

**MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL
AND SPECIAL JOINT MEETING OF THE AMES CITY COUNCIL
AND LIBRARY BOARD OF TRUSTEES**

AMES, IOWA

MARCH 10, 2009

The Ames City Council met in special session at 7:00 p.m. on the 10th day of March, 2009, 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: Doll, Goodman, Mahayni, Popken, and Rice. Council Member Larson was absent.

SPECIAL MEETING OF THE AMES CITY COUNCIL

STAFF RESPONSE TO STATE AUDITOR'S REPORT REGARDING ELECTRIC DEPARTMENT: Finance Director Duane Pitcher told the City Council that staff received the final draft of the State Auditor's Report concerning the Electric Department on Friday, March 6, 2009. He said the report covered the span of July 1, 2003, to January 7, 2008. Mr. Pitcher said a special investigation of the Electric Department was conducted because of concerns brought forth by citizens of Ames regarding transactions conducted by the Electric Department.

Mr. Pitcher said the City was notified of the concerns by the State Auditor in October 2007. He said the Auditor's Office conducted two days of field work in City offices in January 2008. He said the auditors did not provide City staff with information on the nature of their concerns, but it became clear that the primary focus was a contract with Sega, Inc., for engineering services related to design, installation, and controls for the Gas Turbine 2 unit and a related upgrade of the Gas Turbine 1 Unit. The auditors also reviewed information related to several other Electric Department projects and Comprehensive Annual Financial Reports to evaluate the overall financial condition of the Electric Utility. Mr. Pitcher said the auditor also indicated that citizen concerns included the relationship between Electric Department employees and vendors. Related to that concern, an additional day of field work took place in December, and the report states that no evidence to indicate improper relationships existed between Electric Department employees and vendors.

Mr. Pitcher reviewed the five recommended improvements to internal control outlined in the report:

1. Vendor invoices for professional services should provide sufficient detail to determine specific services provided and that services are within the scope of the contract.
2. Change orders should be approved in accordance with City Council policy and supported by adequate documentation.
3. Modification of use of funding authorized by a change order should be supported by another change order and invoices should include adequate detail to demonstrate compliance with work authorized via a change order.
4. Single purchase orders should be used for a single project or contract and the purchase order not closed until the project or contract is complete. Change orders should be reflected in changes to the purchase order.

5. The City should establish a policy for retention of documents related to contractual requirements.

Mr. Pitcher stated that some recommendations have already been implemented or will be implemented in the very near future.

Discussion ensued on the current review of the Purchasing Policies and Procedures Manual. It was discussed that updated portions of the Manual could be available to City Council for review in April.

Moved by Popken, seconded by Rice, to bring the changes to the Purchasing Policies and Procedures Manual applicable to the State Auditor's Report to the City Council in April.
Vote on Motion 5-0. Motion declared carried unanimously.

TRANSFER OF CLASS C BEER PERMIT FOR WHEATSFIELD GROCERY: Moved by Goodman, seconded by Doll, to approve the transfer of the Class C Beer Permit for Wheatsfield Grocery from 413 Douglas Avenue to 413 Northwestern Avenue, Ste. 105.
Vote on Motion: 5-0. Motion declared carried unanimously.

REVISION TO PURCHASING POLICIES: Moved by Mahayni, seconded by Popken, to adopt RESOLUTION NO. 09-096 approving revision to Purchasing Policies regarding purchase of emission allowances.
Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these minutes.

HEARING ON AMES COMMUNITY DEVELOPMENT PARK: Mayor Campbell opened the public hearing on Ames Community Development Park, 4th Addition, Public Improvements.

Chuck Winkleblack, 105 S. 16th Street, Ames, Iowa, thanked staff for the time spent on the agreement.

There being no one else who wished to speak, the hearing was closed.

Moved by Goodman, seconded by Popken, to adopt RESOLUTION NO. 09-097 approving final plans and specifications and awarding a contract to Keller Excavating of Boone, Iowa, in the amount of \$736,497.50.
Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these minutes.

FINAL MAJOR PLAT FOR AMES COMMUNITY DEVELOPMENT PARK, 4TH ADDITION: Moved by Goodman, seconded by Mahayni, to adopt RESOLUTION NO. 09-098 approving the Final Major Plat for Ames Community Development Park, 4th Addition.
Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these minutes.

HEARING ON SOUTH DUFF AVENUE IMPROVEMENT PROJECT: The public hearing was opened by the Mayor. No one asked to speak, and Mayor Campbell closed the hearing.

Moved by Mahayni, seconded by Doll, to adopt RESOLUTION NO. 09-099 approving final plans and specifications and awarding a contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$432,052.00.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these minutes.

HEARING ON BLOOMINGTON ROAD WIDENING: The public hearing was opened by the Mayor. No one asked to speak, and Mayor Campbell closed the hearing.

Moved by Popken, seconded by Goodman, to adopt RESOLUTION NO. 09-100 approving final plans and specifications and awarding contract to Manatt's, Inc., of Ames, Iowa, in the amount of \$257,675.15.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these minutes.

COMMENTS: There were no comments by the Council.

ADJOURNMENT: Moved by Doll, seconded by Rice, to adjourn the meeting at 7:42 p.m.

JOINT MEETING WITH LIBRARY BOARD OF TRUSTEES

The Ames City Council met in special session with the Library Board of Trustees immediately following the Special Meeting of the Ames City Council on the 10th day of March, 2009, 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: Doll, Goodman, Mahayni, Popken, and Rice. Anderson, Budd, Campbell, LeGates, Luckett, Meier, Ross, and Seagrave representing the Library Board of Trustees were present.

WORKSHOP ON POSSIBLE LIBRARY EXPANSION PROJECT: Mayor Campbell welcomed the Library Board of Trustees and acknowledged its work. Board Member Ross expressed the Board's hopefulness that this project would benefit downtown development and the community. He stated that the Ames Public Library is one of the major public libraries in the United States based on its circulation and number of registered borrowers. Mr. Ross explained that the Board has engaged a firm out of Minnesota to discuss this expansion project endeavor. He said that public forums have begun, with many more in the future. He also explained the key role of the City Council in this decision.

Library Director Art Weeks introduced Library Planner Jeff Scherer of Meyer, Scherer & Rockcastle Architecture and Interior Design. Mr. Scherer told the Council that he and his colleagues evaluated the potential of a library expansion with the purpose to solve this community's library needs.

Mr. Scherer expressed his appreciation for the City of Ames being willing to go through this design process as a public process, with no preconceptions. He said with that approach, hopefully all parties will feel the outcome is fair. Mr. Scherer discussed the three questions he feels are standard in communities exploring a library expansion: Why?, Where?, and How much? Mr. Scherer said the firm looked at the need first, the ideal solution for the location second, and the right value of investment third. He discussed the recommendations, which includes 94,000 Gross

Square Feet, 435 subscriptions, a program room with 250 seats, a print collection of 243,378, a non-print collection of 35,391, and 350 public and staff parking spaces. These recommendations are based on past, present, and projected population, building size, circulation, annual number of visits to the library, registered borrowers, and collection sizes. The recommendations take future projections through 2030 into account.

Mr. Scherer discussed the changing ways of teaching and convenience. He said that in 1985 the library had four public computers, and today there are 32 computers. He also said that when a new book is purchased, one must come off the shelf for space reasons. Mr. Scherer told the Council that registered borrowers at Ames Public Library check out materials at a rate of a city with a population of 265,000 people. He said that the print items checked out has doubled since 1985.

Mr. Scherer showed slides and described the library building in 1904, and the improvements made since then. He described the expansion options to the Council, noting that all options were explored using City land, and do not include structured parking costs. He also noted that all options are LEED Certified Silver at minimum, and the cost projections are made assuming the midpoint of construction is 2012. Mr. Scherer described with Option A the library would have to move out during construction and rent another location for approximately two years.

Mr. Scherer said three of the seven options will be taken through concept design and full cost estimation.

City Manager Steve Schainker asked about ongoing operating costs with the different options. Mr. Scherer said they will study life cycle costing when the three options are taken through full cost estimation.

Council Member Rice asked what current library patrons are willing to accept for parking. Council Member Goodman asked if a sample had been taken of current patrons and staff of their parking needs and abilities to park near the library. Mr. Scherer said a formal sample had not been taken, but that many staff members currently walk or bike to work. Mr. Weeks said the library does get complaints about parking on busy days and on days when there are events. He said the north lot is metered, and fills up quickly because of leased spaces and sometimes snow. Most complaints come from the elderly or parents with small children and strollers.

Council Member Goodman asked how the specific options came about. Mr. Scherer said the options are based on efficiency for a flexible building that could be modified on land the City currently owns.

Council Member Mahayni commented that the estimates didn't account for the value of the current building. Mr. Schainker said the building would need to be appraised because public buildings are not assigned values. He said that the value of a public building is in the land and location.

Council Member Doll asked if there has been talk of having a second branch. Mr. Weeks said a branch location was considered during the planning phase, and was found not cost effective because of duplication of services, including staff and the additional building. He also said that the library is central to downtown, and the Board wanted to keep that if possible. Mr. Weeks said

most of the Ames population can get downtown in 15 minutes.

Mr. Scherer told the Council that more public meetings are scheduled, and that more would be scheduled through September. He said the three options that are taken through concept design and full cost estimation depend on who comes to the public meetings.

Mayor Campbell invited members of the Library Board of Trustees to speak. Board Member Luckett said the present library is not ADA code compliant. Mr. Weeks stated there are several areas of the library that cannot be negotiated without navigating stairs, and the unevenness of the building has been a problem, causing trip hazards. Mr. Ross said that some shelves are too high, and some shelves on the bottom are too low, which are not ideal for the elderly or children. He also said this is important in the design process, as the elderly are a major population served.

Council Member Popken asked how the ability to read books and materials on a Kindle™ or iPhone™ affects the projections when discussing future library needs. Mr. Scherer said in his study of 120 years of library history, technology changes have happened very rapidly, and that human needs do not change as fast. He also spoke of the costs related to owning a Kindle™ or iPhone™ and the cost of electronic books.

Mr. Schainker asked how much a library is typically overbuilt to accommodate future needs. Mr. Scherer said it depends on how the library is used, and the demands placed on it. He said the 94,000 Gross Square Feet recommendation is on the low end, and based on his projections, a library that size would adequately serve Ames until about 2030.

Council Member Goodman asked about a small branch or kiosk where popular books could be checked out, and books could be returned. Board Member Ross said this had been tested at the west HyVee, and it did not work well.

Mr. Scherer told the Council that a small branch is very appropriate in some communities where the driving distance to the library is an issue. He also said that the Bookmobile serves as a branch of some sort, as it is available in several different locations. Mr. Scherer spoke of the possibility that a small part of the building would be open longer hours.

Mayor Campbell thanked members of the Library Board of Trustees and Mr. Scherer for the work put into the Ames Public Library expansion options and public input sessions.

COMMENTS: There were no comments by the Council.

ADJOURNMENT: Moved by Doll, seconded by Rice, to adjourn the meeting at 9:03 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

Erin Thompson, Recording Secretary