

**AGENDA**  
**MEETING OF THE AMES AREA METROPOLITAN**  
**PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE AND**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**MARCH 22, 2016**

**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.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)**  
**TRANSPORTATION POLICY COMMITTEE MEETING**

**CALL TO ORDER: 6:00 p.m.**

1. Motion approving Draft FY 2017 Transportation Planning Work Program and setting May 24, 2016, as date of public hearing
2. Motion approving Revised FY 2016 Transportation Planning Work Program
3. Public Participation Plan Update:
  - a. Motion approving Draft Public Participation Plan
  - b. Motion setting May 24, 2016, as date of public hearing
4. Motion approving appointment of John Joiner to SUDAS Board of Directors
5. Motion approving Annual Self-Certification for FY 2017

**POLICY COMMITTEE COMMENTS:**

**ADJOURNMENT:**

**REGULAR CITY COUNCIL MEETING\***

\*The Regular City Council Meeting will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

**RECOGNITIONS & PROCLAMATIONS:**

1. Police Awards and Recognitions
2. Proclamation for "Good Neighbor Emergency Assistance Month," April 2016
3. Proclamation for "Eco Fair Day," April 2, 2016

**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 Regular Meeting of March 1, 2016, and Special Meeting of March 10, 2016

6. Motion approving Report of Contract Change Orders for February 16-29 and March 1-15, 2016
7. Motion approving 5-day (May 14-18) Special Class C Liquor License for Burgie's Coffee & Tea at the ISU Alumni Center, 420 Beach Avenue
8. Motion approving 5-day (May 5-9) Special Class C Liquor License for Olde Main at ISU Molecular Biology Building, 2437 Pammel Drive
9. Motion approving 5-day (April 16-20) Class C Liquor License for Olde Main at ISU Alumni Center, 420 Beach Avenue
10. Motion approving Ownership Change of Class E Liquor License, Class B Wine Permit & Class C Beer Permit for Walgreens #12108, 2719 Grand Avenue
11. Motion approving Ownership Change of Class E Liquor License, Class B Wine Permit, & Class C Beer Permit for CVS Pharmacy, 2420 Lincoln Way, Ste. 104
12. Requests for Greek ExCYtement and Greek Visit Day on Friday, April 8, through Sunday, April 10:
  - a. Resolution approving closure of portions of Ash Avenue, Sunset Drive, and Pearson Avenue from 6 p.m. to 10 p.m. on Friday, April 8, from 12:00 p.m. to 5:00 p.m. on Saturday, April 9, and from 8 a.m. to 12 p.m. on Sunday, April 10
  - b. Resolution approving suspension of parking enforcement for closed areas
13. Requests from Main Street Cultural District (MSCD) for Bike Night on May 27, June 24, July 22, August 26, and September 23:
  - a. Motion approving Blanket Temporary Obstruction Permit and Vending License in MSCD
  - b. Motion approving 5-day Class B Beer & Outdoor Service licenses for Main Street Cultural District for Bike Night on the following dates: May 26-30, June 23-27, July 21-25, August 25-29, and September 22-26
  - c. Resolution approving street closures for portions of Main Street, Douglas Avenue, and Kellogg Avenue
  - d. Resolution approving closure of metered parking spaces within closed areas and waiver of parking meter fees
  - e. Resolution approving waiver of fee for blanket Vending License
14. Request from Raising Readers for "Step Into Storybooks" Event:
  - a. Resolution approving waiver of parking meter fees for metered spaces on portions of Douglas Avenue and 5<sup>th</sup> Street from 8:30 a.m. to 12:30 p.m. on Saturday, April 16
15. Resolution approving appointment of Jayna Grauerholz to fill position as Hearing Officer for Human Relations Commission
16. Resolution approving Public Art Commission FY 2016/17 budget in the amount of \$41,000
17. Resolution approving 2016/17 Ames Annual Outdoor Sculpture Exhibitions selections
18. Resolution authorizing Notice of Intent to commence North River Valley Well Field and Pipeline Project and setting date of public hearing for April 26, 2016
19. Resolution authorizing diminution of Power Plant Coal Handler positions
20. Resolution approving Neighborhood Improvement Project grant funding for Old Town Neighborhood Association in the amount of \$400.36
21. Resolution approving Master Agreement with Iowa Communications Network for communication projects
22. Resolution approving Grant Agreement Amendment for Squaw Creek Water Main Protection Project (Hazard Mitigation Grant Program Flood Mitigation)
23. Resolution approving budget amendment in the amount of \$62,776 for the Library's "Small Talk" program
24. Resolution approving preliminary plans and specifications for 2015/16 Airport Improvements Taxiway Rehabilitation (Runway 01/19); setting April 6, 2016, as bid due date and April 12, 2016, as date of public hearing

25. Resolution approving preliminary plans and specifications for 2015/16 Right-of-Way Restoration; setting April 20, 2016, as bid due date and April 26, 2016, as date of public hearing
26. Resolution approving preliminary plans and specifications for 2015/16 Shared-Use Path System Expansion (South Dakota Avenue); setting April 20, 2016, as bid due date and April 26, 2016, as date of public hearing
27. Resolution approving preliminary plans and specifications for 2013/14 Storm Sewer Improvements, 2015/16 Concrete Pavement Improvements Program #2, and 2015/16 Water System Improvements #3 (North 2<sup>nd</sup> Street - North Riverside Drive to North Maple Avenue); setting April 20, 2016, as bid due date and April 26, 2016, as date of public hearing
28. Resolution approving preliminary plans and specifications for WPC Facility Clarifier Drive Replacement Project; setting April 19, 2016, as bid due date and April 26, 2016, as date of public hearing
29. Asbestos Maintenance Services Contract for Power Plant:
  - a. Resolution approving renewal of contract with ESA, Inc., of North Sioux City, South Dakota, in an amount not to exceed \$100,000
  - b. Resolution approving contract and bond
30. Specialized Wet/Dry Vacuum, Hydroblast, and Related Cleaning Services for Power Plant:
  - a. Resolution approving renewal of contract with Bodine Services of Clinton, LLC, of Clinton, Iowa, in an amount not to exceed \$83,000
  - b. Resolution approving contract and bond
31. Motor Repair Contract for Power Plant:
  - a. Resolution approving renewal of contract with Electrical Engineering and Equipment Co., of Windsor Heights, Iowa, in an amount not to exceed \$125,000
  - b. Resolution approving contract and bond
32. Resolution approving contract and bond for 2015/16 Clear Water Diversion Program (Duff Avenue, East 9<sup>th</sup> Street, and McDonald Drive)
33. Resolution approving contract and bond for 2015/16 Concrete Pavement Improvements Program #1 (Friley Road)
34. Resolution approving contract and bond for 2015/16 Asphalt Street Pavement Improvements (Dotson Drive, Baughman Road, Beedle Drive, Wellons Drive, Wellons Circle, Jeffrey Lane, Harris Street, Aplin Road) and 2015/16 Water System Improvements (Wellons Drive, Wellons Circle)
35. Resolution approving contract and bond for 2015/16 Water Systems Improvements Program #1 - Water Main Replacement (Country Club Boulevard)
36. Resolution accepting partial completion of public improvements and lessening security requirement for South Fork Subdivision, 7<sup>th</sup> Addition

**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.**

**PLANNING & HOUSING:**

37. Resolution approving/motion denying Ames Urban Fringe Plan Map Amendment for East Industrial Area

38. Walmart (Grand Avenue and 30<sup>th</sup> Street):
  - a. Resolution approving deferment of requirement to install sidewalk
  - b. Resolution approving Plat of Survey
  - c. Resolution approving Joint Use Parking Agreement with North Grand Mall
39. Update on Flood Plain and Environmentally Sensitive Overlay and Map Amendments

**PUBLIC WORKS:**

40. Lincoln Way Pedestrian Crossing Data Collection and Analysis (University Boulevard to Sheldon Avenue):
  - a. Motion approving scope of work with consulting group
  - b. Resolution approving payment to Iowa State University for one-half of cost of analysis
  - c. Motion to pay City's share from Road Use Tax fund balance

**ADMINISTRATION:**

41. Staff report on Campus Community Commission:
  - a. Motion establishing membership and charge
  - b. Motion directing City Attorney to prepare document

**HEARINGS:**

42. Hearing on zoning text amendment pertaining to the minimum floor area ratio and building height for institutional uses requiring Special Use Permits in Downtown Service Center and Campustown Service Center Zoning Districts:
  - a. First passage of ordinance
43. Hearing on zoning text amendment to add funeral homes as an institutional use allowed in the Downtown Service Center Zoning District:
  - a. First passage of ordinance
44. Hearing on Urban Revitalization Plan for 3505 and 3515 Lincoln Way:
  - a. First passage of ordinance establishing 3505 and 3515 Lincoln Way Urban Revitalization Area
  - b. Resolution approving Plan
45. Hearing on 2015/16 Arterial Street Pavement Improvements (13<sup>th</sup> Street from Furman Aquatic Center to Union Pacific Railroad):
  - a. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$1,324,632
46. Hearing on 2015/16 Water System Improvements Program #2 (South Duff Avenue):
  - a. Motion accepting report of no bids
47. Hearing on WPC Facility Sludge Pumping Building Heat Recovery Unit Replacement:
  - a. Resolution approving final plans and specifications and awarding contract to Mechanical Comfort, Inc., of Ames, Iowa, in the amount of \$99,100
48. Hearing on City Hall Roof Improvements Project:
  - a. Resolution approving final plans and specifications and awarding contract to Central States Roofing of Ames, Iowa, in the amount of \$452,400
49. Hearing on Ames/ISU Ice Arena Flooring Project:
  - a. Motion accepting report of bids
  - b. Resolution approving final plans and specifications and awarding a contract

**ORDINANCES:**

50. First passage of ordinance correcting an *Iowa Code* reference in Section 23.308 pertaining to review procedures for Plats of Survey
51. Second passage of ordinance rezoning properties at 1405, 1415, 1425, 1502, 1509, 1510, 1511, and 1519 Baltimore Drive and 1428, 1429, 1506, 1514, and 1522 Boston Avenue from Community Commercial Node (CCN) to Highway-Oriented Commercial (HOC)
52. Third passage and adoption of ORDINANCE NO. 4250 rezoning property at 217-6<sup>th</sup> Street from Neighborhood Commercial (NC) to Downtown Service Center (DSC)

**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*.**

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: DRAFT FY 2017 TRANSPORTATION PLANNING WORK PROGRAM**

**BACKGROUND:**

As a part of the federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration and the Federal Transit Administration provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation administers this program.

The Transportation Planning Work Program (TPWP) includes several work elements to ensure an integrated transportation system. These elements include administrative tasks for transportation planning; programming and development for the Transportation Improvement Program; comprehensive transportation planning; in-depth technical analysis; enhanced transit planning for coordination, accessibility, and efficiency; public participation enhancement and incorporation into the transportation planning process; committee support; and maintenance of the Long Range Transportation Plan. Some expected products in the FY 2017 TPWP include development of the Transportation Improvement Program, ongoing maintenance of the Long Range Transportation Plan and Passenger Transportation Plan, and a Transit System Redesign Study.

**CyRide, in cooperation with the Ames Area MPO, plans to contract for consulting services for a Transit System Redesign Study during FY 2017. The FY2016 TPWP was updated to include necessary language to allow for consultant selection to commence during FY 2016 in anticipation for completing the study in FY 2017.**

**ALTERNATIVES:**

1. Approve the Draft FY 2017 Transportation Planning Work Program and set May 24, 2016 as the date of public hearing.
2. Modify the Draft FY 2016 Transportation Planning Work Program and set May 24, 2016 as the date of public hearing.

**RECOMMENDED ACTION:**

The Ames Area MPO Transportation Technical Committee recommends approval of this Draft FY 2017 Transportation Planning Work Program.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as noted above.



**FY17**

**Transportation Planning  
Work Program**



The Ames Area MPO prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on **May \_\_, 2016**. Please call (515) 239.5160 to obtain permission to use.

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## Introduction

The Fiscal Year 2017 Transportation Planning Work Program (FY 2017 TPWP) is the work plan for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document should be in enough detail to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

## Area Background

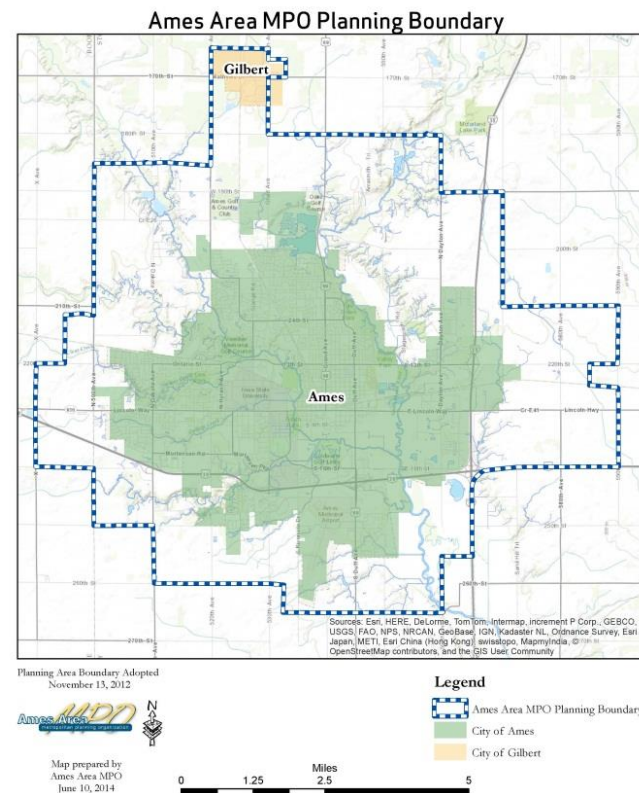
The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

## Definition of Area

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While

the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.

The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad Provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.



## Planning Priorities

The FY2017 TPWP addresses the planning goals of the Ames Area MPO, which are:

- Provide a connected transportation system that offers efficient and reliable mobility options for all modes of travel.
- Provide a safe transportation system.
- Consider and mitigate the impacts of the transportation system on the natural and built environment.
- Provide an accessible transportation system which fits within the context of its surroundings and preserves community character.
- Provide a transportation system that supports the regional economy and efficiently moves goods.
- Maintain transportation infrastructure in a state-of-good-repair.

The Federal Highway Administration and the Federal Transit Administration in a memorandum to Metropolitan Planning Organizations, dated March 18, 2015, jointly issues Planning and Emphasis Areas (PEAs). The PEAs are topical areas in planning that FHWA and FTA want to emphasize as MPOs develop work tasks associated with PEAs in the Transportation Planning Work Program. The 2016 PEAs include:

1. **MAP-21 Implementation:** Transition to performance-based planning and programming.
2. **Regional Models of Cooperation:** Ensure regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and State boundaries.
3. **Ladders of Opportunity:** Access to essential services.

To address these priorities and challenges in the FY 2017 Transportation Planning Work Program, the Ames Area MPO will conduct the following activities to address these areas of emphasis:

- **FY 2018 – 2021 Transportation Improvement Program (Task 2)** – Develop a short-range transportation document in accordance with the Public Participation Process and address transportation programming using principals from the Ames Mobility 2040 Long Range Transportation Plan
- **Transit Route Redesign Study (Task 5.2)** – through consulting services, conduct an analysis of CyRide’s current route structure and schedule to determine if its current service delivery method is the most efficient. CyRide has grown from 4 million annual rides to almost 7 million over the past decade.
- **Development of Performance Measures (Task 3)** – Transition MPO planning activities to using performance measures in effort to implement MAP-21
- **Partnering with local organizations and host additional coordination meetings (Task 1)** – Ensuring a regional approach to our transportation planning activities.
- **Passenger Transportation Plan (PTP) (Task 4)** – Update and amend the 2015-2020 PTP to address access to essential services within the Ames region.

The following documents are developed, updated, or maintained on a periodic basis:

- Transportation Planning Work Program
- Transportation Improvement Program
- Public Participation Plan
- Long Range Transportation Plan

- Passenger Transportation Plan: As part of an effort to coordinate and develop services with human service agencies and other transit agencies, a Passenger Transportation Plan has been developed, and is updated every five years. The Passenger Transportation Plan is developed in consultation with human service agencies and transportation providers in an effort to further this goal.

### Performance-based Planning and Programming

The regional performance measures tie back to the six performance goals:

1. Connected, Efficient, and Reliable
2. Safety
3. Environment
4. Accessibility
5. Economy and Goods Movement
6. Asset Management

Performance targets are shown that reflect challenging, yet achievable performance targets for the Ames area. The performance targets are shown as a way of assessing the level of consistency between Ames Mobility 2040 Plan outcomes with the regional transportation vision and goals. The performance measures do not reflect Ames Area MPO policy, and there are not positive or negative consequences to the Ames Area MPO or its member jurisdictions whether they are achieved or not achieved. The regional performance measures are desired outcomes that reflect the community vision and attempt to measure how the Ames Mobility 2040 plan compares to that vision. It is assumed that the Ames area's regional performance measures and targets will be ultimately be modified when formal performance measurement rulemaking is finalized.

## Air Quality

The Clean Air Act requires the United States Environmental Protection Agency to set limits on how much of a particular pollutant can be in the air anywhere in the United States. National Ambient Air Quality Standards are the pollutant limits set by the Environmental Protection Agency; they define the allowable concentration of pollution in the air for six different pollutants:

- Carbon Monoxide
- Lead
- Nitrogen Dioxide
- Particulate Matter
- Ozone
- Sulfur Dioxide

The Clean Air Act specifies how areas within the country are designated as either “attainment” or “non-attainment” of an air quality standard, and provides Environmental Protection Agency the authority to define the boundaries of nonattainment areas. For areas designated as non-attainment for one or more National Ambient Air Quality Standards, the Clean Air Act defines a specific timetable to attain the standard and requires that non-attainment areas demonstrate reasonable and steady progress in reducing air pollution emissions until such time that an area can demonstrate attainment. Each state must develop and submit a State Implementation Plan that addresses each pollutant for which it fails to meet the National Ambient Air Quality Standards. Individual state air quality agencies are responsible for defining the overall regional plan to reduce air pollution emissions to levels that will enable attainment and maintenance of the National Ambient Air Quality Standards. This strategy is articulated through the State Implementation Plan.

The Ames Area MPO does not exceed the National Ambient Air Quality Standards and is considered an attainment area.

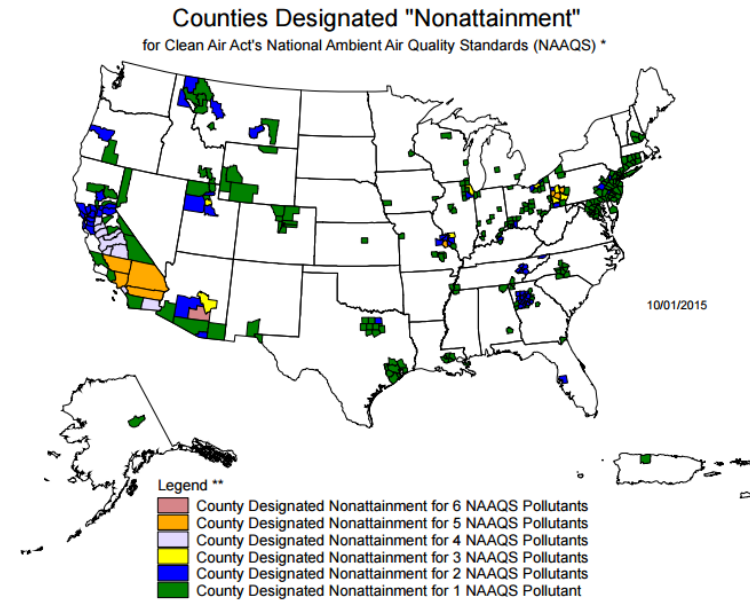


Figure 1 U.S. EPA Green Book

### TPWP Development

The FY 2017 Transportation Planning Work Program was developed by input from the Ames Area MPO staff, members of the Transportation Technical Committee, the general public, and the Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

- **October 13, 2015 and November 9, 2015 – Transportation Technical Committee**  
During October and November, the Transportation Technical Committee reviewed the potential funding levels anticipated for FY 2017 and developed a list of potential projects and work activities to consider for the 2017 fiscal year.
- **March 8, 2016 – Transportation Technical Committee**  
The Technical Committee reviewed the draft FY 2017 TPWP and made final recommendations.
- **March 11, 2016 – Public Input Meeting**  
The Transportation Planning Work Program for FY 2017 was made available on the Ames Area MPO website and the general public were able to submit comments to MPO staff. On March 11, 2016, MPO staff were available for the general public to give input to staff in-person at a meeting held at the Ames City Hall.
- **March 22, 2016 – Transportation Policy Committee Meeting**  
The Transportation Policy Committee approved the draft FY 2017 Transportation Planning Work Program and set a date for a public hearing to consider and adopt the FY 2017 program.
- **April 2016 – Review from DOT Partners**

During April, the draft Transportation Planning Work Program was submitted to Federal and State partners for compliance review and comments.

- **May 24, 2016 – Transportation Policy Committee Hearing**

The Transportation Policy Committee held a public hearing to consider adoption of the FY2017 Transportation Planning Work Program with opportunities for the public to respond and present to the committee.

### Private Sector Involvement

Consultants will be used to perform the following subtasks:

- Alternatives Analysis Study (Task 5.1)
- Transit System Redesign Study (Task 5.2)

## Organization

The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO. The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

### Transportation Policy Committee

Voting membership on the Ames Area MPO Transportation Policy Committee is open to any county or city government located, wholly or partially, in the designated Metropolitan Planning Area. Currently the Ames Area MPO membership includes: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

<b>Transportation Policy Committee Membership</b>		
<b><i>Representing</i></b>	<b><i>Name</i></b>	<b><i>Title</i></b>
City of Ames †	Ann Campbell	Mayor
City of Ames	Gloria Betcher	Council Member
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	Peter Orazem	Council Member
City of Ames	Chris Nelson	Council Member
City of Ames	Amber Corrieri	Council Member
Boone County	Chet Hollingshead	Board of Supervisors
Story County	Wayne Clinton	Board of Supervisors
Ames Transit Agency	Hamad Abbas	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Garrett Pedersen	District Transportation Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7
Iowa State University ‡	Cathy Brown	Campus Planning Assistant Director

† Chair ‡ Advisory, Non-Voting Member

### Transportation Technical Committee

The Transportation Technical Committee consists of technical personnel from various agencies involved in transportation issues within the planning area. The Transportation Technical Committee formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

<b>Transportation Technical Committee Membership</b>		
<b><i>Representing</i></b>	<b><i>Name</i></b>	<b><i>Title</i></b>
City of Ames †	Tracy Warner	Municipal Engineer
City of Ames ††	Damion Pregitzer	Traffic Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Director of Planning & Housing
City of Ames	Charlie Kuester	Planner
CyRide	Sheri Kyras	Transit Director
Iowa State University	Cathy Brown	Campus Planning Assistant Director
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Drew Kamp	Government Relations Director
Iowa Dept. of Transportation ‡	Phil Mescher	District Trans. Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7

† Chair

†† Vice-Chair

‡ Advisory, Non-Voting Member

## Work Elements

### Task 1 – Administration and Support

#### Objective:

To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.

#### Previous Work:

- FY 2016 TPWP maintenance and budget monitoring
- FY 2017 TPWP development
- Self Certification
- Quarterly submittals for planning funding reimbursement
- Conducted eight Transportation Policy Committee meetings on: July 14, 2015; August 18, 2015; August 25, 2015; September 22, 2015; October 27, 2015; March 22, 2016; May 24, 2016; and June 12, 2016
- Conducted five Transportation Technical Committee meetings on: August 18, 2015; October 13, 2015; November 22, 2015; March 8, 2016; and May 17, 2016.
- Conducted two public meeting on March 11, 2016; and June 3, 2016.
- Published MPO related messages on social media
  - Facebook: [facebook.com/cityofames](https://www.facebook.com/cityofames)
  - Twitter: @cityofames
- Updated meeting agendas, minutes, and materials on the MPO website: [www.aampo.org](http://www.aampo.org)

#### Description:

This task includes all administrative tasks which support activities of the MPO including the following: prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and technical committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities with participating agencies and other public and private interests.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain software and purchase necessary upgrades when beneficial to the MPO.

Task also includes conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The Public Participation Plan, along with other pertinent documents maintained and developed by the Ames Area MPO are posted online at [www.aampo.org](http://www.aampo.org). The Public Participation Plan will be evaluated for modifications to evolve with communication preferences as warranted.

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.



Products:

- FY 2017 Transportation Planning Work Program maintenance and budget monitoring
- FY 2018 Transportation Planning Work Program development
- FY 2017 Self Certification
- Preparation and maintenance of Title VI programs which meet the requirements of FHWA and FTA
- Review and maintenance of the Public Participation Plan
- Planning funds reimbursement submittals
- Host public meeting during the development process of the FY 2018-2021 Transportation Improvement Program and FY 2018 Transportation Planning Work Program and subsequent public meetings as needed.
- Maintain a website for the Ames Area MPO posting events and timely documents at [www.aampo.org](http://www.aampo.org)
- Host Transportation Policy Committee meetings and adopt plans and programs within appropriate timeframes
- Advertise MPO meetings in the Ames Tribune as appropriate
- Host Transportation Technical Committee meetings
- Partner with local organizations to host coordination meetings related to regional transportation topics
- Maintain current contact information for committee representatives
- Participate in trainings offered through the Central Iowa Bicycle-Pedestrian Roundtable
- Participate in state sponsored trainings
- Participate in state and national conferences related to transportation planning

Schedule:

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Administration and Support</b>					
	FY 2017 TPWP maintenance and budget monitoring	X	X	X	X
	FY 2018 TPWP development		X	X	X
	Self Certification			X	
	Planning funding reimbursement submittals	X	X	X	X
	Public meeting for TIP and TPWP public review and comments			X	X
	Maintain and update the AAMPO webpage (www.aampo.org)	X	X	X	X
	Technical and Policy Committee meetings and minutes	X		X	X
	Distribute committee representative appointment forms		X		
	Training and education	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Hours	Staff	Federal Funds	Local Funds	Total
1. Administration	AAMPO	1,098		\$41,353	\$10,338	\$51,691

## Task 2 – Transportation Improvement Program

### Objective:

Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

### Previous Work:

- Maintained the FY 2016 – 2019 Transportation Improvement Program
- Development and adoption of the FY 2017 – 2020 Transportation Improvement Program
- Development of the FY 2018 – 2021 Transportation Improvement Program

### Description:

The Federal Fiscal Year 2017 – 2020 Transportation Improvement Program will be maintained and amended as necessary. The FFY 2018 – 2021 TIP for Surface Transportation Projects, Transportation Alternative Projects, and projects utilizing funding from other Federal programs, will be developed. The TIP will include all regionally significant transportation projects and those receiving Federal funds or requiring Federal approval. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

### Products:

- Maintain the FY 2016 – 2019 Transportation Improvement Program through formal amendments or administrative modifications
- Develop and adopt the FY 2017 – 2020 Transportation Improvement Program

- Maintain the FY 2017 – 2020 Transportation Improvement Program through formal amendments or administrative modifications
- Development of the FY 2018 – 2021 Transportation Improvement Program

Schedule:

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Transportation Improvement Program</b>					
	FY 2016-2019 TIP maintenance and revisions as necessary	X	X		
	FY 2017-2020 TIP development	X			
	FY 2017-2020 TIP maintenance and revisions as necessary		X	X	X
	FY 2018-2021 TIP development		X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Hours	Staff	Federal Funds	Local Funds	Total
2. TIP	AAMPO	341		\$10,338	\$2,674	\$13,372

### Task 3 – Comprehensive Planning

#### Objective:

Integrate transportation planning and land use planning for Ames Area MPO member jurisdictions.

#### Previous Work:

- Attend the Central Iowa Bicycle-Pedestrian Roundtable meetings
- Attend Midwest Transportation Model user Group quarterly meetings
- Adopted regional performance measures as part of the Ames Mobility 2040 Long Range Transportation Plan
- Performed model scenarios for potential development scenarios

#### Description:

Participate in regional activities which enhance the transportation network including data collection, collaboration with local transportation activities, technical assistance for member agencies, and other activities promoting a comprehensive approach.

#### Products:

- Update Safe Routes to School maps
- Participate in various planning committees including:
  - Central Iowa Bicycle-Pedestrian Roundtable
  - Passenger Rail Advisory Group
  - Midwest Travel Model User Group
  - Iowa Department of Natural Resources meetings on air quality issues
  - Iowa Transportation Coordination Council
- Develop and maintain GIS data for regional planning purposes

- Perform traffic model scenarios
- Review and update model as required
- Development of pavement management system
- Regional traffic count program
- Regional trail count program
- Traffic signal synchronization review
- Monitor regional performance measures
- Analyze potential alternative funding sources
- Assist communities with promoting multi-modal transportation strategies including complete street initiatives
- Maintain and update the Regional ITS Architecture as necessary

Schedule:

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Comprehensive Planning</b>					
	Update SRTS maps	X			
	Central Iowa Bicycle-Pedestrian Roundtable meetings	X	X	X	X
	Passenger Rail Advisory Group	X			X
	Midwest Travel Model User Group	X	X	X	X
	Iowa Transportation Coordination Council	X	X	X	X
	Shared Use Path map updates			X	
	Integrate multi-modal projects for improvement to LOS	X	X	X	X
	Maintain and update transportation network model	X	X	X	X
	Development of pavement management system	X	X	X	X
	Regional Traffic Count Program	X	X	X	X
	Regional trail counts	X	X	X	X
	Traffic signalization review	X			X
	Performance measures tracking development	X	X	X	X
	Analyze potential alternative funding sources	X	X	X	X
	Intersection and corridor improvement study	X	X	X	X
	Maintain and update the Regional ITS Architecture	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
3. Comprehensive Planning	AAMPO	702	\$30,852	\$7,713	\$38,565

## Task 4 – Transit Planning

### Objective:

Enhance a coordinated, accessible, and efficient transit system.

### Previous Work:

- Human service/transportation provider coordination meetings and updates
- Update FY2015 Passenger Transportation Plan Update
- Triennial Review
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program update and reports
- Title VI Program Update
- Ames Alternative Analysis Study

### Description:

Planning efforts will reflect prioritization of the following areas:

- Incorporating safety and security in transit (transportation) planning
- Transit asset management planning
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and operation to increase ridership
- Make transit capital investment decisions through effect system planning

This item involves transit planning issues related to land use and development issues, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of student and commuter service. Meetings will be held to facilitate the locally developed coordinated public transit/human-services transportation plan to improve transportation services for the low-income, aging and disabled populations within the community. Efforts will concentrate on improving operating efficiencies of current services and eliminating gaps where and when transportation is not available. The Transportation Planner may conduct various planning and ridership studies throughout the year.

### Products:

- Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency:
  - a) Equal Employment Opportunity Program (EEO)
  - b) Title VI Program
  - c) Limited English Proficiency (LEP),
  - d) Disadvantaged Business Enterprise (DBE)
  - e) Transit Asset Management Plan
  - f) Safety/Security Plan
  - g) Federal Audits/Reviews
- Amend/update Ames Area MPO Passenger Transportation Plan (PTP)
- Capital/Financial planning to analyze fleet and facility needs for five-year period
- Corridor and facility expansion studies
- Bus stop amenities planning
- System-wide performance measures



Schedule

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Transit Planning</b>					
	Administration and audits of various transit plans: EEO, Title VI, LEP, DBE, Transit Asset Management Plan, Safety Plan	X	X	X	X
	Maintain and amend PTP			X	X
	Capital/Financial planning to analyze fleet and facility needs for 5 year period	X	X	X	X
	Corridor and facility expansion studies	X	X	X	X
	Bus stop amenities	X			X
	System-wide performance measures	X	X	X	X
	Administration of Ames Alternative Analysis Study	X	X		
	Administration of Ames Alternative Analysis	X	X	X	
	Administration of Transit System Redesign Study	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Staff	Hours	Federal Funds	Local Funds	Total
4. Transit Planning	AAMPO / CyRide		800	\$45,000	\$11,250	\$56,250

## Task 5 – Special Studies

### Objective:

To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.

## Subtask 5.1: Alternatives Analysis Study

### Previous Work:

- Existing Conditions
- Data Collection/Rider Surveys
- Origin-Destination Analysis
- Osborn Corridor
- Route Alternatives Development
- Screening of Project Alternatives
- Ridership Forecasting
- Public Input meetings
- Identification/Refinement of Preferred Alternative
- Financial Assessment

### Description

An Alternatives Analysis (AA) Study will be conducted of the Iowa State Center to Iowa State University campus corridor identified currently as the Orange Route. The Ames Transit Agency completed a smaller Transit Feasibility Study in June 2007 looking at seven corridors in the community that had either current transportation/growth issues or future identified growth. The study identified transportation options to resolve corridor problems of which the Orange Route is operating at near maximum capacity. It was determined through the Transit Feasibility Study that the Orange Route may qualify for Small New Starts funding to establish a Bus Rapid Transit corridor

which would operate more like a light rail type system only using more cost-efficient buses. The AA study will analyze specific route options in more depth regarding transit-only corridors, provide detailed information on bus stop upgrades, and analyze route speed increases that could be realized with extended-green technology. This study will also analyze the financial capacity/needs of the Ames community to undertake a project such as Bus Rapid Transit. At the conclusion of the AA Study, a locally preferred alternative – the “proposed action” – will be determined.

The Alternative Analysis study began in January 2013 and is expected to conclude in the fall 2016 with a final report completed by winter 2016. The study has included data collection in the form of rider surveys, on/off boardings, gate access to ISU campus, class concentration, public input, etc. Public meetings occurred in the fall 2014 and spring 2015 when the majority of the students that utilize this route are living in Ames to attend university classes. The study and locally preferred alternatives will be finalized by fall 2016. The total budget is \$200,000 (\$160,000 federal) for the study but will cross fiscal years 2015 through 2017. The budget below assumes that remainder of the federal funds, approximately 17%, will be expended in FY2017. The funding for this project are all for the work completed by the consultant. Transit staff will charge their time toward the transit planning element.

### Products:

- Complete Alternative Analysis Report
- Categorical Exclusion/NEPA Documentation
- Documentation to Enter Bus Rapid Transit Project Development

## Subtask 5.2: Transit System Redesign Study

### Previous Work

New project for FY 2017.

### Description:

A Transit System Redesign Study will be conducted to analyze CyRide's current route structure/schedule to determine if its current service delivery method is the most efficient structure. CyRide has grown from 4 million annual rides to almost 7 million over the past decade. Questions as to whether the current route configuration and timetables/schedule are serving the community appropriately.

A consultant will be hired to conduct the work and analysis of this special one-time study. Staff time will charge their analysis and efforts to the transit planning element and therefore the funding within this element will be utilized exclusively for the consultant's participation.

Preliminary work tasks to be completed by the consultant, but yet to be finalized consist of the following:

1. Refine Goals and Objectives for the Study/ Kick-Off Meeting
2. Collect Stakeholders Input to Determine the Study's Parameters & future direction
3. Conduct a Peer Analysis of Similar University Transit Systems
4. Collect Current CyRide Data
5. Conduct Customer Surveys.
6. Conduct Civic Engagement Activities
7. Review of Current Land Use Plans and Multi-Family Development
8. Develop 2-3 Service Concepts and Final Recommendation

9. Refinement of the Final Service Delivery Method
10. Development of a Final Report

A Technical Committee comprised of City, ISU and CyRide staff; including AAMPO representation; would be established to oversee the study and recommend peer systems for comparison, civic engagement plans, passenger survey questions and a preferred service option.

The Transit System Redesign Study will begin in July 2016 and is expected to conclude in September 2017 with a final report completed by the consultant at that time. The total budget is \$150,000 (\$100,000 federal) for the study.

### Products:

- Peer Analysis of University Transit Systems
- CyRide Data Detailed
- Customer Surveys
- Public Input Meetings (2) & Outreach
- Land Use and Multi-Family Development Analysis
- Service Concept Development (2-3 Options)
- Refine Final Service Delivery (preliminary schedules, ridership estimates, route alignments, bus stops, transfer locations, passengers per revenue hours, summer route/schedule changes, operational staffing needs, technology enhancements, disparity study, implementation timelines/phases)
- Development of Transit System Redesign Report

Schedule:

Subtask	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Special Studies</b>					
5.1	Alternative Analysis Study	X	X		
5.2	Transit System Redesign Study	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	Hours	Federal Funds	Local Funds	Total
5.1 Alternatives Analysis Study	*CyRide	-	\$28,000	\$7,000	\$35,000
5.2 Transit Route Redesign Study	*CyRide/ AAMPO	-	\$100,000	\$50,000	\$150,000

\*Funds used for private sector involvement

## Task 6 – Long Range Transportation Planning

### Objective:

Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

### Previous Work:

- Development of the 2010 base year travel demand model
- Development of the 2040 projection socioeconomic data and forecast travel demand model
- Host AmesMobility2040.com project website with up-to-date project information
- Public engagement activities including public meetings, focus group, project management team, and online forums hosted by MindMixer at [www.ImagineAmes.org](http://www.ImagineAmes.org)
- Major development of the existing conditions report and other elements of the plan document
- Adopt Ames Mobility 2040 Long Range Transportation Plan

### Description:

The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) became effective October 2015. With the recent implementation of the Federal Surface Transportation bill, MAP-21, the plan was developed to meet these requirements.

### Products:

- Maintain and amend the Ames Mobility 2040 Long Range Transportation Plan as necessary

Schedule:

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Long Range Transportation Plan</b>					
	Maintenance of the Ames Mobility 2040 LRTP	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Hours	Staff	Federal Funds	Local Funds	Total
6 LRTP Update	AAMPO	220		\$8,278	\$2,070	\$10,348

## FY 2017 Budget and Funding Sources

### Budget Summary

Activity/Work Element	Total Cost	Total Local Match	Federal Funds							
			Total Federal Amount	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339
1 - Admin	\$ 51,691	\$ 10,338	\$ 41,353	\$ 5,495	\$ 5,497	\$ -	\$ 6,464	\$ 8,219	\$ 15,677	\$ -
2 - TIP	\$ 13,372	\$ 2,674	\$ 10,698	\$ 1,422	\$ 1,422	\$ -	\$ 1,672	\$ 2,216	\$ 4,055	\$ -
3 - Comp	\$ 38,565	\$ 7,713	\$ 30,852	\$ 4,100	\$ 4,101	\$ -	\$ 4,823	\$ 6,132	\$ 11,696	\$ -
4 - Transit	\$ 56,250	\$ 11,250	\$ 45,000	\$ 5,980	\$ 5,982	\$ -	\$ 7,034	\$ 8,944	\$ 17,060	\$ -
5 - Special	\$ 185,000	\$ 57,000	\$ 128,000	\$ 13,289	\$ 13,293	\$ -	\$ 15,632	\$ 19,876	\$ 37,910	\$ 28,000
6 - LRTP	\$ 10,348	\$ 2,070	\$ 8,278	\$ 1,100	\$ 1,100	\$ -	\$ 1,294	\$ 1,645	\$ 3,138	\$ -
<b>Total</b>	<b>\$ 355,226</b>	<b>\$ 91,045</b>	<b>\$ 264,181</b>	<b>\$ 31,385</b>	<b>\$ 31,396</b>	<b>\$ -</b>	<b>\$ 36,919</b>	<b>\$ 46,944</b>	<b>\$ 89,537</b>	

*\*totals are rounded to the nearest dollar and summations may produce a rounding error*

	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339	TOTAL
Unobligated Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ 47,137	\$ -	\$ -	<b>\$ 47,137</b>

## Revisions to the Transportation Planning Work Program

### Procedures

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision type	Approving Agency
Request for additional Federal funding	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which exceeds \$150,000	FHWA and/or FTA
Revision of the scope or objectives of activities	FHWA and/or FTA
Transferring substantive programmatic work to a third party (consultant)	FHWA and/or FTA
Capital expenditures, including the purchasing of equipment	FHWA and/or FTA
Transfer of funds allotted for training allowances	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa Department of Transportation
Revisions related to work that does not involve Federal funding	Ames Area MPO

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency's District Planner. If all necessary information is provided, the request will then be forwarded to the Federal Highway Administration and Federal Transit Administration for review and any necessary approvals. Notification by the approving agency will be in writing.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the revision's approval.



- Budget summary table with changes highlighted/noted.
- Modified section(s) of the plan's work elements with changes highlighted/noted.

#### FHWA/FTA Revision Approval

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

#### Iowa DOT Office of Systems Planning Revision Approval

Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.

#### Ames Area MPO Revision Approval

Revisions where the MPO or RPA is the approving agency shall be approved by the Policy Board.

### Cost Allocation Plan

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2017 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

## Appendix A: Ames Area MPO Self Certification

## Appendix B: Transportation Policy Committee Meeting Minutes

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: FY 2016 TRANSPORTATION PLANNING WORK PROGRAM REVISION**

**BACKGROUND:**

As a part of the federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration and the Federal Transit Administration provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation administers this program.

The Fiscal Year 2016 Transportation Planning Work Program was developed in the spring of 2015 to develop a program of transportation planning projects during Fiscal Year 2016. Due to variations in work-load and completion of the Long Range Transportation Plan, the Transportation Work Program requires an adjustment to the funding levels of all tasks to provide greater accuracy in funding amounts and hours and to ensure the MPO is compliant with rules and can continue to receive reimbursement for planning activities. **The total Federal and Local funding amounts will not change; therefore, these amendments have no fiscal impact.**

TABLE OF CURRENT AND PROPOSED FUNDING LEVELS

Task	CURRENT			PROPOSED		
	Federal	Local	Total	Federal	Local	Total
1. Administration	\$19,489	\$4,872	\$24,361	\$31,496	\$7,874	\$39,370
2. TIP	\$5,242	\$1,311	\$6,553	\$5,956	\$1,489	\$7,445
3. Comprehensive Planning	\$26,572	\$6,643	\$33,215	\$33,950	\$8,488	\$42,438
4. Transit	\$26,746	\$6,687	\$33,433	\$31,356	\$7,839	\$39,195
5. Special Studies	\$93,056	\$23,264	\$116,320	\$93,056	\$23,264	\$116,320
6. Long Range	\$126,649	\$31,662	\$158,311	\$101,940	\$25,485	\$127,425
	\$297,754	\$74,439	<b>\$372,193</b>	\$297,763	\$74,439	<b>\$372,193</b>

CyRide, in cooperation with the Ames Area MPO, plans to contract for consulting services for a Transit System Redesign Study during FY 2017. In accordance with the MPO Self-Certification of Procurement and Consultant Selection Procedures, the MPO must approve a work program specifying that a project will involve consultant services prior to initiating the consultant selection process. Therefore, the FY2016 TPWP will be updated to include necessary language to allow for consultant selection to commence during FY 2016 in anticipation for the Transit System Redesign Study in FY 2017.

**ALTERNATIVES:**

1. Approve the Revised FY 2016 Transportation Planning Work Program for submission to the Iowa Department of Transportation.
2. Modify the Revised FY 2016 Transportation Planning Work Program for submission to the Iowa Department of Transportation.

**RECOMMENDED ACTION:**

The Ames Area MPO Transportation Technical Committee recommends approval of the Revised FY 2016 Transportation Planning Work Program.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as noted above.

**Ames Area MPO**  
**Transportation Planning**  
**Work Program**  
[July 1, 2015 – June 30, 2016]

**FY 2016**



**FINAL**  
**DRAFT**

Adopted by the Ames Area MPO  
Transportation Policy Committee on  
May 26, 2015



The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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## Introduction

The Fiscal Year 2016 Transportation Planning Work Program (FY 2016 TPWP) is the work plan for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document should be in enough detail to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

## Area Background

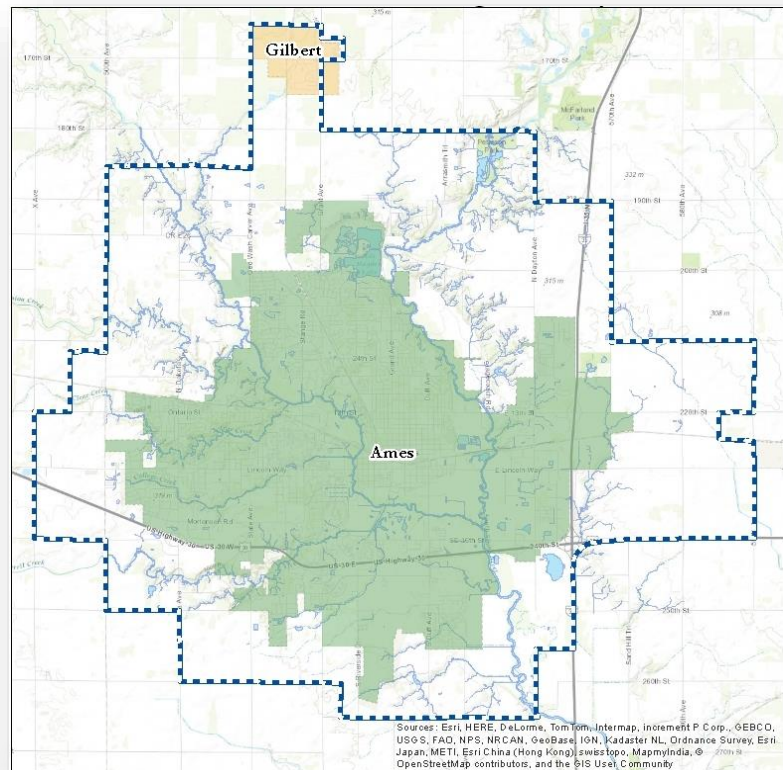
The Ames Area MPO was official designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.



## Definition of Area

Ames is located in central Iowa and is served by I-35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.

The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad Provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.



## Planning Priorities

The FY 2016 activity priority is the update of the Long Range Plan with a 2040 horizon year. Another major activity is the preparation of the Transportation Improvement Program, which is the annual prioritization and programming of Surface Transportation Program, Transportation Alternative Program and other Federal programs. Challenges for the Ames Area include the lack of capital funding available for the major transit provider, CyRide; as well as cuts in funding for transit services. Demand on transportation services, including CyRide, are experiencing significant increases in use as student enrollment at Iowa State University continues to grow.

In general, the overall metropolitan planning goals for the Ames Area MPO are to:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The following documents are developed, updated, or maintained on a periodic basis:

- Transportation Planning Work Program
- Transportation Improvement Program
- Public Participation Plan
- Long-Range Transportation Plan
- Passenger Transportation Plan: As part of an effort to coordinate and develop services with human service agencies and other transit agencies, a Passenger Transportation Plan has been developed, and is updated every five years. The Passenger Transportation Plan is developed in consultation with human service agencies and transportation providers in an effort to further this goal.

### **TPWP Development**

Transportation Planning Work Program is a living, working plan that is utilities throughout the year through the course of coordinating with other governmental and transportation agencies, technical committee members, and private citizens. This is accomplished through a continuing, cooperative, and comprehensive transportation planning process.

### **Public Process**

The FY2016 Transportation Planning Work Program was developed in cooperation with local and regional planning partners. The following meetings were hosted by the Ames Area MPO to solicit planning projects and review the work program:

- March 17, 2015 Transportation Technical Committee meeting
- March 31, 2015 Transportation Policy Committee meeting

- April 30, 2015 public open house
- May 26, 2015 Transportation Policy Committee public hearing

### **Private Sector Involvement**

Consultants will be used to perform the following subtasks:

1. Alternative Analysis Study: Orange Route Study (Task 5.1)
2. Transit System Redesign Study (Task 5.2)
3. Long Range Transportation Plan: Ames Mobility 2040 (Task 6)

## Organization

The City of Ames serves as the fiscal agent for the Ames Area MPO. The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

- **Transportation Policy Committee**

Voting membership on the Ames Area MPO Transportation Policy Committee is open to any county or city government located, wholly or partially, in the designated Metropolitan Planning Area. Currently the Ames Area MPO membership includes: City of Ames, City of Gilbert, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

- **Transportation Technical Committee**

The Transportation Technical Committee consists of technical personnel from various agencies involved in transportation issues within the planning area. The Transportation Technical Committee formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans.

## Committee Representation

<b>Transportation Policy Committee Membership</b>		
<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ames †	Ann Campbell	Mayor
City of Ames	Gloria Betcher	Council Member
City of Ames	Matthew Goodman	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	Peter Orazem	Council Member
City of Ames	Chris Nelson	Council Member
City of Ames	Amber Corrieri	Council Member
Boone County	Chet Hollingshead	Board of Supervisors
Story County	Wayne Clinton	Board of Supervisors
Ames Transit Agency	Hamad Abbas	CyRide
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Garrett Pedersen	District Trans. Planner
Federal Highway Administration ‡	Tracy Troutner	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7
Iowa State University ‡	Cathy Brown	Campus Planning Assistant Director

† Chair      ‡ Advisory, Non-Voting Member

<b>Transportation Technical Committee Membership</b>		
<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ames †	Tracy Warner	Municipal Engineer
City of Ames ††	Damion Pregitzer	Traffic Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Dir. Of Planning & Housing
City of Ames	Charlie Kuester	Planner
CyRide	Sheri Kyras	Transit Director
Iowa State University	Cathy Brown	Campus Planning Asst. Director
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Drew Kamp	Government Relations Director
Iowa Dept. of Transportation ‡	Phil Mescher	District Trans. Planner
Federal Highway Administration ‡	Tracy Troutner	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7

† Chair      †† Vice-Chair      ‡ Advisory, Non-Voting Member

## Work Elements

### Task 1 – Administration and Support

**Objective:** To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.

#### **Previous Work:**

- FY 2015 TPWP maintenance and budget monitoring
- FY 2016 TPWP development
- Self Certification
- Quarterly submittals for planning funding reimbursement
- Conducted Transportation Policy Committee meetings on: July 8, 2014; March 31, 2015; April 28, 2015; and May 26, 2015
- Conducted Transportation Technical Committee meetings on: March 17, 2015; April 14, 2015
- Conducted public meeting on April 30, 2015
- MPO presentation to Students for New Urbanism (ISU) group on February 26, 2015
- Published MPO related messages on social media
  - a. Facebook: [facebook.com/cityofames](https://www.facebook.com/cityofames)
  - b. Twitter: @cityofames
- Updated meeting agendas, minutes, and materials on the MPO website: [www.aampo.org](http://www.aampo.org)

**Description:** This task includes all administrative tasks which support activities of the MPO including the following: prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and technical committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities amount participating agencies and other public and private interests.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain software and purchase necessary upgrades when beneficial to the MPO.

Task also includes conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The Public Participation Plan, along with other pertinent documents maintained and

developed by the Ames Area MPO are posted online at [www.aampo.org](http://www.aampo.org). The Public Participation Plan will be evaluated for modifications to evolve with communication preferences as warranted.

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.

**Products:**

- FY 2016 Transportation Planning Work Program maintenance and budget monitoring
- FY 2017 Transportation Planning Work Program development
- FY 2016 Self Certification
- Preparation and maintenance of Title VI programs which meet the requirements of FHWA and FTA
- Review and maintenance of the Public Participation Plan
- Planning funds reimbursement submittals
- Host public meeting during the development process of the FY 2017 Transportation Improvement Program and FY 2017 Transportation Planning Work Program and subsequent public meetings as needed.
- Maintain a website for the Ames Area MPO posting events and timely documents at [www.aampo.org](http://www.aampo.org)
- Host Transportation Policy Committee meetings and adopt plans and programs within appropriate timeframes
- Advertise MPO meetings in the Ames Tribune as appropriate
- Host Transportation Technical Committee meetings
- Partnering with local organizations and hosting additional coordination meetings related to regional transportation topics
- Maintain current contact information for committee representatives
- Participate in trainings offered through the Central Iowa Bicycle-Pedestrian Roundtable
- Participate in state sponsored trainings
- Participate in state and national conferences related to transportation planning

## **Schedule**

<b>Task</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
<b>Administration and Support</b>					
	FY 2016 TPWP maintenance and budget monitoring	X	X	X	X
	FY 2017 TPWP development			X	X
	Self Certification			X	
	Planning funding reimbursement submittals	X	X	X	X
	Public meeting for TIP and TPWP public review and comments				X
	Maintain and update the AAMPO webpage (www.aampo.org)	X	X	X	X
	Technical and Policy Committee meetings and minutes	X		X	X
	Bicycle roundtable coordination activities	X	X	X	X
	Distribute committee representative appointment forms		X		
	Training and education	X	X	X	X

## **Work Element Summary**

<b>Activity</b>	<b>Responsible Agency</b>	<b>MPO Staff Hours</b>	<b>Federal Funds</b>	<b>Local Funds</b>	<b>Total</b>
1. Administration	AAMPO	750	\$31,496	\$7,874	\$39,370



## Task 2 – Transportation Improvement Program

**Objective:** Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

### **Previous Work:**

- Maintained the FY 2015 – 2018 Transportation Improvement Program
- Development and adoption of the FY 2016 – 2019 Transportation Improvement Program

**Description:** The Federal Fiscal Year 2015 – 2018 Transportation Improvement Program (FFY 2015 – 2018 TIP) will be maintained and amended as necessary. The FFY 2016 – 2019 TIP for Surface Transportation Projects, Transportation Alternative Projects, and projects utilizing funding from other Federal programs, will be developed. The TIP will include all regionally significant transportation projects and those receiving Federal funds or requiring Federal approval. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

### **Products:**

- Maintain the FY 2016 – 2019 Transportation Improvement Program through formal amendments or administrative modifications
- Development of the FY 2017 – 2020 Transportation Improvement Program

### **Schedule**

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Transportation Improvement Program</b>					
	FY 2016-2019 TIP maintenance and revisions as necessary	X	X	X	X
	FY 2017-2020 TIP development			X	X

### **Work Element Summary**

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
2. TIP	AAMPO	223	\$5,956	\$1,489	\$7,445

### Task 3 - Comprehensive Planning

**Objective:** Integrate transportation planning and land use planning for Ames Area MPO member jurisdictions.

**Previous Work:**

- Update Safe Routes to School map for Edwards Elementary School
- Attend the Central Iowa Bicycle-Pedestrian Roundtable
- Attend Midwest Transportation Model user Group quarterly meetings
- Participation with the Iowa Park and Ride System State Plan development
- Attend training opportunities provided by the American Planning Association

**Description:** Participate in regional activities which enhance the transportation network including data collection, collaboration with local transportation activities, technical assistance for member agencies, and other activities promoting a comprehensive approach.

**Products:**

- Update Safe Routes to School maps
- Participation in the Central Iowa Bicycle-Pedestrian Roundtable
- Participation in the Passenger Rail Advisory Group
- Participation in the Midwest Travel Model User Group
- Update the regional shared use path map
- Integrate multi-modal project (non-motorized) for improvement to LOS
- Maintain transportation network model
- Development of pavement management system
- Regional traffic count program
- Regional trail count program
- Traffic signal synchronization review
- Development of performance measures
- Analyze potential alternative funding sources
- Intersection and corridor improvement studies
- Maintain and update the Regional ITS Architecture as necessary

## **Schedule**

<b>Task</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
<b>Comprehensive Planning</b>					
	Update SRTS maps	X			
	Central Iowa Bicycle-Pedestrian Roundtable meetings	X	X	X	X
	Passenger Rail Advisory Group	X			X
	Midwest Travel Model User Group	X	X	X	X
	Shared Use Path map updates			X	
	Integrate multi-modal projects for improvement to LOS	X	X	X	X
	Maintain and update transportation network model	X	X	X	X
	Development of pavement management system	X	X	X	X
	City wide count program and traffic signalization review	X			X
	Regional Traffic Count Program	X	X	X	X
	Regional trail counts	X	X	X	X
	Traffic signalization review	X			X
	Performance measures tracking development	X	X	X	X
	Analyze potential alternative funding sources	X	X	X	X
	Intersection and corridor improvement study	X	X	X	X
	Maintain and update the Regional ITS Architecture	X	X	X	X

## **Work Element Summary**

<b>Activity</b>	<b>Responsible Agency</b>	<b>MPO Staff Hours</b>	<b>Federal Funds</b>	<b>Local Funds</b>	<b>Total</b>
3. Comprehensive Planning	AAMPO	1,064	\$33,950	\$8,488	\$42,438

## Task 4 - Transit Planning

**Objective:** Enhance a coordinated, accessible, and efficient transit system.

**Previous Work:**

- Ongoing planning activities
- Transportation Improvement Program and Transportation Planning Work Program transit element development
- Human service/transportation provider coordination/meetings and updates
- Update FY2015 Passenger Transportation Plan Update
- Triennial Review
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program update and reports
- Title VI Program Update
- Ames Alternative Analysis Study

**Description:** Planning efforts will reflect prioritization of the following areas:

- Incorporating safety and security in transit (transportation) planning
- Transit asset management planning
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and operation to increase ridership
- Make transit capital investment decisions through effect system planning

This item involves transit planning issues related to land use and development issues, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of student and commuter service. Meetings will be held to facilitate the locally developed coordinated public transit/human-services transportation plan to improve transportation services for the low-income, aging and disabled populations within the community. Efforts will concentrate on improving operating efficiencies of current services and eliminating gaps where and when transportation is not available. The Transportation Planner may conduct various planning and ridership studies throughout the year.

