

**MINUTES OF THE REGULAR MEETING OF THE  
AMES CONFERENCE BOARD, SPECIAL MEETING OF THE  
AMES AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY COMMITTEE, AND  
REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 28, 2014

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

The regular meeting of the Ames Conference Board was called to order by Chairman Pro Tem Matthew Goodman at 6:30 p.m. on January 28, 2014. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. Story County Board of Supervisors present were Rick Sanders and Paul Toot. Representing the Ames School Board were Jane Acker and Bill Talbot. Gilbert and United School Districts were not represented.

**MINUTES OF FEBRUARY 26, 2013, MEETING OF THE CONFERENCE BOARD:** Moved by Sanders, seconded by Orazem, to approve the minutes of the February 26, 2013, Meeting of the Ames Conference Board.

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

**REAPPOINTMENT OF CITY ASSESSOR:** Moved by Gartin, seconded by Talbot, to adopt RESOLUTION NO. 14-039 approving the reappointment of Greg Lynch as the City Assessor.

Board Member Sanders reported that there had been a substantial amount of conversation at the Mini Board meeting regarding moving back to a one-assessor system. It was noted that Bill Talbot, representing the Ames Community School Board; Rick Sanders, representing the Story County Board of Supervisors, and Peter Orazem, representing the Ames City Council, serve on the Mini-Board. Mr. Sanders clarified that appointment of a City Assessor is exclusively under the purview of the Ames City Council; it is not a decision of the Conference Board. The question as to whether there would be cost savings in combining the two assessors was also addressed by Mr. Sanders. He advised that "it would depend on how you look at it." However, after looking at the numbers, even if there were to be dramatic savings, e.g., 20%, from combining the two offices, the reality is that any savings would not impact the taxpayers of the City of Ames. Any savings would be realized by residents living outside of the City of Ames. Mr. Sanders said that, after those facts were known, it was fairly clear to him that there would continue to be an Ames City Assessor. Mr. Sanders also referenced a report prepared by City of Ames staff in September 2005, which provided a lot of information germane to this issue. With the information that has now been gleaned, Mr. Sanders shared that he would support the reappointment of Greg Lynch as the City Assessor. Mr. Sanders complimented City Assessor Lynch for doing a "phenomenal job" and stated that he was impressed with his knowledge base.

Board Member Orazem pointed out that the City of Ames provides approximately 80% of the business. If the decision were to be made to eliminate the City Assessor position, Ames would be only 1/16th of the vote regarding operations; which would be disproportionately small. He believes that, with the split of population in Story County, having an Ames City Assessor is the most reasonable way of doing business.

Roll Call Vote: 3-0. Motion declared carried unanimously.

**ASSESSOR'S BUDGET PROPOSALS:** Ames City Assessor Greg Lynch highlighted information from the City Assessor's 2014/15 Annual Report. Mr. Lynch specifically addressed the July 1,

2013, enactment of Senate File 295 (SF295), which deals with property tax reform. A brief description of each of the four components of the law were given, as follows:

1. Business Property Tax Credit (effective January 2013). This Credit is funded by the State and establishes a phased-in credit for commercial and industrial properties.
2. New rollbacks or assessment limitation and replacement claims for commercial, industrial, and railroad properties (effective 95% for 2013 Assessment and 90% for 2014 Assessment)
3. Changes to taxable value growth for residential and agricultural property, which was reduced from 4% to 3% effective January 2013
4. New classification of Multi-Residential (effective January 2015). This basically gives all the properties that are now commercial and used as residential components a roll-back.

Department activities were highlighted by City Assessor Lynch. He reported that the New Construction segment of the residential market continued its recovery. Overall sales volume for new homes increased 25% from 2012 to 2013. Also, the overall sales volume for existing homes rose significantly in 2013 (14.2%).

City Assessor Lynch complimented his staff members for their willingness to work extra hours and the teamwork displayed in implementing the provisions of Senate File 295. Staff identified 1,076 units that were qualified to receive the Tax Credit. Applications were mailed to those owners on November 6, 2013. After receiving only a 71% return rate as of December 15, reminder postcards had to be sent. Ultimately, a 91% return rate was realized by January 15, 2014.

Mr. Lynch explained the tax base changes for assessed and taxable values from 2012 to 2013. He advised that when a rollback increases, the taxable value increases. Mr. Lynch brought the Board members' attention to the tables showing Assessed Values by Class and Taxable Valuations by Class. He noted that, excluding railroads and utilities, the overall change for the upcoming fiscal year is 1.2% more taxable value. According to Mr. Lynch, included in SF295 is a provision for the State to reimburse the revenue lost due to the new Commercial and Industrial rollbacks. Converting the reimbursed revenue to taxable value, the overall taxable value change for the upcoming fiscal year would actually be 3.3%, which is more in line with the 3.8% and 3.3% that was experienced in 2012 and 2011, respectively.

According to Mr. Lynch, the Iowa Department of Revenue conducts a sales ratio study every year. That study is used to determine whether or not equalization orders are necessary. Equalization orders may only be issued in odd years. Median Sales Ratio for residential properties was explained by City Assessor Lynch. He advised that as long as the median sales ratio is between 95% and 105%, no equalization is required. If the ratio is outside that range, equalization orders will be issued. Mr. Lynch stated that it is estimated that Ames' current 2013 residential median sales ratio is 92.%. The Median Sales Ratio for 2012 was 99.3%. The Department of Revenue doesn't publish its final Median Sales Ratio until March. Mr. Lynch said even though the equalization study takes place in the summer, staff needs to know now to ensure that they do not receive equalization orders. It is evident that Ames is going to be approximately 5% lower on assessed values compared to market activity. Because of that, residential properties need to be revalued this year. Mr. Lynch explained that Ames uses models to accurately portray the market value. It currently uses "Adaptive Feedback Models," which are no longer supported by the

current software. The 2014/15 budget proposal includes the hiring of a multiple regression specialist to convert four existing models to the SPSS software.

Mr. Lynch advised that, regarding commercial properties, based on information provided by the Iowa Department of Revenue through May 2013 and on other sales that have occurred since then, it is estimated that the median sales ratio will be 94%. While the 94% ratio is just under the 95% threshold, Mr. Lynch said he felt it prudent to wait and see what the ratio does this year and then plan a course of action.

Dawn Tank, who recently resigned after nine years of service to the Ames City Assessor's Office, was publicly thanked by Mr. Lynch for her outstanding work.

It was noted that that the proposed budget contains an overall 3% increase in staff salaries based on 2% cost of living and 1% merit. Health insurance is going up by 6% this year, which is lower than in past years.

The major components of the data processing and software line item were highlighted by Mr. Lynch. There will be ongoing expenses for GIS and mapping.

In summary, Mr. Lynch noted that the FY 2014/15 Proposed Budget equates to \$966,926, which is a 6.3% increase. Without the capital expenses, it equates to a 3.3% increase.

Board Member Sanders pointed out that, in terms of tax levy rates required to sustain the City Assessor's budget, the proposed budget actually reduces the levy rate by one-half cent.

The annual survey, as required by the Conference Board, was summarized by Mr. Lynch. The Board's attention was brought to the comments that were contained within the Report.

Moved by Toot, seconded by Corrieri, to approve the recommendations of the Assessor's report, as above-discussed.

Roll Call Vote: 3-0. Motion declared carried unanimously.

Moved by Nelson, seconded by Sanders, to receive the proposed budget (adoption of the budget will occur after the hearing is held).

Roll Call Vote: 3.0. Motion declared carried unanimously.

Moved by Toot, seconded by Betcher, to set 6:30 p.m. on February 25, 2014, as the date of public hearing on the proposed FY 2014/15 City Assessor's budget.

Roll Call Vote: 3-0. Motion declared carried unanimously.

**ADJOURNMENT:** Moved by Sanders to adjourn the Ames Conference Board at 7:02 p.m.

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

### **SPECIAL MEETING OF THE AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO) TRANSPORTATION POLICY COMMITTEE**

The Ames Area Metropolitan Planning Organization (AAMPO) Transportation Policy Committee met in Special Session at 7:05 p.m. on the 28th day of January, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with the following voting members present: Gloria Betcher, City of Ames; Amber Corrieri, City of Ames; Tim Gartin, City of Ames; Matthew Goodman, City of Ames; Chet Hollingshead, Boone County; Chris Nelson, City of Ames; Peter Orazem, City of Ames;

Jonathan Popp, City of Gilbert; Dan Rediske, Transit; and Paul Toot, Story County. AAMPO Administrator John Joiner, City of Ames Transportation Engineer Damion Pregitzer, and Civil Engineer Rudy Koester were also present. Voting Member Ann Campbell was absent.

**ENGINEERING SERVICES AGREEMENT FOR PREPARATION OF 2040 LONG-RANGE TRANSPORTATION PLAN (LRTP):** Moved by Corrieri, seconded by Betcher, to recommend that the Ames City Council approve the Engineering Services Agreement with HDR Engineering, Inc., of Omaha, Nebraska, for preparation of the 2040 Long-Range Transportation Plan in an amount not to exceed \$499,301.

The AAMPO Administrator John Joiner explained the composition of the AAMPO, its function, and requirements. He advised that, in addition to this Committee, there is another one called the Transportation Technical Committee. The Technical Committee is comprised of experts from member agencies that serve as an advisory body for the Transportation Policy Committee. The four main work areas that the AAMPO is responsible for annually are:

1. Transportation Planning Work Program: lays out what the work activities will be over the coming fiscal year
2. Transportation Improvements Program: lays out the projects that the AAMPO will have over the next four years
3. Public Participation Plan
4. Long-Range Transportation Plan: an update is required every five years, which will be due again in October 2015 (a 12- to 18-month process)

Mr. Joiner introduced Transportation Engineer Damion Pregitzer and Rudy Koester, formerly the City's Transportation Planner, who was recently promoted to Civil Engineer I. According to Mr. Joiner, when the AAMPO was created, it entered into an agreement with the City of Ames that the City would provide staff to the AAMPO. All other MPOs in the state of Iowa are stand-alone agencies.

Transportation Engineer Pregitzer explained the overall purpose of the LRTP. He reviewed the Plan development process that will occur over the next two years and lead up to its October 2015 adoption. According to Mr. Pregitzer, new to the process is a Mode Split. Staff had always made evaluations from a vehicle trip perspective (how vehicles are operating, level of service standards used to evaluate projects). The focus is now more on multi-modal, transit, walking and biking, and having a tool to evaluate those; the Mode Split does that.

The consultant selection process was reviewed by Mr. Pregitzer. The federally mandated process actually began in August 2013 with a Request for Qualification (RFQ) solicited by the AAMPO. A total of 47 proposals were received. A Consultant Selection Team evaluated the proposals and heard the presentations by the consultants. Scoring was done to ascertain which firms were competent and qualified to perform the work. As a result of the process, the team of HDR was selected to prepare the Plan. According to the federally mandated process, cost may not be a factor in the selection of the consultant. Mr. Pregitzer showed a chart of the fees paid to consultants in the past. In 2005, \$273,024 was paid; in 2010, \$374,367 was paid. Staff has now negotiated a contract with HDR at a fee not to exceed \$499,301. Federal planning funds will pay for 80% of the Plan (\$399,441). The City will need to provide a local match of \$99,860.

Mr. Gartin asked if the fee was comparable to the fee being paid by other similar size communities. Mr. Pregitzer answered that larger communities have multiple full-time staff members assigned to perform work for their Metropolitan Planning Organizations. If a consultant was not hired by the AAMPO, additional full-time staff members would need to be hired to conduct the LRTP update. It is estimated that up to four additional transportation planners would have to be hired to perform the work. Mr. Pregitzer noted that the Plan update needs to be performed every five years, which, based on the cost of \$499,301, would equate to approximately \$99,000/year. He reiterated that the cost to hire one Senior Transportation Planner would equate to that amount, and the City would probably need four of those to perform the work on the Plan update. It was noted by City Manager Schainker that the City's match would equate to approximately \$20,000/year.

Mr. Pregitzer advised that HDR had developed a tracking tool, which is on-line and open to the public to see which projects had been completed and which ones were still pending.

Mr. Hollingshead asked what parts of the Plan had been implemented and what parts had changed since 2005. Mr. Pregitzer reported that many trail sections had been implemented, and the Grand Avenue Extension had been delayed due to funding challenges. Mr. Goodman pointed out that, based on decisions made by the Ames City Council to change its Land Use Policy Plan, the Plan needs to be updated. He believes that, due to those decisions, the Plan will look much differently.

Council Member Gartin expressed his dismay that, according to federal rules, costs may not be a factor when evaluating the proposals.

Vote on Motion: 10-0. Motion declared carried unanimously.

The AAMPO Policy Committee meeting was adjourned at 7:36 p.m.

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

The Regular Meeting of the Ames City Council was called to order by Mayor ProTem Matthew Goodman at 7:43 p.m. on January 28, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey was also present. Mayor Ann Campbell was absent.

Mayor ProTem Goodman announced that Item No. 13 pertaining to the Power Plant SCADA Upgrade Project had been pulled by Electric Services staff.

Council Member Nelson asked that Item No. 16, Change Order No. 11 with A&P/Samuels Group for Library Renovation and Expansion, be pulled from the Consent Agenda for separate discussion.

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

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of January 14, 2014, and Special Meetings of January 11, January 17, and January 21, 2014
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for January 1-15, 2014
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:

- a. Class C Liquor & Outdoor Service - West Towne Pub, 4518 Mortensen Road, Suite 101
  - b. Class C Liquor & Outdoor Service - Dublin Bay, 320 South 16<sup>th</sup> Street
  - c. Special Class C Liquor & Outdoor Service - Black Market Pizza, 2610 Northridge Parkway
  - d. Special Class C - Shogun of Ames, 3704 Lincoln Way
  6. RESOLUTION NO. 14-040 approving appointment of Jami Larson to Board of Review
  7. RESOLUTION NO. 14-041 approving Quarterly Investment Report for period ending December 31, 2013
  8. RESOLUTION NO. 14-042 approving Commission On The Arts (COTA) Special Grants for Spring 2014
  9. RESOLUTION NO. 14-043 approving agreement to provide Verizon Wireless limited right of entry to City property (Squaw Creek Park) for the purposes of inspection and testing
  10. RESOLUTION NO. 14-044 approving transfer of cellular site leases on City property from T-Mobile to Iowa Wireless Services
  11. RESOLUTION NO. 14-045 approving preliminary plans and specifications for Furnishing 15kV Outdoor Metalclad Switchgear and 69kV Control Panels for Ames Plant Distribution Substation; setting March 12, 2014, as bid due date and March 25, 2014, as date of public hearing
  12. RESOLUTION NO. 14-046 approving preliminary plans and specifications for park development for Northridge Heights; setting February 19, 2014, as bid due date and February 25, 2014, as date of public hearing
  13. RESOLUTION NO. 14-047 approving contract and bond for Spring 2014 Unit 8 Boiler Repairs
  14. RESOLUTION NO. 14-048 approving Change Order for 2012/13 CyRide Pavement Improvements (Lincoln Way)
  15. RESOLUTION NO. 14-050 approving Change Order No. 7 with Abatement Specialties, LLC for Library Renovation and Expansion Abatement Work
  16. RESOLUTION NO. 14-051 accepting completion of 2011/12 Collector Street Improvements (Ridgewood Avenue)
  17. RESOLUTION NO. 14-052 accepting completion of 2012/13 CyRide Pavement Improvements (Todd Drive)
  18. RESOLUTION NO. 14-053 accepting completion of 2012/13 Downtown Pavement Improvements (Clark Avenue and Gilchrist Street)
  19. RESOLUTION NO. 14-054 accepting completion of 2012/13 Shared-Use Path Maintenance (Bloomington Road)
  20. RESOLUTION NO. 14-055 accepting completion of 2012/13 Water Main Replacement (East Lincoln Way)
  21. RESOLUTION NO. 14-056 accepting completion of Water Main Replacement No. 3 (Center Avenue)
  22. RESOLUTION NO. 14-057 approving Plat of Survey for 1017- and 1023-6<sup>th</sup> Street
  23. RESOLUTION NO. 14-058 approving Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition
  24. RESOLUTION NO. 14-059 approving Final Plat for Northridge Heights Subdivision, 16<sup>th</sup> Addition
- Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**CHANGE ORDER NO. 11 WITH A&P/SAMUELS GROUP PERTAINING TO LIBRARY RENOVATION AND EXPANSION PROJECT:** Council Member Nelson stated that he had pulled the item so that staff could explain why the amount of change orders had doubled for this project. Specifically, he wanted to know about the two items dealing with the roof.

Library Director Lynne Carey said she was not a technical-type person; however, knew that it had now been determined that the existing material in the 1940's roof was not solid enough to anchor the new roof to, and the roofers said they could not guarantee their work if additional decking

material was not used. She also had been advised that architects and the builders had found material that would ensure the performance of the roofers' work.

At the inquiry of Council Member Orazem as to why that wasn't known before, Ms. Carey advised that the roof was visually inspected, but later found to not be substantial enough.

Mr. Nelson asked to know about the second item on the Change Order and why it had not been foreseen. Ms. Carey said that it was her understanding that the steel columns that were pulled out were part of a tier system in the old library. It was not initially thought that the ones in question were providing structural support, but it was later discovered that they were.

Council Member Gartin asked Ms. Carey if staff felt they had a handle on the costs moving forward. Ms. Carey said that staff doesn't know if this is the final solution; however, there is an extremely healthy budget for possible change orders due to staff being so conservative up-front.

Moved by Corrieri, seconded by Betcher, to adopt RESOLUTION NO. 14-049 approving Change Order No. 11 with A&P/Samuels Group for the Library Renovation and Expansion Project.

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

**PUBLIC FORUM:** No one came forward to speak, and Mayor ProTem Goodman closed Public Forum.

**HOPE RUN ON JUNE 14, 2014:** Melissa Rowen, 2227 Storm Street, Ames, highlighted the 14<sup>th</sup> Annual Hope Run to occur on June 14, 2014. Registration will open on-line in March. Brochures will be distributed in the near future. Ms. Rowen reported that there are approximately 100 volunteers helping to make the Run successful.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 14-060 approving closure of a portion of Mortensen Road from 7:00 a.m. to approximately 8:15 a.m. and portion of State Avenue from 7:00 a.m. to approximately 9:00 a.m.

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

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 14-061 approving a waiver of the Road Race Permit fee.

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

**CLASS B BEER PERMIT FOR INDIAN DELIGHTS EXPRESS:** Moved by Orazem, seconded by Corrieri, to approve a Class B Beer Permit for Indian Delights Express, 120 Welch Avenue.

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

**CLASS C LIQUOR LICENSE FOR CHARLIE YOKE'S:** Chief Chuck Cychosz brought the Council's attention to the Liquor License Renewal Criteria Form, which gave the statistics on a number of criteria pertaining to Charlie Yoke's.

Council Member Gartin cited his concerns over the number of calls for service and violations at the bar in question. He conveyed his appreciation for the management of Charlie Yoke's recently submitting a corrective action plan to the Police Department. It was noted that the Police

Department, in its written report to the Council, would be in favor of a license being issued for a six-month period.

Jason Crimmins, one of the owners of Charlie Yoke's, 2430 Lincoln Way, Ames, noted that he had been a co-owner of the bar for approximately 18 months. He said that he had taken over a "slow bar," which then became a "busy bar."

City Attorney Judy Parks provided guidance for the Council if it were to approve a 6-Month License. She said that, if the Corrective Action Plan were not to be followed, the Council would have the option of filing administrative actions with the Alcoholic Beverages Division. In addition, the Council would have an opportunity to review the bar's performance before that six months had elapsed when Charlie Yoke's owners would be requesting a new 12-month license.

Council Member Gartin asked the Police Department to explain how much of a burden is placed on the Police Department to respond to calls for service at Charlie Yoke's. Lieutenant Brinkley advised that it does cause a significant drain on the Department when several cars have to respond to the type of incidents that are occurring there. Mr. Crimmins alleged that he and his staff actually assist law enforcement by calling for police assistance for incidents that occur outside of his bar, e.g., fights, before they escalate.

Moved by Orazem, seconded by Corrieri, to deny renewal of Class C Liquor License for Charlie Yoke's, 2518 Lincoln Way and approve a 6-Month Class C Liquor License for Charlie Yoke's, 2518 Lincoln Way.

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

**PARKING REGULATIONS ON TWAIN CIRCLE:** Council Member Gartin advised that he would be abstaining from the vote on this item due to a conflict of interest.

Transportation Engineer Pregitzer provided the history behind the request of resident Emily Erickson for the parking regulations along Twain Circle to be changed to prohibit parking along the curved sections of the roadway. He advised that staff had conducted an on-site visit and a review of the reported accident history for Twain Circle. The Council was also informed that staff had received input from the property owners along Twain Circle, which revealed that the greatest area of concern was losing parking in front of the duplexes along the east-west segment. Based on the low crash history and feedback from the residents in the area, staff recommended that the "No Parking" area could start at a point 275 feet east of Dickinson Avenue rather than prohibiting parking on the entire street.

Moved by Orazem, seconded by Betcher, to direct the City Attorney to draft an ordinance that would restrict parking at all times on the north and east sides of Twain Circle, as well as on the south and west sides of Twain Circle starting at a point 275 feet east of Dickinson Avenue.

Vote on Motion: 5-0-1. Voting aye: Betcher, Corrieri, Goodman, Nelson, Orazem. Voting nay: None. Abstaining due to a conflict of interest: Gartin. Motion declared carried.

**2014-2019 CAPITAL IMPROVEMENTS PLAN (CIP):** Mayor ProTem Goodman invited the public to provide input on the 2014-2019 CIP. He specifically noted that the vote on the CIP would be taken at Budget Wrap-Up on February 11, 2014. No one came forward to provide public input.



Moved by Gartin, seconded by Corrieri, to add a total of \$50,000 (\$20,000 in 2013/14 and \$30,000 in 2014/15) to develop a Facade Grant program in Campustown.

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

Moved by Orazem, seconded by Gartin, to allocate \$2 million in the CIP to extend sewer under the Interstate to the east side of 13<sup>th</sup> Street (to the first foot), with the funding coming from sewer fees.

Council Member Betcher noted that she did not know what the implications would be regarding the extension of sewer under the Interstate. City Manager Steve Schainker advised that sewer service ends on the west side of Dayton Road. He referenced past discussions of the City Council. Public Works Director John Joiner stated that if sewer service were to be extended to the east side of I-35, improvements needed to deteriorating infrastructure at Barilla should also be done.

Mr. Schainker noted that staff will need to review the exact location for the sewer line. Mr. Orazem said that he wanted the sewer extension in the CIP; however, was not sure as to what year or years it should be added.

Council Member Goodman referenced the agreement recently reached with Xenia Rural Water District and noted that he would like the City to negotiate water rights globally, not just with one entity. Mr. Orazem noted that none of the Rural Water Districts would be providing sewer service to the area in question.

City Manager Schainker told the Council members that it would be a policy question as to whether they wanted to commit to putting the sewer line across the Interstate before a conceptual plan had been completed.

Vote on Motion: 4-2. Voting aye: Corrieri, Gartin, Nelson, Orazem. Voting nay: Betcher, Goodman. Motion declared carried.

**RENTAL HOUSING CODE:** Seana Perkins, Building Official, noted that the Rental Code was not a stand-alone code; it is a part of the City's Municipal Code (Chapter 13). Chapter 13 was initially adopted in May 1977. Ms. Perkins provided a chronologically history of the changes to Chapter 13 that had been adopted since 2005. She also presented the history of discussions that had recently occurred and had culminated in the City Council, at its October 22, 2013, meeting, directing staff to place the exemption of Greek houses from the Rental Housing Code on a future Agenda. As a result of that direction, the City's legal staff had created an ordinance exempting sorority and fraternity organizations from Chapter 13 of the *Ames Municipal Code*.

In addition, Ms. Perkins reported that previous discussions with fraternity and sorority representatives had identified problems with the current parking standards related to additions or redevelopment of the existing Greek houses. Given the current parking standards, it might not be possible to add beds to those houses, and if even possible, it might require expensive structure parking for smaller sites. Ms. Perkins emphasized that the parking requirements in question would remain in the Zoning Ordinance even if sororities and fraternities are exempted from the Rental Housing Code. It was noted by City Manager Schainker that three fraternities had expressed, to the City's Planning staff, their intentions to expand or replace buildings; therefore, it would be appropriate for the Council to refer the parking issue to staff for its review.

Council Member Orazem pointed out that some fraternities and sororities have rented out rooms in the summer months. He felt that, at that point, the fraternity becomes a landlord, and the rules of the

Rental Code should apply. Mr. Orazem said that he would like to see something in the ordinance that states if a fraternity or sorority is renting to its own members, it is exempted; otherwise, it would be treated as a landlord/tenant arrangement and would not be exempted.

Council Member Corrieri stated her belief that fraternities and sororities needed to be defined in the Code. City Attorney Parks advised that it would be possible to move ahead with first passage of the ordinance in question and then staff would bring back the requested definition as an amendment to the Rental Housing Code.

Moved by Gartin, seconded by Betcher, to pass on first reading an ordinance exempting sorority and fraternity organizations from Chapter 13 of the *Ames Municipal Code*

Council Member Orazem asked City Attorney Parks what would happen if the motion on the table passes and fraternities/sororities rented to non-members during the summer. Ms. Parks said that, under the ordinance being presented to the Council, the intermittent short-time rental of rooms would be exempted as well.

Steve Jones, representing the Greek Alumni Alliance, spoke in an attempt to address Council Member Orazem's concerns. He stated that there are some Greek Houses who rent to non-members during the Summer Session; however, there are no Greek Houses rented to non-members during the regular academic year.

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

Moved by Nelson, seconded by Corrieri, to refer to staff the request to modify the parking requirements for fraternities and sororities.

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

Moved by Corrieri, seconded by Orazem, to request staff to define fraternities and sororities in the Rental Housing Code.

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

The meeting recessed at 8:46 p.m. and reconvened at 8:52 p.m.

**FIRE ALARM SYSTEM RETROFITTING:** Building Official Seana Perkins gave a summary of the Fire Alarm System Retrofitting discussions that began in 2008. Ultimately, a new time line for installation of automatic fire alarm systems in rental buildings with more than 16 units had been created; that compliance deadline was July 1, 2014. The Code also provided a mechanism for owners to apply for up to two extensions that could potentially extend compliance to July 1, 2019, if approved by the Building Board of Appeals. Ms. Perkins reported that, at their meeting on December 10, 2013, Council members had once again discussed the fire alarm system retrofitting requirement. Their discussions then led to a decision to direct staff to draft an ordinance to eliminate Sections 13.403(1c) and 13.802(5) of the Rental Housing Code and to rely on the existing language in International Fire Code (IFC) Section 1103.7.6. The City Council, at that meeting, had also directed the Fire Chief to come back with a recommendation to Council with a time frame for compliance and an explanation of what would be covered under their directive. Ms. Perkins reported that City staff intends to provide the time frame for compliance with the fire alarm system retrofitting requirement to the Council in Spring 2014.

Ms. Perkins noted that the fire alarm retrofitting requirement is currently in both the Rental Housing Code and the International Fire Code. It was emphasized that the IFC includes the fire alarm system retrofitting requirement, but also includes applicable exceptions that are not included within the Ames Rental Housing Code. She advised that the 2012 IFC sets the expectation that the Fire Code Official may utilize certain standards to obtain compliance. It was also noted that a newly proposed section to the *Ames Municipal Code* Chapter 8 (Fire Code) would add language to the effect that compliance with the provisions of IFC Chapter 11 “shall be completed within a time frame approved by the Fire Chief.”

At the inquiry of Council Member Gartin, Ms. Perkins shared comments that had been made during the public outreach process. Mr. Gartin asked specifically if staff had a sense of the impact that this decision was going to have on affected landlords. Fire Chief Shawn Bayouth said that staff had heard from some landlords that they had not been aware of the fire alarm system retrofitting requirement. They had been aware of many of the changes to Chapter 13, but had not taken note of this one. Mr. Bayouth stated that, during the amendment process to Chapter 13, management changes had occurred in the Fire Department and Inspections Division. He acknowledged that adequate notice had not been given to affected landlords.

Mr. Gartin asked how long it would take for the notification and public solicitation processes to be done properly. Fire Chief Bayouth said that he would follow the same time line as was used for the exemption of fraternities/sororities from Chapter 13.

*Ex officio* Member Alexandria Harvey expressed her concerns about extending the time frame for compliance. She pointed out that the staff report stated that it would impact 16 units. Ms. Harvey said that she would be in favor of delaying the vote until next spring when the staff has promised to provide a specific time frame for compliance. She reported that this issue was a high priority for students for fire safety. Fire Chief Bayouth answered that there would be a specific time frame given for compliance. He stressed the importance of ensuring that all the affected landlords be adequately notified.

Council Member Betcher shared her view that there has to be some responsibility on the part of individual property owners to read the City’s Rental Housing Code. Council Member Goodman concurred that the onus is on the rental property owner to become familiar with Chapter 13.

Gabrielle Williams, 425 Welch Avenue, Ames, and Gabe Walsh, 1224 Walton Drive, Ames, identified themselves as members of the Government of the Student Body. Ms. Williams noted that they were speaking in favor of safety of all tenants. She felt that property owners had had plenty of time since 2009 when the issue was first discussed to familiarize themselves with the requirements of Chapter 13. Mr. Walsh, representing off-campus students, agreed with Ms. Williams. He emphasized that it was important to keep the deadline for the safety of students and other tenants in the community.

Council Member Orazem asked to know the cost of fire alarm retrofitting. Fire Chief Bayouth answered that it would be an incredibly costly change for property owners “in the tens of thousands of dollars.”

Moved by Gartin, seconded by Orazem, to pass on first reading an ordinance eliminating *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5) of the Rental Housing Code.

Council Member Orazem expressed his opinion that the requirement should be located in one code, not in both the IFC and the City Code. Also, he said he was comfortable deferring to the expertise of the Fire Chief to determine the time line for compliance.

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

Moved by Orazem, seconded by Betcher, to set the date for complete compliance with the Fire Alarm System Retrofitting requirement as July 1, 2020.

Council Member Goodman pointed out that the City Council will have another opportunity to discuss the compliance date in Spring 2014.

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

**CHAPTER 31, HISTORIC DISTRICTS:** Planning and Housing Director Kelly Diekmann and Planner Ray Anderson presented a report on possible changes to Chapter 31 of the *Municipal Code*. Mr. Diekmann reported that the City Council included the revision of Chapter 31 as a Planning Department priority in August 2010. He gave a chronological history of actions that had occurred since that date, including the identification of six project phases to accomplish the Scope of Work approved by the City Council in November 2011.

Director Diekmann reported that the staff-recommended changes were reviewed by the Historic Preservation Commission members at their meetings in November and December 2013. After review, the Commission then recommended that the City Council direct staff to proceed with the remaining phases to implement text amendments identified in the “Phase 1 Progress Report.”

Specific recommendations for updating Chapter 31 were presented in detail under three categories: Historic District Classifications, Design Issues, and Materials.

**Category 1 - Historic District Classifications:**

1. Adopt the two-tier classifications system consistent with national standards that identify properties as either Contributing to the historic significance of the district or Non-Contributing, and apply the Regulations to all Contributing properties.
2. Adopt the 2003 Inventory of the Old Town Historic District, replacing the 1988 survey, thereby applying the two-tier classification system and applying the regulations to 19 additional properties.

Director Diekmann showed the Council a map of the 19 impacted properties. If the Council agrees with the staff’s recommendations, a public outreach process to the affected property owners will begin.

3. Apply preservation standards to Contributing Garages in the Old Town Historic District supported by the 2003 Inventory and if identified as contributing for any future districts. Approximately 50% of the homes in the Old Town Historic District have a garage identified as Contributing in the 2003 Survey.
4. Simplify terms and remove the distinction between Alteration Area and New Construction Area. Apply the same standards for either alterations or new construction to all areas of a Contributing

building in a manner consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties.

**Category 2 - Design Issues:**

1. Adopt new design guidelines for Contributing garages, including a standard for demolition that is less stringent than the standards for demolishing principal buildings.
2. Develop new design guidelines for all new construction and additions anywhere on a Contributing property, consistent with simplifying Alteration Area and New Construction Area terminology.
3. Include allowance with new construction guidelines for new materials that match historic materials in size, design, texture, use, and other characteristics to be specified.
4. Add Design Guidelines that allow ramps when they: are located to preserve historic character, minimize loss of historic features at the point where the ramp connects (porch, railings, steps, windows), are incorporated behind historic feature, are faced with painted untreated wood, brick or stone, depending on type and quality of historic materials.
5. Modify standards for new garages to be more appropriate for garages compared to general standards for homes.
6. For porches, decks, fences, ramps, egress windows, and fire escapes, revise the regulations by allowing for new elements, new design details, substitute materials, and consistency within all codes.

Council Member Gartin asked if these changes would result in a significant increase in costs for owners of the 19 affected properties if they ever wanted to make changes to their homes. Mr. Diekmann said that staff would be able to provide some insight into the costs, but it would depend on the change(s). Council Member Betcher shared that, during the eight years that she served on the Historic Preservation Commission, some of the requirements actually allowed property owners to use less-expensive materials.

**Category 3 - Materials:**

1. For alterations, improve guidance about in what situations to allow substitute materials and elements in place of historic materials and elements. Allow substitute materials and elements when the historic material on the structure is so deteriorated or damaged that it cannot be repaired and one of these conditions exist:
  - a. The historic material on the structure is not readily available
  - b. Craftsmen with the skills needed to work properly with the historic material are not available
  - c. The historic material has inherent flaws, was of poor quality, or is causing damage to adjacent materials
  - d. Current codes that apply to the project require changes from historic materials
2. Simplify terms and eliminate the distinction between compatible and consistent to regulate materials for alterations. For alterations, improve guidance about what materials are allowed to substitute for historic materials, including standards for specific substitute materials in specific applications, such as fiber-cement board siding on new construction. Require substitute materials to be compatible with the historic materials in appearance.

3. Require the involvement of qualified professionals in exploring options and developing details so that the substitute material can be installed without irreversibly damaging or obscuring the architectural features and trim of the building, thereby preserving the hisotir building and its historic integrity.

Council Member Orazem expressed his dissatisfaction with the Materials Category due to substitute materials and elements only being allowed when the historic material was so deteriorated or damaged that it cannot be repaired. His primary concern was the cost of the materials being required. Planner Anderson noted that substitute materials are permissible for New Construction, such as garages. Director Diekmann pointed out that costs are currently not a consideration, but substitute materials may be used if historic material is not readily available.

Sharon Wirth, 803 Burnett Avenue, Ames, representing the Historic Preservation Commission, encouraged the City Council to move forward with the recommendations described in the staff report and direct staff to start drafting text amendments to Chapter 31. In her opinion, the changes would clarify the requirements. Ms. Wirth also stated her belief that “education was key.”

Moved by Betcher, seconded by Orazem, to support the recommendations listed above and direct staff to begin drafting text amendments to Chapter 31, present the draft amendments to the public and to the State Historic Society Office (SHPO), and proceed with public hearings for consideration of the text amendments for completion in 2014.

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

**INFRASTRUCTURE INSTALLATION REQUIREMENTS:** Director Diekmann told the Council that the City of Ames relies upon individual developers to provide the needed incremental infrastructure necessary to support development of a site. Those expectations about the necessity of infrastructure improvements for development exist for residential, commercial, industrial, or institutional uses. The City relies upon its Subdivision Ordinance, Chapter 23 of the *Ames Municipal Code*, to require the installation of appropriate infrastructure. Those include various right-of-way improvements, including paved streets, sidewalks, bike paths, street trees, and street lights. The City also includes improvement requirements for electricity, water, sanitary sewer and storm water. The Subdivision Code also allows for review of any off-site impacts that might be connected to new development. Director Diekmann advised that development would trigger the requirement to install missing infrastructure.

Moved by Orazem, seconded by Corrieri, to direct staff to research and prepare amendments to the *Ames Municipal Code* to require the installation of missing infrastructure at the time of site plan review and approval.

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

**2040 LONG-RANGE TRANSPORTATION PLAN:** Transportation Engineer Pregitzer pointed out that the budgeted amount shown in the 2013/14 Capital Improvements Plan (CIP) showed \$80,000 from Road Use Tax, which would leave \$19,860 to be funded. In December 2013, projected savings of \$84,500 from the Traffic Signal Program for Lincoln Way and Hayward Avenue were returned to the balance of the Road Use Tax Fund. The additional \$19,860 could be financed from the Road Use Tax Fund balance.

Moved by Corrieri, seconded by Nelson, to authorize the use of \$19,860 from the Road Use Tax Fund available balance.

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

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 14-062 approving the Engineering Services Agreement with HDR of Omaha, Nebraska, for preparation of the Plan in an amount not to exceed \$499,301.

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

**PROPOSED WATER PLANT STUDENT OPERATOR PROGRAM:** Lyle Hammes, Water Plant Superintendent, stated that the Water Plant is proposing to start a Student Operator Program. He reported that it is anticipated that there will be a 100% turnover in the Water Plant's Operations staff in the next six years due to retirements. In preparation for that turnover, Water Plant staff evaluated how to attract strong candidates for future full-time vacancies. One possibility is to implement a Student Operator Program. Under the proposed plan, students would be hired and trained over the summer months and ready to operate the Plant by the start of the Fall 2014 semester, covering the weekend evening and weekend overnight shifts.

Mr. Hammes listed the advantages to the City of using student operators. One of those benefits would be that it would provide a more attractive shift schedule for the City's permanent full-time operators. The benefits to students were also outlined. The proposed training period would be four to eight weeks. Mr. Hammes noted that the Iowa Department of Natural Resources was supportive of the proposed Program.

City Manager Schainker noted that there was no action being requested of the City Council. The concept will be incorporated into the Water Utility's operating budget request.

**WPC PUMP PROCUREMENT:** Water and Pollution Control Director John Dunn told the Council that, in FY 2008/09, the five-year CIP included a project that would replace the 14 main vertical turbine solids handling pumps at the City's Water Pollution Control (WPC) Plant. The 14 pumps consist of six raw water pumps, four first-stage trickling filter pumps, and four second-stage trickling filter pumps. Mr. Dunn provided a chronological history of the process to replace the 14 pumps. To-date, only one Flowserve pump has been installed and operating, and it does not meet the specified design flow. A second Flowserve pump had been installed, but was pulled for modification or repair four times - twice for bearing replacements and twice in an attempt to modify the pump to operate within the required flow specifications. It was noted by Mr. Dunn that the existing first-stage trickling filter pumps, which were already at the end of their useful life when the contract was awarded to Flowserve in 2009, now have an additional four years of wear, and staff is very concerned about the potential for a pump failure. Mr. Dunn emphasized that having functional pumps in the first stage trickling filter process is paramount to the Plant being able to pass its full-rated flow and treat to a level that avoids violation of the facility's NPDES Permit.

Possible courses of action were explained by Mr. Dunn. He noted that the Council could declare Flowserve in default of its contract.

According to Director Dunn, the City has made no payment to Flowserve pending resolution of issues with the four first-stage trickling filter pumps. The manufacturer has failed on two separate attempts to modify the pumps to achieve the required flow, and there have already been two bearing failures. In a letter dated July 2, 2013, Flowserve proposed new terms to the contract that are not favorable to the City regarding payment and performance.

Moved by Betcher, seconded by Orazem, to direct staff to continue to negotiate with Flowserve to obtain the most favorable terms possible to procure two pumps at a reduced price and delete two

pumps from the contract.

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

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 14-063 authorizing the procurement of four new First-Stage Trickling Filter Pumps from Fairbanks as a negotiated single-source procurement in the amount of \$416,780.

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:** Housing Coordinator Vanessa Baker-Latimer gave a brief overview of the CDBG Program. She provided information on the programs where CDBG funds were used nationally as well as in Iowa. Ms. Baker-Latimer highlighted the extensive citizen participation process followed by staff pertaining to CDBG funds. The 2014 Story County Median Income Limits were shown to the Council. Eligible and ineligible activities were listed by Ms. Baker-Latimer. She noted that the City had not undertaken a job-creation program.

Council Member Gartin asked if Ms. Baker-Latimer had had any interaction with AMOS or other housing advocacy groups. Ms. Baker-Latimer answered that all citizen groups are invited to Public Forums. She had been invited to and had attended an AMOS meeting.

Ms. Baker-Latimer told the Council that HUD had recently enacted new requirements. Training will be offered in the near future. After the new requirements are known, Ms. Baker-Latimer will inform the City Council.

A time line of next steps for completion of the 5-Year Strategic Plan goals and 2014-15 Action Plan projects was presented by Ms. Baker-Latimer.

Council Member Goodman asked if it would be possible for the Council to take a step back and look at all the priorities. Ms. Baker-Latimer said she was willing to do that; however, the time frame for spending the CDBG funding would not change; it would remain as April 30. If the Council preferred to have additional discussion about the goals and 2014-15 Action Plan, she could request an extension from the Department of Housing and Urban Development. Planning and Housing Director Diekmann cautioned that revising the Strategic Plan and priorities and spending down the funding is a lot to get accomplished in four months. Assistant City Manager Bob Kindred noted that public forums will be held and staff will update on the Council on the input received.

**HEARING ON 2013/14 COLLECTOR STREET PAVEMENT IMPROVEMENTS PROGRAM-SHELDON AVENUE (LINCOLN WAY TO HYLAND AVENUE):** Mayor ProTem opened the public hearing. No one requested to speak, and the hearing was closed.

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 14-064 approving final plans and specifications and awarding a contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$896,526.49.

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

**HEARING ON 2012/13 TRAFFIC SIGNAL PROGRAM (LINCOLN WAY AND HAYWARD AVENUE):** The public hearing was opened by Mayor ProTem Goodman. There being no one wishing to speak, the hearing was closed.



Moved by Orazem, seconded by Corrieri, to authorize the use of \$6,100 from the Road Use Tax Fund available balance.

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

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 14-065 approving final plans and specifications and awarding a contract to Voltmer, Inc., of Decorah, Iowa, in the amount of \$195,040.88.

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

**HEARING ON 2013/14 TRAFFIC SIGNAL PROGRAM (GRAND AVENUE AND 20<sup>TH</sup> STREET):** Mayor ProTem Goodman opened the hearing and closed same after no one came forward to speak.

Moved by Betcher, seconded by Nelson, to adopt RESOLUTION NO. 14-066 approving final plans and specifications and awarding a contract to Baker Electric of Des Moines, Iowa, in the amount of \$181,579.05.

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

**HEARING ON FURNISHING CONTROL PANELS FOR HABER ROAD SUBSTATION:** The hearing was opened by Mayor ProTem Goodman. No one requested to speak, and the hearing was closed.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 14-067 approving final plans and specifications and awarding a contract to Schweitzer Engineering Laboratories, Inc., of Pullman, Washington, in the amount of \$93,934.85 (inclusive of sales tax).

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

**ORDINANCE TO ADD DEFINITION OF FLASHING YELLOW ARROW TO MUNICIPAL CODE SECTION 26.18(2)(K):** Moved by Orazem, seconded by Betcher, to pass on third reading and adopt ORDINANCE NO. 4168 to add the definition of “flashing yellow arrow” to *Municipal Code* Section 26.18(2)(k).

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

**ORDINANCE ADOPTING 2012 EDITIONS OF INTERNATIONAL BUILDING, RESIDENTIAL, FIRE, EXISTING BUILDING, MECHANICAL, PLUMBING, AND FUEL GAS CODES, WITH LOCAL EDITS:** Moved by Nelson, seconded by Orazem, to pass on third reading and adopt ORDINANCE NO. 4169 adopting, by reference, the 2012 Editions of International Building, Residential, Existing Building, Mechanical, Plumbing, and Fuel Gas Codes, with local edits; and ORDINANCE NO. 4170 adopting, by reference, the 2012 Edition of the International Fire Code, with local edits.

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

**COUNCIL COMMENTS:** Moved by Gartin, seconded by Orazem, to refer to staff the request of First National Bank dated January 22, 2014, to reserve three parking meters located in front of its

temporary location at 119 Stanton Avenue.

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

Moved by Gartin, seconded by Nelson, to refer to staff the request of Chuck Winkleblack dated January 24, 2014, to modify the parking standards for office uses in commercial zones.

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

Moved by Gartin, seconded by Nelson, to refer to staff for placement on a future agenda the alternate proposal of Dayton Park to address the penalty imposed by the City Council for non-compliance with the South Bell TIF Agreement.

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

**ADJOURNMENT:** Moved by Betcher to adjourn the meeting at 11:31 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor