are now proposed for the former Roosevelt School building will require that the City Council adopt a text amendment to the uses allowed in the "UCRM" zone. Therefore, we respectfully request that the City Council direct City staff to prepare an amendment to the uses allowed in the "UCRM" zone to permit the conversion of the former Roosevelt School building to a building with 23 units.

Thank you for your consideration,

Dean W. Jensen  
On behalf of Real Estate Service Group, Inc.

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**2519 CHAMBERLAIN<sup>ST</sup>, STE 101 AMES, IA 50014**

Phone: (515) 268.5485 Fax: (515) 268.8181 Email: info@resgi.com Web: www.resgi.com

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## Staff Report

**Old Ames Middle School Master Plan Process**

May 14, 2013

**BACKGROUND**

On March 11 and March 15, 2013, two applications for rezoning of two parcels of land, owned by Breckenridge Group Ames Iowa LLC, were submitted to the City of Ames. The requests for rezoning are for two parcels of land, one at 321 State Avenue which is the site of the former Ames Middle School (referred to herein as the middle parcel). The request is to change the zoning designation from S-GA (Special-Government/Airport) to RL (Low-Density Residential). The second parcel is at 601 State Avenue (referred to herein as the south parcel). This site was recently split from the larger lot on which the current Ames Middle School is located. This request is to change the zoning designation from S-GA to FS-RM (Floating Suburban Residential Medium Density).

Breckenridge Group Ames Iowa LLC owns an additional third parcel, the former middle school athletic field, at 205 S. Wilmoth Avenue. That parcel lies along Lincoln Way and is referred to herein as the north parcel. That site is currently zoned as S-GA. The owner is not seeking a change of zoning designation at this time and has stated that this will be done in a later phase. A map is included as Attachment 1.

As noted in the March 26 staff report, at the time of the rezoning and with the acquiescence of the owner, **the City Council can impose further conditions than those allowed by the requested zoning designation, provided such conditions are agreed to in writing prior to the close of the public hearing. This approach is often referred to as “contract rezoning” and is authorized under Code of Iowa Chapter 414. Any conditions “must be reasonable and imposed to satisfy public needs which are directly caused by the requested change.”**

On April 9, 2013 based on the criteria established to determine if a Master Plan can be required with the requested rezoning, **the Council determined a Master Plan should be submitted and should include certain information as identified in the motion.** See Attachment 2 for list of code required and Council requested Master Plan conditions.

**In Council Comments at the April 9, 2013 meeting, the Council also requested that staff “come up with a process to be brought back to the Council including a time frame, for speeding along as quickly as possible the development criteria and methods to be used for the Master Plan”.**

**PROCESS AND DECISIONS**

Staff has worked with the College Creek/Old Ames Middle School Neighborhood Association, Iowa State University, and Fox Engineering, representing the Breckenridge Group, to establish a Master Plan process to address the information requested by Council as conditions of the Master Plan. On May 9<sup>th</sup>, staff hosted a group meeting that included Scott Renaud, Fox Engineering and Brian Torresi, Attorney, representing the Breckenridge Group, Cathy Brown, representing Iowa



State University, and representatives of the College Creek/Old Ames Middle School Neighborhood Association including, Sharon Guber, Marilyn Clem and Michael Peterson, to discuss a process for development of the Master Plan. The group held a very thoughtful, insightful, and productive meeting that outlined a proposed process and identified the topics to be discussed. **Mr. Renaud noted that the developer wishes to include the code required and council conditioned items as part of the Master Plan to the best of his ability, but he also noted that his intent was to include as much detail as appropriate to minimize changes and discussion at subsequent steps in the overall development process.**

While there are still reservations regarding this type of rental development in a single family neighborhood and an understanding that this process may not reach an ultimate resolution to all noted concerns, the process will help to gain a general understanding of development in this area and the issues to be addressed. Although it was noted that this process does not tie any party to complete agreement to the outcome, staff felt this was a great starting point to the process of working together to try to get the best possible plan for the development area.

The Master Plan process that was discussed and agreed upon by the group, includes a series of design charrette meetings, a minimum of four, which would help focus the design of the master plan and identify at what step in the process certain concerns will be addressed. It was clarified that not all of the community concerns may be addressed specifically within the Master Plan, but the process could identify in the Plan what concerns will be addressed in subsequent steps in the general planning and development of the sites.

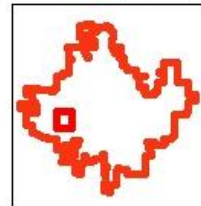
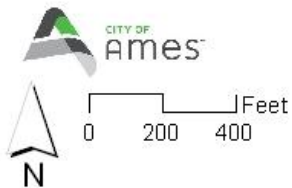
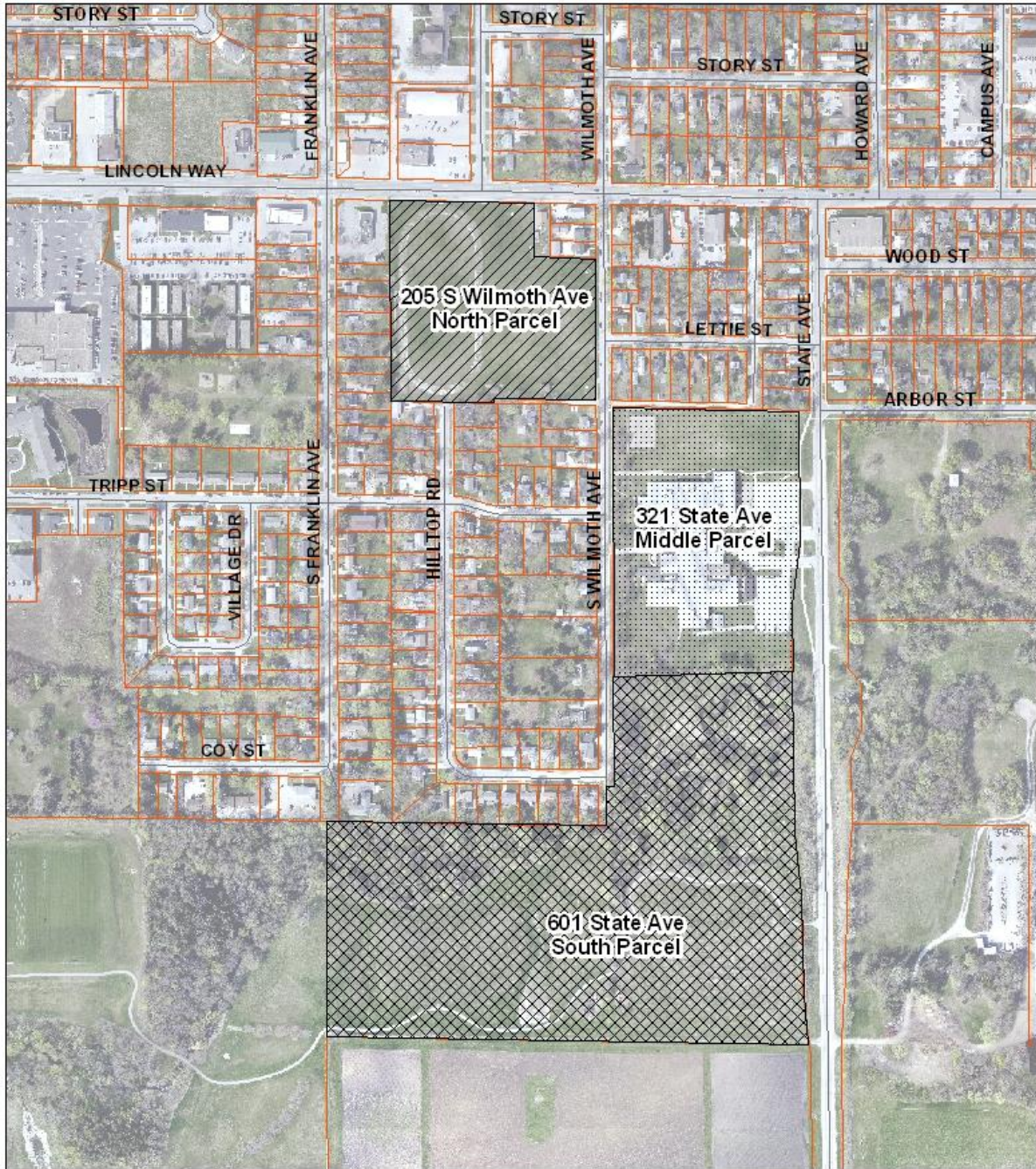
Staff had laid out a tentative outline for a meeting series, which the group reviewed and elaborated on. Some minor revisions have been made to the outline based on the discussion, which include adding a final public neighborhood meeting that will present the final plan for review by the larger neighborhood association for any final comment and discussion. Staff feels that the process could be set up to allow the series of charrettes over the next 6-8 weeks based on availability of the group. For the process staff is looking into the possibility of hiring a trained facilitator, possibly through ISU Extension, to run a focused charrette series to allow for a very open and organized discussion of the topics. **The developer has agreed to cover the financial responsibility for the facilitator.**

**The overall goal of this Master Plan process will be to allow the developer to get some clear and focused feedback on concerns and requests of the neighborhood and will allow the neighborhood an opportunity to work with the developer to resolve or mitigate impacts to the neighborhood.** An outline of the proposed process as discussed is included with this report as Attachment 3.

### **STAFF COMMENTS**

It is important to recognize that this process of developing a Master Plan will have a large and long term impact on the immediate College Creek neighborhood and on the whole Ames community. Staff wishes to acknowledge the great effort of the group and their willingness to participate in development of a process to plan such a project. Based on the previous direction, staff feels the group discussion developed a process outline that meets the intent and desires of the Council. Staff would look for concurrence or further direction from the Council on the proposed Master Plan Process.

# Attachment 1: Location Map



**Attachment 2**  
**Master Plan Requirements/Conditions**

**COA Code Requirements of Master Plan(Section 29.1507(4))**

- a. Name of the applicant and the name of the owner of record.
- b. Legal description of the property.
- c. North arrow, graphic scale, and date.
- d. Existing conditions within the proposed zoning boundary and within 200 feet of the proposed zoning boundary: Project boundary; all internal property boundaries; public rights-of-way on and adjacent to the site, utilities; easements; existing structures; topography (contours at two-foot intervals); areas of different vegetation types; designated wetlands; flood plain and floodway boundaries; areas designated by the Ames Land Use Policy Plan as Greenways and Environmentally Sensitive Areas
- e. Proposed zoning boundary lines.
- f. Outline and size in acres of areas to be protected from impacts of development
- g. Outline and size in acres of areas proposed of each separate land use and for each residential unit type
- h. Pattern of arterial streets and trails and off-site transportation connections
- i. For proposed residential development provide the number of unit type for each area, expressed in a range of the minimum to maximum number to be developed in each area
- j. For proposed residential development provide a summary table describing all uses of the total site area, including the number of units per net acre for each unit type and each zoning area.

**City Council Conditions of Master Plan (April 9, 2013 Meeting)**

- a. The RL zoning designation states, **“This zone is intended to accommodate primarily single-family dwellings, while accommodating certain existing two-family dwellings and other uses customarily found in low-density residential areas.”** A large number of single-family homes on a single lot is not a use customarily found in low density residential areas. **The City Council may wish to condition, at least for the middle RL parcels, that only one home be placed on each lot.** This would require the property to be platted as a traditional subdivision, providing each lot with frontage on a street, public utilities and off-street parking. This requirement would still allow for the individual homes to be rented, as envisioned by the owner. It would also allow the integration of this development into the fabric of the adjoining neighborhoods and the community. For the south parcel, it is typical to see multiple apartment buildings on a single lot in an FS-RM area so this issue is not as important there.

If the City Council chose to allow multiple single-family homes on a single lot, then the Council should consider, as a condition of rezoning, that a Major Site Development Plan be submitted and approved prior to construction. This would be similar to the process for allowing apartment buildings in the FS-RM zone. This would allow staff and the Council to review specific features such as building separation, parking location, landscaping, and buffering.

- b. Descriptions of buffering and security. These should be physical design features that can be expected to be incorporated into the site and building designs, rather than employment of personnel which may be diminished over time.



- c. As part of the Master Plan, the City Council may wish to see a street connection of Tripp Street from Wilmoth Avenue to State Avenue. Such interconnectivity of residential neighborhoods is a consistent expectation of the City Council in reviewing other developments.
- d. As part of the Master Plan, the owner should identify the natural resources of the site, such as the flood plain, Greenway and Environmentally Sensitive Lands of the LUPP, conservation easements. Further, the owner should provide information as to how these resources will be protected as part of the project.
- e. As part of the Master Plan, the owner should identify any common facilities, such as open spaces or amenity buildings.
- f. As part of the Master Plan, the City Council can ask that all three properties be included. Although a rezoning is sought only for the middle and south parcels at this time, it is the owner's expressed expectation that the north parcel would be a later phase.
- g. Items listed as part of the letter submitted from Iowa State University dated April 4, 2013:
  - 1. Impact on adjacent agricultural plot and field work, require adequate fencing
  - 2. Light pollution on adjacent experimental field plots
  - 3. College Creek watershed impact and downstream water management.
  - 4. Portions of State Street are in institutional road. Responsibility for funding road improvements. Who will pay for widening, signalization other possible improvements?
  - 5. This project may require traffic signalization or construction of a roundabout at State Street and Mortensen to safely manage traffic.
  - 6. Adequate parking in the area.
  - 7. CyRide cost increases for bus service. ISU and students fund ~70% of CyRide operations. Where will financial support come from for expanded service?
  - 8. Impact on Arboretum and Cross County Track on east side of State Street.
  - 9. Walking and bicycle paths from the housing area to campus and retail and residential development to the west.
  - 10. Impact on ISU recreations are to east.
  - 11. Law enforcement and fire protection impact.
  - 12. Campustown revitalization is higher priority for resource commitments and may be a better location for expanded student housing.
  - 13. Long term ISU enrollment trend. Is housing of this type needed and can it be converted to other uses if there are changes in enrollment trends?
  - 14. Impact on residential neighborhood and housing that many of our younger faculty and staff occupy. The neighborhood is opposed to the project.
- h. As part of the Master Plan, the City council asked that the plan include the equivalency of subdividing the property so that every building is on a separate lot and meets all City requirements.

## Attachment 3

### Old Ames Middle School Master Plan Process Proposal

What: Design Charrette Series for Old Middle School Master Plan

Location: City Hall Conference Room TBD

Time: 2 Hour Sessions

Facilitator: TBD

\*Note: Topic location/order may change based on discussion direction or amount of discussion time available.

#### Meeting 1: (Date TBD)

Scott Renaud to distribute alternative plans, site constraint information and contour information prior to meeting for review by the group.

1. Charrette Overview
2. Topics to be Discussed
  - Density
  - Long term ISU enrollment trend. Is housing of this type needed and can it be converted to other uses if there are changes in enrollment trends?
  - Impact on residential neighborhood and housing that many of our younger faculty and staff occupy.
  - Campustown revitalization is higher priority for resource commitments and may be a better location for expanded student housing.
  - Parking. Adequate parking in the area?
  - Traffic
  - Portions of State Street are in institutional road. Responsibility for funding road improvements. Who will pay for widening, signalization other possible improvements
  - This project may require traffic signalization or construction of a roundabout at State Street and Mortensen to safely manage traffic.
  - CyRide cost increases for bus service. ISU and students fund ~70% of CyRide operations. Where will financial support come from for expanded service?

#### Meeting 2: (Date TBD)

Scott Renaud to distribute a revised plan based on previous meeting for review by the group prior to meeting.

1. Review Discussion of Previous Meeting Plan
2. Topics to be Discussed:
  - Drainage, Flooding, Erosion
  - Funneling
  - Water Table
  - College Creek watershed impact and downstream water management.
  - Impact on adjacent agricultural plot and field work, require adequate fencing
  - Light pollution on adjacent experimental field plots
  - Quality of Life: Greenway

**Meeting 3: (Date TBD)**

Scott Renaud to distribute a revised plan based on previous meeting for review by the group prior to meeting.

1. Review Discussion of Previous Meeting Plan
2. Topics to be Discussed:
  - Quality of Life: Morningside
  - Quality of Life: Wildlife
  - Quality of Life: City Multi-use Path. Walking and bicycle paths from the housing area to campus and retail and residential development to the west.
  - Litter
  - Pride
  - Impact on ISU recreations are to east. Impact on Arboretum and Cross County Track on east side of State Street.
  - Safety: Residents/Guests. Law enforcement and fire protection impact.

**Meeting 4: Full Neighborhood Public Meeting (Date TBD)**

Scott Renaud to distribute a final revised plan based on previous meetings for review by the group prior to meeting.

1. Discussion of Previous Meeting Process
2. Presentation of Complete Plan
3. Discussion/Questions of Plan
4. Clarification of any proposed/requested changes prior to Official Master Plan submittal.

**COUNCIL ACTION FORM**

**SUBJECT: REQUEST FOR WAIVER OF SUBDIVISION REGULATIONS FOR  
56722 241<sup>ST</sup> STREET IN THE AMES URBAN FRINGE**

**BACKGROUND:**

At the April 23<sup>rd</sup> City Council meeting, Council referred to staff a letter from Mark Gannon seeking a waiver of the subdivisions standards (*Attachment No.1*). Mr. Gannon, the property owner, is proposing a subdivision of land within two miles of the corporate limits of Ames and is therefore subject to the provisions of the Ames subdivision regulations. The proposed division of land is a 2-lot split of approximately 12 acres of land in rural Story County southeast of the Interstate 35/U.S. Highway 30 interchange, abutting the east bound ramp connecting I-35 and U.S. Highway 30 (*see attached Location Map*). The two existing commercial buildings on the site will be included as part of Lot 1, a 4-acre lot. The remaining 8+ acres will comprise Lot 2 of the new subdivision (*see proposed lots on Attachment No. 2*).

Mr. Gannon requests a waiver of the design and improvement standards otherwise applicable in the Rural/Urban Transition Area. These standards define the minimum public infrastructure standards, including public water, sanitary sewer, storm water, and street improvements including street trees and sidewalks. In this instance, no public improvements are necessary since the site is served by rural water and on-site septic systems. No new public streets are proposed for the subdivision at this time.

Division IV of Chapter 23 of the Municipal Code, contains the site design standards for the creation of new subdivisions. This section describes the minimum standards for streets and rights-of-way, public utilities (water, sanitary sewer, and storm water management), residential landscaping, street lighting, and all other public improvements necessary for an urban development.

Since the proposed subdivision lacks the public improvements described in Division IV, the subdivision regulations classify this as a major subdivision, requiring a preliminary plat to be submitted that identifies how the infrastructure requirements will be met.

However, Section 23.103(1) of the Municipal Code allows the City Council to waive or modify the requirements of the subdivision regulations where “...*strict compliance with the requirements of the regulations would result in extraordinary hardship to the Applicant or would prove inconsistent with the purpose of the Regulations because of unusual topography or other conditions...provided, however, that such modification or waiver shall not have the effect of nullifying the intent and purpose of the Regulations.... In so granting a modification or waiver, the City Council may impose such additional conditions as are necessary to secure substantially the modifications of the requirements so modified or*”

*waived.” In addition, Chapter 354.9(2) of the Code of Iowa allows cities to “...waive the requirements of any of its standards or conditions....”*

**The City Council has routinely granted waivers to Division IV of Chapter 23 for divisions of land in those areas of the Urban Fringe where annexation by the City is not anticipated in the foreseeable future. These waivers have been recommended on those occasions when the proposed development is consistent with the use and density standards of the Plan.**

In the past, these waivers have been justified for a number of reasons. First, the expectation of the Plan is that the development would be allowed and that it is not anticipated to be a part of the City in the foreseeable future. Second, the extension of infrastructure to the site is extraordinarily costly given the distance from existing city boundaries. Third, features common to rural development, such as large open ditches adjacent to roads, would not readily accommodate urban sidewalks and street trees

The site is located in the “Rural/Urban Transition Area” of the adopted Ames Urban Fringe Plan. The Plan describes the “Rural/Urban Transition Area” as follows:

*“This area is intended to be rural in character as it develops, but within an urban setting at some time in the future, beyond the time horizon of the Ames Urban Fringe Plan. Urban services and development standards are required for non-agricultural development in certain critical locations within this area. Annexation agreements and/or other tools may be utilized to ensure that the future transition into the City of Ames or City of Gilbert is a smooth one.”*

Policy #1 of the “Rural/Urban Transition Area” addresses the acceptability of rural-type services and development standards as follows:

*“RUTA Policy 1: Rural-type services and development standards are often acceptable in the Rural/Urban Transition Area, but urban services and standards may be required in certain critical locations or in response to certain intensities of development.”*

The Plan addresses Public Facilities and Services in the “Rural/Urban Transition Area” as follows:

*“Public Facilities and Services. Development within the Rural/Urban Transition Area should not expect the same level of public facilities and services as the urban growth areas of the City of Ames and the City of Gilbert. New public facilities and services are likely to be built and provided in the urban growth areas as the cities develop. Services shall be provided as the density of populations increases, making the provision for services efficient and cost-effective. In rural areas, the affected county will maintain its existing levels of law enforcement and emergency services.”*



Two land use designations within the Rural/Urban Transition Area apply to the land proposed for subdivision. One designation is: “Highway-Oriented Commercial”. This designation applies to commercial land uses along arterial corridors that are primarily designed to accommodate the automobile. It is intended to provide for an orderly and efficient transition between existing or future urban areas and the rural, unincorporated areas.

The second land use designation is: “Gateway Protection (GP).” The Gateway Protection land use designation provides the opportunity to enhance the perception of significant entrances into the urban areas and to link major areas or activity centers.

The goals and policies for the GP land use designation would be followed by the City at the time of annexation and development of the land, which would then be required to comply with the City’s adopted zoning regulations.

GP Policy 12 states the following:

*“Gateway protection designation applies to entrances into the City of Ames from major transportation corridors (Highway 30 and Interstate 35).”*

GP Policy 3 states the following:

“Require distinctive design characteristics and other standards more specific than in other land use designations, including, but not limited to, more restrictive signage regulations, higher landscape standards, building placement standards, limited ingress and egress, limited parking in front of uses, and compatibility standards that promote the continuation and preservation of distinctive design elements associated with the entrance area.” This policy relates to Goal 3.2 for the Rural/Urban Transition Area (RUTA), which reads as follows:

RUTA Goal 3.2. To prepare non-agricultural development for efficient rural-to-urban transition.

**In accordance with the City’s policy regarding action on subdivision plats in the urban fringe area, the property owner has submitted the three standard covenants with original signatures suitable for recording in the Story County Recorder’s office. These covenants bind the owners and successors to (1) agree to annexation at the time the City requests, (2) waive objections to assessments that may be imposed in the future if public improvements are brought to the site as an assessment project, and (3) pay any fees associated with the buy-out of rural water. These agreements will be filed with the Story County Recorder’s Office, if the waiver of subdivision standards is approved by the City Council. The property owner is responsible for the costs of recording the documents.**

If the City Council were to waive the infrastructure requirements for this current request, the property owner could then proceed with the preparation of a Minor Final Plat for

consideration by the Council. Approval of the Final Plat by first the City Council, and then by the Story County Board of Supervisors, is required to divide the land into two lots as proposed. After obtaining resolutions from both the City and Story County approving the Final Plat, the property owner would then file the Final Plat with the Story County Recorder's Office.

**ALTERNATIVES:**

1. The City Council can approve the request to waive the City's design and infrastructure standards for subdivisions for the proposed two-lot subdivision at 56722 241<sup>st</sup> Street. The waiver would be effective if, within six months following the date of the resolution, an application for the final plat is submitted to the City. The waiver would be valid only for this division. Any subsequent division of land would need to request a new waiver.

2. The City Council can deny the request to waive the City's design and infrastructure standards for the proposed two-lot subdivision at 56722 241<sup>st</sup> Street.

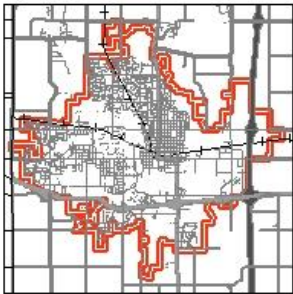
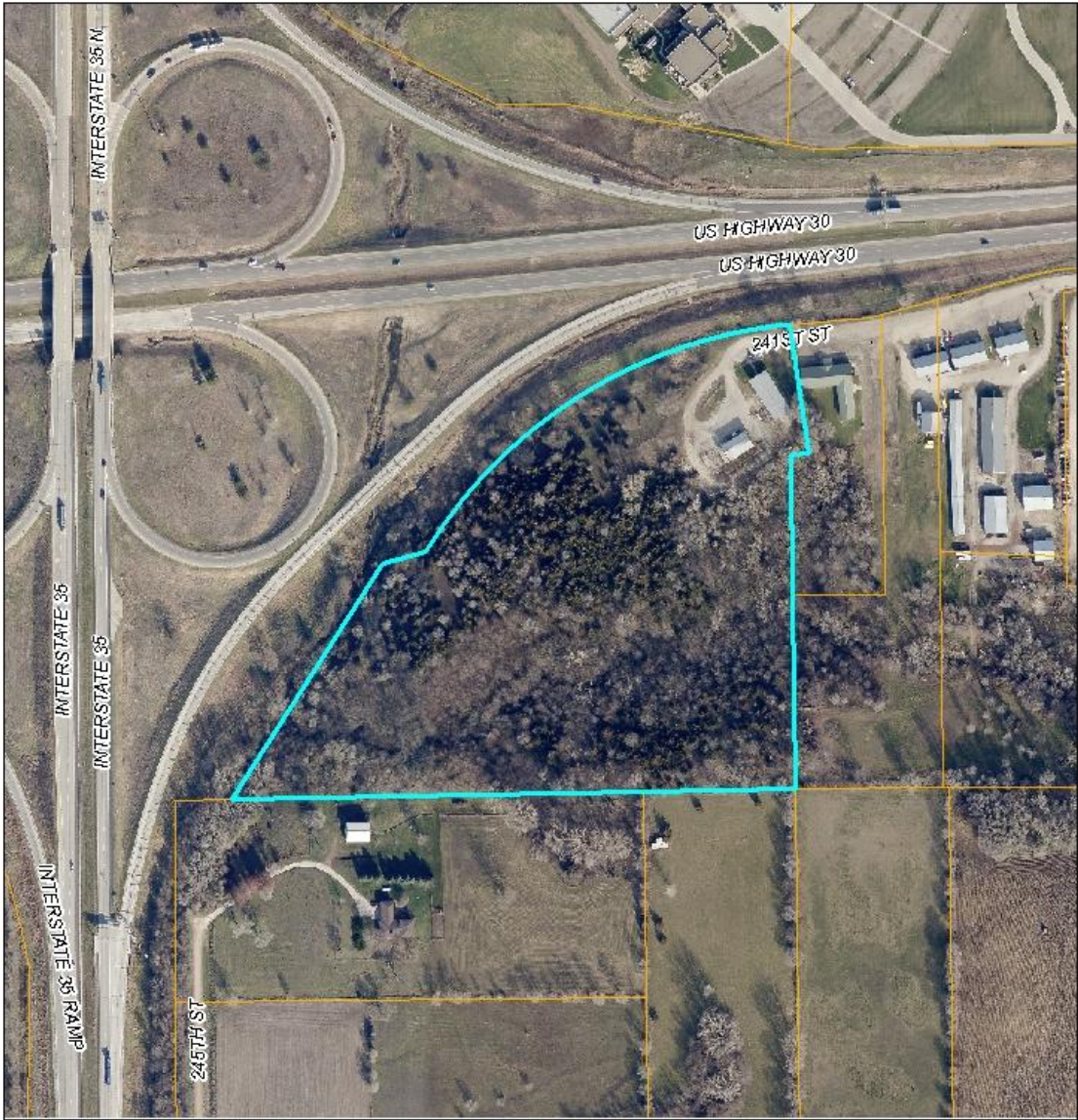
This alternative would require the developer to prepare and submit a preliminary plat indicating how the standards will be met.

3. The City Council can refer this request back to staff and/or the applicant for additional information.

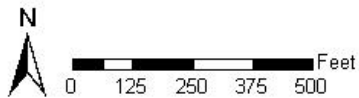
**MANAGER'S RECOMMENDED ACTION:**

Approval of this waiver of the City's design and infrastructure standards is consistent with past practices of the City Council and with the policies and intent of the Ames Urban Fringe Plan. The six-month time limit ensures that approved waivers will not be outstanding indefinitely.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as shown above.



# Location Map



# Attachment No. 1

April 19, 2013

City of Ames  
City Council  
515 Clark Avenue  
Ames, Iowa 50010

Re: 56722 – 241<sup>st</sup> Street Minor Subdivision

Dear Council,

I currently own a 12.67 acre tax parcel at 56722-241<sup>st</sup> Street which I would like to divide into 2 parcels due to the potential sale of the two buildings and 4 acres plus the potential building of my farm real estate office on the remaining parcel. The land is not in the City of Ames but in Story County but within the 2 mile radius of the City of Ames.

I had a Pre-Application Conference with the City of Ames, Story County and the DOT last week and the recommendation from that meeting was to request a waiver from the City of Ames for infrastructure since Ames sewer, water, gas and electric are currently not available in the area.

I am willing to sign covenants that myself or my successors and/or assigns agree to hook up to these utilities plus agree to voluntary annexation should the City request such in the future.

Enclosed is a copy of the Sketch Plan Pre-Application Conference form, aerial photos of the proposed new lots plus the current tax parcel information.

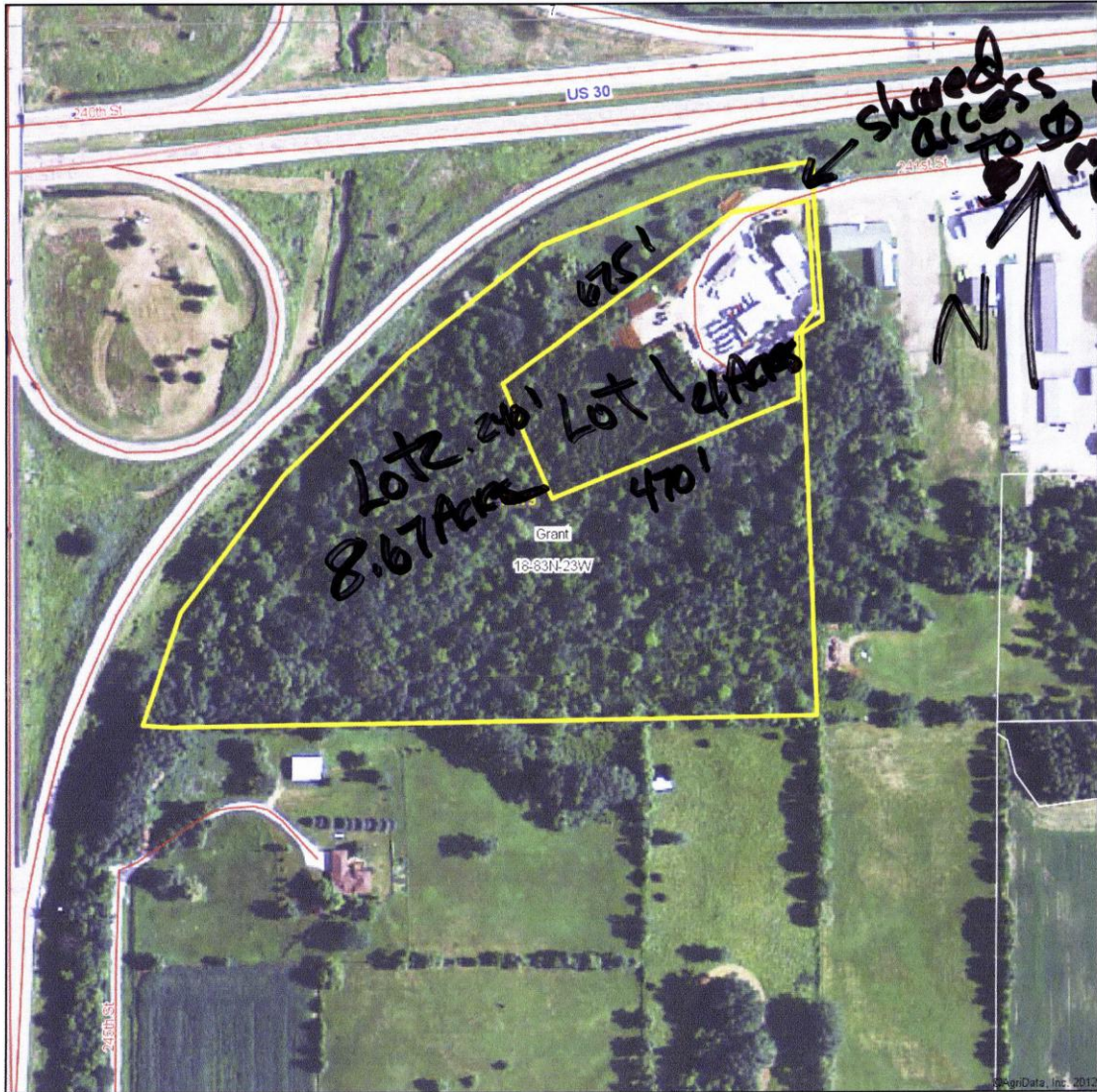
Sincerely,





# Attachment No. 2

## Aerial Map



map center: 42° 0' 20.6, 93° 34' 2.31  
scale: 3017

18-83N-23W  
Story County  
Iowa



4/2/2013

Maps provided by:  
 **surety**  
CUSTOMIZED ONLINE MAPPING

©AgriData, Inc. 2012  
www.AgriDataInc.com

Field borders provided by Farm Service Agency as of 5/21/2008. Aerial photography provided by Aerial Photography Field Office.

## Staff Report

**Request for LUPP Amendment for Proposed  
Aspen Ridge 2<sup>nd</sup> Addition at 601 South 16<sup>th</sup> Street**

May 14, 2013

The City Council recently received a letter from Matthew Randall, representing Randall Corporation, concerning the land use designation of the proposed subdivision (Aspen Ridge 2<sup>nd</sup> Addition) at 601 South 16<sup>th</sup> Street (*see Attachment A*). The request seeks to change the land use designation of the property on the Future Land Use Map of the Land Use Policy Plan (LUPP) as follows (*see Attachment B*):

- **From Highway-Oriented Commercial to High-Density Residential** for approximately 2 of the 8 acres of proposed Aspen Ridge 2<sup>nd</sup> Addition; and
- **From Medium-Density Residential to High-Density Residential** for approximately 3 of the 8 acres of proposed Aspen Ridge 2<sup>nd</sup> Addition.

This report provides background information to assist the City Council in making the following decisions:

1. Whether to give formal consideration to this request for a land use change; and,
2. If City Council decides the request merits further consideration through a formal application, the Council must then determine whether the application will be processed as Major or a Minor Amendments to the Land Use Policy Plan (LUPP).

**BACKGROUND**

Aspen Ridge 2<sup>nd</sup> Addition is a proposed subdivision, which includes 8 acres, planned for the area abutting the north side of S. 16<sup>th</sup> Street, east of South Grand Avenue, south of Coldwater Golf Links, and west of Aspen Ridge Townhomes (*see attached Location Map*). **This site has experienced several changes in LUPP designation and zoning in the past few years, which are summarized in *Attachment B*.**

A Preliminary Plat for this subdivision was approved by the City Council in February, 2012 (*see Attachment C*). However, the Preliminary Plat is no longer valid since the applicant did not submit a Final Plat within one year of approval of the Preliminary Plat. That Preliminary Plat (which is no longer valid) included four buildable lots and one outlot. Lots 1, 2, 3 & 4 are presently zoned as "HOC" (Highway-Oriented Commercial. Outlot C is presently zoned as "PRD" (Planned Residence District) as an expansion area of the Aspen Ridge Townhome development which abuts Outlot C to the east.

The applicant now proposes to change the land use designation and zoning of the majority of Lot 3 and all of Lot 4 (approximately 2 acres) from Highway-Oriented Commercial to High-Density Residential. The applicant also seeks to change the land use designation of Outlot C (approximately 3 acres) from Medium-Density Residential to High-Density Residential. This would then establish a land use designation of High-Density Residential on proposed Lots 4 and 5 of the revised Preliminary Plat (see Attachment D).

The zoning planned by the applicant for proposed Lots 4 and 5 is “RH” (Residential High Density). **The “RH” zoning would allow the development of a senior living complex on proposed Lot 5 and an apartment building on proposed Lot 4, as described in the applicant’s letter to the City Council.**

The proposed changes to the Future Land Use Map of the LUPP are subject to the amendment process and considerations adopted by the City Council. This process describes two types of amendments (major and minor) and includes criteria for the City Council to use to determine which type is requested. The definitions are given below. The full text of the process and the consideration for LUPP amendments can be found at <http://www.cityofames.org/modules/showdocument.aspx?documentid=6625>.

## II. AMENDMENT TYPES

Amendments of the LUPP are defined as major or minor, more specifically defined as follows:

1. **Major Amendments.** These include any amendment that is either a *change* to current goals and policies, or that is *inconsistent* with current goals and policies.
2. **Minor Amendments.** These include changes determined by the Council to be of minor consequence. Examples might include:
  - a. Shifting the boundary of a land use designation to account for existing site conditions and/or lot configurations.
  - b. Changing a land use designation to a related type of land use designation, as follows:
    - i. Residential to next level intensity residential.
    - ii. Non-neighborhood commercial to another type of commercial.
    - iii. Commercial node to another type of commercial node.
    - iv. Industrial to next level intensity industrial.
    - v. Any change which the Council determines necessary to address an immediate public need or to provide broad public benefit, and which is determined by the City Council to further the current vision, goals and objectives of the Land Use Policy Plan.

**The determination of whether the amendment is major or minor is important in determining the process for seeking approval. A major amendment has a greater public input process than does a minor amendment.** Following the determination of

whether it is a major or minor amendment, the City Council may choose to either consider the amendment immediately, or else to defer any action on the proposed amendment until the next scheduled review of the entire LUPP. The LUPP states that the Plan should have a comprehensive review approximately every five years.

To determine whether the proposed change is a major or a minor amendment to the LUPP, Council should consider whether the proposal is a change to or is inconsistent with current goals and policies. Pertinent LUPP Goals stated under *Goals for a New Vision* beginning on pg. 18 of the Plan include the following:

- Goal No. 2, which pertains to ensuring the availability of sufficient suitable land resources to accommodate the range of land uses that are planned to meet growth and to eliminate market constraints. This goal also speaks to achieving greater compatibility among new and existing development.
- Goal No. 4, which speaks to achieving a more integrated and compact living/activity areas where daily living requirements are provided in readily identifiable and accessible areas.
- Goal No. 5, which speaks to the continuance of development in emerging and infill areas where there is existing public infrastructure and where capacity permits.
- Goal No. 6, which speaks to increasing housing opportunities through various means. These include increasing overall supply of low and moderate-income housing; increased densities; higher densities in existing areas where residential intensification is designated with the further objective that there shall be use and appearance compatibility among existing and new development; and relieving the current constraints to land supply/availability by such means as releasing lands for development that are currently controlled by institutions.

**Staff is not aware of any goals or policies of the plan that would not support the proposed change. The only consideration may be how development of the proposed high density residential development might interface with the existing single family attached neighborhood to the east with each structure containing two dwelling units, and to the west with Highway-Oriented Commercial uses.**

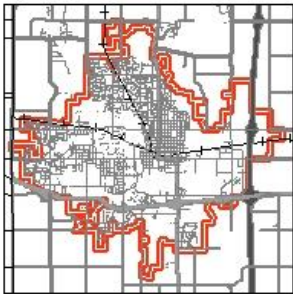
### **COUNCIL DETERMINATIONS**

The goals and policies of the Land Use Policy Plan noted above provide background for Council's initial decision on whether or not to formally consider this request. **If Council decides it merits further consideration through a formal application, it must next determine whether the application will be processed as a major or as a minor amendment.**

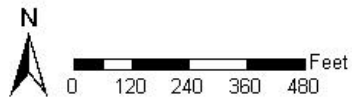


In doing so, Council should rely upon the goals and policies of the LUPP noted above, as well as the additional criteria Council adopted in the amendment process. **Council may find that the proposal is, or is not, consistent with the adopted goals and policies of the LUPP. Council may also find in this situation that the proposed change does, or does not, fit the criteria for changing a land use designation to a related type of land use designation to qualify as a minor amendment.**

**If Council determines that the proposed amendment does not meet any of the criteria or is inconsistent with adopted goals, it should designate the proposal as a major amendment. Council may, nonetheless, designate the proposal as a minor amendment if it determines the change is necessary to address an immediate public need or to provide broad public benefit, which the Council determines will further the current vision, goal, and objectives of the LUPP. Alternately, the City Council could decide to defer action until the next scheduled review of the LUPP.**



# Location Map



# Attachment A



April 19, 2013

**Honorable Mayor & City Council**  
City of Ames  
515 Clark Avenue  
Ames, Iowa 50010

**RE: Rezoning Request for Aspen Ridge 2<sup>nd</sup> Addition**

Last year Council approved a preliminary plat as shown on the attached Figure 1. Lots 1 through 4 are zoned as Highway Oriented Commercial and Outlot C is an undeveloped portion of an existing, approved F-PRD for townhomes.

The Randall Corporation would like to revise the preliminary plat and rezone in accordance with the attached plan as shown on Figure No. 2. Lots 1 through 3 would remain zoned HOC and Lots 3 and 4 would be rezoned to RH. The RH zone is necessary for the proposed development of a senior living condominium project on Lot 5 and a condominium project by Randall Corporation on Lot 4.

The Village Cooperative has an option to purchase a future Lot 5 for a senior living complex comprised of 50 units. *The Village Cooperative has a unique product for senior living - the units are available for purchase - they are not rental units.* For detailed information refer to Village Cooperative's website at <http://www.villagecooperative.com/locations/2325/ames/>.

Village Cooperative has been reserving units for sale and currently has 32 of the 50 units reserved. They would like to begin construction in August of this year with units available in the Fall of 2014. Of the 32 units currently reserved, 27 are from the Ames community and 5 are from outside the Ames Community. This opens up 27 affordable homes in the Ames market which is currently exhibiting a shortage of all housing and especially affordable housing.

The remaining residential lot, Lot 4, would be condominiums for rent by the Randall Corporation. The expected tenants are professional, senior/retirement, and corporate temporary quarters.

In discussions with Staff they have indicated that a change in the Land Use Policy Plan (LUPP) will be required to rezone the properties and to alter the zoning boundaries. In order to speed up the process and to minimize Staff resources we ask the Council to direct the Randall Corporation to proceed with the Minor Map Amendment to the LUPP. The Randall Corporation would like to move through this project quickly so the final platting can be approved in August of this year.

The project has been discussed with the current townhome association.

Thank you for your time and consideration. If you have any questions, please email me at [matt@randallcorp.com](mailto:matt@randallcorp.com) or call at 515-233-2580.

Sincerely,

A handwritten signature in black ink that reads "Matt Randall". The signature is written in a cursive style with a large initial "M" and a stylized "R".

Matt Randall  
Randall Corporation

cc: Figure 1 - Approved Preliminary Plat  
Figure 2 - Proposed Rezoning/Preliminary Plat

K:\proj\5000\5032-09a Commercial\300 2013 sketch plan\tr to Council 2013 04 19 randall.docx

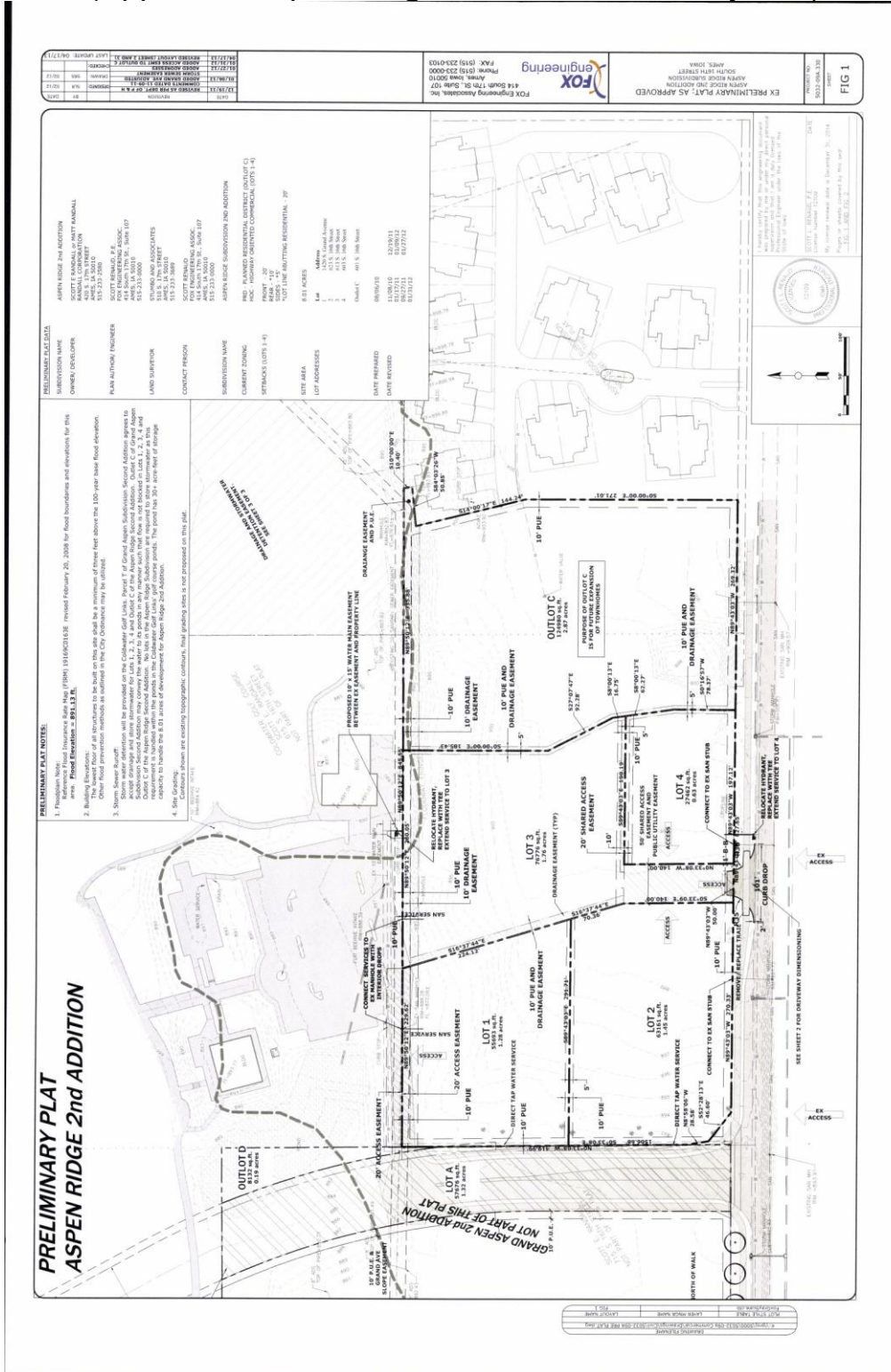
## Attachment B

### Proposed Aspen Ridge 2<sup>nd</sup> Addition (8 Acres) LUPP and Zoning History

Year	Approved & Proposed LUPP Designations	Approved & Proposed Zoning
2004	<p><b><u>Approved (8 acres)-</u></b></p> <p><b>From:</b> Highway-Oriented Commercial</p> <p><b>To:</b> Medium-Density Residential</p>	<p><b><u>Approved (8 acres)-</u></b></p> <p><b>From:</b> Highway-Oriented Commercial (HOC)</p> <p><b>To:</b> Medium-Density Residential (RM)</p> <p><b><u>Approved (8 acres)-</u></b></p> <p><b>From:</b> Medium-Density Residential (RM)</p> <p><b>To:</b> Planned Residence District (PRD)</p>
2009	<p><b><u>Approved (5 of the 8 acres)-</u></b></p> <p><b>From:</b> Medium-Density Residential (RM)</p> <p><b>To:</b> Highway-Oriented Commercial</p>	<p><b><u>Approved (5 of the 8 acres)-</u></b></p> <p><b>From:</b> Planned Residence District (PRD)</p> <p><b>To:</b> Highway-Oriented Commercial (HOC)</p>
2013	<p><b><u>Proposed (2 of the 8 acres) –</u></b></p> <p><b>From:</b> Highway-Oriented Commercial</p> <p><b>To:</b> High-Density Residential</p> <p><b><u>Proposed (3 of the 8 acres) –</u></b></p> <p><b>From:</b> Medium-Density Residential</p> <p><b>To:</b> High-Density Residential</p>	<p><b><u>Proposed (2 of the 8 acres) –</u></b></p> <p><b>From:</b> Highway-Oriented Commercial (HOC)</p> <p><b>To:</b> High-Density Residential (RH)</p> <p><b><u>Proposed (3 of the 8 acres) –</u></b></p> <p><b>From:</b> Planned Residence District (PRD)</p> <p><b>To:</b> High-Density Residential (RH)</p>

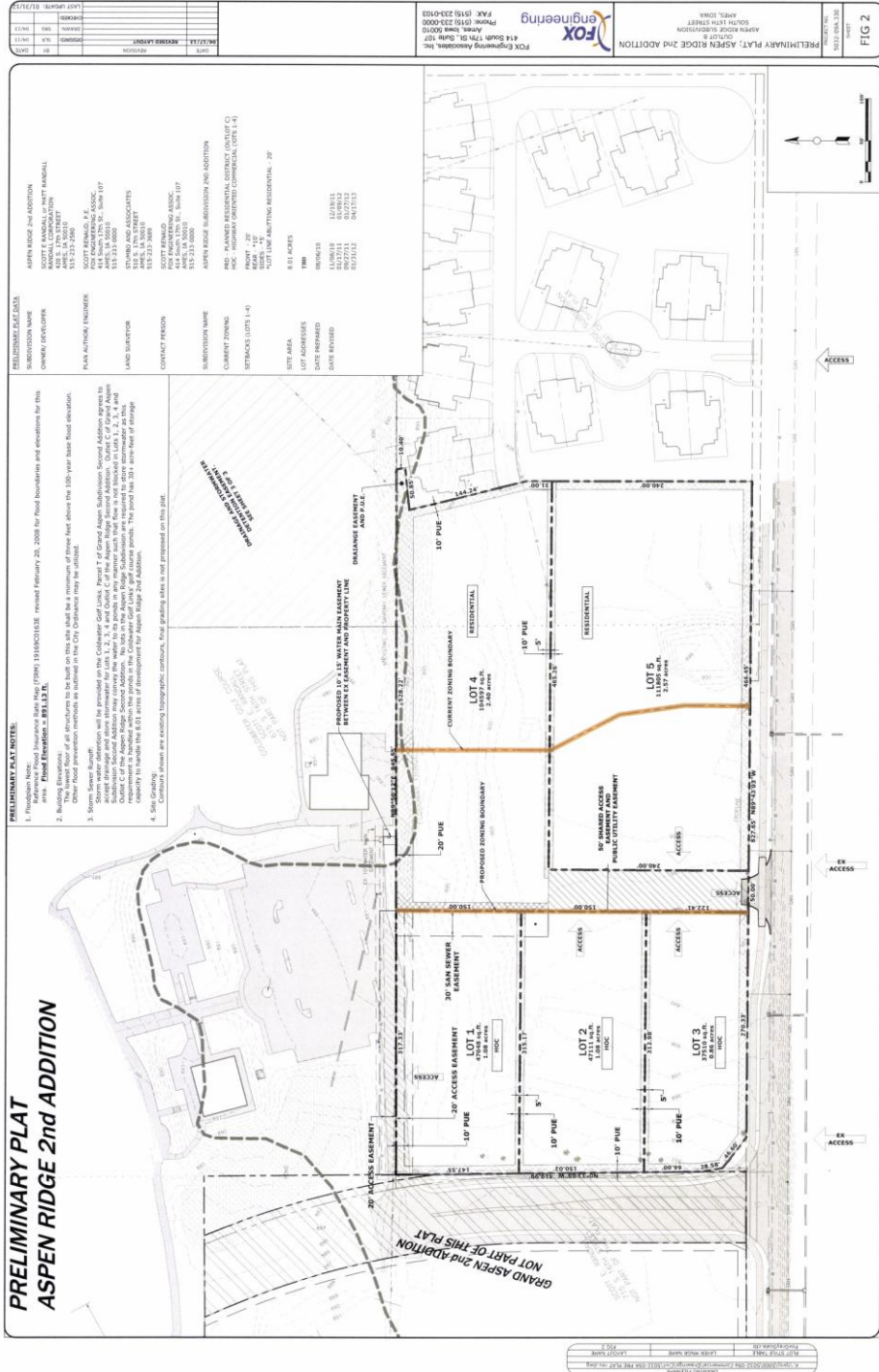


# Attachment C (Approved Aspen Ridge 2<sup>nd</sup> Add. Preliminary Plat)



# Attachment D

(New Proposed Lot Layout for Aspen Ridge 2<sup>nd</sup> Add.)  
 \*Note the current and proposed zoning boundary for HOC Zone.  
 (Proposed LUPP "Highway-Oriented Commercial": Lots 1, 2 & 3)  
 (Proposed LUPP "High-Density Residential": Lots 4 & 5)



**COUNCIL ACTION FORM**

**SUBJECT: NORTHRIDGE PARKWAY SUBDIVISION FLOOD MITIGATION**

**BACKGROUND:**

As reported at numerous City Council meetings, Public Works staff originally submitted 11 projects for consideration under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP); however, nine of the projects have been denied due to failure to achieve a benefit cost ratio greater than 1.0. One of the projects still active in the HMGP process is the Northridge Parkway Subdivision Flood Mitigation Project.

Public Works and Clapsaddle-Garber Associates (CGA) staff have held five neighborhood project meetings (August 2011, January 2012, October 2012, November 2012, and April 2013) to gather information and feedback from residents. Additionally, staff and CGA have held numerous individual meetings with residents to gather additional information and answer questions, including results of analysis for additional alternatives to fix the flooding in the neighborhood.

At the October/November 2012 meetings, Alternate 1 (see description below and information in attached April 29, 2013 presentation) was presented. During those meetings, there was a lot of resistance from residents to this alternative. In analyzing this alternate, staff recognized that the resistance was to work in the existing green (open) spaces, especially those living adjacent to proposed Basin 4. Although the areas where work was proposed are covered by existing utility and/or drainage easements held by the City of Ames (COA), it was still recognized that support for the project through Alternate 1 was unlikely to achieve a consensus from the residents. Residents felt that having a detention basin in their "back yard" would negatively impact the value of their home.

Immediately following the October/November 2012 meetings, staff and CGA met to start developing a new alternative that would also achieve flood mitigation for the 100-year storm events that cause the majority of the problems in the area. Several solutions were evaluated and ultimately Alternate 2 (see description below and information in attached April 29, 2013 presentation) was created and presented on April 29, 2013. Comment forms were completed by those who attended (and two others who met individually with COA or CGA staff), which resulted in unanimous support (of 26 residents) for Alternate 2. Two of the residents adjacent to Basin 1 indicated they would also like this Alternate 2 to include some grading work to increase capacity of that existing basin. If this is included in Alternate 2, staff would need to ensure that residents adjacent to the area are supportive of this part of the solution.



The alternatives presented at the April 29, 2013 neighborhood meeting include:

Alternate 1 (originally presented in October/November 2012): Provide additional upstream storage by reshaping existing Detention Basins 1, 2, and 3, as well as creating a new Basin 4 north of Maplewood Road within existing open space. Overland flow paths would be created at the two low points within the street at the intersection of Northridge Parkway and Valley View Road and the intersection of the pedestrian trail with Ridgetop Circle. The trail on the north side of Moore Memorial Park would be lowered. Minor storm sewer modifications would be included in Alternate 1.

Alternate 2: Install a new storm sewer system beginning at the low point of Northridge Parkway east of the intersection with Valley View Road, then running east to the west ditch of George Washington Carver Avenue, and then running south within the GW Carver right-of-way until it daylights in the ditch between the two electrical sub-stations. Overland flow paths would be created at the two low points within the street at the intersection of Northridge Parkway and Valley View Road and the intersection of the pedestrian trail with Ridgetop Circle. The trail on the north side of Moore Memorial Park would be lowered. Storm sewer modifications would occur in Basin 2. The existing channel between the substations would be reshaped and the existing culvert under the trail would be modified as needed. Moore Memorial Park Pond would be drained, cleaned of silt, reshaped to accommodate more storage, and the outlet would be modified as needed to maintain current flows.

In addition to the Alternates, timeline and funding have been part of the flood mitigation project discussions. Though staff continues to pursue FEMA funding, the delayed achievement of a resident supported solution has put us in a position where the State of Iowa would need to experience another Presidentially-declared disaster (this would not have to be in Ames) before FEMA funding will be available again. With this unknown, **residents attending the April 29, 2013 meeting indicated that they prefer for City Council to authorize Alternate 2 to move forward with local funds.** If FEMA funds are pursued, there is no definitive answer that this project will be funded. If it does, it could be several years before the project would be under construction. If local funds are approved, the project construction could commence possibly in fall 2013 with completion in 2014.

Since 2010, CGA has been working on this project so they have a vast amount of knowledge about the project and have developed relationships with the stakeholders. With that in mind, it is recommended to establish a new contract with CGA, if local funding is authorized, so that detailed design (through bid letting) can commence immediately.

Included in the 2012-2017 Capital Improvements Plan (CIP) is a program entitled Flood Response and Mitigation Projects that includes \$820,000 in General Obligation Bonds and \$325,000 in Storm Sewer Utility Funds. As part of the 2009-2014 CIP, Moore Memorial Park basin improvements were included in the Storm Water Facility Rehabilitation Program with funding in the amount of \$100,000 from Storm Sewer Utility

Funds. The unspent portion of these funds (\$98,998) have continued to be carried forward with budget amendments in anticipation of still making the necessary maintenance improvements to the basin once a flood mitigation project solution is created. The maintenance improvements include removing excess silt from the basin including cleaning out the inlet pipes, removing volunteer trees in the basin embankment/outlet area, and creating some water quality features since duckweed was a significant problem in the basin. This funding can be combined with this flood mitigation project to make all of the improvements at once.

Below is a **summary of expenses** in the Flood Response and Mitigation CIP Program:

<b>Projects Currently Proposed</b>	<b>City Cost</b>
Utah Drive Landslide (combined with 2010/11 Storm Water Facility Rehabilitation Program -Spring Valley Subdivision) est. of necessary funding from this program	<b>\$175,000</b>
Trail Ridge Landslide (est.)	\$500,000
Stuart Smith Park Bank Stabilization project -est. (\$695,000 project estimate)	\$120,000 (Local Match)
<b>Northridge Parkway Subdivision Flood Mitigation Project (est.)</b>	<b>\$385,000</b>
N. Riverside Water Main (actual)	\$ 62,755 (Local Match)
<b>TOTAL</b>	<b>\$1,242,755</b>

Below is a **summary of funding**:

<b>Funding Source Proposed</b>	<b>Funding Amount</b>
2009/10 Storm Water Facility Rehabilitation Program (Storm Sewer Utility Funds)	\$98,998
2012/13 Flood Response and Mitigation Projects (G.O. Bonds)	\$820,000
2012/13 Flood Response and Mitigation Projects (Storm Sewer Utility Funds)	\$325,000
<b>TOTAL</b>	<b>\$1,243,998</b>

**ALTERNATIVES:**

1. Direct staff to pursue Alternate 2 using local funds identified from Storm Sewer Utility Funds and G.O. Bonds and withdraw the FEMA application.

**The first step under this alternative will be for the staff to enter into an agreement with Clapp Saddle Garber to complete the engineering design work for Alternate 2.**

2. Direct staff to pursue Alternate 2 using FEMA (HMGP) funds, at such point in the future when application for such funds is available.

This option would require the City to wait until the next Presidential Disaster Declaration to submit a grant application.

3. Direct staff to pursue Alternate 1 using local funds identified from Storm Sewer Utility Funds and G.O. Bonds.
4. Direct staff to pursue Alternate 1 using FEMA (HMGP) funds, at such point in the future when application for such funds is available.
5. Reject the project.

**MANAGER'S RECOMMENDED ACTION:**

City staff and CGA have put forth great effort to work with Northridge Heights residents to develop a project that is effective in mitigating neighborhood flooding and also is acceptable to the residents. Alternate 2 achieves the mitigation goal and has support of the neighborhood. While this project may be eligible for FEMA funding, the timing for application for such funds is dependent upon a Presidentially Declared Disaster. As shown above, local funding is available for this project and would enable construction to likely commence in 2013.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing staff to pursue Alternate 2 using local funds identified from Storm Sewer Utility Funds and G.O. Bonds and withdrawing the FEMA application.

# Northridge Parkway Flood Mitigation Project Public Meeting

City Hall Council Chambers  
April 29, 2013  
5:30 PM

Presented by:  
Mindy Bryngelson, P.E.  
Clapsaddle-Garber Associates, Ames, Iowa





# Northridge Parkway Flood Mitigation Project Public Meeting

- Project History
- Existing Flood Conditions
- Proposed Alternate Solutions
  - Alternate 1 (October/November 2012 Presentation)
  - Alternate 2
- FEMA HMGP vs. Public Funding
- Summary
- Questions

# Project History

- 1993 - 1996
  - Mitigation measures investigated after 1993 flood
  - Mitigation solution could not be decided upon
  - Upstream storage implemented in remainder of subdivision development

# Project History



## Localized Flood History

- 1993
- 2008
- 2010



# Project History

- 2010 - 2011
  - August 2010: Federal Disaster Declaration
  - December 2010: City began to investigate the use of FEMA HMGP funds
  - January 2011: Initial contact made with homeowners who had reported damage with the 2010 flood event
  - February 2011: Notice of Interest for Hazard Mitigation Grant Funding submitted to FEMA





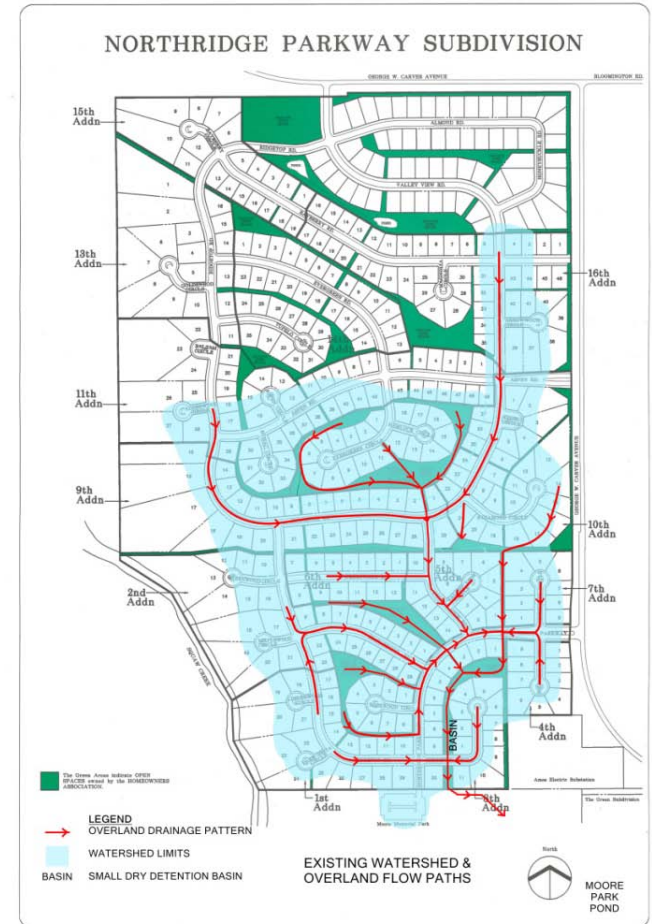
# Project History

- 2011 - 2013
  - August 2011: 1<sup>st</sup> Public Meeting and request for damage documentation
  - September 2011: Began Hydraulic and Hydrologic Study
  - January 2012: 2<sup>nd</sup> Public Meeting
  - August and September 2012: Meetings with individual homeowners
  - October 2012: 3<sup>rd</sup> Public Meeting
  - November 2012: 4<sup>th</sup> Public Meeting at HOA
  - December 2012 through April 2013: Meetings with individual homeowners



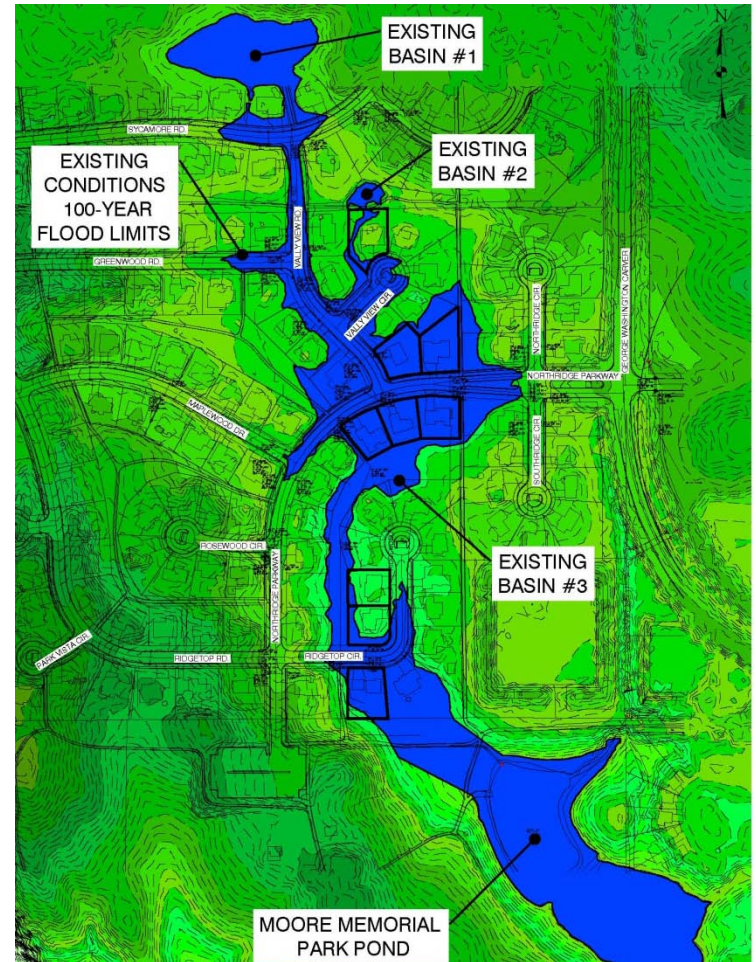
# Existing Flood Conditions

- 97.86 Acres of Northridge Parkway Subdivision drain to Moore Memorial Park Pond.
- Moore Memorial Park Pond receives an additional 40 acres of runoff from Somerset and the Park.



# Existing Flood Conditions

- 100-Year Storm
  - Northridge & Valley View ponds to a depth of 2.6'
  - Ridgetop Circle ponds to a depth of 2.5'
  - Moore Memorial Park Pond overtops berm by approximately 2"



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Deepen Basin #1
- Modify Intake

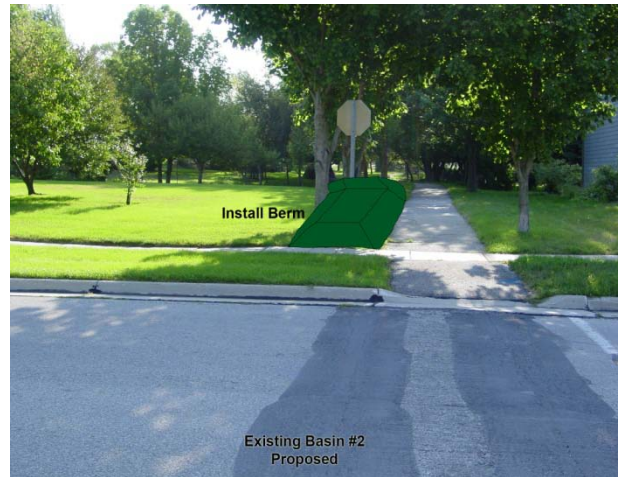




# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Reshape and widen Basin #2
- Install berm along trail at Basin #2



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Reshape and widen Basin #3 to the east



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Create Basin #4 by lowering open space approximately 2.3 feet
- Install intake and storm sewer
- Relocate trail to east





# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Replace two existing single intakes with double intakes at Valley View Rd and Northridge Pkwy Intersection
- Reshape east overflow by lowering area approximately 0.8'
- Reshape west overflow by lowering trail approximately 1' and placing retaining walls on both sides.
- Lower 100-year ponding elevation by approximately 1'

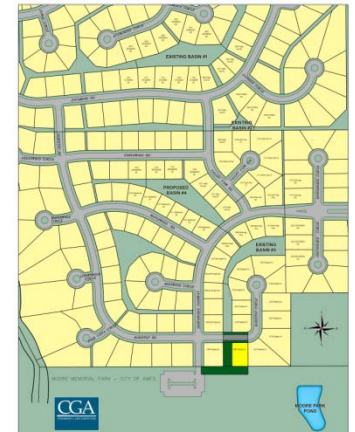




# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Replace two existing single intakes with double intakes at Ridgetop Circle low point
- Reshape the overflow on the east and west sides of 2406 Ridgetop Circle
- Lower trail and add retaining wall on west and berm on east
- Lower trail in park



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Raise south berm of Moore Park Pond 3'
- Existing outlet to remain

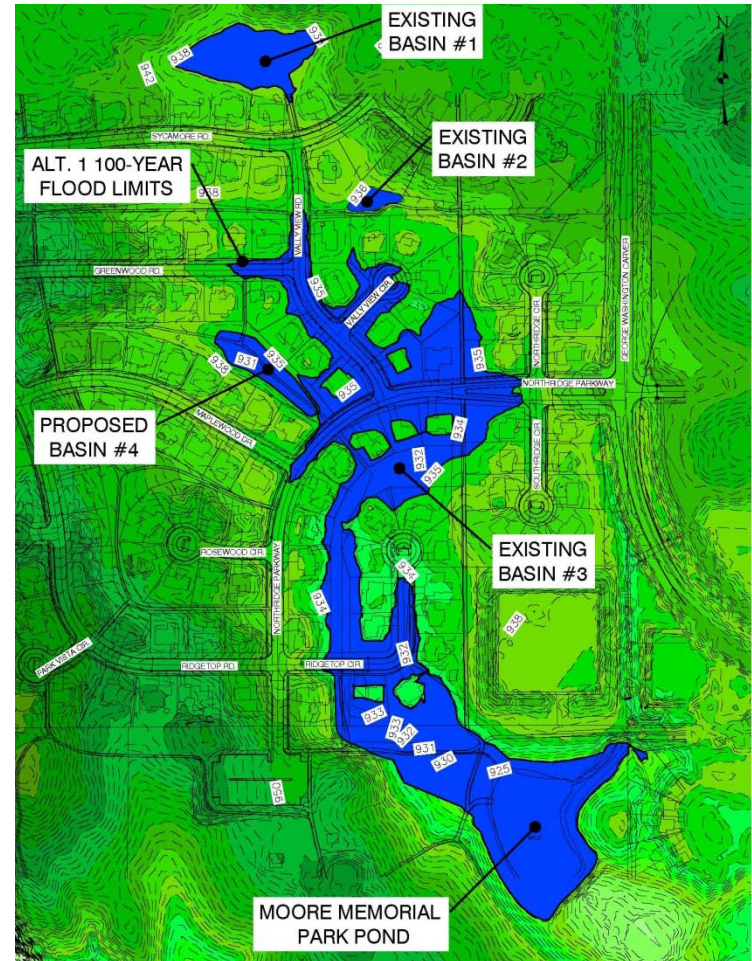




# Proposed Alternate 1 Solution

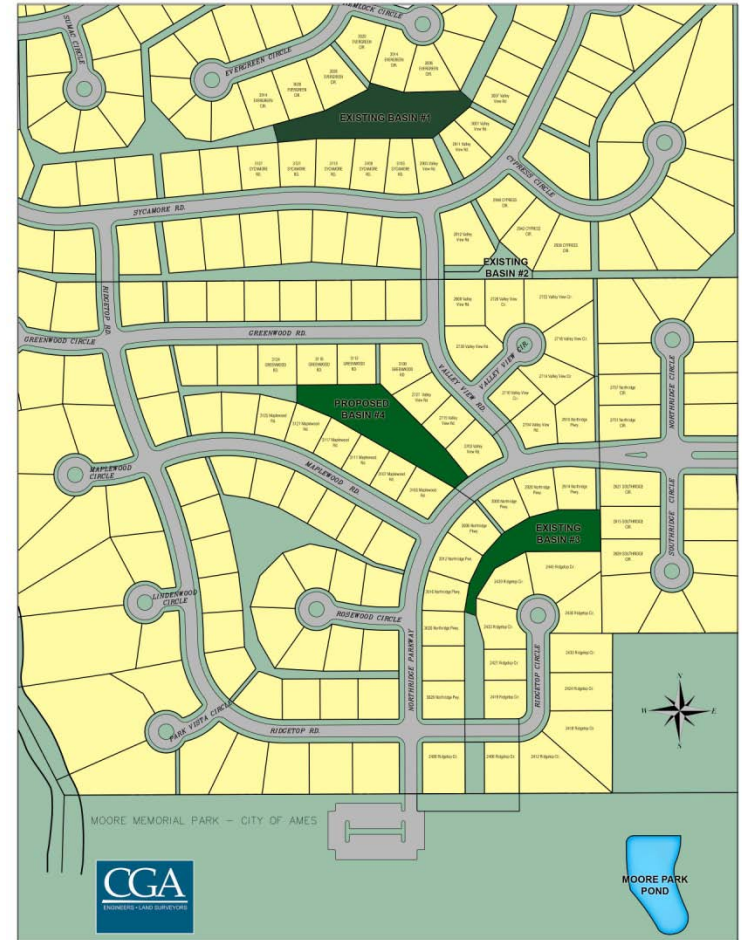
(October/November 2012 Presentation)

- 100-Year Storm
  - Lowers ponding depth at both intersections
  - Increases ponding at Moore Memorial Park Pond
  - All improvements happen within City ROW and easement areas



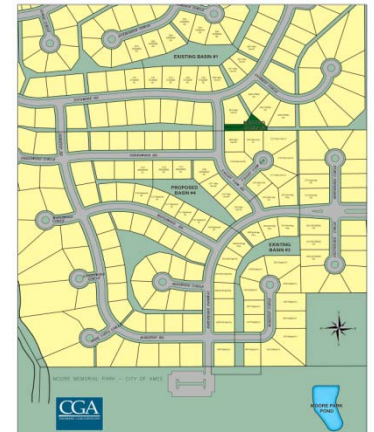
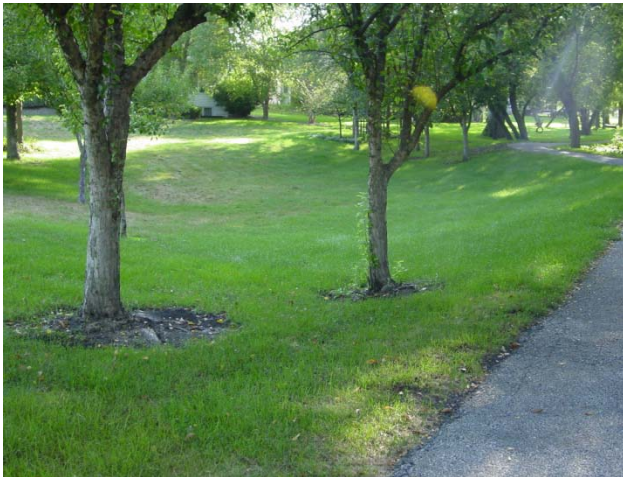
# Proposed Alternate 2 Solution

- No change to the open areas highlighted. These open spaces will remain as they are today.



# Proposed Alternate 2 Solution

- Install additional storm sewer at Basin #2. No change to basin size.





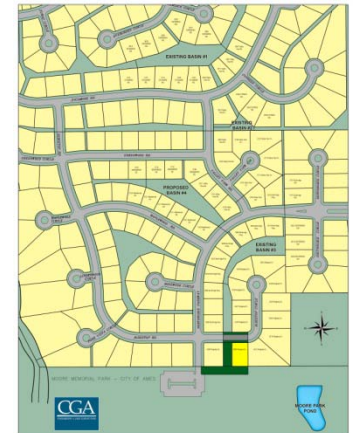
# Proposed Alternate 2 Solution

- Replace two existing single intakes with double intakes at Valley View Rd and Northridge Pkwy Intersection
- Reshape east overflow by lowering area approximately 0.8'
- Reshape west overflow by lowering trail approximately 1' and placing retaining walls on both sides.



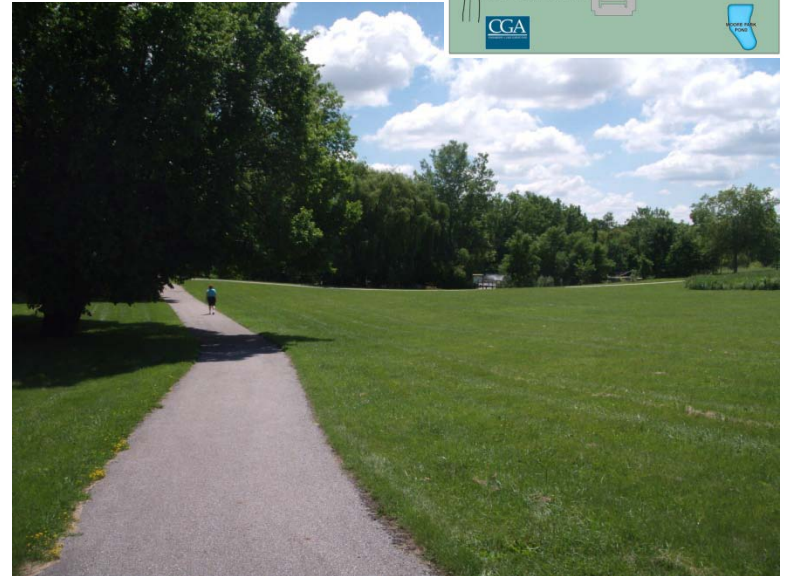
# Proposed Alternate 2 Solution

- Replace two existing single intakes with double intakes at Ridgetop Circle low point
- Reshape the overflow on the east west side of 2406 Ridgetop Circle
  - If using FEMA funds
    - Lower trail and add retaining wall on west and berm on east
  - If using local funds
    - Explore Grading on private property



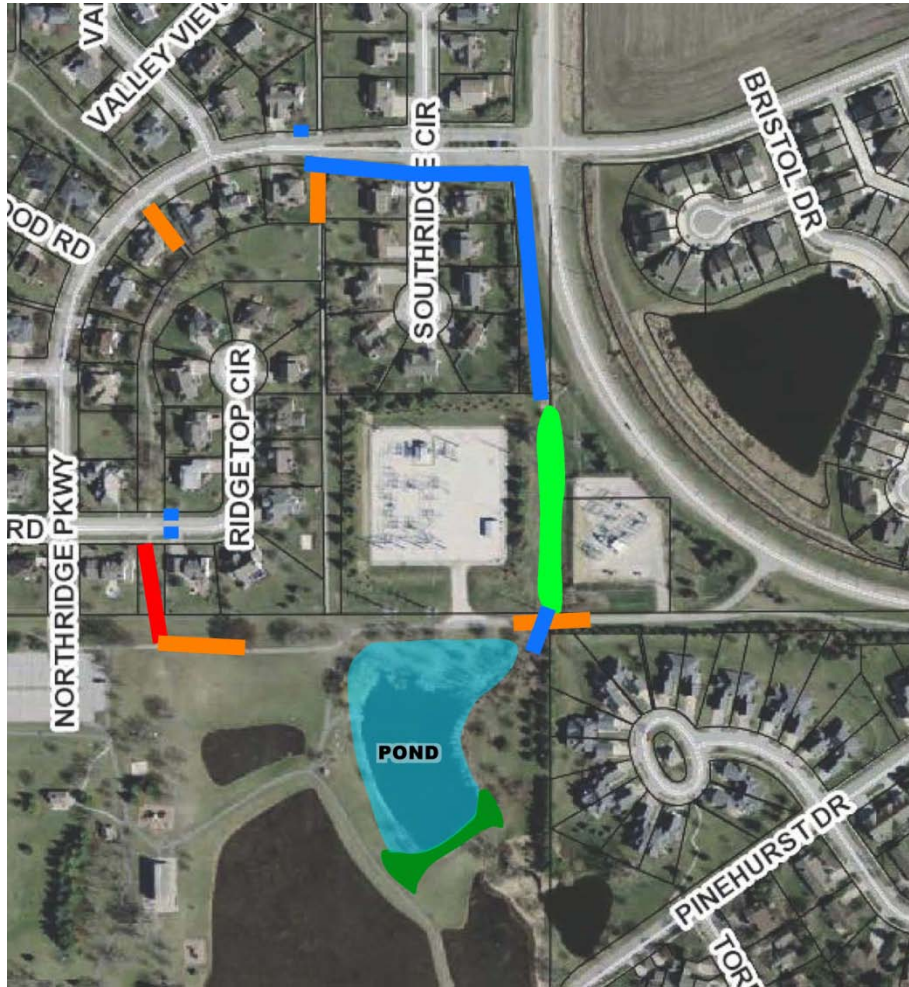
# Proposed Alternate 2 Solution

- Lower trail in park to eliminate low point





# Proposed Alternate 2 Solution



- Install new storm sewer from Northridge Parkway to outlet in George Washington Carver Right of Way.
- Regrade area between electrical substations



# Proposed Alternate 2 Solution

- Install new storm sewer from Northridge Parkway to outlet in George Washington Carver Right of Way.





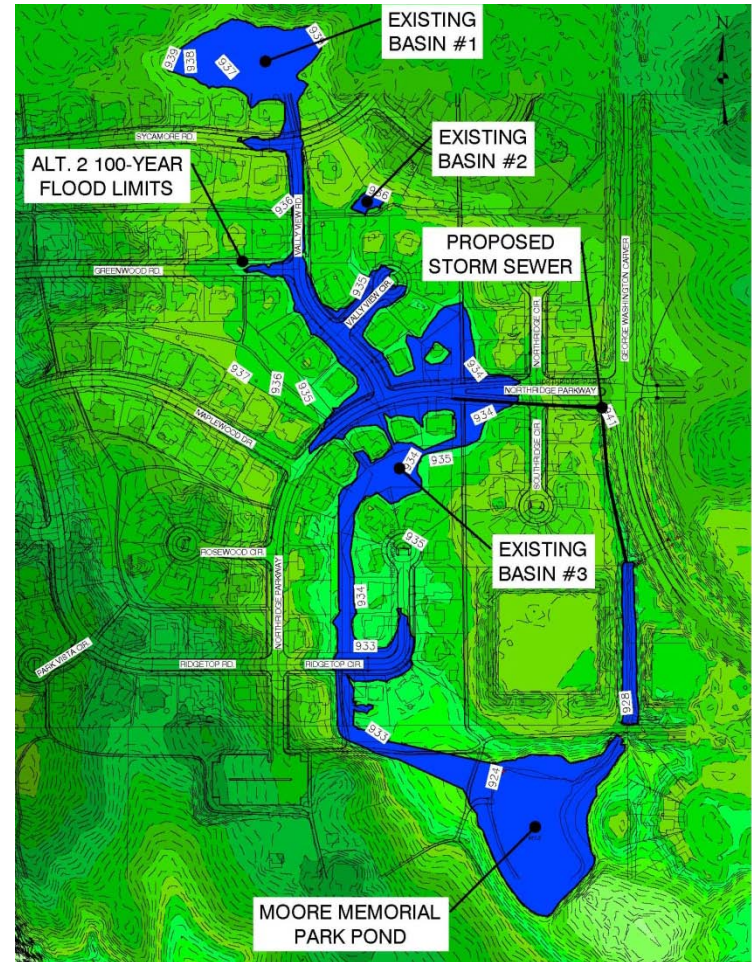
# Proposed Alternate 2 Solution

- Install new storm sewer from Northridge Parkway to outlet in George Washington Carver Right of Way.



# Proposed Alternate 2 Solution

- 100-Year Storm
  - Lowers ponding depth at both intersections
  - Increases ponding at Moore Memorial Park Pond
  - All improvements happen within City ROW and easement areas



# Other Alternates Considered

- Disconnecting storm sewer from Ridgetop Road and installing new storm sewer directly to Moore Memorial Park pond.
- Running an additional storm sewer along the 54" to Moore Memorial Park pond.
- Installing intakes in Moore Memorial Park parking lot and routing storm sewer to the west.
- Changing out the type of storm sewer intakes throughout the subdivision.



# FEMA HMGP vs. Local Funding



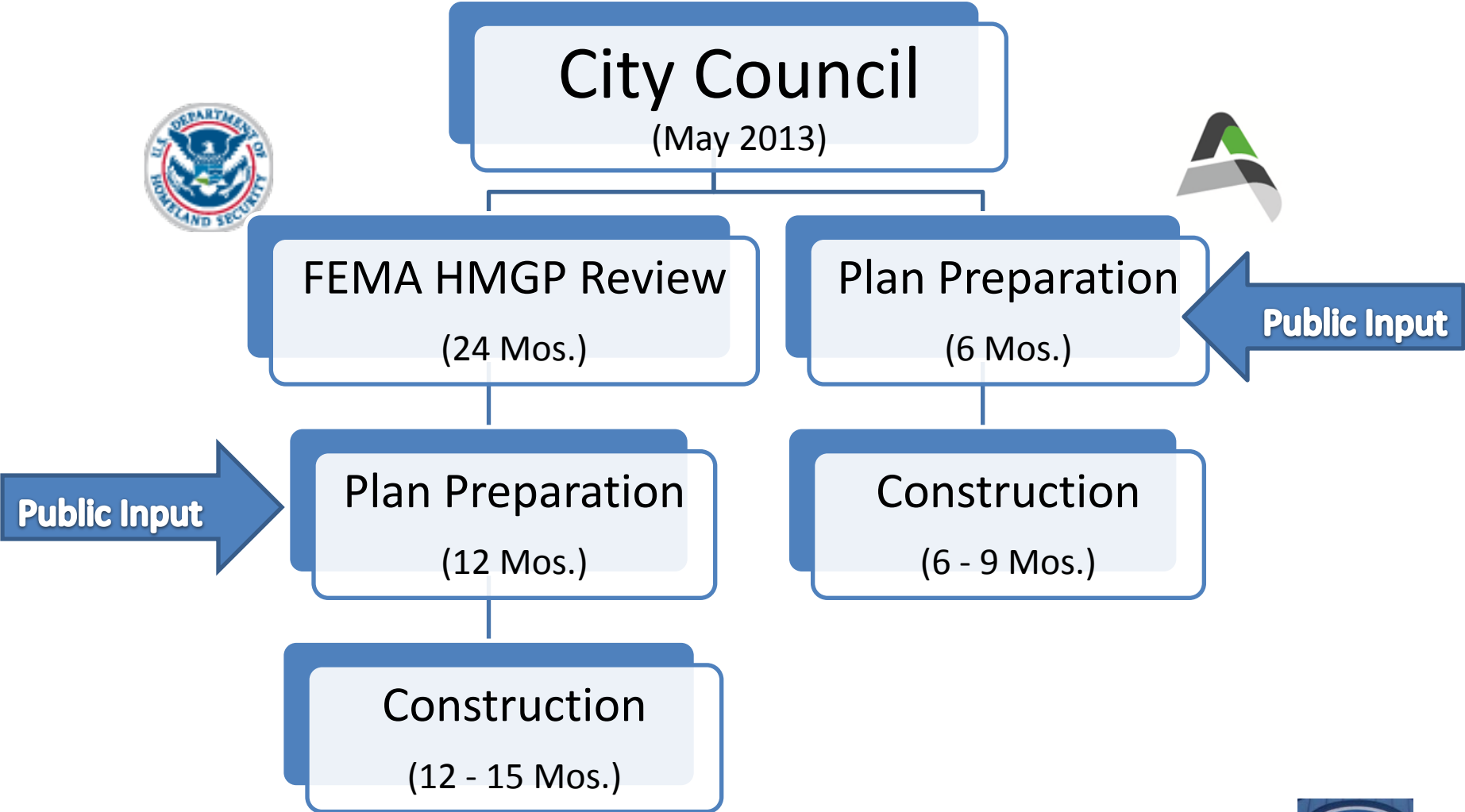
- 15% Local Funds
- Construction 2016 – 2017
- Improvements on public property only



- 100% Local Funds
- Construction 2013 – 2014
- Improvements on public and private property



# FEMA HMGP vs. Local Funding





# Summary

## Alternate 1

- Create additional above ground storage in Basin #1, Basin #2, and Basin #3.
- Create Basin #4.
- Relocate/lower existing trails around Basins.
- Install retaining walls as needed.
- Replace low point storm sewer intakes.
- Modify Moore Memorial Park Pond.

## Alternate 2

- No changes to Basin #1 and Basin #3.
- Modify storm sewer at Basin #2 outlet.
- Lower existing trails south of Northridge Parkway, add walls as needed.
- Lower existing trail or grade east of Cannon home, add wall as needed.
- Lower trail south of Cannon home.
- Modify (potentially lower) Moore Memorial Park Pond.

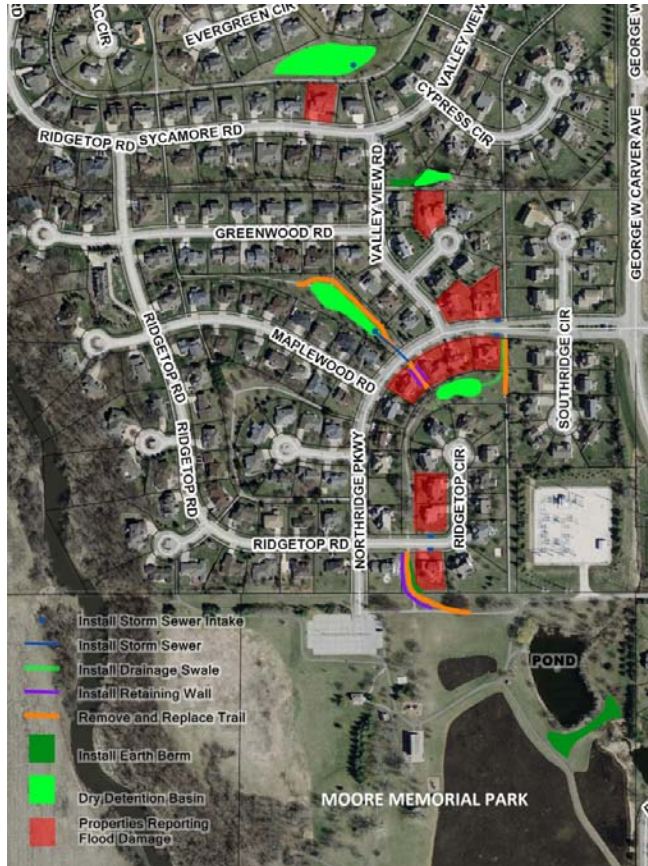




# Summary

Alternate 1

Alternate 2

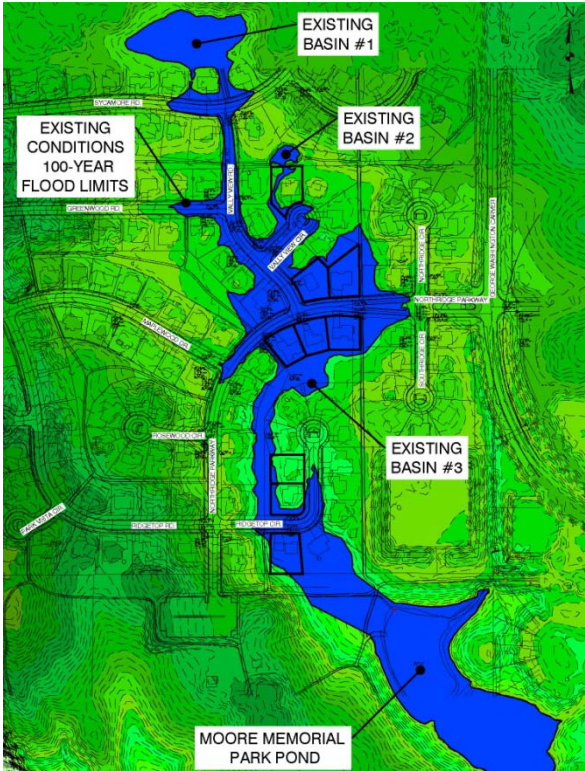


	<u>FEMA</u>	<u>Local</u>
Est. Cost	\$360,000	\$290,000
BCR	0.66	0.82

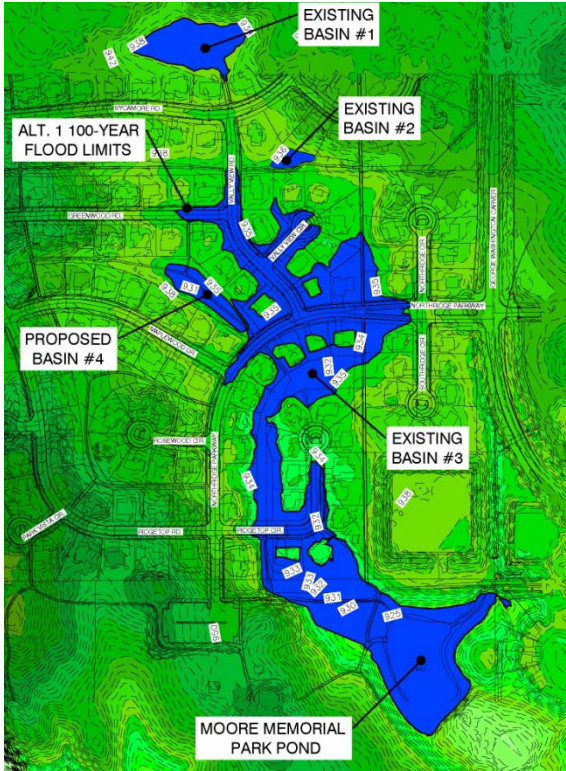
	<u>FEMA</u>	<u>Local</u>
Est. Cost	\$380,000	\$300,000
BCR	0.62	0.80



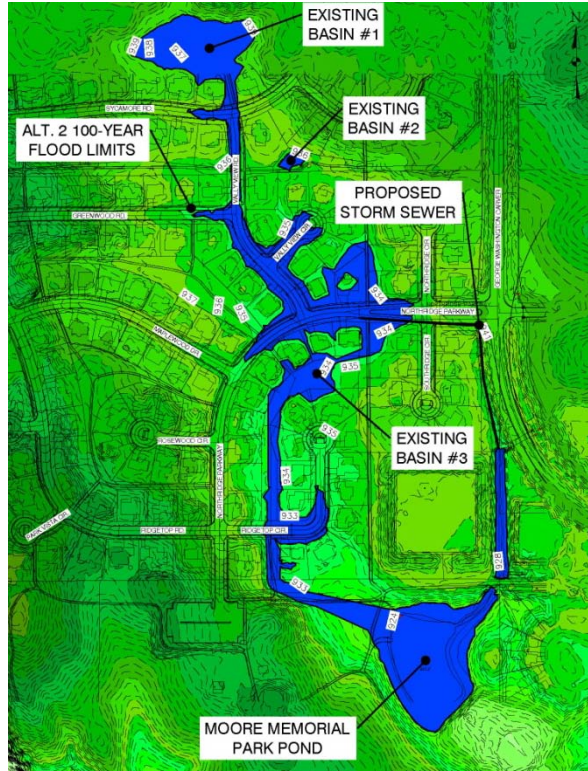
# Questions



Existing



Alternate 1



Alternate 2





# Northridge Parkway Flood Mitigation Project Public Meeting

City Hall Council Chambers  
April 29, 2013  
5:30 PM

Presented by:  
Mindy Bryngelson, P.E.  
Clapsaddle-Garber Associates, Ames, Iowa



# Northridge Parkway Flood Mitigation Project Public Meeting

- Project History
- Existing Flood Conditions
- Proposed Alternate Solutions
  - Alternate 1 (October/November 2012 Presentation)
  - Alternate 2
- FEMA HMGP vs. Public Funding
- Summary
- Questions

# Project History

- 1993 - 1996
  - Mitigation measures investigated after 1993 flood
  - Mitigation solution could not be decided upon
  - Upstream storage implemented in remainder of subdivision development



# Project History



## Localized Flood History

- 1993
- 2008
- 2010



# Project History

- 2010 - 2011
  - August 2010: Federal Disaster Declaration
  - December 2010: City began to investigate the use of FEMA HMGP funds
  - January 2011: Initial contact made with homeowners who had reported damage with the 2010 flood event
  - February 2011: Notice of Interest for Hazard Mitigation Grant Funding submitted to FEMA



# Project History

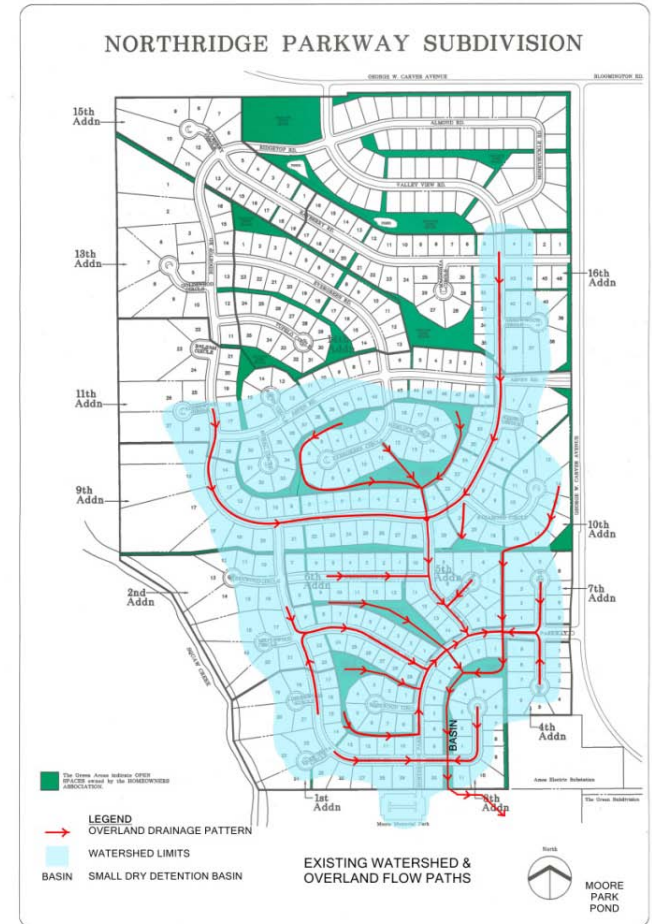
- 2011 - 2013
  - August 2011: 1<sup>st</sup> Public Meeting and request for damage documentation
  - September 2011: Began Hydraulic and Hydrologic Study
  - January 2012: 2<sup>nd</sup> Public Meeting
  - August and September 2012: Meetings with individual homeowners
  - October 2012: 3<sup>rd</sup> Public Meeting
  - November 2012: 4<sup>th</sup> Public Meeting at HOA
  - December 2012 through April 2013: Meetings with individual homeowners





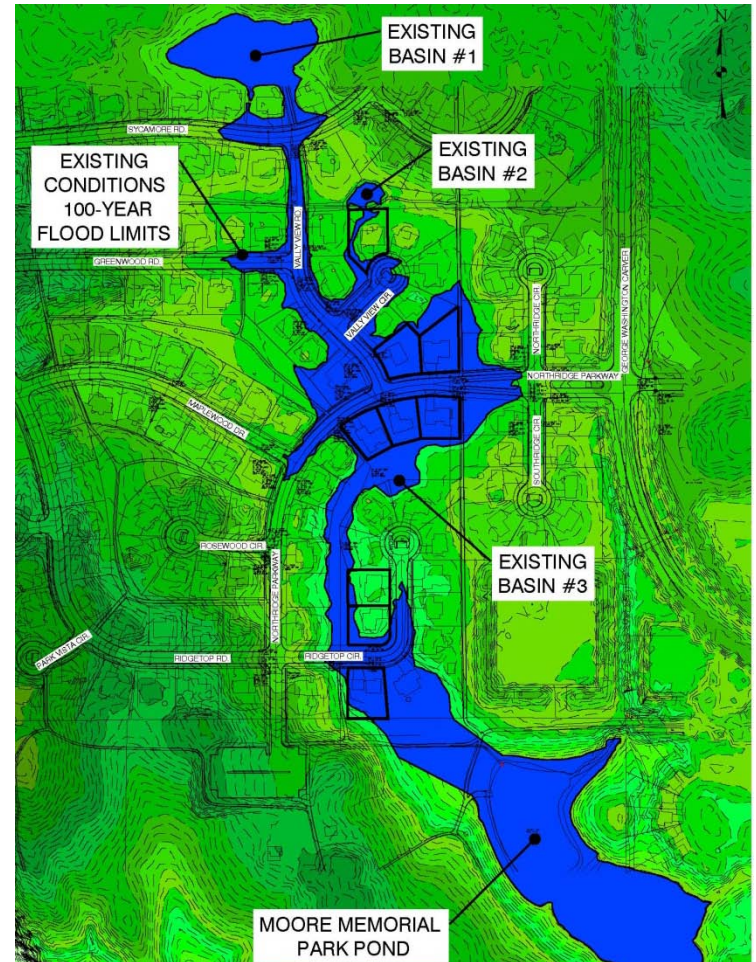
# Existing Flood Conditions

- 97.86 Acres of Northridge Parkway Subdivision drain to Moore Memorial Park Pond.
- Moore Memorial Park Pond receives an additional 40 acres of runoff from Somerset and the Park.



# Existing Flood Conditions

- 100-Year Storm
  - Northridge & Valley View ponds to a depth of 2.6'
  - Ridgetop Circle ponds to a depth of 2.5'
  - Moore Memorial Park Pond overtops berm by approximately 2"



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Deepen Basin #1
- Modify Intake

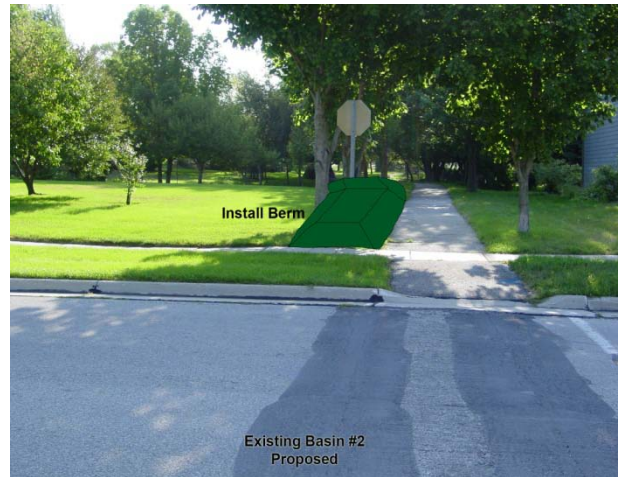




# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

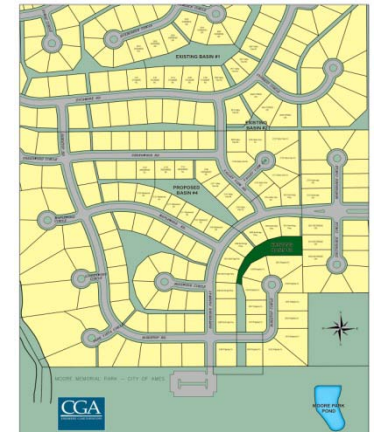
- Reshape and widen Basin #2
- Install berm along trail at Basin #2



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Reshape and widen Basin #3 to the east



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Create Basin #4 by lowering open space approximately 2.3 feet
- Install intake and storm sewer
- Relocate trail to east





# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

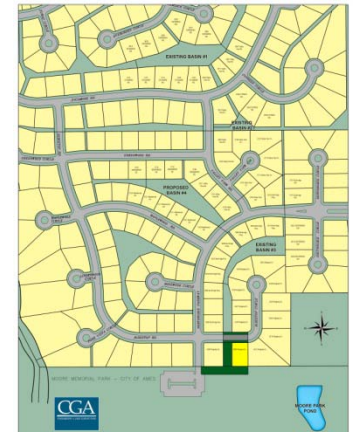
- Replace two existing single intakes with double intakes at Valley View Rd and Northridge Pkwy Intersection
- Reshape east overflow by lowering area approximately 0.8'
- Reshape west overflow by lowering trail approximately 1' and placing retaining walls on both sides.
- Lower 100-year ponding elevation by approximately 1'



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

- Replace two existing single intakes with double intakes at Ridgetop Circle low point
- Reshape the overflow on the east and west sides of 2406 Ridgetop Circle
- Lower trail and add retaining wall on west and berm on east
- Lower trail in park





# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

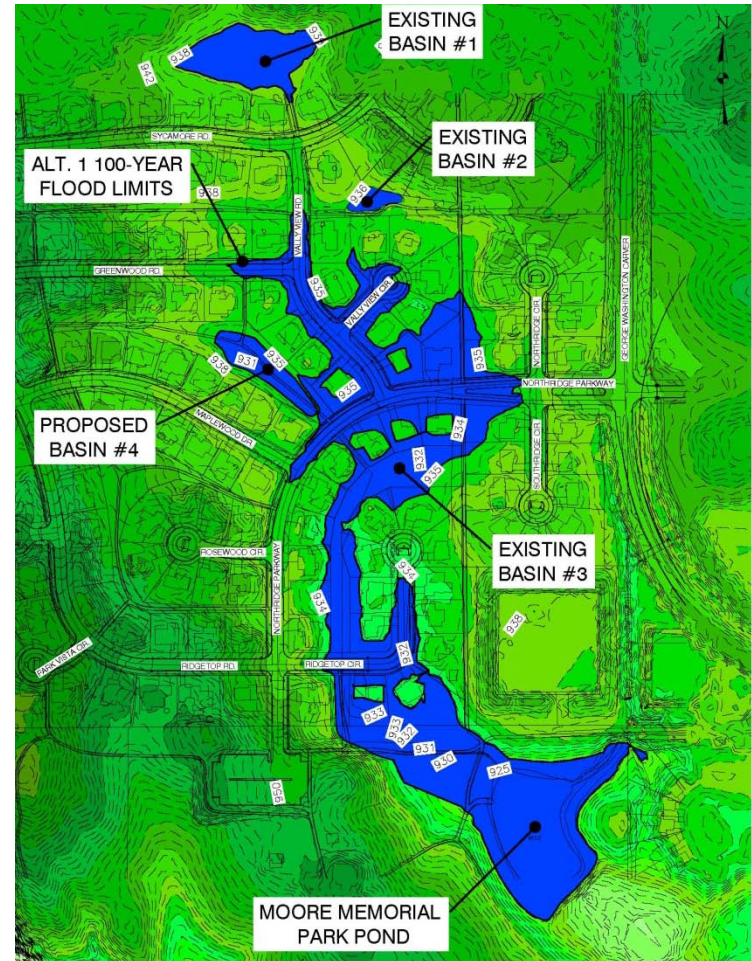
- Raise south berm of Moore Park Pond 3'
- Existing outlet to remain



# Proposed Alternate 1 Solution

(October/November 2012 Presentation)

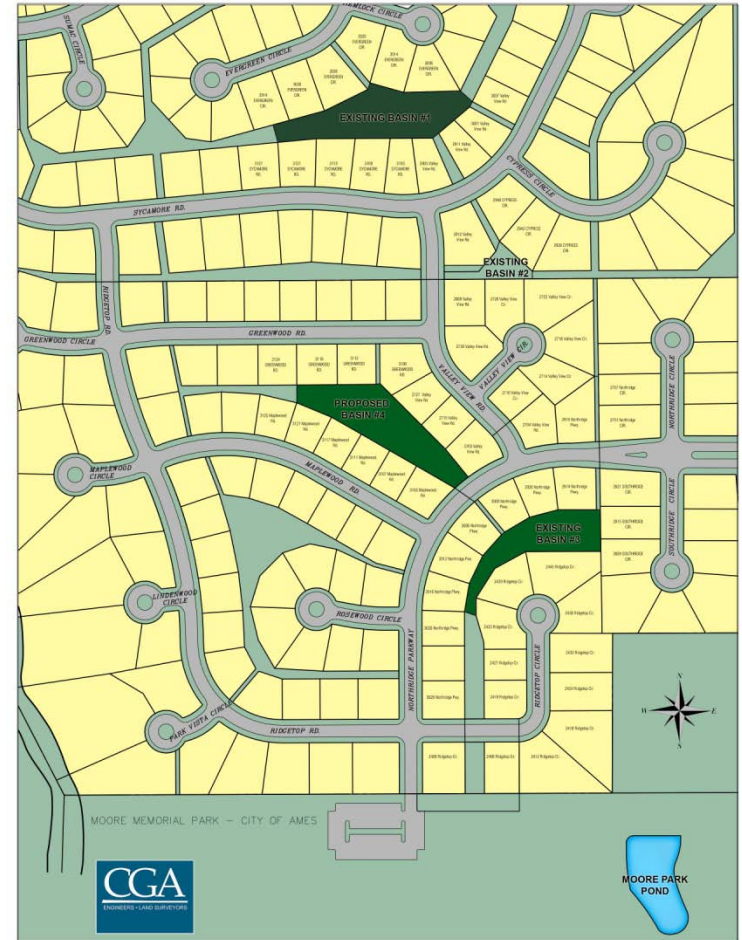
- 100-Year Storm
  - Lowers ponding depth at both intersections
  - Increases ponding at Moore Memorial Park Pond
  - All improvements happen within City ROW and easement areas





# Proposed Alternate 2 Solution

- No change to the open areas highlighted. These open spaces will remain as they are today.



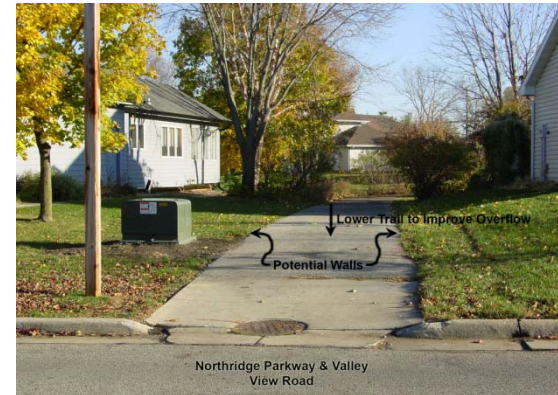
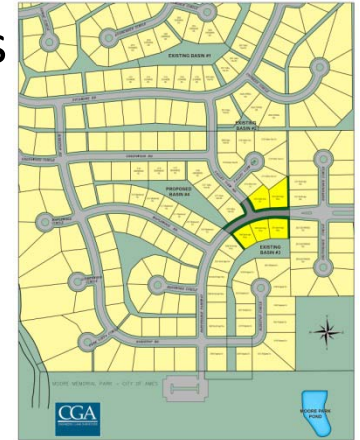
# Proposed Alternate 2 Solution

- Install additional storm sewer at Basin #2. No change to basin size.



# Proposed Alternate 2 Solution

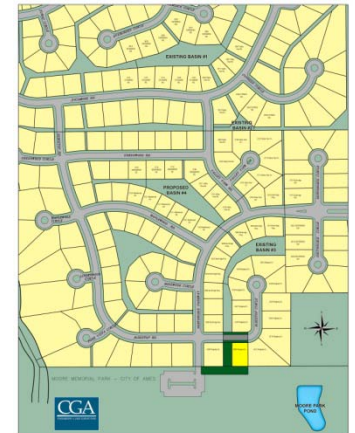
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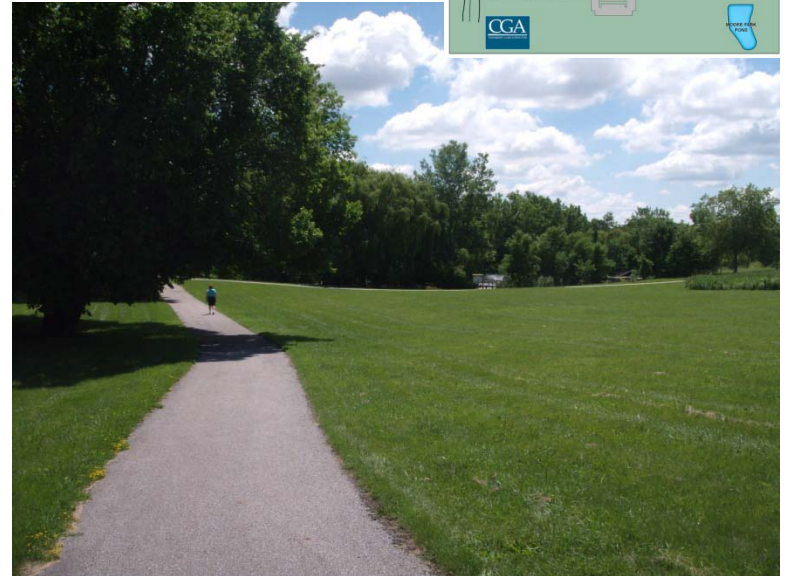
# Proposed Alternate 2 Solution

- Replace two existing single intakes with double intakes at Ridgetop Circle low point
- Reshape the overflow on the east west side of 2406 Ridgetop Circle
  - If using FEMA funds
    - Lower trail and add retaining wall on west and berm on east
  - If using local funds
    - Explore Grading on private property



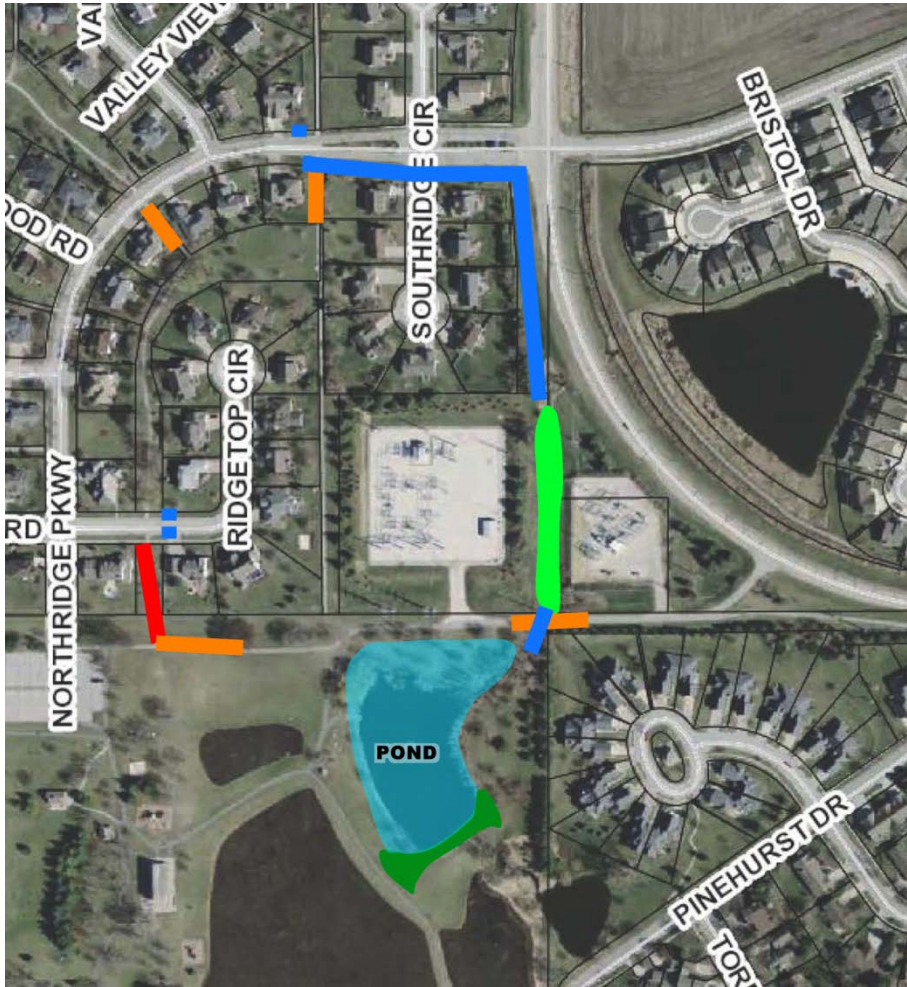
# Proposed Alternate 2 Solution

- Lower trail in park to eliminate low point





# Proposed Alternate 2 Solution



- Install new storm sewer from Northridge Parkway to outlet in George Washington Carver Right of Way.
- Regrade area between electrical substations



# Proposed Alternate 2 Solution

- Install new storm sewer from Northridge Parkway to outlet in George Washington Carver Right of Way.





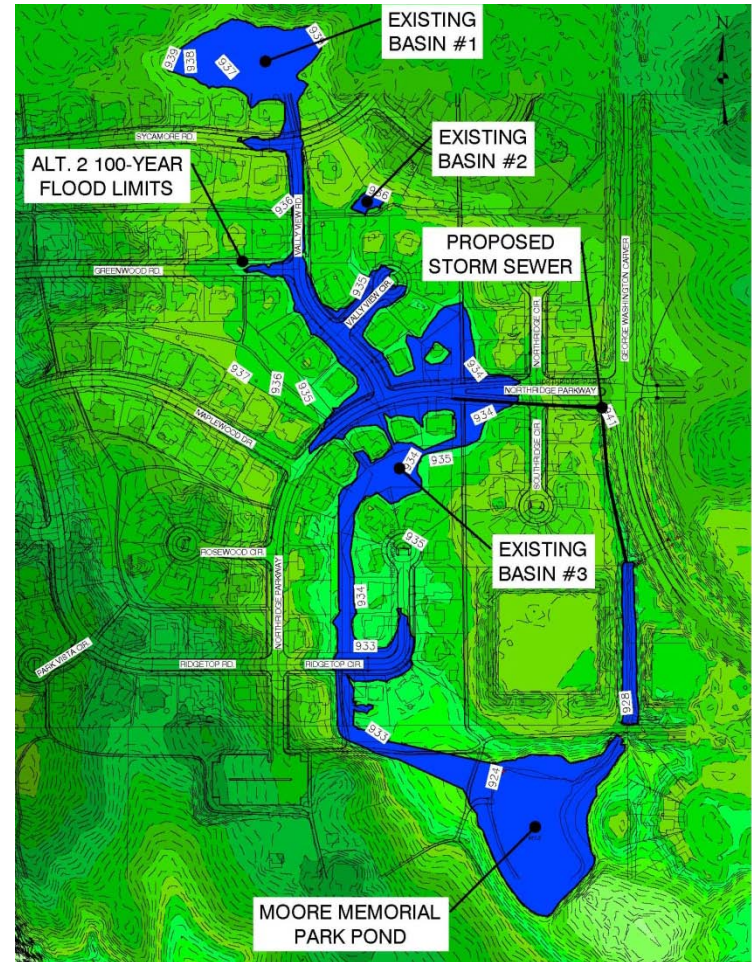
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# Other Alternates Considered

- Disconnecting storm sewer from Ridgetop Road and installing new storm sewer directly to Moore Memorial Park pond.
- Running an additional storm sewer along the 54" to Moore Memorial Park pond.
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- Changing out the type of storm sewer intakes throughout the subdivision.



# FEMA HMGP vs. Local Funding



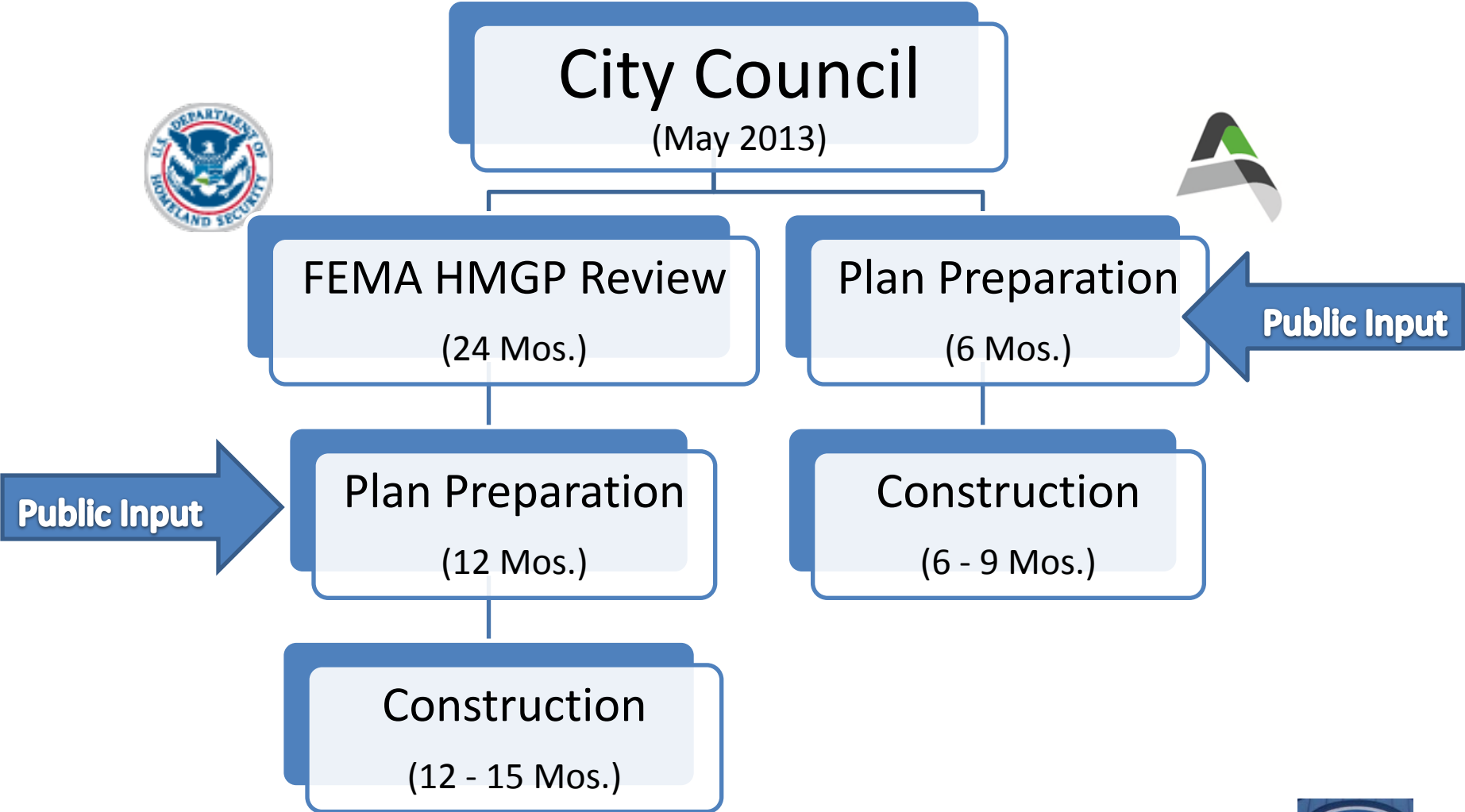
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- Improvements on public property only



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# FEMA HMGP vs. Local Funding





# Summary

## Alternate 1

- Create additional above ground storage in Basin #1, Basin #2, and Basin #3.
- Create Basin #4.
- Relocate/lower existing trails around Basins.
- Install retaining walls as needed.
- Replace low point storm sewer intakes.
- Modify Moore Memorial Park Pond.

## Alternate 2

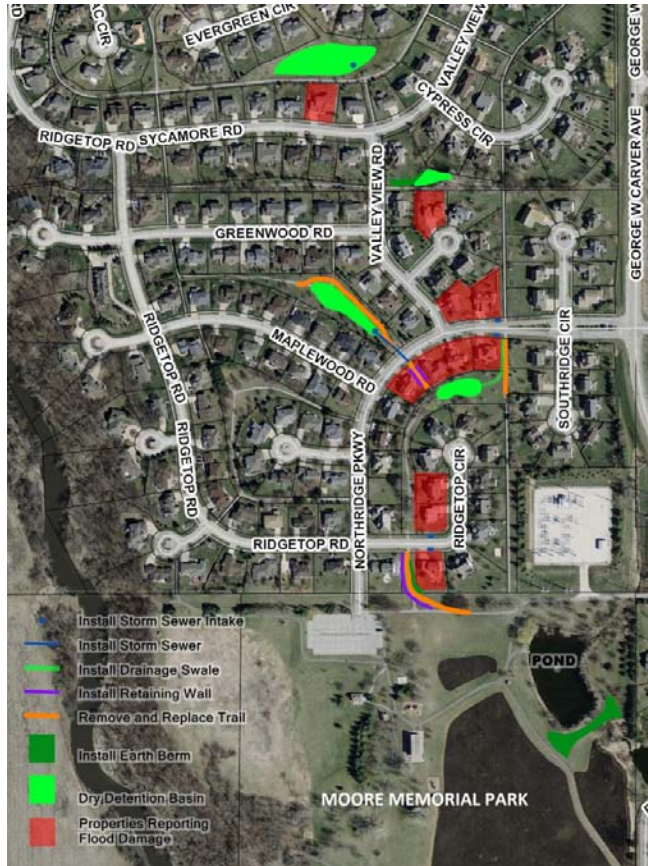
- No changes to Basin #1 and Basin #3.
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- Lower existing trails south of Northridge Parkway, add walls as needed.
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- Lower trail south of Cannon home.
- Modify (potentially lower) Moore Memorial Park Pond.



# Summary

Alternate 1

Alternate 2



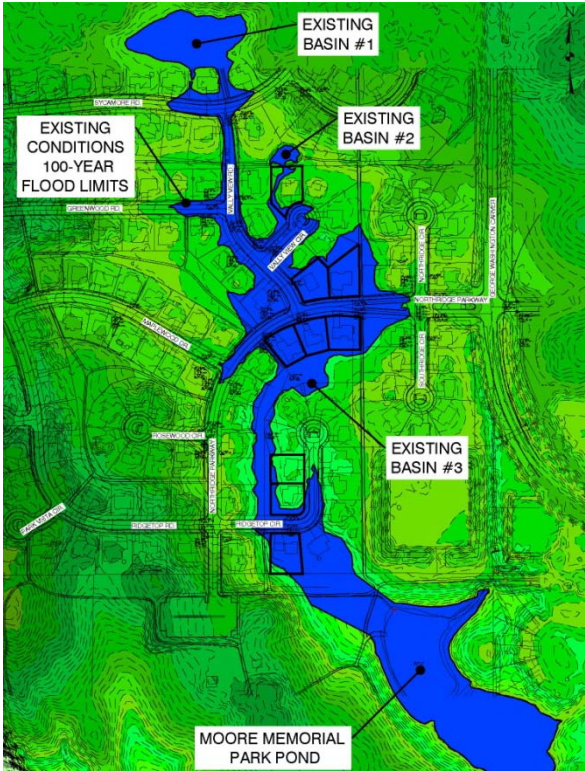
	<u>FEMA</u>	<u>Local</u>
Est. Cost	\$360,000	\$290,000
BCR	0.66	0.82

	<u>FEMA</u>	<u>Local</u>
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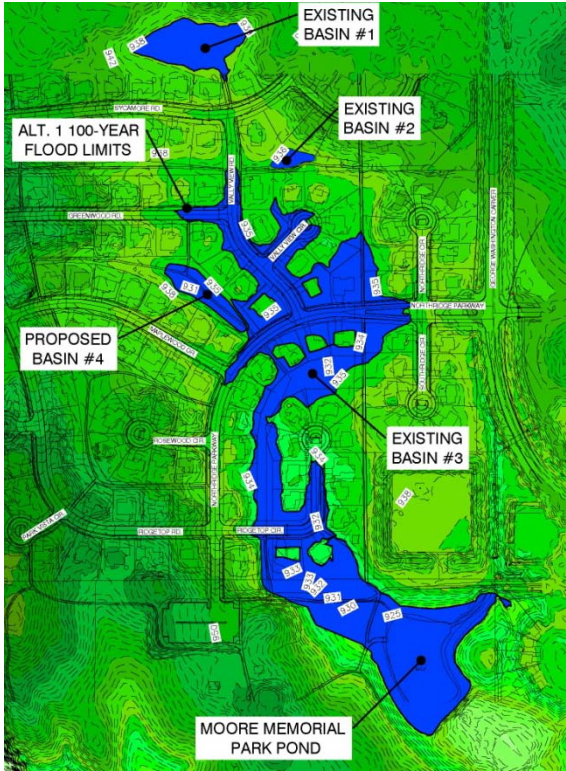




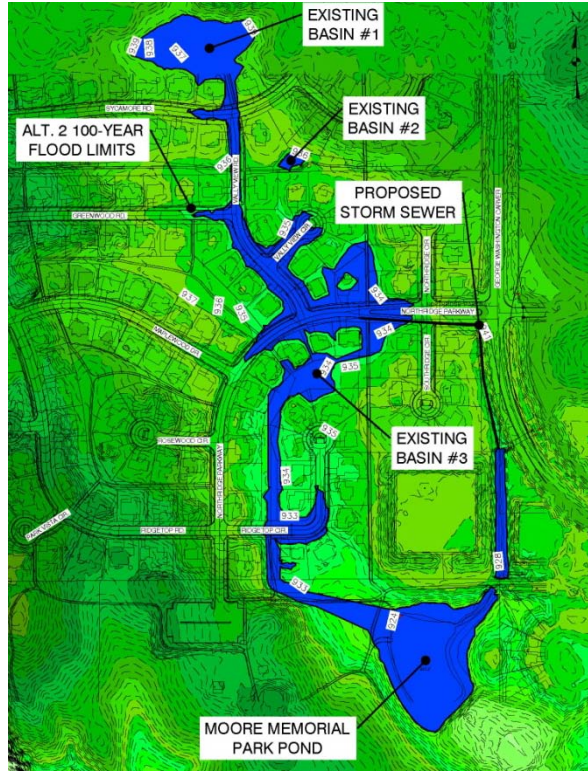
# Questions



Existing



Alternate 1



Alternate 2

**COUNCIL ACTION FORM**

**SUBJECT: AUTHORIZATION FOR STAFF TO APPROVE DNR PERMITS FOR EXTENSION OF WATER MAIN AND SANITARY SEWER MAIN INTO SUBDIVISIONS**

**BACKGROUND:**

Iowa Code section 455B.183 delegates construction permitting authority over certain sewer and water main extensions to qualified local Public Works Departments. Iowa Code section 567, Chapter 9 describes the manner and criteria under which the Department of Natural Resources (IDNR) oversees this authority. In the past, staff has approved these types of permits as authorized in Code. This authority allows Developers to submit construction permits through the City directly without processing the permit through the IDNR.

Staff has been contacted by the IDNR to update who within the City is authorized to sign these permits. City Council may authorize appropriate Public Works staff to apply for approval authority from the IDNR. **It is requested that Council designate authority to Eric Cowles, Civil Engineer II, and Sarah Okerlund, Civil Engineer I.** The Developer will still have the option to submit permits directly to the IDNR should the thresholds meet the requirements outlined in Code.

**ALTERNATIVES:**

1. Authorize Eric Cowles, Civil Engineer II and Sarah Okerlund, Civil Engineer I to assume permit approval authority from the IDNR and to subsequently approve construction permits as requested within the approval authority outlined in Iowa Code.
2. Direct staff to have Developers submit permit requests directly to the IDNR for approval.

**MANAGER'S RECOMMENDED ACTION:**

By granting approval authority, the timeframe for approval of construction permits for the extension of sewer and water mains will be reduced.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby authorizing Eric Cowles, Civil Engineer II and Sarah Okerlund, Civil Engineer I to assume permit approval authority from the IDNR and to subsequently approve construction permits as requested within the approval authority outlined in Iowa Code.

**COUNCIL ACTION FORM**

**SUBJECT: OXYGEN ANALYZER SYSTEM FOR UNIT 8 BOILER**

**BACKGROUND:**

This contract is for the purchase of a new Oxygen (O<sub>2</sub>) analyzer system for installation on the Unit 8 Boiler at the Power Plant. This system continuously measures the percentage of oxygen in the flue gas exiting the boiler and provides an average reading to the digital control system as a significant part of the overall boiler combustion control. It is also a key factor in achieving the correct and balanced chemical reaction inside the boiler. Too much or too little oxygen provides risk for possible explosions, excessive emissions, damage to tube materials, and inefficiencies.

Staff has reason to believe that the current O<sub>2</sub> analyzer system may not be accurately taking the oxygen reading in the flue gas. If the Power Plant continues to operate with the existing system, there is significant risk of damaging the tube materials inside the boiler and/or burning fuel inefficiently.

On March 21, 2013, the request for proposal (RFP) document was issued to eleven firms for the solicitation of proposals. The RFP was advertised on the Current Bid Opportunities section of the Purchasing webpage and was also sent to one plan room. On April 5, 2013, staff received competitive proposals from three firms. These proposals were then evaluated by a committee consisting of the two Power Plant Engineers and a Instrument and Control Technician.

The committee members independently evaluated and scored all three of the proposals. Each proposal was evaluated based on: 1) specification/RFP compliance; 2) price; 3) system design complexity; 4) accuracy and response time; 5) references; and 6) lead time/delivery.

Based on the matrix, the averaged scores are as follows:

<b>Offerors</b>	<b>Averaged Scores</b>	<b>Price</b>
Power Specialties, Raytown, MO	803	\$60,933.15
Interstate Industrial Instrumentation, Inc., Des Moines, IA	678	\$49,172.00
Cemtrex, Inc., Farmingdale, NY	672	\$35,699.06

Overall, 1,000 possible points were available cumulatively for each firm's written proposal. The overall weighted score was a function of the aforementioned evaluation factors.

**Based on the averaged weighted scores and a unanimous decision by the evaluation committee, staff recommends that a contract be awarded to Power Specialties, Raytown, MO, in the amount of \$60,933.15.**

There were very specific reasons why Power Specialties stood out as the strongest firm in supplying the oxygen analyzer system for the Unit 8 boiler even though their proposal was not the lowest price. These include the following:

1. Power Specialties proposed a Yokogawa O2 analyzer system. The Power Plant currently has a very similar Yokogawa O2 analyzer system on Unit 7. The system on Unit 7 has proven to be accurate, reliable, and easy to maintain. Operating with both Unit's 7 and 8 having similar O2 analyzers would also allow for easier training, less costs for spare parts, and overall plant efficiencies.
2. Power Specialties suggested probe lengths to be four meters. This length of probe will provide the ability to measure from a center location in the flue gas duct, assuring precise, accurate measurement. The other two proposals suggested probe lengths to be 18 inches. Using 18 inch probes would not allow the sample to be taken from the middle of the duct and could give a measurement that does not represent a true average.
3. Power Specialties has worked with the Power Plant in the past and has proven to be a reliable firm that delivers excellent service.
4. Power Specialties proposed the shortest amount of lead time/delivery of 6 weeks. Cemtrex proposed 8-10 weeks and Interstate Industrial Instrumentation proposed 8-12 weeks.
5. Power Specialties included the longest warranty period of 2 years for all parts proposed. Interstate Industrial Instrumentation proposed a warranty of 12 months and Cemtrex did not mention any warranty information.

**The FY 2012/13 operating budget contains \$65,000 for Replacing Unit 8 O2 Analyzer System.**

**ALTERNATIVES:**

1. Award a contract to Power Specialties, Raytown, MO, for the Oxygen Analyzer System for Unit 8 Boiler in the amount of \$60,933.15.
2. Award a contract for oxygen analyzer system to one of the other companies who submitted a proposal.

3. Reject all proposals and delay the purchase of the oxygen analyzer system.

**MANAGER'S RECOMMENDED ACTION:**

Due to the age and unreliability, the current O2 analyzer system on Unit 8 needs to be replaced. The criticality of this system requires that a quality system be installed. Power Specialties has proposed a system that is very similar to what is on Unit 7 and it has proven, by the Power Plant, to be accurate, reliable, and easy to maintain. In addition, our previous experience with this company has been excellent.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



**COUNCIL ACTION FORM**

**SUBJECT: SALE AND ISSUANCE OF ESSENTIAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS SERIES 2013 ISSUE IN AN AMOUNT NOT TO EXCEED \$23,500,000**

**BACKGROUND:**

The 2013/14 budget includes General Obligation (G.O.) Bond funded capital improvement projects in the amount of \$21,034,370. City staff also identified outstanding bonds that could be refunded at a savings to the City and have included with the 2013 bond issuance.

Projects to be funded by this issue include the following:

Street Improvements	\$ 6,200,000
Library Renovation and Addition	13,479,000
Resource Recovery Improvements (abated debt)	1,355,370
	<hr/>
Subtotal	\$ 21,034,370
Refunding Bonds	2,250,000
Issuance Cost / Allowance for Sale at Premium	215,630
	<hr/>
<b>Total Debt Issue</b>	<b>\$ 23,500,000</b>

On the morning of May 14, 2013, the City will accept bids for the bonds per the terms of our offering statement. The bids will be evaluated by our financial advisor, Public Financial Management, by the City's bond counsel, and by City staff to recommend award to the bidder with the lowest cost. A report of bids will be provided to Council at the May 14th meeting. Council may then adopt a resolution accepting bids and authorizing that the sale of bonds be awarded to the chosen bidder.

**ALTERNATIVES:**

1. The City Council can adopt a resolution accepting bids and authorizing the sale and issuance of Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$23,500,000.
2. The Council can reject the bond sale resolution and delay the capital projects.

**MANAGER'S RECOMMENDED ACTION:**

Issuance of these bonds is necessary in order to accomplish the City's approved capital improvements during this fiscal year and savings can be realized by bond refunding.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative No. 1, thereby adopting a resolution accepting bids and authorizing the sale and issuance of Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$23,500,000.

**COUNCIL ACTION FORM**

**SUBJECT: SUBMITTAL OF THE 2013-14 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ANNUAL ACTION PLAN**

**BACKGROUND:**

In order to receive federal Community Development Block Grant (CDBG) funds, the City must submit a Consolidated Plan to the Department of Housing and Urban Development (HUD). The Consolidated Plan is the planning document (Comprehensive Housing Affordability Strategy, or CHAS) for the jurisdiction. This Plan requires detailed background information on the community derived from both census data and other comprehensive studies performed by the community. The Plan must also identify, over a five-year period, the goals and priorities to address the housing and community development needs of low- and moderate-income persons and the housing and community development needs of non- low and moderate-income persons in the community. The goals and priorities for this program were originally established by the City in its 2009-14 Consolidated Plan.

The Consolidated Plan requires that the City develop an Annual Action Plan that outlines the program activities to be undertaken to address or meet those goals and priorities. The Annual Action Plan can address **one or all** of the goals and priorities of the housing and community development needs identified in the Consolidated Plan.

HUD regulations require that the Annual Action Plan be submitted for approval within 45 days before the beginning of the program fiscal year (i.e., by May 17, 2013). It also requires that the Plan be published for 30 days to allow for citizen input on the proposed project(s) for utilization of the funds (the comment period ended on Friday, May 10, 2013, with no comments being received).

The 2013 CDBG funding allocations for entitlement cities **have not** been determined at this time. Therefore, as suggested by our HUD Field Office, the staff projected the 2013-14 budget based on the City's 2012 CDBG allocation of \$511,276.

In February staff hosted three public forums for public input. The feedback received was presented to City Council. **Attachment 1** is a table showing the 2013-14 Proposed Annual Action Plan program activities. The programs being recommended for the upcoming year are **Neighborhood Home Improvement Rehabilitation, Homebuyer Assistance, Dangerous Building, Operation/Repair, Neighborhood Infrastructure Improvement Program, and Deposit and/or First Month Rent Assistance**, these activities continue to focus on the Council's goal of strengthening our neighborhoods. **Attachment 2** is a table showing the proposed budget for each of the projects (again based on the 2012 CDBG allocation), including administration.

Staff's rationale for recommending the continuation of these programs is as follows:

- The proposed projects are consistent with the Council's goals and priorities to focus on neighborhood sustainability by improving both the housing stock and the infrastructure in low- and moderate-income vital core neighborhoods. The goals are outlined in our 2009-14 Five-Year Consolidated Plan.
- FY 13-14 will mark the last year of the five-year period of the Consolidated Plan. Having administered this program over the five-year period has created a consistent impact and benefit to low- and moderate-income households in our community.
- The proposed projects reduce the downtime for starting new programs that can affect the City's ability to meet HUD's timely expenditure requirements.
- The limited number of programs proposed for FY 2013-14 reflect the workload capabilities of staff assigned to the CDBG program.

All of the proposed activities (except for the Dangerous Buildings Activity) would be of 100% benefit to low- and moderate-income persons and/or neighborhoods. Attached for your review is the Executive Summary of the 2013-14 Annual Action Plan.

**ALTERNATIVES:**

1. The City Council can approve submittal of the 2013-14 Annual Action Plan Program Projects to HUD in connection with the City's Community Development Block Grant Program.
2. The City Council can approve, with modifications, submittal of the 2013-14 Annual Action Plan Program Projects to HUD.
3. The City Council can refer this item back to staff with further direction.

**MANAGER'S RECOMMENDED ACTION:**

The programs being recommended for next year (Home Improvement Rehabilitation, Homebuyer Assistance, Operation and Repair, Dangerous Buildings, Neighborhood Infrastructure Improvements, and the Deposit and/or First Month's Rent Assistance) focus on the City Council's goal of strengthening our neighborhoods and are consistent with the priorities of the City's 2009-14 Consolidated Plan.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the 2013-14 Annual Action Plan Program Projects to be submitted to HUD by or before May 17, 2013.

## ATTACHMENT 1

### PROPOSED 2013-14 ANNUAL ACTION PLAN PROGRAM PROJECTS

Project Activities	Program Description	Priority Goal	CDBG National Objective
<p>The Neighborhood Sustainability Program comprises the following subcomponent programs:</p> <ul style="list-style-type: none"> <li>a. Home Improvement Rehabilitation Program</li> <li>b. Homebuyer Assistance</li> <li>c. Dangerous Buildings Program</li> <li>d. Deposit and/or First Month Rent Assistance Program</li> <li>e. Operation &amp; Repair</li> </ul>	<p>The overall goal of the Neighborhood Sustainability program is: (a) maintain and sustain decent, safe, and sanitary housing stock in existing neighborhoods by providing home repair grants for owner-occupied housing units; (b) provide down payment and closing cost assistance to first-time homebuyers; (c) demolish deteriorated properties in conjunction with our Dangerous Building Initiatives; (d) provide deposit and/or first month rent assistance to low-income households; (e) to increase the availability of housing to low- and moderate-income families; and (f) provide repair assistance when purchasing foreclosed properties to sell to first-time homebuyers or to a non-profit housing organization for homeownership.</p>	<p>1, 2</p>	<p>Low- &amp; Moderate-Income Benefit</p>
<p>The Public Improvement Program comprises the following subcomponent programs:</p> <ul style="list-style-type: none"> <li>• Neighborhood Infrastructure Improvements (curb, street resurfacing, sidewalks, etc.) in targeted low- and moderate-income census tracts</li> </ul>	<p>The overall goal of the Public Improvement Program is to preserve and enhance the viability and aesthetics of our core existing neighborhoods by maintaining the public infrastructure.</p>	<p>3</p>	<p>Low- &amp; Moderate-Income Benefit</p>

## ATTACHMENT 2

### Proposed 2013-14 Action Plan Expenditure Budget\*\*:

<u>Programs</u>	<u>Budget</u>
Operation and Repair (Rehab/Maintenance)	\$ 103,000
Dangerous Building Program (Slum & Blight)	\$ 48,021
Neighborhood Home Improvement Program	\$ 379,696
Renter Affordability Assistance Program	\$ 77,000
Homebuyer Assistance Program	\$ 105,000
Neighborhood Infrastructure Improvements Program	\$ 350,000
2013-14 Program Administration	\$ <u>124,429</u>
Total	\$1,187,146

### Proposed 2013-14 Action Plan Revenue Budget:

2013-14 CDBG Allocation	\$511,276
2013-14 Anticipated Program Rollover	\$565,000
2013-14 Anticipated Program Income	\$ <u>110,870</u>
Total 2013-14	\$1,187,146



# Fifth Program Year Action Plan

The CPMP Fifth Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

The City of Ames Planning & Housing Department has prepared a Consolidated Housing and Community Development Plan for the years 2009 through 2014 that provides a strategic vision for the community. The Plan has been approved by HUD. The Executive Summary and other materials can be found on the U.S. Department of Housing and Urban Development web site at <http://www.hud.gov/>, and on the City of Ames web site at: <http://www.city.ames.org/housing>. Please contact the City of Ames, Planning & Housing Department at (515) 239-5400 for additional information.

As part of updating the 2009-2014 Consolidated Planning process, the City of Ames' strategies toward serving the needs of extremely low-income, low-income, and moderate-income families are: to **continue** to seek public input; to continue to invest resources, both physical and financial; and to continue to implement programs that will address the community's priority needs. The main areas of focus anticipated over the upcoming five (5) year Consolidated Plan period will be **to continue** to utilize CDBG and other local and/or state funds to address the priority need categories listed below:

1. CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing;
2. CDBG funds should be used to promote one community by implementing programs that support a continuum of new or expanded housing and services targeted for homeless, transitional housing clients, and persons with special needs; and
3. CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services.

Based on community input, and after examining the five priority needs that were created in the 2004-2009 strategic planning period, it was clear that the above priority needs had been the focus during the 2004-2009 five-year period. In addition, the above priority needs provided the most positive impacts on addressing the needs of extremely low-, low-, and moderate-income households in the community. The City, during its first five years and now starting its fifth year of its second five-year plan, has been very successful in implementing the program activities that led to having exceeded the 70% low- and moderate-income benefit expenditure requirement by approximately 25%. To continue this success rate, the City, during this last year of the second five-year period, will continue to administer and focus its programming in the above three priority need areas.

One of the City Council's goals **continues** to be to Strengthen Neighborhoods. Therefore, the Action Plan projects will focus on various activities that will strengthen neighborhoods by implementing housing-related activities for both rental and owner-occupied (e.g., homeownership assistance, rehabilitation, slum and blight removal, etc.) and by implementing public facilities infrastructure activities (e.g., sidewalks, street and curb repair, water, sewer improvements, etc.). Additionally, the City plans to continue to focus on the ASSET process as a vehicle for providing financial assistance for the needs of and service delivery to persons with incomes at 50% or less of the Story County median income limit, and to the homeless.

The following is a brief overview of the 2013-14 program year activities and rollover activities that will be proposed to be implemented in fiscal year July 1, 2013, to June 30, 2014. They will focus on CDBG funds being targeted on two (2) of the above five-year priority goals that will directly address strengthening neighborhoods and the third priority goal will focus on how ASSET Funds will be used to address the continuum of care needs for agencies that provide direct services to our homeless and very low-income populations.

**1. HOUSING ACTIVITIES OBJECTIVE:** CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing. Under this objective for 2013-14 the City **will continue** to implement the following subcomponent programs under the **Neighborhood Sustainability Programs**:

**a. Acquisition/Reuse, and/or Slum and Blight Component.** The objectives of these programs are to continue to seek, acquire, and rehabilitate single-family properties, or to demolish/remove properties for lots to be reused for affordable housing to assist low- and moderate-income (80% or less of area median income, or AMI) families. This program, where possible, will have a more comprehensive approach at targeting single-family properties as follows: 1) Converting single-family rentals or non-rental properties in existing neighborhoods that are for sale back into single-family homeownership; 2) Matching, where possible, with eligible low-income (80% or less of AMI) first-time homebuyers through the Homebuyer Assistance Program and/or sale to Non-Profit Organizations; 3) Assisting in code enforcement by acquiring and demolishing abandoned, deteriorated properties and then re-selling the lots to non-profit organizations, and/or for-profit developers, to be used for affordable housing, or the removal and demolition of deteriorated properties in floodplains or other environmentally unsafe areas through the Slum and Blight Program; 4) Acquiring foreclosure properties and vacant lots and re-selling them to non-profit organizations, and/or for-profit developers, for affordable housing; and 5) Concentrating, if possible, in targeted low-income census tracts. The overall goal of the Neighborhood Sustainability Program is to increase the availability of housing to low-income families and to maintain decent, safe, and sanitary housing stock in existing neighborhoods.



**-Under the Slum and Blight Sub-Component, a “Dangerous Building Program”** will be implemented. The program is designed to demolish deteriorated properties that have been identified by city code regulations as being unsafe and in need of immediate repair or in need of demolition. The budget for 2013-14 it is being proposed that \$39, 021 will come from the 2013-14 allocation, and \$9,000 will come from anticipated program income for 2013-14 for a total of \$\$48,021.

**-Under the Acquisition/Reuse Component,** funds have been set aside for the Operation and Repair of Foreclosed Properties that have been purchased over the past few years. The budget for 2013-14 it is being proposed that \$83,000 will come from the anticipated 12-13 rollover balance and \$ 20,000 from the anticipated program income for 2013-14 for a total of \$103,000.

**-Under the Acquiring foreclosure properties,** continuing to partner with our local Habitat for Humanity to sell these properties for rehabilitation to qualified Habitat for Humanity households.

**b. Homebuyer Assistance Program Component.** The objective under this program is to provide financial assistance to qualified low- and moderate-income first-time homebuyers, with incomes at or below 80% of the AMI limits, to purchase existing and/or newly constructed single-family housing in residentially-zoned areas. The overall goal of the Homebuyer Assistance Program is to allow low- and moderate-income households to gain access to housing and/or improve their housing status. The budget for 2013-14 it is being proposed that the total \$105,000 will come from the anticipated 12-13 rollover balance.

**c. Neighborhood Housing Improvement Program Component.** The Neighborhood Housing Improvement Program objective will be to provide financial assistance to qualified low- and moderate-income single-family homeowners at or below 80% of the area median income limits to improve the physical condition of their single-family homes in residentially-zoned areas. The overall goal of the Neighborhood Housing Improvement Program is to allow single-family homeowners to reside in decent, safe, and sanitary housing that will enhance neighborhood sustainability. The budget for 2013-14 it is being proposed that \$120,000 will come from the anticipated 2013-14 allocation; \$200,000 will come from the 12-13 rollover balance and \$ 42,696 from the anticipated program income for 2013-14 for a total of \$379,696.

**d. The Renter Affordability Program Component.** The Renter Affordability Program Component objective is to provide assistance to low-income households, who are at or below 50% or less of the Story County median income limits, gain access to rental housing units that will improve their housing status, and help them to secure economic stability in order to remain in these housing units. The activity that will be implemented will be the Deposit and/or First Month’s Rent Assistance. The budget for 2013-14 it is being proposed that all \$77,000 will come from the anticipated 12-13 rollover balance.

**2. PUBLIC IMPROVMENTS OBJECTIVE:** CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services.

**a. Neighborhood Infrastructure Improvements Program.** The Neighborhood Infrastructure Program objective will be to make various infrastructure improvements (curb, sidewalks, street, etc.) in targeted low- and moderate-income census tracts. The overall goal of the Program is to preserve and enhance the viability and aesthetics of the infrastructure in our core existing neighborhoods. The budget for 2013-14 it is being proposed that \$250,000 will come from the anticipated 2013-14 allocation, and \$100,000 will come from the 12-13 rollover balance for a total of \$350,000.

**See Attachment 1 for Project Worksheets and  
Five-Year Objectives and Outcomes Table**

**Proposed 2013-14 Action Plan Expenditure Budget\*\*:**

<u>Programs</u>	<u>Budget</u>
Operation and Repair (Rehab/Maintenance)	\$103,000
Dangerous Building Program (Slum & Blight)	48,021
Neighborhood Home Improvement Program	379,696
Renter Affordability Assistance Program	77,000
Homebuyer Assistance Program	105,000
Neighborhood Infrastructure Improvements Program	350,000
2013-14 Program Administration	<u>124,429</u>
<b>Total</b>	<b>\$1,187,146</b>

**Proposed 2013-14 Action Plan Revenue Budget:**

2013-14 CDBG Allocation	\$511,276
2013-14 Anticipated Program Rollover	565,000
2013-14 Anticipated Program Income	<u>110,870</u>
<b>Total 2013-14</b>	<b>\$1,187,146</b>

See MAPS Section for proposed 2013-14 CDBG projects and budget.

**\*\* The program budget and revenues for 2013-14 had not been determined at the time this comment period began due to the Federal Sequestration and Continuing Resolution decisions made by Congress. Therefore, the 2012-13 amounts for expenses and revenues are being projected along with anticipated adjustments in the program rollover balance and anticipated program income. The budget may be adjusted at the public hearing if the 2013-14 allocation is announced or before the plan is submitted to HUD on or before May 17, 2013.**

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT MAINTENANCE SERVICES CONTRACT**

**BACKGROUND:**

On March 5, 2013, City Council approved preliminary plans and specifications for the Power Plant maintenance services contract. The Electric Utility has two coal-fired, high-pressure steam generation units within the City's Power Plant, referred to as Unit No. 7 and Unit No. 8. These units require regular professional maintenance and repair. This consists of both emergency and planned repairs and service. Services include a large variety of boiler and pressure vessel maintenance and repairs, structural steel, pump and piping work, coal handling system, coal pulverizer work, and other miscellaneous mechanical Power Plant work.

The repair of the equipment on these generation units requires professional trade crafts such as boilermakers, steam/pipe fitters, and millwrights. The crafts are certified to install and repair high-pressure vessel and piping systems and other apparatus of the generation units. One of the most important aspects of this work is to provide the dependable, high pressure certified repairs and documentation required by State Code.

This contract is to provide maintenance services for the period from July 1, 2013 through June 30, 2014. The contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms.

Bid documents were issued to twenty-nine potential bidders. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. The bid was also sent to four plan rooms.

On May 1, 2013, nine bids were received as shown on the attached report. The bid submitted by NAES Power Contractors, Inc. was found to be non-responsive because the bids they submitted for five of the crafts were not valid after July 1, 2013 which is when this services contract will begin. **Electric Services staff has determined that additional time is needed to evaluate each of the remaining bids to determine which one can perform the Power Plant Maintenance Services contract at the lowest overall price.**

The approved FY2013/14 Power Plant operating budget includes \$550,000 for this contract. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Accept report of bids and delay award for the Power Plant maintenance services contract.
2. Award a contract to the apparent low bid.
3. Reject all bids and direct staff to rebid.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for boiler repair and maintenance, and will also control costs by having established billing rates. **By choosing alternative No. 1, staff will have enough time to evaluate each bid and recommend an award that best meets the needs of the City of Ames.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.



STEAMFITTER		Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Day	Journeyman	\$39.00	\$58.50	NA	\$60.00	\$80.00	\$100.00	\$59.50	\$77.00	\$119.00	\$60.51	\$77.84	\$95.17	\$62.97	\$82.31	\$101.64	\$62.56	\$89.79	\$117.92	\$65.95	\$83.59	\$101.23	\$73.43	\$98.36	\$123.28
	Foreman	\$45.00	\$67.50	NA	\$60.00	\$80.00	\$100.00	\$66.25	\$86.50	\$132.50	\$63.88	\$82.59	\$101.31	\$66.35	\$87.22	\$108.10	\$67.14	\$96.58	\$126.93	\$69.60	\$88.65	\$107.70	\$71.23	\$95.05	\$118.87
	General Foreman	\$49.50	\$74.25	NA	\$65.00	\$85.00	\$105.00	\$72.50	\$96.50	\$145.00	\$65.98	\$85.56	\$105.15	\$68.45	\$90.30	\$112.15	\$71.72	\$103.38	\$135.94	\$71.89	\$91.82	\$111.76	\$67.70	\$89.76	\$111.81
	Superintendent	\$55.45	\$83.18	NA	\$65.00	\$85.00	\$105.00	\$80.00	\$106.50	\$160.00	\$90.25	\$132.50	\$174.80	\$75.64	\$100.79	\$125.93									
Night	Journeyman	\$39.00	\$58.50	NA	\$65.00	\$85.00	\$105.00	\$59.50	\$77.00	\$119.00	\$63.38	\$81.89	\$100.41	\$65.85	\$86.50	\$107.15	\$62.56	\$89.79	\$117.92	\$69.06	\$87.90	\$106.75	\$78.42	\$105.84	\$133.25
	Foreman	\$45.00	\$67.50	NA	\$65.00	\$85.00	\$105.00	\$66.25	\$86.50	\$132.50	\$66.75	\$86.65	\$106.55	\$69.23	\$91.42	\$113.62	\$67.14	\$96.58	\$126.93	\$72.72	\$92.98	\$113.23	\$75.99	\$102.20	\$128.40
	General Foreman	\$49.50	\$74.25	NA	\$70.00	\$90.00	\$110.00	\$72.50	\$96.50	\$145.00	\$68.85	\$89.62	\$110.38	\$71.33	\$94.49	\$117.66	\$71.72	\$103.38	\$135.94	\$75.00	\$96.14	\$117.28	\$72.11	\$96.37	\$120.64
	Superintendent	\$55.45	\$83.18	NA	\$70.00	\$90.00	\$110.00	\$80.00	\$106.50	\$160.00	\$93.15	\$136.75	\$180.40	\$78.52	\$104.98	\$131.44									

**NOTE:**

Rates valid until May 31, 2014.  
Union contract renews June 2014

Rates valid until May 31, 2014.  
Union contract renews June 2014

**TRAVEL & SUBSISTENCE**

Description	Rate	Rate	Rate	Rate	Rate	Rate	Rate
<b>Subsistence:</b>							
Supervisors	\$100.00 per day	\$80.00 per day	\$125.00 per day	\$100.00 per day	\$100.00 per day	\$75.00 per day	\$100.00 per day
Craft	\$85.00 per day	\$80.00 per day	\$125.00 per day	\$40.00 per day	\$50.00 per day	\$50.00 per day	\$0 per day

**Travel & Mileage**

Supervisor travel	ST rate per hour	\$50.00 per hour	\$75.00 per hour	\$300.00 per move & de-move (each)	\$86.58 per hour	\$76.61 per hour	\$0.00	ST rate per hour
Supervisor mileage	IRS rate per mile unless PES vehicle	\$1.00 per mile	\$.59 per mile	\$100.00 per move & de-move (each)	\$0 (pick-up to be billed at attached equipment rental rates, and fuel to be billed at cost +5%)	\$.75 per mile	\$0.00	\$.45 per hour
Craft travel	\$125.00 move / \$125.00 de-move	\$50.00 per hour	\$45.00 per hour		To be billed at craft rates provided (if applicable)	Only if applicable at craft journeyman rate		
Craft mileage	IRS rate per hour	\$1.00 per mile	\$.59 per mile		\$.62/mile (if applicable)	Boilermakers do not receive travel or mileage unless hauling tools or equipment. All other crafts, if local (within 50 miles) do not receive travel or mileage.		

**Deliveries**

Travel	ST rate per hour	\$50.00 per hour	NA	\$85.00 per hr ST / \$115.00 per hr OT / \$140.00 per hr. DT	To be billed as 3rd party trucking per subcontract rates	\$38.04 per hour	Per invoice if any	
Mileage	IRS rate per mile unless PES vehicle	\$1.00 per mile	\$3.50 per mile	\$0.00	To be billed as 3rd party trucking per subcontract rates	\$1.00 per mile	Per invoice if any	

**MISC.**

Description	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
Safety supplies &	Cost + 10%	Cost + 5%	Cost + 10%	N/A Provided by Contractor	Cost + 5%	Cost + 10%	Included in rate	Cost + 10%
Miscellaneous materials & consumables	Cost + 10%	Cost + 12%	Cost + 10%	Cost + 8%	Cost + 7%	Cost + 10%	Included in rate	Cost + 10%
				Consumables Cost + 8%				
				Subcontractor services + 8%				
				Third Party Rental Equipment + 8%				
Travel & Subsistence		2 to 3% per year	3% per year	0% per year (fixed through 12-31-13). Renegotiated 1-1-14	5% per year	5% per year	0% per renewal period	3% per year
Equipment & Tools		2 to 3% per year	3% per year	3% per year	0% per year	0% per year	0% per renewal period	3% per year

**Performance/Payment Bond: 2.5% for first \$100k, 1.5% for next \$400k, 1% for next \$2m (invoiced at cost)**

**Performance Bond: \$5,500.00**