**Products:**

- Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency:
  - a. Equal Employment Opportunity Program (EEO)
  - b. Title VI Program
  - c. Limited English Proficiency (LEP),
  - d. Disadvantaged Business Enterprise (DBE)
  - e. Transit Asset Management Plan
  - f. Safety/Security Plan
  - g. Federal Audits/Reviews
- Amend/update Ames Area MPO Passenger Transportation Plan (PTP)
- Capital/Financial planning to analyze fleet and facility needs for five-year period
- Corridor and facility expansion studies
- Bus stop amenities planning
- System-wide performance measures
- Administration of the Ames Alternative Analysis Study

**Schedule**

<b>Task</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
<b>Transit Planning</b>					
	Administration and audits of various transit plans: EEO, Title VI, LEP, DBE, Transit Asset Management Plan, Safety Plan	X	X	X	X
	Maintain and amend PTP			X	X
	Capital/Financial planning to analyze fleet and facility needs for 5 year period	X	X	X	X
	Corridor and facility expansion studies	X	X	X	X
	Bus stop amenities	X			X
	System-wide performance measures	X	X	X	X
	Administration of Ames Alternative Analysis Study	X	X		

**Work Element Summary**

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Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
4. Transit Planning	AAMPO / CyRide	640	\$31,356	\$7,839	\$39,195

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## Task 5 - Special Studies

**Objective:** To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.

### **Previous Work:**

- Alternatives Analysis Study elements including:
  - a. Existing Conditions
  - b. Data Collection/Rider Surveys
  - c. Origin-Destination Analysis
  - d. Osborn Corridor
  - e. Route Alternatives Development
  - f. Screening of Project Alternatives
  - g. Ridership Forecasting
  - h. Public Input meetings
  - i. Identification/Refinement of Preferred Alternative
  - j. Financial Assessment

### **Subtasks**

#### **5.1 Alternatives Analysis Study**

An Alternatives Analysis (AA) Study will be conducted of the Iowa State Center to Iowa State University campus corridor identified currently as the Orange Route. The Ames Transit Agency completed a smaller Transit Feasibility Study in June 2007 looking at seven corridors in the community that had either current transportation/growth issues or future identified growth. The study identified transportation options to resolve corridor problems of which the Orange Route is operating at near maximum capacity. It was determined through the Transit Feasibility Study that the Orange Route may qualify for Small New Starts funding to establish a Bus Rapid Transit corridor which would operate more like a light rail type system only using more cost-efficient buses. The AA study will analyze specific route options in more depth regarding transit-only corridors, provide detailed information on bus stop upgrades, and analyze route speed increases that could be realized with extended-green technology. This study will also analyze the financial capacity/needs of the Ames community to undertake a project such as Bus Rapid Transit. At the conclusion of the AA Study, a

locally preferred alternative – the “proposed action” – will be determined.

The Alternative Analysis study began in January 2013 and is expected to conclude in spring 2015 with a final report completed by fall 2015. The study has included data collection in the form of rider surveys, on/off boardings, gate access to ISU campus, class concentration, public input, etc. Public meetings occurred in the fall 2014 and spring 2015 when the majority of the students that utilize this route are living in Ames and attending university classes. The study and locally preferred alternatives will be finalized in spring 2015. The total budget is \$200,000 (\$160,000 federal) for the study but will cross fiscal years 2015 and 2016. The budget below assumes that remainder of the federal funds, approximately 58%, will be expended in FY2015.

**Products:**

- Complete Alternative Analysis Report

**5.2 Transit System Redesign Study**

A Transit System Redesign Study will be conducted to analyze CyRide’s current route structure/schedule to determine if its current service delivery method is the most efficient structure. CyRide has grown from 4 million annual rides to almost 7 million over the past decade. Questions as to whether the current route configuration and timetables/schedule are serving the community appropriately.

A consultant will be hired to conduct the work and analysis of this special one-time study. Staff will issue an RFP during Q4 of FY2016 and anticipate the project starting after July 1, 2016 during the FY 2017 Transportation Planning Work Program. Therefore, no funds will be expended during FY 2016 on consulting services.



## Schedule

Task	Description (work product)	1 <sup>st</sup> Qtr (July – Sept.)	2 <sup>nd</sup> Qtr (Oct. – Dec.)	3 <sup>rd</sup> Qtr (Jan. – March)	4 <sup>th</sup> Qtr (April – June)
<b>Alternative Analysis Study</b>					
	Alternative Analysis Study	X	X		

## Work Element Summary

Activity	Responsible Agency	MPO Hours	Federal Funds	Local Funds	Total
5.1 Alternatives Analysis Study	*CyRide	-	\$93,056	\$23,264	\$116,320
5.2 Transit System Redesign Study	*CyRide/ AAMPO		\$0	\$0	\$0

\*Funds used for private sector involvement

## **Task 6 - Long Range Transportation Planning**

**Objective:** Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

### **Previous Work:**

- Development of the 2010 base year travel demand model
- Development of the 2040 projection socioeconomic data and forecast travel demand model
- Host AmesMobility2040.com project website with up-to-date project information
- Public engagement activities including public meetings, focus group, project management team, and online forums hosted by MindMixer at [www.ImageineAmes.org](http://www.ImageineAmes.org)
- Major development of the existing conditions report and other elements of the plan document

**Description:** The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) is scheduled to be updated in October 2015. With the recent implementation of the Federal Surface Transportation bill, MAP-21, the plan

will be developed to meet these requirements. Work activities that will be taking place for the update include evaluation of the Land Use Policy Plan (LUPP) for compliance, reviewing traffic impact studies for major site developments, alternative network development and analysis, updated transit analysis, origin-destination study for transit, update the transportation mode, public participation opportunities, and completion of the final report.

The Ames Mobility 2040 planning process began during FY 2014. The contract for the hired consultant for approved on January 28, 2014. The Ames Mobility 2040 plan is anticipation to be adopted by the Transportation Policy Committee during the summer/fall of 2015 to meet the October 2015 deadline.

**Products:**

- Final Ames Mobility 2040 LRTP document
- Maintain and amend the 2035 Long Range Transportation Plan as necessary
- Maintain and amend the Ames Mobility 2040 plan as necessary

## Schedule

<b>Task</b>	<b>Description (work product)</b>	<b>1<sup>st</sup> Qtr (July – Sept.)</b>	<b>2<sup>nd</sup> Qtr (Oct. – Dec.)</b>	<b>3<sup>rd</sup> Qtr (Jan. – March)</b>	<b>4<sup>th</sup> Qtr (April – June)</b>
<b>Long Range Transportation Plan</b>					
	Maintenance of the 2035 LRTP	X			
	Development of the Ames Mobility 2040 LRTP update	X	X		
	Adoption of Ames Mobility 2040 LRTP	X	X		
	Maintain the Ames Mobility 2040 LRTP		X	X	X

## Work Element Summary

<b>Activity</b>	<b>Responsible Agency</b>	<b>MPO Staff Hours</b>	<b>Federal Funds</b>	<b>Local Funds</b>	<b>Total</b>
6 LRTP Update	AAMPO	325	\$22,038	\$5,509	\$27,547
		Private sector involvement	\$79,902	\$19,976	\$99,878
<b>6 TOTALS</b>			<b>\$101,940</b>	<b>\$25,485</b>	<b>\$127,425</b>

## FY 2016 Budget and Funding Sources

### Budget Summary

Activity/Work Element	Total Cost	Total Local Match	Federal Funds							
			Total Federal Amount	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339
1 - Admin	\$ 39,370	\$ 7,874	\$ 31,496	\$ -	\$ -	\$ -	\$ 24,591	\$ -	\$ 6,905	\$ -
2 - TIP	\$ 7,445	\$ 1,489	\$ 5,956	\$ -	\$ -	\$ -	\$ 4,650	\$ -	\$ 1,306	\$ -
3 - Comp	\$ 42,438	\$ 8,488	\$ 33,950	\$ -	\$ -	\$ -	\$ 26,507	\$ -	\$ 7,443	\$ -
4 - Transit	\$ 39,195	\$ 7,839	\$ 31,356	\$ -	\$ -	\$ -	\$ 24,482	\$ -	\$ 6,874	\$ -
5 - Special	\$ 116,320	\$ 23,264	\$ 93,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,056
6 - LRTP	\$ 127,425	\$ 25,485	\$ 101,940	\$ -	\$ -	\$ -	\$ 79,591	\$ -	\$ 22,349	\$ -
<b>Total</b>	<b>\$ 372,193</b>	<b>\$ 74,439</b>	<b>\$ 297,754</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,821</b>	<b>\$ -</b>	<b>\$ 44,877</b>	

\*totals are rounded to the nearest dollar and summations may produce a rounding error

	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339	TOTAL
Federal Funds Unobligated	\$ 31,353	\$ -	\$ -	\$ 25,179	\$ 89,537	\$ -	\$ -	<b>\$ 146,069</b>

## Revisions to the Transportation Planning Work Program

Changes to the work program may happen due to unexpected staff demands or requests of the Policy Committee. Revisions to the TPWP require sign off by the United States Department of Transportation or Iowa Department of Transportation and approval is provided in writing.

### Procedures

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision type	Approving Agency
Request for additional Federal funding	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which exceeds \$150,000	FHWA and/or FTA
Revision of the scope or objectives of activities	FHWA and/or FTA
Transferring substantive programmatic work to a third party (consultant)	FHWA and/or FTA
Capital expenditures, including the purchasing of equipment	FHWA and/or FTA
Transfer of funds allotted for training allowances	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa Department of Transportation
Revisions related to work that does not involve Federal funding	Ames Area MPO

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests from the Ames Area MPO will be submitted electronically to the Iowa Department of Transportation Office of Systems Planning. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, Federal Highway Administration, and Federal Transit Administration for review and necessary approvals.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the approval of the revision.
- Budget summary table with changes highlights and noted.
- Modified section(s) of the work elements with changes highlighted and noted.

Notification of the approval will be provided by the approving agency in writing.

#### **FHWA/FTA Revision Approval**

Where the Federal Highway Administration and/or the Federal Transit Administration is the designated approving agency, written approval by FHWA/FTA is required prior to commencement of activity, purchasing of equipment, or request for reimbursement.

#### **Iowa DOT Office of Systems Planning Revision Approval**

Where the Iowa Department of Transportation Office of Systems Planning is the designated approving agency, written approval by the Iowa DOT is required prior to commencement of activity, purchasing of equipment, or request for reimbursement.

#### **Ames Area MPO Revision Approval**

Where the Ames Area Metropolitan Planning Organization is the designated approving agency, revisions shall be approved by the Transportation Policy Committee.

### **Cost Allocation Plan**

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2016 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

## **APPENDIX**

- 1) Procurement and Consultant Selection Certification**
- 2) Minutes Approving FY 2016 Transportation Planning Work Program**

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: PUBLIC PARTICIPATION PLAN UPDATE**

**BACKGROUND:**

The current public participation plan was originally adopted in 2003 when the Ames Area MPO was first organized. More recently, the Ames Mobility 2040 Long Range Transportation Plan deployed a multi-faceted, active, and on-going public engagement effort. The MPO Public Participation Plan is now being updated to incorporate similar activities utilized during the long range plan update.

The Public Participation Plan will include a 45-day public comment period anticipated for March 22, 2016 through May 10, 2016. After that time the results of the public comment period will be presented to the Transportation Technical Committee and to the Transportation Policy Committee for review and approval.

**ALTERNATIVES:**

1. Approve the Draft Public Participation Plan, open 45-day comment period, and set May 24, 2016 as the date for the public hearing.
2. Modify the Draft Public Participation Plan, open 45-day comment period, and set May 24, 2016 as the date for the public hearing.

**RECOMMENDED ACTION:**

The Ames Area MPO Transportation Technical Committee recommends approval of this Draft Public Participation Plan Update.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as noted above.



# Ames Area Metropolitan Planning Organization

## Public Participation Plan

**Adopted May 26, 2016**

## ACKNOWLEDGEMENTS

### Transportation Policy Committee Members

Ann Campbell, Chairperson	City of Ames
Gloria Betcher	City of Ames
Tim Gartin	City of Ames
Peter Orazem	City of Ames
Chris Nelson	City of Ames
Bronwyn Beatty-Hansen	City of Ames
Amber Corrieri	City of Ames
Chet Hollingshead	Boone County
Wayne Clinton	Story County
Hamad Abbas	CyRide
Jonathan Popp	City of Gilbert

Non-voting

Garrett Pedersen	Iowa Department of Transportation
Darla Hugaboom	Federal Highway Administration
Mark Bechtel	Federal Transit Administration
Cathy Brown	Iowa State University

### Transportation Technical Committee

Tracy Warner, Chairperson	City of Ames
Damion Pregitzer, Vice-Chair	City of Ames
Justin Clausen	City of Ames
Kelly Diekmann	City of Ames
Charlie Kuester	City of Ames
Sheri Kyras	CyRide
Cathy Brown	Iowa State University
Scott Kruse	Boone County
Darren Moon	Story County
Gerry Peters	Ames Community School District
Drew Kamp	Ames Economic Development Commission

Non-voting

Phil Mescher	Iowa Department of Transportation
Darla Hugaboom	Federal Highway Administration
Mark Bechtel	Federal Transit Administration

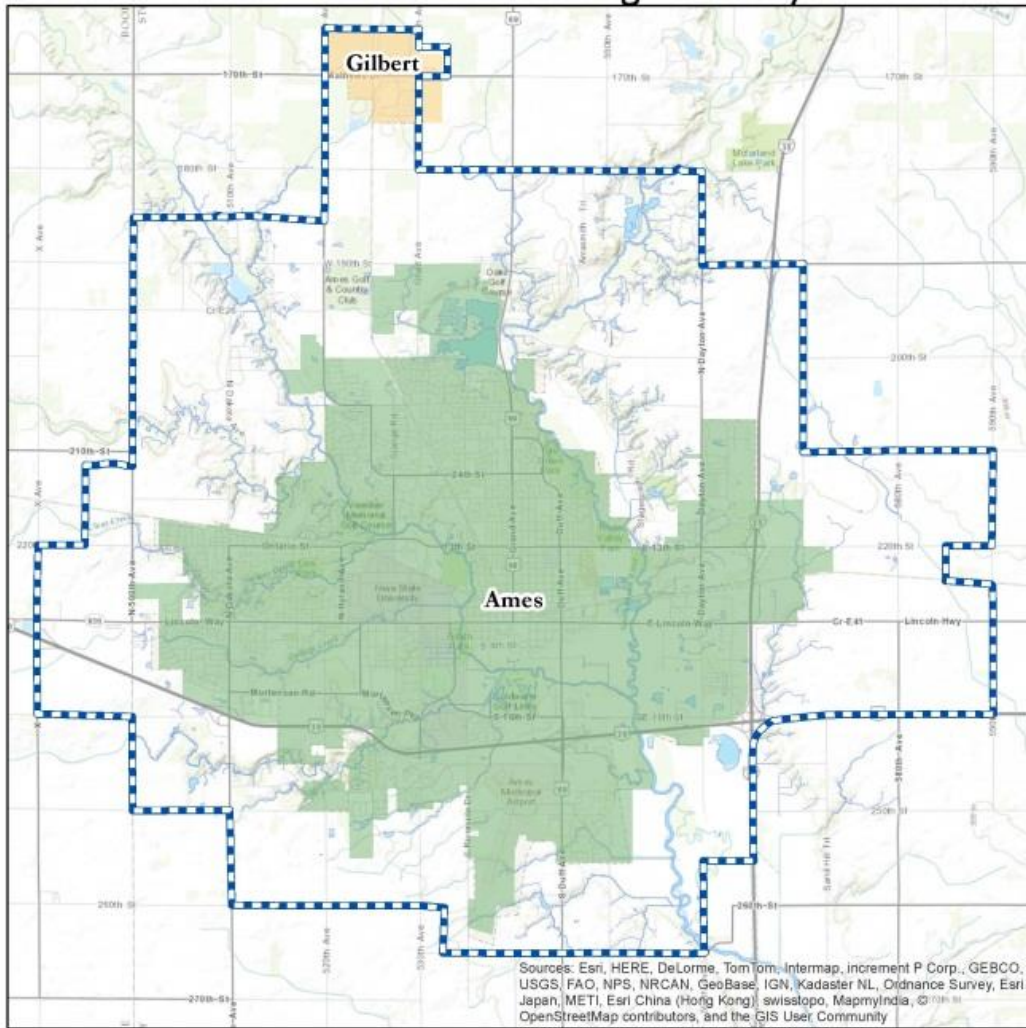
### Ames Area Metropolitan Planning Organization Staff

John Joiner	Administrator
Tony Filippini	Transportation Planner
Tracy Warner	Municipal Engineer
Damion Pregitzer	Traffic Engineer
Sheri Kyras	Transit Director
Shari Atwood	Transit Planner
Kelly Diekmann	Planning & Housing Director
Charlie Kuester	Planner
Diane Voss	City Clerk
Joe Newman	Principal Clerk

# INTRODUCTION

In accordance with Title 23, Code of Federal Regulations, Part 450 (23 CFR 450), the Ames Area MPO provides transportation planning services for the City of Ames, City of Gilbert and portions of Story County and Boone County. As part of this transportation planning process, the Ames Area MPO desires and requests citizen input on the work, projects, and products proposed and created by the Ames Area MPO.

## Ames Area MPO Planning Boundary






Planning Area Boundary Adopted  
November 13, 2012



Map prepared by  
Ames Area MPO  
June 10, 2014

### Legend

-  Ames Area MPO Planning Boundary
-  City of Ames
-  City of Gilbert



The Ames Area MPO recognizes the importance and necessity of the public involvement process. The following groups govern the activities of the Ames Area MPO:

The Ames Area MPO Transportation Policy Committee are local elected officials from the City of Ames, City of Gilbert, Story County, and Boone County; an appointed representative from the Ames Transit Agency (CyRide) and non-voting members from Iowa State University, Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration. This committee acts on the recommendations of the Transportation Technical Committee

Representatives to the Ames Area MPO Transportation Technical Committee (TTC) include city engineers, county representatives, public works directors, community planning staff, Ames Municipal Airport Representative (City of Ames Operations Administrator), Ames Transit Agency (CyRide) staff, Iowa State University, Ames Community School District staff, and Ames Economic Development staff as well as staff from the Iowa DOT, Federal Highway Administration, and Federal Transit Administration. This committee is charged with making technical recommendations to the Ames Area MPO Transportation Policy Committee.

Additional subcommittees and working groups may be appointed at any time by the Transportation Policy Committee Chair or the Transportation Technical Committee Chair to address specific transportation-related topics or areas of interest to the Ames Area MPO.

## **GOALS AND OBJECTIVES**

The public involvement process required by 23 CFR 450 should "... provide complete information, timely public notice, full public access to key decisions, and support early and continuing involvement of the public in developing plans and Transportation Improvement Programs..."

The Ames Area MPO is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public involvement throughout the transportation planning process including, but not limited to, the development of the Long-Range Transportation Plan, the Transportation Improvement Program, the Passenger Transportation Plan and the Public Participation Plan. Through this Public Participation Plan, the Ames Area MPO aims to identify methods for obtaining public input and encouraging public involvement in the transportation planning process.

## **STAKEHOLDERS AND PUBLIC GROUPS**

The Ames Area MPO has identified the following groups and individuals, but not limited to, as those having potential interest in public input and involvement opportunities:

- Neighborhood organizations;
- Homeowner associations;

- Ames Homebuilders and Ames Economic Development Commission, Chamber of Commerce and other business groups;
- Groups representing travel modes – transit, bicycle, pedestrian, freight;
- Advocacy groups for the disadvantaged, minority groups, and limited English speaking individuals;
- Media – newspapers, television, radio;
- Governmental agencies;
- Organizations on historic preservation
- Iowa State University Student Government;
- Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects. These individuals and organizations would remain on the mailing list as long as the major project is under development.

## **INFORMATION ACCESS**

All planning, programming, and meeting information of the Ames Area MPO is available for public review. The information can be viewed at the Ames City Hall, 515 Clark Avenue, Room 212 and on the World Wide Web at <http://www.aampo.org>.

## **OUTREACH TECHNIQUES**

Information about all MPO meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Ames Tribune, ISU Daily, local radio stations, and it is placed on the Ames Area MPO website. In addition, the agenda for the meetings will be posted at the Ames City Hall and on the [www.aampo.org](http://www.aampo.org) website, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the City of Ames newsletter, CitySide, and on social media as appropriate. This newsletter is published monthly and inserted into utility bills. Regular meetings, as well as special activities related to long-range transportation planning and project development would be included. Formal notices for public hearings are published in the Ames Tribune. Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of the Ames Area MPO.

The City of Ames maintains a local government access cable channel (#12). Programs describing the activities of the Ames Area MPO will be included in the programming. In addition, the channel maintains a calendar, which will include information concerning all of the meetings.

The MPO's website, [www.aampo.org](http://www.aampo.org), will be used to provide information about Ames Area MPO activities including information about the Transportation Planning Work Program, Passenger Transportation Plan, the Long Range Transportation Plan, and the Transportation Improvement Program. Translation services are available on the Ames

Area MPO website in over 90 languages. Over-the-phone translation services are also available to all persons contacting the Ames Area MPO.

Interested parties can sign up for the Ames Area MPO e-notification service through the Ames Area MPO website. The e-notification allows users to subscribe to weekly digest of upcoming meetings and events or to receive e-mails when news is posted on the website.

## **FEEDBACK**

The Ames Area MPO accepts input and comments from the public through a variety of means:

Members of the public may make comments through the following mechanisms:

1. By phone: 515.239.5160
2. By fax: 515.239.5404;
3. By mail: to the  
Ames Area MPO  
515 Clark Avenue  
Ames, IA 50010
4. Submitted via web form at [www.aampo.org](http://www.aampo.org)

The public may submit comments to Ames Area MPO staff or Transportation Policy Committee members for transmittal to the respective full committees. Comments on Ames Area MPO plans, reports, and programs may be made at public input meetings. The Ames Area MPO ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act.

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of the Ames Area MPO Chair an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the Transportation Policy Committee at public hearings.

The Ames Area MPO will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on the long range transportation plan, Transportation Improvement Program, Transportation Planning Work Program, or Passenger Transportation Plan, a summary, analysis, and report on the disposition of the comments will be made a part of the final document.

## **PROCEDURAL NOTICES AND PROCESSES**

### **Public Participation Plan**

The Public Participation Plan outlines how the MPO will engage the community to have a well-informed participants able to contribute meaningful input to transportation decisions through a variety of locally developed strategies. A minimum public comment period of 45 days will be established prior to Public Participation Plan adoption or revision.

### **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) contains future transportation plans for at least a 20 year planning horizon to address major transportation needs in the Ames area. The LRTP must be updated every five years.

Two or more public meetings shall be held to present new or major updates to the Long Range Transportation Plan prior to adoption. At least one of these meetings shall be held a minimum of 30 days prior to adoption of the Long Range Transportation Plan to provide for a 30-day comment period.

### **Transportation Improvement Program**

The Transportation Improvement Program (TIP) is a four-year schedule of projects to improve or maintain the quality of the public transportation network. A new TIP is developed and adopted annually. One public meeting shall be held to present the Transportation Improvement Program to the public. The meeting shall be held prior to the adoption of the program.

Amendments to the TIP which update or adjust project cost, schedule changes, funding sources, or scope changes that are considered a major change require approval by the Transportation Policy Committee. These amendments will be presented to the Transportation Policy Committee and a public comment period opened, which will last until the next Transportation Policy Committee meeting. The comment period will last 3 – 4 weeks.

Minor changes to the Transportation Improvement Program, known as administration modifications, will be processed internally and shared with the Transportation Policy Committee and the public as informational items.

### **Passenger Transportation Plan**

The Ames Passenger Transportation Plan (PTP) is an effort of providing key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs. The Passenger Transportation Plan will be developed in coordination with a Transportation Advisory Group (TAG)

Amendments to the Passenger Transportation Plan will be required when any changes are made to proposed Section 5310 funded projects. Amendments will be presented to

the Transportation Advisory Group for review. These amendments will be presented to the Transportation Policy Committee and a public comment period opened, which will last 3 – 4 weeks until the next Transportation Policy Committee meeting.

## **EVALUATION**

The Ames Area MPO will monitor the Public Participation Plan periodically in order to evaluate the effectiveness of the procedures outlined in this document. At a minimum, the plan should be evaluated and updated along with the long range transportation plan every five years. Following evaluation of the outputs and outcomes of the Public Participation Plan, the Ames Area MPO may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

## **CONTACT INFORMATION**

The Ames Area MPO believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

The Ames Area MPO may be contacted at the following:

Ames Area Metropolitan Planning Organization  
515 Clark Avenue  
Ames, IA 50010  
Phone: (515) 239-5160  
Fax: (515) 239-5404  
Website: <http://www.aampo.org>

List of Ames Area MPO Staff contact information is available at:  
<http://www.cityofames.org/government/ames-area-metropolitan-planning-organization/staff-contact-information>



**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: SUDAS BOARD OF DIRECTORS REPRESENTATIVE APPOINTMENT**

**BACKGROUND:**

The Ames Area Metropolitan Planning Organization is allocated one member on the Statewide Urban Design and Specifications (SUDAS) Board of Directors, as is each metropolitan planning organization (MPO) in the state. A total of 37 members make up the Board of Directors.

The individual serving on the board must be a registered professional engineer in Iowa. The City of Ames Public Works Director has served as the AAMPO representative on the Board of Directors since the inception of SUDAS in June of 2004.

**ALTERNATIVES:**

1. Approve the appointment of the City of Ames Public Works Director John Joiner as AAMPO's representative to the SUDAS Board of Directors.
2. Appoint another staff representative to the SUDAS Board of Directors.

**RECOMMENDED ACTION:**

The City of Ames Public Works Director has served as the Ames Area MPO appointed representative to the SUDAS Board of Directors since SUDAS was established and incorporated in 2004.

Therefore, it is recommended by the Administrator that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, thereby approving the appointment of the City of Ames Public Works Director John Joiner as the Ames Area MPO representative to the SUDAS Board of Directors.

ITEM # MPO 5  
DATE: 03-22-16

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: AMES AREA MPO ANNUAL SELF-CERTIFICATION FOR FY 2017**

**BACKGROUND:**

Pursuant to federal regulations, each Metropolitan Planning Organization (MPO) must self-certify that its transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements. The 2015 Ames Area MPO process review by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) issued a joint report finding that the transportation planning activities of AAMPO are being carried out in accordance with federal regulations, policies, and procedures.

**ALTERNATIVES:**

1. Certify that the Ames Area MPO transportation planning process is being conducted in accordance with all applicable requirements.
2. Reject the certification.

**RECOMMENDED ACTION:**

It is the recommendation of the Administrator that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, thereby certifying that the Ames Area MPO transportation planning process is being conducted in accordance with all applicable requirements.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION  
ANNUAL SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

For AAMPO:

\_\_\_\_\_  
Ann Campbell, Chair  
Transportation Policy Committee

\_\_\_\_\_  
Date

## MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

MARCH 1, 2016

The Ames City Council met in Regular Session at 6:00 p.m. on the 1st day of March, 2016, 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: Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson and Peter Orazem. Council Member Bronwyn Beatty-Hansen was brought in telephonically. *Ex officio* Member Sam Schulte was also present.

**CONSENT AGENDA:** Council Member Betcher asked to pull Item No. 12 for separate discussion.

Moved by Corrieri, seconded by Betcher, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meeting of February 16, 2016, and Regular Meeting of February 23, 2016
3. Motion approving certification of civil service applicants
4. Motion referring to Planning and Zoning Commission the Voluntary Annexation Petition for 5871 Ontario Street
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class C Liquor & Outdoor Service – Coldwater Golf Links, 615 S. 16<sup>th</sup> Street
  - b. Class E Liquor, C Beer, & B Wine – Kum & Go #227, 2108 Isaac Newton Drive
  - c. Class E Liquor, C Beer, & B Wine – Kum & Go #113, 2801 E. 13<sup>th</sup> Street
  - d. Class A Liquor & Outdoor Service – Elks Lodge #1626, 522 Douglas Avenue
  - e. Class C Beer & B Native Wine – Swift Stop #4, 1118 South Duff Ave.
  - f. Class C Beer & B Wine – Swift Stop #5, 3218 Orion Street
  - g. Special Class C Liquor – The Spice Thai Cuisine, 402 Main Street
  - h. Class E Liquor, C Beer, & B Wine – Sam’s Club #6568, 305 Airport Road
  - i. Class E Liquor, C Beer, & B Wine – Wal-Mart Store #749, 3015 Grand Avenue
  - j. Special Class C Liquor & B Wine - Southgate Expresse, 110 Airport Road
6. Motion approving 5-day (March 18-22) Class C Liquor License for Christiani Events at Lied Rec Center, 518 Beach Road
7. Motion approving Ownership Change of Class C Liquor License for +39 Restaurant, Market, & Cantina, 2640 Stange Road
8. Motion approving Outdoor Service Privilege April 16 and 17 for Sips and Paddy’s Irish Pub, 126 Welch Avenue
9. RESOLUTION NO. 16-092 approving appointments to City’s various boards and commissions
10. RESOLUTION NO. 16-093 approving Change Order No. 9 to the Ritts Law Group for specialized environmental legal support, extensive environmental analysis, and Iowa DNR construction permit preparation work
11. RESOLUTION NO. 16-094 authorizing continued offering of health insurance benefits to temporary employee in Electric Services to complete special project in support of Power Plant fuel conversion
12. Greek Week 2016 Requests:
  - a. Motion approving blanket Temporary Obstruction Permit

- b. RESOLUTION NO. 16-096 approving closure of portions of Sunset Drive, Ash Avenue, Gray Avenue, Greeley Street, and Lynn Avenue from 8:00 a.m. to 8:00 p.m. on Saturday, April 2
  - c. RESOLUTION NO. 16-097 approving suspension of parking regulations for portions of Gray Avenue, Ash Avenue, Greeley Street, Pearson Avenue, Lynn Avenue, and Sunset Drive from 5:00 p.m. Friday, April 1 to 8:00 p.m. Saturday, April 2
13. RESOLUTION NO. 16-098 approving preliminary plans and specifications for Skate Park Renovations; setting March 30, 2016, as bid due date and April 12, 2016, as date of public hearing
14. RESOLUTION NO. 16-099 approving contract and bond for Furman Aquatic Center Pool Basin Repainting Project
- Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**REPAIR AND RESTOCK OF STREET ‘N GREET BLOCK PARTY TRAILER:** Council Member Betcher noted the popularity of the fixture and wondered why there was no permanent funding appropriated in the operating budget. Planning and Housing Director Kelly Diekmann advised that there is a donation box at each event, and the restocking had been paid for by the monies from that donation box or other donated funds.

Council Member Gartin asked if there had been any problems in the past with restocking and/or repairing the Trailer. Director Diekmann replied that this was the first time capital costs for repairs had been necessary. He explained that after the FY 2014-15 Block Trailer season ended, an inspection of the Trailer revealed that repairs were needed.

Moved by Betcher, seconded by Gartin, to adopt RESOLUTION NO. 16-095 approving an allocation not to exceed \$1,200 from the 2015/16 Council Contingency Account to repair and restock the Street ‘n Greet Block Party Trailer.

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

**PUBLIC FORUM:** Mayor Campbell opened Public Forum.

Richard Deyo, 505 Eighth Street, #102, Ames, described an event that had happened when he was at Food at First.

The Mayor closed Public Forum after no one else came forward to speak.

**REQUESTS FROM AMES CHAMBER OF COMMERCE FOR AMES MAIN STREET FARMERS’ MARKET ON SATURDAYS FROM MAY 7 TO OCTOBER 15, 2016:** Assistant City Manager Brian Phillips advised that the Ames Chamber of Commerce is planning to host the sixth annual Main Street Farmers’ Market, which will take place in the 300 and 400 Blocks of Main Street and on Burnett Avenue from Main Street to the U. S. Bank drive-through. It is planned to operate from 8 AM to 12:30 PM on 24 Saturdays from May 8 to October 15. Mr. Phillips explained the requests that had been made by the Chamber in order to facilitate this event.

According to Mr. Phillips, in the past few years, Council has changed the amounts that the City has waived in regard to parking fees; it hasn't always granted the full amount of the requested waiver. He also noted that the letter from Swank's Jewelry had been presented to the organizers at the Special Events meeting. Mr. Phillips advised that if the Council chooses to change the location from what the Farmers' Market has requested, none of the options for alternate locations have been evaluated by staff to see if they actually would be feasible. He advised that, if the Council members are interested in a different configuration for the Market, they should refer the issue back to staff for evaluation.

Andrea Gronau, Worldly Goods, 200 block of Main Street, Ames, said that she was speaking both as a businessperson and a member of the Main Street Steering Committee, who organized the Farmers' Market in 2011. Ms. Gronau advised that Worldly Goods has benefitted from increased foot traffic and increased sales. She believes the Market builds up the Downtown culture and invites more people to shop the Downtown. Ms. Gronau offered that 70,000 people come to the Farmers' Market throughout the season. She asked to keep the Farmers' Market in the location being requested by the Market organizers.

Dale Dyvig, 412 Burnett Avenue, Ames, reported that the entrance to his business is blocked by the Farmers' Market. He suggested alternate locations: City Hall Parking Lot or behind Fifth Street. Mr. Dyvig also shared that the Market is supposed to end by 12:30 p.m. on Saturdays, but many times at 2:30 p.m., they are still there. Saturdays are one of the busiest days for his business, and his customers have a difficult time accessing his store for the majority of the day for half the year due to the Farmers' Market. It was also pointed out by Mr. Dyvig that Kellogg will be closed some time in the future for renovation; that will further cause problems for his customers getting to his store and other stores. He would like an alternate location tried for a year; if it doesn't work, the Farmers' Market could go back to where it has been located.

Rick Swank, 219 Main Street, Ames, stated that Swank's Jewelry had been in business on Main Street since 1964. He pointed out that he had started a petition in an attempt to get the Farmers' Market to move to a different location. The petition was signed by 160 people and included 17 Downtown businesses. Mr. Swank stated that his business has suffered during the last two years because the street is closed in front of it. He said his customers will not walk two to three blocks to access his business. Mr. Swank said that he did not want to get rid of the Farmers' Market; he just wants it to work for everyone.

Lojean Peterson, 2814 Duff Avenue, Ames, asked the City Council to approve the requests of the Farmers' Market. She believes it brings a lot more people to Main Street and offers Main Street businesses the opportunity to be more visible. Ms. Peterson said that the Market organizers have researched different options, but none of them meet their criteria.

Council Member Gartin suggested that the vendor booths be positioned back-to-back so that the businesses feel more a part of the Market. Ms. Peterson said she had visited Valley Junction, where that set-up is used. The problem with it was that all the pedestrians were pushed to the sidewalk, which became very congested.

It was also asked by Council Member Gartin if there had been any thought given to shifting the Market down a couple blocks. Ms. Peterson said that, logistically, that could cause problems because of the location of the electrical outlets. She also noted that vendors were concerned about moving because customers get accustomed to their locations and they might not look for them in a different location.

Council Member Gartin asked if efforts had been made to reach out to those businesses that are impacted. Ms. Peterson said that they had asked Main Street businesses to have conversation and communication with them, but that had not worked out too well.

Council Member Nelson said he liked the idea that the vendor booths be positioned back-to-back. He thought that the pedestrian/walking areas could be in the parking, rather than pushing the pedestrians all the way to the sidewalk. Ms. Peterson said that wouldn't work due to the amount of feet that is needed down the center.

Council Member Betcher pointed out that the Farmers' Market had grown considerably over the past few years, and they have added time and more weekends. She noted that the extent of set-up and tear-down does make it a couple hours more. Ms. Betcher said she had observed that the number of vendors and attendees seems to be fewer as it gets later into the fall. She questioned whether the Market could pair back on the time of operation or number of weeks. Ms. Peterson replied that the time of operation had been lengthened due to the requests of the vendors. The organizers do try to make the vendors shut down by at least 1:30 p.m. She also said that the attendance depends on the weather, and sometimes it does trail off in October. Ms. Peterson pointed out that, last year, it was moved to the 400 block later in the season. She also advised that this year during the last two weeks in October, they plan to set up at Wheatsfield.

Brian Smith, owner of Everett's, 329 Main Street, Ames, said that his store is right in the middle of the Farmers' Market. He has it on both sides (Main and Burnett) of his store. Mr. Smith voiced his support for the Market. He believes that it creates a "family" atmosphere; there is great ambiance. He noted the large number of visitors who come to the Ames community because of the Farmers' Market. At the inquiry of Council Member Gartin, Mr. Smith stated that Everett's has been in business since 1922; he has been a part of it for 31 years. He does not know if a different location would be better; there are pros and cons both ways.

Larry Goodale, Grove Café, 124 Main Street, Ames, noted that he is on the far end of the Farmers Market and might not be as impacted as much as other businesses. He said that he has had customers who have told him that they will not come to his Café on Saturdays when the Farmers' Market is going on due to the traffic congestion. Mr. Goodale reported that he has a lot of older customers - some in their 80's - and they can't walk that far. He checked his books before coming to this meeting and found that his business experienced 20% lower sales during the Farmers' Market.

Mr. Goodale commented that he believes the number of those attending the Market annually has been overstated. He told the Council to do the math: If 80,000 people come to Ames in 26 weeks, it would equate to 3,076 persons/week. If there are four persons to a vehicle, that would result in nearly 800 more cars in the Main Street area every Saturday. Mr. Goodale also believes that there are not as many

vendors as has been stated because there are musicians and informational booth, neither of which are selling anything. He commented that he had heard Ms. Peterson state that the vendors are concerned about customers not finding their vending stand, but no one seems to be concerned about the customers of the permanent businesses not being able to access their stores. Mr. Goodale pointed out that Ms. Peterson said they were open to options about the location, but it seemed to him that they were very negative about any suggestion to move it. He said he would like to see the Market set up behind Main Street. Mr. Goodale also suggested that the Downtown Farmers' Market be held on Sunday. He advised that that is his second busiest day, but he would rather it be on Sunday than on Saturday. Mr. Goodale stated that he is not against the Farmers' Market, but doesn't want it on Main Street. He suggested that the Downtown Farmers' Market and the North Grand Farmers' Market merge again; Ames doesn't need two.

Benjamin Ruttgers, 919 South 16<sup>th</sup> Street, Apartment #405, Ames, said he was speaking on behalf of the brick-and-mortar businesses as they are the ones who are paying property taxes. In addition, the City is losing revenue from the parking meters. Mr. Ruttgers said he supports moving it to 5<sup>th</sup> Street, which would seem to work for both the businesses.

Jeff Houghtby commented that his store was Photosynthesis located at 317 Main Street, Ames. He said that he had heard it said that there is a conspiracy to overestimate how many people attend the Farmers' Market. Mr. Houghtby commented that the Market should not be moved to the 500 block of Main Street as no one considers it to be part of the Downtown. He does not think it would work to move it to a parking lot because one of the purposes of the Farmers' Market is to showcase Downtown Ames; in order to do that, it has to be located on Main Street. According to Mr. Houghtby, those businesses that are paying attention to only their sales on Saturday are missing the point. It is his opinion that Farmers' Market has brought the younger generation to the Downtown businesses. He The Farmers' Market appeals to broader clientele, many of whom would not be on Main Street if not for the Market. Mr. Houghtby asked the City Council to consider the 48 businesses that have benefitted.

Becca Wenkauf, 626-9th Street, Ames, advised that she had been a resident of Ames since 1985 and is a periodic vendor at the Farmers' Market. She reported that she is "Becca the Balloon Lady," so families look her up. She was a vendor before the Market split and had formerly been at the North Grand Mall site. Ms. Wenkauf commented that she had been terrified for the children when she was at the Mall site because of the traffic. She reported that the Downtown Farmers' Market had formerly been at the Depot, but no one knew they were there. In her opinion, the Downtown Farmers' Market site on Main Street is absolutely amazing; the ambiance is amazing. Ms. Wenkauf believes that access to the businesses is not the issue; parking is the issue, and they need to find a solution to the parking problems.

Lojean Peterson advised that the Market can't block access to churches due to weddings oftentimes being held on Saturdays, can't block drive-throughs to banks, can't block CyRide stops, and u-turns are a problem on side streets. They could look into holding the Market on Sundays; however, Sundays are usually reserved for family events.

Larry Goodale again spoke asking if First National Bank were more important than his business or the jeweler's business. He said he still didn't see why Sunday wouldn't work because people had said



that the Market was a great time for families and provided a great family atmosphere, and Ms. Peterson said that Sunday was a family day.

Ryan Jeffrey, 234 Parkridge Circle, Ames, said that he had been a vendor at the Downtown Farmers' Market for the past four years. He commented that every single day when he was vending, people noticed a business that had moved to Downtown from Campustown. Mr. Jeffrey believes that the public good is best served by having the Market where it has been. He would love to see the Farmers Market move to Campustown, but he feels the public good is best served with it being located on Main Street.

Elizabeth Hunt, 831-8th Street, Ames, stated that she is a vendor at the Downtown Farmers' Market. She is concerned about the businesses, but she believes the Market has enhanced the Downtown.

Scott Griffin said that he was the owner of two businesses on Main Street: one at 125 Main Street and one at 316 Main Street. One of those businesses is directly impacted and one is not. He does lose business on Saturdays. Mr. Griffin commented that the problem is a lack of direction in the Downtown; there is a lack of communication. He does not feel that the location of the Farmers' Market is as much of a problem as the lack of leadership and communication.

Carol Williams, Ames, 628 - 8<sup>th</sup> Street, Ames, stated that she attends the Farmers' Market every Saturday morning unless she is working. There are many people who walk or bicycle to the Market. She believes Main Street is a lovely location for the Farmers' Market that is working for most people. Ms. Williams expressed her appreciation of where it is and hoped that it will stay there.

Lonna Nachtigal advised that she was an owner of Onion Creek Farm off of North Dakota and has been a long-time vendor at the Farmers' Market. She sees this as a good opportunity for conversation and to come up with creative solutions.

Council Member Betcher commented that she thought the testimony at tonight's meeting provided a nice encapsulation of the issues. Acknowledging that there are issues, she said that this year is not the time to make a change. Ms. Betcher wondered about opportunities that there might be to get people Downtown to the businesses. She noted that she sees a lot more people downtown with the Farmers' Market than she ever saw without it. There is vibrancy in the Downtown in the morning into the afternoon when the Market is going on. Ms. Betcher commented that perhaps it doesn't have to run for as many weekends due to attendance trailing off in October.

Council Member Corrieri stated that to her, the Market does seem to bring a sense of community and appears to be a way to showcase Downtown Ames. She believes that there was a lot of thought put into the location and it did seem to look at making Downtown a destination. Ms. Corrieri recommended that the businesses that are experiencing difficulties participate in conversations with the Market organizers.

Council Member Orazem acknowledged that he doesn't have mobility problems, but he had always been able to access the stores during the time the Farmers' Market was in operation. He does believe parking is an issue. Mr. Orazem shared that, with the Farmers' Market, 75 parking spaces would be taken up. He recommended that the signage as to how to access the businesses be improved.

Council Member Gartin encouraged the Downtown businesses to be willing to try to find creative solutions and to participate in conversations with the Market organizers.

Council Member Betcher urged the Market organizers to be more proactive in facilitating conversation if it doesn't happen on its own.

Council Member Nelson asked that the concerns be brought to the attention of the City Council as they occur.

Moved by Gartin, seconded by Corrieri, to approve a Blanket Temporary Obstruction Permit and Blanket Vending License.

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

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 16-100 approve closure of 300 and 400 blocks of Main Street, and Burnett Avenue from Main Street north to alley, from 5:00 a.m. to 1:30 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 Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 16-101 approving a waiver of the fee for the Blanket Vending License.

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

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 16-102 approving the request to waive parking enforcement in CBD Lots X and Y.

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

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 16-103 approving the request to waive parking meter fees in the 300 and 400 blocks of Main Street and a portion of Burnett Avenue and electric usage fees.

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

**NORTH GROWTH AREA (CAMERON SCHOOL ROAD, DANKBAR/MUENCH-FRIEDRICH):** Planning and Housing Director Diekmann reported that the City Council had identified six tasks for the Planning Division to address over the next two years. One of those tasks was to review the Ames Urban Fringe Plan and development options for the area between the Northwest and Northern Growth Area. That "Gap Area" sits between the Northern Growth Area to the east of George Washington Carver and the Northwest Growth Area that is situated west of Squaw Creek and centered upon North Dakota Avenue. The Area is a part of the Ames Urban Fringe Plan. That Plan has a designation of Priority Transitional Residential for the area. Priority Transitional Residential allows for rural residential development at a minimum of 3.75 units per net acre, but does not require annexation to the City prior to development and leaves the timing of annexation to the discretion of the City. It was pointed out by Director Diekmann that the Ames Golf and Country Club

land is approximately 160 acres of Recreation Area bordered by rural Residential. He noted that lands to the northwest of the Gap Area have a rural Transitional Residential designation.

Mr. Diekmann commented that the City Council had analyzed annexation policies as part of the 2008 Targeted Growth Study and last reviewed its policies as part of the Northern Growth amendment in 2011. Following that review, the City Council amended the Land Use Policy Plan (LUPP) in 2011 to allow for annexation and development of land along Grant/Hyde Avenue as a non-incentivized growth area.

According to Director Diekmann, the Gap Area is mostly undeveloped with a handful of homes existing before reaching rural subdivisions along Squaw Creek. Three property owners, Borgmeyer, Muench, and Dankbar, control over 90% of the area. Staff estimates that there is approximately 160 net developable acres in the Gap Area. Development at minimum required densities would provide for approximately 600 homes. Development under the LUPP's New Lands assumptions of an average of five units/acre would generate approximately 800 homes.

The Council members were reminded by Director Diekmann that annexation policies had been analyzed as part of the 2008 Targeted Growth Study and last reviewed as part of the Northern Growth amendment in 2011. Following that review, the Council amended the Land use Policy Plan (LUPP) (in 2011) to allow for annexation and development of land along Grant/Hyde Avenue as a non-incentivized growth area. The area west of the railroad tracks was also designated as Northern Growth in 2011, but no changes were made to the Fringe Plan to implement such a designation. The Athen property that is now under development as the Scenic Valley Subdivision was the subject of an individual Fringe Plan and LUPP Amendment in 2012 that allowed for it to be annexed and approved for development. Council agreed, in 2014, to waive subdivision standards and not require annexation of the Ames Golf and Country Club for its proposed 30-home development along George Washington Carver. It was noted that that project has not yet been submitted for approval by the City, and the waiver requests would have to be reviewed again by the City Council. Mr. Diekmann noted that the Gap Area was previously left out of the City's expansion plans due to the cost of extending infrastructure and providing City services.

Mr. Diekmann advised that the most significant issue known at this time relates to the sanitary sewer service. He said that if the Council chooses to move ahead with initiating a LUPP or Fringe Plan amendment, additional details concerning site development densities and options would need to be investigated.

Public Works Director John Joiner explained that there are two distinct sanitary sewer watersheds involved: the Borgmeyer/Ames Golf and Country Club and the Dankbar/Muench areas. Sanitary sewer for the Borgmeyers and the Ames Golf and Country Club is intended to be served from a main extension that will be a part of the Rose Prairie development and ultimately connect to the newly installed sanitary sewer along Grant Avenue. Those areas were included in the sewer pipe sizing calculations for the Grant Avenue sewer along with the proposed single-family residential homes in Rose Prairie, Quarry Estates, Hayden's Crossing, and the proposed Hunziker development on the west side of Grant Avenue just north of the existing city limits. The Borgmeyer and Ames Golf and Country Club areas were included in the sanitary sewer connection district established in 2014 to recoup the City's cost of the installation of the sanitary sewer along Grant Avenue. The Dankbar and

Meunch properties provide challenges for being served by City sanitary sewer; those issues were highlighted during the Sanitary Sewer System Evaluation Council Workshop in May 2015.

In addition to the sanitary sewer issue, other issues explained by Director Diekmann included:

1. Transportation. The general effects of development within the Gap Area would be an increase of roughly 8% on traffic levels along George Washington Carver as people travel into the City along Stange Road, Bloomington, and 24<sup>th</sup> Street. If the City moves forward with more refined development details for this area, a project-specific traffic impact assessment would likely be needed.
2. Parks and Recreation. The Gap Area is situated in a manner that approximately half of the Borgmeyer property is within one-half mile of the neighborhood park located in Northridge Heights, but the other properties in the Gap Area are not located in proximity to a public park. The City would need to consider how to plan for park facilities in this Area.
3. Emergency Services. The Fire Department's goal is to provide an average response travel time of five minutes or less to 85% of all incidents. Using the City's Geographic Information System to analyze response times, development in the Gap Area would exceed the five-minute travel time goal. Also, development in the Gap Area may affect the city-wide averages if new development in this Area produced an inordinately high amount of emergency incidents.

John Joiner, Director of Public Works, noted that City consultants Veenstra & Kimm had conducted an evaluation of the City's ability to serve 350 single-family homes with sanitary sewer. In July 2015, staff received the report that showed that there is no additional capacity available. The proposed development would create sanitary sewer overflows in four downstream manholes, near overflow in another, and a surcharge pipe situation through the majority of the main trunk line within Northridge based on the density provided by the developer. Veenstra & Kimm were then asked to develop options for the City to be able to serve the Dankbar and Meunch properties. Three options were developed based on the densities provided by the developer, as follows:

Sewer Project 1: Construction of a new trunk sewer at a cost of \$2.5 - \$3.0 million

Sewer Project 2: Intercepting Somerset Subdivision at a cost of \$0.5 - \$0.7 million

Sewer Project 3: Intercept Northridge Heights, Somerset, Scenic Valley, and the Dankbar/Meunch development at a cost of \$1.5 - \$2.0 million

Each option was explained in detail by Director Joiner. He also stated that there is potential for the Meunch property and/or part of the Dankbar property to be served wholly or in part by a sanitary sewer lift station that would take the sanitary sewer under George Washington Carver through Borgmeyer and Rose Prairie to Grant Avenue. However, that scenario has not been modeled for its viability.

Director Diekmann advised that the Dankbars had expressed to staff that they are very interested in pursuing options for development of their property. It does not appear that, based on correspondence received by staff, the Borgmeyers are interested in development of their property in the near term.

Director Diekmann stated that because land in the Gap Area is designated as Priority Transitional Residential rather than an Urban Service Area, it may be developed without annexation. He reviewed the rural development requirements. According to Mr. Diekmann, the Gap Area is within Xenia Rural Water territory, and development would likely be able to connect to Xenia to serve the area. Staff has not talked to Xenia about its capability or desire to serve homes in the Gap Area; however, it is believed that it has infrastructure capable of supporting the rural development.

It was explained by Director Diekmann that there are three primary policy options for the Council to consider:

1. Maintain the Ames Urban Fringe Plan Priority Transitional Residential designation with no amendments to the Ames Urban Fringe Plan.
2. Initiate an Ames Urban Fringe Plan Amendment to Urban Services Area for all or a portion of the Gap Area.

Director Diekmann advised that an Urban Services designation mandates that a property must be annexed prior to development, but does not compel the City to annex property at any particular time.

3. Initiate an Ames Urban Fringe Plan Amendment for the area (Dankbar and Muench) to the west of George Washington Carver to Rural Transitional.

Mr. Diekmann advised that Rural Transitional designation allows for lower densities of development without immediate annexation to the City. The allowable minimum densities would drop to 1.0 unit per acre and allow for a maximum of 3.75 units per acre.

Council Member Orazem offered that the City does not necessarily need all those areas to be annexed at once. Council Member Betcher pointed out that the City also needs to think about the other things that will be needed with growth to the north, e.g., a new fire station and additional CyRide routes to serve the area.

Bill Dankbar, Minneapolis, Minnesota, pointed out that the City was never planned to grow north. His father purchased the property in 1962. He passed away about a year ago, and the property is now owned by Mr. Dankbar and his two sisters. They intend to sell the property and would like to have it annexed to the City of Ames.

Kurt Friedrich, Friedrich Realty, 100 Sixth Street, Ames, advised that he is working with the Dankbars and the Muench families. He noted the densities of the properties surrounding the property in question in the Gap Area. At the inquiry of Council Member Orazem, Mr. Friedrich said that it was preferred that the properties be annexed to the City. The area is a desirable location for people to live. However, the costs of the infrastructure are not known at this time. It might not be feasible, due to those costs, for the land to be annexed to Ames.

Chuck Winkleblack, Hunziker Properties, 105 South 16<sup>th</sup> Street, Ames, noted that if the City does not annex the properties, the traffic will still come into Ames, but the City will not benefit from the added tax base. Mr. Winkleblack noted that he has no stake in any of this land, but doesn't want the City

to make short-sided decisions; it should never say “never.” He knows that the Borgmeyers are not willing to sell their property. Mr. Winkleblack pointed out that Ames gets criticized for not having housing options; it needs more housing options.

Council Member Orazem said that the Council needs more information before it can make a decision on these issues. City Manager Steve Schainker noted that this area is a non-incentivized area. The costs of infrastructure would be spread among the lots.

Moved by Nelson, seconded by Corrieri to approve Option 2: Initiate an Ames Urban Fringe Plan Amendment to Urban Services Area for all or a portion of the Gap Area.

It was again stated that an Urban Services designation mandates that a property must be annexed prior to development, but does not compel the City to annex property at any particular time.

City Manager Schainker noted that this would have to be prioritized into the Planning work plan in the future.

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

Council Member Gartin asked how the developer would know the costs of development without the City determining the size of the sewer line.

Moved by Gartin, seconded by Orazem, that, in addition to prioritizing the Urban Fringe Plan Amendment, the costs and timing for a sewer analysis should be determined.

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

The meeting recessed at 8:12 p.m. and reconvened at 8:18 p.m.

**LAND USE POLICY PLAN MINOR MAP AMENDMENT FOR END OF CEDAR LANE (BURGASON PROPERTY):** Director Diekmann stated that Steve Burgason, Burgason Enterprises, is seeking an amendment to the Ames Urban Fringe Plan Future Land Use Map for a 9.72-acre parcel of land at the south end of Cedar Lane. He explained Mr. Burgason’s request for three map changes:

1. An amendment to the Ames Urban Fringe Plan Land Use Framework Map from Agriculture and Farm Service to Urban Residential
2. An amendment to the Ames Urban Fringe Plan Land Use Classes Map from Rural Services and Agricultural Conservation Area to Urban Services Area
3. An amendment to the Land Use Policy Plan Allowable Growth Map to designate this as part of the Southwest II Growth Area

According to Director Diekmann, staff estimates that the subject area may be suitable for 20 to 45 single-family homes, depending on future rezoning and subdivision requests. To include it with the Allowable Growth Area of the City for development would have only a minimal impact on the provision of services by the City.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 16-104 to approve:

- a. An amendment to the Ames Urban Fringe Plan Land Use Framework Map from Agriculture and Farm Service to Urban Residential
- b. An amendment to the Ames Urban Fringe Plan Land Use Classes Map from Rural Services and Agricultural Conservation Area to Urban Services Area
- c. An amendment to the Land Use Policy Plan Allowable Growth Map to designate this as part of the Southwest II Growth Area.

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

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM:** Vanessa Baker-Latimer, Housing Coordinator, reported that, as part of the public forum process required for the preparation of the FY 2016/17 CDBG Annual Action Plan, staff met separately with the College Creek/Old Ames Middle School Neighborhood Association to specifically discuss the redevelopment options for the 321 State Avenue (Old Ames Middle School) site. Staff also discussed this topic during public forums held on February 22 and 23, 2016.

Ms. Baker-Latimer reported that, in accordance with CDBG regulations, the site is located in Census Tract 13.01, which is not a HUD-designated Low- and Moderate-Impact (LMI) Census Tract (meaning less than 51% of the households living in this Tract are not LMI persons). Because of that, 100% of the housing units constructed must benefit LMI persons in order to redevelop the site.

According to Ms. Baker-Latimer, a majority of attendees at each meeting felt that it was in the best interest of the Neighborhood and the City for the site to be developed as a 51% LMI housing development. In order to develop the site at the 51% LMI level, the City must seek a Neighborhood Revitalization Strategy Area (NRSA). Ms. Baker-Latimer explained the criteria that must be met in order for an area to meet a NRSA designation.

It was explained by Ms. Baker-Latimer that the site of the Old Ames Middle School falls within Block Group 2 in 13.01 Census Tract. With assistance from HUD staff, it was determined that this area meets Criteria 4. Criteria 4 was explained as follows:

- “4. The percentage of LMI residents within the neighborhood must satisfy one of the three following criteria:
- a. 70% of the total population in the selected area (if the grantee’s upper quartile is greater than 70% LMI);
  - b. The upper quartile percentage (if the grantee’s upper quartile is greater than 51%, but less than 70% LMI in the total population); or
  - c. 51% of the total population (if the grantee’s upper quartile percentage is less than that percent)

\*Upper quartile determinations are based on census block groups with the census tract and not just the census tract itself.

Council Member Corrieri said she believes that diversification was important in neighborhoods. Council Member Orazem agreed.

Jason Paull, 3310 Tripp Street, Ames, said that there are still a lot of questions, but the early tenor of the Neighborhood is positive.

Sharon Stewart, 437 Hilltop Road, Ames, stated that having mixed-use is vital to make the neighborhood culturally diverse. She asked if it was the minimum of 51% of the total population. Ms. Baker-Latimer stated that was correct.

Moved by Betcher, seconded by Corrieri, to adopt RESOLUTION NO. 16-105 approving an amendment to the 2014-18 Five-Year Consolidated Plan to create a Neighborhood Revitalization Strategy Area for redevelopment of 321 State Avenue (Old Ames Middle School) site as a 51% Low-to Moderate-Income housing development.

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

Proposed Annual Action Plan Projects for FY 2016/17. Housing Coordinator Baker-Latimer brought the Council Members' attention to the comments that had been included with their Council Action Form. These comments were received at the public forums held on February 22 and 23, 2016. Ms. Baker-Latimer reported that the overall feedback continues to center around the lack of and need for more affordable housing for low-income persons in the form of rental, shelters, transitional, and home-ownership units. Support also continues for the Security Deposits, First Month's Rent, and Transportation Assistance Programs. The need to add the Childcare Assistance Program back in was also suggested.

Ms. Baker-Latimer advised that, after taking into consideration the public forum comments, staff is recommending that the City continue with only the Acquisition/Reuse for Affordable Housing; Rehabilitation; Homebuyer Assistance, and Renter Affordability Programs (adding in the Childcare Assistance Program) that were adopted in the 2015/16 Action Plan. The reasons behind that recommendation were given by Ms. Baker-Latimer.

The City Council was informed that the City had been notified by HUD that its FY 2016/17 CDBG allocation would be \$490,986, which is an increase of approximately \$6,000 over the FY 2015/16 allocation. Of that amount, approximately \$392,789 is available for programming, not including any FY 2015/16 anticipated program roll-over balance. Ms. Baker-Latimer said that staff initially cautiously anticipated a rollover balance of approximately \$400,000 (not including administration), which would provide approximately \$792,789 to be available for the FY 2016/17 program year. However, Ms. Baker-Latimer told the Council that she now thinks the amount of the rollover would be approximately \$337,000

Ms. Baker-Latimer stated that, from the discussion with the College Creek Old Ames Middle School Neighborhood Association and the comments from the public forum regarding the redevelopment of the 321 State Avenue site, staff is proposing that the FY 2016/17 Annual Action Plan also include



\$392,789 from the FY 2016/17 CDBG allocation that is available for programming to go towards public infrastructure improvements for the 321 State Avenue site.

The Council's attention was brought to Attachment B in the Council Action Form. Staff was proposing that the anticipated budget be allocated to those project activities. It is the belief of staff that the need to improve and expand the supply of affordable housing for low- and moderate-income households can best be accomplished through the implementation of those programs. Ms. Baker-Latimer detailed the activities being proposed. She pointed out that the first two programs would be reduced to account for the reduction in the estimated amount of the roll-over.

Council Member Orazem asked if Habitat for Humanity helps with rehab. Ms. Baker-Latimer said that some of the rehabilitated properties had been sold to Habitat in the past. The City does major health and safety issues, such as radon and lead paint. Those are usually high-cost items, and then Habitat can step in and do additional rehabilitation. Two additional properties were acquired last year, a single-family home and a duplex; those are in the process of being rehabilitated.

Council Member Betcher asked which programs pay for acquisition and rehabilitation. Ms. Baker-Latimer advised that HUD requires those two be separated. The property has to be acquired using funding from the Acquisition Program, but if it needs to be rehabilitated, that's under another program.

Moved by Orazem, seconded by Betcher, to adopt RESOLUTION NO. 16-106 approving the FY 2016/17 Proposed Annual Action Plan projects and budget [as listed in Attachment B of the Council Action Form (as revised)]:

- |  |           |
|--|-----------|
| 1. Continue Acquisition/Reuse Program                                      | \$118,719 |
| 2. Continue Housing Improvement Rehabilitation Programs                    | \$118,719 |
| 3. Continue Homebuyer Assistance for First-Time Homebuyers                 | \$ 65,000 |
| 4. Continue Renter Affordability Programs (adding in Childcare Assistance) | \$ 35,000 |
| 5. Public Infrastructure Improvements Program for 321 State Avenue (New)   | \$392,789 |

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

**HEARING ON AMENDMENTS TO FISCAL YEAR 2015/16 BUDGET:** Mayor Campbell opened the public hearing. There being no one else wishing to speak, the hearing was closed.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 16-107 amending the budget for the current Fiscal Year ending June 30, 2016.

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

**HEARING ON ADOPTION OF FY 2016/17 BUDGET:** The public hearing was opened by the Mayor. When no one came forward to speak, Mayor Campbell closed the hearing.

Moved by Nelson, seconded by Corrieri, to adopt RESOLUTION NO. 16-108 approving the 2016/17 budget.

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

**HEARING ON GENERAL OBLIGATION CORPORATE PURPOSE AND REFUNDING LOAN AGREEMENT:** The Mayor opened the public hearing. She closed same as no one asked to speak.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 16-109 authorizing the Loan Agreement and providing for the levy of taxes for fiscal year beginning July 1, 2016, in a principal amount not to exceed \$13,225,000.

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

**REZONING OF PROPERTIES AT 1405, 1415, 1425, 1502, 1509, 1510, 1511, AND 1519 BALTIMORE DRIVE AND 1428, 1429, 1506, 1514, AND 1522 BOSTON AVENUE:** Director Diekmann explained that Friedrich Iowa Realty and Development is requesting that the above-listed addresses in the Eastgate Subdivision be rezoned from Community Commercial Node (CCN) to Highway-Oriented Commercial (HOC). A total of 13.72 acres is included in this rezoning. The Final Plat of this Subdivision was approved in 1999, and the lots proposed for rezoning have been vacant since that time. The rezoning request is based on the desire to allow a wider range of commercial uses, which will provide land for development by a broader group of potential business users. The subject properties are within the Land Use Policy Plan (LUPP) Future Land Use Map designation of HOC.

Mr. Diekmann pointed out that Lot 14 of the Subdivision (1509 Baltimore Drive) is owned by the Greater Iowa Credit Union and is not part of the rezoning request received from the applicant. However, staff contacted the Credit Union to see its interest in changing zoning. There is an approved site plan under the current CCN zoning for construction of a new office building. Since the rezoning request will not affect the Credit Union's approved plan, it was willing to be included in the rezoning.

It was noted by Director Diekmann that the Planning and Zoning Commission, at its meeting held February 17, 2016, voted 6-0-1 (Commission Member Tillo abstained due to a conflict of interest) to recommend that the Council rezone the subject properties. There were no comments by the public at that meeting.

Mayor Campbell opened the public hearing.

Kurt Friedrich, Friedrich Iowa Realty, 100 Sixth Street, Ames, pointed out that the proposed rezoning was consistent with the LUPP.

No one else asked to speak, and the Mayor closed the hearing.

Moved by Nelson, seconded by Corrieri, to approve Alternative No. 2 and pass on first reading an ordinance rezoning properties at 1405, 1415, 1425, 1502, 1509, 1510, 1511, and 1519 Baltimore Drive and 1428, 1429, 1506, 1514, and 1522 Boston Avenue from Community Commercial Node (CCN) to Highway-Oriented Commercial (HOC).

It was pointed out by Director Diekmann that Alternative No. 2 would include the Greater Iowa Credit Union property (Lot 14 at 1509 Baltimore Drive).

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

**ORDINANCE REZONING PROPERTY AT 217-6TH STREET:** Moved by Betcher, seconded by Gartin, to pass on second reading an ordinance rezoning property at 1405, 1415, 1425, 1502, 1509, 1510, 1511, and 1519 Baltimore Drive and 1428, 1429, 1506, 1514, and 1522 Boston Avenue from Community Commercial Node (CCN) to Highway-Oriented Commercial (HOC).

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

**COUNCIL COMMENTS:** Council Member Corrieri wanted the public to be informed about the Affordable Housing Conference that will take place at the Scheman Building on March 23.

Moved by Betcher, seconded by Gartin, to refer to staff for a memo the letter from the Big Bluestem neighbors.

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

Moved by Gartin, seconded by Corrieri, to direct staff to accept a Zoning Ordinance Text Amendment Application pertaining to setbacks for mobile home parks from the owner (Flummerfelt).

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

Moved by Gartin to request a memo from staff pertaining to the request of Brent Haverkamp for a text amendment to CCR Zoning District.

Motion died for lack of a second.

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 9:10 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL**

**AMES, IOWA**

**MARCH 10, 2016**

The Ames City Council met in Special Session at 4:01 p.m. on the 10<sup>th</sup> day of March, 2016, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding in person and Council Member Tim Gartin present. Since it was impractical for all Council Members to attend in person, Council Members Bronwyn Beatty-Hansen, Gloria Betcher, and Peter Orazem were brought in telephonically. Council Members Amber Corrieri and Chris Nelson and *ex officio* Member Sam Schulte were absent.

**CONTRACT AND BOND FOR 2013/14 SHARED-USE PATH SYSTEM EXPANSION (SKUNK RIVER TRAIL EXTENSION, PHASE 2):** Civil Engineer Rudy Koester explained that the Iowa Department of Transportation needed to sign the contract for this project since it is providing funds for the path expansion. Because certain work needs to be completed prior to April 1 and City staff is anxious to move forward, the Council is being asked today to approve the contract and bond.

Moved by Gartin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 16-110 approving the contract and bond for the 2013/14 Shared-Use Path System Expansion (Skunk River Trail Extension, Phase 2).

Roll Call Vote: 4-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**ADJOURNMENT:** The meeting adjourned at 4:05 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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Jill L. 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 & Year:	February 2016	
For City Council Date:	March 8, 2016	

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 (Buyer)
Electric Services	Power Plant Maintenance Services Contract	2	\$720,000.00	ProEnergy Services LLC	\$148,445.00	\$30,971.30	B. Kindred	CB
Public Works	2014/15 Downtown Street Pavement Improvements (5 <sup>th</sup> Street)	2	\$1,206,258.00	Con-Struct, Inc.	\$2,365.00	\$5,678.40	E. Cowles	MA
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		



## REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input checked="" type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input type="checkbox"/>	16 <sup>th</sup> – End of Month
<b>Month &amp; Year:</b>	March 2016	
<b>For City Council Date:</b>	March 22, 2016	

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 (Buyer)
Water & Pollution Control	Ames Water Treatment Plant - Contract 2	4	\$52,497,000.00	Knutson Construction	\$188,114.00	\$6,192.00	C. Murphy	MA
Electric Services	GT1 Return to Service Project - Bid No. 2: Inlet Air System	1	\$915,590.00	MMC Contractors National, Inc	\$0.00	\$4,798.76	D. Kom	CB
Electric Services	GT1 Return to Service Project - Bid No. 3: Exhaust System	1	\$612,900.00	MMC Contractors National, Inc	\$0.00	\$4,027.19	D. Kom	CB
Public Works	2015/16 Bridge Rehabilitation Program (6 <sup>th</sup> St)	1	\$2,529,652.18	Peterson Contractors Inc.	\$0.00	\$38,568.58	B. Kindred	MA
Ames Public Library	Library Digital Displays	2	\$112,889.37	Mechdyne Corporation	\$1,090.00	\$7,920.00	K. Thompson	KS
Public Works	2013/14 Collector Street Pavement Improvements (Sheldon Avenue: Lincoln Way - Hyland Ave.)	2	\$896,526.49	Con-Struct, Inc.	\$-(13,162.72)	\$9,835.89	J. Joiner	MA

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 (Buyer)
Public Works	Construction Observation at ISU Research Park Phase III Paving	2	\$128,830.00	Shive-Hattery Inc.	\$-(9,348.05)	\$0.00	L. Jarmon	MA
Public Works	Grant Avenue (Hyde Avenue) Pavement Improvements	3	\$2,779,587.90	Manatt's Inc.	\$-(35,242.15)	\$0.00	L. Jarmon	MA

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Gateway Expresse Inc</u>		
<b>Name of Business (DBA):</b> <u>Burgie's Coffee and Tea</u>		
<b>Address of Premises:</b> <u>420 Beach Avenue</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Iowa</u>	<b>Zip:</b> <u>50011</u>
<b>Business</b> <u>(515) 292-6769</u>		
<b>Mailing</b> <u>2400 University Blvd</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>Andrew Burgason</u>	
<b>Phone:</b> <u>(515) 451-2658</u>	<b>Email</b> <u>andrew@burgiescoffee.com</u>

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

**Term:**5 days

**Effective Date:** 05/14/2016

**Expiration Date:** 01/01/1900

**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>191776</u>	<b>Federal Employer ID</b> <u>421448738</u>

**Ownership**

**Steve Burgason**

**First Name:** Steve

**Last Name:** Burgason

**City:** Ames

**State:** Iowa

**Zip:** 50014

**Position:** Owner

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Founders Insurance Company</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>



**Applicant License Application ( )**

<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>Molecular Biology Building</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>
<b>Business</b> <u>(515) 232-0553</u>		
<b>Mailing</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>(505) 400-5981</u>	<b>Email</b> <u>mattombc@gmail.com</u>

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

**Term:** 5 days

**Effective Date:** 05/05/2016

**Expiration Date:** 01/01/1900

**Privileges:**

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

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>286196</u>	<b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**

**Scott Griffen**

**First Name:** Scott                      **Last Name:** Griffen  
**City:** Ames                              **State:** Iowa                      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%                      **U.S. Citizen:** Yes

**Daniel Griffen**

**First Name:** Daniel                      **Last Name:** Griffen  
**City:** Potomac                              **State:** Maryland                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Susan Griffen**

**First Name:** Susan                      **Last Name:** Griffen  
**City:** Potomac                              **State:** Maryland                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<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</b> <u>(515) 232-0553</u>		
<b>Mailing</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>(505) 400-5981</u>	<b>Email</b> <u>mattombc@gmail.com</u>

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

**Term:** 5 days

**Effective Date:** 04/16/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>286196</u>	<b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**

**Scott Griffen**

**First Name:** Scott                      **Last Name:** Griffen  
**City:** Ames                              **State:** Iowa                      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%                      **U.S. Citizen:** Yes

**Daniel Griffen**

**First Name:** Daniel                      **Last Name:** Griffen  
**City:** Potomac                              **State:** Maryland                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Susan Griffen**

**First Name:** Susan                      **Last Name:** Griffen  
**City:** Potomac                              **State:** Iowa                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>Walgreen Co.</u>		
<b>Name of Business (DBA):</b> <u>Walgreens #12108</u>		
<b>Address of Premises:</b> <u>2719 Grand Ave</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 232-8284</u>		
<b>Mailing</b> <u>Liquor Renewals-300 Wilmot Rd, MS 3301</u>		
<b>City</b> <u>Deerfield</u>	<b>State</b> <u>IL</u>	<b>Zip:</b> <u>60015</u>

**Contact Person**

<b>Name</b> Toni Franklin
<b>Phone:</b> (847) 527-4402 <b>Email</b> tonifranklin@walgreens.com

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 05/27/2016

**Expiration Date:**

**Privileges:**

Class E Liquor License (LE)

**Status of Business**

<b>BusinessType:</b> <u>Publicly Traded Corporation</u>
<b>Corporate ID Number:</b> <u>51081</u> <b>Federal Employer ID</b> <u>36-1924025</u>

**Ownership**

**Mark Wagner**

**First Name:** Mark      **Last Name:** Wagner  
**City:** Lake Forest      **State:** Illinois      **Zip:** 60045  
**Position:** VP/Director  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Alexander Gourlay**

**First Name:** Alexander      **Last Name:** Gourlay  
**City:** Glencoe      **State:** Illinois      **Zip:** 60014  
**Position:** President  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Alan Nielsen**

**First Name:** Alan      **Last Name:** Nielsen  
**City:** Crystal Lake      **State:** Illinois      **Zip:** 60014  
**Position:** VP/CFO/Treasurer  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Jan Reed**

**First Name:** Jan                      **Last Name:** Reed  
**City:** Riverwoods                      **State:** Illinois                      **Zip:** 60015  
**Position:** VP/Corporate Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Amelia Legutki**

**First Name:** Amelia                      **Last Name:** Legutki  
**City:** Libertyville                      **State:** Illinois                      **Zip:** 60048  
**Position:** Assistant Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Insurance Company Information**

<b>Insurance Company:</b> <u>Safeco Insurance Co</u>	
<b>Policy Effective Date:</b> <u>05/27/2015</u>	<b>Policy Expiration</b> <u>01/01/1900</u>
<b>Bond Effective</b> <u>2</u>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( LE0002656 )**

<b>Name of Applicant:</b> <u>Iowa CVS Pharmacy, L.L.C.</u>		
<b>Name of Business (DBA):</b> <u>CVS/pharmacy #10452</u>		
<b>Address of Premises:</b> <u>2420 Lincoln Way, #104</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>
<b>Business</b> <u>(401) 765-1500</u>		
<b>Mailing</b> <u>One CVS drive</u>		
<b>City</b> <u>Woonsocket</u>	<b>State</b> <u>RI</u>	<b>Zip:</b> <u>02895</u>

**Contact Person**

<b>Name</b> <u>Cathy Tardie</u>	<b>Phone:</b> <u>(401) 770-3355</u>	<b>Email</b> <u>Cathy.Tardie@cvshealth.com</u>
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**Classification** Class E Liquor License (LE)
**Term:** 12 months
**Effective Date:** 10/27/2016
**Expiration Date:**
**Privileges:**
Class E Liquor License (LE)
**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>325279</u>	<b>Federal Employer ID</b> <u>20-4281257</u>

**Ownership**
**Thomas Moffatt**

**First Name:** Thomas                      **Last Name:** Moffatt  
**City:** Kingston                              **State:** Rhode Island                      **Zip:** 02881  
**Position:** President  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Carol DeNale**

**First Name:** Carol                              **Last Name:** DeNale  
**City:** Watertown                              **State:** Massachusetts                      **Zip:** 02472  
**Position:** Senior Vice  
President/Treasurer  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Melanie Luker**

**First Name:** Melanie                              **Last Name:** Luker  
**City:** Cranston                              **State:** Rhode Island                      **Zip:** 02920  
**Position:** Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Linda Cimbron**

**First Name:** Linda **Last Name:** Cimbron  
**City:** Warren **State:** Rhode Island **Zip:** 02885  
**Position:** Assistant Secretary  
**% of Ownership:** 0.00% **U.S. Citizen:** **Yes**

**Jeffrey Clark**

**First Name:** Jeffrey **Last Name:** Clark  
**City:** Hingham **State:** Massachusetts **Zip:** 02043  
**Position:** Assistant Treasurer  
**% of Ownership:** 0.00% **U.S. Citizen:** **Yes**

**Kimberley DeSousa**

**First Name:** Kimberley **Last Name:** DeSousa  
**City:** Cumberland **State:** Rhode Island **Zip:** 02864  
**Position:** Assistant Secretary  
**% of Ownership:** 0.00% **U.S. Citizen:** **Yes**

**Sheelagh Beaulieu**

**First Name:** Sheelagh **Last Name:** Beaulieu  
**City:** Fairhaven **State:** Massachusetts **Zip:** 02719  
**Position:** Assistant Treasurer  
**% of Ownership:** 0.00% **U.S. Citizen:** **Yes**

**Insurance Company Information**

<b>Insurance Company:</b> <u>Liberty Mutual Insurance Company</u>	
<b>Policy Effective Date:</b> <u>07/29/2015</u>	<b>Policy Expiration</b> <u>01/01/1900</u>
<b>Bond Effective</b> <u>2</u>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>



**COUNCIL ACTION FORM**

**SUBJECT: GREEK EX'CY'TEMENT AND GREEK VISIT DAY REQUESTS**

**BACKGROUND:**

From Friday, April 8<sup>th</sup> through Sunday, April 10<sup>th</sup> 2016, the ISU Greek community will be holding activities related to its annual Greek Visit Day and Greek ExCYtement.

These activities are sponsored by the ISU Office of Greek Affairs. Friday night's events include a block party on Ash Avenue with music and lawn games for prospective fraternity and sorority members (primarily high school students). Attendance is estimated at 200-500 participants Friday night. Saturday's events provide an opportunity during the day for prospective sorority and fraternity students and their families to visit chapter houses. Sunday includes a breakfast to be served at Greek chapters and providing an outdoor gathering space on the Greek Triangle.

To facilitate a safe and enjoyable event, the following closures have been requested:

Friday, April 8th from 6:00 p.m. to 10:00 p.m.:

- Ash Avenue, from Gable Lane to Sunset Drive

Saturday, April 9<sup>th</sup> from 12:00 p.m. to 5:00 p.m.:

- Ash Avenue, from Knapp Street to Sunset Drive
- Sunset Drive, from Ash Avenue to Gray Avenue
- Pearson Avenue, from Greeley Street to Sunset Drive

Sunday, April 10<sup>th</sup> from 8:00 a.m. to 12:00 p.m.:

- Sunset Drive, from Ash Avenue to Gray Avenue
- Pearson Avenue, from Greeley Street to Sunset Drive

Parking would be prohibited on the affected streets during these times. Because Ash Avenue is a CyRide route, City Council approval for this event is required. A Temporary Obstruction Permit would be required for the closed areas. The Police Department will issue a Noise Permit for the music on Friday night.

In addition to the street closures, the Greek Triangle will be in use by the event organizers from 12:00 p.m. to 5:00 p.m. Saturday, April 9<sup>th</sup> and from 8:00 a.m. to 12:00 p.m. Sunday, April 10<sup>th</sup>.

Organizers have proposed mailing notices to residents affected by the closed areas. City staff will also place electronic signboards in the area to warn motorists of the closure. A letter of self-insurance from ISU has been provided for the event.

**ALTERNATIVES:**

1. Approve the requests, including a Temporary Obstruction Permit, street closures, suspension of parking regulations and enforcement, and use of the Greek Triangle for Friday, April 8, through Sunday, April 10, as indicated above.
2. Do not approve the requests.

**MANAGER'S RECOMMENDED ACTION:**

Greek Visit Day activities are an opportunity for the Greek community to showcase its role in the student experience to prospective students and their families. The event is officially sanctioned by the University and takes place under ISU staff supervision.

The areas affected by the closures are primarily populated by Greek students, and the organizers will communicate the event details to the handful of residences affected by the event that are not in the Greek community. Organizers have committed to hosting this alcohol-free event safely and providing substantial supervision of activities.

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



CITY OF  
Ames™

# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Greek ExCYtement

**Description** Approximately 500 men will participate in a block party style event. The event will have a DJ, a grill out, volleyball, and other various yard and card games.

- Event Category**
- Athletic/Recreation
  - Exhibits/Misc.
  - Festival/Celebration
  - Parade/Procession/March
  - Concert/Performance
  - Farmer/Outdoor Market
  - Other (please explain)
- Part of Ash Ave.

**Anticipated Attendance** Total 500 Per Day 500

### DATE/TIME

<b>Setup</b>	Date <u>4/8/16</u>	Time <u>4:00 pm</u>	Day of Week <u>Friday</u>
<b>Event Starts</b>	Date <u>4/8/16</u>	Time <u>6:00 pm</u>	Day of Week <u>Friday</u>
<b>Event Ends</b>	Date <u>4/8/16</u>	Time <u>9:00 pm</u>	Day of Week <u>Friday</u>
<b>Teardown Complete</b>	Date <u>4/8/16</u>	Time <u>10:00 pm</u>	Day of Week <u>Friday</u>

**Rain Date, if applicable** \_\_\_\_\_  
**Rain Location, if applicable** Lied Rec.



CITY OF

# Ames SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Greek Visit Day: Chapter House Tours and Meetings

**Description** The annual Greek Visit Day will be held April 8-10. On April 9, as a part of the day's activities, prospective ISU students and their families will have the opportunity to tour different Greek chapter houses and meet with chapters who do not have chapter houses from 1:00 pm- 4:00 pm. We would like to host chapters who do not have houses along Ash Avenue, Sunset Avenue and 'Greek Triangle' area. We would set up approximately 15 booths, one for each chapter, to have displays and information for students and families. Two chapters will be on Greek triangle, 10 along Sunset between the Triangle and Ash Ave, and an additional 3-5 along Ash Avenue. Students and their families will have a schedule to follow and visit previously selected chapters but also have the opportunity to create their own list of chapters to visit, if they choose. The chapters without houses will be encouraging people to visit their informational booths throughout the morning.

- Event Category**
- Athletic/Recreation
  - Exhibits/Misc.
  - Festival/Celebration
  - Parade/Procession/March
  - Concert/Performance
  - Farmer/Outdoor Market
  - Other (please explain)
- South Campus Area

**Anticipated Attendance** Total 800 Per Day \_\_\_\_\_

### DATE/TIME

<b>Setup</b>	Date <u>4/9/16</u>	Time <u>11:00 am</u>	Day of Week <u>Saturday</u>
<b>Event Starts</b>	Date <u>4/9/16</u>	Time <u>1:00 pm</u>	Day of Week <u>Saturday</u>
<b>Event Ends</b>	Date <u>4/9/16</u>	Time <u>4:00 pm</u>	Day of Week <u>Saturday</u>
<b>Teardown Complete</b>	Date <u>4/9/16</u>	Time <u>6:00 pm</u>	Day of Week <u>Saturday</u>

**Rain Date, if applicable** \_\_\_\_\_

**Rain Location, if applicable** \_\_\_\_\_



CITY OF

Ames

# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Emerging Greek Leadership Council Philanthropy Breakfast

**Description**

Iowa State's Emerging Greek Leadership Council (EGLC) will be hosting a philanthropy event in conjunction with Greek Visit Day. They will be serving breakfast food from 9-11:00 AM on Sunday, April 10th. The location will be at the intersection of Beach and Sunset.

- Event Category**
- Athletic/Recreation
  - Exhibits/Misc.
  - Festival/Celebration
  - Parade/Procession/March
  - Concert/Performance
  - Farmer/Outdoor Market
  - Other (please explain)

**Anticipated Attendance** Total 500 Per Day \_\_\_\_\_

### DATE/TIME

<b>Setup</b>	Date <u>4/9/16</u>	Time <u>9:00 am</u>	Day of Week <u>Sunday</u>
<b>Event Starts</b>	Date <u>4/9/16</u>	Time <u>11:00 am</u> <u>9</u>	Day of Week <u>Sunday</u>
<b>Event Ends</b>	Date <u>4/9/16</u>	Time <u>1:00 pm</u> <u>11</u>	Day of Week <u>Sunday</u>
<b>Teardown Complete</b>	Date <u>4/9/16</u>	Time <u>3:00 pm</u> <u>1</u>	Day of Week <u>Sunday</u>

Rain Date, if applicable \_\_\_\_\_  
Rain Location, if applicable \_\_\_\_\_

**COUNCIL ACTION FORM**

**SUBJECT: MAIN STREET CULTURAL DISTRICT REQUESTS FOR MAIN STREET BIKE NIGHT IN MAY, JUNE, JULY, AUGUST, AND SEPTEMBER**

**BACKGROUND:**

The Main Street Cultural District (MSCD) held its first ever Bike Night last year in June, followed by another iteration in August. Both events were successful at bringing large numbers of motorcycles to the downtown area for a family-friendly event. Based on the success of last year's events, MSCD plans to host five Bike Night events this summer. Each will take place on the fourth Friday of the month (May 27, June 24, July 22, August 26, and September 23).

The event is planned to be family-friendly, and includes motorcycle displays, live music, a live radio broadcast, award presenters, and food vendors.

To facilitate this event, organizers request the following on May 27, June 24, July 22, August 26, and September 23:

- Closure of Main Street (Burnett Avenue to Duff Avenue) from 2:00 to 10:30 p.m.
- Closure of Douglas Avenue (Main Street to Fifth Street) from 1:00 to 10:00 p.m.
- Closure of Kellogg Avenue (Main Street to Fifth Street) from 4:00 to 10:00 p.m.
- Closure of 96 metered parking spaces within the closed areas and waiver of fees (estimated \$372 in lost parking meter revenue)
- Blanket Temporary Obstruction Permit
- Blanket Vending License for the entire Main Street Cultural District and waiver of fee (\$50 loss to City Clerk's Office budget)

The closed parking spaces on Main Street will be used to provide free motorcycle parking for the patrons. Last year, Main Street remained open to through traffic. However, due to the number of attendees, MSCD has requested closure of the street to through traffic to protect the safety of participants.

Organizers have asked to have beer and wine sales at the event. Applications for five separate 5-day Class B Beer Permits with Outdoor Service Privilege have been submitted. Organizers plan to go door-to-door with information for the affected businesses and residents, place signs in the area prior to the event, and distribute event details via email to those on their mailing list.

Each Bike Night will host different musical entertainment on Douglas Avenue. Organizers have coordinated with Ames on the Half Shell organizers to avoid offering entertainment of

the same genre on the same night. Although the application notes the presence of motorcycle stunt performers, MSCD has since withdrawn that component of the event.

**Staff should again note that music and other projected sounds that might occur during this event are addressed in the City's noise ordinance. Motor vehicle noise is also regulated by the noise ordinance, but is less restricted than noise emanating from a particular property. It should be noted that no noise complaints were received regarding last year's Bike Nights. However, the noise generated by several hundred motorcycles is likely to be louder than normally experienced on Main Street. Therefore, if complaints are received regarding motorcycle noise, it could be difficult for the Police Department to do anything to address it.**

**ALTERNATIVES:**

1. Approve the MSCD requests for Bike Night on May 27, June 24, July 22, August 26, and September 23 as stated above, including the street and parking closures, blanket Temporary Obstruction Permit, blanket Vending License, and five 5-day Class B Beer Permits with Outdoor Service Privilege, and waive fees for parking and the Vending License.
2. Approve the requests for Bike Night on May 27, June 24, July 22, August 26, and September 23 as stated above, including the street and parking closures, blanket Temporary Obstruction Permit, blanket Vending License, and five 5-day Class B Beer Permits with Outdoor Service Privilege, but require reimbursement for the parking closures and the Vending License.
3. Do not approve the requests.

**MANAGER'S RECOMMENDED ACTION:**

Bike Night has become a signature event for the Main Street Cultural District. Organizers have worked to enhance the event from its iterations last year, which were well attended. MSCD has coordinated with Ames on the Half Shell to ensure the events are complimentary rather than competitive, and has modified the layout of the event to create a safe and entertaining atmosphere for participants.

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



## SUMMARY OF EVENT

### DESCRIPTION

**Event Name**

**Description**

Main Street Bike Night will be a monthly event that will take place on the 4th Friday from May through September. The dates are May 27, June, 24, July 22, August 26, and September 23.

The target audience is people ages 30-65 who enjoy riding and looking at motorcycles. There will be motorcycle only parking in the 100, 200, and 300 blocks of Main Street. This area will be closed to traffic from 2pm to 10:30 pm on the days of the events. A beer garden and live band will be located in the 400 block of Douglas Street - this block will be closed to traffic from 1pm until 10pm. A group of motorcycle stunt performers will be located in the 400 block of Kellogg - this area will be closed from 4pm to 10pm. There will be food vendors and merchandise vendors.

**Event Category**

- Athletic/Recreation
- Concert/Performance
- Exhibits/Misc.
- Farmer/Outdoor Market
- Festival/Celebration
- Other (please explain)
- Parade/Procession/March

**Anticipated Attendance**

Total 2,000 Per Day \_\_\_\_\_

### DATE/TIME

<b>Setup</b>	Date _____	Time _____	Day of Week _____
<b>Event Starts</b>	Date _____	Time _____	Day of Week _____
<b>Event Ends</b>	Date _____	Time _____	Day of Week _____
<b>Teardown Complete</b>	Date _____	Time _____	Day of Week _____

**Rain Date, if applicable** \_\_\_\_\_

**Rain Location, if applicable** \_\_\_\_\_



## LOCATION

### Region

(Select one or more)

- Main Street Cultural District (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

**Please note** that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

-  
Downtown - Main Street Cultural District: (515) 233-3472  
Campustown - Campustown Action Association: (515) 450-8771  
Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org  
director@amescampustown.com  
eventauthorization@iastate.edu

## CONTACTS

### Host Organization

Main Street Cultural District

### Local Contact (Required)

*Must be present during event*

Name: Cindy Hicks

Address: 304 Main Street

Telephone: ( 515 ) 233-3472

Cell phone: ( 316 ) 871-0837

*Must be available by cell phone during event*

Email: director@amesdowntown.org

**At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.**

### Yes No

Is this an annual event? How many years have you been holding this event? \_\_\_\_\_

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)?

If yes, please list

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Ames Chamber of Commerce</u>		
<b>Name of Business (DBA):</b> <u>Main Street Cultural District</u>		
<b>Address of Premises:</b> <u>400 Block of Douglas</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-3472</u>		
<b>Mailing</b> <u>400 Block of Douglas</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>Cindy Hicks</u>	
<b>Phone:</b> <u>(515) 233-3472</u>	<b>Email</b> <u>director@amesdowntown.org</u>

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

**Term:** 5 days

**Effective Date:** 05/26/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Municipality</u>
<b>Corporate ID Number:</b> _____ <b>Federal Employer ID</b> <u>42-0623975</u>

**Ownership**

**Cindy Hicks**

**First Name:** Cindy

**Last Name:** Hicks

**City:** Ames

**State:** Iowa

**Zip:** 50010

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>Ames Chamber of Commerce</u>		
<b>Name of Business (DBA):</b> <u>Main Street Cultural District</u>		
<b>Address of Premises:</b> <u>400 Blk of Douglas</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-3472</u>		
<b>Mailing</b> <u>400 Blk of Douglas</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>Cindy Hicks</u>
<b>Phone:</b> <u>(515) 233-3472</u> <b>Email</b> <u>director@amesdowntown.org</u>

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

**Term:**5 days

**Effective Date:** 06/23/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Municipality</u>
<b>Corporate ID Number:</b> <b>Federal Employer ID</b> <u>42-0623975</u>

**Ownership**

**Cindy Hicks**

**First Name:** Cindy

**Last Name:** Hicks

**City:** Ames

**State:** Iowa

**Zip:** 50010

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Ames Chamber of Commerce</u>		
<b>Name of Business (DBA):</b> <u>Main Street Cultural District</u>		
<b>Address of Premises:</b> <u>400 Block of Douglas</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-3472</u>		
<b>Mailing</b> <u>400 Block of Douglas</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>Cindy Hlcks</u>
<b>Phone:</b> <u>(515) 233-3472</u> <b>Email</b> <u>director@amesdowntown.org</u>

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

**Term:** 5 days

**Effective Date:** 07/21/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Municipality</u>
<b>Corporate ID Number:</b> <b>Federal Employer ID</b> <u>42-0623975</u>

**Ownership**

**Cindy Hicks**

**First Name:** Cindy

**Last Name:** Hicks

**City:** Ames

**State:** Iowa

**Zip:** 50010

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>Ames Chamber of Commerce</u>		
<b>Name of Business (DBA):</b> <u>Main Street Cultural District</u>		
<b>Address of Premises:</b> <u>400 Blk of Douglas</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-3472</u>		
<b>Mailing</b> <u>400 Blk of Douglas</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>Cindy Hicks</u>
<b>Phone:</b> <u>(515) 233-3472</u> <b>Email</b> <u>director@amesdowntown.org</u>

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

**Term:** 5 days

**Effective Date:** 08/25/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Municipality</u>
<b>Corporate ID Number:</b> <b>Federal Employer ID</b> <u>42-0623975</u>

**Ownership**

**Cindy Hicks**

**First Name:** Cindy

**Last Name:** Hicks

**City:** Ames

**State:** Iowa

**Zip:** 50010

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>Ames Chamber of Commerce</u>		
<b>Name of Business (DBA):</b> <u>Main Street Cultural District</u>		
<b>Address of Premises:</b> <u>400 Block of Douglas</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-3472</u>		
<b>Mailing</b>		
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> <u>Cindy Hicks</u>
<b>Phone:</b> <u>(515) 233-3472</u> <b>Email</b> <u>director@amesdowntown.org</u>

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

**Term:** 5 days

**Effective Date:** 09/22/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Municipality</u>
<b>Corporate ID Number:</b> <b>Federal Employer ID</b> <u>42-0623975</u>

**Ownership**

**Cindy Hicks**

**First Name:** Cindy

**Last Name:** Hicks

**City:** Ames

**State:** Iowa

**Zip:** 50010

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>



February 25, 2016

Honorable Mayor Campbell and City Council  
Ames City Hall  
515 Clark Avenue  
Ames, IA 50010

RE: 2016 Ames Main Street Bike Nights

Dear Honorable Mayor Campbell and City Council,

The Main Street Cultural District is planning to hold five Ames Main Street Bike Nights on May 27, June 24, July 22, August 26, and September 23, each from 6pm to 10pm. Information about the event can be found on the Special Event Application we submitted. We would also respectfully request a waiver of fees for the Blanket Vendor Permit and parking meter fees.

Thank you for your consideration of this request and continued support of the Main Street Cultural District.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Hicks".

Cindy Hicks  
Executive Director  
Main Street Cultural District

**COUNCIL ACTION FORM**

**SUBJECT: RAISING READERS IN STORY COUNTY REQUESTS FOR “STEP INTO STORYBOOKS”**

**BACKGROUND:**

Raising Readers in Story County is proposing to host its annual Step Into Storybooks event at the Ames Public Library on Saturday, April 16. The event promotes reading and related activities for families with infants, toddlers, and preschoolers. Last year over 2,700 people attended, and organizers anticipate 3,000 participants at the proposed event. The event will be held inside the Library from 9:00 a.m. to noon.

To facilitate the event, organizers have requested that free parking be made available for attendees in the vicinity of the Library on the following streets from 8:30 a.m. to 12:30 p.m.:

- Douglas Avenue between Fifth Street and Sixth Street
- Fifth Street between Douglas Avenue and Kellogg Avenue

This request represents a loss to the City’s Parking Fund of approximately \$40.

**ALTERNATIVES:**

1. Approve the request for free parking on the streets indicated above and do not require reimbursement for lost revenue to the Parking Fund.
3. Do not approve the request.

**MANAGER’S RECOMMENDED ACTION:**

Step Into Storybooks is a popular event that promotes reading at an early age and aligns with the mission and programming offered by the Ames Public Library. Providing free parking spaces will give some of the participants the opportunity to park close to the site of the activity.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the request for free parking on the streets indicated above and for not requiring reimbursement for lost revenue to the Parking Fund.





## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Step Into Storybooks

**Description** Every spring, Step Into Storybooks (SIS) is held for families in the Ames community (and surrounding towns). This free annual event provides fun literacy-rich experiences to inspire families to use reading and related activities at home with their babies, toddlers, and preschoolers. These early relationships and experiences influence children's brain development. Children who lack this nurturing fall short of their potential, enter school behind their peers, and are likely to fall further behind in successive years.

The 2016 SIS will be held inside at the Ames Public Library (515 Douglas Ave) from 9am-12pm on Saturday, April 16. The planning committee is comprised of community and organizational members, including Raising Readers in Story County, Ames Community Preschool Center, the Ames Rotary Clubs, First National Bank, the Ames Public Library, and the United Way of Story County.

We ask that for the duration of the event, the meters on both sides of the street on Douglas Avenue and 5th Street between Douglas and Kellogg Ave be bagged for participants and meter fees waived for families attending starting at 8:30 and running until 12:30pm. Last year, over 2700 people attended the event, and while we cannot offer free parking for everyone, we would like to make it an option for our community families on this day. 18 parking meters on Douglas and either 30 parking meters for all of 5th Avenue between Douglas and Kellogg or 17 parking meters from Douglas to the Alley between the Library and First United Methodist Church.

- Event Category**
- Athletic/Recreation
  - Exhibits/Misc.
  - Festival/Celebration
  - Parade/Procession/March
  - Concert/Performance
  - Farmer/Outdoor Market
  - Other (please explain)

**Anticipated Attendance** Total 3,000 Per Day 1

### DATE/TIME

<b>Setup</b>	Date <u>4/15/16</u>	Time <u>7:00 pm</u>	Day of Week <u>Friday</u>
<b>Event Starts</b>	Date <u>4/16/16</u>	Time <u>8:30 am</u>	Day of Week <u>Saturday</u>
<b>Event Ends</b>	Date <u>4/16/16</u>	Time <u>0:30 am</u>	Day of Week <u>Saturday</u>
<b>Teardown Complete</b>	Date <u>4/16/16</u>	Time <u>1:00 pm</u>	Day of Week <u>Saturday</u>

**Rain Date, if applicable** \_\_\_\_\_

**Rain Location, if applicable** \_\_\_\_\_

## LOCATION

### Region

(Select one or more)

- Main Street Cultural District (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

**Please note** that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

-  
Downtown - Main Street Cultural District: (515) 233-3472  
Campustown - Campustown Action Association: (515) 450-8771  
Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org  
director@amescampustown.com  
eventauthorization@iastate.edu

## CONTACTS

### Host Organization

Raising Readers in Story County

### Local Contact (Required)

*Must be present during event*

Name: Kim Hanna

Address: 920 Carroll Ave

Telephone: (515 ) 520-8686

Cell phone: (515 ) 450-8772

*Must be available by cell phone during event*

Email: director@raising-readers.org

**At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.**

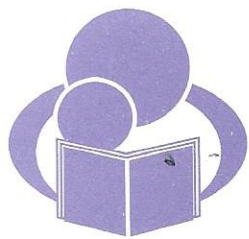
### Yes No

Is this an annual event? How many years have you been holding this event? 8

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)?

If yes, please list



# Raising Readers

in Story County

March 3, 2016

Honorable Mayor Campbell and City Council  
Ames City Hall  
515 Clark Avenue  
Ames, IA 50010

RE: Step Into Storybooks 2016

Dear Honorable Mayor Campbell and City Council,

The Step Into Storybooks (SIS) Planning Committee is planning to hold the eighth annual *Step Into Storybooks* on Saturday, April 16 from 9am to 12pm. Information about the event can be found on the Special Event Application we submitted, but we are requesting that the parking meters on Douglas Ave between 5<sup>th</sup> and 6<sup>th</sup> Street and the parking meters on 5<sup>th</sup> Street between Douglas Ave and Kellogg Ave be reserved for SIS attendees from 8:30am to 12:30pm on the 16<sup>th</sup> to allow for some of our families visiting the event close parking space. We also have one waiver that we are requesting at this time: the waiver of parking meter fees from 8:30am until 12:30pm. In 2015, over 2700 people attended this free family event at the Ames Public Library, which is organized by community members and organizations including Raising Readers in Story County, the Ames Rotary (Noon), the Ames Morning Rotary, Ames Community Preschool Center, the Ames Public Library, and the United Way of Story County.

Thank you for your consideration of these requests and continued support of early childhood literacy in Ames. We look forward to seeing you on April 16<sup>th</sup>.

Sincerely,

Kathryn Wirth  
SIS Co-Chair

Kim Hanna  
RRSC Executive Director



CITY OF  
Ames™

*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

15

**To:** Members of the City Council

**From:** Ann H. Campbell, Mayor

**Date:** March 18, 2016

**Subject:** Appointment to Fill Vacancy on Human Relations Commission – Hearing Officers

There currently exists a vacancy on the Human Relations Commission – Hearing Officers. Jayna Grauerholz recently submitted an application for a position as an officer for the Commission.

Therefore, I request that the City Council approve the appointment of Jayna Grauerholz to fill an unexpired term as a Hearing Officer for the Human Relations Commission.

AHC/jlr

**Ames Public Art Commission  
2016/17 Budget**

Following the City Council's recent approval of the Public Art Commission's budget, the PAC is now proposing the following allocation of the 2016/17 funding:

<u>Committee</u>	<u>Budget Amount</u>
<b>Outreach</b>	
Ames Annual Outdoor Sculpture Exhibition (AAOSE)	\$14,500
Art in the Parks	5,000
Neighborhood Sculpture	13,500
<b>Collections Management</b>	
Archive/Maintenance	2,500
Education and Information	2,000
<b>Public Relations</b>	
Public Relations	2,500
Operations	<u>1,000</u>
<b>Total</b>	<b>\$41,000</b>

**Looking Forward to 2016/17**

**Outreach**

The **Art in the Parks** Committee recently sent out a request for proposal for a community wide art project; they received proposals from 46 artists. The Committee is currently beginning review of these requests and planning to take a proposal to be completed in 2015-16 fiscal year to City Council soon. Carryover funds from the past several years will be used to fund that initiative. The funds budgeted for

2016/17 will then be carried over to plan for another future project as has been done in the past.

The **Ames Annual Outdoor Sculpture Exhibition** Committee has chosen several possible sculptures for the exhibit in downtown Ames. Placement and dedication will take place in late spring of 2016. The new pad at the east end of Main Street offers a new site for a larger sculpture. The 2016/17 budget will allow continuation of the fine exhibitions that the community has enjoyed for many years. The budget will be used for honoraria for artists and a best in show award for the work selected by votes from community members at Art Walk, the Octagon Art Festival and ballots at City Hall.

The **Neighborhood Sculpture** Committee met in January to select sculptures from the 2015-16 exhibition in downtown Ames for placement out in the community. Five applications were received from the community and were prioritized by the Committee. They are currently working with artists and City staff to determine the number and placement of neighborhood art. It is hoped that two or three sculptures can be placed in the community. The budgeted funds would be used in a similar way next year to select art from the 2016/17 exhibition. In addition to the cost of the sculptures, the budget includes money for installation and signage.

### **Collections Management**

The request from this committee will use \$2,500 for maintenance to provide upkeep on art already in the collection. They will also use \$1,500 for pads for the two dragons, which are currently stored while the City Hall/5<sup>th</sup> Street street renovation and storm water management capital improvements project is completed. Operational supplies will use \$500.

### **Public Relations**

The Public Relations Committee is dedicated to promoting public art. Their budget will be used to publicize public art at the annual downtown Art Walk, the Reiman Gardens Art Festival, and the Octagon Arts Festival. The budgeted funds will be used to provide brochures, signs and voting ballots for use at these events.

## AMES ANNUAL OUTDOOR SCULPTURE EXHIBITION

The City's Public Art Commission, established in 1990, is committed to the creation of a visual and aesthetic environment that integrates art into the lives of Ames Citizens. The **Ames Annual Outdoor Sculpture Exhibition (AAOSE)**, the longest running program for the Public Arts Commission, will continue with its 20th annual downtown exhibition in 2016. A related program is the **Neighborhood Sculpture Program**, which permanently selects and places sculptures from the Annual Outdoor Sculpture Exhibition in and around Ames at no cost to applying neighborhoods.

### The 2016-17 Ames Annual Outdoor Sculpture Exhibition (AAOSE)

This year 46 entries were submitted by 27 artists from 8 states. The entries were evaluated by a jury of five Ames residents, a mixture of artists and business owners in Ames. The jury previewed entry materials, met, and then made their recommendation. The jurors selected six sculptures as their top choices to be displayed in the Main Street Cultural District over the upcoming year.

Listed below are the six top selections made for the 2016-17 Ames Annual Outdoor Sculpture Exhibition. These include sculptures originally recommended as alternates, but which have replaced other selections that were sold or eliminated for safety reasons. Rotation and installation of the exhibit will take place during early May, after consultation with businesses and organizations near the likely sites and further analysis by the City staff. Each artist will be paid a \$1,000 honorarium, and a Best-in-Show award will be made to a winner determined by the public at a fall, city-wide arts event.

### **A Peculiar Family**

*Steve Reddell*

Media: Metal

Dimensions: 67" x 48" x 96"

Weight: 275 lbs.

Year Created: 2012

Price: \$6,000





## **Day Blind Stars**

***Kristin Garnant***

Media: Stainless Steel

Dimensions: 63" x 39" x 13"

Weight: 75 lbs.

Year Created: 2006

Price: \$4,500

## **Timeswept**

***Tim Jorgensen***

Media: Stainless Steel

Dimensions: 72" x 42" x 42"

Weight: 100 lbs.

Year Created: 2015

Price: \$4,000







## **Meditation**

***Steven Olszewski***

Media: Bronze & Granite

Dimensions: 62" x 25" x 14"

Weight: 130 lbs.

Year Created: 2016

Price: \$14,000

## **The Other Extreme**

***Tim Adams***

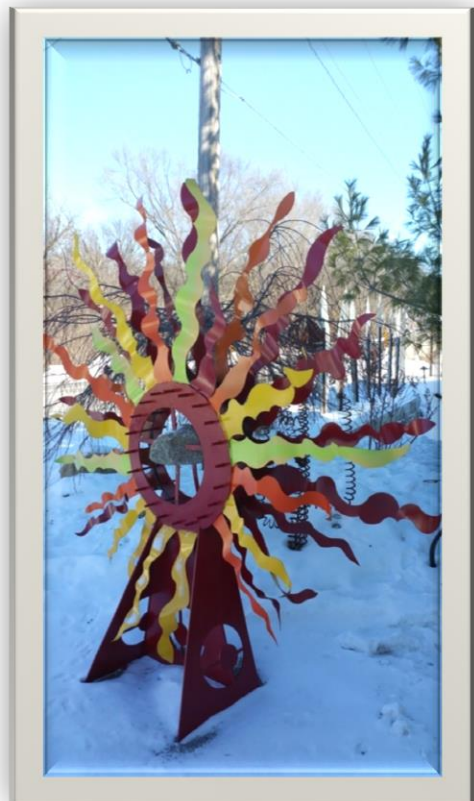
Media: Painted Steel

Dimensions: 96" x 96" x 24"

Weight: 450 lbs.

Year Created: 2016

Price: \$2,800



## **Wide Open Mind**

***Kimber Fiebiger***

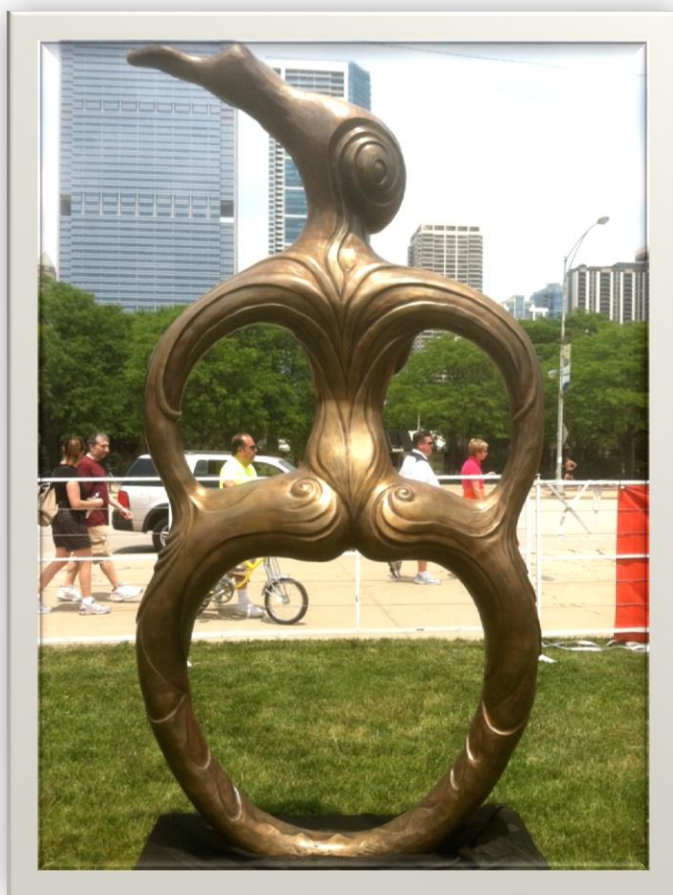
Media: Bronze

Dimensions: 72" x 36" x 18"

Weights: 150 lbs.

Year Created: 2013

Price: \$18,000



**COUNCIL ACTION FORM**

**SUBJECT: NOTICE OF INTENT TO COMMENCE NORTH RIVER VALLEY WELL FIELD & PIPELINE PROJECT**

**BACKGROUND:**

The Ames Water Treatment Plant relies on a network of 22 potable supply wells as the source of drinking water for our community. As old wells fail and need to be replaced and as demand for treated water increases, additional wells must be drilled.

The location for a new well field has been chosen using a detailed ground water hydraulic model. The new wells are proposed to be constructed on land north of East 13<sup>th</sup> Street and east of the Skunk River. Development of the proposed well field will consist of an interconnecting pipeline and three new wells, each with a capacity of 1,000 gallons per minute. The planned new well field will add an estimated 2.6 million gallons per day (mgd) of raw water that will be delivered to the City's Water Treatment Plant. The 2015-16 Capital Improvements Plan budget includes \$518,000 for design/engineering and purchase of easements for the project, and the total budget for the project is \$5,561,000.

In May 2015, HDR Engineering was retained as the engineering consultant to assist with the route study associated with the pipeline from the new well field to the new water treatment plant. The study involved evaluating three alternative alignments for construction of a pipeline to transmit raw water to the water treatment plant. A map showing the proposed new well field and alternative pipeline routes is attached. The main disadvantage of the yellow alignment is the limited space on the north side of 13<sup>th</sup> Street and the main disadvantage of the blue alignment is the limited space along Stagecoach Road.

Based on their evaluation, HDR has recommended that the City pursue the red alignment for construction of the pipeline to connect the new wells to the water treatment plant. This alignment best utilizes City property for constructing the water main. Overall, the red alignment will limit impacts to the public during construction and will offer accessibility for operation and maintenance after construction. There is space available on the south side of 13<sup>th</sup> Street that can be utilized to make the connection to the new raw water main.

The entire pipeline can be constructed on City property. As for the wells, two of the proposed locations are located on City property and one well will require land to be acquired. In addition to the land acquisition for one well, construction easements may be needed for construction of the pipeline and the electrical power that will be brought to the site.

Staff invited all potentially affected property owners to an open house on March 1, 2016. The primary purpose of the open house was to assist property owners in understanding the need for the project. It also allowed those potentially affected to ask questions and give feedback to the staff. In addition, staff has met individually with each of the property owners where permanent easements are needed. Staff has also contacted residents in areas where permanent easements will not be required but where there will be construction related disruptions.

**Although staff is hopeful the purchase of property/properties and easements required can be negotiated without condemnation, it is conceivable that an agreement for a voluntary sale or easement may not be reached, and condemnation might become necessary sometime in the future.** Provisions from Section 6B.2A of the Iowa Administrative Code requires written notification to each potentially affected property owner at least 30 days prior to the time the City Council adopts a measure to declare its “intent to proceed with a public improvement and acquisition, by condemnation if necessary, of the property.” **Therefore, the City is required by law to formally notify all potential property owners before actually moving ahead with any part of this project.**

At this time it is appropriate for Council to declare the City’s intent to commence the North River Valley Well Field and Pipeline Project, setting April 26, 2016, as the date of the public hearing. Staff will then formally notify the property owners and initiate appraisals on the parcels identified for purchase of land and/or easements for the project.

**ALTERNATIVES:**

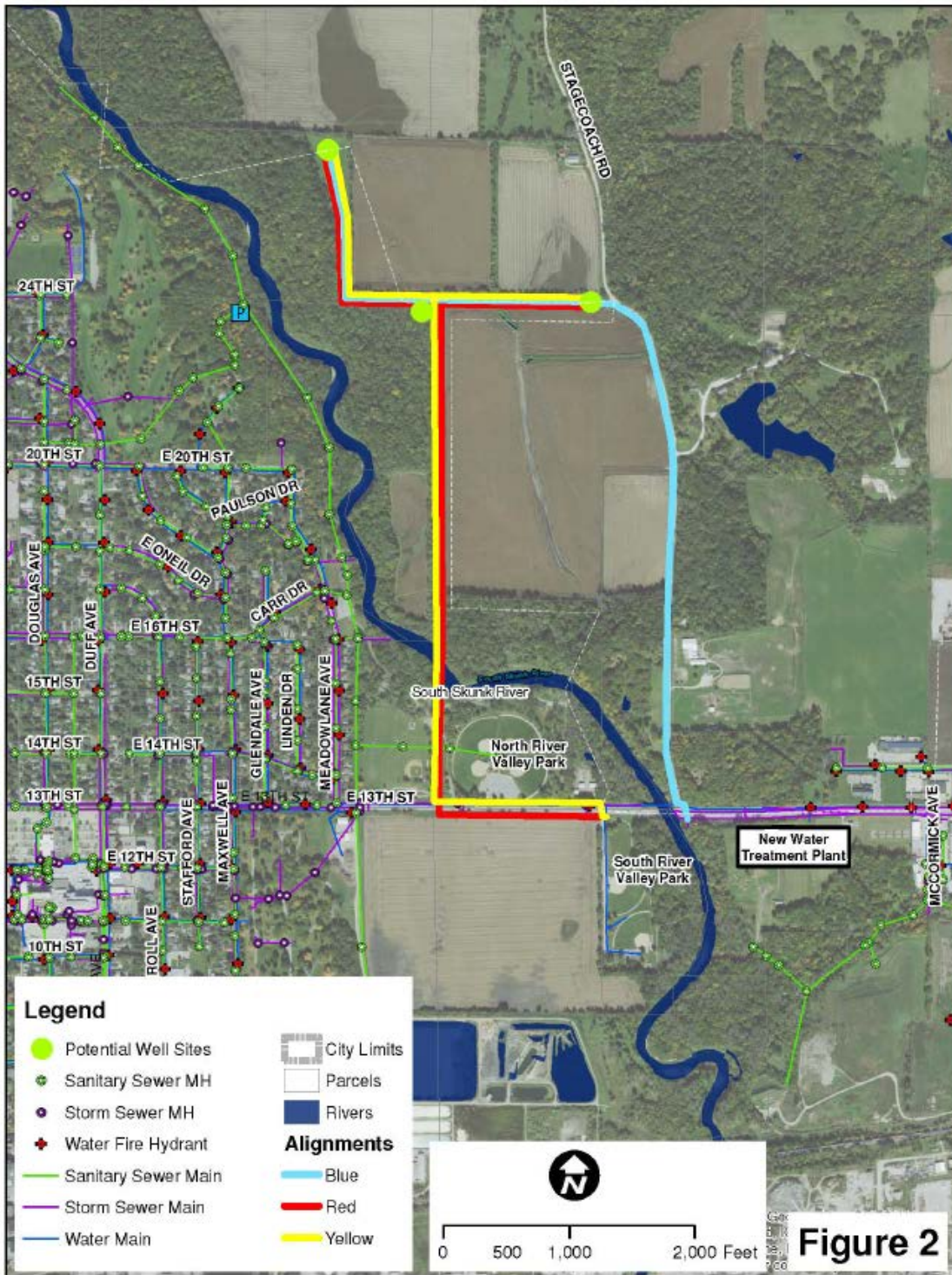
1. Approve the notice of intent to commence the North River Valley Well Field and Pipeline Project, set April 26, 2016, as the date of public hearing, and authorize staff to send notification to all affected property owners.
2. Do not initiate any activity on this project at this time.

**MANAGER’S RECOMMENDED ACTION:**

In order to increase source water capacity as existing wells continue to age and become less effective, new wells need to be constructed. The route study for the pipeline to transmit the water to the new water plant has been completed along with an open house meeting for the project.

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

# ROUTE STUDY ALIGNMENT MAP



**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT FUEL CONVERSION – ELIMINATION OF COAL HANDLER POSITIONS**

**BACKGROUND:**

Electric Services has two coal-fired high-pressure steam turbine electric generating units referred to as Units No. 7 and 8. These units are currently be converted to burn natural gas. To handle the coal, Electric Services has historically had four full time staff positions – three coal handlers and one lead coal handler. Their duties included receiving the coal, maintaining the coal pile, and transferring coal from the pile into the plant.

In November of 2013 the City Council decided to convert the primary fuel used at the City's Power Plant from coal to natural gas. By the end of March 2016, the conversion of Unit #8 from coal to natural gas will be complete and the Unit #7 conversion will start. This fuel transition makes the coal handler positions unnecessary. With natural gas delivery by pipe and no ability to store or maintain a natural gas reserve, there will be no need for equivalent natural gas handler positions.

Electric Services management has been working with the affected employees, offering them several alternatives. Two have transferred to employment in other City positions, and two have submitted retirement requests effective in May and June. Should these last two employees change their minds and not retire, however, they would by law have "bumping" rights into other Civil Service positions previously held.

Although it appears there will be no lay-offs or bumping due to the elimination of these positions, it is still prudent to treat this action as a "diminution of employees" (a diminishing or decreasing of employees; also known as a reduction in force). Therefore, the following actions are appropriate:

1. Per Section 12.2 of the City's labor contract with the International Union of Operating Engineers Local 234, the City Council should declare by resolution that the public interest requires a layoff of employees.
2. Per Section 400.28 of the Code of Iowa, when the public interest requires a diminution of employees in a classification or grade under Civil Service, the City Council, acting in good faith, may take one of the following two actions:
  - a. Council may abolish the office and remove the employee from the classification,
  - b. Council may reduce the number of employees in any classification or grade by suspending the necessary number.

Rather than abolish the offices of coal handler and lead coal handler as in 2(a) above, it is recommended that Council reduce the number of employees to zero as in 2(b) above. Under state Civil Service law, either option will lead to the creation of a “preferred list” by the City’s Civil Service Commission. Such a list guarantees laid off employees the “first right” to re-fill these positions in the event that the City needs coal handlers over the next three years. In actuality, there is virtually no chance of that occurring, since the City has entered into a five-year agreement to purchase natural gas.

Staff anticipates that by April 1<sup>st</sup> Unit #8 will be operating on natural gas, and that Unit #7 will be undergoing its conversion from coal to natural gas. Following the last use of coal for generation, the two remaining coal handlers will be retained until their scheduled retirements to clean and mothball equipment, offices and material handlers, and to carry out needed site work at the coal yard.

Although the four coal handler positions will then be vacant, staff is not recommending a reduction in authorized staffing levels at this time. These FTE are being reviewed by staff for possible reclassification into other technical positions within Electric Services to fill other pressing needs.

**ALTERNATIVES:**

1. The City Council may authorize a layoff of the lead coal handler and coal handler by taking these two actions:
  - a. Declare by resolution that the public interest requires a layoff of these two employees.
  - b. Reduce the number of employees in the lead coal handler and coal handler classifications by suspending one individual in each position.
2. Defer action on this recommendation and continue to employ individuals in these two positions even after the transition from coal to natural gas is complete.

**MANAGER'S RECOMMENDED ACTION:**

With the conversion of the Power Plant from coal to natural gas, it is prudent to adjust Electric Services’ staffing needs to properly match the Plant’s requirements and to follow requirements spelled out in the Code of Iowa and the pertinent labor contract. Since coal will no longer be used as fuel, the need for coal handlers will no longer exist. Fortunately, two of the original four affected FTE positions have moved to other positions, and the remaining two have agreed to retire by this summer.

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

**COUNCIL ACTION FORM**

**SUBJECT: NEIGHBORHOOD IMPROVEMENT PROJECT GRANT FOR 2015/16**

**BACKGROUND:**

The City Council has appropriated Local Option Sales Tax funds to finance their Neighborhood Improvement Program (NIP). This year, \$50,000 was approved for neighborhood programs, with \$25,000 earmarked for the NIP and the remaining \$25,000 allocated for a broader array of neighborhood projects.

As Council may recall, there are two main goals of the NIP: (1) to strengthen a neighborhood's appearance with the addition of permanent physical improvements, and (2) to promote a greater sense of community through resident participation in a neighborhood project.

Each project application is rated on the following 100-point system. A project must achieve at least 50 points to be considered:

Resident Involvement (30 points maximum):\*

...the number of residents donating their time and/or labor to accomplish the project

...the number of residents donating funds to the project

\*10 points 1-25 people; 20 points 26-50 people; 30 points over 50 people

Project Impact (30 points maximum):\*\*

...the number of residents who will be positively affected by the improvement

\*\*10 points 1-25 people; 20 points 26-100 people; 30 points over 100 people

Safety (10 points maximum):

...enhancement of safety in the neighborhood

Public Space (10 points maximum):

...promotion of social interaction by utilizing public space

Improved Housing (10 points maximum)

Environment (10 points maximum):

...support for the environment



An application was received from the Old Town Neighborhood Association for a Neighborhood Improvement Project Grant. This is the third application received for funding in 2015/16. To date, \$7,692.95 has been expended.

The Review Panel, comprised of City staff members and two citizens, scored the application of the Old Town Neighborhood Association and unanimously recommended that the project be approved for funding. The Neighborhood Improvement Project Review Panel is now recommending approval by the City Council of the following project:

The Old Town Neighborhood Association proposes to increase the ability of the neighborhood to both attract and sustain Monarch butterflies by planting 256 milkweed plants. Milkweed leaves are the nearly exclusive food source for Monarch larvae and the location where the eggs are laid. Milkweed flowers are also a source of nectar, which can sustain adult Monarch butterflies. The plants proposed to be planted are perennials, which can be expected to live at least for three to five years. They are also self-seeding, so the expectation is that the numbers will increase in future years.

The total cost of the project is \$1,200.36. Requested City funding is \$400.36. The applicants are providing labor in the amount of \$800.

#### **ALTERNATIVES:**

1. The City Council can approve the expenditure of \$400.36 to fund the NIP grant project for the Old Town Neighborhood Association to establish an improved Monarch Habitat.
2. The City Council can reject this project for funding at this time.

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

Supporting projects like this that strengthen neighborhoods is in keeping with one of the City Council's goals.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: IOWA COMMUNICATIONS NETWORK MASTER AGREEMENT FOR SHARED USE PROJECTS**

**BACKGROUND:**

The City and the Iowa Communications Network (ICN) could potentially have a need for communications infrastructure (fiber optic cable) in close proximity along the same City right-of-way. This duplication of effort is an inefficient use of public resources.

A Shared Use Projects Agreement will allow for a much more efficient use of resources by providing a process for shared installation, use, and maintenance of communications facilities and services within the city.

The proposed Shared Projects Agreement between the City and ICN makes no financial commitments, but provides a process and framework to identify projects where sharing the costs and operations of communications facilities can be mutually beneficial to both parties. Each project that the parties agree to share will be an addendum to this agreement with terms of the cost sharing included. Specific project approval and funding will be through the normal budgeting process. The term of the agreement is 20 years.

An example of one potential project is a shared installation of fiber optic infrastructure along 13<sup>th</sup> Street from Interstate 35 to the Furman Aquatics Center and down Grand Avenue to City Hall. A project like this could provide communication services to medical facilities, traffic signals, and City facilities along this route, as well as ICN access to medical facilities.

**ALTERNATIVES:**

1. Approve the attached Shared Use Projects Agreement with the Iowa Communications Network.
2. Do not approve the Shared Use Projects Agreement.

**MANAGER'S RECOMMENDED ACTION:**

By approving Shared Use Projects Agreement, the City will be improving coordination and efficiency by sharing the installation and operations communications facilities.

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

**AGREEMENT ## - ###**  
**MASTER AGREEMENT FOR SHARED USE PROJECTS**

THIS AGREEMENT is made on by and between the State of Iowa, Iowa Telecommunications and Technology Commission operating the Iowa Communications Network, (collectively the "ICN") and the City of Ames, Iowa ("AMES" or "CITY"). ICN and AMES may also be referred to as the "Parties" or "Party" as the context allows.

In consideration of the mutual covenants contained in this Agreement, the sufficiency of which is acknowledged, the parties agree as follows:

This Agreement sets forth the initial terms and conditions which will apply to the ICN and CITY relating to the shared installation, use, and maintenance of communications facilities and services within the CITY of AMES, Iowa.

**SECTION 1. IDENTITY OF THE PARTIES.**

1.1 The Iowa Telecommunications and Technology Commission operating the Iowa Communications Network is authorized by Iowa Code Chapter 8D to operate a communications network in the State of Iowa. The Iowa Communications Network's address is 400 East 14<sup>th</sup> Street, Grimes State Office Building, Des Moines, Iowa 50319.

1.2 The CITY of AMES is a municipality and political subdivision of the State of Iowa incorporated in accordance with the relevant provisions of Iowa law. The CITY's Administration Offices location is: 515 Clark Ave, Ames Iowa 50010.

**SECTION 2. DEFINITIONS.** The following words shall have the meanings set forth below. Words in the singular shall be held to include the plural and vice versa.

2.1 "Agreement" means this document and any amendments to this document or any other documents specifically incorporated into this agreement by reference.

2.2 "Cable Locates" or "Locates" means the identification of utilities through the Iowa One Call Center (IOC) pursuant to Iowa Code chapter 480.

2.3 "Dark Fiber" means a number of fibers, normally expressed in number of glass strands unless otherwise stated, between two specified locations that have no optronics or electronics attached to it, thus no light/communications signal being transmitted through the fiber.

2.4 "Designated Fiber" shall mean the Fiber as identified in each Amendment, Appendix and Exhibit.

2.5 "CITY" means the CITY of AMES Iowa.

2.6 "CITY Duct" means a buried conduit or HDPE duct for the purpose of enabling the installation of one or more fiber optic strands installed by, owned by (jointly or individually) or allocated to the CITY, identified on the Exhibit(s) attached hereto.

2.7 "CITY Equipment" means facilities or equipment provided, owned or installed by CITY in, around or on the Designated Fiber.

2.8 "Fiber" means a glass strand or strands which is/are protected by a color-coded buffer tube and which is/are used to transmit a communication signal along the glass strand in the form of pulses of light.

2.9 "Fiber Segment" means the length of similar fiber and fiber count between designated access splice points.

2.10 "ICN" means collectively the Iowa Telecommunications and Technology Commission operating the Iowa Communications Network.

2.11 "ICN Network" means the communications system operated by the ICN, as such systems exist now, and as it is modified from time to time.

- 2.12 “IRU” or “Indefeasible Right to Use” means the exclusive, unrestrictive and indefeasible right to use the relevant capacity (including equipment, fibers or capacity) for any legal purpose.
- 2.13 “Lit Fiber” means fiber-optic cable which is actively carrying a signal.
- 2.14 “Link Segment” means a specified length of fiber optic cable connecting two points. It may be a specified portion of a larger fiber optic cable network or it may be the entire network.
- 2.15 “OTDR” means Optical Time Domain Reflectometer which is the optical-fiber test instrument capable of measuring loss characteristics and displaying faults, splices, and other fiber events in single mode and multi-mode optical fibers.
- 2.16 “Other Fiber Owners or Lessees” means all others, either now or in the future, that obtain ownership of or lease rights to Dark Fiber strands or sheath.
- 2.17 “Proportional Share” shall mean the number of Fibers, for each the ICN and CITY, within the sheath.
- 2.18 “Re-locate” shall mean when it is necessary to Re-locate a current fiber facility to a different location.
- 2.19 “Restoration” shall refer to restoring fiber optic cable to service after damage or cut incident.
- 2.20 “Route Maintenance” related to cable and the route/right of way (ROW) shall refer to repair of areas of exposed cable or degraded ROW, for example due to erosion or poor initial installation.
- 2.21 “State” means the State of Iowa and all of its agencies, boards, and commissions, including the ICN.
- 2.22 “SUP” shall mean Shared Use Project as identified and described in each Amendment added to the Agreement.

### SECTION 3. SCOPE OF WORK.

3.1 Scope of Services. Each SUP performed under this agreement must be set forth, in writing, in a Scope of Services document, that will be incorporated into this agreement via an Amendment to this agreement, which shall be signed by both Parties.

3.1.1 Each SUP Scope of Services document shall at a minimum identify and address the following:

- CITY Project Number
- Location of the project
- Description of the project
  - Specific end points
  - Length of segment
  - Line drawings
- Duration of the term for the project.
- Fiber Route, fiber count, Fiber allocation and shall identify additional parties involved
- Fiber map
- Responsibilities of each Party
- Ownership of the fiber
- Fiber maintenance responsibility
  - If the ICN or the CITY are not providing maintenance and restoration, the amendment shall identify the service provider and the service levels for advance notice of maintenance activity and restoration times, in the event of a cable cut.
- Fiber repairs and restoration
- Telecommunication Services related to the SUP
- Project financials (costs and obligations)
- Which Party bears cost for future locates
- Which Party bears cost for future relocates

3.2 Amendments to Scope of Services and Specifications. The parties agree that a Scope of Services document referenced in sections 3.1 and 3.1.1 and the specifications contained therein may be revised, replaced,

amended or deleted at any time during the term of this Agreement to reflect changes in service or performance standards only upon the mutual written consent of the parties.

3.3 Industry Standards. All splicing services rendered pursuant to this agreement shall comply with the Standards set forth on Exhibit A attached ("Splicing, Testing and Acceptance Standards for single mode fiber") which is incorporated into this agreement by reference. All other services rendered pursuant to this Agreement shall be performed in a professional and workmanlike manner in accordance with the terms of this Agreement and with generally acceptable industry standards of performance for similar tasks and projects. Any services performed in violation of these standards will be corrected at no cost to the affected Party, such that the services are rendered in the above-specified manner.

3.3.1 As a general practice, the Designated Fiber optic cable shall be buried versus aerial, unless determined by mutual agreement of the parties, to be more economically feasible for short sections; i.e. rock area.

3.4 ICN and CITY Contact procedures are listed in Exhibit B, Maintenance and Support Contacts and On Call Procedures, which are attached and incorporated into this agreement by reference. Upon the addition of each SUP Scope of Services document to the Agreement pursuant to sections 3.1 and 3.1.1, the Parties shall review the information contained in Exhibit B and update the information if necessary.

3.5 Non-Exclusive Rights. This Agreement is not exclusive. The ICN and CITY reserve the right to select other Vendors to provide services similar or identical to the services referenced in this Agreement or set forth in the Scope of Services documents referenced in sections 3.1 and 3.1.1 of this Agreement during the term of this Agreement.

3.6 ICN PROPERTY. Except as provided in a specific project attachment, the CITY shall not, and shall not permit others, to rearrange, disconnect, remove, attempt to repair, or otherwise tamper with any ICN property without the written consent of the ICN. The Parties agree that no party other than the ICN or a contractor under the direct supervision of the ICN shall be permitted to perform maintenance or splicing on the Fiber.

3.7 CITY EQUIPMENT. The CITY shall have sole responsibility for installation, testing and operation of CITY Equipment. The ICN shall not be responsible for the operation or maintenance of any CITY Equipment. The ICN shall not be responsible for the transmission or reception of communications or signals by CITY Equipment or for the quality of, or defects in, such transmission or reception.

#### SECTION 4: COMPENSATION.

4.1 Payment Terms. Upon completion of the services, duties and responsibilities that a party is required to provide under a SUP Scope of Services document referenced in sections 3.1 and 3.1.1, each party shall submit itemized invoices to the other party that identify the services provided in connection with the Scope of Services document and the amount claimed for the services provided. All approved invoices will be paid in arrears and in conformance with Iowa Code. Either party may vary the terms of this provision by paying the invoice in less than 60 days as provided in Iowa Code. However, an election to pay in less than 60 days shall not act as an implied waiver of Iowa Code. Any sums owed by the other Party shall be itemized and added to the invoice prior to submission. If either Party disputes the amount of any invoice, the Party will notify the other party of the dispute within 30 days of receipt of the invoice. Payment of the disputed amount may be withheld until the dispute is resolved.

4.2 The Compensation section of each Scope of Services document incorporated into this agreement via Amendment under section 3.1 and 3.1.1 above, attached to Master Agreement 15-109, shall be reviewed thereafter every 36 months from the initial date of execution.

4.2.1 When reviewing the Compensation section of each Amendment the value of services (e.g., locate services, internet bandwidth) and infrastructure (e.g., fiber optic cable, conduit) provided by ICN and CITY, both one-time and ongoing, shall be considered.

SECTION 5: TERM. This Agreement is effective upon signature of all parties and will continue for 20 years or until either Party provides notice as detailed in Section 10.

SECTION 6. COLLOCATION. To the extent that CITY wishes to collocate equipment in any ICN facility, the Parties shall enter into a separate collocation agreement for each site.

SECTION 7. EXCLUSION OF WARRANTIES. THE ICN MAKES NO WARRANTY TO THE CITY OR ANY OTHER ENTITY, WHETHER EXPRESS, IMPLIED OR STATUTORY, AS TO THE INSTALLATION, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, FUTURE ECONOMIC VIABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE OF THE DESIGNATED FIBER, ANY FIBERS, OR THE SYSTEM, OR AS TO ANY OTHER MATTER, ALL OF WHICH WARRANTIES ARE HEREBY EXPRESSLY EXCLUDED AND DISCLAIMED.

SECTION 8. INDEMNIFICATION.

8.1 The ICN and the CITY shall, only to the extent consistent with Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapters 669 and 670, indemnify and hold each other harmless from and against any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments arising directly out of the negligence or wrongful acts or omissions of any employee of the ICN and the CITY, respectively, while acting within the scope of the employee's office of employment in connection with the performance of this Agreement.

8.2 Nothing contained herein shall operate as a limitation on the right of either party hereto to bring an action for damages against any third party, including indirect, special or consequential damages, based on any acts or omissions of such third party as such acts or omissions may affect the construction, operation or use of the Designated Fiber or the ICN Network; provided, however, that each party hereto shall assign such rights or claims, execute such documents and do whatever else may be reasonably necessary to enable the other party to pursue any such action against such third party.

SECTION 9. LIMITATION OF LIABILITY. Notwithstanding any provision of this Agreement to the contrary, in no event shall either party be liable to the other party for any special, incidental, indirect, punitive or consequential damages, whether foreseeable or not, arising out of, or in connection with, transmission interruptions or problems, or any interruption or degradation of service, including, but not limited to, damage or loss of property or equipment, loss of profits or revenue, cost of capital, cost of replacement services, or claims of customers, whether occasioned by any construction, reconstruction, relocation, repair or maintenance performed by, or failed to be performed by, the other party or any other cause whatsoever, including, without limitation, breach of contract, breach of warranty, negligence, or strict liability all claims for which damages are hereby specifically waived.

SECTION 10. TERMINATION.

10.1 Termination for Cause. In the event a breach of this agreement occurs, the non-breaching party may give written notice, pursuant to section 11.8, to the party that committed the breach, which notice shall advise that party of the specific facts and circumstances that constitute a breach of the agreement and further advise the party that it has 30 days to cure or correct the breach. If the breach is not cured or corrected at the end of this 30 day period, the non-breaching party shall have the right to terminate this agreement at the end of a 180 day period, which period shall start upon written notice, delivered to the party in breach pursuant to section 11.8, of the party's intention to terminate the agreement in 180 days.

10.2 Termination for Change in Law. Either party, ICN or CITY, shall have the right to terminate this Agreement without penalty by giving 180 days' written notice to the other party if one of the following events occurs: (a) Adequate funds are not appropriated or granted to allow the party to operate as required to fulfill its obligations under this Agreement; (b) Funds are de-appropriated or not allocated or if funds needed by the party, at the party's sole discretion, are insufficient for any reason; (c) The ICN's authorization to operate is withdrawn or there is a material change in the programs administered by the ICN; or (d) The ICN's duties are substantially modified.

10.3 Non-Availability of Funds. Notwithstanding any other provisions of this Agreement, if funds anticipated for the fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the Federal Government or of the State of Iowa to appropriate funds or through discontinuance or material alteration of the program under which funds were provided, then CITY shall have the right to terminate this Agreement without penalty.

10.4 Disposition of Fiber Optic Cable. If CITY and ICN are the only Parties within the fiber sheath and in the event that a Party elects to permanently terminate the use of its Designated Fiber referenced in any document that has been attached to this agreement or incorporated into this agreement by reference, the cable sheath and associated components, splicing hardware and any installed underground conduit, all items previously described will be considered to be abandoned and ownership shall be offered to the other Party at no cost. If either Party

abandons the Fiber, the receiving Party shall be responsible for all costs associated with maintenance and operation of the cable, including all costs associated with any subsequent cable abandonment by the receiving Party.

**SECTION 11. CONTRACT ADMINISTRATION.**

11.1 Amendments. This Agreement may be amended in writing from time to time by mutual consent of the parties. All Amendments to this Agreement must be in writing and signed by both the ICN and CITY.

11.2 Third Party Beneficiaries. There are no third party beneficiaries to this Agreement. This Agreement is intended only to benefit the ICN and CITY.

11.3 Choice of Law and Forum. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to the choice of law provisions of Iowa law. In the event any judicial proceeding is commenced in connection with this Agreement, the exclusive jurisdiction for the proceeding shall be brought in Polk County District Court for the State of Iowa, Des Moines, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the ICN, the CITY, or the State of Iowa.

11.4 Integration. This Agreement, any scope of Services document, Schedule, Addendum, Amendment, Rider or Exhibit attached to this agreement or incorporated into this agreement by reference, represents the entire Agreement between the parties and neither party is relying on any representation that may have been made which is not included in this Agreement.

11.5 Not a Joint Venture. Nothing in this Agreement shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent/principal relationship) between the parties hereto. No party, unless otherwise specifically provided for herein, has the authority to enter into any agreement or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Agreement.

11.6 Supersedes Former Agreements. This Agreement supersedes all prior Agreements between the ICN and CITY for the Fiber and services provided in connection with this Agreement.

11.7 Waiver. Any breach or default by either party shall not be waived or released other than by writing signed by the other party. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

11.8 Notices. Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, or by receipted hand deliver, by Federal Express, courier, or other similar and reliable carrier which shall be addressed to each party as set forth as follows:

If to the ICN: ICN – Contracting  
400 East 14<sup>th</sup> Street  
Grimes State Office Building  
Des Moines, Iowa 50319

If to CITY: CITY of AMES – City Clerk,  
515 Clark Avenue  
Ames, Iowa, 50010

Each such notice shall be deemed to have been provided at the earliest of the following: (a) at the time it is actually received; or (b) in the case of overnight hand delivery courier or services such as Federal Express with guaranteed next day delivery, within one day; or (c) in the case of registered U.S. Mail, within five (5) days; or when verified by automated receipt or electronic logs if sent by facsimile or email. Copies of such notice to each party shall be provided separately. From time to time, the parties may change the name and address of a party designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

11.9 Cumulative Rights. The various rights, powers, options, elections and remedies of either party, provided in this Agreement, shall be construed as cumulative and no one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law. Nothing in this Agreement shall be construed as affecting, impairing or limiting the equitable or legal remedies to which either party may be entitled as a result of any breach of this Agreement.

11.10 Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the invalid portion shall be severed from this Agreement. Such a determination shall not affect the validity or enforceability of any other part or provision of this Agreement.

11.11 Obligations beyond Agreement Term. This Agreement shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to this Agreement.

11.12 Authorization. Each party to this Agreement represents and warrants to the other that it has the right, power and authority to enter into and perform its obligations under this Agreement and that it has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement. This Agreement constitutes a legal, valid and binding obligation upon the parties in accordance with its terms.

11.13 Successors in Interest. All the terms, provisions, and conditions of the Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and legal representatives.

11.14 Counterparts and Facsimile Signatures. The parties agree that this Agreement has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument. The parties further agree that the signatures on this Agreement or any amendment or schedule may be manual or a facsimile signature of the person authorized to sign the appropriate document. All authorized facsimile signatures shall have the same force and effect as if manually signed.

11.15 Taxes: State and Local. The parties are tax-exempt entities and no payment will be made for any taxes for any purpose.

11.16 Assignment and Delegation. Neither party to this Agreement shall assign, transfer or convey this agreement in whole or in part without the prior written consent of the other party.

11.17 Disposition of Duct and/or Fiber Asset. In the event that either party elects to permanently terminate the use of the Duct and/or Fiber Asset, the identified asset and associated components will be considered abandoned and ownership shall be offered to the other party at no cost. If either party enters bankruptcy or is sold, the terminating party will ensure that the new owner of the Duct and or Fiber Asset recognizes the rights of the remaining party. The remaining party will be offered the option to negotiate an agreement with the new owner or terminate this Agreement. In the event of any assignment or change in ownership, neither party shall be required to provide services to unauthorized or approved users, nor does one party have the ability to obligate the other party to responsibilities without their written approval.



SECTION 12. EXECUTION.

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Agreement and have caused their duly authorized representatives to execute this Agreement.

**IOWA COMMUNICATIONS NETWORK**

*By:* \_\_\_\_\_

*Printed name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

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

**CITY OF AMES**

*By:* \_\_\_\_\_

*Printed name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

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

## EXHIBIT A

### SPLICING, TESTING AND ACCEPTANCE STANDARDS for Single Mode Fiber

1. All splices will be performed with an industry-accepted fusion splicing machine as per ICN splicing specifications.
2. Splices will be qualified during the initial construction by the core alignment system on the fusion splicer.
3. After end-to-end (site-to-site) connectivity on the fibers, the installing contractor will complete bi-directional span testing. These measurements will be made after all cable installation activities are complete for each span. Connectors will be cleaned as necessary to ensure accurate measurements are taken.
  - Installed loss measurements at 1550nm will be recorded using an industry accepted laser source and power meter. Continuity testing (checking for “frogging”) will be done on all fibers concurrently.
  - OTDR traces will be taken at 1550nm and splice loss measurements will be analyzed. Bell Core format will be used on all traces, unless both parties agree to another OTDR format.
  - All testing, power levels and OTDR traces will be conducted at 1550nm.
  - Installing Agency will pay for the testing at the 1550 level.
  - OTDR traces shall be saved in a standard file naming convention.  
One set of OTDR traces will be provided to each the CITY and the ICN via electronic format.
4. The splicing standards are as follows:
  - The objective loss value of the connector and its associated splice will be 0.50 dB or less.
  - The objective for each Fiber within a span shall be an average bi-directional loss of 0.15 dB or less for each splice. For example, if a given span has 10 splices, each Fiber shall have a total bi-directional loss (due to the 10 splices) of 1.5 dB or less. Individual bi-directional loss values for each splice will be reviewed for high losses.
  - The aforementioned standards are objectives, not the basis for acceptance. The acceptance standard for each Fiber per span shall be calculated as follows:  
Span Loss = a (span distance in kilometers) + b (0.15 dB/splice) + c (0.50 db/connector)  
Where:
    - a = maximum fiber loss in dB per kilometer for the specific fiber type/manufacturer at 1550nm
    - b = number of splice locations for the span
    - c = number of connectors for the span
5. All connector splices will be protected with heat shrinks. Buffer tubes/ribbons will not be split across more than one splice tray. An industry accepted splice enclosure will be used on all splices.

### FIBER STANDARDS

**NOTE:** Single mode fiber shall meet the SMF-28 standard. If the fiber to be used is existing fiber, previously installed prior to 1996, the ICN will require the manufacture date of the fiber to ensure compatibility with the balance of the associated fiber and installation equipment.

**NOTE:** Multimode fiber shall meet the ISO 11801 standard .The ICN will need to know what classification of MM fiber it is, OM1 (62.5/125), OM2 (50/125), or OM3 (Laser-Optimized 50/125).

**NOTE:** As stated in 3.3.1 As a general practice, the Designated Fiber optic cable shall be buried versus aerial, unless determined by mutual agreement of the parties, to be more economically feasible for short sections; i.e. rock area.

EXHIBIT B  
Maintenance and Support Contacts  
and  
On Call Procedures

1. Points of Contact. The Parties agree to provide points of contact for purposes of efficient management of this Agreement, in accordance with the following.

1.1 The ICN's primary point of contact for the CITY is the ICN Service Desk: Phone 1-800-572-3940.  
The ICN NOC is staffed 24x7x365 days a year.

1.2. CITY Contacts:

Primary contact to CITY (Public Works Department)

Monday – Friday 8:00PM to 5:00PM Public Works Desk (515-239-5160)  
After Hours 5:00PM to 8:00AM Traffic Supervisor (515-203-0133)  
Escalation personnel:

Name: Damion Pregitzer  
Title: Traffic Engineer  
Email: dpregitzer@city.ames.ia.us  
Phone: 515-509-5189

1.3 The Parties shall provide notice of any change in the respective point(s) of contact within 15 working days by notification via written media.

1.4 Requests for service and information sent by CITY employees who are not specified point(s) of contact and/or received by ICN employees who are not specified point(s) of contact in Section 1.2 will be verified by the proper contacts of both parties before action is taken.

2. Trouble Reporting and Resolution. The ICN shall provide for the following trouble reporting and resolution procedures:

2.1 The ICN network is monitored 24 hours per day, 7 days per week, utilizing a centralized control center for real-time status and alarm conditions. The ICN network operations and maintenance are applicable to all services delivered by the ICN. The ICN Service Desk is the point of contact for trouble reporting. Call locally 725-4400 or toll free 1-800-572-3940. Phones are answered 24 hours per day. Following are service standards relative to operations and management of the network

2.1.1 Network Surveillance. The ICN shall observe, monitor, analyze and report on all operations of the ICN Network. The ICN will identify network failures, troubles or degradation of service on the ICN fiber. The ICN will monitor the fiber path, but not CITY traffic. The ICN will notify the CITY point(s) of contact of ICN network failures, troubles or degradation of service. Locate and dispatch technicians when the ICN network experiences failures, troubles, or equipment degradation. Troubles and adverse network conditions are reported to the ICN Maintenance Supervisor for escalation or assistance in trouble shooting the problem that has been identified.

2.1.1.1 Trouble Ticketing and Escalation Follow-up. Trouble tickets are opened within 10 minutes of any trouble reported by CITY, staff, or vendors. Troubles generated by network surveillance are opened within 20 minutes on major alarms or daily thresholds.

2.1.1.2 All network outages (i.e. fiber cuts) and platform outages (i.e. video platform, internet and firewall) will follow current ICN Standard Procedures for escalation and resolution.

2.2 Scheduled Maintenance Activities. Unless expressly stated elsewhere in this Agreement, all Parties whose network traffic may be impaired or affected during the scheduled maintenance will be notified 3 business days before a routine scheduled maintenance window will take place. In the event that an "Emergency Maintenance Window" is required, the ICN will give CITY as much advanced notice as possible. An emergency maintenance window is defined as repair work that is required to restore service that is not performing to engineered standards. If the scheduled maintenance day or time needs to be altered for CITY, every effort will be made to accommodate the request. The ICN will provide notification (via the ICN MaintList e-mail server system) of scheduled maintenance activities to CITY points of contact as maintenance windows are scheduled. CITY must provide the ICN with valid contact names and telephone numbers for daytime and after-hours contact. CITY must also submit their point of contact information for the ICN to add to the MaintList e-mail distribution system. Routine maintenance is scheduled to be worked between the hours of midnight and 6:00 AM and is not restricted to any one day of the week or weekend. The ICN will make every effort to assure that the least amount of disruption of service to our customers as the result of maintenance work being performed. The ICN also reserves the right to perform network maintenance as required for the common good of all users of the ICN network. Any maintenance activity that affects only one ICN customer will be scheduled and approved jointly with the affected customer. All other maintenance work will be performed by the ICN within its own discretion, within the timeframes stated within this section and within the notification guidelines also stated in this section, including the guidelines related to emergency maintenance.

2.3 Cable Locates. When any contractor or citizen of Iowa begins any type of excavating, they are required to inform the Iowa One Call Center (IOC). IOC will determine the location and call all utilities that may be affected. Based on the IOC notification, the IOC will dispatch from the locate desk maintenance personnel to the affected site. Such maintenance personnel will verbally clear the situation, physically mark the location, and/or stand by the construction site during digging. Measures to be used are determined by the proximity of the proposed digging to ICN/ CITY cable.

2.4 Notification of Service Impairments. If service disruptions or degradation of service of any type is detected through network surveillance, the ICN Service Desk will notify CITY point of contact or CITY Help Desk via phone or via written media, including electronic mail, on the disruption as soon as identified and affected customers are determined. The ICN Service Desk will give updates on reported or detected service disruptions or degradation as follows:

2.4.1 Customer updates will be given as requested for Network Outages (including fiber cuts) and Platform Outages (i.e. Internet) during the standard business hours of 8:00 AM until 5:00 PM Monday thru Friday. The customer can request continued updates for after hours if a contact name and telephone number is provided.

2.4.2 CITY is required to notify the ICN Service Desk at 515-725-4400 or 800-572-3940, of any planned outages that will impact the ICN and its ability to provide service to CITY or other authorized users. This notification must be provided at least 5 business days before the work is to be done unless it is an emergency.

2.4.3 24x7 access to CITY buildings, building demarcation points, communication closets, equipment rooms, and other locations where ICN delivers either ICN or LEC services is required to be provided by CITY to ICN technicians to insure service guarantees and response times to repair. Access may be arranged via the CITY Service Desk. Advance notice will be required for escorted access. If 24 x 7 access is not available to ICN technicians, ICN service guarantees and response times to repair will not be honored. Escorted Access will be provided to the ICN on a 24 x 7 basis. If ICN access to CITY facilities is necessary due to a CITY request or requirement, the ICN shall not be charged an escort fee.

2.5 Due to the urgent nature, trouble calls shall be made to the ICN Service Desk via telephone:

2.5.1 Local (within Des Moines calling region) at 515-725-4400.

2.5.2 Outside Des Moines calling region at 1-800-572-3940.

## 2.6 Customer Requested Escalations:

2.6.1 Other ICN inquiries, including but not limited to billing, account history, status of service installation, and existing services in production, are to be addressed to ICN Customer Service and Support (CSS) Phone 1-877-426-4692.

2.6.2 The ICN shall provide for trouble and inquiry resolution as follows: The ICN shall respond within 1 business day of an CITY escalation request with updates, plans and/or resolutions followed by written or electronic confirmation of the updates, plans and/or resolutions within 3 business days.

2.6.3 Other inquiries, as noted in 2.6.1 above, within 3 business days after receipt of the inquiry by the ICN, the ICN and CITY shall mutually agree to a upon the path to the inquiry resolution.

2.7 CITY and the ICN will conduct periodic review of problems and develop procedures for outage and problem discussion and service improvement efforts. Examples include but are not limited to: chronic and recurring problems and major outages.

**COUNCIL ACTION FORM**

**SUBJECT: SQUAW CREEK WATER MAIN PROTECTION PROJECT  
(HAZARD MITIGATION GRANT PROGRAM FLOOD MITIGATION)**

**BACKGROUND:**

Following flooding in 2010, Public Works staff submitted 11 projects for consideration under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP). Nine of the projects were denied federal funding due to failure to achieve a benefit cost analysis greater than 1.0. **On June 26, 2012, City Council directed staff to continue pursuing federal funding for the Stuart Smith Park Bank Stabilization project. This has been named the Squaw Creek Water Main Protection project** by Iowa Homeland Security and Emergency Management Department (HSEMD). Municipal Engineer Tracy Warner was designated as the City's authorized representative for the project, and a local match was approved up to \$120,000.

Included in the 2012-2017 Capital Improvements Plan (CIP) was a program entitled Flood Response and Mitigation Projects that included \$820,000 in General Obligation Bonds and \$325,000 in Storm Sewer Utility Funds. Portions of this funding were used on a flood mitigation project in Northridge Subdivision/Moore Memorial Park and for bank stabilization near Utah Drive and another location near North Riverside. These three projects are now complete. The two remaining projects are the Trail Ridge Landslide and the Squaw Creek Water Main Protection project (this project). Unspent local funding totaling \$628,737 has been carried forward through budget amendments.

An engineering consultant was hired to complete the HMGP Drainage Project Application, which was submitted in July 2012. The proposed construction project included sheet pile walls and riprap infill for bank stabilization to protect the existing 24-inch water main under Squaw Creek on the south side of Lincoln Way. In September 2012, the City was notified that this project was considered stacked, which meant that the funding cap was reached by other projects for the specific disaster covering this project. In 2015, staff was notified that FEMA was interested in breaking up the project into phases, which included Phase I that would fund further analysis of the problem and the best proposed solution, including consideration of whether the existing low-head dam should be removed or remain in place as part of the project. City Council approved the Phase I agreement on May 26, 2015, where FEMA funded 75%, the State funded 10%, and the City funded 15% of the cost.

The 2015 Phase I report analyzed this section of Squaw Creek in detail for grade-control weir structure removal considerations and alternatives. Findings showed that **the existing soils are non-cohesive and highly susceptible to erosion**, especially when the bank height exceeds 10 feet. Stream flow in Squaw Creek is highly variable, which particularly affects channel/bank stability. The east bank has developed an extreme potential for erosion due to the resulting 20-foot tall, near vertical bank. The area adjacent to the dam is already eroding at a fast rate toward the City's water distribution system booster station. There is concern that the banks will erode to the point where they expose the water main. Once exposed, the water main would be susceptible to being washed out during a significant storm event.

Stream slopes on Squaw Creek are milder in the lower reach (South Duff Avenue) and upper reach, while steeper in the transition zone between South 4th Street and the Rail Road/6th Street Bridges (this project location). The steeper channel slope in this region results in faster, more powerful flows. In 1965 the USGS built the concrete weir as a hydraulic control for flow measurement and to aid in develop rating curves by having a stable creek section.

While the term "dam" is used in the 2015 Phase I report, this dam is very, very small compared to the common perception of a "dam" or low-head dam without much storage. This structure may better be described as a small step weir, grade control structure with low risk and low maintenance cost. The dam helps protect the Lincoln Way Bridge by supporting stream stability between the dam and the bridge. Bridge contraction of overbank flows increases the risk of bank erosion and scour. Abrupt channel-width expansion and drop of overbank flows on the west side has increased bank erosion and created a high-failure risk. The proposed alternative provides for a gradual transition that improves overbank flow continuity and bank stability while also protecting the existing 24-inch water main.

The original, September 2012 analysis called for sheet piling as the primary means of bank stabilization along with a rock riffle/rapids to mitigate the effects of the dam. **The alternative recommended in the October 2015 report to progress toward Phase II (construction) is based on a stream restoration approach utilizing integrated/bioengineering techniques. Bank stabilization techniques would consist of flattening the banks, construction of benches within the banks, utilization of revetment stone for stabilization at lower elevations (up to the bench), and structural soil (soil filled rock) with native plantings at elevations above the bench. The project would also consist of installing a rock flume (rip rap) downstream of the low head dam to eliminate the eddy pool contributing to the bank erosion.**

**Considering the current and future risk to the existing infrastructure, restoring a gradual transition downstream of the dam is recommended.** This option is considered the most cost-effective to achieve the objectives and would also improve ecological functions and aquatic habitat, as well as reduce the area disturbed by the project.

Staff received notification on March 2, 2015 that the FEMA grant has been approved for Phase II, which would include final design, permitting, and construction of the alternative described above.

If this agreement is approved, a request for professional services proposals will be requested for Phase II (final design, permitting, and construction). Once proposals are received and rated by City staff for work associated with FEMA and HSEMD's recommended Phase II work tasks, a contract will be brought back to City Council.

**ALTERNATIVES:**

1. Approve the Grant Agreement with FEMA/Iowa Homeland Security for Phase II of the City of Ames, Squaw Creek Water Main Protection Project. Under this agreement, FEMA and State of Iowa (through Iowa Homeland Security) will pay up to \$571,370 (85%) of the Phase II contract, with the City contributing \$100,830 (15%).
2. Direct staff to pursue alternative funding sources for this project.
3. Do not proceed with this project at this time.

**MANAGER'S RECOMMENDED ACTION:**

Through approving this agreement for Phase II, the City will receive federal and state funding to aid in protecting the existing 24-inch water main going under Squaw Creek at Lincoln Way. The local funding match is available from monies previously designated for flood mitigation projects. Delay of approving this agreement could jeopardize receipt of federal and state funding, due to this project being on an extremely tight schedule as directed by FEMA.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Grant Agreement with FEMA/Iowa Homeland Security for Phase II of the City of Ames, Squaw Creek Water Main Protection Project.



**COUNCIL ACTION FORM**

**SUBJECT: AMES PUBLIC LIBRARY BUDGET AMENDMENTS FOR SMALL TALK**

**BACKGROUND:**

One of the main initiatives at the Ames Public Library (APL) is to encourage early literacy skill development. Research clearly indicates that it is critical to introduce the development of literacy skills as early as possible in a child's life and that the first teachers are parents.

The Library has teamed with community partners to develop *Small Talk*, a program that emphasizes parent education around these realities. In collaboration with Raising Readers in Story County and Iowa State University, the Library will offer parent education classes that provide data to parents to help them increase their conversation with their babies. These classes will be based on the LENA Start curriculum and will utilize recording devices to measure the number of words spoken directly to the baby. The Small Talk program will include a research component spearheaded by Dr. Constance Beecher, Assistant Professor, School of Education and Family Literacy Extension State Specialist at Iowa State University.

The Ames Public Library Friends Foundation (APLFF) was awarded a grant from an anonymous donor to support the Small Talk program and research. The grantor will provide APLFF a total of \$435,171 over a three year period. The boards of the APLFF and the APL each approved an agreement where the APLFF will provide funds from the grant to the APL to offer parent education classes that provide data to parents to help them increase their conversation with their babies. These classes will be based on the LENA Start curriculum and will utilize recording devices to measure the number of words spoken directly to the baby.

For the grant period the Library will hire, supervise, and house the Small Talk staff, coordinate volunteers, recruit participants, host classes, store and distribute LENA Start equipment and materials, produce promotional materials and provide follow-up literacy programming. In the first year of the agreement the Library will receive \$62,776 to cover expenses related to these duties. The APLFF will also distribute grant funds to Iowa State University in support of the research component and to Raising Readers in Story County to cover their direct expenses. All three partner organizations will contribute in-kind services as matches for grant funds.

The first year of the grant agreement is from November 1, 2015 to October 31, 2016. Authority to enter into the agreement with the APLFF lies with the Library Board, so no Council action on the agreement is needed. Since overall spending authority is based

on the City Council's approved budget, the Library is requesting budget approval for FY 2015/16 to include \$62,776 for staff, equipment and materials related to Small Talk. The associated expenditures and revenues will be included in Council's final FY 2015/16 budget amendment later this spring. All expenses will be reimbursed by the APLFF with funds from the anonymous donor.

**ALTERNATIVES:**

1. Authorize revenue and expenditure budget amendments in the amount of \$62,776 for staff, equipment and materials related to Small Talk. These amendments will be incorporated into the final budget amendments to be considered by City Council in May.
2. Do not endorse these budget amendments.

**MANAGER'S RECOMMENDED ACTION:**

The Ames Public Library and the Friends Foundation have teamed with community members to offer parent education classes that are scheduled to begin shortly. Funds are being provided by an anonymous donor and will be distributed through APLFF to cover the cost of staff, equipment and materials.

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

ITEM # 24  
DATE: 03-22-16

**COUNCIL ACTION FORM**

**SUBJECT: FY 2015/16 AIRPORT IMPROVEMENTS TAXIWAY REHABILITATION  
(RUNWAY 01/19)**

**BACKGROUND:**

Within the Airport Improvements Program of the FY 2015/16 Capital Improvements Plan, a project was approved to rehabilitate the southern end section of the taxiway off of Runway 01/19. This project will include removing and replacing the paved areas of the Taxiway that have failed.

The total estimated cost for the project is \$222,000, which includes \$44,000 for design/construction inspection and \$178,000 for construction. The State of Iowa Aviation funding portion of this project is \$150,000 (maximum available per project), and the City's share is \$72,000. The local share will come from the Airport Construction Fund.

**ALTERNATIVES:**

1. Approve the plans and specifications for the rehabilitation of Taxiway (Runway 01/19), and establish April 6, 2016, as the date of letting and April 12, 2016, as the date for report of bids.
2. Reject the project.

**MANAGER'S RECOMMENDED ACTION:**

One of the primary goals of the Ames Municipal Airport is the safety of its users. By approving these plans and specifications, the City Council will ensure the continued high safety standard and quality of the facility currently seen at our airport through leveraging federal funds.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as shown above.

**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 RIGHT-OF-WAY RESTORATION CONTRACT**

**BACKGROUND:**

In recent years, Public Works staff has observed and analyzed restoration of the right-of-way areas associated with various Capital Improvements Plan (CIP) projects. Some areas have been restored with sod, while other areas have been restored using seed or dormant seed. Success using these types of restoration is volatile and appears to depend on the weather at the time of installation. In areas where vegetation is not anticipated to be successful, other forms of restoration have been used, such as pervious pavement and colored or standard concrete.

Prior to the 2015 construction season, having restoration as a subcontract in each of the CIP contracts meant restoration would ultimately be the responsibility of each prime contractor. Since the prime contractor's focus is on getting the primary work completed, such as paving or water mains, finishing the project with an exceptional level of restoration frequently has become a lesser priority. To better address the restoration of rights-of-way, a new program was approved in the 2014/15 CIP. Staff has seen success in the new program and has utilized a "lessons learned" approach to this year's plans and specifications in order to provide a better overall project for the bidding contractors, field inspection staff and the citizens of Ames.

Project locations are shown below, although other areas may be added by change order if necessary.

STREET	FROM	TO	CIP LOCATION
Baughman Street	Beedle Dr	Dotson Dr	2015/16 Asphalt Pavement Improvements
Beedle Drive	Lincoln Way	Aplin Rd	
Dotson Drive	Lincoln Way	Baughman St	
Aplin Road	Beedle Dr	Wellon's Dr	
Jeffrey Lane	Harris St	north	
Harris Street	Wellon's Dr	East of Jeffrey Ln	
Wellon's Drive	Harris St	Aplin Rd	
Wellon's Circle	Wellon's Dr	West	
Friley Road	Beach Ave	Gaskill Rd	2015/16 Concrete Pavement Improvements #1
Country Club Blvd.	Pearson Ave	Beach Ave	2015/16 Water System Improvements #1
E 9th Street	Duff Ave	Carroll Ave	2015/16 Clear Water Diversion
McDonald Drive	Lincoln Way Frontage	North	
Duff Avenue	5th St	7th St	
Clark Avenue	Lincoln Way	Main St	2015/16 Downtown Pavement Improvements
S Duff Avenue	Lincoln Way	S 3rd Ave	2015/16 Water System Improvements #2

N 2nd Street	N Riverside Dr	N Maple Ave	2013/14 Storm Sewer & 15/16 Concrete #2
South Dakota Avenue	Mortensen Rd	Todd Dr	2015/16 Shared Use Path
Oakwood Road	State Ave	Green Hills Dr	Oakwood Road Recreational Trail
S Franklin Avenue	Tripp St	Coy St	2014/15 Seal Coat Pavement Improvements
Ashmore Drive	Beach Ave	Ash Ave	
Ashmore Circle			
Ashmore Court			
Coy Street	S Franklin Ave	West	2014/15 Asphalt Street Pavement Improvements & 2014/15 Water System Improvements

Costs associated with this project are estimated to include:

Engineering and Construction Administration (Estimated)	\$ 25,165
Restoration work ( <b>Estimated, This Project</b> )	<b>\$ 167,775</b>
Total Estimated Costs	\$ 192,940

Project funding is summarized below:

Road Use Tax	\$ 175,000
Water Utility Fund	\$ 50,000
Sanitary Sewer Utility	\$ 50,000
Total Funding	\$ 275,000

Any unutilized funds will be allocated to other locations/programs as needed to ensure a properly vegetated right of way.

**ALTERNATIVES:**

1. Approve the 2015/16 Right-of-Way Restoration Contract (Various Locations) by establishing April 20, 2016, as the date of letting and April 26, 2016, as the date for report of bids.
2. Direct staff to revise the project.

**MANAGER'S RECOMMENDED ACTION:**

Proceeding with this project will make it possible to begin restoration efforts on projects held over from the 2015 construction season, as well as projects planned for the upcoming 2016 construction season.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 SHARED USE PATH SYSTEM EXPANSION (SOUTH DAKOTA AVENUE)**

**BACKGROUND:**

This program provides for construction of shared use paths on right-of-way adjacent to streets and through greenbelts. The Transportation Plan identifies those paths that separate bicycle traffic from higher-speed automobile traffic. **This specific project is for the construction of a shared use path on the east side of South Dakota Avenue from Mortensen Road north to Steinbeck Street. This project also includes the installation of a mid-block pedestrian refuge island and rectangular rapid flashing beacon (RRFB) for the trail crossing South Dakota Avenue between Todd Drive and Clemens Boulevard.** The mid-block refuge was discussed with and is supported by the Edwards Elementary principal and PTO leadership.

Staff has completed plans and specifications for this contract with a total estimated construction cost of \$104,486. Engineering and construction administration costs are estimated at \$15,672.90, bringing total estimated costs for this project to \$120,158.90.

The below table summarizes the 2015/16 Shared Use Path System Expansion program funding sources, funding distribution and expense breakdown for each project location.

***Program Funding Summary***

2015/16 Shared Use Path System Expansion Program	
Local Option Sales Tax (LOST)	\$ 60,000.00
2015/16 Accessibility Enhancement Program	
Local Option Sales Tax	\$ 50,500.00
2011/12 Shared Use Path System Expansion Program	
Project Savings - LOST	\$ 10,000.00
Total Funding	<b>\$ 120,500.00</b>

***Program Expense Summary***

Engineering & Contract Administration (estimated)	\$ 15,672.90
Construction Costs (estimated)	\$ 104,486.00
Total Expenses	<b>\$ 120,158.90</b>

**ALTERNATIVES:**

1. Approve plans and specifications for the 2015/16 Shared Use Path System Expansion (South Dakota Avenue) and establish April 20, 2016, as the date of letting and April 26, 2016, as the date for report of bids.
2. Do not approve this project.

**MANAGER'S RECOMMENDED ACTION:**

Approval of these plans and specifications will continue to keep this project on schedule for construction during the summer of 2016. Delay of these plans could delay the start of this trail expansion project until at least fall 2016.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 STORM SEWER IMPROVEMENTS, 2015/16 CONCRETE PAVEMENT IMPROVEMENTS PROGRAM #2 & 2015/16 WATER SYSTEM IMPROVEMENTS PROGRAM #3 (NORTH 2<sup>ND</sup> STREET)**

**BACKGROUND:**

This annual program is to remove and replace existing concrete street pavements that have deteriorated beyond reasonable repair. Removal and replacement of concrete pavement provides enhanced rideability to residents and visitors. The two project locations for the 2015/16 Capital Improvements Plan are Friley Road and North 2<sup>nd</sup> Street. **The location for this project is North 2<sup>nd</sup> Street from North Riverside Drive to North Maple Avenue.** In addition to the street pavement improvements to be completed, improvements to the storm sewer infrastructure, transferring of water services, abandonment of a 4" water main, and upgrades to the pedestrian curb ramps will also be completed as part of this project.

Staff has completed plans and specifications for this contract with a base bid (all work except the pavement) plus two alternate pavement bids. The alternate pavement bids are for an asphalt pavement or a concrete pavement, one of which must be chosen. The estimated costs for the base bid with each pavement alternate are summarized in the following table.

Alternate	Base Bid Est. Cost	Alternate Est. Cost	Base Bid + Alt. Est. Cost	Engineering	Total Est. Project Cost
<b><i>Asphalt Pvmt</i></b>	\$601,508.10	\$230,834.00	\$832,342.10	\$124,851.32	\$957,194
<b><i>Concrete Pvmt</i></b>	\$601,508.10	\$305,568.00	\$907,076.10	\$136,061.42	\$1,043,138

The table on the next page summarizes the 2015/16 Concrete Pavement Improvements program funding sources, funding distribution and expense breakdown for each project location.



<b><i>Program Funding Summary</i></b>		Program #1 (Friley Rd)	Program #2 (N 2nd St)
2015/16 Concrete Pavement Improvements Program			
G.O. Bonds	\$ 1,100,000.00	\$ 365,000.00	\$ 735,000.00
Road Use Tax	\$ 50,000.00		\$ 50,000.00
Electric Utility Fund	\$ 50,000.00	\$ 25,000.00	
2013/14 Storm Sewer Improvements Program			
Storm Sewer Utility Fund	\$ 141,000.00		\$ 141,000.00
2015/16 Sanitary Sewer Rehabilitation Program			
Sanitary Sewer Fund	\$ 39,000.00		\$ 39,000.00
2015/16 Water System Improvements Program			
Water Utility Fund	\$ 96,000.00		\$ 96,000.00
Total Funding	\$ 1,476,000.00	\$ 390,000.00	\$ 1,061,000.00
<b><i>Program Expense Summary</i></b>			
Engineering & Contract Administration (estimated)	\$ 183,757.17	\$ 47,695.76	\$ 136,061.42
Construction Costs (estimated)	\$ 1,225,047.83	\$ 317,971.73	\$ 907,076.10
Total Expenses	\$ 1,408,805.00	\$ 365,667.49	\$ 1,043,137.52

Staff held a project informational meeting with area property owners, residents and interested persons to receive input on the project timing, staging and design. The main comment received was to complete the project in 2016. Overall, the project has been designed to minimize the duration when residents will be without access to their properties.

**ALTERNATIVES:**

1. Approve plans and specifications for the 2013/14 Storm Sewer Improvements, 2015/16 Concrete Pavement Improvements Program #2 and 2015/16 Water System Improvements Program #3 (North 2<sup>nd</sup> Street) and establish April 20, 2016, as the date of letting and April 26, 2016, as the date for report of bids.
2. Do not approve this project.

**MANAGER'S RECOMMENDED ACTION:**

By approving these plans and specifications, it will be possible to replace a deteriorated street in this neighborhood while improving rideability and daily travel for neighborhood residents. The improvements to the storm sewer and water main infrastructure will upgrade deteriorated utilities and improve the reliability and longevity of these utilities as well for area residents. By completing all three programs as one project as compared to multiple projects over multiple construction seasons, the impact of construction to local residents will be reduced greatly. This approach will also allow the City to see reduced and competitive costs as one bid package versus multiple bid packages.

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

**COUNCIL ACTION FORM**

**SUBJECT: REPLACEMENT OF FINAL CLARIFIER DRIVES AT WATER POLLUTION CONTROL FACILITY**

**BACKGROUND:**

Drive assemblies on the four final clarifiers were originally installed at the Water Pollution Control Facility in 1989. The drives were inspected in 2012 and, due to their condition, replacement was scheduled to begin in FY 2016/17. Staff subsequently noticed increasing issues with the final clarifier drives including drive leakage, so a year ago the replacement schedule was advanced. The FY 15/16 CIP includes \$200,000 and the FY 16/17 CIP includes \$210,000 for this project.

Staff has prepared plans and specifications for the purchase and installation of four new final clarifier drives and disposal of the old drives. The original cost estimate was based on the use of equipment from the original equipment manufacturer. Staff has since learned that other suppliers for the equipment exist, bringing the potential for a substantial cost savings. The revised engineer's estimate is \$240,000.

**ALTERNATIVES:**

1. Issue preliminary approval of plans and specifications for replacement of four final clarifier drives at the City's Water Pollution Control Facility, and issue a notice to bidders setting April 19, 2016, as the bid due date and April 26, 2016, as the date of public hearing.
2. Do not issue preliminary approval of plans and specifications and a notice to bidders at this time.

**MANAGER'S RECOMMENDED ACTION:**

The replacement of these four final clarifier drives has been identified in the Capital Improvements Plan, and replacing the drives will improve the operational reliability of the Water Pollution Control facility.

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

**COUNCIL ACTION FORM**

**SUBJECT: ASBESTOS MAINTENANCE SERVICES FOR POWER PLANT –  
CONTRACT RENEWAL**

**BACKGROUND:**

This contract involves the removal and proper disposal of asbestos insulation at the City's Power Plant, including Units 5 and 6 (both retired) and operating Units 7 and 8. The two retired units and Unit 7 are primarily insulated with asbestos type insulation. Unit 8 is considered "asbestos free" excluding some gasket material and steam pipe insulation around the turbine. In addition, other equipment and piping located in the Power Plant has been insulated with asbestos type insulation.

The Power Plant benefits from having a service contract with a company that provides both routine and emergency asbestos remediation services. These services include removal and disposal of asbestos containing insulation, as well as the remediation/encapsulation of identified areas or areas where an encapsulated surface is damaged. Asbestos must be removed and disposed of per State and Federal regulations before retired equipment can be physically removed. In addition, asbestos should be removed or encapsulated where employees will be working.

On May 13, 2014, the City Council awarded a contract to ESA, Inc., N. Sioux City, SD, for this asbestos maintenance services contract. These services were to be furnished as requested from July 1, 2014, through June 30, 2015, in an amount not-to-exceed \$75,000.

The approved contract included the option for the City to renew in one-year increments for up to four additional years. Staff recommends renewing the agreement for FY 2016/17. The contract's rate provision increases rates at fixed percentages above the previous fiscal year's contracted rates at time of renewal. The yearly rate increase is 2% for both Labor and Travel & Subsistence. **This is the second renewal out of four maximum.**

It is advisable to continue to outsource these services on an annual renewable contract basis. The benefits of such a contract include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY 2016/17 Power Plant operating budget includes \$100,000 for asbestos removal. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve the contract renewal with ESA, Inc., North Sioux City, SD, for the asbestos maintenance services contract for the City's Power Plant for the one-year period from July 1, 2016, through June 30, 2017; and approve the company's contract and bond. Total work in FY 2016/17 shall be an amount not to exceed \$100,000.
2. Do not renew the agreement and direct staff to seek new competitive bids.

**MANAGER'S RECOMMENDED ACTION:**

Asbestos removal and encapsulation is an on-going effort, since most of the old equipment at the Power Plant was insulated with asbestos. This contract establishes rates for service and provides for guaranteed availability, thereby setting in place known timing and rates. Funds will be expended only as work is required and in accordance with approved invoices.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT SPECIALIZED WET/DRY VACUUM, HYDRO BLAST AND RELATED CLEANING SERVICES CONTRACT RENEWAL**

**BACKGROUND:**

The Electric Utility's two gas-fired, high-pressure steam generation units in the Power Plant are referred to as Units No. 7 and 8. These units require regular professional maintenance and repair. This consists of emergency service, as well as regularly scheduled planned repairs and services during scheduled outages. The cleaning and special preparation of the boiler surfaces on these generation units requires professional tradecrafts and maintenance experts. Both units operate under environmental conditions with high heat and high pressure, resulting in slag and other industrial debris coating the boiler and other plant equipment surfaces. Prior to repair and maintenance work, it is necessary to have the surfaces professionally cleaned using high-pressure water jets and vacuums.

In order to clean the surfaces, outside contractors are used who can provide mobile high pressure generator trucks with hoses and lances to cut through and wash away the industrial debris coatings. These same firms have the industrial vacuum trucks that can accumulate and contain this industrial debris for proper disposal. The goal of this contract is to meet these requirements in the most economical manner.

On May 13, 2014, Council awarded a contract to Bodine Services of Clinton, LLC, Clinton, Iowa, for the specialized wet/dry vacuum, hydroblast and related cleaning services. These services were to be furnished as requested from July 1, 2014, through June 30, 2015, in an amount not-to-exceed \$67,000.

This contract included the option for the City to renew for up to four additional years in one-year increments. Staff recommends renewing the agreement for FY 2016/17. The rate provision under this contract increases rates at fixed percentages above the previous fiscal year's contracted rates at time of renewal. The yearly rate increase is 2% for Labor, Travel & Subsistence, and Equipment & Tools. This increase is in accordance with the contract terms initially established. **This is the second renewal out of four maximum.**

There are several benefits of continuing to outsource these services on an annual renewable contract basis. These include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing

generation downtime.

- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY 2016/17 Power Plant operating budget includes \$83,000 for miscellaneous services to be performed under this contract. Invoices paid will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve the contract renewal with Bodine Services of Clinton, LLC, Clinton, Iowa, for the specialized wet/dry vacuum, hydroblast and related cleaning services for the one-year period from July 1, 2016, through June 30, 2017, and approve the contract and bond. Total work in FY 2016/17 shall be an amount not to exceed \$83,000.
2. Do not renew the agreement and direct staff to seek new competitive bids.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for these specialized cleaning services, and will also control costs by having established billing rates. Funds will be expended only as work is required and in accordance with approved invoices.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT MOTOR REPAIR CONTRACT RENEWAL**

**BACKGROUND:**

Electric Services' two coal-fired (soon to be natural gas-fired), high-pressure steam turbine electric generating units are referred to as Units No. 7 and 8. These units require regular professional maintenance and repair. This work consists of regularly planned repairs and services during scheduled outages, as well as emergency service. The repair of these generating units requires professional trade workers such as boilermakers, electricians/control technicians, steam/pipe fitters, and millwrights, to list a few. The units operate under environmental conditions with high heat and high pressure.

Because of these operational conditions, numerous motors are necessary to safely and reliably operate the Power Plant. All of this equipment must be professionally maintained, serviced, adjusted, repaired, and rebuilt. It is not possible for staff to adequately maintain this electrical equipment due to manpower constraints and the specialized nature of the repairs.

Rather than bid and obtain prices for this work multiple times per year with the inconsistency of work and quality as different vendors participate, this work is outsourced on an annual, renewable contract basis. This process reduces the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage. City staff saves considerable time in obtaining quotes, evaluating proposals, preparing specifications, and other procurement documentation.

On February 25, 2014, City Council awarded a contract to Electrical Engineering and Equipment Co., Windsor Heights, Iowa, for motor repairs to be performed as requested from award date through December 31, 2014, in an amount not-to-exceed \$94,000.

This contract has an option for the City to renew in one-year increments for up to four additional years. It is recommended that the agreement be renewed for FY 2016/17. There is a rate provision under this contract that increases rates at fixed percentages above the previous fiscal year contracted rates at time of renewal. The fixed rates for FY 2016/17 include labor increases of 1.5% and travel & subsistence increases of 1%. These increases are in accordance with the contract terms initially established. **This is the third out of four possible renewals.**

The approved FY 2016/17 operating budget for Electric Production includes \$125,000 for this work. Payments will be calculated based on unit prices bid and actual work performed, up to the available budget amount.

**ALTERNATIVES:**

1. Approve the contract renewal with Electrical Engineering and Equipment Co., Windsor Heights, Iowa, for the Motor Repair Contract for the one-year period from July 1, 2016, through June 30, 2017, in an amount not to exceed \$125,000 and approve the contract and bond.
2. Do not renew the agreement and instruct staff to seek new competitive bids.

**MANAGER'S RECOMMENDED ACTION:**

This contract is necessary to properly maintain motors and to carry out emergency and scheduled repairs resulting from equipment failures. This contract should achieve a consistent, high quality diagnosis, repair and/or overhaul of a motor, and to return it to good operating condition with a minimum of delay and cost.

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





CITY OF  
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# MEMO

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

**From:** City Clerk's Office

**Date:** March 18, 2016

**Subject:** Contract and Bond Approval

There are no Council Action Forms for Item Nos. 32 through 35. Council approval of the contract and bond for these projects is simply fulfilling a *State Code* requirement.

/jr



**Public Works Department**  
515 Clark Avenue, Ames, Iowa 50010  
Phone 515-239-5160 ♦ Fax 515-239-5404

**36**

March 22, 2016

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

Ladies and Gentlemen:

I hereby certify that the street lighting along Marigold Drive as a condition for approval of the final plat of **South Fork, 7<sup>th</sup> Addition** has been completed. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department 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 **\$3,600.00** for the above referenced subdivision to cover the installation of ADA compliant pedestrian ramps at Dotson Drive and Harris Street.

Sincerely,

John C. Joiner, P.E.  
Director

JJ/jc

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

South Fork, 7<sup>th</sup> Addition

March 22, 2016

Page 2

Description	Unit	Quantity
Class 13 Excavation	CY	2,000
Sub-grade Preparation	SY	2,310
8" Sanitary Sewer Main, PVC	LF	156
4" Sanitary Sewer Service, PVC	EA	8
Storm Sewer, RCP 15", CL 3	LF	213
Storm Sewer Service Stub, PVC, 1-1/2"	EA	8
Water main, Trenched, PVC, 8"	LF	116
Water Service Connection, Curb Stop & Box, 1"	EA	8
Manhole, SW 301, 48"	EA	1
Intake, SW 501	EA	1
Intake, SW 503	EA	1
Manhole Adjustment, Major	EA	7
Sidewalk, PCC, 6"	SY	40
30" PCC Curb and Gutter	LF	1,400
Pavement, 8" HMA	SY	653
Pavement, 10" HMA	SY	1,087
Seeding, Type 1 Lawn Mix	ACRE	1
Silt Fence-Install, Maint. & Removal	LF	300
Inlet Protection Device-Install, Maint. & Removal	EA	3
Stabilized Construction Entrance	EA	1

South Fork, 7<sup>th</sup> Addition

March 22, 2016

Page 3

Description	Unit	Quantity
Class 13 Excavation	CY	2,050
Sub-grade Preparation	SY	1,570
8" Sanitary Sewer Main, PVC	LF	304
4" Sanitary Sewer Service, PVC	EA	13
Storm Sewer, RCP 15", CL 3	LF	182
Footing Drain Collector, 6"	LF	165
Footing Drain Cleanout, 6"	EA	1
Footing Drain Outlet and Connection, 6"	EA	1
Storm Sewer Service Stub, PVC, 1-1/2"	EA	13
Water main, Trenched, PVC, 8"	LF	324
Water Service Connection, Curb Stop & Box, 1"	EA	13
8" Tee	EA	1
Fire Hydrant Assembly (includes gate valve, boot, 6" pipe and fittings)	EA	1
Intake, SW501	EA	2
Manhole Adjustment, Major	EA	1
Pavement, 6" PCC	SY	365
30" PCC Curb and Gutter	LF	654
Pavement, 8" HMA	SY	945
Pavement Removal	SY	134
Seeding, Type 1 Lawn Mix	ACRE	1
Inlet Protection Device, Install, Maintain, Remove	EA	1
Stabilized Construction Entrance	EA	1

**COUNCIL ACTION FORM**

**SUBJECT: EAST INDUSTRIAL URBAN FRINGE PLAN AMENDMENT**

**BACKGROUND:**

The City of Ames adopted the Ames Area Urban Fringe Plan to help manage and plan for uses within two miles of the City. The Fringe Plan is a cooperative plan for land use and annexation strategies among the City of Ames, Story County, and the City of Gilbert that includes a separate 28E agreement for its administration among the three parties.

The City Council initiated this Ames Urban Fringe Plan amendment to accommodate future industrial land development needs. The proposed changes to the Fringe Plan are twofold. The first part is to redesignate a portion of the lands within the existing Agriculture\Long Term Industrial Reserve area to Planned Industrial. The second part is to expand the Agriculture\Long Term Industrial Reserve area (Attachments B and C show the Current and Proposed Urban Fringe Plan Map). **In accordance with the terms of the Ames Area Urban Fringe Plan, land designated as Planned Industrial allows for its annexation into the City of Ames. Areas within the Agriculture\Long Term Industrial Reserve designation would not be eligible for annexation to the City unless and until the designation was changed to Planned Industrial.**

The proposed area for Planned Industrial and Agriculture\Long Term Industrial Reserve lies east of Interstate Highway 35, south of County Road 210<sup>th</sup> Street, west of County Road 590<sup>th</sup> Avenue and extending to one half mile south of US Highway 30. The subject area comprises about 7.22 square miles and currently has multiple designations: Planned Industrial, Agriculture\Long Term Industrial Reserve, Agriculture and Farm Service, Highway Oriented Commercial, and Natural Area on the Ames Urban Fringe Plan Land Use Framework Map. **The City's proposed amendments affect the Fringe Plan designation of 3.47 square miles of the 7.22 square miles.**

The proposed changes would retain the existing Planned Industrial (PI) designation along 13<sup>th</sup> Street and extend it south to the area between the Union Pacific Railroad tracks, a half mile south of Lincoln Highway, and then east to 590<sup>th</sup> Avenue. The proposed PI designation area is consistent with the area covered by the City's recent agreement with Central Iowa Water Association regarding buyout terms. Agriculture\Long Term Industrial Reserve (ALTIR) would be retained along the US 30 corridor, but would be extended east to 590<sup>th</sup> Avenue. An expansion of ALTIR area would lie north of the Union Pacific railroad and extend north to 210<sup>th</sup> Street and east to 590<sup>th</sup> Avenue.

**The industrial expansion to the east was identified by prior industrial land studies and through efforts by the Ames Economic Development Commission which saw the lands along Lincoln Highway as marketable in the short-term for large industrial development sites. In addition, the uncertainty of the rural water issue**

**and the City of Nevada's desire to expand to the west, has made it important to take a long-range perspective on how far the City hopes to expand.**

The primary attributes of the east industrial area that make it desirable for industrial use are access to the railroad (preferably on the south side adjacent to the side trackage), access to highways, relatively flat land, ability to extend infrastructure to serve development, and large tracts of land under single ownership control. The proposed Industrial Reserve area has the same general traits as those for the Planned Industrial area, but the Industrial Reserve area expansion is an effort to accommodate long range planning needs of the community versus the shorter term horizon of the Planned Industrial designation.

The existing Highway-Oriented Commercial and Natural Areas that are part of the Fringe Plan would be retained. A portion of a mapped flood plain outside the existing fringe area would be designated as Natural Area. The eastern edge of the Ames Urban Fringe Boundary, now extending two miles from the current eastern edge of the Ames city limits (and overlapping Nevada city limits) would extend only to 590<sup>th</sup> Avenue. The proposed changes do not include the Ketelsen Marsh located at 21162 570<sup>th</sup> Avenue. For more information regarding the Marsh, see page 7 of the Appendix.

Further details and analysis are found in the Appendix.

Planning and Zoning Commission: The Ames Planning and Zoning Commission considered this item at their meeting on February 17, 2016. Notice was mailed to all property owners within 300 feet of the proposed land use changes. Approximately 120 notices were mailed. Speakers at the meeting were primarily residents within the industrial area concerned about the effects of industrial development on their smaller home sites and why such a large area was needed for industrial development. The Commission expressed concerns that the area was too large absent a specific development proposal and whether the City had established a policy for the large area of change for likely general industrial uses. In addition, some Commissioners believed that the outreach to the affected property owners did not give them enough time to familiarize themselves with the proposed changes. The Commission recommended denial of the Fringe Plan Amendment on a 5-2 vote.

Gilbert/Story County: The Gilbert City Council approved this proposed amendment on March 14, 2016 at their regular meeting. Action on this item will still need to be taken by the Story County Board of Supervisors and is tentatively planned for the week of March 28<sup>th</sup>. The Story County Planning and Zoning Commission previously recommended denial of the Fringe Plan amendment at their meeting of March 2.

## **ALTERNATIVES:**

1. The City Council may approve a Resolution for:
  - a. an amendment to the Ames Urban Fringe Plan Land Use Framework Map to reflect the proposed Planned Industrial, Agriculture\Long Term Industrial Reserve, Extension of Natural Areas, and Urban Fringe Boundary.

- b. an amendment to the Ames Urban Fringe Plan Land Use Classes Map to reflect the changes to the subclasses described above.
2. The City Council may adopt a map amendment other than that described.
3. The City Council may deny the proposed amendments.
4. The City Council may defer action and request further information or analysis from the staff.

**CITY MANAGER'S RECOMMENDATION:**

**The City initiated this amendment to create an opportunity for near term annexation of the land along Lincoln Highway to expand its industrial land base. Additionally, the expansion of the Industrial Reserve designation helps to plan for the long term needs of the City, prepare to address rural water issues, and signal to other surrounding cities the future expansion plans for Ames.** The City has coordinated other activities for industrial expansion, such as water service rights with Central Iowa Water Association and annexation boundaries with Nevada in this area and believes now is the time to move forward to designate it as Planned Industrial designation in preparation for its annexation. While the change to Planned Industrial along the Lincoln Highway does not immediately result in annexation to the City, it is staff's understanding that there is support from a sufficient number of property owners along Lincoln Way to accomplish annexation into Ames during 2016.

The proposed Planned Industrial designation of nearly 1,400 gross acres increases the total land designated in the Fringe Plan as Planned Industrial to approximately 1,900 gross acres area intended for annexation and development in the near to medium term. This area appears to be attractive for larger scale industrial development due to rail line and highway proximity and as evidenced by the development along this corridor in Nevada. Due to the lead time for putting plans into place to support industrial development, it is important to take this step of amending the Urban Fringe Plan now, since it cannot be done in a timely manner once there is an immediate interest by a developer. Additional analysis of development and service needs for this area would occur at the time of annexation and at rezoning.

The increased area of Agricultural\Long Term Industrial Reserve has minimal impact in the near and medium term. Agriculture will remain the primary land use designation and the existing A-1 county zoning will remain. Placing the ALTIR designation on additional lands reserves the land for longer term industrial needs after development occurs in the Planned Industrial area. Changes to the Fringe Plan boundary and Agricultural\Long Term Industrial Reserve boundary also keep the subdivision review process consistent for new areas that would be within two miles of the City once additional land is annexed with those that are already within two miles of the City.

In terms of planning for industrial needs, staff believes the proposed amendments are consistent with the Goals of the LUPP. Additional details and information will be needed about any development of the area prior to its annexation and rezoning, but at this time it is appropriate to designate the area for Planned Industrial and Agriculture\Long Term

Industrial Reserve.

**Therefore, it is the recommendation of the City Manager for the City Council to act in accordance with Alternative #1 regarding the Land Use Framework Map and Land Use Classes Map.**

If approved by the City Council, staff will continue to work on the City Council goal of east industrial area expansion and hold a pre-annexation meeting with property owners along the Lincoln Highway. Once voluntary petitions for annexation have been submitted to the City, staff will return to the Council for direction on the scope and boundaries of a subsequent annexation.



## APPENDIX

**Request and Referral:** The City has been exploring the expansion of industrial land to the east for several years. The City Council goals from 2014 include the objective “Pursue the industrial park opportunity.” The City Council believes that access to the Union Pacific railroad, to I-35 and US 30, to natural gas, and availability of large tracts of relatively flat land make the area appealing for industrial development. The City has been working on a number of issues in anticipation of this plan change, including working with the Central Iowa Water Association on a mechanism to transfer water service rights to Ames, and preparing preliminary plans and budget estimates for extending sanitary sewer service and water service as far east as 590<sup>th</sup> Avenue. In 2010 the Ames and Nevada City Councils also entered into a memorandum of understanding that agreed upon 590<sup>th</sup> Avenue as the limits of annexation between the two cities.

The Ames Economic Development Commission (AEDC) has reached out to most of the property owners in the proposed Planned Industrial area to gauge their interest in a future annexation. The AEDC, from their communications with property owners, believes that the property owners representing a vast majority of the land area have a strong interest in the industrial proposal and are in favor of annexation.

**Land Use Policy Plan and Ames Urban Fringe Plan:** The Ames Urban Fringe Plan currently anticipates industrial development north of the Union Pacific railroad tracks and east of the existing city limits along East 13<sup>th</sup> Street. This designation has been in place since the plan adoption in 2007 and was included because of the then-pending regional mall development just east of I-35. Approximately 53 acres of land are zoned industrial and already within the City, and an additional 530 gross acres of area designated as Planned Industrial in the Fringe Plan are in the vicinity of East 13<sup>th</sup> Street that are available for annexation. The Fringe Plan also includes the Reserve areas south of the railroad along the Lincoln Highway and US 30 corridors to a quarter mile past 580<sup>th</sup> Avenue.

The proposed amendment extends the boundaries of the plan to 590<sup>th</sup> Avenue and changes the designation to Planned Industrial for part of the area. The extension to 590<sup>th</sup> Avenue recognizes the boundary agreed upon in a Memorandum of Understanding with Nevada. The amendments also reserve areas to the north (north of the railroad to 210<sup>th</sup> Street) and south (to one half mile south of US 30). The immediate effect on the Reserve Area would be minimal—it is not anticipated that changes to Planned Industrial and annexation would be proposed until a substantial portion of the Lincoln Highway Planned Industrial area has been developed. Natural areas would be added to areas that are subject to the General Flood Plain identified by FEMA, and these would be extensions of existing natural areas reflected within the Plan.

The Land Use Policy Plan speaks to the need for and location of Planned Industrial Uses.

- “Planned Industrial uses should be located near limited-access thoroughfares. Since these locations involve main entries to Ames, specific design features are recommended.” (p. 35)

- “It is recommended that much of the new industrial uses be associated with planned industrial parks. These planned industrial parks should be located in conjunction with a limited access highway. A limited access highway location provides adequate ingress and egress for the regional scale activities without imposing the associated extraneous traffic on the community’s internal traffic system.
- “Uses. All future large-scale industrial activities should be located in planned industrial parks. Locating large-scale activities in parks assures adequate land area, access, utilities provisions and environmental controls. The park locations also assure that appearances are compatible with the community’s entries along which planned industrial locations are recommended.
- “Location. The interchange of Interstate 35 and 13th Street is recommended as the primary location for planned industrial. A site of 150 to 175 acres in the southeast quadrant of the interchange is the most suitable site. In addition, two smaller sites totaling 75 to 100 acres on the east side of the Airport and near the Research Park are recommended.” (pp. 62-63)

**Zoning:** Much of the impacted area is currently zoned A-1 by the County. Existing commercial and industrial development has been zoned C-LI (Commercial-Light Industrial) or A-2 (Agribusiness) by the County. County zoning does not change with redesignation within the Fringe Plan.

**Amendment Considerations:** The Land Use Policy Plan provides guidance on what considerations should be given for an amendment to the Land Use Policy Plan.

*When reviewing major and minor proposed amendments to the Land Use Policy Plan, consideration should be given to whether or not the proposed amendment is consistent with the Goals for a New Vision described in the Land Use Policy Plan. [Found in Attachment F.] These goals, and the related objectives below each goal, should apply to review of both minor and major amendment. In addition to these, it is also helpful to consider for major amendments:*

1. *City resources, including staff, budget, utilities, transportation, parks and/or schools, necessary to implement the proposed amendment.*
2. *The City’s ability to provide the full range of public facilities and services at the planned level of service, or if the proposal will consume public resources otherwise needed to support comprehensive plan implementation strategies.*
3. *How the proposal relates to current land use allocations and growth projections that are the basis of the comprehensive plan.*
4. *Compatibility of development allowed under the proposal amendment with neighboring land uses and surrounding neighborhoods, if applicable.*
5. *Affects of the proposed amendment on historic resources or neighborhoods, or the City’s general sense of place.*
6. *The cumulative impacts of the proposed amendment, in combination with other proposed or recently approved amendments.*

The LUPP Goals for a New Vision are found in Attachment D. Descriptive language of the Planned Industrial and Agriculture\Long Term Industrial Reserve from the Ames Urban Fringe Plan are found in Attachment E.

## **ANALYSIS:**

### A. TRAFFIC

The proposed Planned Industrial area is served by Lincoln Highway as the east/west arterial. The existing Planned Industrial to the north is along E 13<sup>th</sup> Street which has an interchange with I-35.

The proposed Agriculture\Long Term Industrial Reserve area to the north also has access to E. 13<sup>th</sup> Street and I-35. The southern area lies along US 30.

580<sup>th</sup> Avenue remains the major north/south through connector in this area, providing access to the Planned Industrial areas along Lincoln Highway and the Agriculture\Long Term Industrial Area north of the railroad and along US 30.

It is anticipated that necessary road and intersection improvements would be made as development occurs.

### B. WATER AND SANITARY SEWER

City water and sanitary sewer services can serve the Planned Industrial area by extensions of existing lines. In the 2016-2017 capital improvements plan, the City Council has placed \$5.3 million to design and extend sanitary sewer and water mains along Lincoln Highway to 590<sup>th</sup> Avenue. Any development will have access to utilities.

### C. STORM WATER

Any development will need to meet the storm water standards of Chapter 5B, retaining water from up to a 100-year storm event and releasing it at a rate no greater than current runoff rates. In addition, the standards also address water quality from the first flush of rainfall.

### D. NATURAL RESOURCES

Much of this land has been row-cropped for years. No evidence of natural resources or native vegetation is present for the majority of this area. The Ames Urban Fringe Plan has a Natural Area designation over a FEMA-designated General Flood Plain running from the northwest to the southeast. This fringe plan amendment would retain that designation, which upon annexation would become Environmentally Sensitive areas on the Land Use Policy Plan.

**Story County owns a 61-acre wetland between Interstate 35 and 570<sup>th</sup> Avenue known as Ketelsen Marsh. The current Urban Fringe Plan designation is Natural Area. This designation is not proposed to change as part of this map amendment.** The marsh is not intended to be annexed or developed according to the Urban Fringe Plan. Although industrial development could be developed near the site, it would be similarly situated to the commercial land south of the marsh that is already within the City. In the Ames Zoning Ordinance, the Northeast Gateway

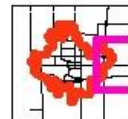
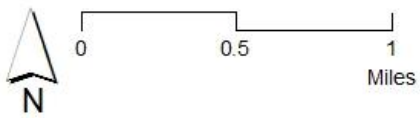
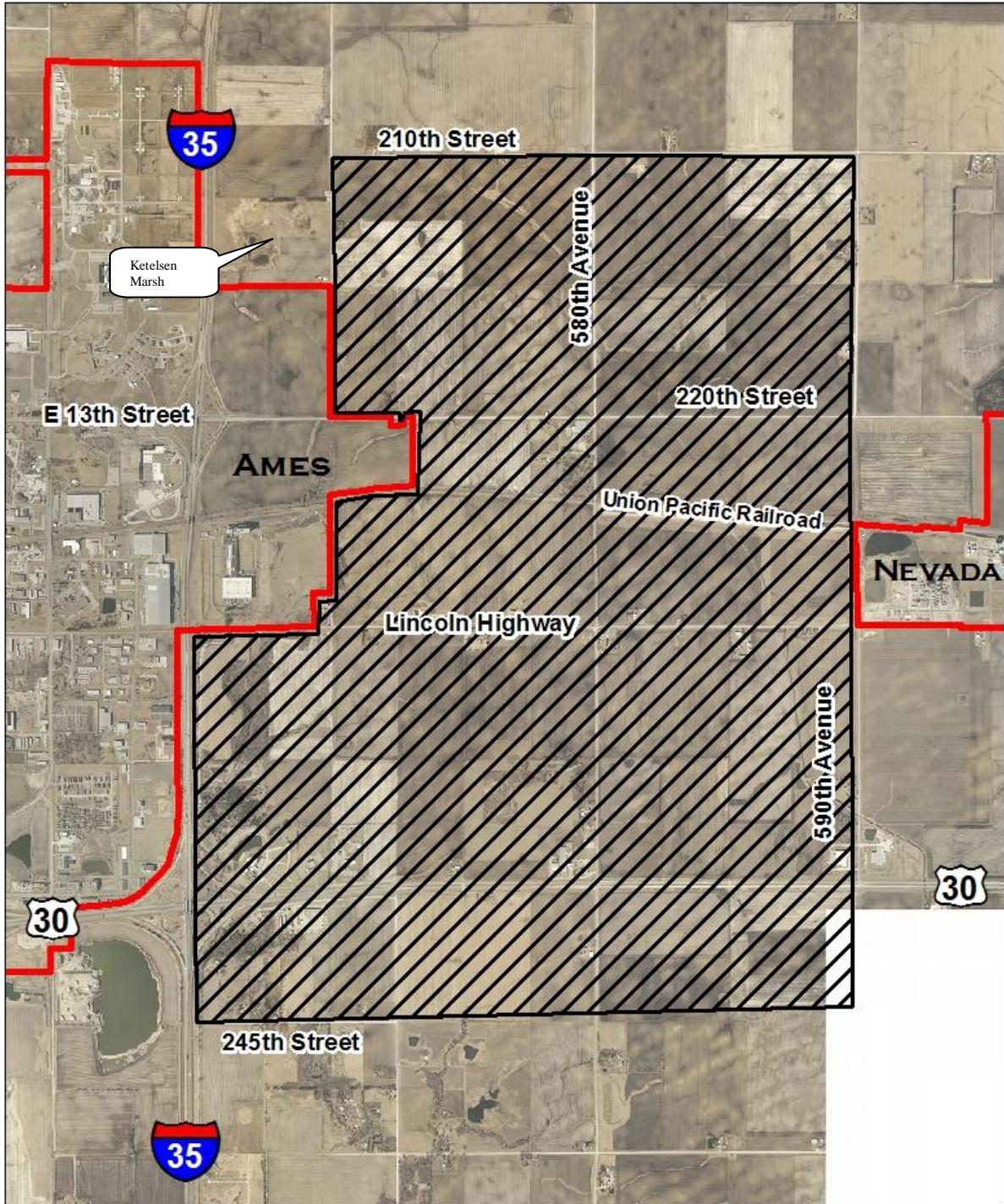
Overlay zoning district was created and applied to the area proposed for the regional mall with an emphasis on compatibility with the marsh. This overlay zoning district or a modified version could be applied to the Planned Industrial area to the east of the marsh to provide protection from the impacts of development, such as storm water design, buffering, lighting design, and native vegetation. These standards can be found in Section 29.1109 of the Ames Municipal Code .

E. ANNEXATION, REZONING, AND DEVELOPMENT STANDARDS

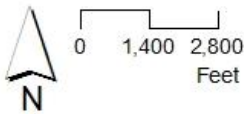
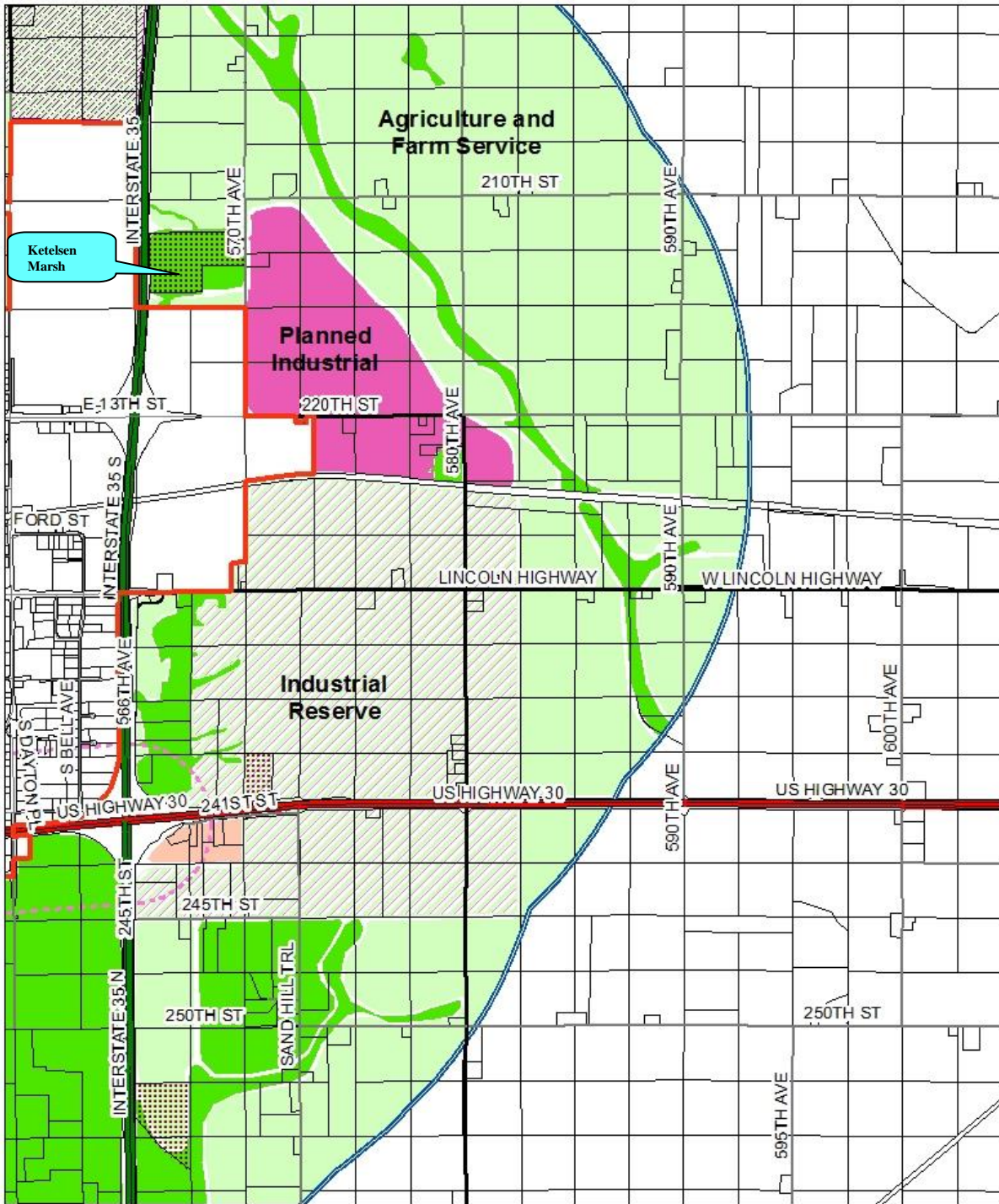
The land designated as Planned Industrial would need no other official action prior to annexation except the submittal of an annexation petition and the following of procedures outlined in the Code of Iowa and City of Ames practices. Upon annexation, the Land Use Policy Plan Future Land Use would be automatically amended to designate the annexed area as Planned Industrial.

Currently, the only zoning district that would be consistent with the LUPP designation is the PI-Planned Industrial. In addition, master planning may be required in order to ensure LUPP guidelines of developing within industrial parks to ensure adequate “land area, access, utilities provisions, and environmental controls.” Design guidelines would support “appearances that are compatible with the community’s entries.”

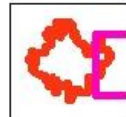
ATTACHMENT A: GENERAL LOCATION AND CITY BOUNDARIES



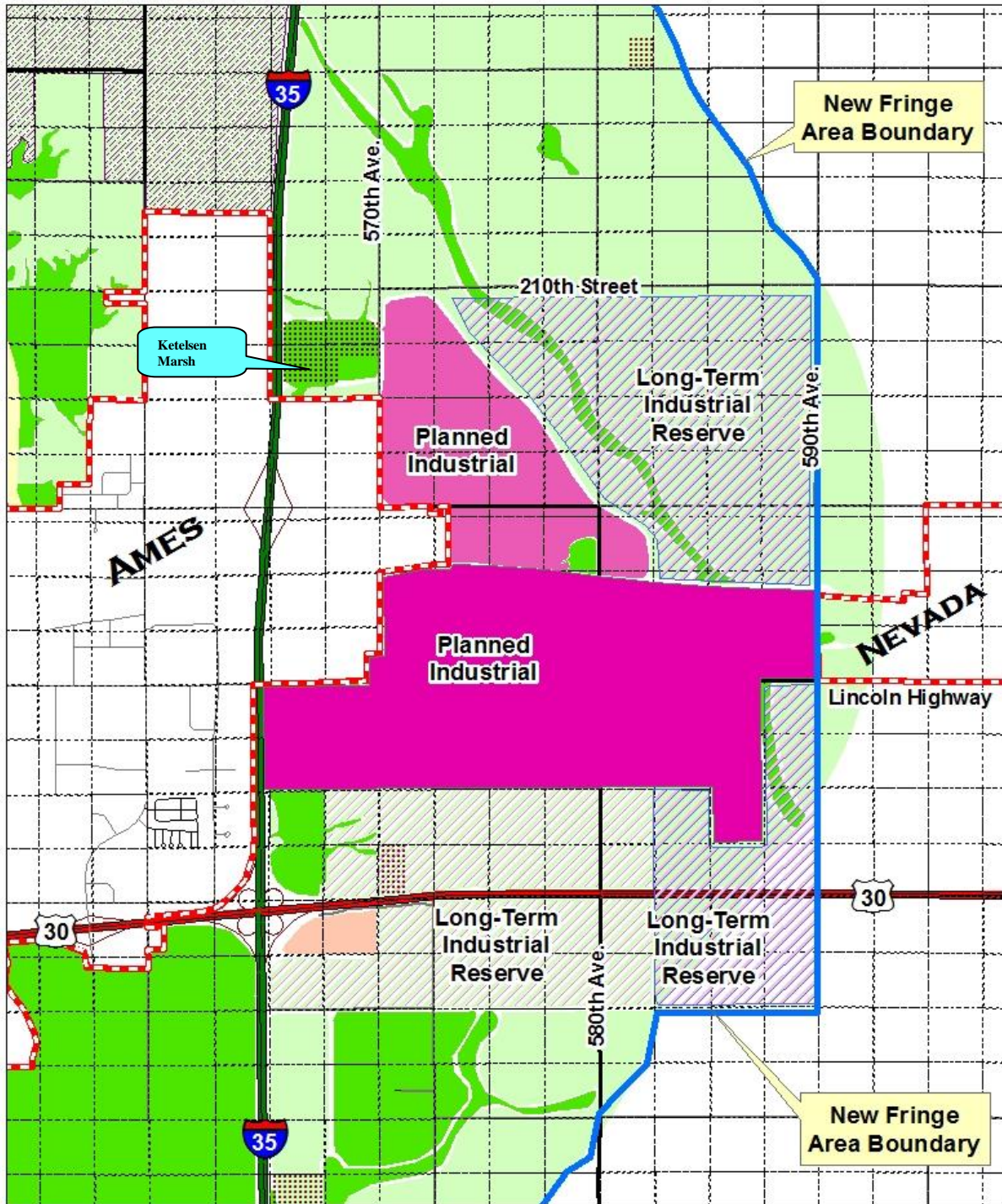
**ATTACHMENT B: CURRENT AUF MAP**



**Existing Urban Fringe Plan [excerpt]**



ATTACHMENT C: PROPOSED AUF MAP



Proposed Urban Fringe Plan [Excerpt]



**ATTACHMENT D: GOALS FOR A NEW VISION  
(EXCERPT FROM LAND USE POLICY PLAN, CHAPTER 1)**

Goal No. 1. Recognizing that additional population and economic growth is likely, it is the goal of Ames to plan for and manage growth within the context of the community's capacity and preferences. It is the further goal of the community to manage its growth so that it is more sustainable, predictable and assures quality of life.

Goal No. 2. In preparing for the target population and employment growth, it is the goal of Ames to assure the adequate provision and availability of developable land. It is the further goal of the community to guide the character, location, and compatibility of growth with the area's natural resources and rural areas.

Goal No. 3. It is the goal of Ames to assure that it is an “environmentally-friendly” community and that all goals and objectives are integrated with this common goal. In continuing to serve as a concentrated area for human habitat and economic activity, Ames seeks to be compatible with its ecological systems in creating an environmentally sustainable community.

Goal No. 4. It is the goal of Ames to create a greater sense of place and connectivity, physically and psychologically, in building a neighborhood and overall community identity and spirit. It is the further goal of the community to assure a more healthy, safe, and attractive environment.

Goal No. 5. It is the goal of Ames to establish a cost-effective and efficient growth pattern for development in new areas and in a limited number of existing areas for intensification. It is a further goal of the community to link the timing of development with the installation of public infrastructure including utilities, multi-modal transportation system, parks and open space.

Goal No. 6. It is the goal of Ames to increase the supply of housing and to provide a wider range of housing choices.

Goal No. 7. It is the goal of Ames to provide greater mobility through more efficient use of personal automobiles and enhanced availability of an integrated system including alternative modes of transportation.

Goal No. 8. It is the goal of Ames to enhance the role of Downtown as a community focal point.

Goal No. 9. It is the goal of Ames to promote expansion and diversification of the economy in creating a base that is more self-sufficient and that is more sustainable with regard to the environment.

Goal No. 10. It is the goal of Ames to maintain and enhance its cultural heritage.



**ATTACHMENT E: PLANNED INDUSTRIAL AND  
AGRICULTURE\LONG TERM INDUSTRIAL RESERVE POLICIES  
FROM AMES URBAN FRINGE PLAN**

**PLANNED INDUSTRIAL (PI)**

Planned Industrial is a designation intended for clustered industrial uses. These uses are strategically located to minimize environmental impacts and conflict with residential land uses. Locations also provide for an orderly and efficient transition between land uses within municipal limits and the unincorporated areas of the county. Such areas involve the integration of uses, access, and appearance.

PI Policy 1: Land uses are clustered/industrial park uses that are larger in scale than most general industrial uses.

PI Policy 2: Locate Planned Industrial uses near limited access thoroughfares and/or major railroad systems to accommodate the transportation of industrial goods and services. Minimize environmental impacts and conflict with residential land uses.

PI Policy 3: Give preference to clustering of uses to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services.

PI Policy 4: Permit Planned Industrial uses when suitable infrastructure and services are available. Require annexation into the city and comply with all municipal regulations, including zoning, land use policy, subdivision, and building code requirements.

PI Policy 5: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards.

PI Policy 5: Require buildings to front major thoroughfares to minimize the appearance of industrial operations and enhance the aesthetics of the road corridor. Require landscape and earthen buffering of parking areas and industrial activity, such as assembly yards, storage locations and loading facilities.

**AGRICULTURE/LONG TERM INDUSTRIAL RESERVE (ALTIR)**

The Agriculture/Long Term Industrial Reserve designation supports the long term planning objective of accommodating future demand for industrial growth as described in the Industrial Study of July 2002 by the City of Ames. Although the need for this land use at these location may arise only after the planning horizon of this Plan, preventing uses incompatible with large industrial facilities and maintaining agricultural use will help secure the availability of suitable land for future industrial uses.

ALTIR Policy 1: Agricultural uses are compatible with this designation. Industrial development is not anticipated during the life of the plan unless significant development of Planned Industrial areas has already occurred, or unless it can

be demonstrated that significant public benefit would be gained from such development.

ALTIR Policy 2: Prior to consideration of any request for rezoning or industrial subdivision development approval, require an amendment to the Ames Urban Fringe Land Use Framework Map re-designating the area proposed for development from Agriculture/Long Term Industrial Reserve to Planned Industrial.

ALTIR Policy 3: When development is proposed, require the urban level design requirements and service standards as required in areas designated Planned Industrial.

**COUNCIL ACTION FORM**

**SUBJECT:** PLAT OF SURVEY FOR 3105 GRAND AVENUE (WAL-MART SITE)

**BACKGROUND:**

The City's subdivision regulations are found in Chapter 23 of the Ames *Municipal Code*. These regulations include the process for creating or modifying property boundaries and for determining if any improvements are required in conjunction with the platting of property. The subdivision regulations also describe the process for combining existing platted lots into a single parcel, referred to as a boundary line adjustment, to enable the issuance of a building permit for a new development.

No public improvements are required in association with a boundary line adjustment unless the adjustment increases the street frontage of the original lot or parcel that currently has frontage improvements, in which case existing frontage improvements, which may include curbs, gutters, sidewalks, paths, street trees and/or street lights, shall be extended across the entire frontage of the adjusted lots or parcels prior to preparation of the official plat of survey, or prior to minor plat approval.

This specific proposed plat of survey (*see Attachment B, Proposed Plat of Survey*) is for a Boundary Line Adjustment for consolidation of two platted lots, including Lot 1 (5.63 acres), Northwood Plaza First Addition, located at 3121 Grand Avenue (the location of the former Dahl's grocery store), and Lot 2 (8.92 acres), Northwood Plaza First Addition, located at 3015 Grand Avenue (the current location of the Wal-Mart store) into a single "Parcel A", which will have 3105 Grand Avenue as the new street address (*see Attachment A, Location Map*).

The current owner of Lot 1 is the Wal-Mart Real Estate Business Trust. The current owner of Lot 2 is Benedict A. Silverman. Approval of the Plat of Survey will combine the two lots into a single parcel of land (Parcel A), owned by Benedict A. Silverman. The new "Parcel A" will be bounded by Wheeler Avenue on the north, Grand Avenue on the east, 30<sup>th</sup> Street on the north, and Roy Key Avenue on the west, and will include approximately 14.55 acres (*see Attachment B, Proposed Plat of Survey*).

Public infrastructure exists partially along frontages of the two parcels. A shared use path borders the entire east property line along Grand Avenue. A public sidewalk runs the full length of the frontage along 30<sup>th</sup> Street. The Roy Key frontage on the western side of the property has no sidewalk in place. Sidewalk has not completely been extended along the entire north boundary of the site, which is the right-of-way for Wheeler Street. **In accordance with Ames *Municipal Code* Section 23.309(3), as a partially completed frontage improvement along Wheeler Street, the gap in sidewalk must be installed prior to combing the two parcels. However, because no partial sidewalk**

improvements exist along Roy Key Avenue, none are required with this plat of survey.

**Wal-Mart acknowledges the need to complete the Wheeler Street improvements, but due to the timing and plan for redevelopment of the site, Wal-Mart believes it is premature to complete them in advance of recording the plat of survey. Therefore, Wal-Mart requests that this requirement be deferred until development of the site with posting of financial security** (see Attachment C, Applicant Letter Requesting Deferral of Sidewalk Construction), in accordance with Ames Municipal Code Section 23.403(14)(c), which reads as follows:

*A deferment for the installation of sidewalks may be granted by the City Council when topographic conditions exist that make a sidewalk installation difficult or when the installation of the sidewalk is premature. Where the installation of a sidewalk is deferred by the City Council, an agreement will be executed between the property owner/developer and the City of Ames that will ensure the future installation of the sidewalk. The deferment agreement will be accompanied by a cash escrow, letter of credit, or other form of acceptable financial security to cover the cost of the installation of the sidewalk.*

An Improvement Agreement is proposed to fulfill this requirement, and is based upon the “Engineer’s Opinion of Probable Cost” (see Attachments D & E). A Letter of Credit, in the amount of the estimated cost of constructing the sidewalk improvements (\$8,430), is on file with the City Clerk’s Office.

Although the Roy Key frontage is not required to have a sidewalk with the Plat of Survey approval, a sidewalk will be constructed at the time the site is redeveloped. (See Attachment E.) The City Council’s recent adoption of the “missing infrastructure” ordinance triggers construction of the sidewalk as a requirement of receiving a building permit for redevelopment of the site.

Approval of this plat of survey will allow the applicant to prepare the official plat of survey, and the Planning and Housing Director to review and sign the plat of survey confirming that it fully conforms to all requirements of the Municipal Code and conditions of approval. **In this instance, the Wal-Mart property will be transferred to Silverman so there will be one owner of two properties to allow for the plat of survey to be recorded as a combination of parcels into one lot with one owner.** The prepared plat of survey may then be signed by the surveyor, making it the official plat of survey, which may then be recorded in the office of the County Recorder.

#### **ALTERNATIVES:**

1. The City Council can adopt a resolution:
  - (A) Accepting the Agreement to defer construction of the sidewalk improvements along Wheeler Street, contingent upon the City’s receipt of financial security in the amount of \$8,430; and,
  - (B) Approving the proposed plat of survey to combine two existing parcels.

2. The City Council can adopt the resolution approving the proposed plat of survey and require construction of the sidewalk improvements, prior to recording of the Plat of Survey.
3. The City Council can deny the proposed Plat of Survey if the City Council finds that the requirements for plats of survey, as described in Section 23.308 have not been satisfied.
4. The City Council can refer this back to staff and/or the owner for additional information.

The agreement with Wal-Mart has not yet been signed, but will be provided prior to the City Council meeting.

**MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all code requirements and has made a preliminary decision of approval. Deferral of the installation of sidewalk improvements, but requiring installation before a new building is occupied, is not unusual for commercial development.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby accepting the attached Agreement for Public Improvements contingent upon receipt of financial security in the amount of \$8,430 and adopting the resolution approving the proposed plat of survey.

**ADDENDUM  
PLAT OF SURVEY FOR 3105 Grand Avenue**

Application for a proposed plat of survey has been submitted for:

- Conveyance parcel (per Section 23.307)
- Boundary line adjustment (per Section 23.309)
- Re-plat to correct error (per Section 23.310)
- Auditor's plat (per Code of Iowa Section 354.15)

The site is located at:

Existing Street Addresses: 3015 & 3121 Grand Avenue  
New Street Address: 3105 Grand Avenue

Owners:

- Lot 1: Wal-Mart Real Estate Business Trust
- Lot 2: Benedict A. Silverman

Assessor's Parcel #s: 0527476009 and 0527476009

Parcel A Legal Description: Lots 1 and 2 in Northwood Plaza First Addition, Being a Subdivision of Part of the Northeast Quarter of the Southeast Quarter of Section 27, Township 84 North, Range 24 West of the Fifth Principal Meridian, According to the Plat Thereof Filed April 11, 1990, as Instrument Number 06516, in the City of Ames, Story County, Iowa.

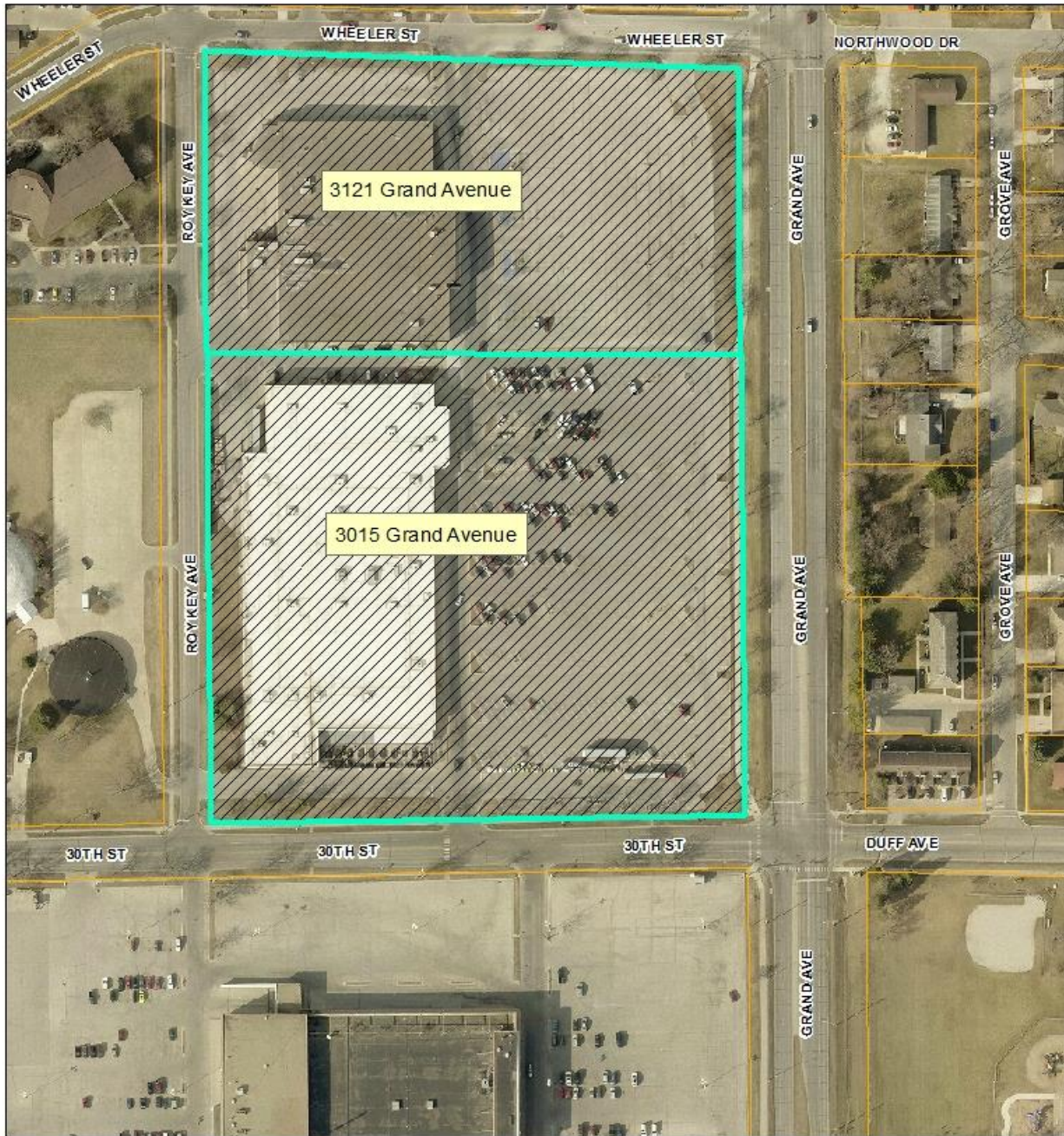
**Public Improvements:**

The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

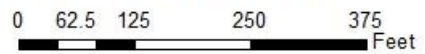
- Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
- Delayed, subject to an improvement guarantee as described in Section 23.403(14). (Sidewalk)
- Not Applicable.

Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.

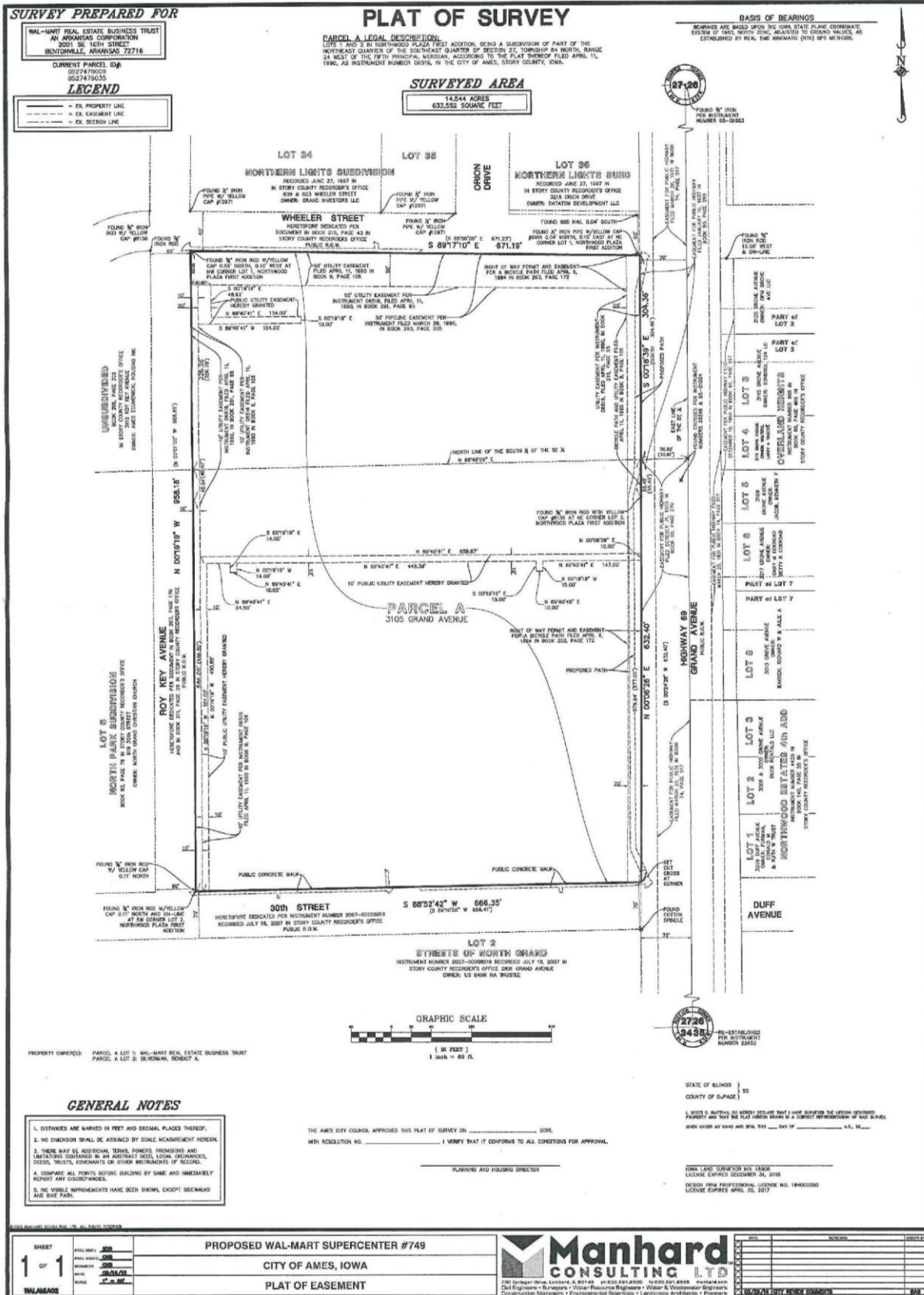
**ATTACHMENT A  
LOCATION MAP**



**Location Map  
3015 & 3121 Grand Ave.  
Plat of Survey for 3105 Grand Ave.**



# ATTACHMENT B PROPOSED PLAT OF SURVEY





**ATTACHMENT C**  
**APPLICANT LETTER REQUESTING DEFERRAL OF SIDEWALK CONSTRUCTION**



## Real Estate and Design

Teresa Hibbard, Director of Project Design and Management

2001 SE 10th Street  
Bentonville, AR 72716  
Phone 479.204-0414  
Fax 479.273.8380  
www.walmart.com

February 26, 2016

Mayor Ann Campbell, City Council  
City of Ames  
515 Clark Avenue  
Ames, IA 50010

**RE: WHEELER STREET SIDEWALK CONSTRUCTION DEFERRAL  
PROPOSED WAL-MART SUPERCENTER NO. 749-05  
AMES, IOWA**

Ladies and Gentlemen:

The Wal-Mart Project located at the southwest corner of Grand Avenue and Wheeler Street in Ames, Iowa includes a proposed sidewalk in the Wheeler Street right-of-way. Per Section 23.304 of the City of Ames Municipal Code, the Wheeler Street sidewalk is to be constructed prior to a Plat of Survey approval, as it lies outside of the Wal-Mart property line and is therefore public property. This letter intends to request a waiver of the installation requirement of this sidewalk on the aforementioned project site, prior to the Plat of Survey approval, and is accompanied by the City of Ames "Agreement for Public Improvements."

We kindly request deferral authorization due to the construction activities planned for the overall Wal-Mart development. The project involves demolition of existing retail stores for new construction of a Wal-Mart Supercenter and associated parking areas. It is infeasible to require construction of the Wheeler Street sidewalk prior to the Wal-Mart construction, as the planned construction activities may cause damage to this sidewalk. The sidewalk is planned to be completed at a more appropriate time in the construction sequence.

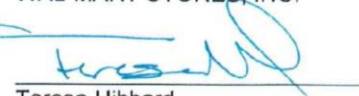
Scope: Approximately 150 SY of Portland cement concrete sidewalk (labor and materials) and approximately 60 SF of truncated domes (for ADA compliance).

Cost: \$8,430.00

The above scope of work has been approved by Ray Anderson and Eric Cowles at the City. Improvements shown in the attached exhibit shall be completed prior to the issuance of the City of Ames Certificate of Occupancy. A Letter of Credit has been prepared in conjunction with the City of Ames "Agreement for Public Improvements," per required.

We appreciate your review and approval at the March 22, 2016 City Council meeting.

Sincerely,  
WAL-MART STORES, INC.

  
\_\_\_\_\_  
Teresa Hibbard  
Design Director

**ATTACHMENT D  
ENGINEER'S COST ESTIMATE**



ENGINEER'S OPINION OF PROBABLE COST  
PROPOSED WAL-MART NO. 749-05  
WHEELER STREET SIDEWALK - LETTER OF CREDIT  
AMES, IA  
2/26/2016

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
<b>SCHEDULE I - WHEELER STREET IMPROVEMENTS</b>					
1	PCC Sidewalk (Labor and Materials)	150	SY	\$45.00	\$6,750.00
2	Truncated Domes (ADA Accessible Warnings)	60	SF	\$28.00	\$1,680.00
<b>TOTAL SCHEDULE I - WHEELER STREET IMPROVEMENTS</b>					<b>\$8,430.00</b>
<b>TOTAL</b>					<b>\$8,430.00</b>

Prepared By: Manhard Consulting, Ltd.  
900 Woodlands Parkway  
Vernon Hills, Illinois 60061

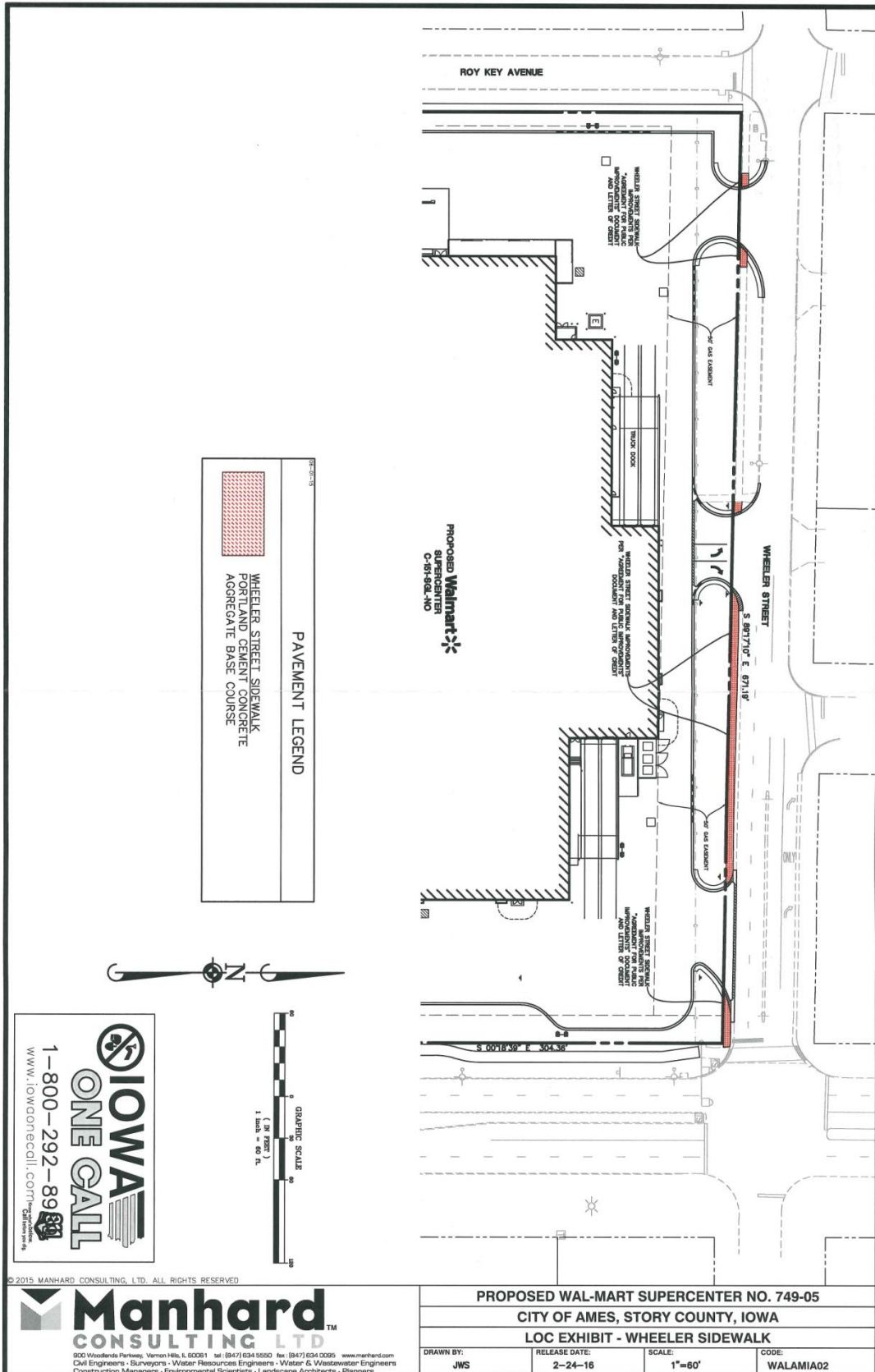
**ASSUMPTIONS:**

1. All Wheeler Street sidewalk improvements will be completed prior to the City of Ames issuance of Certificate of Occupancy.

**NOTE:** This Engineer's Opinion of Probable Cost is made on the basis of Engineer's experience and qualifications using plan quantities and represents Engineer's best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, since the Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, or over quantities of work actually performed, Engineer cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from Opinions of Probable Cost prepared by Engineer. This Opinion of Probable Construction Cost is limited to those items stated herein and does not include permit fees, recapture costs, consultant fees, landscaping, dewatering, maintenance, bonds or the like.

# ATTACHMENT E

## SIDEWALK TO BE CONSTRUCTED ALONG WHEELER STREET



**COUNCIL ACTION FORM**

**REQUEST:**        **JOINT USE TEMPORARY PARKING PLAN FOR WAL-MART ON  
NORTH GRAND MALL PROPERTY**

**BACKGROUND INFORMATION:**

**Request.** Wal-Mart plans to construct a new Supercenter at 3105 Grand Avenue. This will replace the current Wal-Mart store at 3015 Grand Avenue and the former Dahl's grocery store at 3121 Grand Avenue. The two lots will be combined through a Plat of Survey to create a single parcel of land for the new Supercenter. (See *Attachment A, Location Map, and Attachment B, Applicant's Narrative.*)

The current Wal-Mart store would remain in operation through the majority of time during the construction of the new Supercenter. Wal-Mart Stores, Inc. is requesting approval of a Joint Use Parking Plan with North Grand Mall during construction of the new Wal-Mart Supercenter. Once the new development is complete the Joint Use would cease. The proposed spaces are primarily located northeast of the J.C. Penney store. (See *Attachment C.*)

The Joint Use Parking Plan and associated "Parking Lease Agreement" are necessary for Wal-Mart to maintain the minimum required parking ratio throughout the entire time of demolition of the two existing buildings and construction of the new Supercenter. The minimum required parking ratio is one parking space for every 300 square feet of gross floor area (3.33 spaces/1,000 sq. ft.). During certain periods of construction, on-site parking may not be adequate to meet these ratios. As the demolition and construction progresses, Wal-Mart estimates that per City standards there would be a need for between 81 and 206 parking spaces off-site in addition to their available on-site spaces.

When acting upon an application for approval of a Joint Use Parking Plan, the City Council may approve the Plan if it finds that the criteria described in Section 29.406(17)(b) of the Zoning Ordinance are met by the application. Those criteria, along with the applicant's and staff's responses, are included in the attached "Staff Analysis" section.

The signed Agreement has not yet been received, but will be provided prior to the City Council meeting.

**ALTERNATIVES:**

1. The City Council can grant the request for approval of a Joint Use Parking Plan for the Shops at North Grand, located at 2801 Grand Avenue.

2. The City Council can deny the request for approval of a Joint Use Parking Plan for the Shops at North Grand, located at 2801 Grand Avenue.
3. The City Council can grant the request for approval of a Joint Use Parking Plan for the Shops at North Grand, located at 2801 Grand Avenue, with modifications.
4. The City Council can refer this request back to staff and/or the applicant for additional information.

**CITY MANAGER'S RECOMMENDATION:**

The City has established minimum parking requirements to assure that a business operates in a manner that is safe, attractive, and convenient without burdening the surrounding properties and streets with potential overflow traffic. Although replacement parking is not typically required during a business renovation, the request to open the new Supercenter without its completed on-site parking led to this request for Joint Use Parking. Staff believes the location of parking on the Mall site is conveniently accessible for Wal-Mart employees and users and that it meets the criteria for approval of a temporary Joint Use Parking Plan.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as described above.

This alternative will allow Wal-Mart to begin demolition of the existing vacant building on the site and construction of the new Wal-Mart Supercenter. In the event the Joint Use Parking Permit is denied, the new Supercenter would be delayed from opening until the parking lot improvements are complete.

## STAFF ANALYSIS

**Approval of a Joint Use Parking Plan.** When acting upon an application for approval of a Joint Use Parking Plan, the City Council may approve the Plan if it finds that the criteria described in Section 29.406(17)(b) of the Zoning Ordinance are met by the application. These criteria, along with the applicant's and staff's responses, are provided below.

**1. The analysis presents a realistic projection of parking demands likely to be generated.**

Applicant's Response: During the construction phasing, the parking ratio will fall below the required parking ratio of 3.33/1,000 sq. ft. of gross floor area. The existing Wal-Mart building (101,209 gross square feet) will have ratio of approximately 1.66/1,000 sq. ft. (256 spaces) for approximately one month, due to construction of an underground storm water detention vault beneath the parking lot. The minimum number of required parking spaces required for the existing building, by the current parking standards, is 337 spaces. This would leave the site 81 parking spaces short for the one month period expected during the summer of 2016.

The proposed Wal-Mart Supercenter (155,105 gross square feet) will have a parking ratio of 2.07/1,000 square feet (321 spaces) for approximately three months at the time of its planned initial opening, due to demolition of the existing Wal-Mart store to construct parking. The minimum number of required parking spaces for the Supercenter building is 527 spaces. This would leave the site 206 parking spaces short for the three month period while the site is completed in late spring of 2017.

The applicant states that a minimum of 185 on-site parking spaces will be available while the existing Wal-Mart is open during construction. A minimum of 303 on-site parking spaces will be available once the new Wal-Mart Supercenter opens, but site construction will not yet be completed. The 300 joint use parking spaces allow Wal-Mart to achieve greater than the 1 space/300 sq. ft. ratio, throughout the entire construction process, as required by code.

Staff's Analysis: The proposed Wal-Mart Supercenter will include a total of 155,105 gross square feet of floor area. The retail portion of the building will comprise 153,921 square feet, and the remainder of the floor area (1,184 square feet) will be occupied by a fast food business. Given the minimum required parking ratio of 3.33 parking spaces for every 1,000 square feet of gross floor area for the retail portion, and a parking ratio of 12 spaces for every 1,000 square feet, a total of 527 parking spaces (513 for retail and 14 for fast food) as a minimum for the new building.

Staff believes the applicant's estimated number of parking spaces available during

various phases of the construction period represents a realistic projection of parking demands likely to be generated.

**2. Peak demand is sufficiently distinct so that the City Council is able to clearly identify a number of spaces for which there will rarely be overlap of parking demand.**

Applicant's Response: Lori Bosley, General Manager of the Shops at North Grand, states that: "Peak hours occur on Saturday afternoons. Peak parking is about 50 cars maximum in the areas in the Joint Parking Exhibit, which is generally made up of employees at the Shops. There are special occasions that use the parking area, including the Farmer's Market, Holub's and the snow cone vendor, but these events bring an additional 10-15 cars at most."

Tob Carr, Wal-Mart Operations Manager, states that: "The existing Wal-Mart parking lot is not being fully utilized. On an average Saturday, 80 cars would be expected, as was counted during the peak hours of Saturday, January 30, 2016."

Staff's Analysis: The 300 parking spaces identified on the North Grand Mall property, as shown in *Attachment C, Joint Use Parking Exhibit*, are seldom used by shoppers at North Grand, with the exception of the parking spaces located directly north of the J.C. Penney building, which are used by the patrons of vendors set up in the parking lot on Wednesday afternoons and Saturday mornings during the late spring, summer, and early fall weeks. A small number of parking spaces may be occupied at any given time by patrons of the Holub's Greenhouse operation and the snow cone vendor in the northeast corner of the North Grand parking lot during the growing season.

There are 320 excess parking spaces, beyond the minimum number required by the zoning code, in the northern portion of the North Grand Mall parking lot, which covers the parking area between 30<sup>th</sup> Street and the TJ Maxx store.

Staff believes that peak demand is sufficiently distinct for the 300 identified parking spaces included in the Parking Lease Agreement, so that there will rarely be overlap of parking demand.

**3. Rights to the use of spaces are clearly identified so as to facilitate enforcement.**

Applicant's Response: The Applicant has included Joint Use Parking Exhibits with the Parking Lease Agreement that clearly identify the 300 parking spaces that are available for use by employees and customers of the existing Wal-Mart building, and of the Wal-Mart Supercenter building, once constructed.

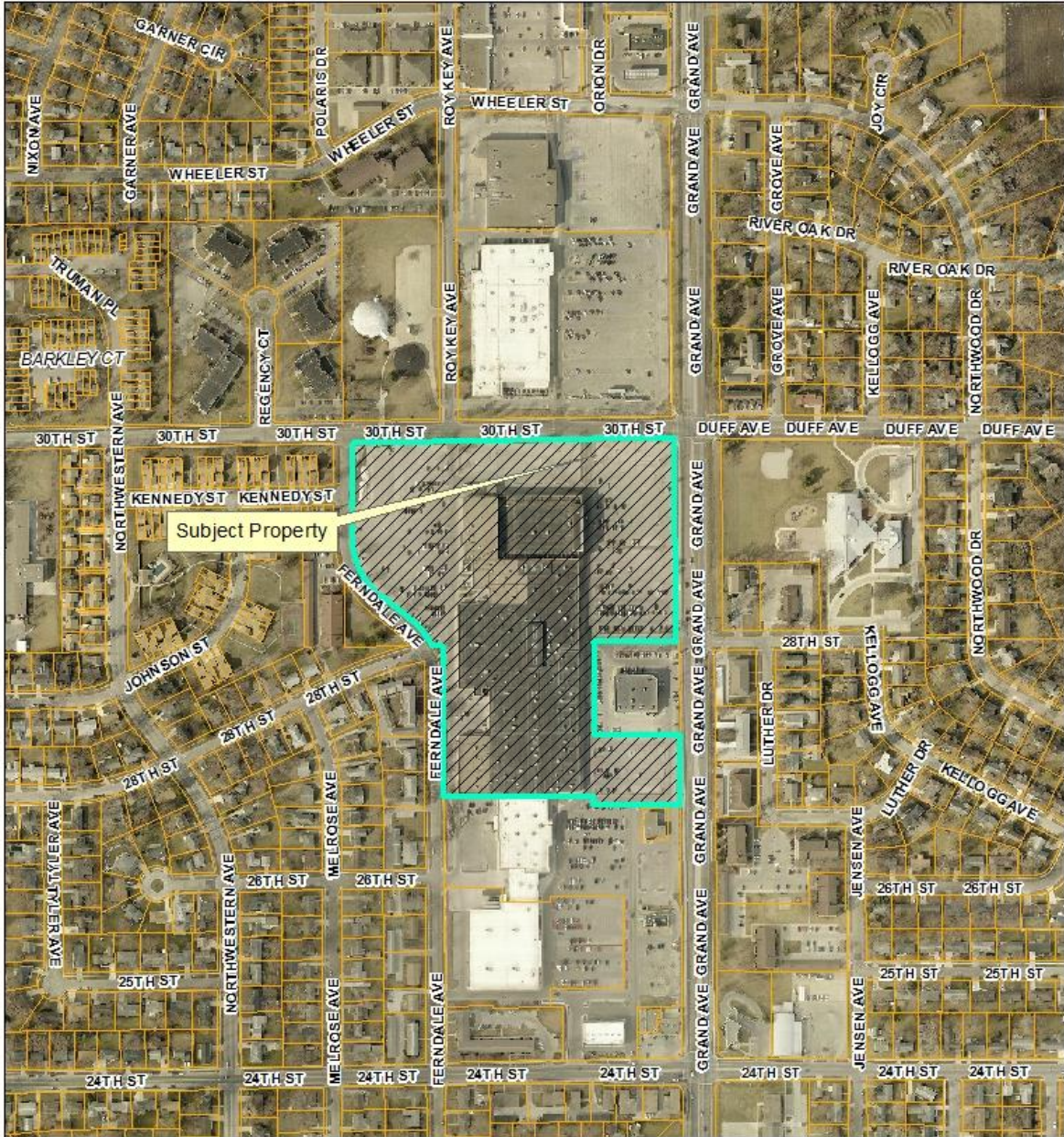
Staff's Analysis: The Parking Lease Agreement states that: "The leased parking spaces shall be provided on an unreserved 'first-come, first-served' basis, provided that certain of the leased parking spaces may be marked for the

exclusive use of handicapped or disabled users if required under applicable accessibility laws.”

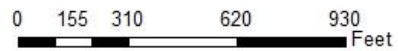
In this particular case, the Parking Lease Agreement will be in force for approximately eighteen months before the construction is complete, and all parking spaces for the Wal-Mart Supercenter will be located on the Wal-Mart site to meet the required parking ratio. Given the location of the leased parking spaces and the infrequency of their use by patrons and employees of businesses and vendors on the North Grand site, staff believes the need for enforcement will not be necessary.



# Attachment A Location Map



## Location Map 2801 Grand Avenue



## Attachment B Applicant's Narrative



February 26, 2016

Department of Planning and Housing  
City Hall, Room 214  
515 Clark Avenue  
Ames, Iowa

RE: JOINT PARKING USE AGREEMENT  
PROPOSED WAL-MART SUPERCENTER NO. 749-05  
AMES, IOWA

Ladies and Gentlemen:

Please find attached the Joint Parking Exhibit, prepared by Manhard Consulting, Ltd., dated February 4<sup>th</sup>, 2016. As discussed with Ray Anderson on December 30<sup>th</sup>, 2015, the construction of the above-mentioned Wal-Mart Supercenter will require additional parking spaces to accommodate shoppers per City of Ames parking requirements. The existing Wal-Mart is located at 3015 Grand Avenue. The proposed on-site construction of the new Wal-Mart Supercenter will be at 3105 Grand Avenue. We have proposed a parking use agreement with the existing Shops at North Grand, located at 2901 Grand Avenue, directly south of the proposed Wal-Mart. In order to maintain a 3.33/1000 SF throughout the entire construction process, 300 spaces are being requested to be used as Joint Use in the existing JC Penny parking lot.

Lori Bosley, the General Manager of the Shops at North Grand, said that peak hours occur on Saturday afternoons. Peak parking is about 50 cars maximum in the areas in the Joint Parking Exhibit, which is generally made up of employees at the Shops. She included that there are special occasions that use the parking area, including the farmers market, Holub's and a snow cone vendor, but that these events only bring an additional 10-15 cars at most.

Tob Carr, the existing Wal-Mart Operations Manager said that the existing Wal-Mart parking lot is not being fully utilized. On an average Saturday, 80 cars would be expected, as was counted during the peak hours of Saturday January 30<sup>th</sup>, 2016.

A minimum of 185 on-site parking spaces are available while the existing Wal-Mart is open during construction. A minimum of 303 on-site parking spaces are available once the new Wal-Mart opens, but site construction is still being completed. The 300 joint use parking spaces allow Wal-Mart to achieve greater than 1 sp./300 sq. ft. ratio throughout the entire construction process, as required by code.

Based on this information, it is apparent that the shared usage of spaces in the northern parking lots within the Shops at North Grand parking lot will not hinder mall operations. Please let us know if you need any other information. Your prompt response is greatly appreciated.

Yours truly,  
Manhard Consulting, Ltd.

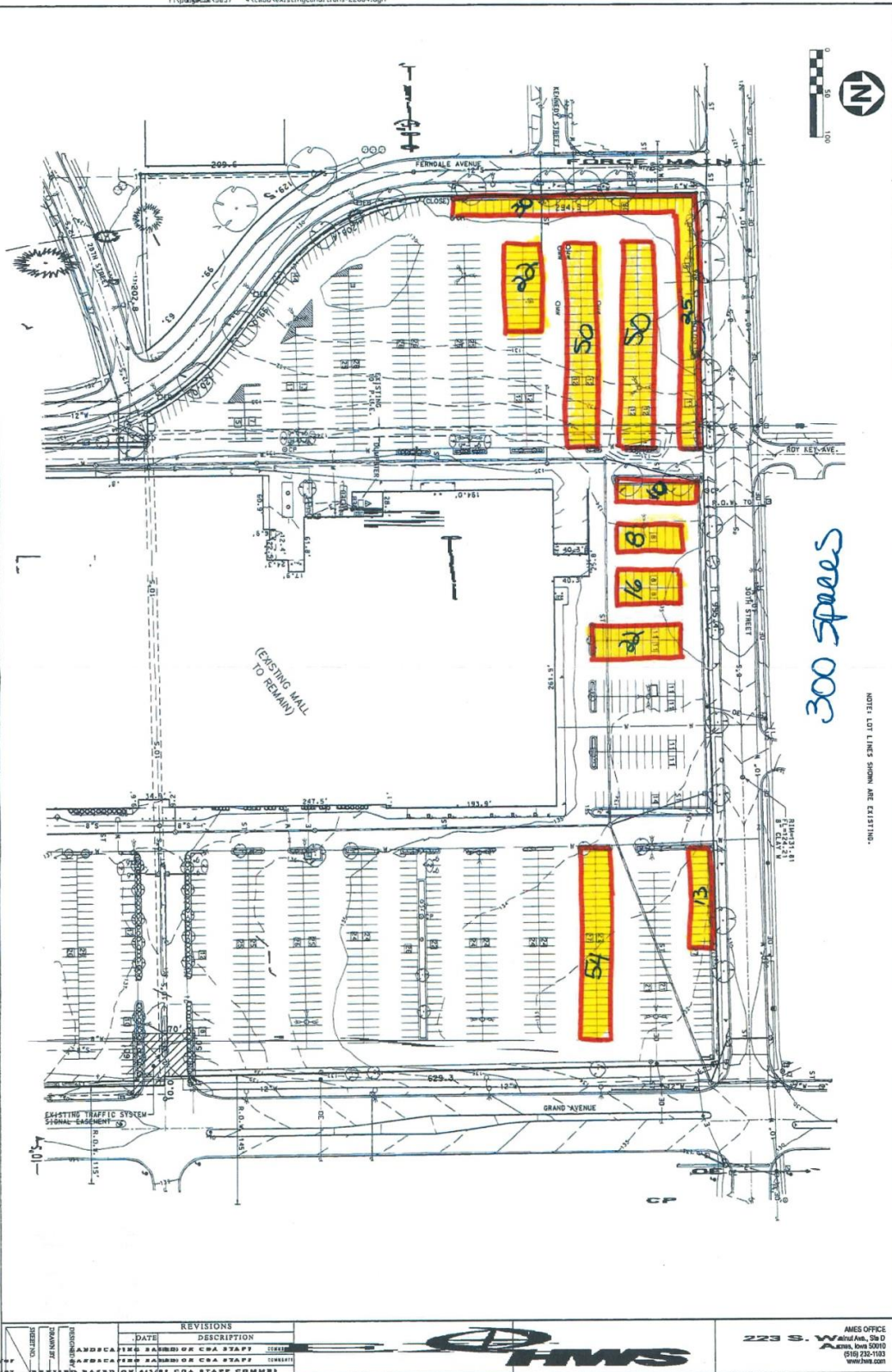
A handwritten signature in blue ink, appearing to read 'Dan Miletic', written over a horizontal line.

Dan Miletic  
Project Engineer

Civil Engineering  
Surveying  
Water Resources Management  
Water & Wastewater Engineering  
Construction Management  
Environmental Sciences  
Landscape Architecture  
Land Planning

# Attachment C Joint Use Parking Exhibit (Page 1)

Joint Use Parking Exhibit Page 1 of 2



Attachment C  
Joint Use Parking Exhibit (Page 2)



Google Maps

300 Spaces

Joint Use Parking Exhibit Page 2 of 2

## Staff Report

**FOLLOW-UP TO APPROACHES TO DEVELOPMENT IN THE FLOOD PLAIN AND ENVIRONMENTALLY SENSITIVE AREAS**

March 22, 2016

**BACKGROUND:**

The purpose of this report is to apprise the City Council of steps that staff has taken regarding proposed changes to flood plain development regulations within the floodway at the direction of City Council from November 10, 2015. **Staff has received comments from the Planning and Zoning Commission and the public on potential ordinance changes and now seeks further direction from City Council prior to finalizing any particular approach to further regulating the floodway.**

In November 2015, staff provided a report to the City Council with a number of approaches to regulating certain developments and uses in the FEMA-regulated Floodway. This was in response to direction of the City Council in March 2015, which included the following item in the work plan of the Planning and Housing Department.

- Flood Plain and Environmentally Sensitive Overlay Areas: *Add or clarify development standards within the Floodway or natural Riparian Areas for site disturbance and paving (Does not intend to alter the 3-foot fill requirement)*

In that November report, staff presented three general options for the City Council to consider. These options were to:

- Prohibit most development in the Floodway, including those with impervious surfaces, such as parking areas and drive aisles.
- Allow those development uses in the Floodway, but as a Conditional Use Permit approved by the ZBA rather than as a Permitted use.
- Apply the Environmentally Sensitive Area zoning overlay district to the Floodway and require a plan to mitigate the impacts of development through a major site development plan review process.

**City Council directed staff to prepare a map amendment to designate the Floodways as Environmentally Sensitive Overlay (O-E) along with text amendments to the O-E Overlay and Flood Plain regulations to implement the Major Site Development Plan requirements of the O-E Overlay.**

**As staff developed draft ordinances to address the broadest range of potential uses and disturbances within the floodway, it became clear the three key changes**

**to the regulated activities within the floodway were adding discretionary review of grading and fill; impervious surfaces for parking, loading, maneuvering; and storm water treatment features.** (Attachment A is the proposed classifications for permitting) The Chapter 9 revisions also reclassified how certain parks and recreation and Iowa State University projects would be treated administratively under the proposed processes of administrative review versus discretionary review. Although not presented in this report, the Iowa DNR has requested minor changes to Chapter 9 addressing accessory structures and wet proofing as an alternative to elevating structures that are unrelated to the City Council's direction.

Upon reclassification of the uses in Chapter 9, additional text changes are needed within Chapter 29 to administer the discretionary review process of a Major Site Development Plan. A use classified as "Development" that occurred in the Floodway would require an environmental assessment report to accompany an application for a Major Site Development Plan. The developer's plan would need to address, obviate, or mitigate any negative impacts to the Floodway from the development. **It is important to note, that the proposed O-E Overlay does not apply to the Floodway Fringe if no part of the development disturbs the Floodway with a Development use. However, if a project has a development component within the Floodway and the Floodway Fringe, then the whole project site is subject to the Major Site Development Plan review process to assure there is comprehensive review of the development proposal and the need to have activities within the Floodway.**

The Major Site Development Plan process would rely upon existing approval criteria within Chapter 29. The most relevant criteria for a Major Site Development Plan would be criteria #1, 4, 5, and 11. (Attachment B includes Major Site Development Plan Criteria)

#### Other Regulatory Requirements

The City's flood plain development permit standards and storm water management requirements would remain in effect with the proposed changes. This means that activities in the Floodway would still have to meet the essential requirement that an activity results in a "no rise" in flood elevation. In regards to storm water, compliance with the City's post-construction storm water ordinance (Chapter 5B) still applies. These standards apply to disturbances exceeding 1 acre or if development increases impervious surface by 10,000 square feet or more. The two most relevant Chapter 5B regulations to the Floodway are treatment of the first flush of rainfall and control of retention and release rates in relation to 1, 5, 10 and 100-year storm events. The Chapter 5B regulations also include provisions for requiring a setback buffer from a waterway. Smaller order streams have a 100-foot buffer on both sides and larger order waterways, Squaw Creek and the Skunk River, may have larger buffers dependent on a site specific evaluation. The buffer is intended to preserve native vegetation and protect a bank from disturbance by development.

Chapter 5B allows for storm water control features, e.g. detention ponds, to be located within a Floodway, but likely outside of the buffer. This may seem counter intuitive, but in many ways it fits the layout of the site and meets the storm design events of 1 year, 5

year, 10 year, and 100 year. Not all projects that abut the Floodway have located storm water facilities in the Floodway, but it is an option that is available. Additionally, if improvements are allowed in the Floodway, such as parking, the treatment of parking areas would need to be located at or below the same elevation of the improvements. While the performance standards of Chapter 5B are comprehensive, adding the O-E overlay would add a broader application of criteria to development within the Floodway beyond the quantitative storm water management measures and consider qualitative issues as well.

#### Planning and Zoning Commission

Staff prepared complete draft ordinances for mapping of the O-E Overlay and changes to Chapter 9 Flood Plain Zoning Regulations and Chapter 29 Zoning Ordinance. These amendments were presented to the Planning and Zoning Commission on January 15<sup>th</sup> and February 17<sup>th</sup>. The Commission considered both sets of text amendments and heard public comment on the proposed changes. Mr. Renaud of Fox Engineering spoke on the topic and did not believe the changes that added a public hearing process were necessary to reach environmental protection goals. He believed the majority of issues were covered as part of the City's Chapter 5B storm water quality requirements. He strongly objected to restricting placement of storm water treatment measures in the Floodway and believed that parking could be dealt with through standards rather than a public hearing process if it was even necessary.

The Commission reviewed the goals of the changes and specific language of what would be regulated with maps of which areas would be affected. Commission members expressed concerns about the unnecessary layer of review that the proposed process would require and believed administrative approval was a more predictable process. While environmental protection was a laudable goal and the proposed amendments have the best of intentions, staff resources could be better spent. The Commission voted 5-0 to deny the proposed amendments to the O-E Overlay text that would specify a Major Site Development Plan was needed for activities within the Floodway. The Commission voted 6-0 to approve only the amendments to Chapter 9 (flood plain regulations) regarding accessory garages (this was a change that the Iowa Department of Natural Resources is asking all local communities to make) and did not recommend any additional changes to the Floodway list of uses of standards for activities within the floodway.

The Commission, at its January meeting, had recommended approval (3-2-1) of the map amendments to place the O-E overlay on the designated Floodway. However, without the corresponding changes to the O-E text and the flood plain regulations text, the map change would not be workable as there would be inconsistencies between the Chapter 9 flood plain regulations and the Chapter 29 review process.

#### **OPTIONS:**

Staff originally was given direction to prepare a draft ordinance to map the O-E Overlay to the City's FEMA designated floodways and to make corresponding text amendments as needed to administer the Major Site Development Plan review process. Attachment

A describes the reclassification of uses as proposed by staff with the Development category then subject to approval of a Major Site Development Plan. **As staff prepared more details on how to implement the Major Site Development Plan approach and what uses and activities would be regulated, staff realized additional input from Council is needed to craft the draft ordinance appropriately.**

The key issues revolve around whether parking, storm water treatment facilities, and grading should be subject to a discretionary review process compared to how they are currently allowed subject to performance requirements of Chapter 9. **Staff believes that if these issues are not part of a discretionary review process, there would be no clear benefit to establishing the O-E Overlay and Major Site Development Plan process as compared to the current requirements of Chapter 9.**

**Option 1 Discretionary Review (Prior Direction)**

If City Council wants to have a higher level of public review of development proposals that directly affect the Floodway, it would direct staff to continue to draft an ordinance for Major Site Development Plan review as described within this report. The Major Site Development Plan process would follow its current criteria for project approval, but include an application requirement to provide an environmental assessment report that addresses the potential impacts of the proposed development. Additionally, if any part of a project is within a Floodway, then the whole site would be subject to discretionary review. If Council proceeds with this option the draft ordinance would be scheduled for a public hearing in April.

**Option 2 Prohibit Parking and Allow Storm Water and Grading**

Based upon comments during Planning Commission public hearing, changing allowances for parking and maneuvering could be segregated from storm water and grading activities. Storm water facilities indirectly affect the layout of a site as there are a variety of options to meet requirements for both above ground and in ground measures. From some perspectives, allowing for storm water facilities consistent with Chapter 5B performance requirements is a technical issue that may not require higher level of scrutiny from a public hearing process to determine it is compatible with the site and surroundings. If such features are routinely determined to be consistent with City objectives for environmental protection and site development, then a public hearing process would likely be unnecessary.

Parking is categorized by staff as more of a development issue that can greatly influence the layout and development of a site. The two most significant examples of large parking improvements in the Floodway are the recent Stadium View apartment project on 4<sup>th</sup> street and the Wal-Mart Super Center on South Duff. The Supercenter project was approved prior to our current Chapter 5B requirements, while the Stadium View project was approved under the provisions of Chapter 5B. The degree of encroachment for parking was brought up during the Commission review as well as if commercial versus residential parking was different in terms of potential hazards from flooding.



If the issues are narrowed to parking, staff believes that it may be more beneficial to specify a size limitation in the floodway or to separate commercial and residential parking as different types of uses, which then could be permitted or prohibited. Staff believes the narrower the scope of the revisions, then the fewer number of properties that would be affected and it could justify focusing on objective standards over a discretionary review approach. Examples of standards could be a 10 percent area encroachment restriction within the Floodway, a square footage limitation of 10,000 square feet (parking for approximately 30 cars), or a greater buffer setback from the top of bank of stream channel.

If Council prefers this option it would need to choose if it is interested in creating objective standards for encroachments to be reviewed administratively only, or, if a project exceeded an encroachment allowance, it would then be subject to a ZBA Conditional Use Permit approval or through the described Major Site Development Plan by City Council.

### **Option 3 No Changes**

Direct staff to bring forward only those changes to Chapter 9 that the Iowa DNR seeks. This option drops the proposed changes to the O-E text, does not map the O-E overlay district, and make only changes to Chapter 9 concerning “wet flood proofing” that the DNR seeks statewide.

### **STAFF COMMENTS:**

Staff presented three options to the City Council in November and advocated the Environmentally Sensitive Area Overlay rezoning and the major site development plan approach as the most comprehensive approach for environmental protection. Staff believed that the concerns identified by the City Council last March could best be addressed through this approach.

If the Council is concerned primarily with parking in the floodway, then staff believes the administrative approval approach with objective standards as described in Option 2 has merit. This approach would still require any development to meet the grading permit requirements, Chapter 5B requirements, and the performance standards of the Flood Plain Regulations.

**If the City Council prefers either of the three options noted above, the Council should provide that direction to staff in order to prepare the necessary ordinances.**

## Attachment A

### Proposed Chapter 9 Reclassification of Uses

“Permitted Uses” are proposed to be approved through an administrative process by staff.

“Development Uses” are proposed to require a Major Site Development Plan rather than by the Conditional Use Permit approved by the ZBA.

Permitted	Comment	Conditional Development
Agricultural uses such as general farming, pasture, grazing, outdoor plant nurseries, horticulture, viticulture, truck farming, forestry, sod farming, and wild crop harvesting.	Same	
<del>Industrial-commercial uses such as loading areas, parking areas, airport landing strips.</del>	Amended and moved to Development	
Private and public recreational uses such as golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, target ranges, trap and skeet ranges, hunting and wildlife areas, hiking and horseback riding trails <b>and non-habitable structures accessory to them that meet the applicable performance standards of the Floodway Overlay District Performance Standards</b>	Amended	
Residential <b>accessory</b> uses such as lawns, gardens, <del>parking areas</del> and play areas.	Amended	
Such other open-space uses similar in nature to the above uses.	Same	
Public infrastructure such as bridges; roads; trails; culverts; fill, excavation or grading; channel changes, relocations or placement of riprap or similar material; provided that any required permits from the Iowa Department of Natural Resources or Army Corps of Engineers have been approved. Such uses must also meet the applicable provisions of the Floodway Overlay District Performance Standards. This also includes any activity defined as maintenance under the nationwide permit issued by the Army Corps of Engineers.	Same	
	Removed	<del>Uses or structures accessory to open spaces</del>
	Amended	<b>Transient commercial uses such as</b> circuses, carnivals, <b>flea markets,</b> and similar transient amusement enterprises
	Amended	<b>Permanent commercial uses such as</b> drive-in theaters, new and used car lots, roadside stands, <del>signs and billboards</del>
	Amended	<b>Borrow pits, storm water detention and retention areas, and</b> extraction of sand, gravel, and other materials
	Same	Marinas, boat rentals, docks, piers, wharves
	Amended and moved to Permitted	<del>Utility Transmission lines, underground pipelines</del>
	Same	Other uses similar in nature to uses described as permitted or listed conditional uses, which are consistent with the performance standards of Subsection (3) below and the general spirit and purpose of this ordinance.
<b>Signs, billboards, utility transmission lines and pipelines</b>	Amended and moved to Permitted	
	Amended and moved to Development	Residential, commercial, and industrial vehicular <b>accessory</b> uses such as loading areas, drive aisles, parking areas.
<b>Government uses not subject to City zoning ordinances.</b>	New	
<b>Grading provided there is no change of surface topography of more than one foot and no fill is introduced into the Floodway</b>	New	
	New	<b>Grading in which the surface topography may be increased greater than one foot.</b>

## Attachment B

### Excerpt from Major Site Development Plan Criteria of Zoning Ordinance

(vii) City Council Decision. After the transmittal of the recommendation from the Planning and Zoning Commission, the City Council shall consider the application at a public hearing conducted as part of a regularly scheduled meeting. Notification of the public hearing shall be made by mail and posting, in accordance with Sections 29.1500(2)(d)(i) and (iii) above. The City Council must approve, deny or modify the Major Site Development Plan approval application within 60 days of the public hearing.

(d) Design Standards. When acting upon an application for a major site plan approval, the City Council shall rely upon generally accepted site planning criteria and design standards. These criteria and standards are necessary to fulfill the intent of the Zoning Ordinance, the Land Use Policy Plan, and are the minimum necessary to safeguard the public health, safety, aesthetics, and general welfare. These criteria and standards include:

(i) The design of the proposed development shall make adequate provisions for surface and subsurface drainage to limit the rate of increased runoff of surface water to adjacent and down stream property;

(ii) The design of the proposed development shall make adequate provision for connection to water, sanitary sewer, electrical and other utility lines within the capacity limits of those utility lines;

(iii) The design of the proposed development shall make adequate provision for fire protection through building placement, acceptable location of flammable materials, and other measures to ensure fire safety;

(iv) The design of the proposed development shall not increase the danger of erosion, flooding, landslide, or other endangerment to adjoining and surrounding property;

(v) Natural topographic and landscape features of the site shall be incorporated into the development design;

(vi) The design of interior vehicle and pedestrian circulation shall provide for convenient flow of vehicles and movement of pedestrians and shall prevent hazards to adjacent streets or property;

(vii) The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the use of adjoining property;

(viii) The proposed development shall limit entrances and exits upon adjacent streets in order to prevent congestion on adjacent and surrounding streets and in order to provide for safe and orderly vehicle movement;

(ix) Exterior lighting shall relate to the scale and location of the development in order to maintain adequate security, while preventing a nuisance or hardship to adjacent property or streets;

(x) The proposed development shall ensure that dust and other forms of air pollution, noise disturbances, odor, glare, and other nuisances will be limited to acceptable levels as prescribed in other applicable State and City regulations; and

(xi) Site coverage, building scale, setbacks, and open spaces shall be in proportion with the development property and with existing and planned development and structures, in adjacent and surrounding property.

**COUNCIL ACTION FORM**

**SUBJECT: LINCOLN WAY PEDESTRIAN CROSSING DATA COLLECTION AND ANALYSIS (UNIVERSITY BOULEVARD TO SHELDON AVENUE)**

**BACKGROUND:**

City staff was recently approached by representatives from the ISU administration inquiring about the City's interest in participating in a **Lincoln Way Pedestrian Crossing Data Collection and Analysis** from University Boulevard to Sheldon Avenue. The primary interest in this study is due to the increase in private sector rental units in the Campustown area, in addition to the planned opening of a new ISU residence hall on the south side of Lincoln Way, all of which will lead to a growth in the number of pedestrians crossing Lincoln Way going to and from the main campus. **The primary focus of the study will be on safety by evaluating current non-motorized travel across the streets within the Lincoln Way corridor from University Boulevard to Sheldon Avenue and identifying conflicts that warrant action regarding vehicle, bicycle, and pedestrian flow.**

Under this arrangement, Iowa State University will contract directly with the SRF Consulting Group to perform this study. This firm worked previously with ISU on a project related to pedestrian safety on Campus. The City will be expected to reimburse ISU for one half of the consulting fees. Although not contracting with the consulting firm, City staff will play a major role in this study of City streets since the Traffic Engineer has been named, along with Cathy Brown from ISU, to serve as Project Managers to provide guidance to the consultants.

According to the Scope of Services which is attached for your review, the study will include the following steps:

- Collecting data on the number of people crossing Lincoln Way, the number crossing at north-south streets intersecting Lincoln Way and the physical elements of each crosswalk location.
- Collecting and evaluating current overhead lighting conditions at each of the intersections and along segments between each intersection in the identified study area.
- Inventorying current Lincoln Way and cross street geometrics to provide input information assessing sight distance, traffic operations and access relative to current design standards.
- Identifying and assessing operations and design concepts to improve the pedestrian environment while not substantially impacting traffic operations and safety.

- Working with both the City of Ames and Iowa State University, to identify known future development that will change pedestrian activity or patterns and/or traffic volume or patterns.
- Clearly documenting any current condition deficiencies, potential changes in the corridor development that will influence pedestrian, bicycle, and/or vehicular activity, the range of alternatives that address current and/or future deficiencies, and feasible alternatives to be evaluated in greater detail for implementation in either the short-term or longer-term periods.
- Data to be collected and reviewed as part of the work will include:
  - The number of people crossing Lincoln Way and cross streets intersecting with Lincoln Way from University Boulevard to Sheldon.
  - The number of vehicles (by vehicle classification) passing through each intersection and in/out of key driveways in the study area. Vehicle counts will be completed at three intersections for a 48 hour period and pedestrian counting video will be the source of vehicle data for the peak hour at the six remaining locations. The three 48-hour collection locations will be determined working with City staff. The 48-hour counts will be used as a source of factoring information for revising the peak hour data collected to other analysis periods.
  - The number of people and location of mid-block crossings.
  - Information on the physical design of intersections and segments, with emphasis on pedestrian elements throughout the corridor. Data collection will include north-south cross routes immediately adjacent to Lincoln Way.
  - Corridor lighting levels and light pole locations.

Since the vast majority of pedestrians cross Lincoln Way at signalized crossings, intersections will be the primary focus. However, mid-block crossing activity will also be quantified in the data collection efforts. In addition, the corridor alternatives will include concepts that could reduce mid-block crossings (directing people to signalized intersections) and the screening will include an evaluation of the potential effectiveness of those alternatives.

The study is divided into the following two phases:

- Phase I – During the initial phase, Task 1 will result in the collection and evaluation of physical information as well as vehicle and pedestrian counts for each key intersection and key mid-block locations. If no issues are identified, Phase II will not be conducted.
- Phase II – Tasks 2 through 4 in the second phase will lead to the identification and evaluation of traffic operations and/or physical modifications that address identified issues.

## **PUBLIC PARTICIPATON:**

The Scope of Services includes the following opportunities for interested parties to provide feedback:

- Student Government representatives will be included on the Working Group that will participated with the City staff, ISU staff, and consultants to develop and review alternatives. (Task 2, page 7)
- An on-line survey will be created to solicit from the general public concerns related to traveling across or along the study area and any suggestions for improvement the situation. (Task 1, page 3)
- A public meeting will be scheduled at the ISU Memorial Union to allow the public to review the alternatives that are being contemplated by the consultant before the report goes to the City Council. (Task 3, page 8)
- A public presentation will be made to the City Council regarding the list of alternatives that the consultants believe are technically and financially feasible to correct the deficiencies that have been identified. (Task 5, page 9)

## **ALTERNATIVES:**

- 1) The City Council can approve:
  - a) the attached Scope of Services that is being suggested for the SRF Consulting Group;
  - b) the proposal by ISU to share equally in the cost of the study. (The total estimated cost of this study is \$100,887, of which \$50,444 will be the responsibility of the City should the study progress through the two phases); and
  - c) the payment of the City's share of this study from the available balance in the Road Use Tax Fund.

Under this alternative, Iowa State University will contract directly with SRF for the consulting services. The City will then reimburse the University for one half the cost of the consulting work. According to the Scope of Services, if no deficiencies are identified in Phase I, the consultant's work will come to an end with a total payment owed of \$31,842.

- 2) The City Council can decide to contract directly with SRF, or some other firm, to perform the services outlined in the attached scope, and ask Iowa State University to reimburse the City for half the cost of the study.

Under this alternative, the City would be the lead agency in the contract with the consulting firm. This approach could be justified since the improvements, if needed, would be primarily be related to City property.

- 3) The City Council can reject the request from Iowa State University to share the cost of the Lincoln Way Pedestrian Crossing Data Collection and Analysis.

Under this alternative, Council could rely on the work of the Lincoln Way Corridor consultants to address safety issues in the Campustown area. However, the scope of their services will not allow for the level of analysis needed to identify appropriate alternatives to address any safety deficiencies that might exist.

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

It is important to note that hundreds of new rental and dormitory living units have been added to the Campustown Business District. This growth in units has led to an increasing number of pedestrians crossing streets in this corridor, raising questions if the corridor is sufficiently safe to accommodate these movements.

This concern for safety was echoed recently during the initial feedback received from the Lincoln Way Corridor Study participants. **It is important to note that the Lincoln Way Pedestrian Crossing Data Collection and Analysis will allow the SRF consultants to focus solely on this important safety issue, allowing the Corridor Study consultants to focus their attention on land use, economic development, housing, and streetscape issues along the total Lincoln Way Corridor.**

City staff is comfortable allowing Iowa State University to contract with SRF since the City's Traffic Engineer will be named in the consulting contract as a Co-Project Manager to represent the client on this project.

Therefore, it is the recommendation that the City Council support Alternative #1, thereby taking the following actions:

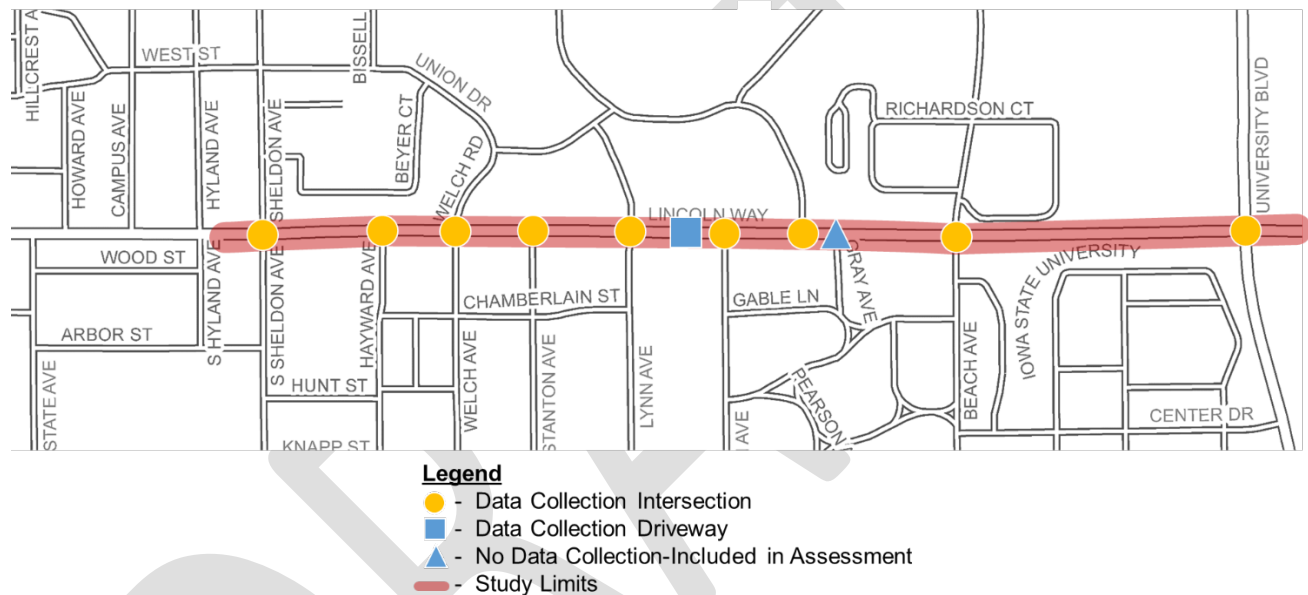
- 1) Approving the attached Scope of Service for the Lincoln Way Pedestrian Crossing Data Collection and Analysis;
- 2) Agreeing to pay half the cost of the consulting contract between Iowa State University and SRF, which is currently estimated to total \$100,887; and
- 3) Paying for the City's share of this study, which is currently estimated to be \$50,444, from the available balance in the Road Use Tax Fund.

# LINCOLN WAY MULTIMODAL CROSSING DATA COLLECTION AND ANALYSIS

## University Boulevard to Sheldon Avenue

The focus of the study will be on safety by evaluating current non-motorized travel across the streets within the Lincoln Way corridor from University Boulevard to Sheldon Avenue to identify conflicts that warrant action regarding vehicle, bicycle, and pedestrian flow. Figure 1 displays corridor limits and each of the intersections included.

**Figure 1: Study Limits and Key Intersections**



## Contacts and Project Managers

Project Managers providing guidance and direction to SRF for the study are Cathy Brown (ISU) and Damion Pregitzer (City of Ames).

The primary SRF team contact is Bill Troe, Principal.

## Steps Included in Conducting the Study

Steps in conducting the study include:

- Collecting data on the number of people crossing Lincoln Way, the number crossing at north-south streets intersecting Lincoln Way and the physical elements of each crosswalk location.
- Collecting and evaluating current overhead lighting conditions at each of the intersections and along segments between each intersection in the identified study area.
- Inventorying current Lincoln Way and cross street geometrics to provide input information assessing sight distance, traffic operations and access relative to current design standards.



- Identifying and assessing operations and design concepts to improve the pedestrian environment while not substantially impacting traffic operations and safety.
- Working with both the City of Ames and Iowa State University, identify known future development that will change pedestrian activity or patterns and/or traffic volume or patterns.
- Clearly documenting any current conditions deficiencies, potential changes in the corridor development that will influence pedestrian, bicycle, and/or vehicular activity, the range of alternatives that address current and/or future deficiencies, and technically and economically feasible alternatives to be evaluated in greater detail for implementation in either the short-term or longer-term periods.

Data to be collected and reviewed as part of the work includes:

- The number of people crossing Lincoln Way and cross streets intersecting with Lincoln Way from University Boulevard to Sheldon Avenue.
- The number of vehicles (by vehicle classification) passing through each intersection and in/out of key driveways in the study area. Vehicle counts will be completed at three intersections for a 48 hour period and pedestrian counting video will be the source of vehicle data for the peak hour at the six remaining locations. The three 48-hour collection locations will be determined working with City staff. The 48-hour counts will be used as a source of factoring information for revising the peak hour data collected to other analysis periods.
- The number of people and location of mid-block crossings.
- Information on the physical design of intersections and segments, with emphasis on pedestrian elements, throughout the corridor. Data collection will include north-south cross routes immediately adjacent to Lincoln Way.
- Corridor lighting levels and light pole locations.

As the vast majority of pedestrians cross Lincoln Way at signalized crossings, intersections will be the primary focus, however, mid-block crossing activity will be quantified in the data collection efforts. In addition, the corridor alternatives will include concepts that could reduce mid-block crossings (directing people to signalized intersections) and the screening will include an evaluation of their potential effectiveness.

This study is envisioned to be a collaborative efforts involving the university and the city working toward a common goal of providing a safe environment for all travelers, no matter the chosen mode.

The approach to the study proposes two phases:

- Phase I – Data Collection and Analysis. Through the initial phase physical information as well as vehicle and pedestrian counts for each key intersection and key mid-block locations will be collected and evaluated. If no issues are identified, Phase II will not be conducted. (Phase I comprises Task 1)
- Phase II – Identify and evaluate traffic operations and/or physical modifications that address identified issues. (Tasks 2 through 4 comprise Phase II)

## Scope of Work

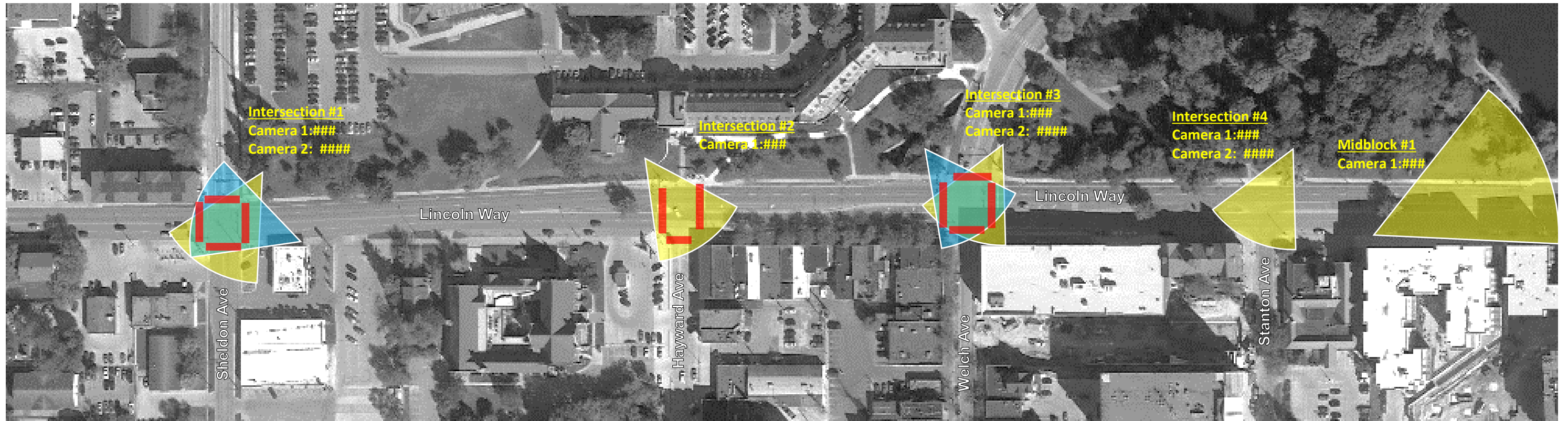
Documented below is the detailed scope of work for conducting the corridor study. Understanding that each task must be a part of an integrated program of defining corridor needs and developing alternatives to address those needs, a list of deliverables is included with each task.

### Task 1: Data Collection, Community Input, and Documentation




The following will be completed as part of the data collection task:

- Obtain from the City of Ames historical traffic counts for the Lincoln Way corridor from University Boulevard to Sheldon Avenue. Sheldon Avenue data will be included in the initial data collection and reviewed to determine if pedestrian crossing volume as high as in other more central intersections that connect the university to residential and business areas of Ames. If pedestrian volumes are as high as intersections to the east, SRF will discuss with Project Managers extending the pedestrian alternatives review west of Sheldon Avenue. University Boulevard has been identified as the eastern terminus of the study, however, traffic and pedestrian data will not be collected or evaluated. The purpose of including University Boulevard as the eastern terminus was to include the segment of Lincoln Way north of the Hilton Coliseum, where mid-block pedestrian crossing following basketball games will be evaluated.
- Develop, administer document an on-line survey regarding corridor concerns and potential actions. SRF will develop a two question online survey (using SurveyMonkey) focusing on the following questions:
  - What are issues/concerns that you have traveling across or along the Lincoln Way corridor?
  - What would you suggest to resolve the issues/concerns you have?
- From the historical traffic and pedestrian count data from the City, SRF will determine the peak traffic period, the peak pedestrian period, and the combined peak traffic and pedestrian period.
- Collect video and/or manual pedestrian and vehicle counts for each marked crosswalk and selected mid-block locations along Lincoln Way from University Boulevard to Sheldon Avenue. Vehicle counts will be classification counts. Figure 2 displays the intersections and general camera view angle for the proposed video data collection. Key intersection where video data will be collected are:
  - Beach Road/Avenue
  - Union Drive
  - Ash Avenue
  - Memorial Union parking garage driveway (focus on pedestrians crossing the driveway and vehicles entering)
  - Morrill Road/Lynn Avenue
  - Stanton Avenue
  - Welch Avenue
  - Hayward Avenue
  - Sheldon Avenue

Gray Avenue was considered in the collection efforts, however, the street is presently closed to traffic due to construction of Buchanan 2. The intent of the study is to provide a set of recommendations that results in a cohesive corridor and consistency addressing pedestrian, motorized vehicle, bicycle and other mode travel. Thus, to develop a concept for Lincoln Way/ Gray Avenue changes (if any) proposed at intersections to the east and west of Gray Avenue will be evaluated relative to their applicability at Gray Avenue consistent with the cohesive corridor concept.



**Legend**

-  - Intersection # Camera 1
-  - Intersection # Camera 2
-  - Crosswalk Viewed

**Figure 2**  
**Camera Locations and Views**

Video cameras will be set up at each intersection to capture vehicle and pedestrian activity crossing Lincoln Way and the north-south cross route for minimum of 24 hours per intersection. In addition to the nine key intersections, camera will be set up at up to four mid-block locations to collect pedestrian crossing activity. Identified mid-block locations include:

- Location #1: East of Stanton Avenue looking to the east.
- Location #2: Gray Avenue looking to the east.
- Location #3: East of Beach Drive through University Boulevard before/after a men's basketball game.

The cost estimate assumes video will be collected once in the corridor and City of Ames staff and equipment will be used. 48-hour vehicle count data will be collected at three intersections by either Snyder or SRF Consulting staff. The study is expected to be started during the winter months. Weather may impact the amount of pedestrian activity and following input from the Working Group, the need for spring or fall data collection will be discussed.

Camera will be placed such that pedestrian activity at each signalized pedestrian crossing regarding compliance using crosswalk phases for Lincoln Way and cross routes can be provided. Cameras will be mounted at each crosswalk marked intersection such that use of the push buttons and compliance with the Walk/Don't Walk signage can be observed.

Video data will be collected at Ash Avenue and mid-block locations east of Union Drive such that pedestrian use of the Buchanan Hall sidewalks can also be quantified. The Buchanan Hall sidewalk data will be used in developing the pedestrian rates to estimate Buchanan 2 generation levels.

- Included in the segments will be the area between Beach Road/Avenue and University Boulevard. This segment will be observed for the period immediately following the end of an Iowa State University men's basketball game. As the game may let out after dark, video may not be available. Thus, counts and notes of the locations will be collected.
- SRF will request from the City of Ames an inventory of the signal equipment used at each intersection in the study area. Included in the request will be cycle timing and phasing information, pedestrian phasing and timing, coordination policies and offsets.
- SRF will request Lincoln Way automated traffic recording (ATR) station speed data available through the City. Data for weekdays and weekend days over the last six months will be requested. The speed data will be used in the sight distance analysis. SRF requests that City staff sample speed data during the video data collection period in order to have a secondary source to confirm ATR speed data.
- SRF will perform basic floating car travel time studies for east/west vehicle flow in the corridor during identified peak hours, and non-peak hour to develop understanding of current speed profiles, stops, delays as a relationship of vehicular ease of movement vs. the pedestrian delays and level of service within the corridor.
- SRF will request from the City of Ames an inventory of all of the overhead light fixtures from University Boulevard through Sheldon Avenue. In the request SRF will ask for information on fixture heights and lamp wattage.
- SRF will review each intersection and identify potential driver/pedestrian obstructions to sight distance.
- SRF will work with FPM staff and city staff to identify future developments located south of Lincoln Way that would result in future increased pedestrian activity crossing Lincoln Way and traffic within

the study area. For residential developments (i.e. Buchanan 2) the number of beds will be requested. For education uses, the number of seats will be requested. For commercial developments the square footage and anticipated general use type (office, retail, service) will be requested.

- SRF will document lighting intensity recommendations for pedestrian and vehicular traffic based on the Lincoln Way roadway classification of the intersection. Requirements will be based criteria published by the Illuminating Engineering Society and agreed upon with the University prior to finalizing this task. SRF will utilize AGI lighting analysis software to determine lighting level status and recommend modifications if needed.
- SRF will prepare an Existing Conditions technical report highlighting methods for collection, the information collected, and deficiencies observed relative to local and industry guidelines. A draft report will be provided to the Project Managers for review and comment. SRF will revise the report based on comments, and provide the final draft to the Project Mangers for distribution. Completion of the Existing Conditions report will represent the end of the first phase in which potential deficiencies or compliance issues will be detailed. If no deficiencies or mitigable conditions are observed, the Existing Conditions report will represent the end of the project.

**Task 1 represents Phase I of the study. Deliverables prepared as part of Phase I are:**

- Inventory of signal locations and functionality (cycle timing, phases, coordination parameters).
- Number of pedestrians crossing the corridor at each intersection and at mid-block locations in the peak hour.
- Summary of the number of/percentage of signalized crosswalk pedestrian crossings that were accompanied by the pedestrian pressing the actuation button.
- Compliance rate of pedestrians crossing Lincoln Way and cross-street approaches to Walk/ Don't Walk indicators divided into:
  - Pressed actuation (or approached a crossing at the same time someone else pressed the actuation button) and waited for the Walk indicator.
  - Pressed actuation button, but did not wait for the Walk indicator.
  - Did not press actuation button, crossed against the Walk indicator.
- Analysis of sight distance for each approach to each of the intersection in the study area.
- Inventory of obstructions that could interfere with pedestrian sight distance at each intersection crosswalk.
- Analysis of signalized crossing lighting and segment lighting relative to design criteria for the Other Principal Arterial classification of Lincoln Way.

## **Task 2: Define the Range of Appropriate Safety Improvements**

The range of modifications and/or new facilities that focus on reducing conflicts between vehicle and pedestrian/bicycle traffic crossing Lincoln Way is very broad and a number of applications will not likely be cost effective. Through this task, SRF staff will work with the Project Managers to identify and discuss the breadth of alternatives and narrow the range to those likely to be effective based on the local conditions, perceived use of facilities, and cost.

The breadth of alternatives discussed will include:

- Crosswalk improvements focused on increasing the visibility/awareness to motorists.
- Intersection design and physical improvements directed to pedestrians, bicyclists, transit, and motorists.
- Intersection operations modifications to increase the separation between all modes of transportation.
- Alternatives that mitigate mid-block crossings and/or direct people to signalized crosswalks.
- Enhanced education programs aimed at reinforcing safety rules for crossing Lincoln Way.

SRF will be responsible for:

- Working with Project Managers to identify a Working Group comprised of representatives from Iowa State University, Student Leadership, and the City of Ames staff, which is estimated to be approximately ten members. The Working Group will provide feedback on tasks 2 through 4.
- Documenting the full range of alternatives that could be implemented to address pedestrian crossing safety in the corridor. Included in the document will be a description of each alternate concept, conditions under which the alternative is applicable, a review of the concept in the Lincoln Way corridor
- Distributing the alternatives document to the Working Group prior to a meeting/workshop to discuss the range and prepare a list of reasonable/appropriate alternatives.
- Organizing and facilitating a working session(s) in which the conditions observed along Lincoln Way from the pedestrian perspective are discussed, the range of alternatives to addressing conditions are introduced/discussed, and a narrowed group of appropriate alternatives are defined. It is anticipated that a half-day session is required to allow for a reasonable level of discussion.
- Document the information presented and the discussion from the Working Group meeting(s) in a technical memorandum that will provide direction regarding the range of physical and technology alternatives for the corridor.

### **Task 3: Assess Alternatives and Develop a Plan for Each Intersection and Mid-block Location, and Public Engagement**

Using the information and direction gathered through Tasks 1 and 2, SRF will identify warranted modifications for each corridor intersection in the study area and key mid-block areas where higher volumes of pedestrian crossings are observed. For the alternatives at each intersection, SRF will use a matrix format to document:

- Issue to be addressed.
- Description of alternative.
- Advantages and disadvantages of each alternative. Impacts to motor vehicle traffic operations. Traveler safety is a central responsibility of the City and ISU, however, providing acceptable traffic operations in the primary east-west corridor is also critically important. Thus, the performance measures used in evaluating alternatives will include safety and operations-based criteria, as well as costs. An assumption in the study is intersection improvements advanced to implementation cannot

result in adverse traffic operations impacts. Preliminary cost estimates for construction (as appropriate) and/or capital equipment.

Alternatives that involve construction will be developed to a conceptual stage and depicted graphically using an aerial photo base for plan views and in cross sections, as appropriate. SRF will request aerial mapping, contour data, above and below ground utility information, and existing conditions drawings in a digital format from the City of Ames.

Alternatives will be documented in a technical memorandum that will be provided to the Project Managers in a draft form for comment prior to distribution to the Working Group. Alternatives involving construction will be displayed on an aerial base of the corridor segment and/or intersection.

SRF will present recommendations for each intersection and/or mid-block location to the Project Managers for comment. Revised recommendations will be presented to the Working Group as part of a working session. Through this working session, SRF will lead the Working Group through the details of each recommendation to address current needs and anticipated future conditions in the corridor.

Concepts advanced through the screening to be a corridor recommendation will be documented in a technical memorandum, including developing costs and a priority of the need to address the identified issues. Costs will be limited to construction costs, excluding right-of-way. Estimates of the increment of right-of-way needed to accommodate the modification will be provided.

A public information meeting will be held at the Memorial Union to review the alternatives.

#### **Task 4: Documentation**

SRF will prepare a Draft Corridor Report highlighting each of the primary steps (inventory, identified deficiencies, potential actions and advanced alternatives). The draft will be distributed to Project Managers and the Working Group for comment. Based on comments received, SRF will revise the Draft report and distribute the Final report to Project Managers for distribution.

#### **Deliverables for Phase II are a document containing the following:**

- Description of the range of alternatives with the potential to positively impact observed conflicts, compliance issues, deficiencies in the corridor. Included with each alternative will be the potential for impacts to traffic operations.
- Description/diagram of specific alternatives for each respective intersection and mid-block location that the Working Group and SRF believe to have potential to address needs in the corridor based upon the issues and goals identified during the study.
- As appropriate the following:
  - List and description of geometric, signal operations, landscape alternatives for specific intersections and segments that have potential to reduce/resolve identified safety issues in the corridor.
  - Drawings of mid-block and intersection concepts that would reduce/resolve pedestrian crossing issues identified in Task 1.
  - Comparative matrix of geometric modifications, signal operations changes, landscaping enhancements with the potential to reduce/eliminate safety issues. SRF will work with the Project Managers to develop a methodology to characterize the benefits of the alternatives relative to the estimated construction cost.

- Updated signal timing and coordination plans for the corridor from Sheldon Avenue through University Boulevard reflective of current traffic levels.
- Concept diagrams of intersection and segment geometric changes for alternatives determined to be financially and technically feasible.
- Findings of the lighting analysis, including recommendations for upgraded lights.
- Construction cost estimates for the technically feasible alternatives developed through the analysis and workshops.
- Corridor reports – Both draft and final reports.

### Task 5.0 Final Presentations and Final Report

SRF will prepare a presentation appropriate for use with Iowa State University Administration, City Council, and/or Student Government audiences. The cost estimate assumes one presentation will be made to Iowa State University Administration, the Ames city Council, and Student Government over a two day period, with one staff trip. SRF will be responsible for incorporating comments received through each of the listed presentations into the final corridor study report.

### Hours and Cost Estimate

Table 1 documents the estimated hours and direct expenses associated with completing the proposed scope of work. Table 2 divides the hours and direct expenses into Phase I and Phase II tasks. The hours and direct costs are provided as estimates and SRF would appreciate the opportunity to discuss with university and city staff the assumptions employed.



**Table 1 – Study Staff Hours and Cost Estimate**

Task Description	Hours by Employee Classification					TOTALS
	Principal	Senior Planner/Engineer	Planner/Engineer	Technician	Clerical	
<b>Task 1 - Data Collection and Documentation</b>	<b>12</b>	<b>22</b>	<b>88</b>	<b>156</b>	<b>12</b>	<b>290</b>
Mapping and Utilities			2	6	2	10
Pedestrian Counts and Compliance (Field Work by City)	4	12		4	2	22
Vehicle Counts (3 Locations - 48 Hour Counts)		2		16	2	20
Compile/Reduce Video	2		16	120	2	140
Sight Distance Analysis		2	18	2		22
Lighting Analysis		4	40	4		48
Prepare Draft Document/Address Comments	6	2	12	4	4	28
<b>Task 2 - Define Range of Appropriate Safety Improvements</b>	<b>14</b>	<b>20</b>	<b>12</b>	<b>20</b>	<b>6</b>	<b>72</b>
Organize/Document Universe for Discussion	2	4	8	16	2	32
Working Group Session	8	8		2	2	20
Working Group Session Summary/Documentation	4	8	4	2	2	20
<b>Task 3 - Assess Alternatives/Develop Action Plan</b>	<b>51</b>	<b>76</b>	<b>154</b>	<b>68</b>	<b>26</b>	<b>375</b>
<b>Pedestrian Focused Alternatives</b>						
Intersections (Assume 5 Need Action)	5	10	20	6	2	43
Segments Pedestrian Concepts (Assume 2 Concepts for Each of 4 Segments)	4	8	24	12	2	50
Parallel Sidewalk Lighting	2	4	6	4	2	18
<b>Vehicle Focused Alternatives</b>						
Geometric Alternatives - Segments	6	12	16	16	8	58
Update Signal Timing	8	12	80	24	6	130
<b>Workshops/Documents</b>						
Working Group Meetings (Assume 4)	24	24	2	2	2	54
Document Each Meeting		6		2	2	10
Prepare Summary Presentation	2		6	2	2	12
<b>Task 4 - Documentation</b>	<b>4</b>	<b>6</b>	<b>18</b>	<b>4</b>	<b>4</b>	<b>36</b>
Draft	2	4	12	2	2	22
Address Comments and Prepare Final	2	2	6	2	2	14
<b>Task 5 - Engagement Plan</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>36</b>
Prepare Public Meeting Announcement			2			2
Prepare Meeting Material	2		4	2	2	10
Facilitate 1 Public Meeting (2 People Attend)	8	8				16
Document Meeting Material and Input	2	4			2	8
<b>TOTALS</b>	<b>93</b>	<b>136</b>	<b>278</b>	<b>250</b>	<b>52</b>	<b>72</b>
Hourly Rate	\$215	\$160	\$110	\$90	\$70	
<b>Labor Cost</b>	<b>\$19,995</b>	<b>\$21,760</b>	<b>\$30,580</b>	<b>\$22,500</b>	<b>\$3,640</b>	<b>\$98,475</b>
<b>Direct Costs</b>						
Travel:						
- Data Collection Trip (3 Nights and Per Diem @ \$130/Day)						\$390
- Data Collection Mileage (One Vehicle from MSP - 450 Miles @ \$0.54/Mile)						\$243
- Working Group Meetings (4 Omaha Trips @ 350 Miles @ \$0.54/Mile)						\$756
- Working Group Meetings (3 MSP Trips @ 450 Miles @ \$0.54/Mile)						\$729
- Snyder Staff Travel (6 Trips @ 60 Miles @ \$0.54/Mile)						\$194
Printing/Meeting Material						\$100
<b>Direct Cost Subtotal</b>						<b>\$2,412</b>
<b>Project Total</b>						<b>\$100,887</b>

Table 2 - Estimated Hours and Cost by Phase

Task Description	Hours by Employee Classification					TOTALS
	Principal	Senior Planner/Engineer	Planner/Engineer	Technician	Clerical	
<b>Phase I - Labor Hours</b>	12	22	88	156	12	290
Hourly Rate	\$215	\$160	\$110	\$90	\$70	
<b>Labor Cost</b>	<b>\$2,580</b>	<b>\$3,520</b>	<b>\$9,680</b>	<b>\$14,040</b>	<b>\$840</b>	<b>\$30,660</b>
<b>Direct Costs</b>						
Travel:						
- Data Collection Trip (3 Nights and Per Diem @ \$1.30/Day)						\$390
- Data Collection Mileage (One Vehicle from MSP - 450 Miles @ \$0.54/Mile)						\$243
- Working Group Meetings (1 Omaha Trips @ 350 Miles @ \$0.54/Mile)						\$189
- Working Group Meetings (1 MSP Trips @ 450 Miles @ \$0.54/Mile)						\$243
- Snyder Staff Travel (1 Trips @ 60 Miles @ \$0.54/Mile)						\$97
Printing/Meeting Material						\$20
<b>Direct Cost Subtotal</b>						<b>\$1,182</b>
<b>PHASE I SUBTOTAL</b>						<b>\$31,842</b>
<b>Phase II - Labor Hours</b>	81	114	190	94	40	519
<b>Task 2 - Define Range of Appropriate Safety Improvements</b>	14	20	12	20	6	72
<b>Task 3 - Assess Alternatives/Develop Action Plan</b>	51	76	154	68	26	375
<b>Task 4 - Documentation</b>	4	6	18	4	4	36
<b>Task 5 - Engagement Plan</b>	12	12	6	2	4	36
Hourly Rate	\$215	\$160	\$110	\$90	\$70	
<b>Phase II Labor Cost Subtotal</b>	<b>\$17,415</b>	<b>\$18,240</b>	<b>\$20,900</b>	<b>\$8,460</b>	<b>\$2,800</b>	<b>\$67,815</b>
<b>Direct Costs</b>						
Travel:						
- Working Group Meetings (3 Omaha Trips @ 350 Miles @ \$0.54/Mile)						\$567
- Working Group Meetings (3 MSP Trips @ 450 Miles @ \$0.54/Mile)						\$486
- Snyder Staff Travel (6 Trips @ 60 Miles @ \$0.54/Mile)						\$97
Printing/Meeting Material						\$80
<b>Phase II Direct Cost Subtotal</b>						<b>\$1,230</b>
<b>PHASE II SUBTOTAL</b>						<b>\$69,045</b>
<b>PROJECT TOTAL</b>						<b>\$100,887</b>

## Staff Report

**CAMPUS AND COMMUNITY COMMISSION**

March 22, 2016

**BACKGROUND:**

On February 23, 2016 the City Council directed staff to work with Sam Schulte, the City Council's ex officio member, to prepare a report that would explain 1) how to create a Campus and Community Commission that he has suggested, and 2) what happened to the 28E Agreement concept that was suggested previously.

**STUDENT AFFAIRS COMMISSION:**

The City Council created the Student Affairs Commission by ordinance in 2008. (See Attachment I) The mission of this commission is to:

- 1) Provide a public forum to facilitate issues that uniquely affect students;
- 2) Offer an opinion/recommendation regarding issues under consideration by the Council that uniquely affect students; and
- 3) Subject to City Council approval, investigate issues that uniquely affect students which currently are not being considered by the Council.

As created, the commission is to have 15 members comprised as follows:

City Council Student Government Liaison (1)  
 Student Government Representative (1)  
 Inter-Residence Hall Association Designee (1)  
 Greek Community Student Leader (1)\*  
 Off-Campus Student Leader (1)\*  
 International Student Council Designee (1)  
 Off-Campus Students (2)\*  
 Chamber of Commerce/Young Professionals or Jaycees (1)\*  
 Campustown Business Owner (1)\*  
 Campustown Rental Property Owner (1)\*  
 Neighborhood Association Representatives (3)\*  
 Ames High School Student Council Designee (1)

\*Appointed by the Mayor with approval of the City Council

On April 23, 2013, the City Council received a memo from Sawyer Baker, who served as the City Council's Ex Officio member at that time. (See Attachment II) Because the Commission's membership retention was low, membership turnover was high, and a quorum was difficult to achieve, Sawyer made the following recommendations:

- 1) Modifying commission membership by reducing it to 13 members and making it more equally representative of the community and students;
- 2) Allowing those who serve on the Commission because of their position the ability to appoint someone else to represent them if they are not interested in serving;
- 3) Giving more assignments/projects from the Council to the Commission to help maintain interest in their work; and
- 4) Allowing the Commission to meet at various locations throughout the community, and not just in City Hall.

#### **28E AGREEMENT APPROACH:**

In the summer of 2014, the Mayor and GSB President, Hillary Kletcher, met to discuss ways to improve the viability of the Student Affairs Commission. They agreed on a concept that would allow for topic-specific task forces to be established on an as needed basis to deal with student related issues.

On September 23, 2014, the City Council reviewed a staff report regarding this new concept and directed staff to develop a 28E Agreement with the ISU Student Government to implement this concept, while still retaining the Student Affairs Commission language in the City Code. In November 2014, the ISU legal staff questioned the ability of the Student Government to enter into a 28E Agreement with the City. Between November 2014 and February 2015 the Student Government worked with their advisors and City staff to create an agreement with the City that shed the components of a 28E Agreement. (See Attachment III)

In March 2015, the City Council's Ex Officio member, Lissa Villa, sent an email to Brian Phillips, who staffs the Student Affairs Commission. Lissa stated, "I am sensing growing preference from the Senate for One Community as opposed to this proposal. Thank you for this information. I will see what I can find out when Spring Break is over and students return to Ames."

In April 2015, Student Government transitioned to new members. Brian met with the incoming Student Government executives and indicated that the next step would be for them to explain to the City Council the direction they are interested in heading.

## **CAMPUS AND COMMUNITY COMMISSION:**

On February 11, 2016, Sam Schulte and Trevin Ward, President of the Campustown Action Association, wrote a memo to the Council suggesting that the Student Affairs Commission be transformed into a new entity to “focus holistically on campus and community issues” to be known as the Campus and Community Commission. (See Attachment IV)

Examples that are cited as possible issues to be considered by this body include overnight parking, security cameras, pedestrian safety, Campustown urban revitalization criteria, and high density development. They suggest that each year the City Council, Student Government, Campustown Action Association, and ISU Administration submit “goals” to this new body for their review.

## **HOW TO ESTABLISH A CAMPUS AND COMMUNITY COMMISSION:**

With the referral to the staff, the City Council inquired how this new body can be established. There are two options to accomplish this task. One is to pass an ordinance on three readings creating this body, as was done with the Student Affairs Commission. The other is to pass a resolution creating this new entity. The latter can be accomplished at a single City Council meeting, as was the case involving the Commission on the Arts and the Public Art Commission. As part of adopting this new entity, a logical additional action would be to approve on three readings an ordinance abolishing the Student Affairs Commission.

## **POLICY DIRECTION FROM THE CITY COUNCIL:**

It is important that the Council consider the following two policy decisions before the City Attorney can prepare the necessary ordinance or resolution:

- What should be the charge of the new commission?
- What is the desired membership of the commission?

### **Charge:**

In reviewing the suggested membership and examples of the projects suggested by Sam and Trevin, it appears that, as proposed, the new body primarily would focus geographically on the Campustown area. If the Council feels that the new body could or should be asked to become involved with issues outside of the Campustown area, a broader charge would be appropriate for the group. This policy decision will impact the membership of the body.

### **Membership:**

Sam and Trevin have suggested a five- to seven-member committee comprised of representatives from the ISU Student Government, Campustown Action Association, ISU Administration, business community, and near-campus neighborhoods.

If the Council prefers a charge to the committee that is broader than Campustown, an alternative membership composition could include two representatives from the Student Government, one representative from the Campustown Action Association, one representative from the Main Street Cultural District, two representatives from the ISU administration, and two representatives from the neighborhood associations. Of course, the City Council might prefer some composition different from the two approaches reflected above.

**Regardless of the ultimate charge to the committee or its membership, staff believes it is very important that the issues explored by this group receive the prior approval of the City Council.** Since the new body will be a City commission and a City employee will provide staff support to this body, it is essential that the group spend time on projects that are priorities of the City Council. In addition, for some issues there might be another City commission that more appropriately should handle an issue. Therefore, going through the City Council for approval of assignments will assure there will not be confusion as to which commission has jurisdiction over a certain issue. This is the general rule followed for other commissions of the City.

**NEXT STEPS:**

Should the City Council wish to move ahead to establish a Campus and Community Commission, it is important to first give direction regarding the desired charge and membership of this new body. Secondly, it should be decided if the commission should be established by ordinance or by resolution. Once these decisions are made, the City Attorney can be directed to create the appropriate document that establishes this new body.

DIVISION II CITY CLERK
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**Sec. 2.26. CITY CLERK, APPOINTMENT, SUPERVISION, COMPENSATION, REMOVAL.**

(1) The City Clerk shall be appointed by the City Manager, said appointment to be effective only upon confirmation by resolution of the City Council.

(2) The City Clerk shall maintain City records and perform other duties prescribed for the City Clerk by state or city law and perform such other tasks and duties as are specified from time to time by the City Manager.

(3) The work performance of the City Clerk shall be supervised and evaluated by the City Manager.

(4) The compensation, pay, and employment benefits of the City Clerk shall be determined by the City Manager.

(5) Upon recommendation of the City Manager, the City Clerk shall be subject to removal by the City Council. *[State Law Ref. Iowa Code Sec. 372.13(3)](Ord. No. 3494, Sec. 1, 7-28-98)*

*(Ord. No. 2508, Sec. 2, 5-20-75) [State Law Ref. Iowa Code Sec. 372.13(6)]; [State Law Ref. Iowa Code Sec. 64.24]; [State Law Ref. Iowa Code Sec. 400.4]; [State Law Ref. Iowa Code Sec. 372.13(5)]*

**Sec. 2.27. RESERVED****Sec. 2.28. RESERVED****Sec. 2.29. RESERVED****Sec. 2.30. RESERVED****Sec. 2.31. STUDENT AFFAIRS COMMISSION ESTABLISHED.**

(1) There is established hereby the Student Affairs Commission for the City of Ames, Iowa. That Commission shall consist of sixteen members providing representation as follows, with all terms beginning September 1<sup>st</sup> of the year of appointment:

(1) City Council Student Liaison Member	1 year term
(1) Government of Student Body Representative	1 year term
(1) Inter-Residence Hall Association Designee	1 year term
(1) Greek Community Student Leader	
Appointed by the GSB	1 year term
(1) Off-Campus Student Leader	
Appointed by the GSB	1 year term
(1) International Student Council Designee	1 year term
(2) Off-Campus Students	
Appointed by the GSB	2 year term
(1) Young Professionals Association of	
Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1) Campustown Business Owner	2 year term
(1) Rental Property Owner (in Campustown)	1 year term

- |   |                 |
|---|-----------------|
| (3) Neighborhood Association Representatives                          | 2 year term     |
| (1) High School Student Council Designee                              | 1 year term     |
| (1) Ex-Officio Representative from ISU's Office<br>of Student Affairs | Indefinite term |

*(Ord. No. 3929,10-23-07)*

**Sec. 2.32. CHARGE.**

(1) The mission of the Student Affairs Commission is to provide a public forum to facilitate issues that primarily or uniquely affect students. It is expected that these interactions will result in improved collaboration between student and community constituencies.

(2) Subject to City Council request, the Student Affairs Commission will be asked to provide an opinion/recommendation regarding issues/policies under consideration by the Council that primarily or uniquely affect students.

From time to time, the Student Affairs Commission might want to provide an opinion/recommendation to the Council regarding a City issue/policy that primarily or uniquely affects students, but that is not under review by the City Council. Prior to investing staff and Student Affairs Commission member time to discuss said issues/policies, the Student Affairs Commission shall first obtain approval from the City Council.

**Sec. 2.33. MEMBERSHIP SELECTION.**

For all positions other than the City Council Student Liaison member, GSB Representative and Appointees, Inter-Residence Hall Association Designee, International Student Council Designee, and Ames High School Student Council Designee, the Mayor will appoint representatives with the approval of the City Council.

*(Ord. No. 3929,10-23-07)*

**Sec. 2.34 MEETING LOCATION.**

Student Affairs Commission meetings will be held in the City Council Chambers at City Hall to facilitate televising this official body for cable television. However, meetings might be held on the ISU campus or other locations to provide more convenient access for special public forums.

**Sec. 2.35. MEETING RULES.**

The Student Affairs Commission shall adopt such rules of procedure and conduct for its meetings and other activities as it shall, from time to time, deem useful and appropriate, within the limits of the charge stated in Section 2.32.

*(Ord. No. 3876, 03-07-06)*



# memo

To: Mayor and City Council  
 From: Sawyer Baker, 2012-2013 Ex-officio City Council Member  
 CC: Brian Phillips, Management Analyst  
 Alexandria Harvey, 2013-2014 Ex-officio City Council Member  
 Hillary Kletscher, Vice President of GSB  
 Date: 4/23/2013  
 Re: State of the Student Affairs Commission: Report & Recommendations

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During the January 19, 2013 goal setting session of the Ames City Council, it was suggested as part of the overarching goal of “Strengthen Our Community” and subsection “Enhance interactions between ISU students and permanent residents” that members of the Student Affairs Commission be asked for recommendations to revamp the commission. This topic became relevant as retention is low, turnover is high, and quorum is difficult to achieve on a commission comprised of changing student leaders and default members based off a current position they may hold. It is my strongest recommendation that the Student Affairs Commission continue as it serves great importance to the city and students alike; however, I would also recommend the following changes, or variation of. The subsequent sections are intended to be used to generate dialogue and report on discussions of reform already had by the Student Affairs Commission (SAC) on March 12, 2013.

## Membership

Currently, as per ordinance, the SAC has 16 members (1 ex-officio/non-voting, 15 toward quorum):

(1)	City Council Student Liaison Member	1 year term
(1)	Government of Student Body President	1 year term
(1)	Inter-Residence Hall Association President	1 year term
(1)	Greek Community Student Leader	1 year term
(1)	Off-Campus Student Leader	1 year term
(1)	International Student Council President	1 year term
(2)	Off-Campus Students	2 year term

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(1)	Young Professionals Association of Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1)	Campustown Business Owner	2 year term
(1)	Rental Property Owner (in Campustown)	1 year term
(3)	Neighborhood Association Representative	2 year term
(1)	High School Student Body President	1 year term
(1)	Ex-Officio Representative from ISU's Office of Student Affairs	Indefinite term

It was noted that this commission is rather large compared to other city boards and commissions. However, due to the nature of the SAC, it does need to have a diverse representation of all invested parties. I proposed the following composition as a starting point for discussion:

13 members total (2 of which are non-voting, 11 toward quorum)

(1)	City Council Student Liaison Member	1 year term
(1)	<i>Government of Student Body President (non-voting)</i>	1 year term
(1)	<i>Inter-Residence Hall Association President</i>	1 year term
(1)	Greek Community Student Leader	1 year term
(1)	Off-Campus Student Leader	1 year term
(1)	<i>International Student Council President</i>	1 year term
(1)	Young Professionals Association of Ames Chamber of Commerce OR Ames Jaycees	2 year term
(1)	Campustown Business Owner	2 year term
(1)	Rental Property Owner (in Campustown)	1 year term
(2)	Neighborhood Association Representative	2 year term
(1)	<i>High School Student Body President</i>	1 year term
(1)	Ex-Officio Representative from ISU's Office of Student Affairs (non-voting)	Indefinite term

*Italicized: Default office or member acting on behalf of respective group as appointed by that office.*

The rationale behind this composition includes the following:

- There would be a balance of (5) ISU students, (5) Ames Community Members, (1) Ames High School student, and (2) non-voting members-one of which was already non-voting and the other of which (GSB President) already appoints the chair of the commission and therefore would representing the same organization in their capacities.
- The italicized portion would make quorum easier to achieve as an officer serving by default through a position he or she holds would be able to

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- make the conscience decision of whether or not to personally serve on the commission or appoint someone on his or her behalf.
- It is noted that other members of the community can be brought in for guidance if circumstances warrant input not currently on the commission.

## **Membership Appointment**

It is essential that appointments are made for vacancies on this commission in a timely fashion, but when dealing with the calendar year vs. school year appointments, it is not as efficient as would be desired. It would be the responsibility to the Government of the Student Body (customarily the Vice President) to appoint student members who are not “default” members. While this may continue, a more proactive approach needs to be taken to have positions filled quickly after a term completion. By extension, the Mayor would still appoint non-default community members as customary.

Moreover, it should be noted that there should be a formal mechanism in place for commission members who are regularly absent and how to proceed. With no formal action steps in place, seats remain “filled” but are “absent” at the same time. *Please see attached SAC Minutes from March 12, 2013 for a more detailed explanation*

## **General Comments from Outgoing Chair**

Because I had the opportunity to sit on the SAC as a member prior to my term serving as Chair, I have had over 2 years of experience on this commission. The issues outlined in this memo are not unique to this past year and have occurred prior. Previously, the SAC would meet at a set time monthly, but quorum was difficult to achieve. Therefore, polling the entire membership for a common meeting time was used. While this was initially beneficial, quorum again became hard to establish. I send along no recommendation on which to proceed with.

Additionally, after reflection and discussion with SAC members, the very nature of the SAC may need to be reformed. Members feel like a “part” of an organization when meaningful discussions and tasks are completed. The establishing ordinance of the SAC states:

“Subject to City Council request, the Student Affairs Commission will be asked to provide an opinion/recommendation regarding issues/policies

# memo

under consideration by the Council that primarily or uniquely affect students. From time to time, the Student Affairs Commission might want to provide an opinion/recommendation to the Council regarding a City issue/policy that primarily or uniquely affects students, but that is not under review by the City Council. Prior to investing staff and Student Affairs Commission member time to discuss said issues/policies, the Student Affairs Commission shall first obtain approval from the City Council (Section 2.32)."

While it seems that the SAC in the past has generated projects based on brainstorming and issues members see as important for students and community members alike, giving the SAC more specific tasks as well as allowance for generation of other projects may prove beneficial. This will have to be a fine balance. However, I was pleased to see direct goals/tasks given by the City Council to the SAC during the goal setting session. Additionally, ideas generated during the yearly joint meeting of the Government of the Student body and the City Council will provide starting points for more projects. These would be in addition to the standing projects the SAC takes part in.

Standing projects of the SAC normally include:

- Campustown Safety Walk
- Review and providing guidance to City Council on Fall Grant Applications

Meeting location was also discussed at the SAC. It was suggested that the SAC could have more joint meetings with other community and student organizations and/or have the location rotate from on-campus to city hall. While there was no noticeable consensus on this topic, it is worth noting.

Finally, it was my goal to provide a formal recommendation from the SAC to the City Council on revamping the SAC following the discussions of the March 12, 2013 meeting; however, quorum was not achieved. Therefore, in going forward, I would establish a strong base membership in order to achieve quorum to make formal changes, or have the City Council and City Manager's office look into the issue and make necessary changes as deemed fit. Again, the suggestions outlined in this memo are only part of a greater variety of alternatives. I wish the Student Affairs Commission great success in the future and would be willing to provide more information and insight if requested.

## **A G R E E M E N T**

### **ESTABLISHING JOINT TASK FORCES TO INVESTIGATE STUDENT AND COMMUNITY ISSUES**

This Agreement is made by and between the City of Ames, Iowa (a municipal corporation organized and existing pursuant to the laws of the state of Iowa, hereinafter referred to as "City"), and the Iowa State University Government of the Student Body (a student organization representing the students of Iowa State University, hereinafter referred to as "GSB").

#### **I. PURPOSE**

WHEREAS, from time to time, issues arise in City policy and the community environment that primarily and uniquely affect the student population of Iowa State University; and

WHEREAS, student-related issues may arise from time to time that likewise affect Ames residents and others beyond the student community; and

WHEREAS, the parties recognize that when such issues or policies arise, for the benefit of the community as a whole, an open dialogue should occur between students and residents, and advice from such dialogues should be presented to elected community and student officials;

IT IS, THEREFORE, the purpose of this Agreement to establish procedures for the creation of task forces sponsored by the City and the GSB to address issues and policies of mutual interest.

#### **II. NO ENTITY CREATED**

No separate legal entity is established by this Agreement.

#### **III. ADMINISTRATION**

1. The Mayor of Ames or the GSB President can request that both parties meet to discuss any issue of mutual interest and determine whether a task force should be created. If a task force is determined to be in the interests of both parties, the Mayor and the GSB President shall identify the charge of that task force, as well as the key policy questions to be investigated.

2. Task forces shall be comprised of representatives from the student population appointed by the GSB President and members of the Ames community appointed by the Mayor. Task force membership shall be as large as necessary to address that task force's charge. Each task force shall be chaired by a member selected by mutual

agreement of the GSB President and the Mayor. The *ex officio* City Council Student Liaison shall assist in coordinating the work of the task forces and shall report the progress of the task forces to both the City Council and to the ~~Government of the Student Body~~ GSB. A member of City staff shall be assigned to each task force by the City Manager to provide advice and to ensure that task force activities comply with the terms of this Agreement.

3. Each task force may adopt such rules of procedure and conduct for its meetings and other activities as it shall deem useful and appropriate, within the limits of this Agreement and its charge. Task force meetings shall be open to the public and shall conform to the requirements of Chapter 21 of the Code of Iowa (Iowa Open Meetings Law). Meetings of each task force shall typically be held on the Iowa State University campus or at City Hall, but meetings may be held in alternative locations to provide more convenient access for special public forums.

4. Upon completion of its charge, each task force shall submit copies of its final report to the Ames City Council and the Government of the Student Body Senate. The Ames City Council and/or the GSB Senate may act on the final report through their powers according to law. If further investigation is desired by both the City Council and the GSB Senate, the task force shall reconvene and shall submit an addendum to the report. If no further questions remain, the task force shall dissolve.

5. By mutual agreement of the Mayor and GSB President, a task force may be dissolved prior to completing its charge, or its charge may be modified, or its membership may be increased, reduced, or otherwise modified.

#### **IV. DURATION OF THE AGREEMENT**

This Agreement shall be effective for a term of one year from its effective date. It is the intent of the parties to determine, prior to termination of this Agreement, whether the duration of this Agreement should be extended.

#### **V. TERMINATION**

This Agreement may be terminated at any time and for any reason by either party upon ~~written notice~~ <sup>(30)</sup> to the other. Upon termination, any task forces created under this Agreement shall dissolve and each shall convey to the GSB Senate and the City Council any task force materials created as of the date of dissolution.

#### **VI. EFFECTIVE DATE**

This Agreement shall be effective upon the date both signatures have been affixed to this document.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the dates set forth below.

**CITY OF AMES, IOWA**

**IOWA STATE UNIVERSITY  
GOVERNMENT OF THE STUDENT BODY**

By \_\_\_\_\_  
Ann H. Campbell, Mayor

By \_\_\_\_\_  
Hillary Kletscher, President

Attest \_\_\_\_\_  
City Clerk

Attest \_\_\_\_\_  
Office Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

February 11, 2016

Dear Mayor Campbell and City Council,

Recently, a number of issues pertaining to students and the larger Ames community have come up for discussion. These include:

1. Overnight parking
2. Security cameras
3. Pedestrian safety
4. Campustown urban revitalization criteria
5. High density development

We, the Iowa State University Student Government (ISU SG) and Campustown Action Association (CAA), believe City Council would benefit from a broad, unified voice on these issues.

The dormant Student Affairs Commission (SAC) was conceived to provide perspectives on issues pertaining to students. We propose reconfiguring this commission to focus holistically on campus and community issues. This commission, to be known as the Campus and Community Board (CCB), will create relationships and a foundation ready to tackle challenges and opportunities we have yet to discover.

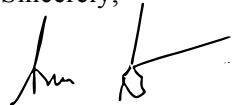
Recent discussions about overnight parking in Campustown highlight the need for the CCB. Though ISU SG and CAA met to discuss potential solutions to overnight weekend parking, progress was slow. We came to the table with very different opinions, and our means of communicating with City Council via separate letters was ineffective. The CCB would have facilitated quicker and more efficient discussion, and City Council would have received much clearer direction.

The difficulty of filling SAC positions has often been cited as a primary reason to leave this commission inactive, so we suggest that the CCB be comprised of fewer representatives from broader constituencies, perhaps 5 to 7 members rather than 15. This would include one or two representatives from ISU SG, CAA, ISU, members of the business community, and residents of near-campus neighborhoods. We offer to enthusiastically help in recruiting representatives to fill these positions. We know that many in the community care about these issues, and we have developed and maintained relationships with them. Further, since another shortcoming of the SAC seems to have been the lack of issues requiring attention at each meeting, we ask that City Council, ISU SG, and CAA submit goals to the CCB yearly to ensure an active and engaged commission.

In the past two years, intergovernmental discussions have focused on a 28E agreement between the City of Ames and ISU SG, which would permit the Mayor and ISU SG President to establish task forces. We believe that the CCB will be able to more rapidly and continuously offer feedback as needed. We envision that the CCB could initiate task forces if necessary, but that this should be reserved for issues of considerable magnitude or that will take time to address properly.

With the increase in ISU student enrollment and the dynamism this brings, we believe the time to jumpstart the CCB is now. We urge City Council to reconfigure the SAC to establish the new Campus and Community Board in order to nimbly navigate issues germane to the ISU campus and Ames community.

Sincerely,



Sam Schulte  
Ex-Officio, Ames City Council



Trevin Ward  
President, CAA Board of Directors



**COUNCIL ACTION FORM**

**SUBJECT: ZONING TEXT AMENDMENTS RELATED TO MINIMUM FLOOR AREA RATION AND HEIGHT REQUIREMENTS FOR INSTITUTIONAL USES REQUIRING SPECIAL USE PERMITS IN THE DSC AND CSC ZONING DISTRICTS**

**BACKGROUND:**

Representatives of the United Church of Christ (UCC) desire to construct an addition to their facility at 217 - 6<sup>th</sup> Street. In support of this effort, they have applied for rezoning of their property from the Neighborhood Commercial (NC) zoning district to the Downtown Service Center (DSC) zoning district. The UCC representatives believe the change to DSC zoning will better align with the use of the property and proposed expansion they would like to complete. **UCC is seeking a text amendment to the Downtown Service Center (DSC) zoning district to amend the development standards language for minimum floor area and height requirements to help further accommodate their needs with regard to the proposed project.**

City Council consented to initiate a zoning text amendment at its January 26, 2016 meeting. Council directed staff to draft an ordinance that would meet the interests of UCC by allowing uses subject to a Special Use Permit to be exempt from minimum floor area ratio (FAR) and two-story height requirements. In addition to addressing the issue for DSC, Council also directed that the same types of considerations be reviewed for CSC zoning due to similar minimum height and FAR requirements as DSC. The proposed changes would affect Sections 29.808(3) and 29.809(3) of the Municipal Code. The existing ordinance and the proposed changes are found in Attachment A. There is an existing exception process for minimum height that has not been altered by the proposed amendments. It remains in place due to its applicability to any use in the DSC or CSC, not just the Special Use Permit types of uses.

The text amendment adds language to the DSC development standards table in 29.808(3) by noting the approval process for uses that require a Special Use Permit may allow for a proposed project to not meet FAR and minimum height requirements. The proposed language is the same for the CSC zoning district with language added to table 29.809(3). **In staff's opinion, the key consideration of exempting a use that is subject to the Special Use Permit process is that the issues of context and compatibility will still be addressed within the criteria of the Special Use Permit. Additionally, special use permit uses are generally unique in either how they operate or how they are configured compared to typical commercial trade and office uses. While formal compliance is not required, a project must address the purpose of the zoning district and the issue of "main street" character in review of the project.**

Exempting uses subject to Special Use Permits would have limited applicability as the range of uses that it applies to is a short list. **Special Use Permits generally apply to institutional and miscellaneous uses, but not to trade, office, or entertainment uses.** This means that commercial uses will still be required to meet the minimum FAR and Height requirements and cannot request a special use permit to get an exception from the minimum requirements.

The Special Use Permit process would allow for a case-by-case review by the Zoning Board of Adjustment of how such a use would fit within its surroundings and meet the purpose and objectives of the zoning district. Under this option, the focus of the Special Use Permit would not be specifically on the FAR and building height, but would relate to certain approval criteria. Attachment B includes the Special Use Permit criteria that apply specifically to this type of scenario from both the general criteria and commercial criteria found in 29.1504(4)(a)(c).

At its February 17<sup>th</sup> meeting, the Planning & Zoning Commission discussed the text amendment, why such a specific change was needed, and how it would affect the intended character and development in DSC and CSC zoning districts. Ultimately the Commission voted to recommend the City Council adopt the proposed new language to 29.808(3) and 29.809(3).

#### **ALTERNATIVES:**

1. The City Council can on first reading approve the ordinance allowing for special uses to be approved with an exception to the minimum FAR and building height in the DSC and CSC zoning districts.
2. The City Council can decline to adopt the proposed amendments regarding required minimum FAR and building height in the DSC and CSC zoning districts with regard to uses requiring a special use permit.
3. The City Council can recommend alternative language for the proposed amendments regarding fences.

#### **CITY MANAGERS RECOMMENDATION:**

The proposed changes add an exception for FAR and height requirements to development standards for uses requiring a Special Use Permit in the DSC and CSC zone regulations. The intent is to provide for the ability of such uses that may be non-compliant with minimum required FAR and height requirements to use their property and make changes to such property in a manner that protects their unique operating needs within a commercial district, while still providing for oversight of each use via the Special Permit Process.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as described above.

**ATTACHMENT A: PROPOSED LANGUAGE  
(Proposed Changes are in bold lettering)**

**Section 29.808 (3)  
29.808 - DSC Zone Development Standards**

(3) Zone Development Standards. The zone development standards for the DSC Zone are set forth in Table 29.808(3) below:

Table 29.808(3)  
Downtown Service Center (DSC) Zone Development Standards

DEVELOPMENT STANDARDS	DSC ZONE
Minimum FAR	1.0 <b>[1]</b> Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.
Minimum Lot Area	No minimum, except for mixed uses, which shall provide 250 sf of lot area for each dwelling unit
Minimum Lot Frontage	No minimum, except for mixed uses, which shall provide 25 ft.
Minimum Building Setbacks: Front Lot Line Side Lot Line Rear Lot Line Lot Line Abutting a Residentially Zoned Lot	0 0 0 10 ft.
Landscaping in Setbacks Abutting an R Zoned Lot	5 ft. @ L3. See Section 29.403
Maximum Building Coverage	100%
Minimum Landscaped Area	No minimum
Maximum Height	7 stories
<b>Minimum Height</b>	<b>2 Stories [1]</b> , Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.
Parking Allowed Between Buildings and Streets	No
Drive-Through Facilities Permitted	Yes
Outdoor Display Permitted	Yes. See Section 29.405
Outdoor Storage Permitted	No
Trucks and Equipment Permitted	Yes

(4) Standards for the Granting of Exceptions to the Minimum Requirement for Two Story Buildings in the DSC (Downtown Service Center) District. Before an exception to the requirement for two-story buildings in the DSC (Downtown Service Center) can be granted, The Zoning Board of Adjustment shall establish that the following standards have been, or shall be satisfied:

(a) Standards. The Zoning Board of Adjustment shall review each application for the purpose of determining that each proposed one-story building, in the DSC zone, meets the following standards:

- (i) Physical circumstances exist for the property which result in a lot with a size and shape that is not conducive to a multi-story structure, and
- (ii) It can be demonstrated that there is a direct benefit to the community to have a one-story structure, at the proposed location, as opposed to a multi-story structure.

(b) Procedure. The procedure to follow for an “exception” is described in Section 29.1506(3).

*(Ord. No. 3815, 12-21-04; Ord. No. 3872, 03-07-06)*

**[1] Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.**

CHAPTER 29.809(3)

(3) Zone Development Standards. The zone development standards for the CSC Zone are set forth in Table 29.809(3) below:

Table 29.809(3)  
Campustown Service Center (CSC) Zone Development Standards

DEVELOPMENT STANDARDS	CSC ZONE
Minimum FAR	1.0 [1], Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.
Minimum Lot Area	No minimum, except for mixed uses, which shall provide 250 sf of lot area for each dwelling unit
Minimum Lot Frontage	No minimum, except for mixed uses, which shall provide 25 ft.
Minimum Building Setbacks: Front Lot Line Side Lot Line Rear Lot Line Lot Line Abutting a Residentially Zoned Lot	0 0 10 ft. 10 ft.
Minimum Landscaped Area	No minimum
Landscaping in Setbacks Abutting an R Zoned Lot	5 ft. @ L3. See Section 29.403
Maximum Building Coverage	100%
Openings between buildings	In order to provide access for vehicles and/or utilities to the interior of the block, there shall be a twenty foot wide opening between buildings, at the approximate mid-point of each face of each block. In addition to this mid-block areaway or drive, any lot without other means of access from a public street or alley may have one driveway from the street of up to 20-ft in width.
Minimum Height	25 feet [1], Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.
Maximum height in portions of CSC bounded by: Lincoln Way Stanton Avenue Hunt Street Hayward Avenue	115 feet
Maximum height within fifteen (15) feet of the right-of-way lines of: Lincoln Way from Hayward Avenue to Stanton Avenue Welch Avenue from Lincoln Way to Chamberlain Street	30 feet, except buildings of three stories height or fewer with frontage on Lincoln Way and without residential use
Maximum Height in all other locations	75 feet.
Parking Allowed Between Buildings and Streets	No
Windows	More than 50% of the area of primary or secondary façade between the ground line and the second floor line shall be windows that allow views

	into the interior space or be a display window.
Building Materials	Clay brick shall comprise more of the exterior wall surface of the building than any other material. Exterior surface does not include windows or doors or their trim. This requirement does not apply to additions to buildings which do not have brick as an exterior material.
Entrance	There shall be at least one functional pedestrian entrance facing a street.
Balconies	There shall be no exterior balconies above the third floor.
Site materials	No rocks, brick fragments or other hard, loose material over ¾-inch in size shall be used.
Drive-Through Facilities Permitted	Yes
Outdoor Display Permitted	Yes, See Section 29.405
Outdoor Storage Permitted	No
Trucks and Equipment Permitted	Yes

(4) **Standards for the Granting of Exceptions to the Minimum Requirement** for Two Story Buildings in the CSC (Campustown Service Center) District. Before an exception to the requirement for two-story buildings in the CSC (Campustown Service Center) can be granted, the Zoning Board of Adjustment shall establish that the following standards have been, or shall be satisfied:

- (a) Standards. The Zoning Board of Adjustment shall review each application for the purpose of determining that each proposed one-story building, in the CSC zone, meets the following standards:
- (i) Physical circumstances exist for the property which result in a lot with a size and shape that is not conducive to a multi-story structure, and
  - (ii) It can be demonstrated that there is a direct benefit to the community to have a one-story structure, at the proposed location, as opposed to a multi-story structure.
- (b) Procedure. The procedure to follow for an “exception” is described in Section 29.1506(3).

(5) **Compliance.** New buildings shall be constructed in full compliance with the above standards for building design. In building additions or remodeling it is not required that the entire building be brought into full compliance with the above standards for building design. It is only required that the addition or remodeling comply. It is required that the addition or remodeling does not have the effect of increasing the level or degree of nonconformity of the building as a whole.  
(Ord. No. 3872, 03-07-06)

**[1] Except that the Zoning Board of Adjustment may determine through review of a use subject to approval of a Special Use Permit Use that such a proposed use and design is compatible in character with its surrounding and is exempt from meeting minimum FAR and minimum height.**

**Attachment B**  
Excerpts of Pertinent Special Use Permit Criteria

**Special Use Permit General Criteria 29.1504(4)(a)**

- (i) Be harmonious with and in accordance with the general principles and proposals of the Land Use Policy Plan of the City;**
- (ii) Be designed, constructed, operated, and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed;**

**Special Use Permit Commercial Criteria 29.1504(4)(c)**

- (i) Be compatible with the potential commercial development and use of property planned to occur in area;**
- (ii) Represent the sufficiently desirable need for the entire community that the loss of commercial land is justifiable in relation to the benefit; and**
- (iii) Be consistent with all other applicable standards in the zone**

**COUNCIL ACTION FORM**

**SUBJECT: ZONING TEXT AMENDMENT TO ADD FUNERAL HOMES AS AN INSTITUTIONAL USE IN THE DOWNTOWN SERVICE CENTER (DSC) ZONING DISTRICT**

**BACKGROUND:**

City Council referred to the Planning and Housing Department a text amendment request from Adams Funeral Home to add funeral homes to the list of permitted uses in Downtown Service Center (DSC). Adams Funeral Home has been located at 502 Douglas Avenue for several decades; in fact the structure itself appears to date back to the 1920s. The funeral home use at this location predates the current zoning designation that has been in place since 2000.

**Adams Funeral Home has requested this text amendment referral to address issues related to their use as non-conforming and how being non-conforming limits their ability to use their site.** Given their long standing history and current existence in the DSC district, Adams believes it makes sense to include funeral homes as an allowed institutional use in the District. By making the use permitted, it would allow for the business to potentially expand or modify their site improvements with approval of a Special Use Permit. Staff also notes the business would benefit from the separately proposed text amendment that exempts Institutional Uses from floor area ratio and height standards with approval of a Special Use Permit.

**The proposed text amendment adds ‘Funeral Homes’ to the allowed institutional uses and requires that a Special Use Permit be obtained to operate a funeral home within the DSC district as found in the development standards table in section 29.808(2).** The special use permit process will then control how such a use would look and operate. Given that funeral homes operate differently than most commercial businesses, the institutional categorization and Special Use Permit criteria would be a natural application for this type of facility. Categorizing a funeral home as a special use permit is also consistent with how such a use is treated in Highway Oriented Commercial zoning districts.

**In the Ames Municipal Code a ‘Funeral Home’ is listed within the definition of a Funeral Facility and also carries a separate listed definition itself. This is noteworthy as the definition of ‘Funeral Home’ only allows for and includes certain key functions, of which are performing funeral services, preparing the dead for burial and storing funeral supplies and vehicles. A crematory, by contrast, is a distinct and separate use type listed under the broader use category of Funeral Facilities. The addition of the term Funeral Home to DSC does not permit the broader Funeral Facilities category of use to occur.**

At its February 17<sup>th</sup> meeting the Planning & Zoning Commission recommended to the City Council adoption of the following proposed new language to 29.808(2) in Attachment A. Much of the discussion focused on clarifying the funeral home and funeral facility terminology.

**ALTERNATIVES:**

1. The City Council can on first reading approve the ordinance to add 'Funeral Home' to the list of institutional uses allowed in the DSC district with approval of a special use permit.
2. The City Council can decline to adopt the proposed amendment adding 'Funeral Home' to the list of institutional uses allowed in the DSC district and requiring a special use permit to operate a funeral home therein.
3. The City Council can recommend alternative language for the proposed amendments.

**CITY MANAGER RECOMENDATION:**

The proposed change adds 'Funeral Homes' to Institutional Use category of the DSC Zoning District regulations. This text amendment adds an allowable use that is not currently allowed in the DSC district. Additionally, it requires approval of Special Use Permit to operate such a facility. The Special Use Permit process provides for oversight of the funeral home use in an otherwise commercial district, which is important due to the unique attributes of such a use.

Staff believes that the introduction of this newly allowed use as an institutional use would not adversely affect the DSC zone or the intended use and nature of the zone. In this instance it would help to sustain an existing business in the downtown area. **Therefore, it is recommendation of the City Manager that the City Council act in accordance with Alternative #1.**







**COUNCIL ACTION FORM**

**SUBJECT:** PUBLIC HEARING FOR DESIGNATION OF WALNUT RIDGE MIXED USE URBAN REVITALIZATION AREA AT 3505 AND 3515 LINCOLN WAY

**BACKGROUND:**

Turn Key Development, LLC and Chuck Winkleblack, property owners, are requesting the designation of 3505 and 3515 Lincoln Way as an Urban Revitalization Area. The subject site consists of two properties with a total area of 2.23 acres that are zoned Highway Oriented Commercial with the Lincoln Way Mixed Use Overlay. The site was recently approved for development as a mixed-use project with 10,912 square feet of commercial uses on the ground floor and 18 apartments. A location map can be found in Attachment A: URA Plan.

The history of the site includes a prior use as a mobile home park that the current property owner removed with the intent of developing a small subdivision to the north and commercial development on the subject area. The property owner requested determination by City Council in June of 2008 that the site was underutilized as described in the City's former policy for commercial tax abatement for HOC zoned property. City Council adopted a resolution in 2008 recognizing redevelopment of the subject site with the commercial area as meeting the underutilized threshold of the 2008 Commercial Policy. However, no formal designation of the site as an Urban Revitalization Area occurred or was directed by Council at that time.

On October 27<sup>th</sup>, City Council directed staff to proceed with creation of an Urban Revitalization Area for the project at the request of the property owners. The site is eligible for an Urban Revitalization Area under the statutory criteria of promoting economic development. The Council directed that the Major Site Development Plan (approved by City Council in September 2015) be established as the criteria for the revitalization area with the additional criteria requiring participation in the Crime Free Housing Programs with the Police Department.

**URBAN REVITALIZATION PLAN:**

**The draft Walnut Ridge Mixed Use Urban Revitalization Plan is attached to the Council Action Form (Attachment A). The Plan includes all of the materials required under Iowa Code and includes the qualifying criteria.** These criteria are found in Attachment 3 of the Urban Revitalization Plan and require substantial conformance to the Major Site Development Plan approved by Council (Attachment 4) and participation in the Ames Crime Free Housing program. The draft URA plan also identifies that it will expire on December 31, 2021.

**ALTERNATIVES:**

1. If the City Council accepts the draft Walnut Ridge Mixed Use Urban Revitalization Plan for 3505 and 3515 Lincoln Way, it can approve the first reading of an ordinance establishing the Walnut Ridge Mixed Use Urban Revitalization Area and by resolution approve the Walnut Ridge Mixed Use Urban Revitalization Plan.
2. The City Council can modify or change the draft South Lincoln Way Mixed Use Urban Revitalization Plan for 3505 and 3515 Lincoln Way and then approve the ordinance and resolution.

**MANAGER'S RECOMMENDED ACTION:**

The Urban Revitalization Plan accompanying this Council Action Form reflects the direction of the City Council from the October 27, 2015 meeting requiring substantial conformance to the Major Site Development Plan for Walnut Ridge and participation in the Ames Crime Free Housing program as the qualifying criteria for the Urban Revitalization Area. **Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1, thereby adopting the Walnut Ridge Mixed Use Urban Revitalization Plan and approving the first reading of the Tax Abatement ordinance for the properties at 3505 and 3515 Lincoln Way.**

## ATTACHMENT A: URA PLAN



# Walnut Ridge Mixed Use Urban Revitalization Plan

Approved by the Ames City Council on \_\_\_\_\_, 2016  
In accordance with Chapter 404, Code of Iowa

### Legal Descriptions (See Attachment 1: Location Map)

#### **3505 Lincoln Way**

Parcel ID# 09-05-451-244

#### Legal Description:

A part of Lots 1 and 2 in Walnut Ridge Subdivision First Addition to the City of Ames, Story County, Iowa, more particularly described as follows: Commencing at the Northeast Corner of said Lot 2; thence S00°17'39"E, 48.23 feet along the East line of said Lot 2 to the point of beginning; thence S00°17'39"E, 78.02 feet to a corner of said Lot 2; thence N88°27'12"W, 104.06 feet to a corner of said Lot 2; thence S00°26'33"E, 149.91 feet to the Southeast Corner of said Lot 2; thence N88°44'41"W, 182.72 feet along the South line thereof; thence N00°00'00"E, 221.11 feet; thence S90°00'00"E, 285.14 feet to the point of beginning, containing 1.12 acres.

#### **3515 Lincoln Way**

Parcel ID# 09-05-451-248

#### Legal Description:

A part of Lots 1 and 2 in Walnut Ridge Subdivision First Addition and the East 73.74 feet of the alley in Edgewood Fifth Addition, all in the City of Ames, Story County, Iowa, more particularly described as follows: Beginning at the Southwest Corner of said Lot 1; thence N00°01'39"E, 246.80 feet to the Northwest Corner thereof; thence N00°23'07"W, 23.91 feet to the North line of said alley; thence S89°23'05"E, 73.74 feet to the Northeast Corner of said alley; thence S89°25'59"E, 337.94 feet to the Northeast Corner of said Lot 2; thence S00°17'39"E, 48.23 feet along the East line thereof; thence N90°00'00"W, 285.14 feet; thence S00°00'00"W, 221.11 feet to the South line of said Lot 1; thence N88°44'41"W, 126.76 feet to the point of beginning, containing 1.11 acres.

### Owners and Addresses

Property	Owner Name	Owner Address
3505 Lincoln Way	Charles E. Winkleblack	<a href="#">5854 Oak Crest Circle</a> Ames IA 50010
3515 Lincoln Way	<a href="#">Turn Key Investments LLC</a>	<a href="#">2615 Northridge Parkway Ste.#102</a> Ames IA 50010

**Assessed Valuations**

Property	Land Value	Building Value	Total Value
3505 Lincoln Way	\$425,600	\$0	\$425,600
3515 Lincoln Way	\$311,200	\$0	\$311,200

**Zoning and Land Uses (See Attachment 2: Zoning of Proposed URA)**

Property	Existing		Proposed	
	Zoning	Land Use	Zoning	Land Use
3505 Lincoln Way	HOC, O-LMU	Vacant	Highway Commercial with Mixed Use Overlay	Commercial\Residential Mixed Use
3515 Lincoln Way	HOC, O-LMU	Vacant	Highway Commercial with Mixed Use Overlay	Commercial\Residential Mixed Use

HOC= Highway Oriented Commercial  
O-LMU=Lincoln Way Mixed Use Overlay

**Proposed Expansion of Services**

The proposed urban revitalization area will continue to receive all services from the City of Ames. There is no proposed extension or increase in the level of service.

**Applicability**

Revitalization is applicable only to new construction and only in conformance with the approved site development plan and that the principal buildings have received building certificates of occupancy. Revitalization is available to all allowed uses on the site that meet the qualifying criteria found in Attachment 3 of this Plan.

**Relocation Plan**

There are no occupied residential structures in the proposed area. No relocations are anticipated, in the event relocation is necessary it is at the sole expense of the property owner.

## **Tax Exemption Schedule**

The property owner may choose one of the following options:

**The exemption period for ten (10) years.** The amount of the partial exemption is equal to a percent of the Actual Value added by the improvements, determined as follows:

For the first year	80%
second	70%
third	60%
fourth	50%
fifth	40%
sixth	40%
seventh	30%
eighth	30%
ninth	20%
tenth	20%

**The exemption period for five (5) years.**

For the first year	100%
second	80%
third	60%
fourth	40%
fifth	20%

**The exemption period for three (3) years.** All qualified real estate is eligible to receive a 100% exemption on the Actual Value added by the improvements for each of the three years.

## **Required Increase in Valuation**

The project shall require an increased in assessed valuation of at least fifteen percent.

## **Federal, State or Private Funding**

No federal, state, or private funding (other than the developer's financing) is anticipated for this project.

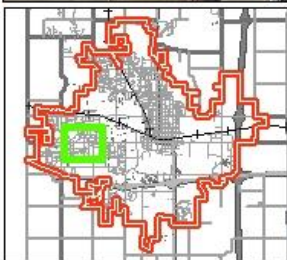
## **Duration**

The Urban Revitalization Area shall expire on December 31, 2021. All projects seeking tax abatement must have been completed prior to expiration. Projects already determined to be eligible for tax abatement shall continue to receive tax abatement consistent with the chosen schedule for abatement and in accordance with state law.

## **Additional Criteria**

In order to be eligible for tax abatement, a project must be consistent with City ordinances and also meet the criteria in Attachment 3.

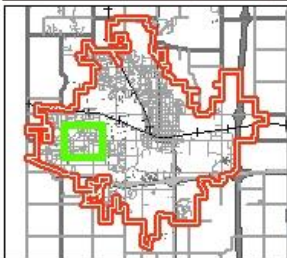
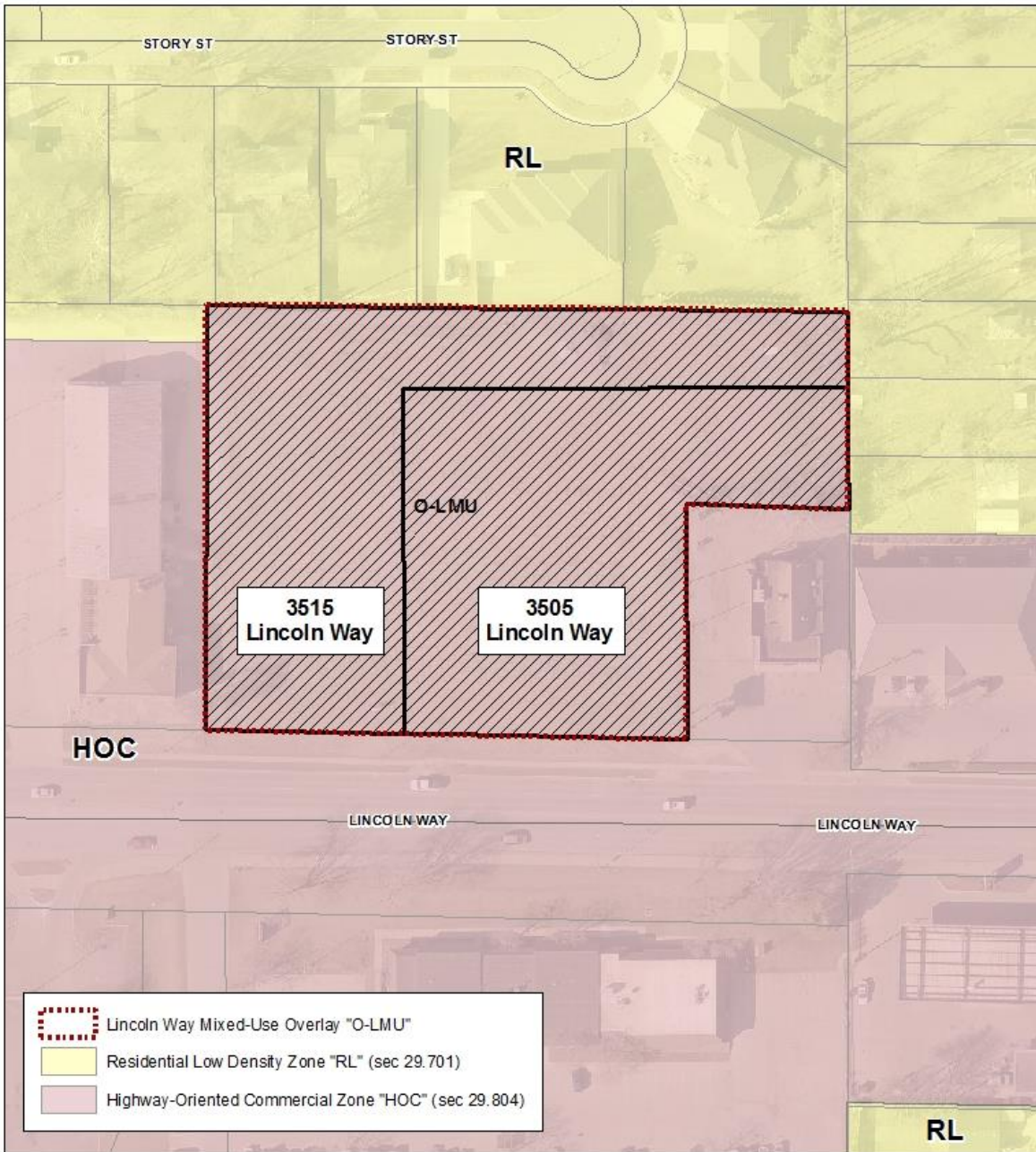
**ATTACHMENT 1: LOCATION OF PROPOSED URBAN REVITALIZATION AREA**



**Location Map  
3505 and 3501 Lincoln Way**



**ATTACHMENT 2: ZONING OF PROPOSED URBAN REVITALIZATION AREA**



**Zoning Map  
3505 and 3501 Lincoln Way**

### **ATTACHMENT 3: ADDITIONAL QUALIFYING CRITERIA**

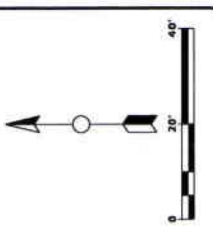
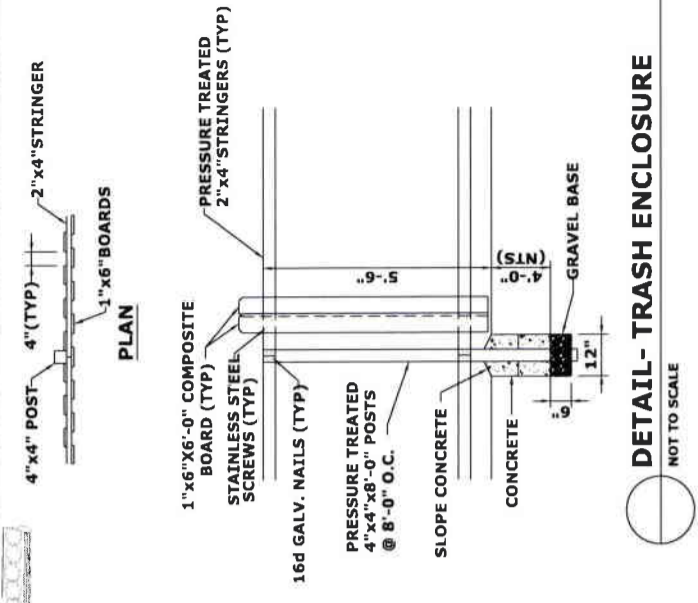
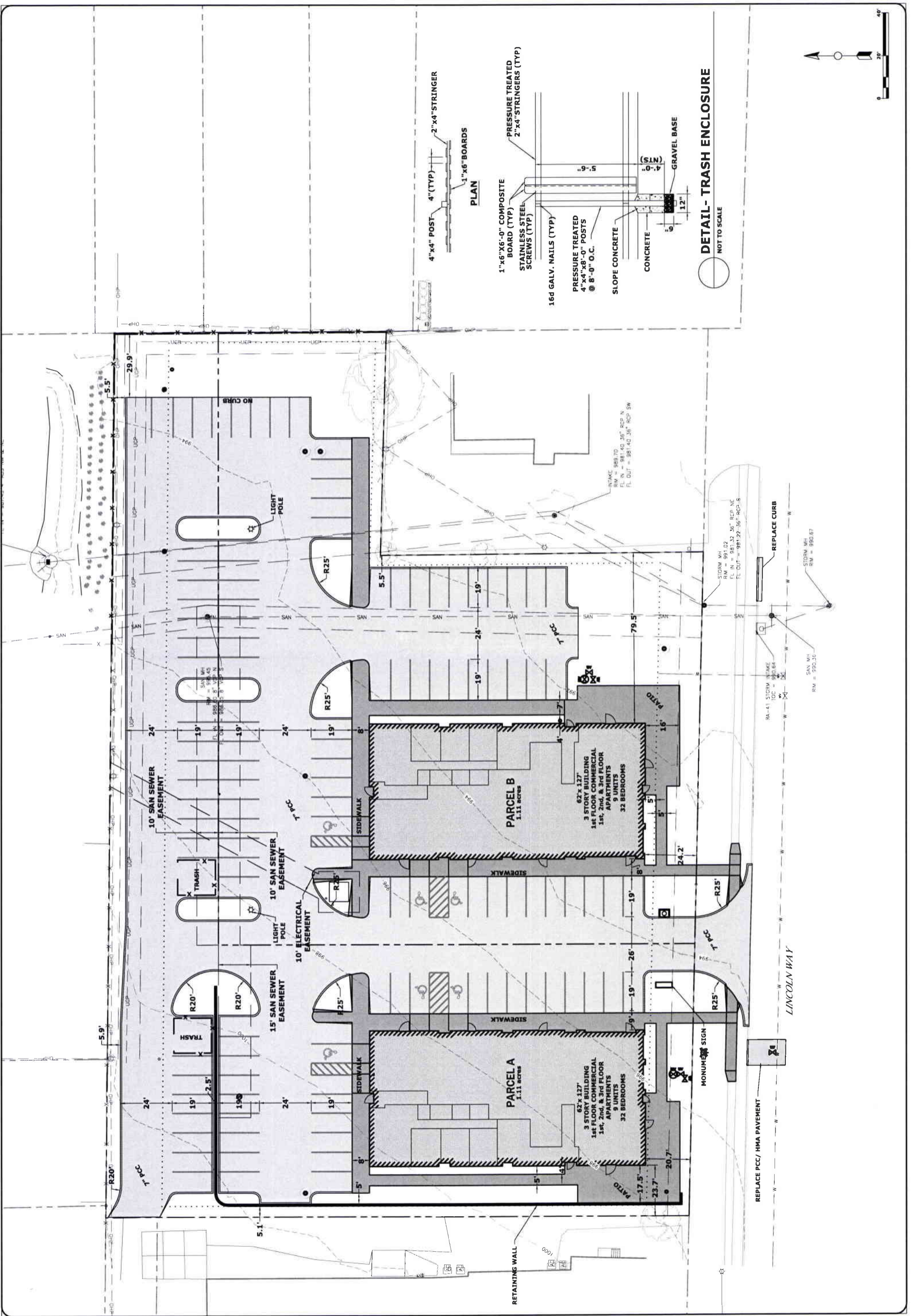
1. The project shall be built in substantial compliance with the Major Site Development Plan approved by City Council on September 8, 2015 and in accordance with the condition of Resolution #15-561, or as amended.
2. The residential project shall receive and maintain certification for the Iowa Crime Free Multi-Housing Program administered by the Ames Police Department.

**ATTACHMENT 4: APPROVED MAJOR SITE DEVELOPMENT PLAN**

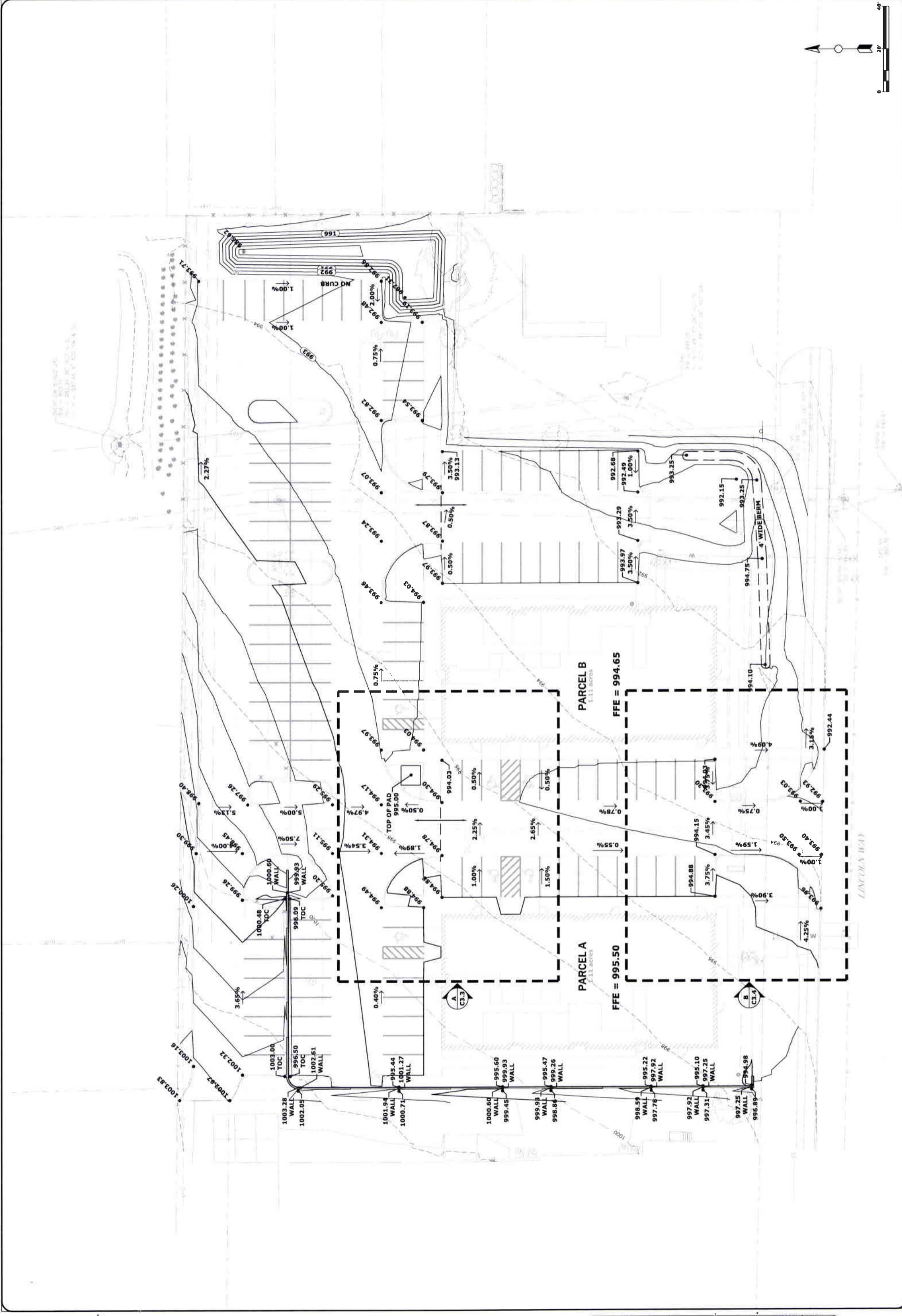
DATE	BY	DATE	REVISION
07/30/15	AS PER DRC COMMENTS DATED 7/17/15		
DESIGNED	SAW	07/15	
DRAWN	SRS	07/15	
CHECKED			
LAST UPDATE:	07/30/15		

FOX Engineering Associates, Inc  
 Ames, Iowa 50010  
 Phone: (515) 233-0000  
 FAX: (515) 233-0103

FOX Engineering  
 3515 & 3505 LINCOLN WAY  
 AMES, IA  
 SITE LAYOUT AND DIMENSIONING PLAN  
 WALNUT RIDGE COMMERCIAL  
 PROJECT NO 5404-15A  
 SHEET C2.0



DRAWING FILENAME	X:\proj\5000\5404-15A Walnut Ridge W Lincoln Way\Drawings\QVI\5404-15A SITE PLAN.dwg
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LAYER MGR NAME	LAYOUT NAME
C2.0	C2.0



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C3.0	

DATE	BY	SAW	DESIGNED	DATE
07/15				
07/15				
07/15				

REVISION

DATE	AS PER DRC COMMENTS DATED	7/17/15
07/28/15		

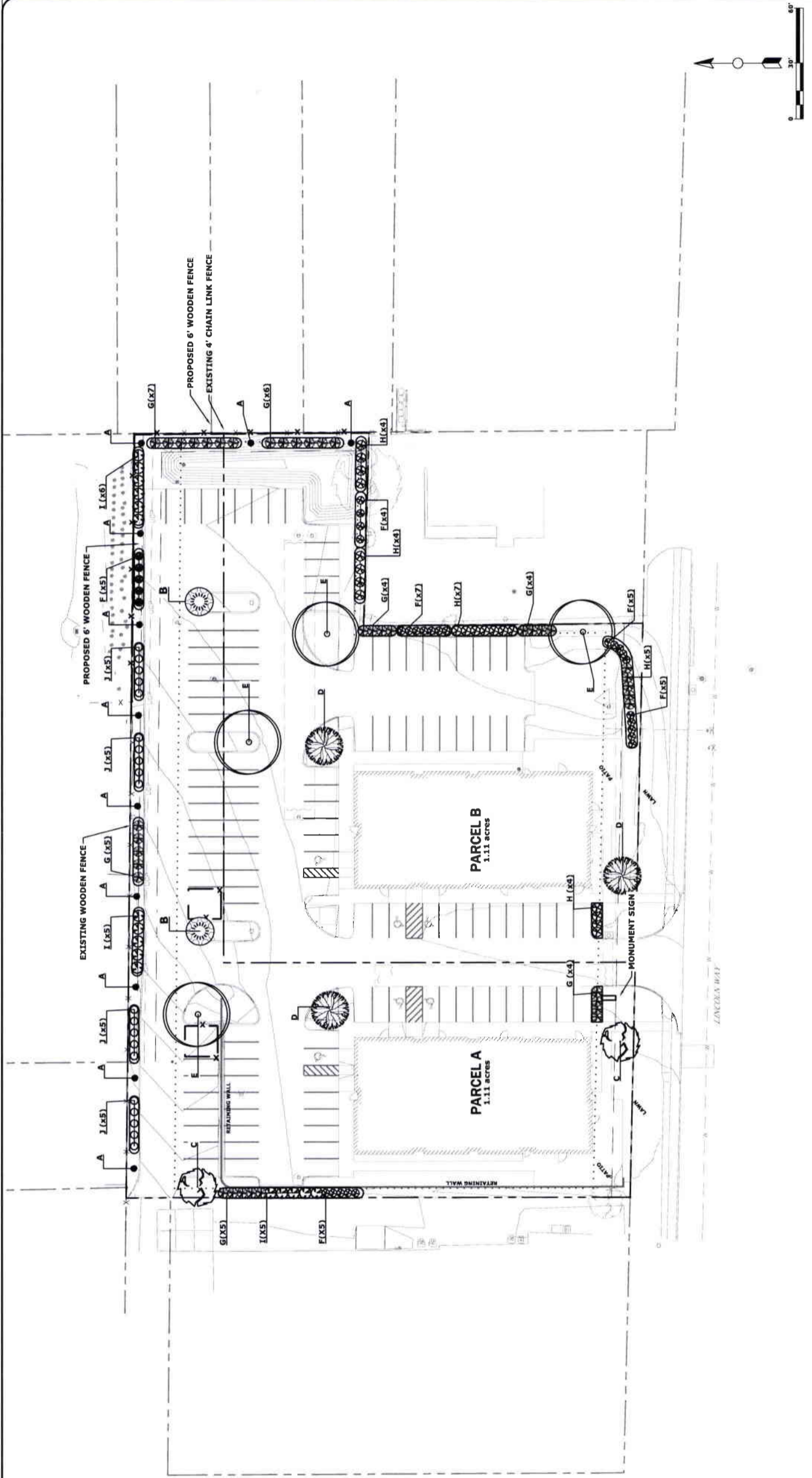
CHECKED:

LAST UPDATE: 07/30/15

FOX Engineering  
 414 South 17th Street, Suite 107  
 Ames, Iowa 50010  
 Phone: (515) 233-0000  
 FAX: (515) 233-0103

SITE LANDSCAPING PLAN  
 WALNUT RIDGE COMMERCIAL  
 3515 & 3505 LINCOLN WAY  
 AMES, IA

PROJECT NO  
 5404-15A  
 SHEET  
**C5.0**



Plant Schedule

Symbol	Number	Common Name	Botanical Name	Size	Container	Mature Height	Mature Width	Comments
A	11	Taylor Juniper	Juniperus Virginiana 'Taylor'	1 1/2" Caliper	3' B&B	30	3	
B	2	Pagoda Dogwood	Cornus alternifolia	1 1/2" Caliper	4' B&B	30	30	
C	2	Korean Maple	Acer Pseudosieboldianum	1 1/2" Caliper	#7 Cont.	20	20	
D	3	Japanese True Lilac	Syringa Reticulata 'Ivory Silk'	1 1/2" Caliper		25	20	
E	4	State Street Maple	Acer Miyabei 'Morton'	1 1/2" Caliper		30	30	
F	31	Blue Muffin Arrowhead Viburnum	Viburnum Dentatum 'Christom'		#2	4	4	
G	35	Red Prince Weigela	Weigela Florida 'Red Prince'		18" Pot	5	5	
H	24	Dakota Sunspot Potentilla	Potentilla Fruticosa 'Fargo'		#2	5	5	
I	16	Mohican Viburnum	Viburnum Lantana 'Mohican'		24" Pot	6	6	
J	20	Goldmound Spirea	Spirea Japonica 'Goldmound'		#2	3	4	



ARCHITECTURAL  
CONSTRUCTION



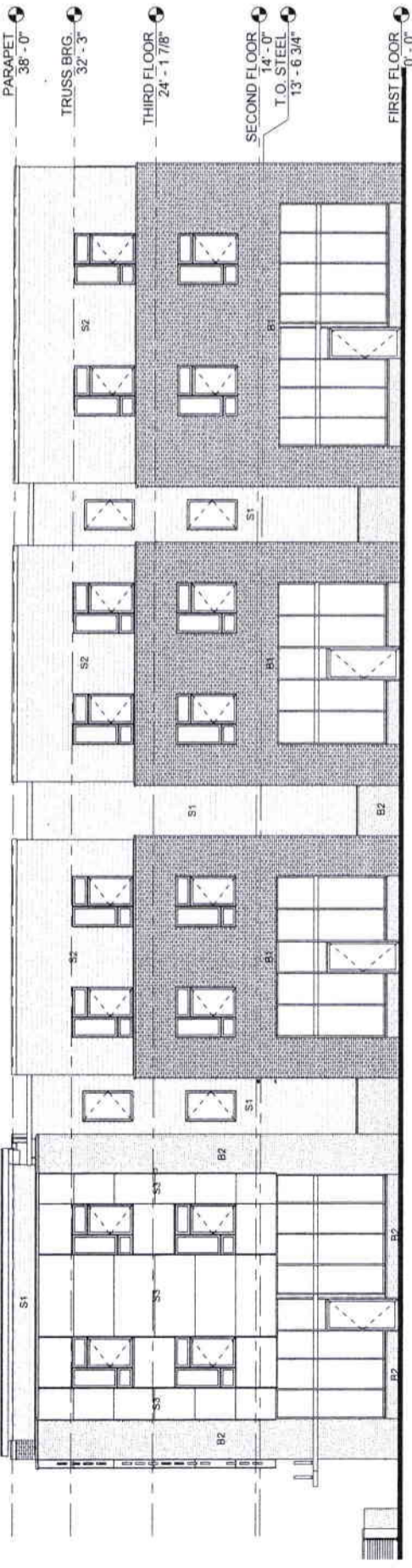
STRUCTURAL  
ENGINEERING

P.O. BOX 159 HUXLEY, IA 50124  
P: 515.597.5457  
F: 515.597.5461  
WWW.JCORP.BIZ

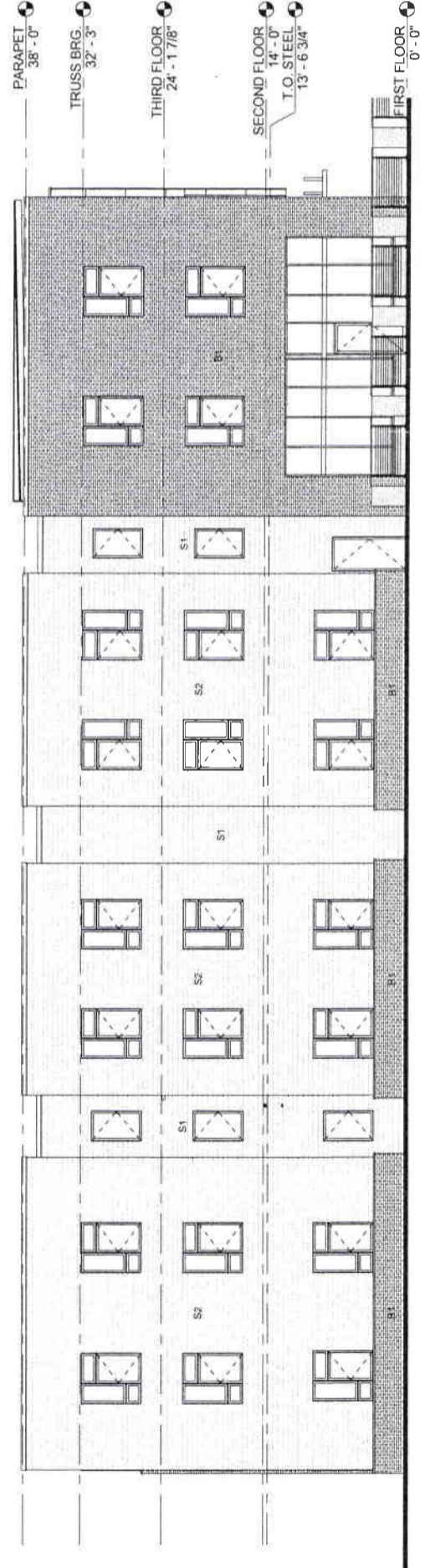
# Lincoln Way Mixed-Use

Perspective  
06/23/15

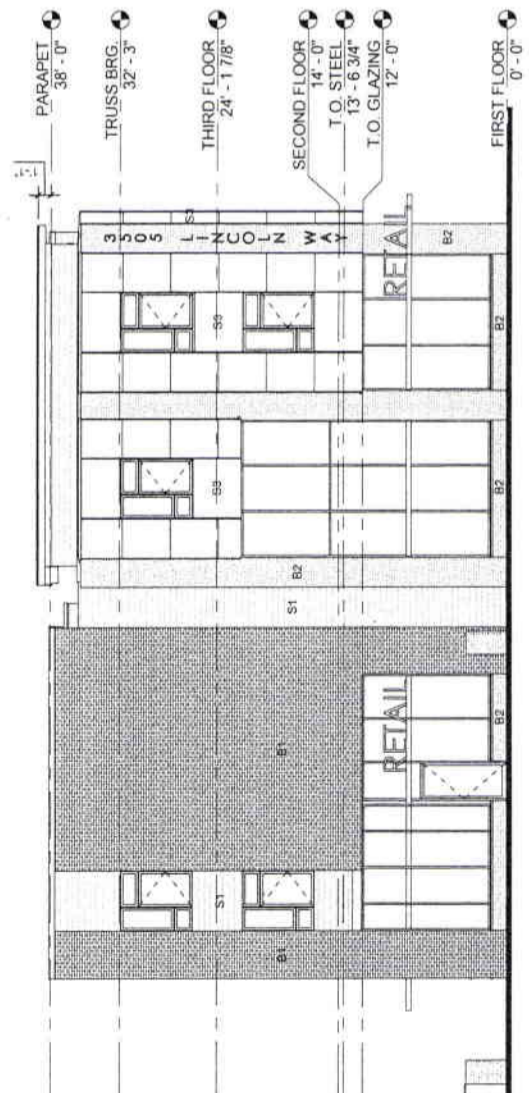
Type Mark	Description
B1	Brick - Dark Grey
B2	Brick - Light Tan
S1	Hardie Siding - Charcoal
S2	Hardie Siding - Grey
S3	Hardie Reveal Panel System



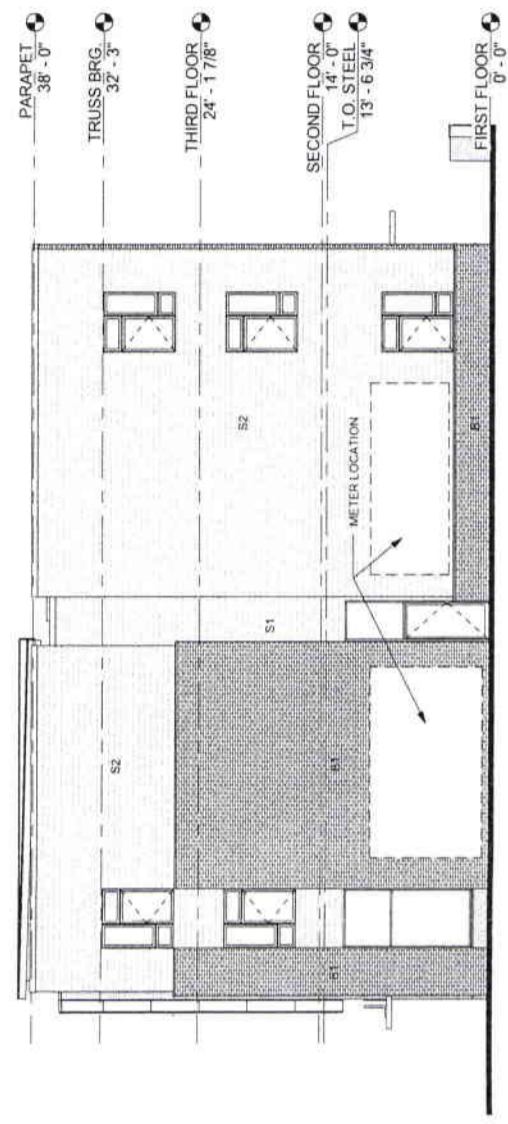
**4** EAST ELEVATION  
SCALE: 1/8" = 1'-0"



**3** WEST ELEVATION  
SCALE: 1/8" = 1'-0"



**2** SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

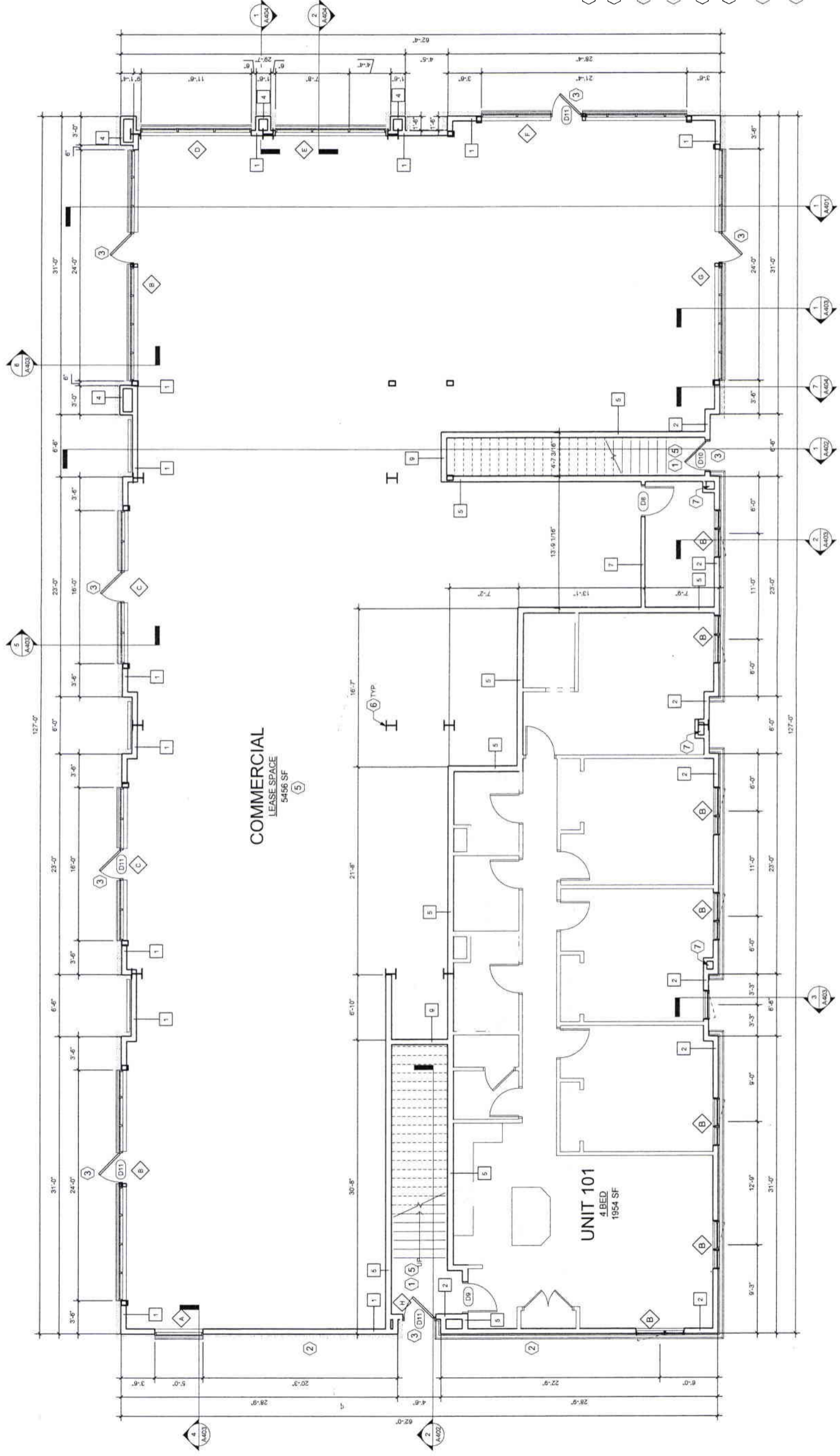


**1** NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



JUL 30 2015

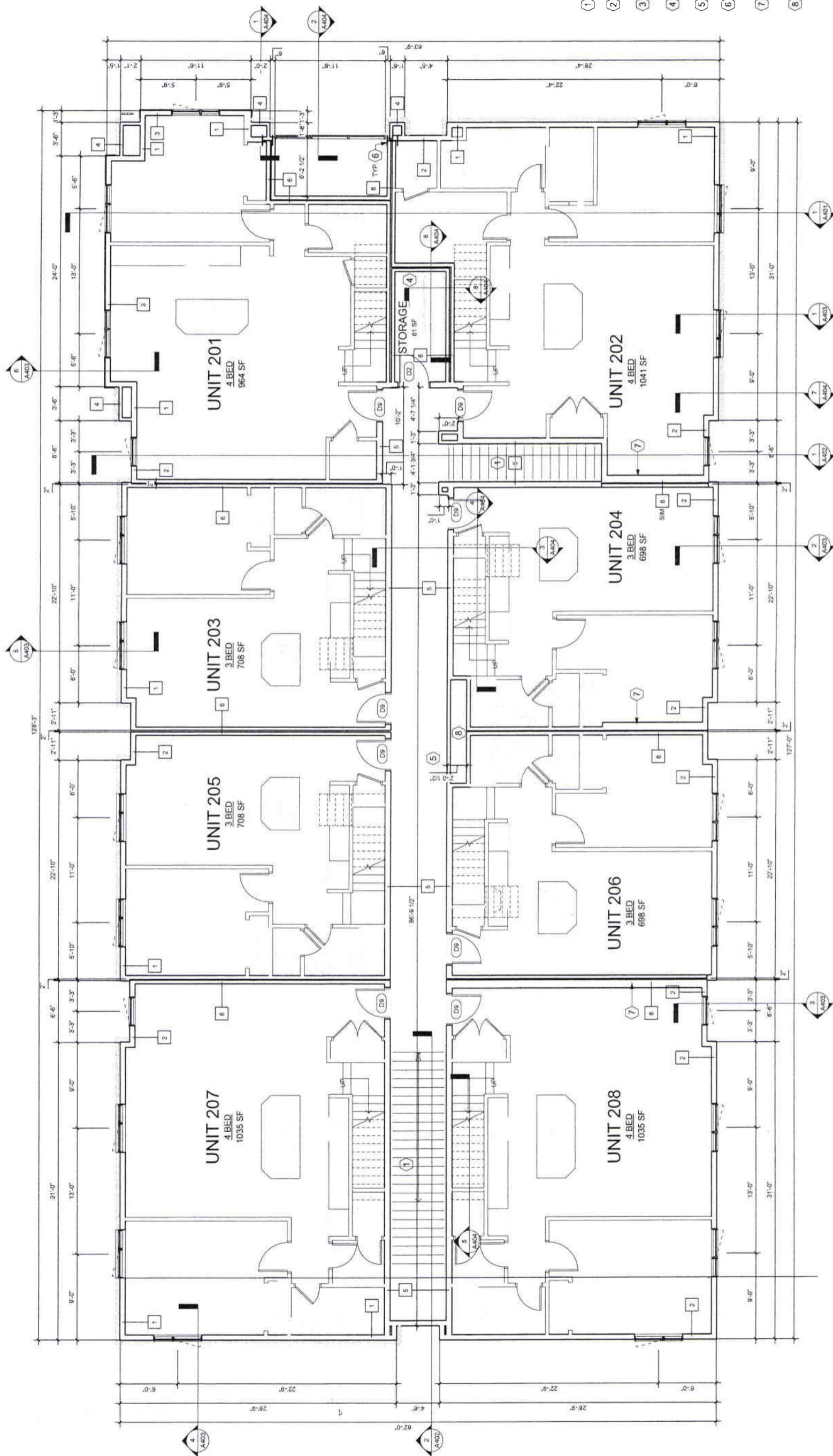
CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING



**PLAN NOTES**

- (1) STAIRS - RE. STAIR PLAN AND STAIR SECTIONS
- (2) METER LOCATION - COORDINATE FINAL SIZE AND PLACEMENT OF EQUIPMENT WITH CONTRACTOR
- (3) CONCRETE STOOP, TYP. ALL EXTERIOR ENTRANCES - RE. STRUCTURAL
- (4) SHIPS LADDER AND ROOF ACCESS HATCH BY MANUFACTURER
- (5) ACCESSIBLE HARDWARE IN ALL COMMON AREAS TYP. AS OCCURS
- (6) COLUMN AND LOCATION RE. STRUCTURAL
- (7) INTERNAL ROOF DRAIN LOCATION - COORDINATE FINAL SIZE AND PLACEMENT WITH PLUMBING CONTRACTOR. 2x8 WALL OR 2x4 FLOORING AS OCCURS TO CONCEAL DRAIN PIPE
- (8) CHASE SPACE FOR FUTURE MECHANICAL

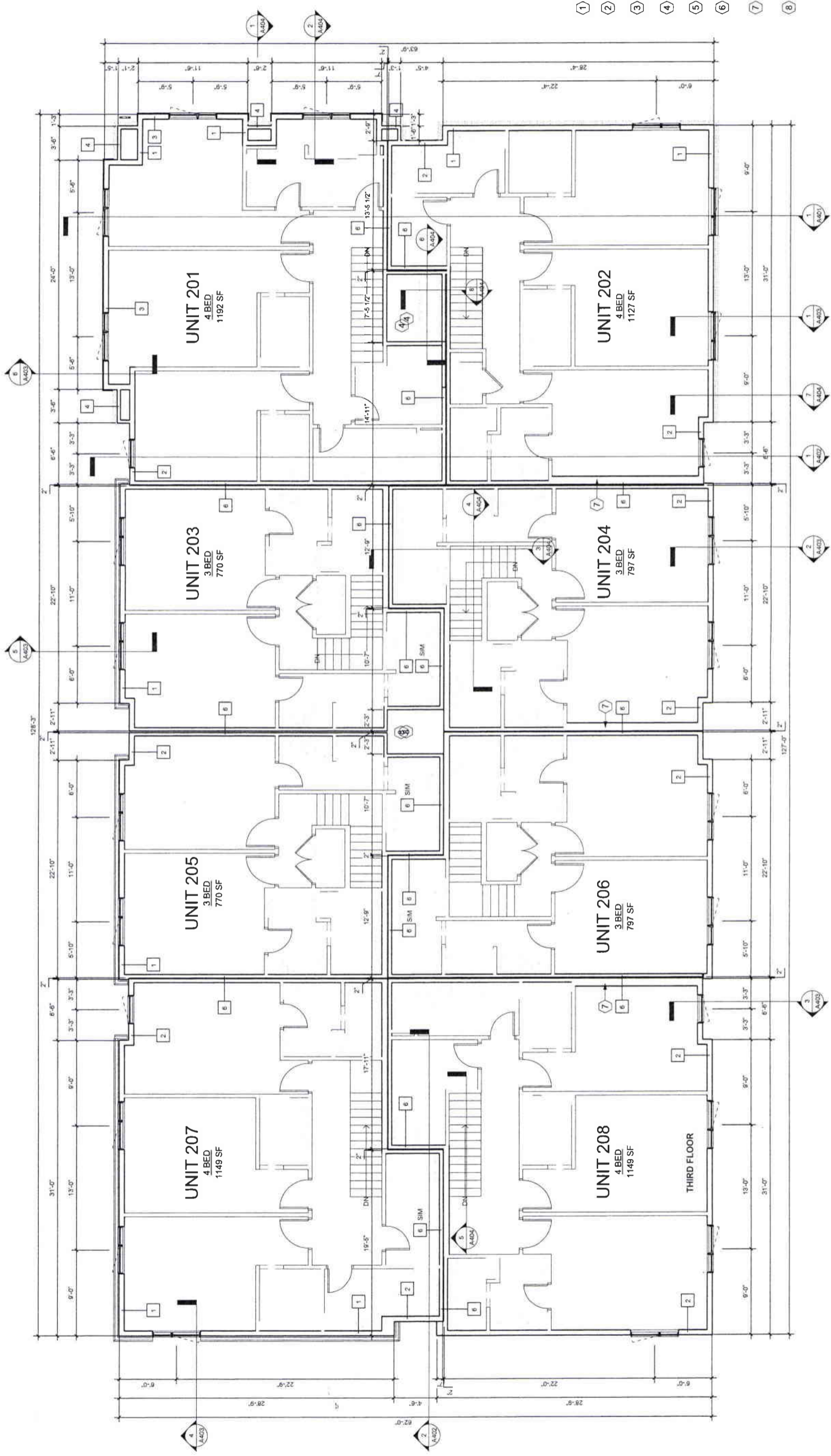
**NORTH** **1** **FIRST FLOOR PLAN**  
SCALE: 3/16" = 1'-0"



**PLAN NOTES**

- 1 STAIRS - RE STAIR PLAN AND STAIR SECTIONS
- 2 METER LOCATION - COORDINATE FINAL SIZE AND PLACEMENT OF EQUIPMENT WITH CONTRACTOR
- 3 CONCRETE STOOD: TYP. ALL EXTERIOR ENTRANCES - RE STRUCTURAL
- 4 SHIPS LADDER AND ROOF ACCESS HATCH BY MANUFACTURER
- 5 ACCESSIBLE HARDWARE IN ALL COMMON AREAS, TYP. AS OCCURS
- 6 COLUMN AND LOCATION RE STRUCTURAL
- 7 INTERNAL ROOF DRAIN LOCATION - COORDINATE FINAL SIZE AND PLACEMENT WITH PLUMBING CONTRACTOR. 2x8 WALL OR 2x4 FURRING AS OCCURS TO CONCEAL DRAIN PIPE
- 8 CHASE SPACE FOR FUTURE MECHANICAL

**NORTH** **1** **SECOND FLOOR PLAN**  
SCALE: 3/16" = 1'-0"



**PLAN NOTES**

- ① STAIRS - RE STAIR PLAN AND STAIR SECTIONS
- ② METER LOCATION - COORDINATE FINAL SIZE AND PLACEMENT OF EQUIPMENT WITH CONTRACTOR
- ③ CONCRETE STOOP, TYP. ALL EXTERIOR ENTRANCES - RE STRUCTURAL
- ④ SHIPS LADDER AND ROOF ACCESS HATCH BY MANUFACTURER
- ⑤ ACCESSIBLE HARDWARE IN ALL COMMON AREAS, TYP. AS OCCURS
- ⑥ COLUMN AND LOCATION RE STRUCTURAL
- ⑦ INTERNAL ROOF DRAIN LOCATION - COORDINATE FINAL SIZE AND PLACEMENT WITH PLUMBING CONTRACTOR. 2x6 WALL OR 2x4 FLOORING AS OCCURS TO CONCEAL DRAIN PIPE
- ⑧ CHASE SPACE FOR FUTURE MECHANICAL

**NORTH** **1** **THIRD FLOOR PLAN**  
SCALE: 3/16" = 1'-0"

**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 ARTERIAL STREET PAVEMENT IMPROVEMENTS (13<sup>TH</sup> STREET FROM FURMAN AQUATIC CENTER TO UNION PACIFIC RAILROAD)**

**BACKGROUND:**

This annual program utilizes current repair and reconstruction techniques to improve arterial streets with asphalt or concrete. These pavement improvements are needed to restore structural integrity, serviceability, and rideability. Targeted streets are reaching a point of accelerated deterioration. By improving these streets prior to excessive problems, the service life will be extended. **The location for this project is 13<sup>th</sup> Street from the Furman Aquatic Center access drive to the Union Pacific Railroad tracks.**

Since this project funding sources includes Iowa Department of Transportation (DOT) Surface Transportation Program (STP) funds, the project must follow Iowa DOT letting policies and be let by the Iowa DOT. On March 15, 2016, bids for the project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's Estimate	\$1,086,583.32
Con-Struct, Inc.	\$1,324,632.00
Absolute Concrete Construction, Inc.	\$1,426,198.45

The higher bid costs are likely associated with the complex project staging required to accommodate surrounding project schedules and closures. Other cost items exceeding the engineer's estimate included mobilization of contractor equipment and labor forces, construction of the retaining wall on the north side of the street, replacing the existing shared use path on the south side of the street, and ADA improvements to pedestrian sidewalk ramps and push button stations located at the signalized intersections within the project.

The table on the following page summarizes the 2015/16 Arterial Street Pavement Improvements program funding sources, funding distribution, and expense breakdown for this project location. In order to deal with the budget shortfall, staff has identified unobligated funding from the 2015/16 Accessibility Enhancement Program (to enhance pedestrian accessibility at the Furman Aquatics Center crosswalk), the 2015/16 Storm Sewer Improvement Program (to address storm sewer needs within the project area),

and the 2015/16 Traffic Signal Program to supplement this shortfall. Additionally, project savings from the 2013/14 CyRide Route Reconstruction Program will also be used towards this project.

<b>Program Funding Summary</b>	13th Street
<b>2015/16 Arterial Street Pavement Improvements Program</b>	
G.O. Bonds	\$ 400,000.00
STP Funds	\$ 1,060,000.00
<b>2015/16 Accessibility Enhancement Program</b>	
Local Option Sales Tax	\$ 25,000.00
<b>2015/16 Traffic Signal Program</b>	
Road Use Tax Funds	\$ 25,000.00
<b>2013/14 CyRide Route Pavement Improvements Program</b>	
G.O. Bonds	\$ 60,000.00
<b>2015/16 Storm Sewer Improvement Program</b>	
Storm Sewer Utility Fund	\$ 30,000.00
<b>Total Funding</b>	<b>\$ 1,600,000.00</b>

<b>Program Expense Summary</b>	
Engineering & Contract Administration (estimated)	\$ 264,926.40
Construction Costs	\$ 1,324,632.00
<b>Total Expenses</b>	<b>\$ 1,589,558.40</b>

**ALTERNATIVES:**

1. a. Accept the report of bids for the 2015/16 Arterial Street Pavement Improvements (13<sup>th</sup> St – Furman Aquatic Center to Union Pacific Railroad).
- b. Approve the final plans and specifications for this project.
- c. Award the 2015/16 Arterial Street Pavement Improvements (13<sup>th</sup> St – Furman Aquatic Center to Union Pacific Railroad) to Con-Struct, Inc., of Ames, Iowa, in the amount of \$1,324,632.00.
2. a. Accept the report of bids for the 2015/16 Arterial Street Pavement Improvements (13<sup>th</sup> St – Furman Aquatic Center to Union Pacific Railroad).
- b. Reject award and direct staff to modify the project for a future Iowa DOT bid letting.
3. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By awarding this project, it will be possible to proceed with improvements to one of the city's highly traveled arterial streets, thus prolonging the service life of this street for continued use by residents and visitors. Delay or rejection of awarding this project could delay the start of this arterial street improvement project until 2017.

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

**It is important for the City Council to understand that this project will impact many residents and visitors who typically use this roadway. Since 13<sup>th</sup> Street is a major east-west arterial across the community, this reconstruction project will have a major impact on traffic flow. As a result, the project will result in a number of citizen complaints.**

To minimize this impact, a variety of scheduling arrangements have been built into the project schedule. Since the Furman Family Aquatic Center is only accessible from this roadway, 13<sup>th</sup> Street will remain open to two-way traffic during the 2016 summer months while the Aquatic Center is open and operating. The required period of full roadway closure to complete the final phase of paving will not occur until after the conclusion of the Aquatic Center's season.

Staff has also worked to balance the project's impacts on Ames and Iowa State University commuters, Ames High School traffic, and ISU fall semester move-in traffic, as well as on community and university special events traffic this coming summer and fall. These and other considerations were balanced in developing the construction staging schedule. Additionally, the impact of two other area projects were considered – ISU's Stange Road Bridge deck reconstruction and the 6<sup>th</sup> Street bridge reconstruction project. The full closure along 13<sup>th</sup> Street will not be allowed until both of those projects have been completed.

**COUNCIL ACTION FORM**

**SUBJECT: 2015/16 WATER SYSTEM IMPROVEMENTS PROGRAM #2 – WATER MAIN REPLACEMENT (SOUTH DUFF AVENUE)**

**BACKGROUND:**

The Water System Improvements program provides for replacing water mains across the City. **The location for water main replacement with this project is South Duff Avenue (South 5<sup>th</sup> Street to Lincoln Way).** This location was selected to eliminate the existing 4" water main with intentions to upsize the main, thus meeting system capacity, fire protection and reliability needs for the water main in this location. Water services will be transferred from the existing to proposed main and the 4" main will be abandoned. This will eliminate the maintenance repairs and breaks experienced on the existing water main, which has exceeded its operational life expectancy and capacity.

**On March 2, 2016, no bids were received for this project.** Staff contacted contractors from the project plan holders list to learn their reasons for not bidding the project. The primary reason given was the added difficulty of completing the project during the hours of 7 pm to 6 am Monday through Thursday only, as required by the Iowa DOT. This requirement was specified because South Duff Avenue (US Highway 69) falls within the IDOT's jurisdictional responsibility, thus necessitating the project to be completed to their specific requirements.

At this time staff is working to negotiate a resolution with the Iowa DOT staff with hopes of changing the current project traffic control and staging requirements to allow a portion of the necessary work to be done without a time of day restriction. **Revised plans and specifications would then be presented to City Council at a later date.**

**ALTERNATIVES:**

1. a. Accept the report of no bids for the 2015/16 Water System Improvements Program #2 (South Duff Avenue).  
  
b. Direct staff to continue to work with Iowa DOT staff to modify the project; and if a successful resolution can be reached, to prepare the project for a future bid letting.
2. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

City staff would continue to approach the Iowa DOT to discuss a workable compromise on the work timing restrictions to make this project more attractive to potential bidders. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: WATER POLLUTION CONTROL FACILITY SLUDGE PUMPING  
BUILDING HEAT RECOVERY UNIT REPLACEMENT**

**BACKGROUND:**

The Water Pollution Control (WPC) Facility's heat recovery unit serving the Sludge Pumping Building is used to provide ventilation and seasonal heating to the space. The Sludge Pumping Building can develop a hazardous atmosphere, and the operation of the heat recovery unit ensures that WPC staff can safely access the space at all times. The existing heat recovery unit was installed in 1989 and has reached the end of its useful life. On February 9, 2016, Council issued a notice to bidders for the replacement of this heat recovery unit.

Bids were opened for the project on March 9, 2016. The one bid received is shown below:

Bidder	Total Project Bid Price
<i>Engineer's Estimate</i>	\$ 83,400
Mechanical Comfort, Inc.	\$ 99,100

Staff discussed the details of the cost proposal with the bidder, and noted the labor costs were consistent with what was assumed in the engineer's estimate. The higher bid price is due to the cost of the equipment. The sole bidder shared that they had received proposals from three different vendors for the equipment, all of which were very competitive with one another, but higher than the engineer had assumed. Based on that evaluation, staff believes that the sole bid received is reflective of the true cost of this work.

The project budget is now updated as shown below.

Engineering	\$	8,800
Construction	\$	99,100
<u>Contingency (10% of construction)</u>	<u>\$</u>	<u>9,900</u>
Total	\$	117,800

The project is included in the Amended FY 15/16 budget at \$92,000. Savings from the WPC Blower Replacement Project is available to provide the total project budget needed, as shown below.



Funding Sources:

FY 15/16 CIP	\$ 92,000
<u>Savings from Blower Replacement Project</u>	<u>\$ 25,800</u>
Total Funds Available	\$ 117,800

**ALTERNATIVES:**

1. Award a contract for replacement of the Sludge Pumping Building Heat Recovery Unit at the Water Pollution Control Facility to Mechanical Comfort, Inc. of Ames, Iowa, in the amount of \$99,100.
2. Do not award a contract at this time.

**MANAGER'S RECOMMENDED ACTION:**

The Sludge Pumping Building heat recovery unit is essential to the operations and maintenance of the Water Pollution Control Facility. Due to long lead times for equipment fabrication, it is important that this project remain on schedule to allow for replacement before the Fall 2016 heating season begins.

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

**COUNCIL ACTION FORM**

**SUBJECT:** CITY HALL ROOF IMPROVEMENTS PROJECT

**BACKGROUND:**

The City Hall Roof is currently 26 years old, last being replaced in 1990 with the remodel of City Hall. Due to its age, the roof is continuing to leak and require continual patching and maintenance. During development of the FY 2015/16 budget, \$700,000 in one-time savings was redirected to replace this roof.

**Bids for this project were received as follows:**

Bidders	Lump Sum for Roof replacement	Unit Price: Insulation Removal & Replacement to Deck	Extended Cost for 800 S.F.	Unit Price: Top Layer of Insulation Removal & Replacement	Extended Cost for 600 S.F.	Total Cost
Engineer's estimate						\$701,400
<b>Central States Roofing, Ames, IA</b>	<b>\$449,800.00</b>	<b>\$2.50</b>	<b>\$2,000</b>	<b>\$1.00</b>	<b>\$600</b>	<b>\$452,400.00</b>
Academy Roofing, Des Moines, IA	\$562,850.00	\$5.00	\$4,000	\$1.75	\$1,050	\$567,900.00
Wood Roofing, Des Moines, IA	\$594,400.19	\$3.50	\$2,800	\$1.25	\$750	\$597,950.19
Rubber Roofing Systems, Inc., West Des Moines, IA	\$784,000.00	\$12.00	\$9,600	\$3.00	\$1,800	\$795,400.00

Terracon provided engineering for the project in the amount of \$21,375, and construction inspection costs are estimated at \$12,500. **When combined with the low bid, this would bring the total project cost to \$486,275.** This amount is less than the \$700,000 in appropriated funding.

The new roof will come with a twenty year warranty.

**ALTERNATIVES:**

1. a. Accept the report of bids for the City Hall Roof Improvements Project

b. Approve the final plans and specifications for this project.

c. Award the City Hall Roof Improvements Project to Central States Roofing of Ames, Iowa in the amount of \$452,400.

2. Reject the bids.

**MANAGER'S RECOMMENDED ACTION:**

By replacing the roof now, the City will eliminate continued maintenance and the possibility of damage caused by a leaking roof.

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

**COUNCIL ACTION FORM**

**SUBJECT: AMES/ISU ICE ARENA LOCKER ROOM AND HALLWAY RUBBER FLOORING REPLACEMENT**

**BACKGROUND:**

This project consists of removing and replacing all rubber flooring in the locker rooms, hallways, and team bench areas at the Ames/ISU Ice Arena. An Add Alternate to the bid package was to install a small section of flooring containing the ISU Hockey Logo in the Men's Hockey Locker Room.

This project was re-bid due to errors that were brought to staff's attention prior to the first bid opening. The specifications were then modified to include updated manufacturer product installation information. On February 26, 2016, an Invitation to Bid (ITB) was issued to 14 contractors and four plan rooms. The ITB was also advertised on the Current Bid Opportunities section of the Purchasing webpage.

The base bid for this project includes providing all labor, materials, insurance and other components necessary to complete the City of Ames/ISU Ice Arena Flooring in accordance with the approved specifications. Alternate #1 included installing the ISU Hockey Logo in the Men's Hockey Locker Room.

On March 16, 2016 two bids were received. The bid tabulation is shown below:

<b>Bidder</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Total Cost</b>
Midwest Pipeline Solutions, LLC, Carroll, IA	\$116,400	\$4,500	\$120,900
Rink Systems Inc., Albert Lea, MN	\$126,787.50	\$8,900	\$135,687.50

Staff reviewed the bids and qualifications, and has concluded that the apparent low bid from Midwest Pipeline Solutions, Inc, Carroll, IA is acceptable, contingent on the receipt of the INSTALL (International Standards & Training Alliance) rubber tile certification and approval by the flooring manufacturer required for this project.

The project schedule is critical to the success of the project and is scheduled to be completed between May 2<sup>nd</sup> and May 31<sup>st</sup>. If that is not feasible, the alternate dates are August 1-12.

The architect's estimate for the cost of this project is \$125,000. Current project costs including the low bid are shown below:

**Project Cost:**

Base Bid	\$ 116,400
Alternate #1	\$ 4,500
Consultant fees	<u>\$ 8,500</u>
<b>Total Project Cost</b>	<b>\$ 129,400</b>

In the FY 2015/16 Capital Improvements Plan (CIP), \$175,000 is allocated to replace all of the flooring in the locker rooms, hallways, and team bench areas. In addition, ISU Men’s Hockey agreed to contribute funds to cover the cost of the ISU Hockey Logo flooring, which is \$4,500. CIP projects at the Ames/ISU Ice Arena are funded through the Ice Arena Capital Reserve Fund. The CIP funds and the funding from ISU Men’s Hockey will be sufficient to cover the costs of the project.

**Funding:**

CIP	\$175,000
<u>ISU Men’s Hockey Club</u>	<u>\$ 5,000</u>
<b>Total</b>	<b>\$180,000</b>

**ALTERNATIVES:**

1. Report of bids.
2. Award contract to Midwest Pipeline Solutions, LLC of Carroll, IA for the Ames/ISU Ice Arena Locker Room and Hallway Rubber Flooring Replacement project in the amount of \$120,900 for base bid and alternate #1, contingent on the receipt of the INSTALL (International Standards & Training Alliance) rubber tile certification and approval by the flooring manufacturer required for this project.
3. Approve a contract with the other bidder.
4. Reject all bids and direct staff to rebid the project.

**MANAGER’S RECOMMENDED ACTION:**

The proposed project will address needed replacement of the rubber flooring and continue to provide citizens with an excellent facility.

Therefore, it is the recommendation of the City Manager that the City Council adopt base bid and Alternative #1 as described above, contingent on Midwest Pipeline Solutions’ receipt of the INSTALL (International Standards & Training Alliance) rubber tile certification and approval by the flooring manufacturer required for this project.



# MEMO

## Legal Department

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

**From:** Judy K. Parks, City Attorney

**Date:** March 11, 2016

**Subject:** Proposed ordinance repealing Section 23.308(2)(c)

While I was doing work recently, I happened to be reviewing Section 23.308 of the Ames Municipal Code. In subsection (2)(c), there was a reference to Iowa Code Section 254.15, which I then wished to read. However, I discovered that all of Iowa Code Chapter 254 was reserved. That meant this Iowa Code reference in the Municipal Code was no longer correct.

Through further research, I ascertained which Iowa Code section should have been referenced in the Ames Municipal Code. It should have been a reference to Iowa Code Section 354.15.

This proposed ordinance is meant to correct that error. I would ask for your favorable consideration of it by passage on first reading, and subsequent passage at later meetings so it may be enacted.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 23.308(2)(c) AND ENACTING A NEW SECTION 23.308(2)(c) THEREOF, FOR THE PURPOSE OF CORRECTING A REFERENCE TO AN IOWA CODE SECTION; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ENACTED**, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 23.308(2)(c) and enacting a new Section 23.308(2)(c) as follows:

**“Sec. 23.308. REVIEW PROCEDURES FOR PLATS OF SURVEY.**

...

- (2) Applicability:  
(c) Auditor’s plats as provided in Code of Iowa Section 354.15.”

...

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor