

**AGENDA**  
**REGULAR MEETING OF THE AMES CONFERENCE BOARD**  
**AND REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL\***  
**FEBRUARY 23, 2021**

**\*DUE TO THE COVID-19 PANDEMIC, THIS CITY COUNCIL MEETING WILL BE CONDUCTED AS AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, YOU MAY DO SO AS A VIDEO PARTICIPANT BY GOING TO:**

<https://zoom.us/j/826593023>

**OR BY TELEPHONE BY DIALING: US:1-312-626-6799 or toll-free: 1-888-475-4499**

Zoom Meeting ID: 826 593 023

**YOU MAY VIEW THE MEETING ONLINE AT THE FOLLOWING SITES:**

<https://www.youtube.com/ameschannel12>

<https://www.cityofames.org/channel12>

**or watch the meeting live on Mediacom Channel 12**

**NOTICE TO THE PUBLIC:** The Mayor and City Council welcome comments from the public during discussion. If you wish to speak, please see the instructions listed above. 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.

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

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

1. Roll Call
2. Motion approving Minutes of January 26, 2021
3. Public hearing on proposed 2020/21 budget for City Assessor's Office:
  - a. Motion adopting budget

**CONFERENCE BOARD COMMENTS:**

**ADJOURNMENT:**

**REGULAR MEETING OF AMES CITY COUNCIL\*\***

\*\*The Regular Meeting of the Ames City Council will immediately follow the Regular Meeting of the Ames Conference Board.

**NOTICE TO THE PUBLIC:** The Mayor and City Council welcome comments from the public during discussion. If you wish to speak, please see the instructions listed above. 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.

**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.

1. Motion approving payment of claims
2. Motion approving Minutes of Special City Council Meetings held February 2, 3, and 4, 2021; and Regular Meeting held February 9, 2021
3. Motion approving Report of Change Orders for period February 1 - 15, 2021
4. Motion approving New 12-month Class C Liquor License with Sunday Sales: Dog-Eared Books 203 Main Street
5. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout) and Sunday Sales - Casey's General Store #2905, 3612 Stange Road
6. Motion approving ownership change for Class C Liquor License & Sunday Sales - Texas Roadhouse 519 South Duff Avenue
7. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales -Kum & Go #1113 2801 E 13<sup>th</sup> St
8. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales -Kum & Go #227 2108 Isaac Newton Drive
9. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit(Carryout Beer) and Sunday Sales - Sam's Club 305 Airport Road
10. Motion approving ownership change for Class C Liquor License, Outdoor Service and Sunday Sales - Chipotle Mexican Grill 435 S Duff Avenue
11. Motion approving renewal of the following Beer Permits, Wine Permits and Liquor Licenses:
  - a. Class C Liquor License with Outdoor Service & Sunday Sales - Coldwater Golf Links 1400 S Grand Avenue
  - b. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - Kum & Go #113 2801 E 13<sup>th</sup> St
  - c. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - Kum & Go #227 2108 Isaac Newton Dr
  - d. Class A Liquor License with Outdoor Service & Sunday Sales - Elks Lodge 522 Douglas Ave **Pending DRAM**
  - e. Special Class C Liquor License with Class B Wine Permit - The Spice Thai Cuisine 402 Main Street
  - f. Class C Beer Permit with Class B Native Wine Permit & Sunday Sales - Swift Stop #4 1118 South Duff Ave
  - g. Class C Beer Permit with Class B Wine Permit & Sunday Sales - Swift Stop #5 3218 Orion St
  - h. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - Casey's General Store #2905 3612 Stange Rd
  - i. Class B Beer with Sunday Sales - Pizza Pit Extreme 207 Welch Ave **Pending DRAM**
  - j. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - Sam's Club 305 Airport Rd
12. Resolution proposing vacating utility easement at 220 S. Duff Avenue and setting date of public hearing for March 9, 2021

13. Resolution approving the 2020 accomplishments of the Historic Preservation Commission and the Work Plan for 2021 (2020 Certified Local Government Report)
14. Essential Corporate Purpose General Obligation Bonds and General Obligation Refunding Bonds and General Corporate Purpose General Obligation Bonds:
  - i. Resolution setting date of public hearing for March 9, 2021, to authorize issuance of Essential Corporate Purpose General Obligation Bonds and General Obligation Refunding Bonds in an amount not to exceed \$25,665,000
  - ii. Resolution setting date of public hearing for March 9, 2021, to authorize issuance of General Corporate Purpose General Obligation Bonds in an amount not to exceed \$700,000
15. Resolution approving the Police Department's application for and participation in the Governor's Traffic Safety Bureau Enforcement Grant program
16. Resolution approving Professional Services Agreement with WHKS & Co., of Ames, Iowa, for 2021/22 Sanitary Sewer Rehabilitation Design projects in an amount not to exceed \$222,000
17. Resolution approving Professional Services Agreement with GBA Systems Integrators, LLC, of Lenexa, Kansas, regarding Intelligent Transportation System (ITS) Traffic Network Design in an amount not to exceed \$193,740 for Phase 1
18. Resolution approving amendment to extend City employee COVID-19 Leave Policy through April 30, 2021
19. Requests from Ames Chamber of Commerce for Ames Main Street Farmers' Market on Saturdays from May 1 to October 16, 2021:
  - a. Motion approving blanket Temporary Obstruction Permit and blanket Vending License for Central Business District from 5:30 a.m. to 1:30 p.m.
  - b. Resolution approving closure of 300 and 400 blocks of Main Street, Burnett Avenue from Main Street to the U.S. Bank drive-through, and Tom Evans Plaza from 5:30 a.m. to 1:30 p.m.
  - c. Resolution approving suspension of parking enforcement in CBD Lots X and Y from 6:30 a.m. to 1:00 p.m.
  - d. Resolution approving waiver of parking meter fees and enforcement, usage and waiver of electrical fees, and waiver of fee for blanket Vending License for event from 5:30 a.m. to 1:30 p.m.
20. Resolution approving preliminary plans and specifications for Ames Fire Station #1 HVAC Replacement project; setting March 24, 2021, as bid due date and April 13, 2021, as date of public hearing
21. Resolution approving preliminary plans and specifications for 2020/21 Collector Street Pavement Improvements (20<sup>th</sup> Street); setting March 17, 2021, as bid due date and March 23, 2021, as date of public hearing
22. Resolution approving preliminary plans and specifications for 2020/21 CyRide Route Pavement Improvements (9<sup>th</sup> Street); setting March 17, 2021, as bid due date and March 23, 2021, as date of public hearing
23. Resolution approving contract and bond for Baker Subdivision Geothermal Well Installation
24. Resolution approving contract and bond for 2019/20 Sanitary Sewer Rehabilitation (Basin 10)
25. Brookside Park Restroom Renovation Project:
  - a. Resolution approving final Change Orders No. 2 through 6 in the amount of \$444.20
  - b. Resolution accepting completion
26. Plat of Survey for 2805 and 2809 Green Hills Drive
27. Plat of Survey for 2929 and 2935 Green Hills Drive and 2209 Suncrest Drive
28. Plat of Survey for 2926 and 2930 Green Hills Drive

29. Plat of Survey for 2216 and 2220 Suncrest Drive and Outlot ZZ

**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 three minutes.

**ADMINISTRATION:**

30. Discussion of additional questions for Residential Satisfaction Survey

31. Resolution approving the composition of the Ames Climate Action Planning Community Input Task Force

**PLANNING & HOUSING:**

32. State Reinvestment District Incentive Pre-Application:

a. Motion authorizing City staff to submit a pre-application to the Iowa Economic Development Authority for the Reinvestment District Program with the understanding that the assumptions, financial projections, and project elements might change after the pre-application receives favorable review and more in-depth negotiations with the developer occur

b. Motion directing staff to begin the required process of establishing an Urban Renewal Area coterminous with the Reinvestment District Boundary

33. Urban Revitalization Area Annual Report:

a. Resolution approving requests for tax exemptions for: 415 Stanton, Unit 211; 415 Stanton, Unit 316; 138 Gray Avenue; 311 Ash Avenue; 1810 SE 16<sup>th</sup> Street

**HEARINGS:**

34. Hearing on City Access Control System:

a. Motion accepting report of bids

35. Hearing on Water Treatment Plant Lime Pond Underdrain Improvements Project:

a. Resolution approving final plans and specifications and awarding contract to RW Excavating Solutions, LC of Prairie City, Iowa, in the amount of \$86,635.56

36. Hearing on Proposed 2020-21 Annual Action Plan Projects for Community Development Block Grant (CDBG), HOME, and CV-Cares Programs:

a. Resolution approving Annual Action Plan Projects and directing staff to submit the Plan for approval by HUD no later than February 28, 2021

37. Hearing on zoning text amendment to the Downtown Service Center Zoning District to reduce the number of vehicle parking spaces required for apartment use:

a. First passage of ordinance

38. Hearing on rezoning of 2801 & 2803 West Street from Residential High Density to Neighborhood Commercial with University West Impact Overlay:

a. First passage of ordinance

39. Hearing on Maximum Levy:

a. Resolution approving maximum levy amount of \$22,401,045

b. Resolution setting March 9, 2021, as date of final public hearing on Adjusted Budget for FY 2020/21



- c. Resolution setting March 9, 2021, as date of final public hearing and adoption of budget for FY 2021/22

**ORDINANCES:**

- 40. First passage of ordinance requiring Secondhand Dealers to obtain a permit to conduct business within the City of Ames
- 41. First passage of ordinance setting the speed limit for the new South 5<sup>th</sup> Street extension

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:**

**COUNCIL COMMENTS:**

**CLOSED SESSION:**

- 42. Motion to hold Closed Session as provided by Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in or threatened to be in litigation

**ADJOURNMENT:**

**MINUTES OF THE REGULAR MEETING OF THE  
AMES CONFERENCE BOARD**

**AMES, IOWA**

**JANUARY 26, 2021**

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

Mayor Haila announced that it was impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

The Regular Meeting of the Ames Conference Board was called to order by Chairman John Haila at 6:00 p.m. on January 26, 2021. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. Linda Murken, Lisa Heddens, and Latifah Faisal represented the Story County Board of Supervisors. Other members in attendance were as follows: Joe Anderson, Nevada School Board of Directors; and Jennifer Britt, United Community School Board of Directors. Gilbert School Board of Directors and Ames School Board of Directors were not represented.

**MINUTES OF FEBRUARY 25, 2020:** Moved by Murken, seconded by Betcher, to approve the Minutes of the February 25, 2020, meeting of the Ames Conference Board.

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

**DISCUSSION OF CITY ASSESSOR'S BUDGET PROPOSALS:** Acting City Assessor Brenda Swaim reviewed the City Assessor's 2021-2022 Annual Report. Ms. Swaim pointed out that there are two vacancies on the Board of Review as one term concluded at the end of 2020 and another member decided to retire at the end of 2020. One of the vacancies must be filled with a real estate or construction expert per *Iowa Code*. It was noted that since the City Assessor retired, the Examining Board met and requested the Register from the Department of Revenue.

Ms. Swaim mentioned that updated tables were emailed earlier today, and she asked the Conference Board to focus on Tables 1 and 3 as those tables were correct. Table 1 showed that the assessed values were up by 3.2% and table 3 showed that the taxable values were up 4.7%.

Council Member Betcher inquired as to what accounted for the lower percentage from what the Board had for Table 2 as opposed to what they now see in Table 3. Ms. Swaim explained that Table 2 had last year's information in it as the old information was brought forward and not updated. The Mayor wanted to know if new tables would be sent out. Ms. Swaim mentioned that she would have to get that information together and could send it out if the Conference Board wanted them. Mayor Haila stated it would be helpful to have the updated information. If for any reason she is unable to obtain the data to send out, he asked that she send a note to the Board to that effect.

It was noted that the Ames City Assessor's Office has two vacancies. Ms. Swaim noted it was her hope that the hiring of a new Ames City Assessor would be swift. She pointed out that on Attachment C of the Report, it showed the Residential Sales Quarterly Report; and when looking

at new construction sales, the quantity decreased, but the price per square foot remained steady (the median was up by 2.8%). Existing house sales were very active with the quantity up by over 9%. Ms. Swaim pointed out that the price per square foot as well as the median price were also up from last year.

Page 6 of the Report was a summary of the Assessment notices that were mailed out for 2020. Page 7 showed the number of Informal Hearings along with Board of Review Hearings. Ms. Swaim explained that a question had come up from the Mini Board wanting to know the actual number of Board of Review cases; and it was noted that of the 183 residential cases, 144 were two condominium regimes held by a single owner. Ms. Swaim pointed out that, on Page 8 of the Report, there was a list of appeals that were pursued beyond the Board of Review, either in District Court or the Property Assessment Appeal Board (PAAB). Some of the cases have been settled, but many are still active as the District Court and PAAB systems are backed up due to COVID-19.

The Mayor questioned if the 183 residential appeals was an average number of appeals that are received each year. Ms. Swaim answered that the number was very low compared to other years. Mayor Haila then wanted to know if the number of cases going to the District Court and PAAB was comparative to previous years. It was pointed out that, while there are multiple cases, some of them are related to one project.

Story County Board of Supervisor Lisa Heddens wanted to clarify the Board of Review cases that show “number upheld,” and if that meant the homeowner won or the Board did. Ms. Swaim noted that cases where the appeal was upheld (meant that the petition of the property owner was granted).

Ms. Swaim explained that she had found a few errors on the Budget Proposal and had made the corrections. When Ms. Swaim was completing the Report for the Department of Management, she had noticed that no money had been allocated for the vacancies in the Office for the remainder of the fiscal year. Ms. Swaim had to increase the projected expenses for the Assessor and Staff line items. In FY 20-21, it was originally budgeted for a 5% increase and that is what the corrected amount is, but what was in the Report was modified. It was noted that the City Assessor’s Office tries to mirror what the City of Ames does for increases, when possible. When the City only got 4% those were the numbers shown. She wanted to make sure the Board knew that even though they had expenses available for 5%, staff was able to stay below the 4% budget amount. The Mini-Board was also able to help Ms. Swaim trim a few line items in the Report. It was pointed out that the total percentage of change between the proposed and current budget is only 2%.

Mayor Haila asked if the expected budget included the vacancy of the position. Ms. Swaim explained that she did take that into consideration along with the accrual pay out to the previous City Assessor. The Mayor wanted to know if the Assessor’s office is actively searching for an Administrative Assistant. Ms. Swaim mentioned that she is not sure, but knows that a few other items need to be taken care of before they can hire anyone.

Supervisor Linda Murken questioned when the last time was the Board of Review’s salaries were increased. Ms. Swaim explained that it had been a long time; maybe over 15 years. The Mayor mentioned that in the budget proposal it is being recommended that the Board of Review salary change from \$17.50 per hour to \$35.00, and wanted to know if staff had checked with other

municipalities to see if the \$35.00 was a common rate. Ms. Swaim mentioned it was discussed briefly during the Mini Board as there was a salary survey done from other cities and; that was the basis used for determining salaries for the Board of Review. Staff wanted to increase the salary with the hope of attracting and maintaining qualified members.

Moved by Gartin, seconded by Murken, to approve the recommendations of the City Assessor's Report.

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

Moved by Heddens, seconded by Corrieri, to receive the proposed budget.

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

Moved by Faisal, seconded by Betcher, to set 6:00 p.m. on February 23, 2021, as the date of public hearing on the proposed FY 2021/22 City Assessor's budget (adoption of budget will occur after hearing is held).

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

**CONFERENCE BOARD COMMENTS:** Council Member Martin asked, when the Conference Board moves into the next phase with a new City Assessor, would the Conference Board want to change any of the structure. He gave an example of adding more structure to the Mini Board or establish a procedure for formal evaluation of the City Assessor. He inquired as to how to move forward with those things if the Conference Board was interested.

Moved by Martin, seconded by Corrieri, to place the topics of the Mini Board structure (chair, vice-chair, and secretary) and the question of how the Conference Board would evaluate the Assessor's performance after the appointment of a long-term Assessor on the next Conference Board Agenda.

Council Member Gartin explained that he is supportive of the motion, but wanted to know if they could ask the City of Ames staff to come up with some proposals for the Conference Board to consider. He mentioned that he was nervous about having a "blank slate" and wanted to know if Council Member Martin would be in favor of adding that to his motion. Council Member Martin stated that is a great consideration as he is unaware of how to evaluate the City Assessor. Mayor Haila mentioned that would be a great idea and they could ask the City Manager who on staff would be able to help come up with some proposals for the Conference Board. The Mayor stated that it would be the understanding of the Conference Board that this would be included in the original motion and a new motion would not be needed.

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

The Mayor asked Council Member Corrieri to give an update on the process for hiring a new City Assessor. Ms. Corrieri mentioned that the Examining Board met a few weeks ago to establish the formality of the Examining Board, and she will be serving as Chair of the Board. The Board had officially requested the registry of names from the Department of Revenue. The registry list had been received and there were approximately 160 names on the list, but of those, 60 were retired. The City of Ames Human Resources Department is going to be assisting with the initial application and vetting process. Bethany Jorgensen, Human Resources Director, and Brian Phillips, Assistant City

Manager, will be putting together a formal job description and will have the position posted to the City of Ames website in the next couple of weeks. A formal letter will then be sent to the names on the registry that the recruitment is open and invite them to apply. Ms. Corrieri explained that they are looking at having the position open indefinitely because the last recruitment only had one applicant and they are not sure how many people will apply. Supervisor Heddens inquired, process-wise, if the Examining Board would meet after the City has vetted the list. Ms. Corrieri explained that it would depend on how many people there are on the list, if there are a lot, the City of Ames will vet out some of the candidates, but if there are only a few then those will go directly to the Examining Board. Once the Examining Board reviews the applications, they will invite the finalists for a full-day interview process to meet with everyone and end on a public presentation. The Examining Board will make a final recommendation to the Conference Board for appointment.

Supervisor Linda Murken stated that she understood that the 2005 Report was going to be updated. She wanted to remind the Mayor and City Administrator if the City would be willing to take over the payroll for the City Assessor's office. Ms. Murken commented that the payroll is currently being done by Story County. Everyone already thinks of the City Assessor's office as City employees as staff is on the City benefit plans, deferred compensation, and for Human Resources, and that it doesn't make sense for Story County to do the payroll and just wanted to remind everyone that this issue had been brought up. Mayor Haila mentioned that he will follow-up with City Manager Steve Schainker to get that question answered, and if needed, will bring it back to the Conference Board.

**ADJOURNMENT:** Moved by Heddens to adjourn the Ames Conference Board at 6:29 p.m.

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John A. Haila, Chairperson

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Amy Colwell, Deputy City Clerk

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Brenda Swaim, Acting City Assessor

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

**AMES, IOWA**

**FEBRUARY 2, 2021**

**CALL TO ORDER:** Mayor John Haila called the Special Meeting of the Ames City Council, which was being held electronically, to order at 5:15 p.m. with the following Council members participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Nicole Whitlock was also present.

Mayor Haila announced that it was impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

**FY 2021/22 BUDGET PROPOSALS:**

**Library Services.** Library Director Sheila Schofer informed the Council about the many programs offered at the Library during the COVID-19 pandemic. Ms. Schofer then pointed out what activities the Library has done since the lobby reopened in July 2020. Ms. Schofer mentioned that throughout FY20, the Library was doing a strategic planning process. Key themes emerged from the data and were incorporated into the six identified priorities that will shape important work for the next four years. The six priorities were: Equity, Inclusion, Civic Engagement, Access, Wellness, and Staff Development.

Council Member Betcher inquired what expenses the term “Commodities” covered in her budget. Director Schofer mentioned that the category covers a lot of items. Ms. Betcher commented that she was curious if the terminology had changed as she thought library commodities were book collections, technology, and items that are being used every day. Ms. Schofer explained that there would be two categories; if there is a circulating item or part of the Library collection, it would fall under commodities, but if it is more software maintenance, it would fall under contractual.

The Mayor was curious as to how many Ames residents looked at the New York Times or the *Wall Street Journal*. Ms. Schofer stated they are allotted so many views a month and she didn't have the exact numbers, but could look into it.

Council Member Martin wanted to know what the wait time would be for someone to check out one of the hotspots. Customer Account Services Manager Tracy Briseno noted it is currently a one week wait.

Director Schofer pointed out that the Ames Library lobby service was re-opened on February 1, 2021.

**Water Operations.** John Dunn, Director of the Water and Pollution Control Department, introduced the members of the Water and Pollution Control Leadership Team. Director Dunn provided an

overview of the various programs included in the Administration budget. Director Dunn mentioned a few programs that were wrapping up in the current FY that he wanted to highlight: 1) Conclusion of a multi-year/multi-million dollar rehabilitation of the Digester Complex at the Water Pollution Control Facility; 2) Major renovation of the co-generation system with the replacement of an engine with a dual-fuel fired boiler; and 3) Completion of the North River Valley Park Low-Head Dam Improvements. It was noted that staff is planning a ribbon cutting ceremony for the North River Valley Park on Saturday, May 1, 2021. Due to COVID-19, a lot of the traditional outreach events were canceled and a big shift to online services was done.

Regarding Plant Operations, Director Dunn advised that the last calendar year had been the most unusual year for water demands. A graph was shown that showed 2020's water usage. It was noted that due to the huge swing in water consumption, it would be tough to predict revenues. Director Dunn explained they will be using three-year monthly averages to predict revenues moving forward.

Programs for Facility Operations. The programs covered under Facility Operations include Administration, Flood Warning, Maintenance, Treatment, and Farm Operations. Director Dunn pointed out that they had a decrease in two FTEs. The decrease was due to the creation of the new Student Operator Program. Two vacant positions were converted to four part-time student operator positions. Director Dunn mentioned that the Ames Water and Pollution Control Facility (WPCF) received the prestigious Platinum 30 Peak Performance Award. The Award recognizes the Ames WPCF for 30 consecutive years of perfect compliance with its National Pollutant Discharge Elimination System Permit. The WPCF holds the second-longest compliance record in the nation.

Laboratory. Highlights were provided for the Laboratory Division. The lab has been supporting the activities for the Squaw Creek Watershed Management Authority and the Ambient Water Monitoring Program that Prairie River of Iowa is undertaking.

W&PC Metering Services. Staff has maintained fiscal accountability through accurate metering and track water loss throughout the system. Director Dunn mentioned that every time one of the staff enters a customer's home, they leave a survey, and the responses have always been positive. It was pointed out by Director Dunn on the summary budget for meters that there is an increase in commodities for water meters and that is due to moving a portion of the meters out of the CIP and into the operating budget. He pointed out that they are budgeting flat for the number of meters being replaced as they were moved from one program to another.

Mr. Dunn reviewed the rate and fee adjustments:

1. Proposed 6% Water rate increase, effective July 1, 2021 (no change to sewer rates)
2. Increase other "water-related" fees based on the across-the-board rate increases
3. Annual update to meter-setting fees based on actual costs

Council Member Gartin inquired as to why the WPC Farm Operations went down 24%. Director Dunn mentioned he didn't recall the exact break-out of what the reduction was. He noted that some of the expenses were tied to soil sampling, which is not done every year. Staff is trying to coordinate

with the tenant farmer as the City has a crop-share arrangement, and it depends on what is being planned for the planting of crops and the amount of fertilizer that the City is expecting to use etc.

Council Member Beatty-Hansen had mentioned that she had seen somewhere where the City may start putting compost in the digester and she was curious about what the City could handle for the capacity of biosolids. Mr. Dunn explained that there have been conversations with the Resource Recovery Plant and there is an option to take the food-waste diversion collected at the Resource Recovery Plant and bring it to WPC to inject directly into the digesters. It was noted that the design capacity of the digester has not even been close to being full. Staff are exploring options to market themselves to people that have high-strength waste that can help generate revenue and to increase gas production.

The Mayor mentioned that there has been work on getting the Discharge Permit and wanted to know if that has been obtained yet. Director Dunn stated that the permit they had expired in 2016 and staff has submitted a renewal application, but one of the issues had to do with managing weather flows. The DNR had stated they would rather wait and get a statewide strategy crafted for that as opposed to trying to negotiate a bunch of permits one on one. It was noted that staff are continuing to follow the guidelines as if they still have an active permit. Mayor Haila inquired if Burke had shipped any of its product to the Water Pollution Control Plant yet. Director Dunn stated they had taken a few loads to try on a trial basis.

**Public Works.** Public Works Director John Joiner showed a video highlighting many of the accomplishments of the Public Works Department. It was pointed out that Public Works now has its own Facebook page and it has been very important with reaching out to the public during the COVID-19 pandemic. An overview was given of the work activities for the Utilities Program, including Water Distribution, Sanitary Sewer Collection, and Stormwater Maintenance. Water Distribution and Sanitary Sewer Maintenance share the same FTEs (same workgroup). It was noted that staff is proposing to get new equipment, referred to as the sewer RAT (Rapid Assessment Tool). The sewer RAT will send acoustics through the pipe and there are sensors at both ends that can detect any breaks or blockages that would need further investigation.

Regarding the Stormwater Permit Program, it was noted there was a lot of public education and outreach done with the Stormwater Permit program. The 2020/21 EcoFair was replaced with virtual EcoChats.

**Resource Recovery.** Due to COVID-19 staff was unable to have Rummage RAMPage, but there are plans to hold the event this year. Staff is working with WPC with a partnership on how to manage the food waste diversion program. There is also a partnership with Electric Services to look at the optimization of the program and what technologies might be the most efficient and effective moving forward. A Request for Proposals is currently active for that program and should be bringing a recommendation for a consultant to the Council in the spring. Director Joiner mentioned that the City has had a closed landfill for the past 25 years, and because of the great job staff has done with managing the landfill the DNR has told the City they could ask for a Long-Term Environmental



Covenant. This will reduce the amount of inspections, reporting, and interactions with the DNR.

Highlights were given for Public Works Administration, Engineering, Traffic Engineering and Operations, Street System Maintenance, Parking Operations, and Airport Operations. For Administration, the *Ames-on-the-Go* mobile and Web site has seen an increase in usage. There were over 900 requests made through the system and there was a spike in requests due to the Derecho.

Under the Snow & Ice Control Program, Director Joiner noted that staff planned for 19 events with a total of 36" of snow, there have been 12 events with 34.5 inches of snow to date. A graph highlighted the average response time per season has continued to trend down for the past seven years as the team has continued its efficiency. A graph of salt usage was shown.

Regarding Airport Operations, Mr. Joiner reported that in the Fall of 2020 the Airport Master Plan was completed. The City will continue to receive fixed-based operator services from Central Iowa Air Service. There was damage at the airport due to Derecho and staff has been working with the insurance company and FEMA to have the damages repaired.

**Fleet Services.** Director Corey Mellies advised that the hourly rate for maintenance services will increase to \$78.18/hour in FY 2021/22, which is a 2.9% increase. The rate is designed to recover the cost of the technicians' salaries and benefits. The average fuel costs are projected to be \$2.45 for FY 2021/22. There were 52 vehicles and equipment purchased for the City in 2019/20. A chart was shown of the fuel trends from 2012/13 to 2020/21. Director Mellies mentioned that 25% of the Fleet is currently Green. B100 Conversions were installed on five snow plow trucks. During Year 1 the City used 10,500 gallons and equates to savings of 104 metric tons of greenhouse gas. Seven more trucks have been ordered. There is also an Agreement with the IA DOT that they will fill its trucks from the Cities B100 tank. A graph was presented showing the amount of diesel hours versus biodiesel hours that were used for the five B100 snow plow trucks. Council Member Beatty-Hansen inquired as to why one of the trucks showed a greater usage of diesel hours than the other four trucks. Mr. Mellies mentioned it was probably due to the truck being turned on and off more frequently.

Regarding the Greenhouse Gas Inventory, the Fleet Department was able to reduce the annual greenhouse gas by 4% along with reducing fuel consumption. Staff will also be participating in a new RFP for the Climate Action Plan.

Director Mellies mentioned that going forward, Fleet will be looking to expand its biodiesel vehicles. They are also starting to expand hybrid and electric vehicles. Staff is starting to see less options for E85 vehicles and the cost of all electric vehicles is still high.

Council Member Gartin wanted to know if Director Mellies had a sense of what it would cost to break even with City vehicles being changed over to all-electric. Mr. Mellies stated right now the majority of City vehicles don't put a lot of miles on them and with fuel costs being low it would be hard to find the breaking even point.

Council Member Betcher pointed out that there was a significant decrease in the Fleet Acquisitions budget and inquired if that was due to recent large purchases, don't need any new vehicles, or trying to cut costs. Finance Director Duane Pitcher explained that staff has delayed a few replacements to reduce expenses.

Mayor Haila noted that he was disheartened to see there are less options for E85. Knowing this does not bode well for ethanol or for the State of Iowa with corn production. The Mayor wanted to know if this is something that is being seen around the nation. Director Mellies stated that Dodge has removed themselves from E85, Chevy has limited vehicles, and Ford still has some. The truck market is moving away from E85 and hybrids are unable to use E85.

**Facilities.** Director Mellies presented project highlights. Some highlights were the COVID-19 Mitigation efforts, keycard (access control), Fabric Building at Maintenance Facility, assisting with the Homewood Clubhouse Project, and a consultant was hired for the City Hall Interior Update (color palette, flooring, shades, and furniture). Future projects were mentioned.

**Finance Services.** Finance Director Duane Pitcher presented the budget for the Economic Development Program. He noted that an additional TIF District within the ISURP Urban Renewal area has been established. Staff is preparing the application for the Iowa Reinvestment District. It was mentioned that TIF Funds were now collecting more incremental property tax than the annual debt service payments.

Director Pitcher briefly covered the budgets and gave highlights for Financial Services, including Administration, Purchasing Services, Information Technology, Utility Customer Service, and Parking Violation Collection. He noted that Finance has continued to maintain its Aa1 G.O. Bond rating. They have implemented electronic document systems and continued to expand on electronic payments. New this year are the CARES Act, FEMA, COVID, and Derecho grants.

**Purchasing Services** - Staff recently rolled out a new electronic bidding system called AmesBids, that will hopefully expand the reach out to more bidders. This Department supported all large City initiatives including COVID communications and there was an increase in purchasing supplies due to COVID.

**Information Technology.** This division completed the transition from IBM Notes to MS Outlook, Office 365, and Teams. Staff has continued with updates to network and infrastructure to support transitioning to more cloud-based systems including new redundant core switches, MFA, workstation imaging and encryption of mobile devices. There was an increase in responses due to COVID challenges and to maintain services with remote access and video meetings.

**Utility Customer Service** - It was pointed out that this area gets the most customer interaction. During the building's closure staff were able to handle everything online or by phone; however, there are a lot of customers who prefer to come inside to pay their bill. This division implemented multiple COVID relief assistance programs. Staff is currently in the process of implementing the community

solar credits. A new parking ticket collection system has been implemented and the roll-out new parking ticket issuance went well. The cashier positions were reclassified to Utility Customer Service Clerk positions. Cashiers are expected to be able to perform the duties of a Utility Customer Service Clerk and vice versa.

The Mayor asked if the CARES funding was spread throughout the budget or would it be a new income stream. Director Pitcher explained it was all recorded as revenue in the General Fund for the current FY.

**DISPOSITIONS OF COMMUNICATIONS TO COUNCIL:** The Mayor noted that there was only one item. It was an email from Robert Long requesting to rezone the west side of Grove Avenue from High Density Residential to Medium Density Residential.

Council Member Betcher stated she had a discussion with Mr. Long as he is one of her constituents. She understood this was discussed when Sherwin-Williams was going to move to this area. Ms. Betcher stated she would be interested in getting a memo from staff on the situation in this area.

Moved by Betcher, seconded by Beatty-Hansen to get a memo from staff.  
Vote on Motion: 6-0. Motion declared carried unanimously.

**COMMENTS:** Council Member Betcher mentioned that the International Town and Gown Association had extended its early bird rate, and if any of the Council Members are interested in attending to let her know.

Council Member Gartin stated an Iowan made history today: Secretary Tom Vilsack became the Secretary of Agriculture again.

**ADJOURNMENT:** Moved by Corrieri to adjourn at 7:10 p.m.

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

**AMES, IOWA**

**FEBRUARY 3, 2021**

**CALL TO ORDER:** Mayor John Haila called the Special Meeting of the Ames City Council, which was being held electronically, to order at 5:15 p.m. with the following Council members participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Nicole Whitlock was also present.

Mayor Haila announced that it was impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

## **FY 2021/22 BUDGET PROPOSALS:**

**Parks & Recreation.** Parks and Recreation Director Keith Abraham explained that two surveys were done in May and November 2020 to get a feel for what services the citizens were comfortable doing. There was a big impact on participation due to COVID-19. The impact affected revenue and part-time staffing. In 2019 there were 459 part-time staff, but due to COVID there were only 272 part-time staff hired in 2020. During the pandemic they offered Outdoor, Virtual, and eventually In-Person classes. Since band concerts were unable to be held, staff had started a “Virtually Anywhere” program that shows live concerts every Thursday night. Director Abraham noted that they were unable to start the first youth and adult Miracle Leagues in the Fall 2020, but are hoping to start this summer. Dance and Gymnastics classes were canceled, but have recently reopened with the students wearing masks. Lap swimming was offered at the Ames Municipal pool and private rental of the Municipal Pool has gone up.

Director Abraham mentioned that there would be some fee changes for FY 2021/22. The overall activities/programs are experiencing a 31% increase. Staff is recommending the Ice Rental Rates increase by 5%. The recommended increases for Homewood Golf Course are the Green Fees to increase to \$1.00 per round and with Season Passes the increase will vary. No changes are being proposed for the Furman Aquatic Center. A 3% increase in the Auditorium Rental Rates was recommended.

Director Abraham stated that the Ames Youth Dance program and the Yoga program were named as finalists in 2020 for the *Ames Tribune* “Best of Story County.” Homewood Golf Course was voted the best golf course in 2020.

**Ames/ISU Ice Arena** - This facility was affected the most with the budget. Mr. Abraham mentioned that there have been some increases in the General Fund with FTEs. There have been FTE reductions at the Ice Arena. Staff is trying to do what they can to make sure they don’t have the unreserved fund balance go too low. For FY 2021/22 it is projected that the fund balance will be about \$50,000. It was noted that there has been a reduction in ice rentals, due to COVID-19 ISU participation has been limited for open skate sessions.

**Bandshell.** Lighting Upgrades were done. This will help promote different programs and provide a different service for anyone that will be using the Bandshell.

**Park Maintenance** - A slide was shown showing the before and after pictures of the Inis Grove Restroom Renovation. Staff is continuing to do trail cleaning and had the first woodland burn at Munn Woods and Ada Hayden. Volunteers are used to help with vegetation management.

Pertaining to **Cemetery Operations** - Director Abraham noted there was the Wreaths across America ceremony in December. There were seven wreaths laid out for all seven branches of the military. The American Legion Riders want to lay a wreath on every veteran grave and currently there are 1,495

veterans between the two cemeteries. It was noted that cemetery fees will have a 7% increase. A scatter garden is being worked on and a new columbarium will be put up.

Council Member Betcher mentioned that the number of cemetery lots sold seems to be down. She wanted to know if that was normal. Mr. Abraham noted the average is 120 a year.

Right-of-Way Management. Staff has the City broken into 29 different areas and are doing zone pruning once every five years. Staff does post door flyers in the areas they will be working on to educate the community about what staff is doing in the rights-of-way and education on how the property owners can take care of their own trees. The Public Works Department is letting the Parks and Recreation Department borrow a bucket truck to allow the trimming of trees to happen a lot faster. An update was given on the Emerald Ash Borer. The plan is currently in its 8<sup>th</sup> year and there are currently 500 trees that are left to be removed. It was noted that the remaining trees are the larger ones and may need to be removed by a contractor. It was asked by Council Member Gartin how many trees have been planted due to the removal of the Emerald Ash Borer trees. Since 2014 the City has planted over 1,000 trees. Council Member Betcher inquired as to how many trees were lost during Derecho. Director Abraham explained that they removed 100 trees and that was just in the Park System, but not sure how many in the rights-of-way. Staff is continuing to see tree issues around town that need to be addressed.

Electric Services. Donald Kom, Director of Electric Services, mentioned that in 2021 the Electric Services Department will celebrate its 125<sup>th</sup> anniversary.

Other Community Connections. This covers streetlights with Public Works and the Storm Warning Siren System with Police. There is a cost decrease with both programs for FY 2021/22.

The Electric Administration budget request for FY 2021/22 is \$1,259,974 and reflects a 0.6% increase over FY 2020/21. The increase was due to a slight increase due to building maintenance. Ames Electric has a high score on the annual survey and is anticipating the next survey to see more issues and concerns as the survey was done prior to Derecho. Director Kom mentioned that overall, electric rates are 15% lower than neighboring electric companies.

Mr. Kom emphasized that the Demand-Side Management program has been able to keep the peak down to below 130.7 megawatts.

Demand Side Energy. The Sun Smart program went operational in December 2020. They will be adding pollinators, sheep, and native vegetation to the Solar Farm. Rebate programs have been reviewed, updated, and a few new rebates have been added. Some federal funding was received from the VW Grant Program. A Level 3 Charger is being planned to be put in by the Kum & Go off Highway 30 and Dayton Avenue sometime in the Spring. Two other chargers will be put in at the Intermodal Facility and the west side of town by Hy-Vee west. A new geothermal pilot is being built in the new Baker Subdivision.

Regarding the Electric Production program, the total expenditures for FY 2021/22 is \$13,439,147. This is a 6.2% increase from FY 2020/21 Adopted budget. The cost increases were due to property insurance increases and building/boiler repairs. A Waste-to-Energy Study is being done along with the Resource Recover Plant to study new ways of how to best use the garbage from the County. The study is complete, and the next step is to look for a contractor or an architectural engineering firm to work with the City.

Fuel & Purchased Power is the largest of all the program budgets with estimated total expenditures of \$32,731,895 for FY 2021/22. That is a 10.0% decrease from FY 2020/21 Adopted Budget resulting from a decrease in natural gas costs. Director Kom noted that regarding a Contract with Alliant Energy to transport the gas, it stated that for the first five years of the contract it would be at one rate and that rate will drop by half starting in 2021. This rate decrease should save the City close to \$1 million in transportation costs. Purchase power costs have remained flat and sales have been lower due to COVID.

Electric Distribution Operations/Maintenance will see an increase of 0.5% for FY 2021/22 to \$3,510,841. The increase was due to a tree trimming contract and Derecho caused a lot of overtime. Mr. Kom mentioned that they are expected to get reimbursed from FEMA and are working with Finance and other Departments to work through the process for reimbursement.

Electric Distribution Extensions/Improvements. The total expenditures for FY 2021/22 are estimated to be \$2,607,010. This is a 4.6% increase from FY 2020/21 Adopted Budget. The increase is due to the Mortensen Road feeder upgrade, the New Ames High School, University Blvd/S. 4<sup>th</sup> reconfiguration, and Street Light on Grand Avenue and the South 5<sup>th</sup> Street extension.

Technical Services. Due to COVID staff is finding it is taking longer to receive meter parts, due to this delay they have been trying to order more items at once to have in stock. The total expenditures for FY 2021/22 will be \$1,208,248. This is an increase of 5.2% from the FY 2020/21 Adopted Budget. The increase is due to long lead time on parts, replacement of meters with AMR, increase due to maintenance management software, SF6 Breaker replacement, and portable mapping software.

Electric Engineering. The total expenditures for FY 2021/22 are estimated to be \$1,015,214. This is a 0.7% increase from FY 2020/21 Adopted Budget. Director Kom mentioned that a lot of the electrical system is over 30 years old and staff is continuing to replace failing underground/overhead lines. The Top-O-Hollow substation rebuild has been completed. Staff is continuing to work on LED streetlight change out to finish in FY 2021/22. Retail solar approvals are up with 147 retail customers that have solar.

The Electric Fund is estimated to have total expenditures of \$69,319,403. This is down 6.9% from the FY 2020/21 Adopted Budget due to fuels and a decrease in energy consumption due to COVID. The estimated FY 2021/22 revenues is \$67,408,350 which is a 1.4% decrease over FY 2020/21 Adopted. The minimum Fund Balance Target is \$10,100,000 and the at the end of 2022 it is

anticipated that the. Unreserved Fund Balance will be \$19,746,235. Staff is not suggesting any rate increases for FY 2021/22.

Director Kom highlighted that Electric Services was recently recognized by the National American Public Power as a reliable public power provider, and currently at the Gold level. He noted that he was told if able to incur a couple more points than the City of Ames would be recognized at the Platinum level. The City was also recently named a Smart Energy Provider based on the combination of wind, solar, and refused derived fuel. An award was given for this in 2020.

Mayor Haila inquired how the electricity purchased by solar panels compared to wind, what is purchased at the market, and what the City produces. Mr. Kom mentioned that the wind and solar contract are similar in cost per kilowatt hour (under \$0.6). Power produced at the Power Plant for about \$0.3 and the market can vary hour by hour.

The Mayor asked Director Kom to explain what steps his Department is taking to minimize the issues that were encountered during Derecho. Mr. Kom mentioned that Ames is fortunate to have a lot of generation. The City also has two major tie-lines. One runs to Boone and the other runs to Ankeny. A third smaller line runs down Highway 69 to Johnston. The City should be able to take any two lines out and be able to serve the City efficiently, but when Derecho came through it took out all the lines with trees falling on the lines. The moment the trees were removed from the Boone line they were able to re-energize that line and get some power back on throughout the City. This pointed out that the City is basically beholden to someone else to restore power. To move forward the City needs to be able to start its own line without waiting for outside help. There are two projects in the Capital Improvement Plan to help bring in generation to help get the City back up and running faster. Director Kom pointed out that no amount of generation at any of the locations would have prevented the outages and devastation that was seen in the backyards of homes.

**Fire Department.** Fire Chief Rich Higgins stated that the Fire Department is broken down into two programs: Fire Safety and Building Safety. There is currently one opening in the firefighter ranks and Chief Higgins will evaluate filling that position later this year as he continues to realize the real financial impact of COVID-19 on the General Fund. Staff is recommending a 2.8% overall increase in Fire Safety Budget. He recognized ISU and its 25% commitment to the City's operating budget and debt services, which is projected at \$2 million next year. A great example of the relationship with ISU was the Mass COVID-19 testing for ISU Students last Fall. During the testing the Ames Fire Department committed two members to provide emergency medical support to help support ISU's operations.

**Fire Administration and Support** - Since March 2020, the Emergency Operations Center (EOC) has been up and running. There are two teams, a Command Team and a Working Group Team. The teams meet weekly and were even meeting twice a week up until September 2020. The Fire Department hosted a Community Partners' Meeting which met every week since March 2020. This meeting helped to strategize the setup and operation of the Story County Test Iowa Site. Crews were responding to COVID-19 medical incidents every day, dealing with COVID amongst other crew

members, and even dealt with COVID at home.

As Emergency Medical Services providers, they were part of the first group of individuals within the community to get vaccinated. Currently over 80% of the department has been vaccinated.

On August 10, 2020, crews experienced a Derecho and responded to over 90 calls for service within the first 48 hours of the storm. Last February 2020, there was an all-day strategic planning retreat with the Command Staff. Chief Higgins is hoping to have a draft copy available to review later this year. Working with the City's Risk Manager, Training Officer AJ Plach was able to secure a grant through the City's insurance provider, ICAP, to purchase three stop the bleed kits to be placed throughout City Hall.

Fire Suppression & Emergency Action. Last fall new firefighter testing was done as part of the recruitment process. Testing was completed in one day, versus being spread out over two days. Chief Higgins noted that they were able to hire five new recruits. It was noted that crews were able to use the old Homewood Golf Course ClubHouse for training and were able to log many training hours at the clubhouse practicing different drills and techniques. Last year the Council approved a water and pump slide in unit. It had been put to great use and has allowed crews to get back into areas where a fire engine could not reach. A graph was shown with the type of incidents the Fire Department responded to over the last eight years. Response numbers were down, specifically within the medical response category. The decrease can be attributed to the consolidated emergency medical response protocols during the pandemic. Under the direction of MGMC, to decrease exposure opportunities and slow PPE burn rates during the pandemic, Ames Fire medical crews are only being dispatched to high acuity emergency medical calls. Low acuity calls are being handled by MGMC paramedics. Photos were shown of the new Ames Public Safety Training Site.

The EMT Transition process is underway. The Department has increased the minimum hiring requirements to now require EMT within the first 18-months of employment. There are currently 37 out of 52 firefighters and lieutenants that are EMTs.

Chief Higgins mentioned that the new StoryComm radio system is well underway. Crews received new radios in June 2020 and quickly underwent training with the new radios.

Community Outreach. It was mentioned that this was a tough year for outreach due to having to close the fire station doors to the public, but crews found a way to safely share fire safety messages and engage with neighbors. The Fire Department Social Media Team launched a "Where's Sparky?" campaign and other fire safety messages.

Building Safety According to Chief Higgins, the Division budget is requesting an overall increase of 3.6 % and no Building Permit fee increases. The Inspection Team is working on some different enforcement strategies and recommendations on some tools that would assist in the nuisance abatement process. It was also recommended to not have any Rental Fee increases. For the first time since 2001, there was not an increase in the total number of rental units on the market. During



COVID-19 the inspectors got creative, allowing customers to submit pictures of their work instead of being in person. Contractors could do live video walkthroughs of construction projects to limit exposures. Staff also worked with landlords to ease tenant's concerns about inspectors going through apartment units and allowed videos of working smoke detectors in those rental units to take place of having to go into each unit. With the Self-Service Portal, customers were able to request and receive building permits, schedule appointments, check the progress of their project, and inspectors were able to issue permits throughout the entire pandemic.

The inspectors played a vital role in the early hours after Derecho hit. The inspectors, who are trained in damage assessment, quickly completed a preliminary damage assessment of the community; this helped provide the EOC with improved situational awareness. Team members helped staff information centers and went door to door in some neighborhoods, personally checking in on customers. In 2019, there were 63 new single-family homes and 275 Multi-dwelling homes that were issued building permits. In 2020, there were only 88 new single-family homes and 11 Multi-dwelling homes building permits issued.

Council Member Martin stated that the Inspection Division had allowed people to use video technology for their inspections. He asked if that was something that will continue to be utilized going forward. Chief Higgins stated that they have not as it was out of necessity that they did it, and part of the main part of the job is education not enforcement. Staff would prefer the face-to-face communication.

**Law Enforcement.** Acting Police Chief Geoff Huff said that a critical component of the mission of the Police Department is "Relationship Building and Problem Solving," and because of COVID-19 this caused some issues and the Police Department had to get creative. Police Chief Geoff Huff noted the personnel changes in the department. There are currently openings for nine Police Officers. The budget includes an upgrade of a current Police Officer position to a Sergeant Position.

Under Police Administration and Records. Technology in the Department is a shared investment with local partners, whenever possible. The Dispatch and Records system is shared, the network is shared, and the radio system is shared. The Police Department has been utilizing a temporary radio system while building the permanent StoryComm system. The goal is to be on a full P25 compliant radio system by summer. The Lexipol Policy conversion is almost complete with over 90% of the Police Department's policy manual available to officers online/phone. They have now added daily training bulletins to test officers' knowledge of policies and procedures. The Policy manual has also been published on the Police Department's website. Chief Huff mentioned they have an ongoing commitment to diversity, equity, and inclusion. One recommendation from the policing report is to have an Equity, Diversity, and Inclusion officer for the City.

Pertaining to Crime Prevention and Police Services, staff worked on helping increase relationship building and problem solving in the community. StoryComm, the new radio system, is a fully compliant system for first responders and other neighbors. The goal is to be fully on the new system this summer. The Department now has three Police Hybrid patrol units and anticipate transitioning

to all hybrids within the next two years. Chief Huff commented that they will save just over \$5400 per year on fuel, reduce CO2 by 32.1 metric tons, increase MPG from 8 to 19, reduce oil changes from 13 a year to two, and reduced engine time that will save on some maintenance costs. Mental Health call volumes continue to be high and staff is continuing to use the community partners, most notably the Mobile Crisis Response Team. During Derecho both officers and CSOs were utilized to staff water, work ice stations, and information tents. In some cases, making phone calls or going door to door to check on residents. With the power lines being down it did affect the temporary radio system creating some communication challenges.

A graph showing the trends of personal crimes was shown and it was noted that there was a reduction in assaults; however, there was a slight increase in both domestic violence calls and sexual assaults. Noise complaints are trending down, however fireworks are still a sore spot for citizens. A chart showing the trends in property crimes from 2010 to 2020 was shown. While thefts have fallen off burglaries have trended up. Examples of scams and fraud that resulted in significant financial losses were given.

The number of accidents from 2015 through 2020 was shown. The numbers were down in 2020, but they still had \$4.9 million in vehicle damage with 2,193 vehicles. Ames ranks 10<sup>th</sup> in the state for the highest number of accidents.

Pertaining to the Communications - Emergency Medical Dispatch. Approximately 4,000 times a year, dispatchers provide medical assistance over the phone.

Under Parking Enforcement. This area was greatly affected due to COVID-19 due to the cancellation of football games. New parking enforcement software (ParkMobile) has been implemented.

Animal Control. There have been many upgrades in the past 12 months. The current facility is a challenge and they are currently doing an architectural review for further shelter upgrades. There are new state standards that the Animal Shelter is trying to meet.

**DISPOSITIONS OF COMMUNICATIONS TO COUNCIL:** None.

**COUNCIL COMMENTS:** None.

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 7:20 p.m.

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

**AMES, IOWA**

**FEBRUARY 4, 2021**

**CALL TO ORDER:** Mayor John Haila called the Special Meeting of the Ames City Council, which was being held electronically, to order at 5:15 p.m. with the following Council members

participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Nicole Whitlock was also present.

Mayor Haila announced that it was impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting is being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone

### **FY 2021/22 BUDGET PROPOSALS:**

**Transit System.** Transit Director Barb Neal stated CyRide's goal is about connecting people to their community safe and efficient transportation that exceeds expectations. She provided an overview of the budgets for the Transit System. The budget that was presented was approved by the Transit Board. CyRide has had to reinvent themselves to align with health mandates and customer service needs.

Ms. Neal explained that FY 2021/22 ridership estimates will be difficult to predict due to the uncertainty of ISU's 2021/22 academic year. If ISU has in-person education CyRide estimates the total ridership will recover to 60-65% of the pre-COVID levels of 4.1 to 4.9 million passengers. One of the greatest objectives is the recovery of the large ridership base. Over \$1.3 million (half of the federal funding) is tied to high ridership and operational efficiencies. By using the CARES funding carefully, CyRide has been able to control expenditures without reducing services. The budget will require no additional funding from the local funding partners. Director Neal mentioned that the budget is a 3.85 increase over last year's budget request. Overall, for the City it is \$2,037,720, which is down 2.3% from last year.

CyRide has been successful with Grant funding which decreases the need for local funding. Ms. Neal highlighted a few CIP projects. They plan to increase technology, expanding the amount of real time passenger counters. With the expected decreases in ridership and revenues, staff plans to increase the amount of data collected to make the system as efficient and responsive as possible. They will be expanding the number of automatic passenger counters. CyRide will be investing in bus display monitors that will visibly display the next stops along the routes for passengers with disabilities.

Director Neal explained that for people who are unable to use the fixed route services they offer Complimentary para-transit service known as Dial-A-Ride. Working with HIRTA helps close the transportation gap. Ridership on Dial-A-Ride was trending down due to the pandemic. CyRide will continue to work on improving transportation with Ames High School and DMACC.

Council Member Gartin inquired if the Biden Administration indicated its perspective on transit going forward. Ms. Neal commented that President Biden is very pro-transit, but she is not sure what is going to happen. Mr. Gartin wanted to know what the status of the trust fund that is maintained with ISU. Ms. Neal stated that didn't know a lot right now. The students haven't voted for the

activity fee increase yet. It was estimated that the trust fund balance would be \$200,000 for next year.

Council Member Betcher wanted to know how much COVID impacted non-student ridership. Assistant Director of Operations Chris Crippin mentioned COVID affected a lot of areas. Dial-A-Ride went down by 50%; people are looking for other types of transportation.

Council Member Martin liked the idea of having the monitors to display the next stop and wanted to know if those will run advertising. Ms. Neal stated that the model shown in the presentation is not what is going to be used as they will be using LED signs. When moving forward they will make sure they don't lose control of what is displayed.

Mayor Haila asked Ms. Neal to comment on if the ridership doesn't come back up what the federal funding consequences would be and if this is something that is trending all over. Ms. Neal stated all transit agencies' ridership are down all over, but university towns have been hit the hardest.

**City Council.** Assistant City Manager Brian Phillips stated this year was defined by Emergency Response. One of the major changes had been moving to online meetings via Zoom for the Council, Boards and Commission and several others. Derecho impacted everyday operations. The City Council's Goal Setting meeting is scheduled for Saturday, February 6, 2021. The Council's progress in its goals have been problematic due to COVID and Derecho. Mr. Phillips highlighted special events that occurred in 2020.

Mr. Phillips noted that normally in the budget they have allocated a substantial amount for Special Events, and given the uncertainty of the upcoming year not as much was budgeted as previous years. He then pointed out that there was a high percentage change for the bottom line, and this was because the City Council had taken over the Metro Coalition funds for the year. Overall, the budget had increased a little under 2%.

Council Member Betcher wanted to know where in the budget it showed the \$10,000 Art Grant money as she thought it was in Council Contingency. Mr. Phillips mentioned it was out of the Council Contingency and it came out of the 2019/20 adjusted budget and then carried forward. Ms. Betcher asked for further explanation as the numbers were not adding up. Budget Manager Nancy Masteller explained that the \$10,000 was in the 2020/21 Adjusted Budget under Council Contingency.

**City Manager.** Assistant City Manager Deb Schildroth mentioned that staff has remained constant except for the Management Analyst position. Due to the potential revenue shortfall associated with the COVID-19 pandemic, this position will remain unfilled at least until July 2021. Ms. Schildroth highlighted all the major projects supported in Ames by the City Manager's Office. A monitor has been installed in the lobby area that will display the real-time output from the Solar Farm and will also be adding information about meetings and events going on throughout the City. Another responsibility of the City Manager's Office is to staff six of the 18 Boards and Commissions.

**City Clerk.** Diane Voss, City Clerk, presented the City Clerk's Division budget. Many of the services provided by the City Clerk's Office were summarized. Major sources of revenue and the largest expenses were highlighted. The City Clerk's budget for FY 2021/22 does not have any requests for capital. A major upgrade to the Files Management System (FMS) is underway.

**Public Relations.** Public Relations Officer Susan Gwiasda mentioned that the Public Relations office works on press releases, newsletters, social media, website, public education/speaking, recognition events, and print shop collaboration. The four main projects were the Cyclones Care, Derecho Response, Claim Ames, and Sustainable Ames. She highlighted several events that occurred in 2021.

Council Member Martin wanted to know about continuing online meetings even after COVID. Ms. Gwiasda mentioned it is hard to know with online meetings if some of the traditional audience was lost during the change to online meetings or was there a gain in a virtual audience. She stated she is excited by the convenience of the virtual public input concepts and wondered if there was a way to offer a hybrid option in the future.

**Media Production Services.** Media Production Coordinator Bill Gebhart mentioned that video is everywhere especially since the pandemic. Staff has done a slow roll out from changing its identity from Channel 12 to Ames Television. Looking to be more identifiable with the City of Ames and looking to have Ames Television put on MetroNet's internet/cable system. Mr. Gebhart pointed out that it is not guaranteed that the City of Ames will always be able to be on Channel 12 with Mediacom. There have been a lot of internal and external videos being done. A video was shown highlighting what Media Productions had done throughout the year.

Mayor Haila commented that, on Page 219 of the Program Budget, it mentions the lawsuit that was filed by 46 cities against the FCC and that more appeals may follow. The Mayor wanted to know if Mr. Gebhart had any updates. Mr. Gebhart explained that there have not been any appeals filed yet, but stated that cities have filed appeals to the FCC as the FCC had changed the regulations that the cable providers are allowed to take out a portion of the funding that is given to the City. An example was given that the studio across the street could be taken out of the percentage of the funding given to the City and state that the building is part of the funding. Ms. Gwiasda commented that to prepare staff has been slowing moving items out of the building and preparing themselves in case there is a day where that building is not an option for staff anymore.

The Mayor asked about APATV (Channel 16) and that channel was on Mediacom only. Mr. Gebhart explained that it is except that the channel number is 121-16. He mentioned that this channel may need to be rebranded as well.

Council Member Martin stated it was his understanding that since MetroNet is not a cable tv provider there is not any question of franchise fees, but he found it interesting to hear that staff is considering how to get Channel 12 like content on MetroNet. Mr. Gebhart mentioned that MetroNet reached out to the City to let us know that they offer for government access channels to have the

opportunity to be on MetroNet.

Council Member Betcher stated that she noted in that budget report that staff is going to start researching ways to improve the audio quality of the Council Chambers and upgrade equipment to allow for hybrid live/Teams meetings. Ms. Betcher wanted to know if it is connected to a problem that was identified earlier on with Zoom. She wanted to know what the relationship was between this item and the Council's potential to have City Council meetings that are hybrid. Mr. Gebhart mentioned that it is the same issue.

**Legal Services.** City Attorney Mark Lambert summarized the services provided by the Legal Department. City Attorney Lambert showed the Department's funding sources and how they are allocated. He also reviewed the budget allocations to four main items: Personal Services, Internal Services, Commodities, and Contractual. He pointed out that Outside Legal Services were reduced by \$10,000 for the 2020/21 budget to assist with city-wide cost savings. Staff participated in virtual conferences for the 2020/21 budget yet resulting in a reduction of \$9,000. It was noted that one major project will be forming new wards and precincts in the fall of 2021.

The Mayor inquired what the implications are for the redistricting in respect to City Council elections in the Fall. Attorney Lambert explained that by state law it has to be done within 60 days of the legislature setting it. He is not sure of all the decision points and will have to bring the information to the Council when he knows more.

**Human Resources.** Human Resources Director Bethany Jorgenson presented the budget for the Department. Ms. Jorgenson stated that the Human Resources Department is fully staffed. A snapshot of the Employee Extranet was shown with FAQs regarding the COVID-19 pandemic for employees.

Ms. Jorgenson mentioned that recruitment has remained steady with approximately 75 recruitments to date in FY 2020/21. Staff has changed to web interviews instead of in-person. Employee Training Opportunities have continued with a hybrid system where some are online, and some are in person.

**Diversity and Inclusion.** A consultant was hired to provide the city-wide training. The goal of training is to provide foundational training for all City employees. The training will begin in June 2021. Funding has been requested in the FY 2021/22 budget to hire a full-time Diversity, Equity, and Inclusion coordinator.

**Risk Management.** Risk Manager Bill Walton provided information on the different City of Ames Liability Insurance and Property Insurance claims. Initiatives include reviewing the Liability Insurance program, and have the Life and Long-Term Disability taken to the market along with the Workers' Compensation TPA service.

**Health Insurance Management.** Human Resources Officer Krista Hammer mentioned that FY 20/21 was the first full year having non-grandfathered plan medical plans. It was noted that there will be some changes in the Drug level tiers. For FY 2021/22 the Tier 4 drugs (specialty drugs) will change

to a \$60 co-pay. For FY 21/22, the projections indicate there needs to be an 8% increase to the existing health insurance premium rates; however, there are very high reserves in the Health Insurance Fund balance and will use approximately \$242,449 along with a 5% increase to premium rates starting July 1, 2021. Health Expenditures for FY 20/21 were mentioned.

Wellness & Health Care Initiatives. Health Promotion Coordinator Andrea Cardenas mentioned that Health Promotion Program and services are funded through the Health Insurance Fund. The Program was affected significantly due to COVID. Her focus has been on mental wellbeing, financial wellbeing, and COVID-19 response. The ultimate goal was to prevent COVID-19 from spreading. She continued to work on a return to work guide for employees with COVID.

**Planning.** Planning and Housing Director Kelly Diekmann provided an overview of Planning Services, which includes Current Planning, Long-Range Planning, and Administrative Services (shared with the Public Works and Fire Departments). Staff supports three Boards and Commissions (Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission). A chart was shown indicating how much time is spent on Planning activities in eight different categories.

Under Current Planning, there was a steady number of Site Development Plan applications. According to Director Diekmann, they are anticipating new zoning and subdivisions in 2021. There were not any new apartment developments approved in 2020, including senior housing. There were four potential residential sites for FY 2021/22 (pending approvals). There are some small scale commercial and industrial buildings anticipated for the upcoming year. Retail and hospitality have been low in demand. Commercial projects for FY 2021/22 are the Downtown Plaza and the Indoor Aquatic Center.

Director Diekmann highlighted the Long-Range Planning Activities and the budget for planning studies and Council projects is \$80,735. He mentioned there were still a few upcoming and ongoing major projects. There was the Downtown Plaza Concept, Reinvestment District Application, Sign Code Updates, Beautification Plan, Fringe Plan Update, and the Ames Plan 2040. Staff is continuing to work on the Ames Plan 2040 and a draft of the Plan should be presented to the Council in March 2021.

**Administrative Services** - Staff has maintained five positions. They cover multiple Boards and Commissions. One major accomplishment was they completed the transition to online building permit applications.

**City-Wide Affordable Housing.** Housing Coordinator Vanessa Baker-Latimer reviewed the activities of the City-Wide Affordable Housing programs. She reviewed the activities that the City-Wide Housing Program covered in FY 2020/21. Ms. Baker-Latimer also noted the activities that will be undertaken in 2021/22.

**Community Development Block Grant.** Ms. Baker-Latimer advised that the City received its 17<sup>th</sup>

allocation of CDBG funding for 2020/21 in the amount of \$602,550. She noted that they are expecting approximately \$316,254 in anticipated program income. Ms. Baker-Latimer highlighted several activities that were done in FY 2020/21. For FY 2020/21 the CDBG allocation has not yet been announced; however, for budgeting purposes the FY 2020/21 CDBG allocation of \$602,550 is being projected. The Annual Action Plan is to be submitted to the Department of Housing and Urban Development on or before May 17, 2021, if funding has been announced.

**HOME Program.** It was noted by Ms. Baker-Latimer that the City received its third allocation of HOME funds in the amount of \$468,771. HOME funding requires a 25% local match contribution. The City has allocated \$250,000 of General Obligation Bonds towards the infrastructure improvement for 321 State Avenue. HOME also requires that 15% of the annual allocation be set-aside for certified Community Housing Development Organizational (CHDO) when created/designated by a City. The FY 2020/21 allocation has not yet been announced; however, for budgeting purposes, the same amount as last year's allocation is being projected.

**CDBG/IEDA CARES Program.** Through the CDBG Program the Iowa Economic Development Authority (IEDA) funded a Coronavirus Aid, Relief, and Economic Security Act (CARES Act). In 2020/21, the City received \$354,515 during the first round of CARES funding. Also, a round three award of \$356,550 is expected to be received. The CDBG CARES funds are being used to implement programs to provide low-and moderate-income households with Rent, Mortgage, and Utility Relief financial assistance for up to six months. To date, 104 households have been assisted through one or all three programs. In 2020/21 the City is anticipated to receive \$604,386, a round two of CDBG CARES funding that has been set aside from the IEDA and programs to be implemented to utilize those funds have not yet been determined.

**Conclusion.** City Manager Steve Schainker pointed out to the Council that Budget Analyst Nancy Masteller had provided them a summary of the budget decisions that will need to be made at the Budget Wrap-Up session to be held on February 9, 2021. He reviewed what amendments to the FY 2020/21 Adjusted Budget would be needed as well as the proposed amendments to the FY 2021/22 Budget. Supporting information for each of the items was also provided to the Council members.

**COUNCIL COMMENTS:** None.

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 8:16 p.m.

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Amy L. Colwell, Deputy City Clerk

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John A. Haila, Mayor

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Diane R. Voss, City Clerk



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

**AMES, IOWA**

**FEBRUARY 9, 2021**

**SPECIAL MEETING OF THE AMES CITY COUNCIL**

Mayor John Haila called the Special Meeting of the Ames City Council, which was being held electronically, to order at 5:15 p.m. with the following Council members participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Nicole Whitlock was also present.

Mayor Haila announced that it was impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

**FY 2021/22 BUDGET WRAP-UP:**

**PUBLIC ART COMMISSION (PAC):** Assistant City Manager Brian Phillips advised that the Public Art Commission is requesting \$46,000 in funding for the next fiscal year, which matches the current year allocation. The Commission is requesting to carry-over any unspent funds from the current fiscal year to the next fiscal year. It was noted that three Public Art Commission Members, Karen George, Sara Sherman, and Candace Zwank, were available for any questions.

**ARTS FUNDING (COTA):** Assistant City Manager Brian Phillips stated that the Council authorized a 5% increase over the current year allocations at the budget guideline session in December 2020. The Commission on the Arts (COTA) is recommending awards to agencies totaling \$187,535 and reserving \$5,558 for Special Project Grants. This would be a total allocation of \$193,093 for the next fiscal year. It was mentioned that Commission Member Deanne Brill was present for any questions.

Council Member Martin expressed his interest in possibly increasing COTA funding this year. He mentioned that he believed that COTA did a great job allocating funds. He wondered if the Council increased the amount of funding what would COTA's process be to forward the funds onto the members. Commission Member Brill stated that the Commission would probably fully fund each proposal unless they decide to go through the process where everyone submits their recommendations and then Mr. Phillips and staff do an average for each agency. Mr. Martin inquired if the additional funding would be something COTA would be comfortable handling. Ms. Brill explained that since most of the time their numbers are close to what is being asked for, she couldn't imagine there would be any objection by the rest of the Commission for more funding. Mr. Martin asked Mr. Phillips to verify that when the Council allocates the total amount for COTA that doesn't obligate COTA to pass on all the funding, it would depend on circumstances going forward. Mr. Phillips commented that would be correct. It is always a two-step process. The Council has to allocate money in the budget and then the Council has to authorize the money to go to an agency for a particular purpose through contracts. Normally staff does not take the contracts back to COTA for they are approved by the agencies and the Council. Mr. Phillips stated that if the Council allocated enough money in the budget to finance all the

requests they could go back to COTA and ask them if there would be any problem allocating all the money to the agencies.

The Mayor inquired if Council Member Martin was recommending the increase be a one-time allocation or something that would set a new benchmark. Mr. Martin replied that he meant it to be a one-time allocation.

**HUMAN SERVICES FUNDING (ASSET):** Assistant City Manager Deb Schildroth pointed out that three ASSET volunteers were available for any questions: Andrea Rich, MaryBeth Golemo, and Jen Schill. CyRide Director Barb Neal and Assistant Director of Operations Chris Crippen were available for any transit funding questions.

Ms. Schildroth mentioned that four funders are in the ASSET process: 1) The City of Ames, 2) Story County, 3) United Way of Story County, and 4) Iowa State University Student Government. Collectively, the four funders had a total of \$4,653,506 available for FY 2022. This was a 4.6% increase over the current year. The City's portion was 34.5% or \$1,601,093 that was approved in December 2020. It was explained that the resources that are used by the ASSET volunteers in their decision-making process include the funding priorities, liaison reports, agencies budgets, and outcome data from the Clear Impact Scorecard. The ASSET Board approved the recommendations at its January 21, 2021 meeting. The amount of the recommendations is \$4,606,017, and of this amount the City's portion would be \$1,586,291. Ms. Schildroth stated that there is a total of \$47,490 in unallocated funds from all four ASSET funders. The City's portion of the unallocated funds is \$14,802.

Ms. Schildroth explained there were five agencies who requested level funding or a reduction in their requests compared to the current fiscal year. This was primarily due to the types of services that were provided and the uncertainty of the COVID-19 pandemic. She pointed out that YWCA made a first-time request to the City. The ASSET volunteers determined that the Youth Development and Social Adjustment service and one of the Advocacy services meet the City's priorities and recommended funding in the amount of \$2,917.

Ms. Schildroth mentioned that Primary Health Care (PHC) is a new agency to the ASSET process starting in FY 2022, and will be providing Dental Clinic services. PHC requested \$95,000, which was a level request to what MICA had requested a year ago. MICA had requested funding for child dental services and the volunteers felt that those funds would be better appropriated to PHC for the direct dental care they will be providing to children. The total that PHC could be receiving is \$97,475. Rather than allocating the funds to MICA, the recommendation is to sequester the funds, in the amount of \$2,475, until the time comes when PHC would need them.

Ms. Schildroth reviewed HIRTA and reminded everyone that there were extensive conversations regarding HIRTA's increased request to the City during the budget issues discussion in December 2020. The recommended funding for the City is a 4% increase for a total of \$42,664. A coordinated effort between CyRide and HIRTA is underway to identify riders who qualify for Dial-A-Ride.

Assistant City Manager Schildroth stated that the Volunteer Center of Story County is looking at significant reductions in funding across all the funders, especially in the Volunteer Management Service. ASSET started addressing this about a year ago when funding was reduced by 30%. The ASSET volunteers continued to determine that the Volunteer Management Services do not align with funder priorities, and the Youth Engagement service does align, but at a lower priority level for funders. For Volunteers Services and Youth Engagement, the City's funding would be changing from \$7,650 to \$3,285. It was recommended that the funds be sequestered until documentation is received from the Volunteer Center of Story County on the financial stability of the organization. Council Member Gartin inquired as to how the decision was made to not fund the Volunteer Center of Story County. Ms. Schildroth commented that it was primarily the Volunteer Management Service. This is something that ASSET volunteers have been working with the Volunteer Center on for the past two and half years. ASSET volunteers are making sure that the services that are being provided support the ASSET agencies. They have been working on trying to identify what the volunteer needs are and what the Volunteer Center is doing to address those needs. Ms. Schildroth mentioned that they are finding that over 70% of the organization in ASSET are managing most of its own volunteer needs. Mr. Gartin commented that the Volunteer Center provides services a lot more broadly than just the ASSET agencies, and he wanted the rest of the Council to appreciate that if the Volunteer Center goes away it will have impacts on the community. He wanted to know if there were any options explored to try and work with the Volunteer Center to readjust so that they can meet the expectations of the ASSET process. Ms. Schildroth explained that they have been working with the Volunteer Center since Fall 2018.

**OUTSIDE FUNDING REQUESTS:** Assistant City Manager Brian Phillips explained that, for this year's requests, the Ames Farmers' Market is new and the Hunziker Youth Sports Complex requested a significant increase. There were not any changes compared to last year's requests. He pointed out that normally the Ames Farmers' Market is funded by the Ames Convention and Visitors Bureau (ACVB) Grant Program, but the application deadline was missed, and that is why the Ames Farmers' Market applied for funding through this program. It is staff's recommendation that if the \$7,000 award is made to the Ames Farmers' Market through the Outside Funding Request program, it be indicated that it is expected to be a one-time award and that in the future they need to apply through the ACVB's program. Mr. Phillips commented that the \$7,000 would not be included into the base when comparing future years allocations. It was noted that this year the Council authorized enough funds to fully fund all the requests. Separate from these funds, a request from the Ames Economic Development Commission (AEDC) for the Workforce Development Program was evaluated. This request is paid from Hotel/Motel Taxes. Additionally, funds to reimburse the Parking Fund for lost revenue due to waiving parking meter fees have been requested by Ames Main Street.

**OTHER REQUESTS:** Council Member Betcher mentioned that she would like to add \$10,000 to cover an educational program for painting the storm drain inlets. City Manager Steve Schainker advised that if the funds are going to be used for education, it would come from the Storm Sewer Utility fund and would be in the fiscal year budget for 2021/22.

Mr. Schainker wanted to know if Ms. Betcher intended to have staff bring back the criteria for the program. Ms. Betcher mentioned she is not sure the Council is ready for that yet. She wanted to put

money in the budget and then put the request on a future Agenda to discuss. Mayor Haila wanted to clarify that further direction would come from the City Council as it gets closer to July 2021.

Moved by Betcher, seconded by Corrieri, to add \$10,000 from the 2021/22 Storm Sewer Utility fund to cover a pilot painting program for the storm drain inlets to educate about the watershed and the environment.

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

**PUBLIC INPUT ON CAPITAL IMPROVEMENTS PLAN (CIP) AND OPERATING BUDGET:**  
Mayor Haila opened public input.

Jodi Stumbo, 225 South Kellogg Avenue, Ames, stated she was representing the Bridge Home. She commented on the Volunteer Center for Story County and the importance that it does bring for some of the smaller nonprofits. She noted that the Bridge Home relies on the Volunteer Center for its volunteer program. The Bridge Home does not have the staff capacity to cover everything they do. Ms. Stumbo mentioned that she just wanted to share that the community does need the Volunteer Center.

Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, explained that he wanted to have a better idea of when the figures for the Iowa Reinvestment District were going to be presented. Mr. Pfannkuch mentioned that it was noted on February 9, 2021, that the figures were going to be presented. He noted that there is the Indoor Aquatic Center, Starbucks, and the Downtown Plaza.

City Manager Schainker mentioned that the deadline to take advantage of the state incentive program, Iowa Reinvestment District Program, is February 22, and the first step is for the City to submit a pre-application. Staff will come before the Council to report all the information that they have to date, which they will do on Tuesday, February 16, 2021. The action will be if the Council wants to submit the pre-application. Mr. Schainker explained that they are trying to get as much information as they can to complete the application. Some of the projects are under the control of the City, but they are waiting on the major Mixed-Use Development, which is the key to generating the revenue needed. Staff didn't have an opportunity to meet with the developers for their first meeting until this week, so they have asked for a Special Meeting next week.

The Mayor closed public input when no one else came forward.

**AMENDMENTS TO THE 2021-26 CAPITAL IMPROVEMENTS PLAN (CIP):** Finance Director Duane Pitcher stated that the information on the East Industrial Sewer Line that was posted online was correct; however, the information in the printed books on the Summary Pages was incorrect. He noted that this is a TIF abated portion and has no impact on property taxes or the levy.

Moved by Corrieri, seconded by Martin, to adjust the FY 2021/22 CIP total from \$42,891,061 to \$43,091,061 to reflect that the East 13<sup>th</sup> Street Sanitary Sewer Extension project was increased from \$2,500,000 to \$2,700,000.

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

Council Member Betcher asked about the money that is in the CIP for replacing the carpet at the Library in Years 2 - 3 of the CIP. She thought this was to be done during a ten-year replacement program. She noted that there hasn't been a lot of foot traffic this past year, and she wanted to know if this could be pushed back to get more life out of the carpet. Mr. Schainker explained that he believed they could keep it the CIP and then speak with the Library Director about expanding it further in the future.

Moved by Betcher, seconded by Beatty-Hansen, to approve the 2021-26 Capital Improvements Plan (CIP), as amended.

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

**AMENDMENTS TO FY 2020/21 ADJUSTED BUDGET:** Assistant City Manager Schildroth explained that Primary Health Care (PHC) was contacted last spring by MICA. MICA had made the decision to close its dental clinic. PHC had provided dental services in other locations and part of what PHC needed to do was build-out its clinic location in Ames along with having all the equipment available to provide dental services. PHC went to each ASSET funder that had originally allocated funds to the MICA dental clinic requesting to have those funds that were set aside for MICA's dental clinic transferred over to them. Mayor Haila added that the funding is not an additional amount, but a shift from MICA to Primary Health Care.

Moved by Martin, seconded by Corrieri, to add \$95,000 in Local Option Sales Tax funding for the Dental Clinic funding to Primary Health Care (as approved by City Council on August 28, 2020).

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

Mr. Schainker stated that there was a list of one-time projects that he recommended to fund from the General Fund; they are already incorporated into the budget. He noted that if the Council approves the budget, they will be approving those items.

Council Member Betcher inquired if there was a place in the budget where the money for the Diversity and Inclusion training for the City Council is located. Mr. Schainker mentioned that will need to be voted on later as he and the Mayor still need to speak with the National League of Cities (NLC) to see what the cost would be. There was Contingency money carried forward, but currently Mr. Schainker is unsure where the funding will come from.

Moved by Gartin, seconded by Corrieri, to approve the Adjusted Budget for FY 2020/21, as amended, including inter-fund transfers.

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

**AMENDMENTS TO PROPOSED FY 2021/22 BUDGET:** Council Member Martin stated in December 2020, the Council had discussed the COTA funding. He explained that Council Member Gartin had encouraged the Council to fully fund COTA's request, and after thinking about the past motion he regretted voting against it. Mr. Martin mentioned that regarding COTA, it is not just a monetary injection, but a community stimulus. He went on to say that COTA is an established

program that has brought outreach throughout the community, and if the Council can help increase participation and attendance at those events, that could help with the loneliness experienced over the past year. Mr. Martin stated he is thinking of proposing a one-time increase given the circumstances of the past year. Mayor Haila asked Mr. Martin if he were recommending that the baseline for COTA be \$193,093. Mr. Martin stated that was his suggestion once staff prepares the charts for the Council and staff decides what number to use as a base for percentage increase. He also recommended adding a notation that the Council awarded an additional amount this year. Assistant City Manager Brian Phillips commented that they could add to the contracts the amount that was recommended, and the difference could be indicated as a one-time COVID supplement. Mr. Phillips mentioned that he would also include the breakdown in a letter that is sent to the agencies, so they understand the expectation.

Moved by Martin, seconded by Junck, to increase COTA funding by \$30,640 as a one-time increase for a total COTA budget for the fiscal year of \$223,733, subject to receiving a memo from COTA expressing acceptance of the increase or outlining any concerns that they would like Council to process.

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

The Mayor indicated that the next item is ASSET and the total recommended ASSET allocation was \$1,601,093, which includes agency funding of \$1,586,291 and a reservation amount of \$14,802.

Council Member Gartin noted he is not prepared to make a specific budget recommendation, but he wanted to again discuss the Volunteer Center of Story County. He commented that if its website is accurate, they work with 7,000 volunteers. Mr. Martin stated he has long admired the work of Anne Owens at the Volunteer Center, and he is worried what would happen if the facility loses funding. Mr. Gartin wanted to know if there was some way for staff to reach out to the Volunteer Center and give guidance. Assistant City Manager Deb Schildroth stated that if that is the Council's wish to pursue an alternative funding process, they can discuss it with Ms. Owens. Council Member Corrieri mentioned that the ASSET volunteers and the administrative team for ASSET have more information on the Volunteer Center than the Council does, and it might be worthwhile for Mr. Schainker or Ms. Schildroth to brief the Council when they have their one-on-ones prior to Council meetings to get more background information before moving forward with any action. Council Member Betcher wanted to clarify that if the Council moved forward with its vote on ASSET, they would need an additional motion to sequester the Volunteer Center money for continuing discussions. Ms. Schildroth confirmed that was correct.

Moved Betcher, seconded by Gartin, to approve the total ASSET authorization in the amount of \$1,601,093.

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

Moved by Beatty-Hansen, seconded by Corrieri, to authorize the reservation of \$14,802 in unused ASSET budgeted funds for additional needs that may arise in FY 2021/22.

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

Moved by Corrieri, seconded by Gartin, to sequester the FY 2022 funding for the Volunteer Center of Story County in the amount of \$3,285, pending documentation of financial stability of the organization.

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

Moved by Betcher, seconded by Martin, to sequester \$2,475 from the amount allocated to Primary Health Care until a request is received for the use of those funds.

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

Moved by Martin, seconded by Corrieri, to approve the FY 2021/22 budget of \$46,000 for the Public Art Commission.

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

Moved by Martin, seconded by Betcher, to approve \$15,000 for the AEDC Outside Funding Request (funded through the Hotel/Motel Tax for Workforce Development) for the FY 2021/22 Budget.

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

Moved by Betcher, seconded by Gartin, to approve a one-time funding allocation of \$7,000 for Ames Downtown Farmers Market (funded through the Local Option Sales Tax).

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

Moved by Martin, seconded by Betcher, to approve the Campustown Action Association (CAA) and Ames Main Street (AMS) Parking Waivers (funded through the Local Option Sales Tax) for the FY 2021/22 Budget in the amount of \$5,489.

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

Moved by Corrieri, seconded by Junck, to approve the remaining Outside Funding Request total of \$218,762 (funded through the Local Option Sales Tax) for the FY 2021/22 Budget.

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

Moved by Corrieri, seconded by Gartin, to approve the proposed budget for FY 2021/22, as amended, including inter-fund transfers.

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

**SET PUBLIC HEARING DATE TO ADOPT A MAXIMUM CITY PROPERTY TAX LEVY FOR FY 2021/22:** Moved by Betcher, seconded by Beatty-Hansen, to set February 23, 2021, as the date of the public hearing to adopt a Maximum Property Tax Levy for FY 2021/22.

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

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

**CONSENT AGENDA:** Mayor Haila mentioned that staff had requested to pull Item No. 16, awarding 5-Year Enterprise Agreement to Carrier Access IT LC, of Clive, Iowa, for CISCO Security Software (Umbrella, ISE & Duo) for Information Technology Division in the amount of \$166,010.80,

to be paid \$33,202.16 annually from the Agenda as the signed Agreement had not been received yet.

Moved by Junck, seconded by Betcher, to approve the following items on the Consent Agenda.

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meetings held January 19 and 29, 2021; and Regular Meeting held January 26, 2021
3. Motion approving Report of Change Orders for period January 16 - 31, 2021
4. Motion approving certification of Civil Service applicants
5. Motion approving ownership change for Class C Liquor License with Outdoor Service & Sunday Sales - Buffalo Wild Wings - 400 South Duff Avenue
6. Motion approval renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - Wal-Mart Supercenter #4256 (534 South Duff Ave)
  - b. Class C Liquor License with Outdoor Service & Sunday Sales - Buffalo Wild Wings (400 South Duff Ave)
  - c. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales - goPuff (615 South Dayton Ave)
7. RESOLUTION NO. 21-056 approving reappointment of Council Member Betcher to Ames Convention and Visitors Bureau Board of Directors
8. RESOLUTION NO. 21-057 approving reappointment of Council Member Corrieri to Squaw Creek Watershed Management Authority
9. RESOLUTION NO. 21-058 approving Encroachment Permit Agreement for sign at 109 Welch Avenue.
10. RESOLUTION NO. 21-059 approving 2020 Resource Recovery Plant Annual Report
11. RESOLUTION NO. 21-060 approving Master Wireless Attachment Agreement with USCOC to Greater Iowa, LLC d/b/a US Cellular Corporation for Electric Services
12. RESOLUTION NO. 21-061 approving contract with the Department of Natural Resources for Watershed Assessment for Headwaters of the South Skunk River (as part of the Headwaters of the S. Skunk River Watershed Management Authority)
13. RESOLUTION NO. 21-062 approving Transportation Alternatives Program (TAP) Funding Agreement with Iowa Department of Transportation for 2020/21 Shared Use Path System Expansion - Vet Med Trail (S. 16<sup>th</sup> Street to S. Grand Avenue)
14. RESOLUTION NO. 21-063 approving dedication of right-of-way from 2110 S. Duff Avenue for the FY 2020/21 U.S. Highway 69 Improvements project
15. Bulbs for the UV disinfection system at the Water Pollution Control Facility:
  - a. RESOLUTION NO. 21-064 approving waiver of the City's Purchasing Policy requirement for competitive bidding and allowing sole-source procurement of OEM bulbs
  - b. RESOLUTION NO. 21-065 approving sole source procurement of OEM bulbs from MC<sup>2</sup> of Des Moines, Iowa, in the amount of \$51,246.26
16. RESOLUTION NO. 21-067 approving preliminary plans and specifications for the Flood Mitigation - River Flooding Tree Clearing project; setting February 24, 2021, as bid due date and March 9, 2021, as date of public hearing
17. Top-O-Hollow Substation Construction:
  - a. RESOLUTION NO. 21-068 approving Change Order No. 7 to deduct \$142,088.78



from the contract balance with Primoris Aevenia, Inc., of Johnston, Iowa

- b. RESOLUTION NO. 21-069 accepting completion
- 18. RESOLUTION NO. 21-070 approving contract and bond for 2020/21 Pavement Restoration - Slurry Seal Program
- 19. RESOLUTION NO. 21-071 accepting completion of public improvements and releasing security for LDY Subdivision
- 20. RESOLUTION NO. 21-072 accepting completion of Ames/ISU Ice Arena Lighting Project
- 21. RESOLUTION NO. 21-073 accepting completion of the Water Treatment Plant Maintenance and Storage Building
- 22. RESOLUTION NO. 21-074 accepting completion of Year Four of the Five-Year Water Plant Well Rehabilitation Contract

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

**PUBLIC FORUM:** Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, stated he was disappointed that the Council Goal Setting was held in a venue that could not be live-streamed. He noted that during a pandemic to not live-stream the meeting was a foolish move on the part of the City. Mr. Pfannkuch noted that maybe the meeting was held at the new Water Treatment Plant in order to tour the Plant after the meeting, but he felt that the City had effectively shut the public out from the meeting and have continued to do so for the past 20 years. Mr. Pfannkuch wanted to know why the Council Goal-Setting meeting is always conducted at a venue where the City is pushing the intent of the open meetings law. He explained that he would have complained ahead of time, but he didn't discover the meeting was happening until a few days ago. His health is limited as to what he can watch this year. The problem that he sees is that once something is established it continues to happen without reconsidering. Mr. Pfannkuch commented that he didn't see any reason why Saturday's meeting was not held like a regular City Council meeting. He mentioned that Council Member Beatty-Hansen wrote in her after-meeting summary, "I always find the annual goal setting/review to be one of the most interesting meetings of the year," and he would have liked to have had an opportunity to determine if he found the meeting to be interesting or dull. He noted that the Council made a poor decision not to televise the meeting, and asked that they treat the Goal-Setting meetings just like any other meeting.

**PRELIMINARY PLAT FOR SUNSET RIDGE SUBDIVISION, 11<sup>TH</sup> ADDITION:** Planning and Housing Director Kelly Diekmann mentioned that this item is a replat of the final addition to the Sunset Ridge Subdivision, to account for two lots that have been added over the past 15 years.

Moved by Martin, seconded by Gartin to adopt RESOLUTION NO. 21-075 approving the Preliminary Plat for Sunset Ridge Subdivision, 11<sup>th</sup> Addition.

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

**HEARING ON 2019-20 SANITARY SEWER REHABILITATION (BASIN 10):** Public Works Director John Joiner mentioned that the bids came in below the Engineer's estimate and well within the budget.

The Mayor opened the public hearing. There was no one wishing to speak, and the hearing was closed.

Moved by Beatty-Hansen, seconded by Junck, to adopt RESOLUTION NO. 21-076 approving the final plans and specifications and awarding a contract to Municipal Pipe Tool Co. LLC, of Hudson, Iowa, in the amount of \$952,843.78 as the Base Bid and \$330,320 as the Alternate 1, for a total contract in the amount of \$1,283,163.78.

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

**HEARING ON BAKER SUBDIVISION GEOTHERMAL HEAT PUMP SYSTEM:** The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Betcher, seconded by Junck, to adopt RESOLUTION NO. 21-077 approving the final plans and specifications and awarding a contract to Thorpe Water Development Company, of Ankeny, Iowa, in the amount of \$235,835 (inclusive of Iowa sales tax).

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

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:** Mayor Haila explained that there were six items on dispositions. The first item was a memo from Mark Lambert, City Attorney requesting for the Council to direct him to clarify Section 17.25 of the *Ames Municipal Code*, “Pawnbrokers, Itinerant Dealers and Secondhand Dealers. City Attorney Mark Lambert commented that staff had found an error in the Ordinance that left out Secondhand Dealers from the requirement of a Permit, and this will correct that error.

Moved by Gartin, seconded by Betcher, to direct the City Attorney to clarify Section 17.25 of the *Ames Municipal Code*, “Pawnbrokers, Itinerant Dealers and Secondhand Dealers.”

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

The second item was a letter from Sandi Risdal, Executive Director for Habitat for Humanity of Central Iowa, requesting to purchase the property located at 1126 Grand Avenue for the purpose of rebuilding an affordable family home. City Manager Steve Schainker recommended referring the request to staff for further action.

Moved by Betcher, seconded by Beatty-Hansen, to refer the letter from Sandi Risdal regarding the purchase of the property located at 1126 Grand Avenue to staff for further action.

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

The third item was a memo from Sara VanMeeteren, Building Official, regarding staff’s response to the Council’s referral about adding ragweed to the City’s noxious weed list.

Moved by Martin, seconded by Corrieri, to follow the staff recommendations and to send an appropriate letter to the original requester of this investigation.

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

Items four, five, and six were memos from Damion Pregitzer, Traffic Engineer, regarding staff's response to the Council's referral about excessive speeding on Ash Avenue, Delaware Avenue, and Cessna Street. Council Member Betcher stated that if she understood the memos correctly if the Council doesn't do anything with the traffic reports, Mr. Pregitzer will take any action that he feels is warranted based on the situations. Public Works Director John Joiner commented that would be correct. The recommendations would all be followed up on unless the Council gives a different direction for staff to take. Mr. Schainker noted that the recommendations on Ash Avenue could be done immediately as the funds are available from the Accessibility Enhancement Program.

Mayor Haila asked Director Joiner to explain what the recommended staff improvements were for Ash Avenue, Delaware Avenue, and Cessna Street. Mr. Joiner stated for Ash Avenue, staff found that there were some speeding issues so staff is recommending a four-way stop at Country Club Boulevard and Ash Avenue and to add an enhanced pedestrian crossing that will provide access to the separated bike and walkway. This is anticipated to help with the mix and speed of traffic. There will be dynamic feedback signs put up farther south of the corridor. For Delaware Avenue, Mr. Joiner noted that there were not any speeding issues on the northern part (by Utah Drive), but speeding issues were found farther south by Dover Drive. Staff is going to work with the Police Department to have increased enforcement and staff has new data capabilities to track, monthly, the generalized speeds of any corridor. Staff will continue to monitor the area. Council Member Martin asked Director Joiner if staff believed the increased enforcement concerned northbound traffic on Delaware Avenue more than southbound traffic on Delaware Avenue. Mr. Joiner mentioned that it was southbound traffic on Delaware closer to Dover Drive. A study was done on Cessna Street and didn't find a speeding issue in the area, but the residents thought traffic may be different depending on the time of the year. When staff looked at the monthly data, they did find an increase in the February through April time period, but after that everything normalized. When looking at the year as a whole the speed stayed the same. Staff did agree to add flashing red lights to the all-way stops at Cessna and Beach.

Council Member Betcher inquired if staff had been in contact with the neighbors regarding the findings of the traffic studies. Mr. Joiner confirmed that staff had reached out to the individuals who had submitted the requests. Mayor Haila stated that, due to no motions being made by the Council, they agree with staff's recommendations.

**COUNCIL COMMENTS:** Moved by Corrieri, seconded by Gartin, to get a memo from the City Manager on a plan for the funding and implementation for a mini pitch.

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

Moved by Gartin, seconded by Betcher, to direct staff to reach out to the Volunteer Center and encourage them to make any proposals that they think are warranted for funding in light of the reduction they received.

Council Member Gartin commented that this motion doesn't commit the Council to anything, but gives the Volunteer Center a path to make a proposal if there are concerns that are more serious to take into account. He wanted to extend the opportunity for the Volunteer Center to visit with the Council.

Council Member Martin asked if it was clear that due to the city's change in ASSET funding, the

Volunteer Center is in financial peril. Assistant City Manager Deb Schildroth stated that the City does not know that information, but over 60% of the Volunteer Center's revenue comes from ASSET. It does have a few other outside contracts that provide around \$29,000 for other services. Ms. Schildroth noted that staff wants to have a dialogue with Ms. Owens and the Board Members to see what plans they may have in place. Ms. Schildroth pointed out that the City's funding recommendations have been posted publicly for the agencies since January 22, 2021. United Way has approved the ASSET recommendations, Story County considers the recommendations next week, and the Student Government will review it at the end of February 2021. Mr. Martin wanted to know if the Outside Funding process would be appropriate for the Volunteer Center to request funds. Assistant City Manager Brian Phillips mentioned that just like ASSET there are criteria for what the Council is interested in buying through the Outside Funding process. He noted that the criteria are published along with the application. Mr. Phillips pointed out that the Outside Funding money comes from the Hotel/Motel tax, which is the same as ASSET. Council Member Corrieri mentioned that she would not support the motion based on what she said earlier, and at some point in the future, the Council is going to receive an update from the Administrative Team on the Volunteer Center. Ms. Corrieri thought it was premature to encourage the Volunteer Center to apply for other funding from the City when the Council has no idea what their plan is for sustainability or services in Story County. Council Member Betcher stated she seconded the motion to discuss this topic, but she thought the motion meant it would come after the discussion that ASSET will have with the Volunteer Center of Story County. Mr. Gartin commented that the Council doesn't need to approve his motion; the Volunteer Center could initiate a dialog with City staff, but he thought it would send a message to the Volunteer Center that the City values its services. Mr. Gartin mentioned that the ASSET process is independent of his motion.

Vote on Motion: 2-4. Voting Aye: Beatty-Hansen, Gartin. Voting Nay: Betcher, Corrieri, Junck, Martin. Motion failed.

Council Member Betcher mentioned that she believed what Council Member Gartin was recommending could still happen after the ASSET process goes through its discussion with the Volunteer Center. She noted that the Volunteer Center does provide a valuable service.

Mayor Haila noted that he needed to call a Special Meeting next Tuesday, February 16, 2021, at 6:00 p.m. for the purposes of reviewing the Iowa Reinvestment Program Pre-Application.

**CLOSED SESSION:** Council Member Gartin asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in or threatened to be in litigation.

Moved by Gartin, seconded by Betcher, to go into Closed Session under Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in or threatened to be in litigation.

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

The Council entered Closed Session at 7:04 p.m. and reconvened in Regular Session at 7:26 p.m.

Moved by Beatty-Hansen, seconded by Betcher, to place the purchase of 2802 Arbor Street onto a future Agenda.

Vote on Motion: 5-1. Voting Aye: Beatty-Hansen, Betcher, Corrieri, Martin, Junck. Voting Nay: Gartin. Motion declared carried.

**ADJOURNMENT:** Moved by Betcher to adjourn the meeting at 7:27 p.m.

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Amy L. Colwell, Deputy City Clerk

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John A. Haila, Mayor

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Diane R. Voss, City Clerk



## 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>	February 2021	
<b>For City Council Date:</b>	February 23, 2021	

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	2019/20 Multi-Modal Roadway Improvements (30 <sup>th</sup> Street & Duff Avenue Restriping)	1	\$244,105.80	Iowa Plains Signing	\$0.00	\$14,227.20	D. Pregitzer	MA
Electric Services	Unit 8 Crane Renovation	1	\$273,439.10	Miner LTD, dba MHC Systems, LLC	\$0.00	\$49,787.10	B. Phillips	JN
Electric Services	750 KCMIL Copper Cable	1	\$110,295.60	Wesco Distribution Inc	\$0.00	\$2,683.86	D. Kom	AM
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Dog-Eared Books LLC</u>		
<b>Name of Business (DBA):</b> <u>Dog-Eared Books</u>		
<b>Address of Premises:</b> <u>203 Main Street</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b>	<u>(515) 598-7508</u>	
<b>Mailing</b>	<u>203 Main Street</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>Amanda Lepper</u>	
<b>Phone:</b> <u>(515) 231-2978</u>	<b>Email</b> <u>amanda@dogearedbooksames.com</u>

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

**Term:** 12 months

**Effective Date:** 02/01/2021

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

**Privileges:**

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Amanda Lepper**

**First Name:** Amanda                      **Last Name:** Lepper  
**City:** Ames                                      **State:** Iowa                      **Zip:** 50014  
**Position:** Owner  
**% of Ownership:** 51.00%                      **U.S. Citizen:** Yes

**Ellyn Grimm**

**First Name:** Ellyn                              **Last Name:** Grimm  
**City:** Ames                                      **State:** Iowa                      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 49.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>West Bend</u>
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**Policy Effective Date:**

**Policy Expiration**

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**



**Applicant License Application ( LE0003019 )**

<b>Name of Applicant:</b> <u>CASEY'S MARKETING</u>		
<b>Name of Business (DBA):</b> <u>CASEY'S GENERAL STORE #2905</u>		
<b>Address of Premises:</b> <u>3612 STANGE RD</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-4089</u>		
<b>Mailing</b> <u>PO BOX 3001</u>		
<b>City</b> <u>ANKENY</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50021</u>

**Contact Person**

<b>Name</b> <u>JESSICA FISHER-COMSTOCK, STORE OPERATIONS</u>
<b>Phone:</b> <u>(515) 446-6404</u> <b>Email</b> <u>JESSICA.FISHER@CASEYS.COM</u>

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

**Term:** 12 months

**Effective Date:** 04/01/2022

**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>XXXXXXXXXX</u> <b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**42-0935283 CASEY'S GENERAL STORE INC**

**First Name:** 42-0935283      **Last Name:** CASEY'S GENERAL STORE, INC.

**City:** ANKENY      **State:** Iowa      **Zip:** 50021

**Position:** OWNER

**% of Ownership:** 100.00%      **U.S. Citizen:** Yes

**JULIA JACKOWSKI**

**First Name:** JULIA      **Last Name:** JACKOWSKI

**City:** URBANDALE      **State:** Iowa      **Zip:** 50322

**Position:** SECRETARY

**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**JAMES PISTILLO**

**First Name:** JAMES      **Last Name:** PISTILLO

**City:** URBANDALE      **State:** Iowa      **Zip:** 50323

**Position:** TREASURER

**% of Ownership:** 0.00%      **U.S. Citizen:** Yes



**Applicant License Application ( LC0039334 )**

<b>Name of Applicant:</b>	<u>Texas Roadhouse Holdings LLC</u>		
<b>Name of Business (DBA):</b>	<u>Texas Roadhouse</u>		
<b>Address of Premises:</b>	<u>519 South Duff Avenue</u>		
<b>City</b>	<u>Ames</u>	<b>County:</b>	<u>Story</u> <b>Zip:</b> <u>50010</u>
<b>Business</b>	<u>(515) 232-7427</u>		
<b>Mailing</b>	<u>6040 Dutchmans Lane</u>		
<b>City</b>	<u>Louisville</u>	<b>State</b>	<u>KY</u> <b>Zip:</b> <u>40205</u>

**Contact Person**

<b>Name</b>	<u>Laura Young</u>		
<b>Phone:</b>	<u>(502) 638-5469</u>	<b>Email</b>	<u>laura.young@texasroadhouse.com</u>

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

**Term:**12 months

**Effective Date:** 07/02/2021

**Expiration Date:**

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>

**Ownership**

**W. Kent Taylor**

**First Name:** W. Kent **Last Name:** Taylor  
**City:** Naples **State:** Florida **Zip:** 34103  
**Position:** Chief Executive Officer  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Texas Roadhouse, Inc. (Publicly Traded Company)**

**First Name:** Texas Roadhouse, Inc. **Last Name:** (Publicly Traded Company)  
**City:** Louisville **State:** Kentucky **Zip:** 40205  
**Position:** Manager/Owner  
**% of Ownership:** 100.00% **U.S. Citizen:** Yes

**Chris Jacobsen**

**First Name:** Chris **Last Name:** Jacobsen  
**City:** Anchorage **State:** Kentucky **Zip:** 40223  
**Position:** Chief Marketing Officer  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes



**Applicant License Application ( LE0002122 )**

<b>Name of Applicant:</b> <u>Kum &amp; Go LC</u>		
<b>Name of Business (DBA):</b> <u>Kum &amp; Go Store 1113</u>		
<b>Address of Premises:</b> <u>2801 E 13th St</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 233-0359</u>		
<b>Mailing</b> <u>1459 Grand Avenue</u>		
<b>City</b> <u>Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50309</u>

**Contact Person**

<b>Name</b> <u>Jody Deiter</u>		
<b>Phone:</b> <u>(515) 457-6249</u>	<b>Email</b> <u>licenses@kumandgo.com</u>	

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

**Term:** 12 months

**Effective Date:** 03/29/2021

**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>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>	

**Ownership**

**Charley Campbell**

**First Name:** Charley                      **Last Name:** Campbell  
**City:** Urbandale                      **State:** Iowa                      **Zip:** 50323  
**Position:** Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Krause Group LTD**

**First Name:** Krause Group                      **Last Name:** LTD  
**City:** Des Moines                      **State:** Iowa                      **Zip:** 50309  
**Position:** Shareholder  
**% of Ownership:** 100.00%                      **U.S. Citizen:** Yes

**Tanner Krause**

**First Name:** Tanner                      **Last Name:** Krause  
**City:** Des Moines                      **State:** Iowa                      **Zip:** 50312  
**Position:** CEO  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Erin Kuhl**

**First Name:** Erin

**Last Name:** Kuhl

**City:** Waukee

**State:** Iowa

**Zip:** 50263

**Position:** CFO

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Merchants Bonding Company</u>	
<b>Policy Effective Date:</b> <u>03/29/2020</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>



**Erin Kuhl**

**First Name:** Erin

**Last Name:** Kuhl

**City:** Waukee

**State:** Iowa

**Zip:** 50263

**Position:** CFO

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Merchants Bonding Company</u>	
<b>Policy Effective Date:</b> <u>03/29/2021</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 ( LE0000829 )**

<b>Name of Applicant:</b> <u>Sam's West Inc</u>		
<b>Name of Business (DBA):</b> <u>Sams Club #6568</u>		
<b>Address of Premises:</b> <u>305 Airport Rd</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>5001000</u>
<b>Business</b>	<u>(515) 233-9750</u>	
<b>Mailing</b>	<u>702 SW 8th St</u>	
<b>City</b> <u>Bentonville</u>	<b>State</b> <u>AR</u>	<b>Zip:</b> <u>727160500</u>

**Contact Person**

<b>Name</b> <u>Licensing Compliance</u>	
<b>Phone:</b> <u>(479) 277-4656</u>	<b>Email</b> <u>complic@wal-mart.com</u>

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

**Term:**12 months

**Effective Date:** 04/01/2021

**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>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Matthew Allen**

**First Name:** Matthew                      **Last Name:** Allen  
**City:** Rogers                              **State:** Arkansas                      **Zip:** 72758  
**Position:** Assistant Treasurer  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**John Scudder**

**First Name:** John                              **Last Name:** Scudder  
**City:** Bentonville                              **State:** Arkansas                      **Zip:** 72712  
**Position:** SVP and CECO  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Daniel Rice**

**First Name:** Daniel                              **Last Name:** Rice  
**City:** Centerton                              **State:** Arkansas                      **Zip:** 72719  
**Position:** Assistant Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Kathryn McLay**

**First Name:** Kathryn                      **Last Name:** McLay  
**City:** Bentonville                      **State:** Arkansas                      **Zip:** 72712  
**Position:** CEO  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>American Casualty Company of Reading, PA</u>	
<b>Policy Effective Date:</b> <u>04/01/2020</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 ( LC0039752 )**

<b>Name of Applicant:</b>	<u>Chipotle Mexican Grill of Colorado</u>		
<b>Name of Business (DBA):</b>	<u>Chipotle Mexican Grill</u>		
<b>Address of Premises:</b>	<u>435 S. Duff Avenue</u>		
<b>City</b>	<u>Ames</u>	<b>County:</b>	<u>Story</u> <b>Zip:</b> <u>50010</u>
<b>Business</b>	<u>(614) 318-2482</u>		
<b>Mailing</b>	<u>PO Box 182566</u>		
<b>City</b>	<u>Columbus</u>	<b>State</b>	<u>OH</u> <b>Zip:</b> <u>43218</u>

**Contact Person**

<b>Name</b>	<u>Licensing</u>		
<b>Phone:</b>	<u>(614) 318-2482</u>	<b>Email</b>	<u>licensing@chipotle.com</u>

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

**Term:**12 months

**Effective Date:** 02/01/2022

**Expiration Date:**

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>

**Ownership**

**Chipotle Mexican Grill, Inc.**

**First Name:** Chipotle Mexican **Last Name:** Grill, Inc.  
**City:** Newport Beach **State:** California **Zip:** 92660  
**Position:** Parent Company  
**% of Ownership:** 100.00% **U.S. Citizen:** Yes

**Helen Kaminski**

**First Name:** Helen **Last Name:** Kaminski  
**City:** Costa Mesa **State:** California **Zip:** 92627  
**Position:** LLC Manager  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Safety National Casualty Corporation</u>		
<b>Policy Effective Date:</b>	<u>02/01/2021</u>	<b>Policy Expiration</b>	<u>02/01/2022</u>

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**



# MEMO

**To:** Mayor John Haila and Ames City Council Members  
**From:** Lieutenant Heath Ropp, Ames Police Department  
**Date:** January 29<sup>th</sup>, 2021  
**Subject:** Item No. 11 a – j: Beer Permits & Liquor License Renewal Reference  
City Council Agenda

The Council agenda for February 23<sup>rd</sup>, 2021 includes beer permits and liquor license renewals for:

- **Coldwater Golf Links** (1400 S. Grand Ave) – Class C Liquor License with Outdoor Service & Sunday Sales
- **Kum & Go #1113** (2801 E 13<sup>th</sup> St) – Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales
- **Kum & Go #227** (2108 Isaac Newton Dr) – Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales
- **Elks Lodge** (522 Douglas Ave) - Class A Liquor License with Outdoor Service & Sunday Sales
- **The Spice Thai Cuisine** (402 Main St) - Special Class C Liquor License
- **Swift Stop #4** (1118 South Duff Ave) - Class C Beer Permit with Class B Native Wine Permit & Sunday Sales
- **Swift Stop #5** (3218 Orion St) - Class C Beer Permit with Class B Wine Permit & Sunday Sales
- **Casey's General Store #2905** (3612 Stange Rd) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales
- **Pizza Pit Extreme** (207 Welch Ave) - Class B Beer with Sunday Sales
- **Sam's Club #6568** (305 Airport Rd) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit (carryout) & Sunday Sales

**A review of police records for the past 12 months found no liquor law violations for any of the above locations. The Ames Police Department recommends renewal of licenses for all the above businesses.**

**COUNCIL ACTION FORM**

**SUBJECT: VACATION OF UTILITY EASEMENT ACROSS PORTION OF 220 SOUTH DUFF AVENUE**

**BACKGROUND:**

In 1964, City Council vacated and issued a Quit Claim Deed (recorded in 1971) for a portion of land (vacated alley) while retaining this area as a utility easement (Attachment A). Attachment B is a map showing the location of the existing easement (the property is currently Jiffy Lube).

Ames Electric previously had overhead electric lines in this area until they were relocated in 2011, thereby clearing this area of utilities.

Staff recently received a request to vacate this existing utility easement (Attachment C) now that it is clear from Ames Electric facilities. Attachment D includes the legal description of the area to be vacated.

**ALTERNATIVES:**

1. Set the date of public hearing as March 9, 2021 to approve the vacation of the aforementioned easement.
2. Reconsider the vacation of the aforementioned easement.

**MANAGER'S RECOMMENDED ACTION:**

The public utility easement can be vacated because Electric relocated their overhead power lines to clear the site in 2011. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.**

Fee \$4.50

BOOK 146 376 15.

5725  
STORY COUNTY, IOWA  
FILED FOR RECORD  
A.M. OCT 11 1971  
E.L.A. M. WANDASHER, Recorder

QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS:

That the City of Ames, Iowa, a Municipal Corporation, in consideration of the sum of One Dollar and other valuable considerations in hand paid by the following listed Grantees of Ames, Story County, Iowa does hereby SELL AND CONVEY AND FOREVER QUIT CLAIM unto the said Grantees and to their heirs and assigns the following described parcels of real estate situated in Ames, Story County, Iowa. Said parcels of real estate and description therefore are set opposite to the several Grantees who are to receive the same and their respective parcels.

To: D. B. Schockley

That portion of the vacated alley lying between Lots 7 and 8, and the West 3 feet of that portion of the vacated alley abutting on the East side of the North 42 feet of Lot 10, all in Block 4, Kingsbury Addition to Ames, Iowa.

G. D. Hartman and G. E. Hartman

The East 8 feet of that portion of the vacated alley abutting on the West side of the North 42 feet of Lot 9, Block 4, Kingsbury Addition to Ames, Iowa.

Max Ditch

This deed is exempt from Transfer tax under Chapter 428 A.1, Code of Iowa 1966

That portion of the vacated alley lying between the South 24 feet of Lots 9 and 10, and that portion of the vacated alley lying between Lots 11 and 12, all in Block 4, Kingsbury Addition to Ames, Iowa.

Grantor herein specifically reserves an easement and right-of-way over, across or under the above described property for the construction, reconstruction, alteration, operation, maintenance and repair of any electrical pole lines, cables, telephone lines, cables, sanitary sewers, storm sewers or water lines.

Signed the 6th day of May, A.D., 1953.



THE CITY OF AMES, IOWA

By W. L. Allan  
W. L. ALLAN, MAYOR

J. W. Prather  
J. W. PRATHER, CITY CLERK

STATE OF IOWA )  
STORY COUNTY ) SS

On this 6th day of May, A.D., 1953 before me A. G. Maguire a Notary Public in and for the County of Story, State of Iowa, personally appeared W. L. Allan, Mayor and J. W. Prather, City Clerk of the City of Ames, Iowa, a Municipal Corporation, who executed the above and foregoing instrument, who being to me personally known as the identical persons who signed the foregoing instrument, and by me duly sworn each for himself does say that they are respectively the Mayor and City Clerk of the City of Ames, Iowa; that the seal affixed to said instrument is the seal of the Municipal Corporation and that said instrument was by them signed and sealed on behalf of said City of Ames by authority of the City Council and each of them acknowledge the execution of said instrument to be the voluntary act and deed of said Municipal Corporation by it and each of them voluntarily executed.

Vertical text on the left margin: "NOTARY PUBLIC" and "STORY COUNTY, IOWA"



In witness whereof I have hereunto signed my name and affixed my notarial seal the day and year last above written.

A. G. Maguire  
Notary Public in and for Story County, Iowa

Inst. # 5727  
Fee \$ 2.50

J.S.

QUIT CLAIM DEED

BOOK 146 PAGE 378

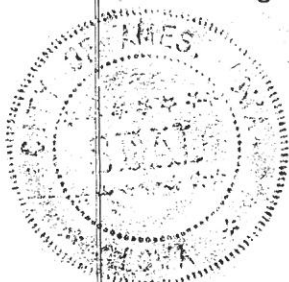
The City of Ames, Iowa, a municipal corporation, in consideration of the sum of One (\$1.00) Dollar and other good and valuable consideration in hand paid by I. E. Melhus, does hereby sell and convey and forever quit claim unto the said I. E. Melhus, and to his heirs and assigns the following described parcel of real estate situated in Ames, Story County, Iowa, to-wit:

5727  
INST. NO. 5727  
STORY COUNTY, IOWA  
FILED FOR RECORD  
A.M. OCT 11 1971 P.M.  
ELLA M. HOCHBACHER, Recorder  
Deputy

That portion of the North and South alley between the South 46 feet of Lots 5 and 6, Block 4, Kingsbury's Addition to the City of Ames, Iowa, subject to the restriction that no permanent structures shall ever be erected under the electrical high lines maintained on said premises.

Grantor herein specifically reserves an easement and right of way, over, across and under the above described property for the construction, reconstruction, alteration, operation, maintenance and repair of any electrical poles, lines, cables, telephone lines, sanitary sewers, storm sewers or water lines.

Signed this 21st day of April, A. D., 1964.



THE CITY OF AMES, IOWA

This deed is exempt from Transfer Tax under Chapter 428 A.1, Code of Iowa 1966

By Pearle P. DeHart  
Pearle P. DeHart, Mayor

By M. W. Jordan  
M. W. Jordan, City Clerk

STATE OF IOWA )  
STORY COUNTY ) SS

On this 21st day of April, 1964, before me, the undersigned, a Notary Public in and for Story County, State of Iowa, personally appeared Pearle P. DeHart, Mayor and M. W. Jordan, City Clerk, of the City of Ames, Iowa, a municipal corporation, who executed the above and foregoing instrument, who being to me personally known as the identical persons who signed the foregoing instrument, and by me duly sworn each for himself does say that he is respectively the Mayor and City Clerk of the City of Ames, Iowa; that the seal affixed to said instrument is the seal of the municipal corporation and that said instrument was by them signed and sealed on behalf of the City of Ames by authority of the City Council, and each of them acknowledged the execution of said instrument to be the voluntary act and deed of said municipal corporation by it and by each of them voluntarily executed.

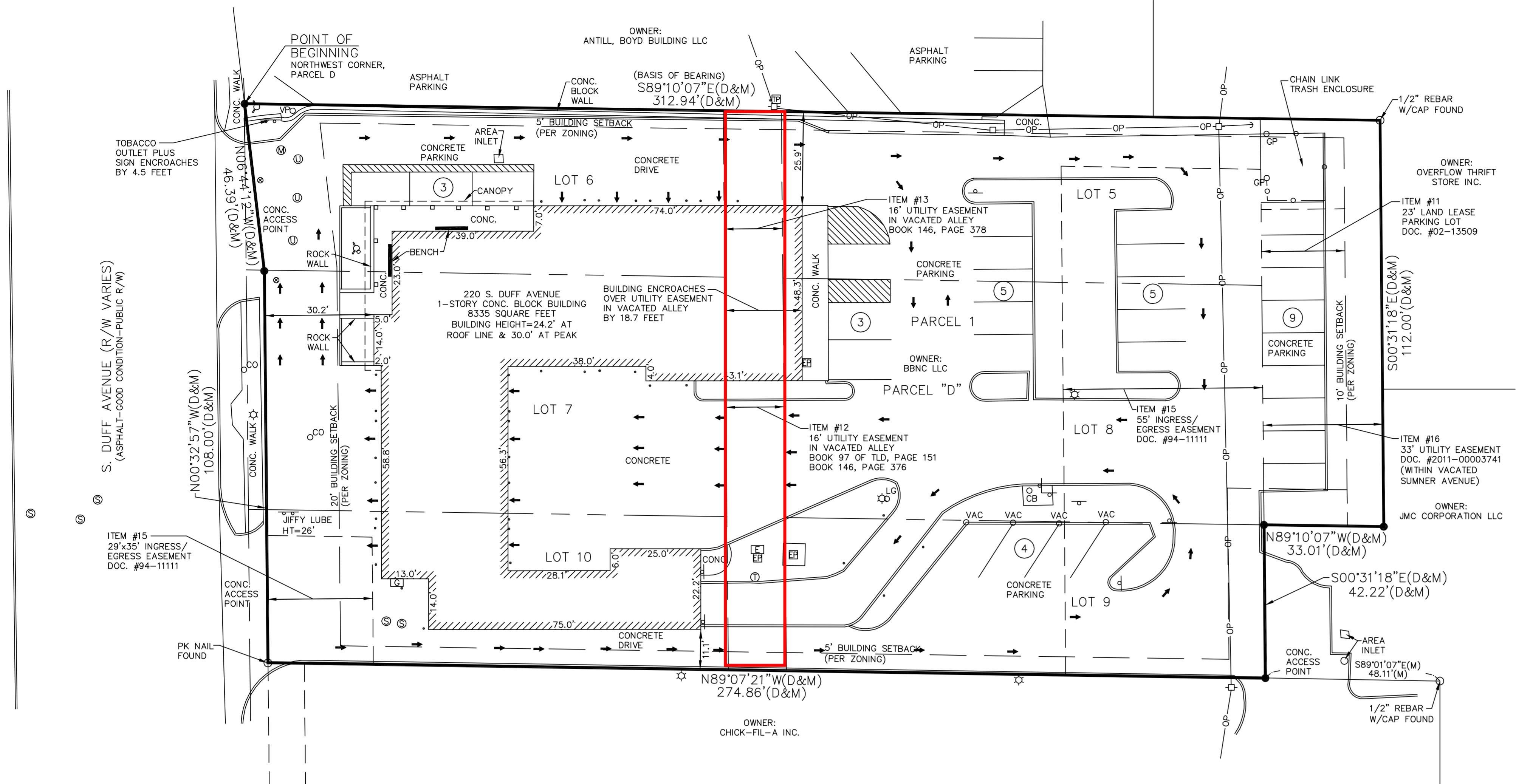
In Witness Whereof, I have hereunto signed my name and affixed my notarial seal the day and year last above written.



Ord # 2027

[Signature]  
Notary Public, Story County, Iowa.



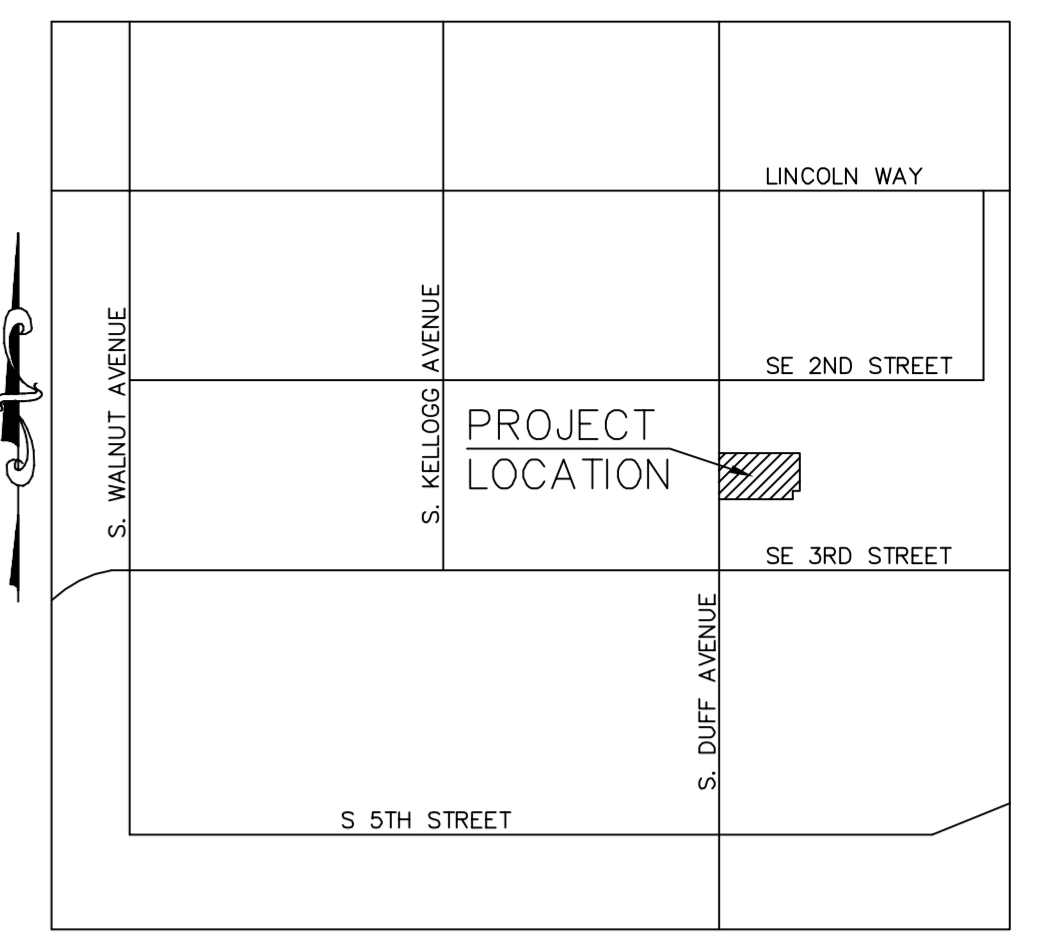


PROPERTY ADDRESS:  
220 S. DUFF AVENUE, AMES, IOWA

LAND AREA:  
46,163 SQUARE FEET OR 1.06 ACRES, MORE OR LESS.

REFERENCE PLAT:  
KINGBURY'S ADDITION TO AMES, IOWA, AS SHOWN IN THE PLAT OF SURVEY RECORDED ON SEPTEMBER 30, 2011, AS INSTRUMENT NO. 2011-00009450 ON SLIDE 415, PAGE 1.

ENCROACHMENT:  
1. EAST SIDE OF BUILDING ENCROACHES OVER UTILITY EASEMENT IN VACATED ALLEY IN BOOK 146, PAGE 378, BOOK 97 OF TLD, PAGE 151 BOOK 146, PAGE 376 BY 18.7 FEET.  
2. TOBACCO OUTLET PLUS BUSINESS SIGN ENCROACHES OVER NORTHWEST CORNER OF THE SUBJECT PROPERTY BY 4.5 FEET.



VICINITY MAP:  
NOT TO SCALE

UTILITY NOTE:  
"THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS, THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THIS SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES."



SURVEY REFERENCE:  
TITLE COMMITMENT NUMBER: 57487  
EFFECTIVE DATE: AUGUST 18, 2020 AT 7:00 A.M.  
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

- 11. TERMS AND CONDITIONS OF LAND LEASE PARKING LOT DATED OCTOBER 1, 2001, FILED SEPTEMBER 6, 2002, AS DOCUMENT NO. 02-13509, BY AND BETWEEN THE CITY OF AMES, IOWA, AS LESSOR, AND RETAIL MANAGEMENT GROUP, INC., AS LESSEE. (PLOTTED AND SHOWN)
- 12. EASEMENTS RESERVED BY THE CITY OF AMES, IOWA, IN QUIT CLAIM DEED DATED MAY 6, 1953, FILED MAY 9, 1953, IN BOOK 97 OF TLD, PAGE 151, AND FILED OCTOBER 11, 1971, IN BOOK 146, PAGE 376. (PLOTTED AND SHOWN)
- 13. RESTRICTION AND EASEMENT RESERVED BY THE CITY OF AMES, IOWA, IN QUIT CLAIM DEED DATED APRIL 21, 1964, FILED OCTOBER 11, 1971, IN BOOK 146, PAGE 378. (PLOTTED AND SHOWN)
- 14. THIS EXCEPTION HAS BEEN DELETED.
- 15. TERMS AND CONDITIONS OF EASEMENTS CONTAINED IN EASEMENT AGREEMENT #3 DATED SEPTEMBER 23, 1994, FILED OCTOBER 12, 1994, AS DOCUMENT NO. 94-11111. AMENDED BY TERMINATION OF EASEMENT AGREEMENT DATED FEBRUARY 8, 2008, FILED FEBRUARY 8, 2008, AS DOCUMENT NO. 2008-0000181. (PLOTTED AND SHOWN)
- 16. TERMS AND CONDITIONS OF EASEMENTS CONTAINED IN UTILITY RIGHT OF WAY PERMIT AND EASEMENT DATED APRIL 6, 2011, FILED APRIL 21, 2011, AS DOCUMENT NO. 2011-00003741. (PLOTTED AND SHOWN)
- 17. TERMS AND CONDITIONS OF EASEMENT AGREEMENT DATED MARCH 21, 2012, FILED MARCH 23, 2012, AS DOCUMENT NO. 2012-00002965. (PLOTTED AND SHOWN)

DESCRIPTION:

PARCEL 1:  
PARCEL "F" IN BLOCK 4, KINGBURY'S ADDITION TO AMES, IOWA, AS SHOWN IN THE PLAT OF SURVEY RECORDED ON SEPTEMBER 30, 2011, AS INSTRUMENT NO. 2011-00009450 ON SLIDE 415, PAGE 1, BEING PARCEL "D" IN BLOCK 4, KINGBURY'S ADDITION TO AMES, IOWA, AS SHOWN IN PLAT OF SURVEY RECORDED ON MAY 4, 2001, AS INSTRUMENT NO. 01-05349 ON SLIDE 95, PAGE 4, AND A PART OF SUMNER AVENUE RIGHT OF WAY VACATED, ALL IN THE CITY OF AMES, STORY COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL "D"; THENCE SOUTH 89 DEGREES 10 MINUTES 07 SECONDS EAST ALONG THE NORTH LINE OF SAID PARCEL "D" AND THE EASTERLY EXTENSION THEREOF, 312.94 FEET TO THE CENTERLINE OF SUMNER AVENUE; THENCE SOUTH 00 DEGREES 31 MINUTES 18 SECONDS EAST ALONG SAID CENTERLINE, 112.00 FEET; THENCE NORTH 89 DEGREES 10 MINUTES 07 SECONDS WEST, 33.01 FEET TO THE EAST LINE OF SAID PARCEL "D"; THENCE SOUTH 00 DEGREES 31 MINUTES 18 SECONDS EAST ALONG SAID EAST LINE, 42.22 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL "D"; THENCE NORTH 89 DEGREES 07 MINUTES 21 SECONDS WEST, 274.86 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL "D"; THENCE NORTH 00 DEGREES 32 MINUTES 57 SECONDS WEST ALONG THE WESTERLY LINE OF SAID PARCEL "D", 108.00 FEET; THENCE NORTH 6 DEGREES 44 MINUTES 12 SECONDS WEST ALONG SAID WESTERLY LINE 46.39 FEET TO THE POINT OF BEGINNING. STORY COUNTY, IOWA

PARCEL 2:  
EASEMENT FOR THE BENEFIT OF PARCEL 1 AS CREATED BY EASEMENT AGREEMENT DATED MARCH 21, 2012, FILED MARCH 23, 2012, AS DOCUMENT NO. 2012-00002965, FOR SANITARY SEWER PURPOSES.

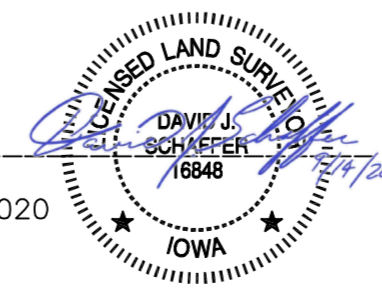
SURVEYOR'S CERTIFICATE:

TO: COMMERCIAL PARTNERS, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, ALLIED LUBE IOWA, LLC. AND THE MATHEWS COMPANY, INC.:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS' LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 3, 4, 6(A), 6(B), 7(A), 7(B)(1), 7(C), 8, 9, 10(A), 13, 14, 16, 17 AND 20 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON AUGUST 24, 2020.

DATE OF PLAT OR MAP: SEPTEMBER 1, 2020

DAVID J. SCHAFER  
IOWA LS-16848  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020  
IOWA CERTIFICATE OF AUTHORITY NO. 478180  
EFFECTIVE DATE: FEBRUARY 5, 2012



This Survey has been prepared solely for the benefit of the parties set forth in this Surveyor's Certification and may not be quoted or relied upon by, nor may copies be delivered to, any other party or used for any other purpose including, without limitation, the preparation of zoning reports or any other third party reports, without The Mathews Company, Inc. and Design Surveys, LLC's prior written consent. The Mathews Company, Inc. and Design Surveys, LLC expressly disclaims any duty or obligation towards any party that is not identified in this Surveyor's Certification.

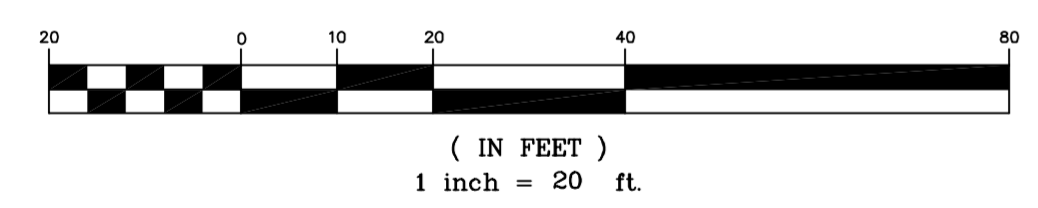
Please be advised that The Mathews Company, Inc. and Design Surveys, LLC will not include the providers of any third party reports in the Surveyor's Certification.

THE PROPERTY DESCRIBED AND SHOWN HEREON IS THE SAME PROPERTY DESCRIBED IN OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY TITLE COMMITMENT NUMBER 57487 DATED AUGUST 18, 2020.

LEGEND:

- 1/2"x24" REBAR W/CAP SET (UNLESS NOTED OTHERWISE)
- MONUMENT FOUND
- GATE POST
- ELECTRIC METER
- WATER LINE VALVE
- POWER POLE
- LIGHT POLE
- SANITARY SEWER MANHOLE
- ELECTRIC PEDESTAL
- TELEPHONE PEDESTAL
- PARKING STALL COUNT
- STREET/TRAFFIC SIGN
- BOLLARD
- FIRE HYDRANT
- TELEPHONE MANHOLE
- OVERHEAD POWER LINE
- GUY ANCHOR
- CHAIN LINK FENCE
- GAS METER
- SANITARY SEWER CLEANOUT
- UTILITY MANHOLE
- VACUUM
- CONTROL BOX
- LIFT GATE
- MONITORING WELL
- VENT PIPE
- BUSINESS SIGN
- DESCRIBED
- MEASURED

GRAPHIC SCALE



NOTES:

- 1. PER THE CITY OF AMES, IOWA ZONING REGULATIONS AND PER ZONING CONFIRMATION LETTER DATED AUGUST 17, 2020 BY ELOISE SAHLSTROM, PLANNER WITH THE CITY OF AMES, THIS PROPERTY IS ZONED "HOC" - HIGHWAY ORIENTED COMMERCIAL DISTRICT.
- 2. "HOC" ZONING REQUIREMENTS:  
SETBACKS: FRONT: 20 FEET; SIDE: 5 FEET; REAR: 10 FEET  
MAXIMUM BUILDING HEIGHT: 7 STORIES OR 85 FEET  
MAXIMUM BUILDING COVERAGE: 50%  
MINIMUM LOT WIDTH: 50 FEET  
MINIMUM FLOOR AREA RATIO: 0.50  
MINIMUM LOT AREA: NONE  
PARKING REQUIREMENTS: THREE SPACES PLUS TWO SPACES PER SERVICE BAY (PER VEHICLE SERVICE FACILITY); TWO SPACES PLUS FIVE STACKING SPACES WITH WASHING BAY (PER CAR WASH FACILITY)
- 3. THERE EXISTS A TOTAL OF 29 STRIPED PARKING STALLS ON THE SUBJECT PROPERTY (29 REGULAR + 0 HANDICAPPED).
- 4. THE SUBJECT PROPERTY IS LOCATED IN AN AREA LABELED ZONE "X" (AREAS DETERMINED TO BE OUTSIDE OF THE OF 0.2% ANNUAL CHANCE FLOOD PLAIN) AS DETERMINED BY FEMA FLOOD INSURANCE RATE MAP NUMBER 19169C0163F EFFECTIVE DATE OCTOBER 16, 2014.
- 5. ACCESS TO THE SUBJECT PROPERTY TO AND FROM S. DUFF AVENUE, A PUBLICLY DEDICATED ROAD.
- 6. THE BASIS OF BEARING USED FOR THIS SURVEY WAS S89°10'07"E ON THE NORTH LINE OF THE SUBJECT PROPERTY.
- 7. UNDER THE CURRENT ZONING THE SUBJECT PROPERTY ALLOWS FOR A AUTO MAINTENANCE FACILITY.
- 8. DRAINAGE APPEARS TO DRAIN INTO PUBLIC RIGHT-OF-WAYS BASED ON OBSERVATIONS, UNABLE TO DETERMINE DRAINAGE DIRECTION.
- 9. ALL UTILITIES APPEAR TO ENTER THE PROPERTY VIA A PUBLIC RIGHT-OF-WAY OR VIA A UTILITY EASEMENT.
- 10. THERE IS NO OBSERVABLE EVIDENCE OF THE SITE BEING USED AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.
- 11. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.
- 12. THERE ARE NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED, AND AVAILABLE FROM THE CONTROLLING JURISDICTION.
- 13. THERE IS NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OF BUILDING ADDITIONS WITHIN RECENT MONTHS.
- 14. NO EVIDENCE OF POTENTIAL WETLANDS WERE OBSERVED ON THE SUBJECT PROPERTY AT THE TIME THE SURVEY WAS CONDUCTED, NOR HAVE WE RECEIVED ANY DOCUMENTATION OF ANY WETLANDS BEING LOCATED ON THE SUBJECT PROPERTY.
- 15. THIS SURVEY MAP CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THE SURVEY.
- 16. THERE ARE NO DISCREPANCIES BETWEEN THE BOUNDARY LINES OF THE PROPERTY AS SHOWN ON THIS SURVEY MAP AND AS DESCRIBED IN THE LEGAL DESCRIPTION PRESENTED IN THE TITLE COMMITMENT.
- 17. THE BOUNDARY LINE DIMENSIONS AS SHOWN ON THIS SURVEY MAP FORM A MATHEMATICALLY CLOSED FIGURE WITHIN +/-0.1 FOOT.
- 18. THE BOUNDARY LINES OF THE PROPERTY ARE CONTIGUOUS WITH THE BOUNDARY LINES OF ALL ADJOINING STREETS, HIGHWAYS, RIGHTS OF WAY AND EASEMENTS, PUBLIC OR PRIVATE, WITHOUT GORES, GAPS OR OVERLAPS, AS DESCRIBED IN THEIR MOST RECENT RESPECTIVE LEGAL DESCRIPTIONS OF RECORD.
- 19. EXCEPT AS OTHERWISE NOTED BELOW, IF THE PROPERTY CONSISTS OF TWO OR MORE PARCELS, THERE ARE NO GAPS OR GORES BETWEEN SAID PARCELS.

DESIGN SURVEYS, LLC  
1237 SPRUCE STREET  
EUDORA, KANSAS 66025  
(785) 727-5531

"ALTA/NSPS LAND TITLE SURVEY"  
PREPARED FOR:



17220 Newhope Street, Suites 108-110, Fountain Valley, CA 92708  
Tel: (714) 979-7181 Fax: (714) 641-2840  
www.themathewscompany.com

MARK	DATE	COMMENTS/REVISED TITLE	BY	APV/D
1.	09/15/20	COMMENTS/REVISED TITLE	JMT	

Allied Lube Iowa, LLC

220 S. Duff Avenue  
Ames, Iowa  
(Jiffy Lube)

SCALE: 1"=20'	CHKD/APV/D:
DATE: 09/01/20	APPROVED:
DWN. BY: JMT	
CHKD BY:	



February 15, 2021

VIA EMAIL

Public Works Department, City of Ames  
Attention: Tracy Peterson, PE  
City Hall, 515 Clark Ave  
Ames, IA 50010

RE: Request to Vacate Utility Easement Reserved in Quit Claim Deeds recorded in Book 97, Page 151, and in Book 146, Page 376

To Whom It May Concern:

BBNC, L.L.C. is the fee owner of that certain property commonly known as 220 South Duff Avenue, Ames, IA 50010 (the "Property"). The Property is currently encumbered by a utility easement benefitting the City of Ames. The City reserved the easement when it vacated a public alley in the Quit Claim Deeds recorded in Town Lot Deed Record Book 97, Page 151 and Book 146, Page 376. The two Quit Claims Deeds reserve the same utility easement. The utility easement encumbers the area in the abandoned public alley that now runs through the middle of the Property. BBNC, L.L.C. hereby requests the City of Ames to vacate the utility easements.

Sincerely,

BBNC, L.L.C.

*Ben J. Kelly, Manager, BBNC, LLC*

EASEMENT AND RIGHT OF WAY VACATION DESCRIPTIONS:

AN EASEMENT AND RIGHT OF WAY IN QUIT CLAIM DEED RECORDED IN BOOK 146, PAGE 378 OF THE STORY COUNTY, IOWA RECORDS TO BE VACATED AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PORTION OF THE NORTH AND SOUTH ALLEY BETWEEN THE SOUTH 46 FEET OF LOTS 5 AND 6, BLOCK 4, KINGSBURY'S ADDITION TO THE CITY OF AMES, IOWA, SUBJECT TO THE RESTRICTION THAT NO PERMANENT STRUCTURES SHALL EVER BE ERECTED UNDER THE ELECTRICAL HIGH LINES MAINTAINED ON SAID PREMISES.

AND

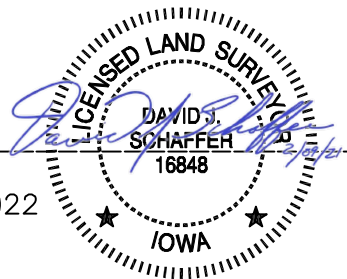
AN EASEMENT AND RIGHT OF WAY IN QUIT CLAIM DEED RECORDED IN BOOK 146, PAGE 376 AND BOOK 97 OF TLD, PAGE 151 OF THE STORY COUNTY, IOWA RECORDS TO BE VACATED AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PORTION OF THE VACATED ALLEY LYING BETWEEN LOTS 7 AND 8, AND THE WEST 8 FEET OF THAT PORTION OF THE VACATED ALLEY ABUTTING ON THE EAST SIDE OF THE NORTH 42 FEET OF LOT 10, ALL IN BLOCK 4, KINGSBURY ADDITION TO AMES, IOWA.

AND

THE EAST 8 FEET OF THAT PORTION OF THE VACATED ALLEY ABUTTING ON THE WEST SIDE OF THE NORTH 42 FEET OF LOT 9, BLOCK 4, KINGSBURY ADDITION TO AMES, IOWA.

DAVID J. SCHAFFER \_\_\_\_\_  
IOWA LS-16848  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022  
IOWA CERTIFICATE OF AUTHORITY NO. 478180  
EFFECTIVE DATE: FEBRUARY 5, 2012



**DESIGN SURVEYS, LLC**  
1237 SPRUCE STREET  
EUDORA, KANSAS 66025  
PH. (785) 727-5531

EXHIBIT "A"  
PROJECT #: 20-4224  
**EASEMENT VACATION**  
**ALLIED LUBE IOWA, LLC**  
220 S. DUFF AVENUE  
AMES, IOWA

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF 2020 ANNUAL CERTIFIED LOCAL GOVERNMENT REPORT**

**BACKGROUND**

Under the Certified Local Government (CLG) Agreement with the State Historic Preservation Office (SHPO), local governments and their Historic Preservation Commissions are responsible for submitting an annual report documenting the Commission's preservation work during the previous calendar year. The report documents that the Commission has met the requirements of the CLG program and is in good standing. The report also includes a Work Plan for the upcoming year.

The Commission met on February 8, 2020 and documented its accomplishments for 2020 and developed its Work Plan for 2021, based upon Commission priorities.

**SHPO requires that a representative of the Historic Preservation Commission (HPC) provide details of the 2020 accomplishments of the HPC, and the Work Plan for 2021 to the City Council, followed by the Mayor acknowledging completion of this requirement.** Attached is the portion of the CLG Report that addresses the successes and challenges of the previous calendar year (2020), and the 2021 Work Plan, as prepared by the HPC.

**ALTERNATIVES:**

1. Approve the 2020 accomplishments of the Historic Preservation Commission (HPC), and the Work Plan for 2021, as described in the 2020 Certified Local Government Report.
2. Refer the 2020 CLG Report back to the Historic Preservation Commission (HPC) and/or staff for revisions.

**CITY MANAGERS RECOMMENDED ACTION:**

The HPC has documented its accomplishments for 2020 and has developed a 2021 Work Plan that represents its priorities for the current calendar year.

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

Attachment A

**8. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!**

**a. Historic preservation planning. Examples include the development or revision of a preservation plan, development of a work plan for your commission, etc.**

- In calendar year 2020, the Ames City Council funded the Ames History Center a total of \$46,827 for the contracted services listed below.
  - Presented 45 presentations and open houses, to be hosted at the Ames History Center and in locations throughout the community.
  - Took the history trailer to 5 community events or elementary school visits.
  - Responded to no fewer than 300 research requests.
  - Hosted at least 750 public open hours at the Ames History Center.
  - Cataloged at least 450 historical Ames collections objects.
  - Posted 250 historical photos or stories online.
  - Made 75 new resources available online.
  - Presented 12 new exhibits at the museum, at other locations, or virtually.
  - Conducted research and installed a “Mayors of Ames” plaque.
  - Collaborated with no fewer than 5 partnering community organizations to conduct special projects, host events, and/or present programs.
- In 2020, the Ames City Council approved a fiscal year 2020/21 budget of \$2000 for historic preservation activities. The funding is to be used for training and conferences for members of the Ames Historic Preservation Commission, as well as for the Historic Preservation Annual Awards Program, tours, brochures, and other educational programs.
- The Historic Preservation Commission has completed the process of reviewing the Ames Comprehensive Historic Preservation Plan (adopted in November 2009) and will be meeting with the City Council this March to review the recommended changes to the Goals, Objectives, and Action Steps of the Ames Comprehensive Historic Preservation Plan.

**b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.**

- Members of the Ames Historic Preservation Commission and City staff met with the

individual owners of property in the Old Town Historic District to review applications for the construction of a new front porch, repair, and rehabilitation of a “contributing” garage restoration, construction of a new deck, exterior doors, and construction of new fences. A Certificate of Appropriateness was issued by the Commission, or staff for each project.

**c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.**

- On April 28, 2020, the City Council made a proclamation in observance of May National Historic Preservation Month.
- In January and February, nominations were received for the 2020 Annual Historic Preservation Awards Program. Two projects were selected for awards. One was the historic rehabilitation of the architectural offices of AVEC Design + Build at 131 Main Street in Downtown Ames. The other award recipient was Cornbred Barbeque for adaptive reuse of a portion of the former Chicago and Northwestern Railroad Depot in Downtown Ames at 526 Main Street.
- The following Commission members and City staff participated in the Virtual 2020 Preserve Iowa Summit originating from Dubuque, Iowa, held on June 4-6, 2020:
  - Peter Hallock, Ames Historic Preservation Commission
  - Susan Minks, Ames Historic Preservation Commission
  - Eloise Sahlstrom, City Staff Liaison to the Ames Historic Preservation Commission.

**9. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?**

Successes-

- The City of Ames continues to provide funding to the Ames Historical Society for a variety of services including education and research.
- The City of Ames had excellent participation by Historic Preservation Commission members and City staff in the Virtual 2020 Preservation Iowa Summit.
- Granting Certificates of Appropriateness. Review of applications resulted in the issuance of seven Certificates of Appropriateness.
- Use of the Historic Preservation section of the City of Ames website by the public and the Commission as a tool for public awareness about historic preservation in Ames.
- Updating of the Goals, Objectives, and Action Steps for the Ames Comprehensive Historic Preservation Plan.

Challenges-

- Public education and involvement during the Covid 19 Pandemic restrictions.

**18. Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this in next year’s work plan?**

## **2020 WORK PLAN –**

### **Educate the Public Concerning the Value and Benefit of Historic Preservation.**

- Facilitate the dissemination of historic preservation information.
  - Collaborate with the Ames History Museum and Iowa State University on resources and possible joint projects.
    - Explore new ways to involve Iowa State University students in historic preservation for the community.
- Continue with training funding and developing educational resources about Ames history and historic resources.
  - Participate in networking and educational opportunities afforded by the 2020 Preserve Iowa Summit, June 4-6 in Dubuque.
    - Have a strong presence in attendance from Ames.
- Continue Historic Preservation Commission Annual Historic Preservation Awards Program, and present awards with the Mayor at an Ames Council meeting in April or May.
- Continue to recognize May as Preservation Month with a Proclamation by City Council.
- Seek speakers for presentations of timely preservation topics in Ames.

#### ***\*Assessment of Progress in 2020:***

Funding for training was included in the City budget by the Ames City Council. Two Commission members and one staff liaison to the Commission participated in the virtual 2020 Preserve Iowa Summit originating from Dubuque on June 4-6. Nominations for the annual Historic Preservation Awards Program were received and the Commission chose two nominations to receive awards. The Mayor and City Council made a proclamation to recognize May as Preservation Month.

Collaboration with the Ames History Museum to facilitate the dissemination of historic preservation information and with Iowa State University students did not occur in 2020. The Commission did not offer any presentations.

In 2021, there will be renewed efforts to seek speakers to present information to the community on topics that are beneficial to historic residential properties and as applicable to commercial properties in the Downtown area, collaborate with the Ames History Museum, and to consider participation in Iowa State University student projects as appropriate.

### **Promote the Economic Development and Vitality of the City through Historic Preservation.**

- Partner with Ames Main Street to offer a presentation on the use of tax credits available for properties in both the Old Town Historic District and the Ames Main Street Historic District.
- Continue granting Certificates of Appropriateness in a timely manner. Make resources readily available to enable the public to be more aware and compliance more easily understood with design guidelines and design standards.
- Design and install two permanent signs on either end of Main Street showing “before” and “now” views of our historic Main Street, now listed on the National Register of Historic Places.

#### ***\*Assessment of Progress in 2020:***

The granting of Certificates of Appropriateness (COA) continued in 2020 as in past years. City staff have the authority in Chapter 31 to issue a COA for alterations to existing structures provided the

alterations are consistent with the Design Guidelines and Design Criteria. All new construction which includes any addition that increases the amount of gross floor area requires approval of the Historic Preservation Commission.

There were no presentations on the use of tax credits available for properties in both the Old Town Historic District and the Ames Main Street Historic District. The Commission is actively seeking an individual to offer a presentation on the use of tax credits for Downtown properties and properties in the Old Town Historic District.

A request for the funding of two permanent signs on either end of Main Street was made to the City Council by Lisa Hovis, Commission member. Once funds are secured from the City, the sign project will move forward with construction of the signs and installation at each end of Main Street.

**Complete Review of Chapter 31 of the Ames Municipal Code adopted in 2015.**

- Review current procedures for obtaining a Certificate of Appropriateness.
- Convey text amendments to the City Council for consideration.

*\*Assessment of Progress in 2020:*

Reviewing of current procedures and Chapter 31 was limited in 2020. The Commission will continue review of Chapter 31 in 2021.

**Continue to Use the Ames Comprehensive Historic Preservation Plan as a Working Document.**

- Complete update of goals, objectives, and action steps.
- Prioritize updated goals, objectives, and action steps and present to the City Council for adoption.
- Review proposed Comprehensive Plan (Ames Plan 2040) in the summer of 2020.

*\*Assessment of Progress in 2020:*

The update of goals, objectives and action steps will be presented to the City Council in March 2021. Commission involvement with the draft of the Ames Plan 2040 will occur as needed in 2021.

**19. Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives, and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2021.**

**2021 WORK PLAN –**

**Educate the Public Concerning the Value and Benefit of Historic Preservation.**

- Facilitate the dissemination of historic preservation information.
  - Collaborate with the Ames History Museum and Iowa State University on resources and possible joint projects.
  - Explore new ways to involve Iowa State University students in historic preservation for the community.
- Continue with funding for training of Commission members and developing educational resources about Ames history and historic resources.
  - Participate in educational opportunities afforded by the 2021 Preserve Iowa Summit offered virtually, originating from Council Bluffs on June 3-5. All Ames Historic



Preservation Commission members will be strongly encouraged to log into the virtual sessions.

- Continue Historic Preservation Commission Annual Historic Preservation Awards Program, and present awards with the Mayor at a City Council meeting in April or May.
- Continue to recognize May as Preservation Month with a Proclamation by City Council.
- Seek speakers for presentations of timely preservation topics in Ames.
- Seek membership in the National Alliance of Preservation Commissions.

**Promote the Economic Development and Vitality of the City through Historic Preservation.**

- Partner with Ames Main Street to offer a presentation on the use of tax credits available for properties in both the Old Town Historic District and the Ames Main Street Historic District.
- Continue granting Certificates of Appropriateness in a timely manner. Make resources readily available to enable the public to be more aware and compliance more easily understood with design guidelines and design standards.
- Design and install two permanent signs on either end of Main Street showing “before” and “now” views of our historic Main Street, as funding becomes available.

**Complete Review of Chapter 31 of the Ames Municipal Code adopted in 2015.**

- Review Sections of Chapter 31, Historic Preservation, for possible revisions.
- Convey any recommended text amendments to the City Council for consideration.

**Continue to Use the Ames Comprehensive Historic Preservation Plan as a Working Document.**

- Implement “Action Steps” with the support of the City Council.
- Conduct surveys of historic resources with the support of City Council, and grant funding.

ITEM # 14  
DATE: 02/23/21

**COUNCIL ACTION FORM**

**SUBJECT: PUBLIC HEARINGS AND NOTICE OF INTENT TO ISSUE \$13,905,000 ESSENTIAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS, \$11,760,000 GENERAL OBLIGATION REFUNDING BONDS, AND \$700,000 GENERAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS, AND ASSOCIATED TAX LEVY FOR DEBT SERVICE**

**BACKGROUND:**

The FY 2021/22 Budget includes several General Obligation (G.O.) Bond-funded capital improvements. A public hearing is required to authorize issuance of bonds and the levy of property taxes for debt to be issued. The dollar amounts and corresponding property tax levy for the planned G.O. bond issue is included as part of the FY 2021/22 budget.

The G.O. Bonds and debt service levy for the FY 2021/22 budget are based on projects listed in the table below. Council authorization will be required at a later date to approve the sale of the bonds. Bonds are expected to be issued shortly after the start of the new fiscal year. In addition to the G.O. Bonds to fund capital improvement projects, staff has identified a potential refunding for bonds issued in 2013 that will likely provide savings in debt service costs. **Though Council will be holding a public hearing and notice of intent on the sale of bonds, the refunding sale will not go forward unless adequate savings are expected.**

Though the bonds will be combined in a single sale, the \$700,000 to fund the plaza is a general corporate purpose subject to a reverse referendum and a separate public hearing is required. The remainder of the bond issue is qualified as essential corporate purpose, not subject to reverse referendum and can be combined in a single public hearing in amount not to exceed \$25,665,000.

Please note that in addition to the amount to fund the \$13,755,400 in G.O. Bond-funded capital projects, the not-to-exceed amount for the issuance includes an \$849,600 additional authorization to allow for issuance costs and the option to sell our bonds at a premium over the par or face value of bonds. In any case, debt will not be issued in an amount where debt service exceeds the property tax levy included in the proposed budget.

The public hearings and pre-levy resolution will be required at the time of the budget approval to levy property taxes for the bonds not yet issued. The pre-levy amount is included as part of the total debt service property tax levy and is \$1,045,393 of the total taxes levied for debt service at \$10,007,684.

The Capital Improvements Plan's 2021/22 G.O. Bond issue includes the following:

Arterial Street Pavement Improvements (N. Dakota/Ontario)	\$ 800,000	
Collector Street Pavement Improvements (Hoover Avenue)	2,400,000	
Concrete Pavement Improvements	3,500,000	
Asphalt Street Pavement Improvements	2,500,000	
Seal Coat Pavement Improvements	750,000	
Downtown Pavement Improvements (Duff to Sherman Alley)	245,000	
Intelligent Transportation System	160,400	
Downtown Plaza - <b>General Corporate Purpose-</b>	700,000	
<b>Subtotal Tax Supported Bonds</b>		<b>\$11,055,400</b>
East 13 <sup>th</sup> Street Sanitary Sewer Extension (TIF Abated)	2,700,000	
<b>Subtotal TIF Abated Bonds</b>		<b>2,700,000</b>
<b>Total Bond Funded Projects</b>		<b>\$13,755,400</b>
<b>Refunding Bonds</b>		<b>11,760,000</b>
	<b>Estimated Issuance Costs</b>	<b>849,600</b>
	<b>Grand Total – 2021/22 G.O. Issue</b>	<b>\$26,365,000</b>

**ALTERNATIVES:**

1. Set March 9, 2021 as the date of public hearing to authorize the issuance of Essential Corporate Purpose General Obligation Bonds and General Obligation Refunding Bonds in an amount not to exceed \$25,665,000, and a second hearing to authorize the issuance of General Corporate Purpose General Obligation Bonds in an amount not to exceed \$700,000.

After the hearings the City council can authorize the sale and associated pre-levy resolution.

2. Reject or delay the public hearings, reduce the FY 2021/22 property tax levy, and delay the capital projects.

Rejection of the Essential Corporate Purpose Bonds will prevent the City from completing the bond-funded projects reflected in the CIP. Rejection of the refunding bonds will eliminate the opportunity to realize savings for existing bonds and rejection of the General Corporate Purpose bonds will delay the Downtown Plaza project.

**MANAGER’S RECOMMENDED ACTION:**

Prior to the issuance of debt, state law requires that a public hearing be held and associated pre-levy resolution be adopted. This is a required step in order to accomplish the City Council’s approved capital improvements for the upcoming fiscal year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby setting March 9, 2021 as the date of public hearing to authorize the issuance of Essential Corporate Purpose General Obligation Bonds and General Obligation Refunding Bonds in an amount not to exceed \$25,665,000 and a

second hearing to authorize the issuance of General Corporate Purpose General Obligation Bonds in an amount not to exceed \$700,000.

**COUNCIL ACTION FORM**

**SUBJECT:** GOVERNOR'S TRAFFIC SAFETY BUREAU ENFORCEMENT  
GRANT PROGRAM

**BACKGROUND:**

The Police Department is again requesting permission to apply for funding from the Governor's Traffic Safety Bureau to support additional overtime traffic enforcement, and to participate in the project should funding be awarded.

This program is conducted through the Governor's Traffic Safety Bureau in cooperation with local and county law enforcement agencies. Its purpose is to address traffic safety problems including alcohol, excessive speed, pedestrian and bicycle safety, and vehicle occupant protection. The program is designed with both enforcement and educational components to improve driver safety and protection, to reduce impaired driving, and to enhance overall traffic safety. The Police Department has participated in similar annual programs in the past.

This grant will support additional traffic enforcement during periods of high risk for impaired driving, excessive speed, and crashes. The officers conducting this intensified traffic enforcement will be added to the normal staffing levels for the Police Department and will work on an overtime basis. The areas in which these officers work will be selected on the basis of citizen complaints, officer observations, and traffic incident data.

The grant application would request \$36,950 in funding for the following uses:

- To pay officers at an overtime rate,
- To replace an in-car mobile radar unit,
- To fund acquisition of a preliminary breath test device,
- To send an officer to an annual national traffic safety conference.

There is no local match required with this grant.

**ALTERNATIVES:**

1. Authorize the Police Department to apply for and participate in the Governor's Traffic Safety Bureau Enforcement Grant program.
2. Do not approve this application.

**CITY MANAGER'S RECOMMENDED ACTION:**

Participation in this program allows the Police Department to devote additional resources to traffic safety without additional local costs. These funds help reduce traffic violations and improve traffic safety for the residents of Ames.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2021/22 SANITARY SEWER REHABILITATION DESIGN –  
PROFESSIONAL SERVICE AGREEMENT**

**BACKGROUND:**

This is the annual program for rehabilitation/reconstruction of deficient sanitary sewers and deteriorated manholes at various locations throughout the City. The goal of this program is to identify and remove major sources of inflow/infiltration (I/I) to regain pipe capacity and reduce the wet weather flow at the treatment plant. The program typically includes work such as the lining of existing mains or spray lining of existing structures, as well as complete removal and replacement of structures and sanitary sewer mains.

**In December 2020, staff initiated a Request for Proposals for the 2021/22 Sanitary Sewer Rehabilitation project designs.** Proposals for this work were received from four engineering firms and their qualifications were evaluated according to the following criteria: Project Understanding, Approach to Customer Service, Key Personnel, Relevant Experience, Ability to Perform Work, References, and Fee. Listed below is the ranking information based on this evaluation:

Firm	Qualifications Based Score	Qualifications Based Rank	Fee	Final Rank
WHKS	87.3	1	\$ 222,000	1
MSA	77.3	2	\$ 200,030	2
CGA	74.5	3	\$ 295,000	4
Fox Engineering	72.0	4	\$ 213,000	3

**After weighing the qualifications and estimated fees for these four firms, staff has negotiated a contract with WHKS of Ames, Iowa.** WHKS scored highest based on qualifications and had the third lowest fee at \$222,000. WHKS performed the design services for last seven sanitary sewer rehabilitation projects, therefore, **WHKS has the most extensive project knowledge and insight.** The firm has also performed observation on multiple SRF-funded projects such as this for the City of Ames. The WHKS team will also provide training to City staff on these rehabilitation methods so that future projects can be administered by City Staff.

**Program Budget:**

	<b>Estimated Expenses</b>	<b>Available Revenue</b>
2021/22 Sanitary Sewer Rehab – Flood Prone MH (Worle Creek)	\$ 600,000	
2021/22 Sanitary Sewer Rehab – Expansion/Rehab Trunkline (High School & Veenker Golf)	\$3,100,000	
2021/22 Engineering and administration (Design)	\$ 222,000	
2021/22 Sanitary Sewer System Improvements (SRF)	<u>\$3,922,000</u>	<u>\$3,922,000</u>

**ALTERNATIVES:**

1. Approve the professional services agreement for the 2021/22 Sanitary Sewer Rehabilitation Design Projects with WHKS & Co. of Ames, Iowa, in the amount of not to exceed \$222,000.
2. Direct staff to negotiate an engineering agreement with another consulting firm.

**CITY MANAGER'S RECOMMENDED ACTION:**

Based on staff's evaluation using the established criteria, it was determined that WHKS will provide the best value to the City for sanitary sewer rehabilitation planning and design. This firm designed several sanitary sewer rehabilitation projects for City of Ames and has experience with SRF funded projects.

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



ITEM#: 17  
DATE: 02-23-21

**COUNCIL ACTION FORM**

**SUBJECT: PROFESSIONAL SERVICE AGREEMENT WITH GBA SYSTEMS INTEGRATORS (ITS TRAFFIC NETWORK DESIGN)**

**BACKGROUND:**

The Intelligent Transportation System Program of the 2020/21 Capital Improvements Program identifies the funding to design and construct “Phase 1” of a modernized city-wide traffic network. On October 23, 2020, City staff received statements of qualifications from interested firms to determine a short-list of qualified firms who could be eligible to submit a proposed scope and fee for Phase 1. It should be noted that Phase 1 is a critical phase as it will set the standards and specifications for the all the remaining phases of implementation.

Staff received five statements of qualifications of which the top three firms would be selected to submit proposals. The following table summarizes their qualification rankings:

<b>RFQ: Firm Name</b>	<b>Rank</b>
GBA Systems Integrators (HR Green)	1
Bolton & Menk (Iteris)	2
Strand Associates	3
Snyder & Associates	4
HDR (JEO)	5

On December 18, 2020, staff received all three draft scope and fee proposals from GBA Systems Integrators (GBASI), Bolton & Menk, and Strand Associates. The table below summarizes the rankings.

<b>RFP: Firm Name</b>	<b>Rank</b>	<b>Est. Fee</b>
GBA Systems Integrators (HR Green)	1	\$193,740
Strand Associates	2	\$198,400
Bolton & Menk (Iteris)	3	\$329,798

Staff determined that GBASI had the most complete and responsive proposal for the needs of the project, having the lowest proposed fee as well. Therefore, staff began negotiations with GBASI to finalize the scope, contract, and to refine the actual fee for the project. Attached to this document is the final agreement being recommended for approval. It should be noted that the contract has been written to be able to extend the contract with GBASI for other phases of the traffic network with simple scope and fee addendums to the main contract, thereby not requiring a separate selection process for each phase.

The City of Ames has been notified by the Iowa DOT that we have successfully received ICAAP grants for the first two phases. The information listed below is the current budget for FY 2020/21 (also shown with FY 2021/22):

<b>Budget</b>	FY 2020/21	FY 2021/22*	
	<b>Phase 1</b>	<b>Phase 2*</b>	<b>Phase 1 &amp; 2*</b>
ICAAP	\$1,176,518.00	\$1,400,000.00	\$2,576,518.00
G.O. Bonds	\$141,900.00	\$160,400.00	\$302,300.00
Road Use Tax	\$225,800.00	\$197,600.00	\$423,400.00
	<b>\$1,544,218.00</b>	<b>\$1,758,000.00</b>	<b>\$3,302,218.00</b>

\*FY 21/22 funds and all associated work is not authorized until there is an approved notice to proceed from the City.

As a reminder, Phase 1 will connect City Hall to all traffic signals along South Duff Avenue, Duff Avenue, and 13<sup>th</sup> Street over to the City’s Public Works Warehouse located at 2207 Edison Street (see attached map).

The design of the system will include “state of the art/practice” technologies such as traffic adaptive features, which will automatically adjust signal timings to real-time traffic conditions. The system will also provide a wealth of performance data to allow the City to optimize, track, and forecast transportation performance. It should be noted that cyber security is a major focus of the project. Staff has made the issue of cyber security a priority for the consultant team to address when designing the network. Of the 144 strands of fiber that will be install in these two phases, only 12 strands are anticipated to be needed for this immediate project. The remaining strands will be reserved for other prospective city uses.

**ALTERNATIVES:**

1. Approve the professional service contract with GBA Systems Integrators, LLC, of Lenexa, KS in the amount not to exceed \$193,740 for Phase 1.
2. Reject the agreement and direct staff to renegotiate the agreement.

**MANAGER’S RECOMMENDED ACTION:**

The ITS Program provides for a much-needed modernization of the traffic system infrastructure for the City of Ames. This project is expected to make significant performance improvements to transportation efficiency and therefore reduction in Green House Gases from vehicle emissions. It will also provide ancillary connectivity for all City departments who may also benefit from technology improvements. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.**

## Professional Service Agreement

This Agreement (“Agreement”) is entered into on the 18 February 2021, between City of Ames, IA, City, and GBA Systems Integrators, LLC, Engineering Design Team. The parties to this Agreement are referred to individually as a “Party” and collectively as the “Parties.”

In consideration of the acts and promises contained in this Agreement and other valuable consideration, the Parties agree as follows:

### SECTION 1 - PROJECT

The City of Ames, IA has determined to the satisfaction of its Governing Body that GBA Systems Integrators, LLC is qualified to undertake and perform Ames ATMS ITS Design and hereby selects and hereby employs the Engineering Design Team to perform professional services to Ames ATMS ITS Design (hereinafter referred to as the “Project”).

### SECTION 2 - SCOPE OF SERVICES

- A. BASIC SERVICES.** Upon execution of this Agreement by the City or on such other schedule contained herein, the Engineering Design Team shall provide the following services (“Services”) pertaining to the Project as basic Services (“Basic Services”) Refer to Attachment “A” for a detailed scope of services:
1. System Engineering Review
  2. Communication Network Architectural Design
  3. Phase 1 PS&E Documents
  4. Construction Period Services & Integration Assistance
  5. Those Services not normally self-performed by the Engineering Design Team, but essential to the successful completion of the Project, will be subcontracted by the Engineering Design Team to subconsultants, who will be selected by the Engineering Design Team and the City. Basic Services that are considered essential to the successful completion of the project by both the Engineering Design Team and the City.

### SECTION 3 – Responsibilities of City

- A. City Representative**
1. The City hereby designates the following representative who is authorized to act on City’s behalf with respect to the Project: Damion Pregitzer. The City or such authorized representative will make decisions in a timely manner pertaining to documents and questions submitted by the Engineering Design Team, in order to avoid delay in the orderly and sequential progress of the Services.

2. The City shall establish a Project Steering Committee to provide input and work with the Engineering Design Team to review preliminary findings and concur with the final recommendations.

**B. Authorizations**

1. The City shall furnish approval, consents, and letters of authority as may be necessary for performing the Services in a timely manner.
2. The City shall furnish to the Engineering Design Team a certified copy of the legislation, ordinance or resolution authorizing signing of this Agreement.

**C. INFORMATION**

1. The City shall provide to the Engineering Design Team the following:
  - a. All available reports, plans, specifications, background information, and other data pertinent to the Services.
  - b. All available road maps, topographic maps, plat maps, records, reports, correspondence, previous studies, plans and other data pertinent to the Services, including information previously prepared or obtained by others.
  - c. The names, addresses, and phone numbers of all previous tenants of this facility, including a description of past uses; and. The City's written requirements for the Project including, without limitation, schedule milestones, any financial constraints, and any pertinent criteria, standards, codes, design objectives, or design constraints.
2. The Engineering Design Team shall be entitled to rely on the accuracy and completeness of all information and data provided by the City.

**D. ACCESS TO SITE**

The City shall arrange for access to and make all provisions for Engineering Design Team to enter upon public and private property (subject to City's easements) as required by Engineering Design Team to perform the Services.

**E. EASEMENTS AND LEGAL DESCRIPTIONS.** The City shall be responsible for obtaining all necessary easements and right-of-way for the Project. Engineering Design Team will provide property the necessary legal description(s) and easement form, if necessary.

**F. NOTICE OF DEFICIENCY OR CHANGE.**

1. The City shall report to the Engineering Design Team any suspected deficiency in the Services within twenty-one (21) days after the City becomes aware of the potential defect. City further agrees to impose a similar notification requirement in its contracts with all contractors, design professionals, subcontractors, and consultants involved in the Project. The failure of the City to notify the Engineering Design Team as required herein shall relieve the Engineering Design Team of any liability for costs of remedying the defects.

2. The City shall give prompt written notice to Engineering Design Team whenever City becomes aware of any change, fact or circumstance that is likely to affect the scope or timing of the Services.
4. The City shall obtain bids or proposals from Contractor(s).
5. The City shall pay for all filing fees and application fees to and permits from all governmental authorities having jurisdiction over the Project and to or from others as may be necessary for completion of the Project.
6. The Engineering Design Team shall have no obligation to City to execute any document subsequent to the signing of this Agreement, including, without limitation, lender consent or certification, requiring knowledge, services, or responsibilities beyond the scope of this Agreement. The proposed language of any such document will be submitted to Engineering Design Team at least ten (10) days in advance of the requested date of execution. The execution of any such document shall not create any rights in favor of a lender or other third party.

#### **SECTION 4 - COMPENSATION**

**COMPENSATION. (*Fee Based on Standard Hourly Chargeout Rates plus Expenses with a Guaranteed Maximum Fee*)**

1. The City shall compensate the Engineering Design Team for the Basic Services rendered and expenses incurred a maximum of \$ 193,740.00. The maximum compensation shall not be exceeded without further authorization by an Amendment to this as approved by the City.

Compensation to the Engineering Design Team by the City shall be based on actual hours worked plus direct expenses in accordance with the Standard Hourly Chargeout Rates schedule as shown in attached Exhibit "B" (gbaSI) and Exhibit "C" (HR Green), which is incorporated herein.

The Parties agreed that Exhibits "B" and "C" is subject to adjustment on October 1st of each year by the Engineering Design Team to reflect any increase in salaries and overhead costs.

## SECTION 5 – INSURANCE

**A. Required Coverages.** During the performance of the Services, Engineering Design Team shall maintain the following insurance:

1. General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate;
2. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each accident;
3. Umbrella Excess Liability Insurance (General and Automobile Liability) with a limit of \$2,000,000 for each occurrence and in the aggregate;
4. Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with a limit of \$1,000,000; and
5. Professional Liability Insurance, with a limit of \$2,000,000 for each claim and annual aggregate.

**B. Mutual Waiver of Subrogation.** To the extent that damages are covered by property insurance maintained during or after the completion of the Services, the City) and the Engineering Design Team waive all rights, including rights of subrogation, against each other and all contractors, consultants, and employees of the other, except for rights they may have to the proceeds of that insurance. The City and the Engineering Design Team shall require the same waiver by their respective contractors, subcontractors, consultants.

## SECTION 6 - TERMINATION

**A. Termination by City.** The City may terminate this Agreement as follows:

1. The City may terminate this Agreement at any time without cause, or with cause due to a material breach of this Agreement, upon giving the Engineering Design Team fourteen (14) calendar days' prior written notice.
2. Within thirty (30) calendar days of a termination for convenience, the City shall pay the Engineering Design Team for all Services rendered to the date of termination and all costs incurred or that Engineering Design Team could not reasonably avoid, including, without limitation, demobilization, reassignment of personnel, and space and equipment costs.

**B. Termination by Engineering Design Team.** The Engineering Design Team may terminate this Agreement for cause upon giving the City fourteen (14) calendar days' prior written notice, for any of the following reasons:

1. A material breach by the City of this Agreement, including, without limitation, failure to make payment as required by this Agreement;

2. A transfer of ownership of the Project by the City to any other persons or entities not a party to this Agreement without the prior written agreement of the Engineering Design Team; and/or
  3. A material change in the conditions under which this Agreement was entered into, coupled with the failure of the Parties to agree on the fees and charges for the Additional Services required because of such change.
- C. Suspension for Non-Payment.** The Engineering Design Team may, at its option and without waiving the right to terminate, suspend all services for non-payment on seven (7) days' written notice to the City.

#### **SECTION 7 - MISCELLANEOUS**

The Engineering Design Team's reports, drawings, specifications, and other deliverables, including all documents on electronic media, are instruments of professional service ("Instruments of Service"). Nevertheless, the Instruments of Services, including the copyrights, shall become the property of the City upon completion of the Services and payment in full amount due to the Engineering Design Team. The Engineering Design Team shall retain all rights to its standard drawing details, specifications, databases, computer software, and other proprietary property. The transfer of ownership upon final payment by City shall not be deemed to be a sale by the Engineering Design Team and the Engineering Design Team makes no warranties, express or implied, of merchantability or fitness for a particular purpose with respect to the Instruments of Service.

- A. Reuse or Modification.** The Instruments of Service prepared by Engineering Design Team are not intended or represented to be suitable for reuse by the City or others on extensions to or modifications of the Project or on any other project. Any reuse or modification without the prior written consent of the Engineering Design Team will be at the City's sole risk and without any liability of Engineering Design Team. The City agrees, to the fullest extent permitted by law, to indemnify and hold the Engineering Design Team harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the Instruments of Service by the City or any person or entity that acquires or obtains the Instruments of Service from or through the City without the written authorization of the Engineering Design Team.
- B. Confidentiality.** The Engineering Design Team agrees to keep confidential and not disclose to any person or entity any data and information not previously known to the Engineering Design Team and marked "CONFIDENTIAL" by the City. These provisions shall not apply to disclosure to the Engineering Design Team's employees and subconsultants, the general contractor, subcontractors, and permit authorities. Confidential information shall not include information that otherwise comes into the public domain. The Engineering Design Team will not be restricted from giving notices required by law, complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or reasonably using any information in the defense of any suit or claim.

- C. Limitation of Liability.** To the maximum extent permitted by law and for adequate consideration, the total liability of Consultant and its employees and sub-consultants for City's damages, in any way arising out of the services of Consultant, shall be limited to Consultant's fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. Such claims and causes include, but are not limited to, negligence, professional errors or omissions, strict liability, and breach of contract or warranty. The parties acknowledge sufficient consideration has been given for this limitation.
- D. Indemnification by City.** The City agrees, to the fullest extent permitted by law, to indemnify and hold the Engineering Design Team harmless from any loss, damage, or cost, to the extent caused by the negligent acts, errors or omissions of the City or its contractors, subcontractors or consultants or employees.
- E. Mutual Waiver of Consequential Damages.** To the fullest extent permitted by law, the Engineering Design Team and the City waive any and all claims against each other and their employees, consultants and subconsultants whether based on contract, indemnity, warranty, tort, strict liability or otherwise, for indirect, incidental, punitive, or consequential damages, including, without limitation, loss of use, profits, business, reputation or financing, and principal office overhead and expenses, in any way pertaining to or arising out of this Agreement or the Project.
- F. No Construction Phase Services.** If the Engineering Design Team is not authorized to perform Services during the construction phase, if any, of the Project, the City is responsibility for all services including, without limitation, observation of the construction Work ("Work") and interpretation of the Contract Documents. The City shall defend, indemnify, and hold harmless the Engineering Design Team against all claims, losses, damages, injuries, and expenses arising out of or resulting from the performance of such services by City or others.
- G. Construction Phase Services.**
1. If the Services include construction phase Services, the Parties agree the Engineering Design Team shall not be responsible for:
    - a. any change in the responsibilities and liabilities of the Engineering Design Team based upon the terms of the General Conditions or other provisions in the agreement between the City and the construction contractor, unless this Agreement is amended in writing to reflect that change;
    - b. the contractor's construction means, methods, techniques, sequences, procedures, safety precautions, and any programs incidental thereto, which shall remain the sole responsibility of the contractor;
    - c. the contractor's failure to perform the Work in accordance with the Contract Documents;
    - d. acts or omissions of the contractor, its subcontractors or suppliers, or any other persons performing any of the Work.
  2. Observation of the Work of any contractor is for the purpose of becoming generally familiar with the progress and quality of the Work and to determine, in general, if the Work, when



completed, will comply with the applicable Contract Documents. The Engineering Design Team will not be required to make exhaustive or continuous on-site observations. Based on the observations, the Engineering Design Team will endeavor to report to the City any detected deviations from the Contract Documents.

3. The Engineering Design Team will not have the authority to stop the Work of a contractor.
4. If the Engineering Design Team is authorized to interpret and decide matters concerning the performance of any contractor or the requirements of the applicable Contract Documents, it shall not show partiality to the City or contractor and shall not be liable to either for interpretations and decisions rendered in good faith.
5. The Engineering Design Team's approval of an application for payment submitted by a contractor shall mean that, to the best of the Engineering Design Team's knowledge and information, the Work has progressed to the point represented by the contractor and it appears to comply with applicable Contract Documents. The Engineering Design Team will not be required to perform a detailed audit of the application or determine how or for what purpose the contractor has used monies previously paid by the City.
6. The Engineering Design Team will review any contractor submittals within a reasonable time, but only for the purpose of checking for conformance with the design concept expressed in the applicable Contract Documents. The Engineering Design Team shall not be responsible for approving or determining the accuracy or completeness of items that are the contractor's responsibility, such as dimensions, quantities, means, methods, techniques, sequences, safety precautions, and installation or performance of equipment or systems. Approval of an item shall not indicate approval of an assembly of which the item is a component. Any deviation from the Contract Documents contained in the submittal must be brought to the attention of the Engineering Design Team in writing by the contractor and approved by the City in a Change Order to the construction contract.
7. When the Engineering Design Team includes a performance specification in its Instruments of Service, or a contractor has a design-build obligation with respect to a portion of the Project, the Engineering Design Team will be entitled to rely upon the services, certifications, and approvals performed or provided by design professionals employed by the contractor.

**H. Delivery of Services.** Except as provided herein, the Services shall be carried to completion without undue interruption. Subject to acquisition of essential data from the City, the Services shall be scheduled with subsequent authorizations and commissions from other clients of the Engineering Design Team.

**I. Delay.** The Engineering Design Team shall not be responsible for a delay in the Project or performance of the Services when the delay is caused by the City, its employees, consultants or contractors, or other circumstance beyond the reasonable control of Engineering Design Team including, without limitation, abnormal weather condition, flood, earthquake, fire, epidemic, war, riot, civil disturbance, terrorism, strike, lockout, work slowdown, and other labor disturbance, judicial restraint, and inability to procure permits, licenses, or authorization from any local, state, or federal agency.

- J. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa, without regard to its principles of conflicts of laws.
- K. Opinions of Probable Costs and Schedule.** Opinions of the probable costs and schedule prepared by the Engineering Design Team) are based on the Engineering Design Team's experience, qualifications, and judgment as a professional. Since the Engineering Design Team has no control over weather, cost and availability of labor, cost and availability of material and equipment, cost of fuel or other utilities, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, government regulations and laws (including the interpretation thereof), competitive bidding or market conditions, and other factors affecting such estimates or projections, the Engineering Design Team cannot and does not guarantee that the actual rates, costs, quantities, performance, schedules, etc., will not vary significantly from the estimates and projections prepared by the Engineering Design Team. If the City desires more accurate estimates or projections, it should retain the services of a construction estimator and/or scheduler.
- L. Standard of Care.** Engineering Design Team shall perform its Services in accordance with the standard of care and skill ordinarily exercised under the same or similar circumstances by members of the profession of the Engineering Design Team. No warranty, expressed or implied, is included in this Agreement or in the Instruments of Service produced by Engineering Design Team.
- M. Compliance with Laws.** The Engineering Design Team agrees to comply with applicable federal, state, local laws, regulatory requirements, and codes. The Engineering Design Team shall procure the professional licenses necessary to allow Engineering Design Team to perform the Services. The City shall likewise comply with such laws to the extent applicable to the City's role and performance of this Agreement.
- N. Accrual of Causes of Action.** Causes of action between the Parties shall accrue and applicable statutes of limitation shall commence to run on the earliest of the date the Services are substantially complete under this Agreement the date as provided by law.
- O. Documents Prepared by Others.** The Engineering Design Team shall not be responsible for any plans, specifications, estimates, reports, surveys, tests, or other documents or instruments, or any part thereof, prepared by the City's consultants.
- P. Recommendations of the Engineering Design Team** If the City requires that any assembly, system, product, item of material, or design be included in the Project without (or against) the Engineering Design Team's recommendation, the Engineering Design Team shall have no responsibility for such decision by the City or for the performance of such those items, nor shall the Engineering Design Team be required to issue any opinion or certificate with respect to such items.
- Q. Hazardous Materials.** The Engineering Design Team is not providing any service related to asbestos or hazardous or toxic materials. In the event Engineering Design Team or any other party encounters asbestos or hazardous or toxic materials at the Project, or should it become

known in any way that such materials may be present at the Project or any adjacent areas that may affect the performance of the Services, the Engineering Design Team may, at its option and without liability for any damages, suspend performance of its Services until the City retains the appropriate specialist consultant(s) or contractor(s) to identify, abate, and/or remove the asbestos or hazardous or toxic materials, and verifies that the Project is in full compliance with applicable laws and regulations.

- R. Services in Progress.** Any Service performed by the Engineering Design Team shall not be deemed complete, nor may it be relied upon as complete, until final completion of the Project. Prior to that time, any information or Instruments of Service generated by the Engineering Design Team shall be considered as preliminary work in progress and subject to revision. The Engineering Design Team) cannot guarantee the suitability of this information for anyone’s purposes and shall have no liability or responsibility whatsoever for the use of such incomplete and preliminary information by the City or others.
- S. Betterment/Added Value.** If the Engineering Design Team negligently omits a required item or component of the Project from the construction documents, the City will be responsible for the amount it would have paid if the item had been included in the original design. In addition, the Engineering Design Team will not be responsible for any upgrade or enhancement of an item or component.
- T. Not a Municipal Advisor.** Engineering Design Team will not be acting as a fiduciary of the City and will not be serving as a “municipal advisor” to the City within the meaning of the Dodd–Frank Wall Street Reform and Consumer Protection Act and the rules and regulations of the United States Securities and Exchange Commission.
- U. Notices and Communications.** All notices and communications required by this Agreement shall be made in writing and delivered in person by overnight courier, or sent by certified or registered mail, return receipt requested, postage prepaid, to the respective Party at the following address:

**City:**

City of Ames, IA  
515 Clark Ave, Ames, IA 50010  
Attention: Damion Pregitzer, PE, PTOE

**Engineering Design Team:**

GBA Systems Integrators, LLC  
9801 Renner Boulevard  
Lenexa, KS 66219-9745  
Attention: Collin Dyer, PE

## SECTION 8 – DISPUTE RESOLUTION

- A. Direct Discussions.** The parties shall attempt to amicably resolve all disputes through direct discussion and negotiation between the designated representatives of each party. If that is unsuccessful, the dispute shall be submitted to the President, Chief Operating Officer, or equivalent position of the Engineering Design Team and the City) for discussion as a condition precedent to litigation.
- B. Non-Binding Mediation.** If direct negotiation required by the preceding paragraph is not successful, the parties will submit any claim or dispute arising out of or related to this Agreement or the Project to non-binding mediation before a third-party mediator as a condition precedent to litigation. Unless the parties mutually agree otherwise, the mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Each Party shall pay their own legal fees associated with the mediation, but shall equally share the mediator’s fees. It is agreed that all contractors, design professionals, subcontractors, and consultants who are involved in, and potentially liable for any claim being asserted, may participate in the mediation.

## SECTION 9 – OTHER PROVISIONS

- A. Facsimile or Electronic Signatures.** The Parties agree that a facsimile or electronic (PDF) copy of a signature to this Agreement shall be deemed to have the same force and effect as an original signature.
- B. Waiver.** A waiver by either the City or the Engineering Design Team of any breach of this Agreement shall not affect the waiving Party’s rights with respect to any other or further breach.
- C. Severability.** The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.
- D. Integration.** This Agreement and documents made a part hereof by reference represent the entire Agreement between the City and the Engineering Design Team This supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. If the City issues a purchase order or work order to the Engineering Design Team at any time, no preprinted terms thereon shall become part of this Agreement. Any purchase order or work order, whether or not signed by the Engineering Design Team will be for the sole purpose of facilitating the City’s operations.

- E. Headings.** The headings of the sections and subparagraphs of this Agreement are inserted for the convenience of the Parties and are neither to be taken to by any part of the provisions hereof nor to control nor affect their meaning, construction, or effect.
- F. Assignment.** Neither Party shall assign this Agreement or any rights or duties under the same without the prior written consent of the other Party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent the Engineering Design Team from employing independent consultants, associates, and subcontractors to assist in the performance of the Services or from assigning any receivables to a third party.
- G. Third Parties.** Nothing in this Agreement shall be construed to provide any rights or benefits to anyone other than the City) and the Engineering Design Team


**IN WITNESS WHEREOF**, the City of Ames, IA and GBA Systems Integrators, LLC, by their authorized representatives, have hereunto subscribed their names this, 18 February 2021. Executed in duplicate with copies to the City and Engineering Design Team.

**City of Ames, IA**

**GBA Systems Integrators, LLC**

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John A. Haila  
Mayor



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James L. Gilbert, PE  
Director of Operations

ATTEST:

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Dianne Voss  
City Clerk



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Jayne Robnett  
Business / Project Manager

I certify that sufficient funds of the City treasury have been appropriated and are otherwise unencumbered to meet the City's financial obligation under this Agreement.

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Name

Title: City Treasurer

## EXHIBIT A

### SCOPE OF SERVICES

Following are the detailed tasks that will be completed by the gbaSI team (ENGINEER) as the Scope of Services for this project.

#### TASK 1 - PROJECT MANAGEMENT / COORDINATION / MEETINGS / QA/QC

The ENGINEER shall be responsible for overall project management and for coordination activities for this project with regard to previous signal and ITS improvement projects. To complete this task, the Engineer will schedule and coordinate design and management activities for the gbaSI team and complete required quality assurance / quality control reviews to ensure compliance with project goals and timelines.

In addition, the ENGINEER will attend required coordination meetings with City staff and Contractors. Coordination meetings will be held monthly with City staff and Contractors for the duration of the design and construction project.

- Progress Meetings. Progress meetings will be held with key project team members including Agency staff (City, Iowa DOT, Ames Area MPO, FHWA as needed) and ENGINEER Team to discuss project status, deliverables, schedule, action items, and issue identification/resolution.
- Technical Meetings. Technical meetings will be held throughout the project to facilitate the timely completion of key tasks. These will be combined, when possible, with other scheduled project meetings to increase efficiency and reduce staff time.
- Quality control will be provided, at the direction of the Project Manager and Quality Control team, throughout the duration of the project and prior to the submittal of key project deliverables based on the Project Quality Control Plan.

To complete these design services, the following list of information will be provided by the City, partner agencies, and/or previous phase engineers and contractors if requested:

- Plans and files denoting fiber infrastructure, fiber splicing, and fiber usage
- GIS databases of streets, signals, communications infrastructure, right-of-way/parcel boundaries, and other facilities
- Plans, lists, and reports detailing previously completed signal and ITS deployment studies or recommendations
- Shop Drawing and/or specifications for previously installed signal and ITS infrastructure devices
- Current City signal, ITS and IT standards

The above is not a comprehensive listing of all data that we will be requesting. Additional requests from the ENGINEER for data are anticipated to be made during the design phase.

## **Task 1 Deliverables**

Design and planning efforts completed as part of Task 1 will result in the following deliverables:

- Monthly invoicing for design service.
- Quality Control Plan
- Project coordination and administration.
- Attendance at required project meetings.
- Meeting minutes and records of decisions that affect this design project

## **TASK 2 – SYSTEMS ENGINEERING REVIEW**

### **TASK 2.1 – Needs Assessment Review and Updates**

The original Needs Assessment was created as part of the Traffic Signal Master Plan. This assessment will be reviewed and updated based upon current City and stakeholder needs. As part of the Needs Assessment update, the Engineer will review with the City current standards for various traffic signal devices and communication system deployments. For devices that the City does not have current standards, the ENGINEER will assist the City in creating standards. This includes, but is not limited to, the following:

- Low Voltage ATC Cabinets, if needed
- LED Signal Heads, if needed
- Review of current ATMS Selection
- Network Switches (Layer II and Layer III)
- Fiber Cable, Termination, and Splicing Specifications

### **TASK 2.2 – Concept of Operations (ConOps)**

A Concept of Operations for the traffic signal improvements and the communication enhancements will be developed that summarizes the systems needs and expectations based upon the completed Traffic Signal Master Plan and the updated Needs Assessment. Roles and responsibilities and operational scenarios will be explored, high-level requirements, issues and constraints will be identified.

In addition, the ConOps document will include a listing of new City policies and standards for the communication network and the modern traffic signal management system proposed to begin deployment in this first Phase of the ITS Program. These policies may include, but not be limited to:

- Fiber Allocation and Allowed Usage
- Fiber Cost Sharing
- ROW Usage Policy for Fiber and Conduits
- Maintenance Responsibilities
- Recording and Retention of any PTZ/CCTV camera feeds



### **TASK 2.3 – Requirements and Verification Plan**

A high-level requirements and verification plan will be developed identifying requirements that must be met for successful traffic management system deployment and implementation. System verification plans will be identified that will ultimately provide traceability back to the Concept of Operations and initial system needs. The requirements and verification plan will identify detailed, component level requirements that will need to be developed as the design and deployment process continues through Phase 1 and into future phases. The Requirements and Verification Plan will include items such as:

- Contractor Fiber Testing requirement – pre-installation
- Contractor Fiber Testing requirements – post installation, splicing and termination
- Communication Device testing and burn-in requirements
- Communication system operational testing and verification
- Signal Improvements Operational Testing
- As-Built Documentation requirements

### **TASK 2.4 – Review ADA Compliance Requirements**

The ENGINEER will support the City with coordination meetings with the Iowa DOT Local Systems Bureau and the Traffic & Safety Bureau regarding ADA implications. The conversations will revolve around the Chapter 12A-02, Section G, 2 of the Iowa DOT Design Manual. The project scope may include the replacement of the traffic signal cabinet and traffic signal vehicular and pedestrian signal indications. It is understood that cabinet or signal head replacements will not occur unless it is determined to be absolutely necessary that these must be completed to accomplish the network improvements. The type and location of the existing pushbuttons is anticipated to be unaltered. The existing pedestrian circulation path is also anticipated to be unaltered. From review of the Design Manual and project context, it is anticipated that the existing pushbuttons and sidewalk ramps will not be modified as part of the Project.

It is understood that the City of Ames maintains an ADA Transition Plan and that any required modification to the pedestrian push button and crosswalk will be accomplished as part of the ADA Transition Plan deployment and is not included in this project.

Coordination Meetings:

- The ENGINEER shall coordinate and facilitate two (2) meetings, involving two (2) representatives of the ENGINEER, to coordinate the ADA implications of the project.

### **Task 2 Deliverables**

Design and planning efforts completed as part of Task 2 will result in the following deliverables:

- Any required updates to existing Needs Assessment
- ConOps document with proposed policies and standards
- Requirements and Verification Plan to guide improvement design efforts

### **TASK 3 – COMMUNICATION NETWORK ARCHITECTURAL DESIGN**

Flexibility and scalability is particularly important for traffic signal system, ITS, and city-wide communications infrastructure deployments so these systems can easily accommodate future system expansion and functionality, not just serve the initial Phase 1 deployment. It is important that the planned and implemented system have the ability to accommodate changes in field equipment as devices are replaced, new devices or systems are identified for deployment, equipment becomes obsolete, or the system simply needs to expand in geographic coverage. It is virtually impossible to finance and construct the simultaneous enhancements to a large number of traffic signals; therefore a multi-year, phased deployment is required and the network architectural design must be flexible to accommodate intermediate phases.

#### **TASK 3.1 IP/VLAN Schema and Design**

The ENGINEER will create the required IP Schema and virtual local area network (VLAN) design for the traffic communication network. The VLANs will logically separate critical data and allow for IP subnets to flexibly span the communication system in a secure manner. When the design is approved, all network settings and configurations will be tested by the ENGINEER in a bench environment before deployment to the field. The utilized IP address ranges and numbering scheme will be logically defined for both device types and locations.

#### **TASK 3.2 - VLANs, Firewall and Security Design**

The ENGINEER will work with CITY and other agencies to update and maintain the physical and logical network design that routes all traffic system communication between network elements and devices. All new hardware and software shall be tested in the gbaSI lab environment prior to physical and logical security deployment at each location.

#### **TASK 3.3 –Network Communication Device Standards**

The ENGINEER will recommend communication equipment that will be used to build the traffic signal communication network. The equipment will include Layer III switches/routers, Layer II switches, Point-to-Point radios, fiber optic cabling, and other equipment that is determined necessary to create a fully functional network.

#### **TASK 3.4 –Switch Programming Templates and Configurations**

The ENGINEER will create and maintain the templates and configurations for the various communication network devices and switches to be deployed as part of the Phase 1 project. These configurations will be updated throughout the life of the project and maintained by the ENGINEER for use in future phases of the Ames ITS Program.

### **TASK 3.5 Network Topology Design**

The ENGINEER will create and maintain the detailed high level network layouts and exhibits that depict communication network hub locations utilizing Single-Mode (SM) fiber optic strands, cross-connects with other agencies fiber infrastructure, and other significant network connection items or locations.

### **TASK 3.6 Fiber Splice Diagrams and Design**

The ENGINEER will update and maintain the fiber optic splice diagrams and schematics for network connections between existing, modified existing, and proposed fiber optic cable installations. The ENGINEER will prepare detailed layouts of new fiber optic connections and routes that will be used in the development of the fiber optic cable improvement plans and documents, and for the detailed logical VLAN design documents.

### **TASK 3.7 – Fiber Standard Details**

Details required for fiber splicing, fiber allocation, fiber terminations and port assignments shall be created by the gbaSI team. Standardizing typical details and diagrams allow for consistent construction and operations across the network. This is important during maintenance periods where technicians can reference a general template for repairs.

### **Task 3 Deliverables**

Design and planning efforts completed as part of Task 3 will result in the following deliverables to Owner:

- Identification and layout of any existing fiber optic network in place and functioning before the design of this project.
- Develop Network Architecture document that details the network topology, IP schema, VLAN design and usage criteria, minimum Layer 2 switch specification, network security protocols, and fiber splicing and connection information required for completion of this project.
- Typical fiber termination and splice diagrams for all cross-connect, connection hubs, and signalized intersections on the communications network.
- Tabulation of ITS and signal cabinets, detailing installed equipment and connections.
- gbaSI will evaluate and recommend a specification for Layer II and Layer III field switches, as well as any other network communication devices or systems. These specifications will identify minimum operational standards and network capabilities of required devices. gbaSI will identify at least three (3) types of devices or system that meet the requirements of the Ames ITS Program.

## **TASK 4 - PHASE 1 PS&E DOCUMENTS**

The ENGINEER shall design and prepare plans, special provision, and estimate (PS&E) documents for the deployment of Phase 1 upgrades for purposes of public bidding. It is understood that the project will utilize funding from the Iowa DOT Iowa Clean Air Attainment Program (ICAAP), will require Iowa DOT letting, development of Iowa DOT special provisions, and plan set review by Iowa DOT. It is understood that this scope of services applies to Phase 1 design documents. Additional network improvement phases are anticipated to be added to this project as amendment(s) to this agreement.

### **TASK 4.1 - Preliminary (60%) Phase 1 Construction Plans**

The ENGINEER shall design and prepare 1" =40' scale / color preliminary Phase 1 – Plans for the project associated intersections and network topology update areas. The preliminary plans shall include title sheet, general notes sheet, layout sheets, fiber/communication topology details, and detail sheets. The layout sheets shall include approximate existing locations of communication pull boxes/handholes, controller cabinets, and conduit runs. The traffic signal plans shall be based upon aerial imagery and right-of-way/parcel boundary shapefiles provided by the CITY. The ENGINEER shall coordinate with the CITY to obtain the aerial base mapping, right-of-way/parcel boundary, and fiber conduit routing shapefiles.

The proposed Phase 1 plan design shall be based upon the following assumptions:

- Conduit installations shall be installed within existing right-of-way/parcel boundary lines. The traffic signal system interconnect conduit/handhole layout will be cognizant of existing right-of-way/parcel boundary lines and all efforts will be made to design improvements within existing boundary lines if possible. It is not anticipated that right-of-way and/or temporary easement acquisitions will be necessary as part of the project; however, if found to be necessary as part of the design process, can be added as an amendment to this Scope of Services.
- Boundary, topographic, legal, or property survey services are not included in this scope of services.
- Existing traffic signal poles, traffic signal cabinet foundations, and power services at the project intersection locations to remain as constructed.
- Existing traffic signal system and adjacent signal wiring “home-run” handhole in the current locations will be utilized (as feasible).
  - Existing traffic signal cabinet & controller will be replaced
  - New Layer 2 ethernet switch will be installed in each cabinet
  - New fiber terminations enclosure/panel(s) will be installed in each cabinet and fiber terminations completed
- At project intersection locations where a dedicated interconnect pull box adjacent to the traffic signal cabinet does not exist, a new dedicated interconnect pull box will be installed.
- Where necessary, existing mid-block interconnect pull boxes will be upgraded to new larger boxes to accommodate slack fiber.

- Existing traffic signal related cabling/wiring, conduits, handholes will be utilized (as feasible).
- New conduit may be required to be installed across roadway approaches and existing curb returns and sidewalk ramps may be impacted and need to be repaired. Bid items will be used for discretionary concrete bid items for sidewalk repair. This Scope of Services does not include the design of sidewalk ramp replacement sheets.
- New stock equipment will be used for proposed equipment.
- The ENGINEER shall develop the necessary splice diagrams for the in-field splice enclosures associated with Phase 1 activities. The ENGINEER shall include the developed splice enclosure diagrams for inclusion within the Plans, Specifications, and Estimate (PS&E) document for the Contractor to make necessary in-field splices within the splice enclosures.

The ENGINEER shall prepare the project special provisions for the Phase 1 plans. The special provisions shall adhere to the Iowa DOT standard specifications, particularly Section 2525, Traffic Signalization. Specifications are subject to the non-proprietary requirements associated with federal and state funding. The ENGINEER shall prepare “Public Interest Findings” (PIF) memorandum for any City of Ames specified proprietary equipment as necessary.

#### Coordination Meetings:

- The ENGINEER shall coordinate and facilitate two (2) meetings, involving two (2) representatives of the ENGINEER, to coordinate the Preliminary (60%) Phase 1 Plans.

#### **Task 4.2 - Utility Coordination & Permitting**

The ENGINEER shall submit preliminary documents to the CITY and affected utility companies for review and comment. The ENGINEER shall submit design request inquires through 1-800 One-Call to prepare a list of affected utility companies in the areas of construction. The ENGINEER shall coordinate utility relocation for conflicts with the project. The ENGINEER shall keep a record/log of all communication and coordination efforts and provide the record/log to the CITY at the preconstruction conference. As requested by the CITY, the ENGINEER shall participate in special fiber utility coordination meetings for the purposes of this project.

The CITY shall complete and submit all applicable project permit applications including necessary permits to be submitted with any and all utility companies. It is anticipated that the ENGINEER will assist the CITY with the development and coordination of the Iowa DOT Work Within Right-of-Way permit.

The City shall be responsible for any and all costs and permits required by the railroad and associated right or ways. The ENGINEER will assist with permit applications and coordination as needed.

Coordination Meetings:

- The ENGINEER shall coordinate and facilitate two (2) meetings, involving two (2) representatives of the ENGINEER, for utility coordination.

#### **TASK 4.3 – Phase 1 Check Plans (100% Unsigned)**

The ENGINEER shall prepare Check Plans for submittal to the CITY and Iowa DOT for review. Check Plans shall include:

- **A Sheets**
  - Title sheet
- **C Sheets**
  - Estimated quantities tabulations, estimate reference notes,
  - Communications/Fiber Details
- **J Sheets**
  - Traffic control sheet
- **N Sheets**
  - General notes sheet,
  - Layout sheet,
  - Detail sheets, and
  - Specific quantities sheets.
- **U Sheets**
  - Fiber optic termination and splice diagrams (diagrams to be provided to the awarded Contractor)

The ENGINEER shall revise the project special provisions as prepared as part of the preliminary design, as necessary. The ENGINEER shall develop an engineer's opinion of probable construction cost for the Phase 1 – ITS Integration deployment and will prepare the Traffic Signalization bill of materials form.

Coordination Meetings:

- The ENGINEER shall coordinate and facilitate one (1) meeting, involving two (2) representatives of the ENGINEER, to coordinate Check Plans development.
- The ENGINEER shall coordinate and facilitate one (1) meeting, involving two (2) representatives of the ENGINEER, to review Iowa DOT review comments with the Iowa DOT and CITY.

#### **TASK 4.4 – Phase 1 Final Plans (100% Signed)**

The ENGINEER shall incorporate CITY and Iowa DOT review comments into the plans, estimates and special provisions; and provide signed and sealed documents to the CITY and Iowa DOT Contracts Review and for bidding purposes.

#### **TASK 4.5 – Phase 1 Front End Documents**



The CITY shall coordinate with the Iowa DOT to prepare the front-end contractual documents and specifications as part of the Iowa DOT's bidding process. The Iowa DOT shall let the project through the Iowa DOT's bid letting system. A letting date of November 16, 2021 is anticipated.

#### **Task 4 Deliverables**

Design and planning efforts completed as part of Task 4 will result in the following deliverables to City:

- Preliminary (60%) Plans, color PDF format
- Check Plans, color PDF format
- Final Plans, color PDF format
- Special Provisions
- Opinion of Probable Construction Cost

#### **Proposed Design and Bidding Schedule**

Anticipated 60% Schedule:

- March 2021 – May 2021

Anticipated ROW Plan Schedule:

- March 2021 – May 2021

Anticipated Utility Coordination and Permitting Schedule:

- March 2021 – May 2021

Anticipated Schedule:

- May 2021 – July 2021 (July 13, 2021 Check Plan Submittal Date to Iowa DOT)

Anticipated Schedule:

- July 2021 – August 2021 (August 24, 2021 Final Plans Submittal Date to Iowa DOT)

Anticipated Bidding Schedule:

- August 2021 – November 2021
- Letting Date of November 21, 2021

### **TASK 5.0 - PHASE 1 CONSTRUCTION PERIOD SERVICES & INTEGRATION ASSISTANCE**

While not specifically included in the preliminary budget developed as part of the Ames Traffic Signal Master Plan, management of the installation and integration of the communication network devices, and overall construction activities, is critical for the successful deployment of the Phase 1 improvements. Our team has all the expertise and skill required to assist the City at any requested level during the construction period. Following are the detailed tasks that the ENGINEER proposes to provide to the City as

part of this overall project. The proposed construction period and integration tasks listed following can be reviewed and tailored to meet the specific needs of the City.

The ENGINEER shall provide support to the LPA (e.g. the CITY) construction and integration assistance personnel on an as-requested basis. Support may include response to Contractor Requests for Information (RFI) such as providing clarification of design intent when issues cannot be readily resolved from the plans and providing background calculations.

### **TASK 5.1 - Pre-Letting Support**

The ENGINEER shall provide responses to pre-letting questions about the plans and specifications from the LPA, the Iowa DOT, and contractors bidding the project.

The ENGINEER shall review the material submittals for traffic signal improvements, communication equipment, and fiber optic network related materials and equipment for acceptability and will note any observed discrepancies with the Phase 1 project specifications.

### **TASK 5.2 Periodic Construction Period Services**

The Engineer shall assist the LPA representative with administering the terms of the construction contract between LPA and their Contractor. The ENGINEER will assist the LPA and will endeavor to protect the LPA against defects and deficiencies in workmanship and materials in work by the Contractor. The ENGINEER will complete required tasks and work with LPA and construction personnel to verify reasonable conformity to plans and specifications. Work items to be completed as part of this task include:

- Make site visits at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the LPA and the ENGINEER in order to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the contractor's forces.
- Review shop drawings submitted by the Contractor for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. One (1) review will be provided as part of this contract, multiple reviews will be considered additional services.
- Make recommendations to the LPA regarding work not conforming to the project documents.
- Prepare a maximum of three (3) change orders documents for issuance by the LPA as necessary so proper approvals are made prior to work being performed.
- Review materials, review material certifications furnished by Contractor. Keep and maintain project files of the contractor's certifications of materials incorporated into



the project. The LPA will approve all materials certifications prior to their incorporation into the project.

- Coordinate with the LPA's material testing contractor. Independent assurance samples and tests may be performed by Iowa DOT personnel and such sampling and testing is excluded from the work to be performed by the LPA under this contract.
- Assist the LPA by witnessing testing of the fiber optic cable on the first day of testing to observe if the contractor is following testing procedures that are in accordance with project specifications and industry standards, and that testing equipment is calibrated and configured to provide accurate testing results. The ENGINEER shall advise the CITY of fiber testing results and advise the CITY of any issues or concerns.
- Complete periodic field reviews of temporary traffic control measures, including obtaining traffic control plans from contractor prior to actual construction activities.
- Be present, if requested by the LPA, in field during critical construction operations, including but not limited to the following:
  - excavation and backfilling
  - checking of reinforcing steel prior to concrete placement
  - concrete batching and pouring.
- The ENGINEER is not expected to be present full time during the installation of conduit, pull boxes, and cable. ENGINEER will field review work completed for workmanship and to verify quantities on an appropriate basis. Periodic checks will be completed for fiber installation and modifications during key construction elements
- Final Installation checks will be completed for traffic signal improvements and fiber optic communications network installation
- Respond to contractor RFI's

### **TASK 5.3 - GIS and As-Builts**

The ENGINEER will develop As-built Plans for the fiber optic network and ITS device deployment portion of the project based on contractor supplied information as well as ENGINEER collected data. As construction work is completed, field reviews will be completed and plans updated to represent as-built conditions. As-built plans will be submitted in pdf plan sheets.

The ENGINEER shall also provide GIS mapping updates of City fiber optic network. This includes GPS locating of Interconnect Handholes, conduit paths, fiber cable fiber counts, signal cabinet locations, photos of cabinets and handholes, and a detailed fiber termination and splicing diagram at each splice and termination point.

### **TASK 5.4 – OTDR Reviews**

The ENGINEER shall review submitted fiber optic testing results (Optical Time Domain Reflectometer (OTDR) reports) for compliance to project specifications and advise the LPA of issues or concerns. The Contractor shall provide the reports in the native OTDR

software format along with a temporary user license to the software that allows the ENGINEER to view and analyze these results.

### **TASK 5.5 - COMMUNICATION NETWORK OPERATIONS AND MANAGEMENT**

The ENGINEER will monitor and maintain the communication device configurations and logical network framework, completing both routine and emergency maintenance activities as needed for the duration of this project. Network issues will be addressed by the ENGINEER if configuration or programming can correct, or corrective measures will be coordinated with a City hired contractor to address any physical network issues that are identified or that occur. The ENGINEER will manage and update the communication architectural design and exhibits throughout the Phase 1 construction period of the project to ensure that as each sub-system comes online, they are compatible with future CITY deployments and all improvements or network changes are documented.

### **TASK 5.6 - INTEGRATION & ACCEPTANCE TESTING**

To ensure acceptable network installation and operation, the ENGINEER will develop an Integration & Acceptance Testing Plan, detailed in the subtasks below. At a high level, systems are comprised of subsystems which are comprised of individual components or units. In order to have a fully functional and integrated system, thorough testing at each level (subsystem and unit) is required.

- ✓ Unit testing is defined as the testing of individual system components (e.g., Ethernet switch, signal controller, and CCTV) to ensure they operate correctly.
- ✓ Subsystem testing is defined as the testing of collections of units which have been integrated into subsystems. For example, the communications subsystem is comprised of Ethernet switches in the field and fiber optic and copper cables connecting them to both other devices in the field and to switches and routers at the Hub.
- ✓ Functional System testing is defined as the testing of interactions between subsystems to ensure the overall project requirements are met.
- ✓ Reliability testing is defined as the testing of systems to verify that functions demonstrated operate reliably in ongoing usage.

Integration & Acceptance Testing Plan. Successful execution of the resulting detailed Testing Plan will ensure the complete end-to-end testing of the signal system and lead to a system that properly operates to meet the needs and requirements of the region. The ENGINEER's network engineers and technicians understand that the responsibility for the proper operation of Ames communication network system rests with gbaSI, the project integrator.

To support this project, the ENGINEER team proposes the establishment of a bench testing facility (BTF) utilizing gbaSI office space. This facility will be a defined space to test new systems proposed for the City of Ames. As each new device, new subsystem, or major upgrade is proposed for installation in the field, the component would be

integrated into the BTF to demonstrate proper functioning in the Ames network. The BTF would also support isolation of faults and confirmation of proper component configuration.

Functional Testing. Upon confirmation that all Unit and Subsystem Tests were successfully completed and that installation of signals in a group or phase have been completed to the satisfaction of the installation contractor, the ENGINEER will execute the functional tests of this subsystem of signals. The ENGINEER will document the testing in a report that summarizes the overall results and highlighting the general conclusions of the testing.

Reliability Testing. Following completion of the functional testing, the system will enter a period of reliability testing. Reliability tests will continue for a period of 30 consecutive days without major system failure or extensive component or subsystem failure. While the focus of reliability testing is the signals included in the current phase, reliability testing is inclusive of any other network connections. The reliability testing primarily consists of monitoring behavior of the system in routing operation, but any unit, subsystem, or functional test can be repeated as determined necessary by the integrator.

Task 5.6 Deliverables:

- System Test Plan for each corridor of construction phase
- Functional Test Results for each corridor or construction phase
- Reliability Test Results for each corridor or construction phase

## **TASK 5.7 – Project Documentation**

Final project documentation will be provided by the ENGINEER to City staff as required.

- Assist with the resolution of project related issues in the field or escalate to the next level of management if issue cannot be resolved on a timely basis
- Review and approve project submittals (as required)
- Provide timely processing of project related documents
- Submit final project documents and assist with project closeout documentation

## **TASK 6 – TRAINING ASSISTANCE (OPTIONAL SERVICE)**

The proposed City traffic signal and communication system is designed to be continually expanding and allow new equipment to be installed as part of the existing Phase 1 construction project and future deployments. It is critical that all new devices are properly integrated into the system and verified as operational. The ENGINEER will provide training and operational assistance to the City to ensure the proper setup and use of the system in general, and to maximize the benefit of the proposed improvements.

The ENGINEER will provide training on the following topics:

- Communication Network Management and Operations
- Traffic Signal and ITS Devices - configuration and programming
  - Layer II Switches
  - Layer III Switches

- Security Appliances (if required)
- Comm System Monitoring (SNMPc) setup and use
- ATMS configuration and setup assistance
- GIS Input and Database Management
- Customized Training Programs upon request

## SECTION 3

### FEE PROPOSAL

Attached as a separate document in a sealed envelope.

- Tasks 1- 4 are the Required Services for the Phase 1 project that meets the specific requirements of the RFP published by the City.
- While not specifically included in the preliminary budget developed as part of the Ames Traffic Signal Master Plan, Task 5 – the management of the installation and integration of the communication network devices, and overall construction activities, is critical for the successful deployment of the Phase 1 improvements. As such, we have included the expected costs for these services in our proposal. Please note that the proposed construction period and integration tasks listed in Task 5 above can be tailored and budgeted to meet the specific needs of the City.
- Task 6 includes optional training services the Engineer team can provide to the City to ensure the City Traffic and technical staffs utilizes the Phase 1 improvements, and future phases of the Ames ITS Program, at their highest capacity.



## EXHIBIT B STANDARD HOURLY RATES

Employment Classification	Hourly Rate
President / Director of Operations	\$ 300.00
Senior Associate	\$ 245.00
Associate	\$ 215.00
Project Manager	\$ 155.00
Director of Business Development	\$ 160.00
Senior System Integrator	\$ 180.00
System Integrator I	\$ 165.00
System Integrator II	\$ 150.00
System Integrator III	\$ 135.00
Technical Services Manager	\$ 155.00
Senior Communications Technician	\$ 145.00
Communications Design Tech I	\$ 125.00
Communications Design Tech II	\$ 95.00
Product Development Tech I	\$ 90.00
Product Development Tech II	\$ 75.00
Research & Development Intern	\$ 50.00
Technical Services Intern	\$ 90.00
Level 1 IMSA / Safety / Maintenance Trainer	\$ 150.00
Level 2 Comm / Networks Trainer (CCND/CCNP/CCNA)	\$ 160.00
Level 3 Certified Engineer Trainer	\$ 180.00
<b>Expenses</b>	
Personal and Company Vehicles	\$ 0.56 per mile
Reimbursable expenses (printing and plotting, long distance telephone, travel, per diem, etc.) incurred will be charged at cost plus 10% to cover administrative overhead, unless otherwise stipulated by contract.	

Effective Dates: September 26, 2020 to September 24, 2021



**EXHIBIT C**  
**HR GREEN**  
Billing Rate Schedule  
Effective January 1, 2021

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<b>Professional Services</b>	<b>Billing Rate Range</b>
Principal	\$215- \$310
Senior Professional	\$195- \$300
Professional	\$125- \$200
Junior Professional	\$85- \$145
Senior Technician	\$120- \$160
Technician	\$75- \$130
Senior Field Personnel	\$140- \$205
Field Personnel	\$90- \$170
Junior Field Personnel	\$75- \$100
Administrative Coordinator	\$70-\$115
Administrative	\$65- \$100
Corporate Admin	\$80- \$150
Operators/Interns	\$50- \$120

**Reimbursable Expenses**

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.
2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of \$0.85 per mile or \$65.00 per day.
3. Charges for sub-consultants will be billed at their invoice cost plus 15%.
4. A rate of \$6.00 will be charged per HR Green labor hour for a technology and communication fee.
5. All other direct expenses will be invoiced at cost plus 10%.



TASK / SUBTASK	TOTAL LABOR COSTS	DIRECT EXPENSES	TOTAL TASK FEE
1. Project Management	\$19,390.00	\$2,850.00	\$22,240.00
2. Systems Engineering Review	\$19,850.00	\$0.00	\$19,850.00
3. Communication Network Arrchitectural Design	\$21,240.00	\$0.00	\$21,240.00
4. Phase 1 PS&E Documents	\$62,520.00	\$0.00	\$62,520.00
5. Phase 1 Construction Period Service & Integration Assistance (Note 1)	\$51,200.00	\$0.00	\$51,200.00
<b>Sub-Total: Tasks 1-5</b>	<b>\$174,200.00</b>	<b>\$2,850.00</b>	<b>\$177,050.00</b>
<b>6. Training Assistance (Optional Service - Note 2)</b>	\$15,690.00	\$1,000.00	\$16,690.00
<b>Sub-Total: Optional Task 6</b>	<b>\$15,690.00</b>	<b>\$1,000.00</b>	<b>\$16,690.00</b>
<b>OVERALL PROJECT TOTAL</b>			<b>\$193,740.00</b>

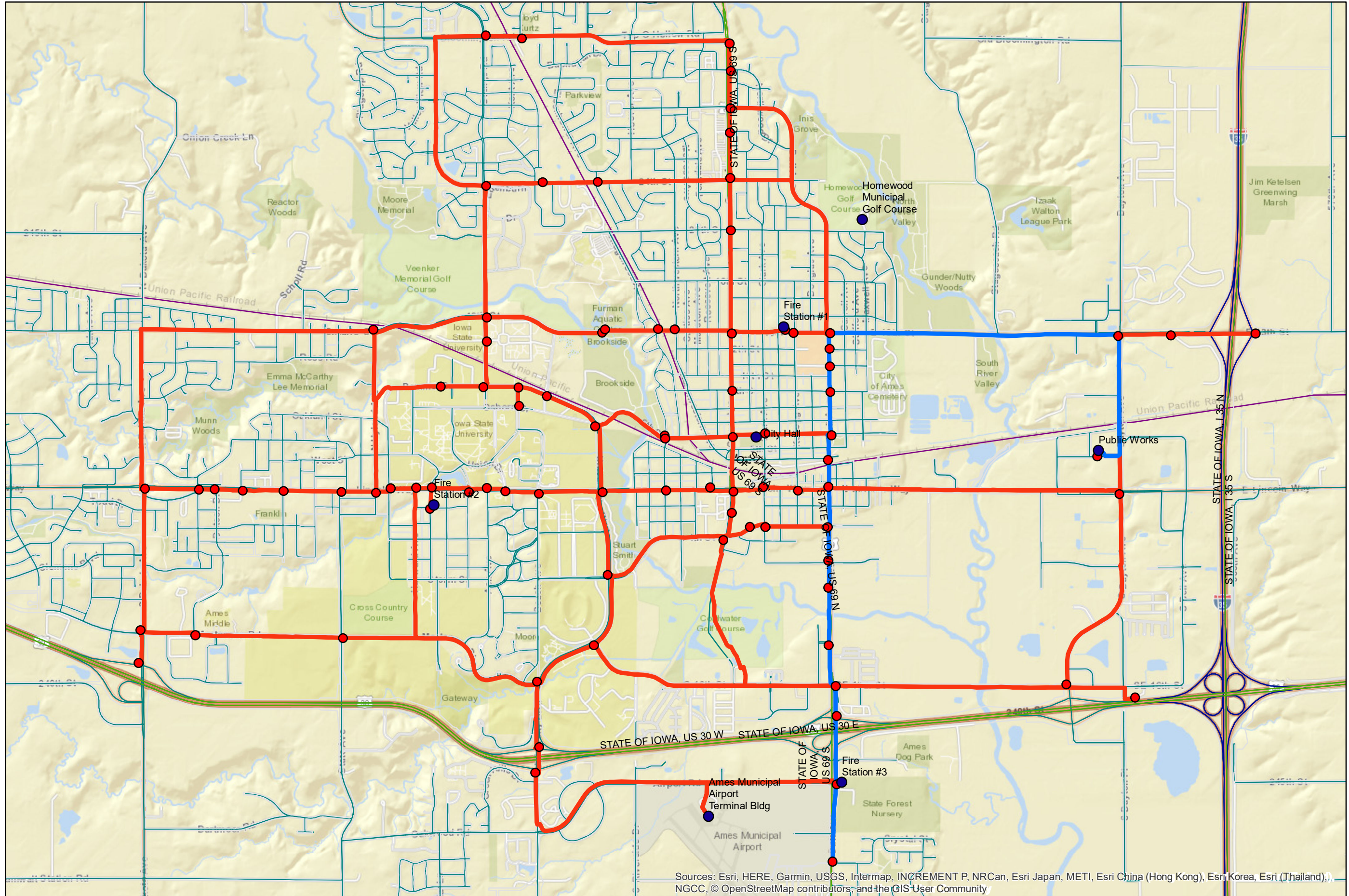
**Note 1:** While not specifically included in the preliminary budget developed as part of the Ames Traffic Signal Master Plan, Task 5 – the management of the installation and integration of the communication network devices, and overall construction activities, is critical for the successful deployment of the Phase 1 improvements. As such, we have included the expected costs for these services in our proposal. Please note that the proposed construction period and integration tasks listed in Task 5 above can be tailored and budgeted to meet the specific needs of the City.

**Note 2:** Task 6 includes optional training services the Engineer team can provide to the City to ensure the City Traffic and technical staffs utilizes the Phase 1 improvements, and future phases of the Ames ITS Program, at their highest capacity.



# City of Ames - Phase 1 Fiber Interconnect

Date: 9/13/2019



## Legend

- Traffic\_Signal
- New\_Traffic\_Signal
- COA\_ROW

## New 144 Count Fiber

- Proposed Future Fiber
- Proposed Phase 1

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community





**To:** City of Ames Mayor and City Council  
**From:** Brian Phillips, Assistant City Manager  
**Date:** February 23, 2021  
**Subject:** Item No. 18: Second Extension of Leave Policy During COVID-19  
Emergency

On March 23, 2020, Ames City Council approved an amended leave policy for City staff. This amended policy provided up to 80 hours of special COVID-19 leave for employees and it provided 2/3 pay for employees covered under the Family Medical Leave Act (FMLA) for up to an additional 400 hours when the employee needed to care for children due to a pandemic-related school closure. This policy fully complies with the Families First Coronavirus Response Act (FFCRA)

These amended benefits were initially set to expire on December 31, 2020. However, City Council made the decision to extend these benefits until February 28, 2021, because the federal government had not made a plan to introduce another similar package that would provide additional benefits after December 31, 2020. **As a similar plan has not yet been introduced, it is requested that the existing amended leave policy be extended until April 30, 2021, or until such a time as a similar package is approved at the federal level – whichever date is sooner.**

Extending this leave policy will provide some level of relief to employees who continue to be impacted by COVID-19.

## **AMENDED LEAVE POLICY DURING COVID-19 EMERGENCY**

Since the President of the United States signed a law increasing leave benefits in times of COVID-19 pandemic, and the Governor of Iowa has declared a state of emergency due to pandemic conditions of the COVID-19 virus, the City of Ames will amend the standard leave policies. Upon approval by the City Council on March 24, 2020, the amendment will be in effect retroactively from March 23, 2020 until no later than ~~December 31, 2020~~ ~~February 28, 2021~~ April 30, 2021.

The following policy amendment meets or exceeds the requirements of the Families First Coronavirus Response Act (FFCRA).

The purpose of COVID-19 leave is to provide some relief to employees dealing with the impact of COVID-19. Employees may be eligible to use up to 80 hours total of COVID-19 leave in any combination, paid at their regular rate of pay, if they are experiencing one of the following circumstances. Any unused leave will not rollover.

### **ABSENCES ELIGIBLE FOR COVID-19 LEAVE**

#### **For employees quarantined or sick with COVID-19**

The City will grant up to 80 hours of paid COVID-19 leave\* to employees who have been required or advised to quarantine by a medical provider or a county, state, or federal agency, or who have been advised by a medical provider they have confirmed or presumptively confirmed COVID-19. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee is unable to return to work after the COVID-19 leave has been exhausted, they may use accrued and unused sick leave, vacation leave, or compensatory time to cover their remaining absence.

Employees must follow CDC or Iowa Department of Public Health guidelines for returning to work after the illness.

***\*all COVID-19 leave will be prorated for part-time employees.***

#### **For employees caring for an individual quarantined or sick with COVID-19**

The City will grant up to 80 hours of paid COVID-19 leave\* to those employees providing direct care for an individual required or advised to be quarantined by a medical provider, or a county, state, or federal agency, or an individual who has been advised by a medical provider they have confirmed or presumptively confirmed COVID-19. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee continues to care for the individual after the COVID-19 leave has been exhausted, they may use accrued and unused sick leave, vacation leave, or compensatory time to cover their remaining absence. Absences longer than two weeks must have documentation certifying additional leave is necessary.

Based on minimum staffing needs required to maintain operations, the City may exempt employees serving in an emergency responder role from this provision of COVID-19 leave.

Employees must follow CDC or Iowa Department of Public Health guidelines for returning to work after caring for an individual impacted by COVID-19.

***\*all COVID-19 leave will be prorated for part-time employees.***

### **For employees with children impacted by school district/daycare closures**

*This section serves as a “qualifying need related to a public health emergency” under the FFCRA.*

If schools or daycare facilities where the children of employees attend close due COVID-19, the City will make every effort to adjust hours, create an alternative work schedule, or identify an alternative childcare arrangement in order to maintain services. If no alternative work solutions are appropriate, the City will grant COVID-19 leave\* to cover up to 80 hours of the closure. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee is unable to return to work after the COVID-19 leave has been exhausted, they will receive 2/3 of their normal pay for up to an additional 400 hours. Employees may use accrued and unused sick leave, vacation leave, or compensatory time to cover the remaining 1/3 of their pay

In general, COVID-19 leave will only be granted during the hours a child would normally be in school or daycare and only to who are not able to adjust their hours or work from home, where alternative childcare is unavailable, AND whose children:

- Are under the age of 18
- Attend daycare or a K-12 school, or
- Have special needs and would be unable to care for themselves while their parents are at work.

Based on minimum staffing needs required to maintain operations, the City may exempt employees serving in an emergency responder role from this provision of COVID-19 leave and/or FFCRA family leave.

***\*all COVID-19 leave will be prorated for part-time employees.***

### **ABSENCES NOT ELIGIBLE FOR COVID-19 LEAVE**

#### **For employees choosing to self-isolate**

Employees who are not required or advised by a medical provider or any county, state, or federal agency to be quarantined and choose to self-isolate must use accrued and unused vacation leave, accrued and unused compensatory time, or leave without pay to cover their absence. As with any form of voluntary leave, these absences must be approved by the employee’s supervisor.

### **CONTACT INFORMATION**

***In all cases of absence, employees must provide current contact information (including phone number and email address) to their supervisor.***

**Request for COVID -19 Leave**

Employee Name :

Department: **Choose an item.** Position:

Approximate Dates of Request:

**Reason for Request (check at least one):**

- Employee's own COVID-19 illness or required or advised quarantine
- Care for individual during COVID-19 illness or required or advised quarantine
- School or daycare closure due to a COVID-19 pandemic

Sign the appropriate certification below:

**Employee's own COVID-19 illness or required or advised quarantine**

I certify that I have either been diagnosed with COVID-19, or presumptively diagnosed with COVID-19; or I have been required or advised to quarantine by a federal agency, state or county agency, or a medical provider.

Name of the medical provider or agency advising or requiring the absence

Employee Signature

**Care for an individual during COVID-19 illness or required or advised quarantine**

I certify that I am providing direct care for an individual who has either been diagnosed with COVID-19, or presumptively diagnosed with COVID-19; or who has been required or advised to quarantine by a federal agency, state or county agency, or a medical provider

Name of Medical Provider Or Agency Advising or requiring the absence

Employee Signature

**School or daycare closure due to a COVID-19 pandemic**

I certify that my child’s school or daycare has been closed due to the COVID-19 pandemic. Further, I certify my child:

- Is under the age of 18
- Attends daycare, K-12 school, or
- Has special needs and would be unable to care for themselves while I am at work.

Has your supervisor made an alternate schedule, hours, or work from home scenario available to you?  **YES**  **NO**

If yes, you will be required to utilize the alternate arrangement prior to being approved for COVID-19 leave

Name of School or Daycare that has been closed due to the COVID-19 pandemic

Employee Signature

**Required Approvers: Signatures Required**

**Department Head**

**Human Resources Director**

**City Manager**

**COVID-19 Leave is:**

**Approved**

**Denied**

**COUNCIL ACTION FORM**

**SUBJECT: REQUESTS FOR AMES MAIN STREET FARMERS' MARKET**

**BACKGROUND:**

The Ames Chamber of Commerce is planning to host the annual Ames Main Street Farmers' Market this summer, which will take place on the 300 and 400 blocks of Main Street and on Burnett Avenue from Main Street to the U.S. Bank drive-through. The Market will operate on 25 Saturdays from May 1 to October 16 from 8:00 a.m. to 12:30 p.m. To facilitate set-up and teardown, streets and parking spaces need to be closed from 5:30 a.m. to 1:30 p.m. each day.

To facilitate the event, organizers request a blanket Temporary Obstruction Permit and blanket Vending License for the entire Central Business District from 5:30 a.m. to 1:30 p.m. each day of the Market, which will allow downtown businesses who file an insurance certificate with the City to display items for sale on the sidewalks. The Chamber has requested that the \$50 Vending License fee be waived.

Organizers have also requested the use of Tom Evans Plaza between the hours of 5:30 a.m. and 1:30 p.m. for vendor booths and entertainment. As in previous years, this space would be used for entertainment and educational activities for children and families. However, to prevent damaging the turf in the plaza, vendors will not be permitted to use the turf areas for their activities.

The use of electricity in Tom Evans Plaza, along Main Street and on Burnett Avenue has also been requested. Organizers have requested a waiver of the \$5 per day fee for use of electricity.

To facilitate the Market, organizers have also requested that the two- and four-hour limits on parking in CBD Lots X and Y be waived from 6:30 a.m. to 1:00 p.m. Additionally, 75 metered parking spaces along Main Street from Clark Avenue to Kellogg Avenue will be closed for 4.5 metered hours each day the Market operates. **City staff estimates that this will result in a loss of \$2,109 to the Parking Fund.**

Market organizers have requested that the meter fees be waived because the Market is a non-profit organization, and in return the City would be included as a sponsor on all Market advertising materials. **In past years, the City Council has waived all meter fees for this event. The City Council's adopted parking fee waiver policy allows the City Council to waive parking fees on a case-by-case basis for requests that do not involve District-wide free parking.**

**ALTERNATIVES:**

1. Approve the requested street closures from 5:30 a.m. to 1:30 p.m. on Saturdays from May 1 to October 16, use of Tom Evans Plaza for entertainers, use of City electrical outlets, a blanket Temporary Obstruction Permit, a blanket Vending License, suspension of parking enforcement in CBD Lots X and Y from 6:30 a.m. to 1:00 p.m. each of the affected days, and waiver of the fees for the Vending License, electricity use, and lost parking meter revenue.
2. Approve the requests as stated in Alternative No. 1, but require Farmers' Market to reimburse the City for the Vending License, electricity use, and parking meter revenue.
3. Direct staff to work with Farmer's Market organizers to find an alternative location for the event.
4. Do not approve the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The Main Street Farmers' Market has successfully attracted visitors to the Downtown for the last several years. It has become a signature event in Ames, enhancing the local economy and providing a family-friendly activity that showcases the Ames community.

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





Ames™  
CHAMBER OF COMMERCE

February 5, 2021

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

Dear Honorable Mayor Halla and City Council,

The Ames Chamber of Commerce is planning to hold the eleventh season of the *Ames Main Street Farmers' Market* this summer. The event is scheduled to be held on the 300 and 400 block of Main Street every Saturday from May 1st to October 16th, 8:00AM to 12:30PM (the road is scheduled to be closed from 5:30AM to 1:30PM to allow for setup, teardown, and cleanup). The event will showcase the area's best farmers, crafters, artists, and prepared food experts as well as offering weekly live entertainment and children's activities. We do plan on keeping the modifications that were put in place last year to help minimize COVID. At this time, Ames Chamber of Commerce asks the City Council to consider four specific requests:

1. The Ames Chamber of Commerce requests a Blanket Vending Permit for the entire CBD to allow businesses to sell merchandise outside their stores if they so choose. The Chamber of Commerce further requests the fee be waived as any businesses selling products on the sidewalk are members.
2. The Ames Chamber of Commerce requests free use of electricity along the 300 and 400 Blocks of Main Street and for the outlets in the Tom Evans Park.
3. The Ames Chamber of Commerce requests that the fee be waived for the parking meters on the 300 and 400 Blocks during the Ames Main Street Farmers' Market as the Market is a Non-Profit organization. In return the City of Ames would be considered a Sponsor of our Ames Main Street Farmers' Market and would be included in all advertising, newsletters and on our Website. For the 24-week period the Market brings conservatively 60,000 - 72,000 people to the Main Street Cultural District. The benefit from these visitors coming to the Market will increase income in parking, shopping and eating in our beautiful city.
4. The Ames Chamber of Commerce also requests that that any timed, 2hr or 4 hr. parking fees in the back lots of the 300 and 400 Blocks of Main street be waived from 6:30am to 1:00pm during the Market season.

Thank you for your consideration of these requests and continued support of downtown Ames. We look forward to seeing you at the Ames Main Street Farmers' Market throughout the 2021 season.

Sincerely,

Lojean Petersen  
Ames Main Street Farmers' Market Manager

304 Main Street, Ames, IA 50010 | 515.232.2310 | Ames Chamber of Commerce



TO: Mayor John Haila  
Gloria Betcher  
Tim Gartin  
David Martin  
Rachel Junk  
Amber Corrieri  
Bronwyn Beatty-Hansen  
Nicole Whitlock  
Steve Schinker, City Manager

FROM: Steve Goodhue  
2021 Board President  
Ames Main Street

DATE: 2/3/2021

RE: Ames Main Street Farmers' Market

Ames Main Street is proud to offer its support for the 2021 Ames Main Street Farmers' Market. We also endorse the closure of the streets along the 300 and 400 blocks for this weekly event. Events of this nature help Ames Main Street achieve its vision of making Downtown Ames the primary destination of Central Iowa by creating an economically vibrant district with unique living, dining, and entertainment experiences.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Goodhue', written over a white background.

Steve Goodhue  
2021 Ames Main Street Board President

CC: Kim Frey, Director, Ames Main Street  
Lojean Peterson, Director, Ames Main Street Farmers' Market

304 Main Street, Ames, IA 50010 515.233.3472 AmesDowntown.org



# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name Ames Main Street Farmers Market

Location/Address 300 & 400 Blocks of Main Street

Region (Select one or more)

- Ames Main Street (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  
 ISU - Events Authorization Committee: (515) 294-1437

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

## TIMELINE

Setup Date May 1, 2021 Time 5:30 AM M T W R F Sa Su

Event Starts Date May 1, 2021 Time 8:00 AM M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

[Empty box for Detailed Description of Event Activities]

Event Ends Date October 16, 2021 Time 12:30 pm M T W R F Sa Su

Teardown Complete Date October 16, 2021 Time 1:30 pm M T W R F Sa Su

## Event Category

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

Rain Date \_\_\_\_\_ Rain Location \_\_\_\_\_

Yes  No  Is this an annual event? If yes, how many years? 10 yrs.

## For Office Use Only

### Documents Received

Date: 2-5-21

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Fee)
- Vendor List (\$50 fee/each)
- Parking fees

### Special Events Meeting

Date \_\_\_\_\_

Time \_\_\_\_\_

Room \_\_\_\_\_

### Documents Sent:

- Alcohol License
- ABD
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other NOISE

### Departments Included

- City Manager: Brian Phillips and Fastrek Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karen Chitty  
 AMS: Jess Clyde or Sarah Dvorsky  
 ISU: Events Authorization Committee

### City Council Meeting

Date \_\_\_\_\_  
 Added to Agenda with CAF  
 Approved Y N

Reminder Date \_\_\_\_\_

CONTACTS

Sponsor/Applicant Name Ames Chamber of Commerce  
 Address 304 Main Street  
 City Ames State IA Zip Code 50010  
 Daytime Phone 515-232-2310 Cell Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Alternate Contact Name Lojean Petersen  
 Daytime Phone 515-232-2310 Cell Phone 515-520-0902  
 E-mail amesfarmersmarket@ameschamber.com

ATTENDANCE

Anticipated Daily Attendance \_\_\_\_\_  
 Yes No  
  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:  
 \_\_\_\_\_

ORGANIZATION STATUS/PROCEEDS

For-Profit  
 Bona Fide Tax Exempt  
 Nonprofit  
 Yes No  
  Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts: \_\_\_\_\_  
  Are vendor or other fees required? If yes, please provide amounts:  
\$500/season for food trucks \$400/season for all other vendors.  
 Percentage of net proceeds going towards fundraising 100 %  
 Percentage of net proceeds going towards for-profit entity 0 %

SECURITY

Ames Police Department 24 hour non-emergency phone number: 515-239-5133  
 Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training. *- We have completed this training*  
 Yes No  
  Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:  
 Security Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_



**COUNCIL ACTION FORM**

**SUBJECT: FIRE STATION #1 HVAC REPLACEMENT PROJECT PLANS & SPECIFICATIONS**

**BACKGROUND:**

Fire Station #1 was built in 1979. The original HVAC system for the building was replaced in 2000 when the air handling units, condensing units, boilers, controls, etc. reached the end of their service life. The original HVAC system was replaced with like equipment, utilizing boilers and heat exchangers to heat the main portion of the building.

The current system has reached the end of its service life, as control of the system is no longer accessible without a complete overhaul of the existing control system. Multiple actuators have failed and need to be operated by hand to adjust station temperature. Additionally, multiple condensing units are starting to fail, and one unit is no longer operational. Only one vendor in the Des Moines metro area can provide service for the current system. This summer, when the unit stopped functioning, fire crews installed an inexpensive window air conditioning unit as a temporary solution to cool the kitchen and office spaces instead of replacing the more costly condensing unit.

City staff is proposing a replacement with an energy efficient residential-style system. This conversion will reduce the system complexity and repair costs, and will allow any HVAC vendor to perform service as needed. The new equipment would also have a substantially lower maintenance and replacement costs compared to the current system.

**The project includes the removal of the existing air handling units, condensing units, boilers, controls, and all ductwork in the mechanical room. Four new energy efficient furnaces with condensing units would be installed to serve the existing HVAC distribution system, along with an Energy Recovery Unit to serve all furnace systems, and controls.**

A similar conversion from a complex and inefficient HVAC system to a large residential-style HVAC system was completed at Fire Station #3 in 2015. That conversion resulted in a 40% reduction in the amount of energy needed to heat the station, which translates to an 8,000 lb. annual reduction in CO2 emissions (10% carbon footprint reduction for Fire Station #3). In addition to the energy and cost savings, that project resulted in a significant increase in occupant comfort.

**Total funding budgeted for the project is \$110,000**, which has been allocated in the FY 2020/21 Adjusted Budget from the General Fund. The design, specification review, onsite management, and final acceptance of work for this project was previously awarded

to LMV Engineering, L.C. (LMV) for a contract amount of \$9,600. LMV has provided a construction cost estimate of \$120,000, which brings the **total estimated project cost to \$129,600**. The engineer has indicated to City staff that COVID-19 has impacted HVAC equipment manufacturing and product availability, resulting in the potential for higher construction costs.

To ensure a more favorable bidding environment, the specifications include flexibility to complete the project in either Spring or Fall 2021 thereby requiring that either the existing system or the new system be available in the summer when cooling needs are most significant. **Should bids exceed the funds available for the project, staff will explore the option to re-allocate funds from the Fire Station #2 Restroom Addition. The Restroom Addition project has been placed on hold due to possible station relocation and the creation of a second, independent shower stall during a recent bedroom addition remodeling project.**

**ALTERNATIVES:**

1. Approve plans and specifications for the Fire Station #1 HVAC Replacement Project and establish March 24, 2021 as the bid due date and April 13, 2021 as the date for report of bids.
2. Direct staff to modify the project.

**CITY MANAGER'S RECOMMENDED ACTION:**

The HVAC system at Fire Station #1 is failing and is no longer cost effective to repair. The installation of an energy efficient residential style HVAC system will allow for local service calls, decreased equipment costs, and increased energy savings over the life of the equipment. Having a fully operational HVAC system with system control capabilities, will provide increased comfort for staff and visitors to the 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: 2020/21 COLLECTOR STREET PAVEMENT IMPROVEMENTS  
(EAST 20<sup>TH</sup> STREET)****BACKGROUND:**

This annual program utilizes current repair and reconstruction techniques to make pavement improvements to streets that are chosen in accordance with the most current street condition inventory. Improving these streets will reduce maintenance needs for them. This reduction will allow for additional and earlier maintenance of other streets, which will prolong their useful life. **The location for this project is East 20<sup>th</sup> Street from Duff Avenue to Meadowlane Avenue. Total estimated construction and administration costs for this project are \$1,036,528.** This project will also include the infill of sidewalk for the Homewood Golf Course along Duff Ave. The sidewalk will be adjacent to the Homewood Golf Course and should not impact residents.

The project is shown in the 2020/21 Capital Improvements Plan (CIP) with **\$1,400,000 in G.O. bond funding.** The sidewalk improvements are shown in the 2020/21 Homewood Golf Course CIP with \$150,000 in Local Option Sales Tax funding. This project should only require \$65,000 of Local Option funds for the sidewalk installation.

<b>Funding Source</b>	<b>Available Revenue</b>	<b>Estimated Expenses</b>
2020/21 Collector Street Pavement Improvements	\$1,400,000	
2020/21 Homewood Golf Course CIP	\$65,000	
Engineering		\$135,000
Construction		\$901,528
<b>TOTAL</b>	<b>\$1,465,000</b>	<b>\$1,036,528</b>

Letters were sent to the abutting residents inviting them to visit the project informational website with a video and project details. Inquiries to date have related to construction logistics such as driveway access and where they will be able to park during construction.

**ALTERNATIVES:**

1. Approve plans and specifications for the 2020/21 Collector Street Pavement Improvements (20<sup>th</sup> Street) and establish March 17, 2021, as the date of letting and March 23, 2021, as the date for report of bids.
2. Do not approve this project.

**CITY MANAGER'S RECOMMENDED ACTION:**

Approving these plans and specifications will allow this project to proceed. This project should result in lower street maintenance costs and will provide for the installation of the sidewalk adjacent Homewood Golf Course

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



# 2020/21 Collector Street Pavement Improvements

East 20th Street (Duff Ave to Meadowlane Ave)



Stage 1  Stage 2  Sidewalk Infill 

Please see the project website located at [www.cityofames.org/20thstreet](http://www.cityofames.org/20thstreet) for more information





**COUNCIL ACTION FORM**

**SUBJECT: 2020/21 CYRIDE ROUTE PAVEMENT IMPROVEMENTS (9<sup>TH</sup> STREET)**

**BACKGROUND:**

This annual program utilizes current repair and reconstruction techniques to make pavement improvements to streets that are or were bus routes. These streets were designed and built for light residential traffic. With these streets now designated as bus routes, accelerated deterioration of the street surface has occurred. Pavement improvements will restore street sections to carry higher traffic loads and reduce maintenance needs. **The location for this project is 9<sup>th</sup> Street from Grand Avenue to Clark Avenue. Total estimated construction and administration costs for this project are \$891,700.**

This project is shown in the 2020/21 Capital Improvements Plan with funding in the amount of \$600,000 from General Obligation bonds. During the design process, necessary repairs were identified for the water main and storm sewer systems below the pavement. This includes up-sizing an existing 115-year-old 6-inch water main to a new 8-inch main, which will increase flow for the area and reduce the chance of main breaks and maintenance in the future. These improvements will utilize funding in the amounts of \$100,000 from the Storm Sewer Improvement Program and \$200,000 from the Water System Improvements Program, which brings the **total available funds to \$900,000.**

Funding Source	Available Revenue	Estimated Expenses
2020/21 CyRide Route Pavement Improvements CIP	\$600,000	
2020/21 Water System Improvements CIP	200,000	
2021/22 Storm Sewer Improvements CIP	100,000	
Engineering		\$116,000
Construction		775,700
<b>TOTAL</b>	<b>\$900,000</b>	<b>\$891,700</b>

Abutting residents were invited to visit the project informational website with a video and project details. The current 9<sup>th</sup> Street CyRide route will be detoured to 8<sup>th</sup> Street for the duration of the project and coordinated with the 8<sup>th</sup> Street reconstruction project. Public inquiries to date have related to construction logistics such as water service disruptions, driveway access and where they will be able to park during construction.

**ALTERNATIVES:**

1. Approve plans and specifications for the 2020/21 CyRide Route Pavement Improvements (9<sup>th</sup> Street) and establish March 17, 2021, as the date of letting and March 23, 2021, as the date for report of bids.
2. Do not approve this project.

**CITY MANAGER'S RECOMMENDED ACTION:**

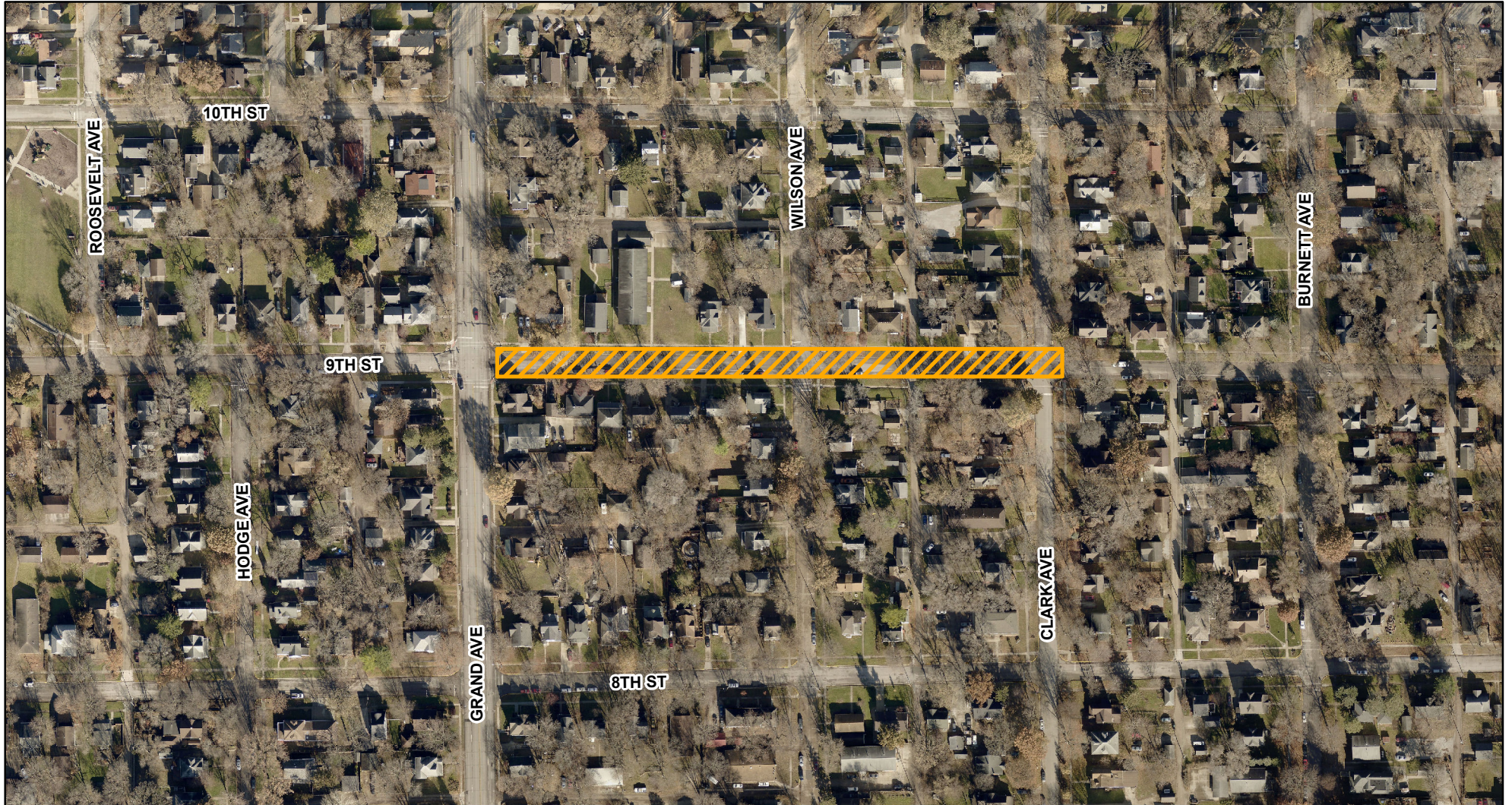
The condition of the existing pavement for 9<sup>th</sup> Street has deteriorated such that a pavement replacement is necessary. Approval of the plans and specifications will continue to keep this project on schedule for a March letting schedule and continued coordination with other projects.

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



# 2020/21 Cyride Route Pavement Improvements

## 9th Street (Grande Ave to Clark Ave)



Project Location 

Please see the project website located at [www.cityofames.org/9thstreet](http://www.cityofames.org/9thstreet) for more information





# MEMO

**To:** Mayor and Members of the City Council  
**From:** City Clerk's Office  
**Date:** February 23, 2021  
**Subject:** Item Nos. 23 and 24: Contract and Bond Approval

There are no Council Action Forms for Item Nos. 23 and 24. Council approval of the contract and bond for this/these project(s) is simply fulfilling a *State Code* requirement.

/alc

**COUNCIL ACTION FORM**

**SUBJECT: CONTRACT COMPLETION FOR THE BROOKSIDE PARK RESTROOM RENOVATION PROJECT**

**BACKGROUND:**

This project included renovating the restroom building at Brookside Park which was damaged by a fire in May of 2018. The renovation included eliminating the male and female restrooms and replaced them with four gender neutral ADA compliant restrooms. The entire roof was demolished and replaced with new trusses and metal roof panels instead of shingles. Infrared occupancy sensors were installed and will turn on lights based on movement and body temperature. This feature will serve multiple purposes as it will not only turn on the lights when needed, the lights will stay on as long as someone is in there and will illuminate the dome on the skylight. Lastly, the new restrooms feature linear trench drains which allows for easy cleaning. The Certificate of Completion is shown in Attachment A.

As part of the project there were six change orders that resulted in a total credit to the project of \$49,555.80, thus reducing the final construction cost to \$245,444.20. City Council approved Change Order #1 at the April 14, 2020 Council meeting. The change orders are listed below:

<b>Change Order Description</b>	<b>Amount</b>
CO#1 - Value Engineering Deduction	(50,000.00)
CO#2 - Sewer line replacement to manhole	3,580.25
CO#3 - Wall preparation and coating	1,001.45
CO#4 - Seeding Credit	(2,500.00)
CO#5 - Mechanical Room Work Deduct	(437.50)
CO#6 - Skylight Deduct in Mechanical Room	(1,200.00)
<b>Change Order Total</b>	<b>(\$49,555.80)</b>

As shown below, the final project cost including design, building assessment and construction was \$270,039.70.

<b>Project Components</b>	<b>Cost</b>
Design	22,527.50
Building Assessment after fire	2,068.00
Renovation	295,000.00
Change Orders	(49,555.80)
<b>Total Project Cost</b>	<b>\$270,039.70</b>

Total funding for the Brookside Park Restroom Renovation Project was \$318,818 which is detailed below:

<b>Funding Source</b>	<b>Amount</b>
Brookside Park Restroom Project (less 2016 design fees)	\$ 69,080
Insurance Payment	24,804
South River Valley Shelter Savings	1,242
Auditorium Sound Shell Savings	15,830
Furman Aquatic Center Painting Projects Savings	3,750
Ames High Tennis Court Repair Savings	25,000
North River Valley Park Restroom Renovation Savings	30,000
ADA Transition Projects Delay	50,000
Brookside Park Path Lighting Savings	10,425
Maintenance Building Electrical Update Savings	6,882
Park Development Fund	81,805
<b>Total</b>	<b>\$318,818</b>

With identified funding of \$318,818 and the total project cost of \$270,039.70, there is \$48,778.30 in unused funds which will be returned to the Park Development Fund.

**ALTERNATIVES:**

1. City Council can:
  - a. Approve Change Orders 2 – 6 in the amount of \$444.20 to Henkel Construction Company, Ames, Iowa, for the Brookside Park Restroom Renovation Project.
  - b. Accept completion of the contract for the Brookside Park Restroom Renovation Project in the amount of \$245,444.20.
2. Do not accept the completion of the Brookside Park Restroom Renovation Project.

**CITY MANAGER’S RECOMMENDED ACTION:**

The Parks Master Plan indicates permanent restrooms are an amenity to be in community parks. Since Brookside Park is a community park, it was important to restore the amenity that has been part of Brookside Park for many years. Renovating the structure to include four gender neutral restrooms that meet ADA requirements is a way to provide restrooms that can be used by the wide diversity of park users.

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



**AIA**<sup>®</sup>

# Document G704™ – 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> Brookside Park Restroom Renovations City of Ames	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: October 22, 2019	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 01 Date: December 10, 2020
<b>OWNER:</b> <i>(name and address)</i> City of Ames 515 Clark Avenue Ames, IA 50010	<b>ARCHITECT:</b> <i>(name and address)</i> ISG Inc 508 E Locust Street Des Moines, IA 50039	<b>CONTRACTOR:</b> <i>(name and address)</i> Henkel Construction Company 2500 Ford Street Ames, IA 50010

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

<u>ISG Inc</u> ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	ERIK PINGEL PROJECT COORDINATOR PRINTED NAME AND TITLE	<u>September 2, 2020</u> DATE OF SUBSTANTIAL COMPLETION
--	--	--	--

**WARRANTIES**  
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*


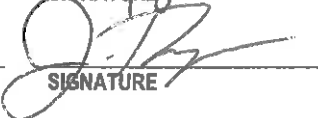
**WORK TO BE COMPLETED OR CORRECTED**  
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within ( ) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>Henkel Construction Company</u> CONTRACTOR <i>(Firm Name)</i>	 SIGNATURE	Gary J. Schmit, President PRINTED NAME AND TITLE	<u>December 10, 2020</u> DATE
<u>City of Ames</u> OWNER <i>(Firm Name)</i>	 SIGNATURE	<u>Parks &amp; Facilities Supt.</u> PRINTED NAME AND TITLE	<u>12/10/20</u> DATE



**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2805 AND 2809 GREEN HILLS DRIVE**

**BACKGROUND:**

The subdivision regulations in Chapter 23 of the Ames *Municipal Code* 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 regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

**As part of the recent Domani PRD approval, the developer was directed to completed boundary line adjustments to accommodate the approved setbacks within the PRD plan.**

**This proposed plat of survey (see *Attachment B*) is for a boundary line adjustment between two existing lots (Lots 1 & 2, Domani Subdivision, First Addition) and to establish Parcels J and K.** These lots are located at 2805 and 2809 Green Hills Drive and are each intended for a single-family home though they are presently vacant (see *Attachment A*). The property is zoned PRD (Planned Residence District). The two lots were established as part of Domani Subdivision, First Addition. Both properties have the same owner. Access will be taken from Green Hills Drive.

**The owner proposes adjusting the boundary line by moving it 1.5 feet south to adjust for future development.** The proposed adjustment parallel to the current boundary between Lots 1 and 2. Both new parcels will meet minimum lot standards.

Approval of this plat of survey will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for recording in the office of the Story County Recorder.

**ALTERNATIVES:**

1. Approve the proposed plat of survey.
2. Deny the proposed plat of survey on the basis that the City Council finds that the requirements for plats of survey as described in Section 23.309 have not been satisfied.
3. Refer this request back to staff and/or the owner for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing lots and has made a preliminary decision of approval. No conflict exists with the existing PRD zoning standards as a result of the boundary line adjustment. The boundary line adjustment does not trigger any additional infrastructure improvements.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed plat of survey.

## ADDENDUM

### Plat of Survey for 2805 & 2809 Green Hills Drive

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)

#### Site Information:

Owner: Pinnacle Properties Ames, LLC (Keith Arneson)

Existing Street Addresses: 2805 Green Hills Drive  
2809 Green Hills Drive

Assessor's Parcel #: 0916460270  
0916460260

#### Legal Description:

See Attachment C.

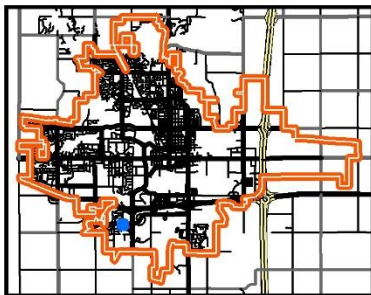
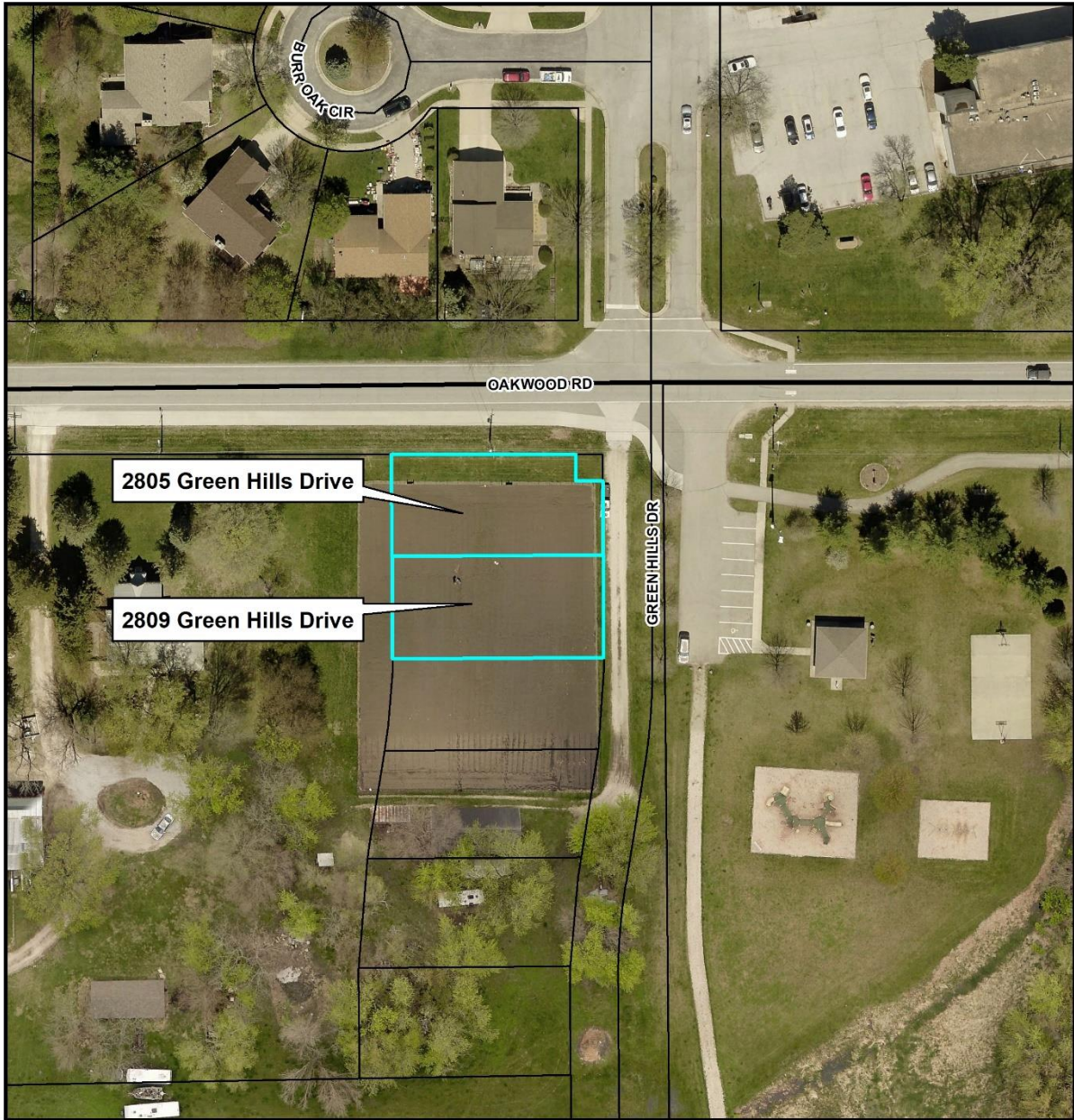
#### Public Improvements:

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 23.409.
- Not Applicable. (No additional improvements are required.)

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 2805 & 2809 Green Hills Drive

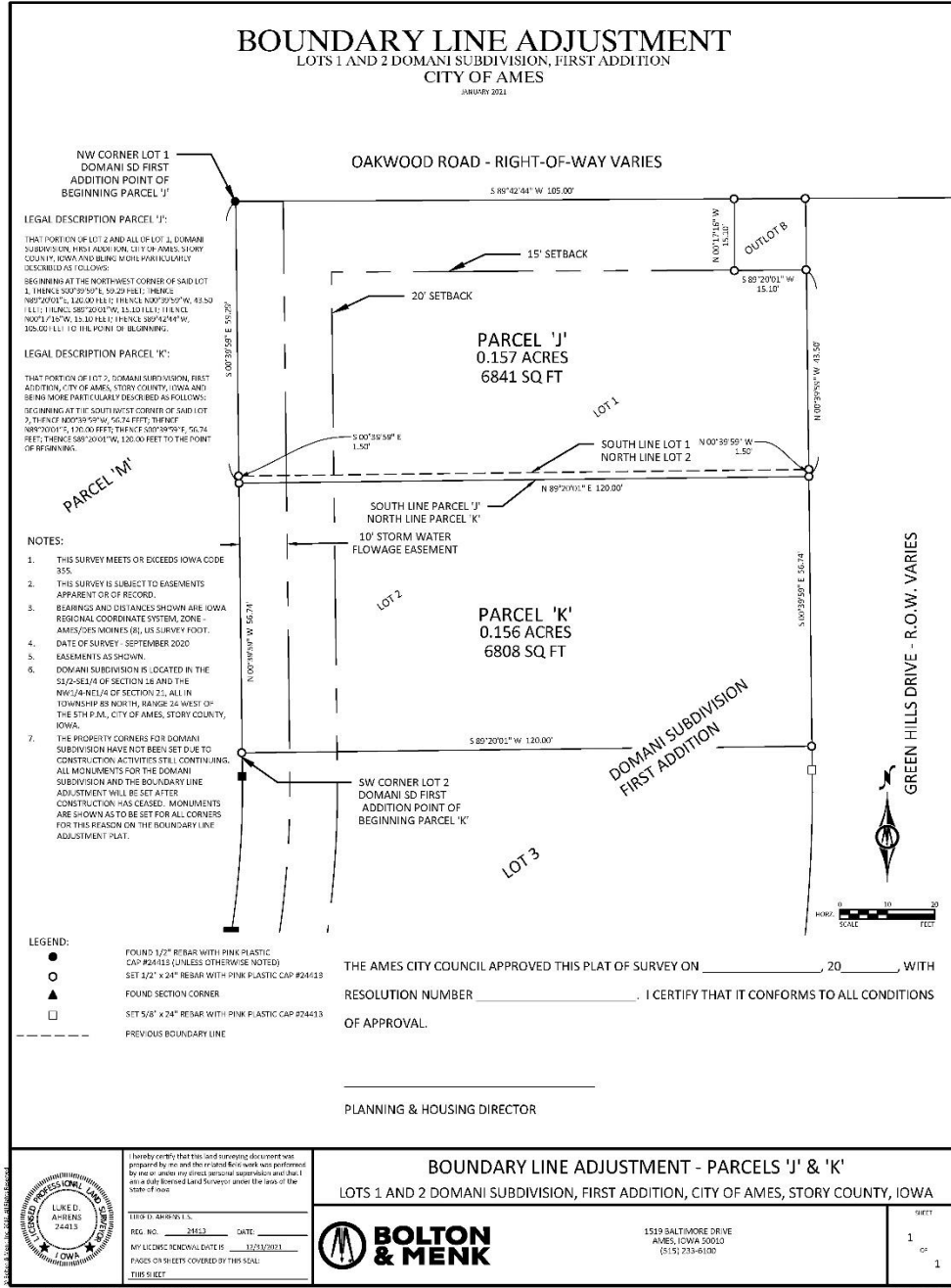
0 50 100 200 Feet



# Attachment B – Plat of Survey

INDEX LEGEND	
LOCATION:	LOTS 1 AND 2, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	KETH JAMESON
PREPARED FOR:	FINNAGE PROPERTIES AMES, LLC
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY



### **Attachment C – Legal Descriptions**

LEGAL DESCRIPTION PARCEL 'J':

THAT PORTION OF LOT 2 AND ALL OF LOT 1, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1, THENCE S00°39'59"E, 59.29 FEET; THENCE N89°20'01"E, 120.00 FEET; THENCE N00°39'59"W, 43.50 FEET; THENCE S89°20'01"W, 15.10 FEET; THENCE N00°17'16"W, 15.10 FEET; THENCE S89°42'44"W, 105.00 FEET TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION PARCEL 'K':

THAT PORTION OF LOT 2, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 2, THENCE N00°39'59"W, 56.74 FEET; THENCE N89°20'01"E, 120.00 FEET; THENCE S00°39'59"E, 56.74 FEET; THENCE S89°20'01"W, 120.00 FEET TO THE POINT OF BEGINNING.

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2929 AND 2935 GREEN HILLS DRIVE AND 2209 SUNCREST DRIVE**

**BACKGROUND:**

The subdivision regulations in Chapter 23 of the Ames *Municipal Code* 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 regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

**As part of the recent Domani PRD approval, the developer was directed to completed boundary line adjustments to accommodate the approved setbacks within the PRD plan.**

**This proposed plat of survey (see *Attachment B*) is for a boundary line adjustment between three existing lots (Lots 11, 12, & 13, Domani Subdivision, First Addition) and to establish Parcels C, D, and E. These lots are located at 2929 and 2935 Green Hills Drive and 2209 Suncrest Drive and are each intended for a single-family home though they are presently vacant (see *Attachment A*). The property is zoned PRD (Planned Residence District). The three lots were established as part of Domani Subdivision, First Addition. All properties have the same owner. Access will be taken from Green Hills Drive for 2929 and 2935 and Suncrest Drive for 2209.**

**The owner proposes adjusting the boundary line between Lots 11 and 12 by moving it slightly to the south. The southeast line of Lot 13 will move 2 feet to the east, thus moving the northwest lines of Lots 11 and 12. All new parcels will meet minimum lot standards.**

Approval of this plat of survey will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for recording in the office of the Story County Recorder.

**ALTERNATIVES:**

1. Approve the proposed plat of survey.
2. Deny the proposed plat of survey on the basis that the City Council finds that the requirements for plats of survey as described in Section 23.309 have not been satisfied.
3. Refer this request back to staff and/or the owner for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing lots and has made a preliminary decision of approval. No conflict exists with the existing PRD zoning standards as a result of the boundary line adjustment. The boundary line adjustment does not trigger any additional infrastructure improvements.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed plat of survey.



**ADDENDUM**

**Plat of Survey for 2929 & 2935 Green Hills Drive and 2209 Suncrest Drive**

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)

**Site Information:**

Owner: Pinnacle Properties Ames, LLC (Keith Arneson)

Existing Street Addresses: 2929 Green Hills Drive  
2935 Green Hills Drive  
2209 Suncrest

Assessor's Parcel #: 0916460170  
0916460160  
0916460150

**Legal Description:**

See Attachment C.

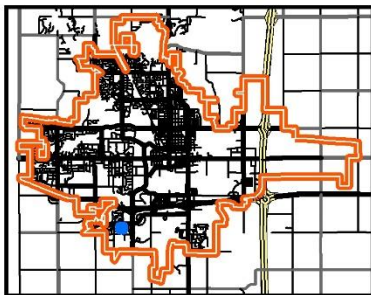
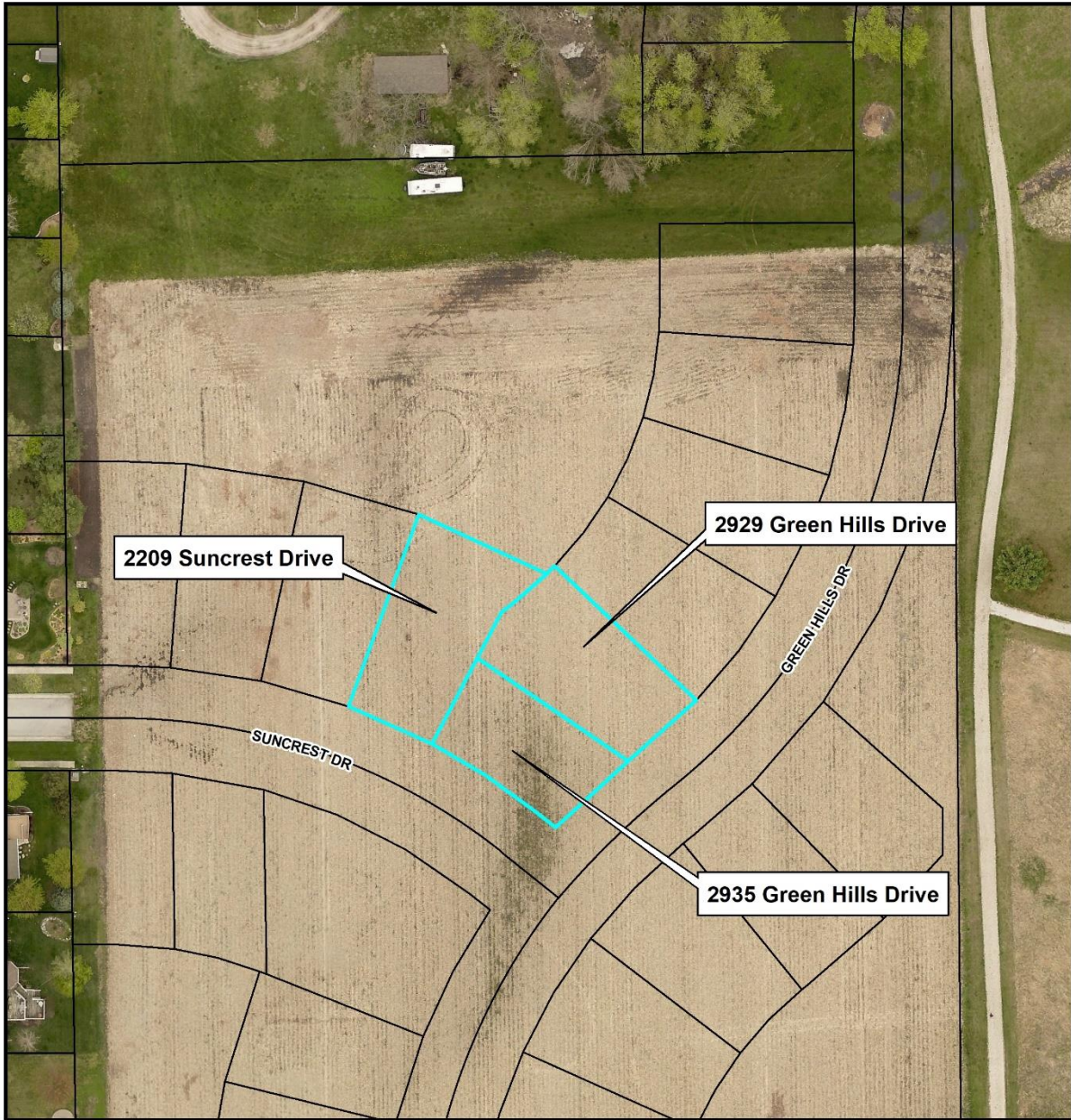
**Public Improvements:**

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:

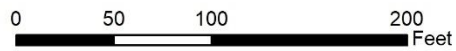
- Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
- Delayed, subject to an improvement guarantee as described in Section 23.409.
- Not Applicable. (No additional improvements are required.)

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  
2929 & 2935 Green Hills Drive  
and 2209 Suncrest Drive**



# Attachment B – Plat of Survey

INDEX LEGEND	
LOCATION	LOTS 11, 12, 13, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR	KETH AMESON
PREPARED FOR	FINNAGE PROPERTIES AMES, LLC
SURVEYOR	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY

## BOUNDARY LINE ADJUSTMENT

LOTS 11, 12, AND 13, DOMANI SUBDIVISION, FIRST ADDITION  
CITY OF AMES

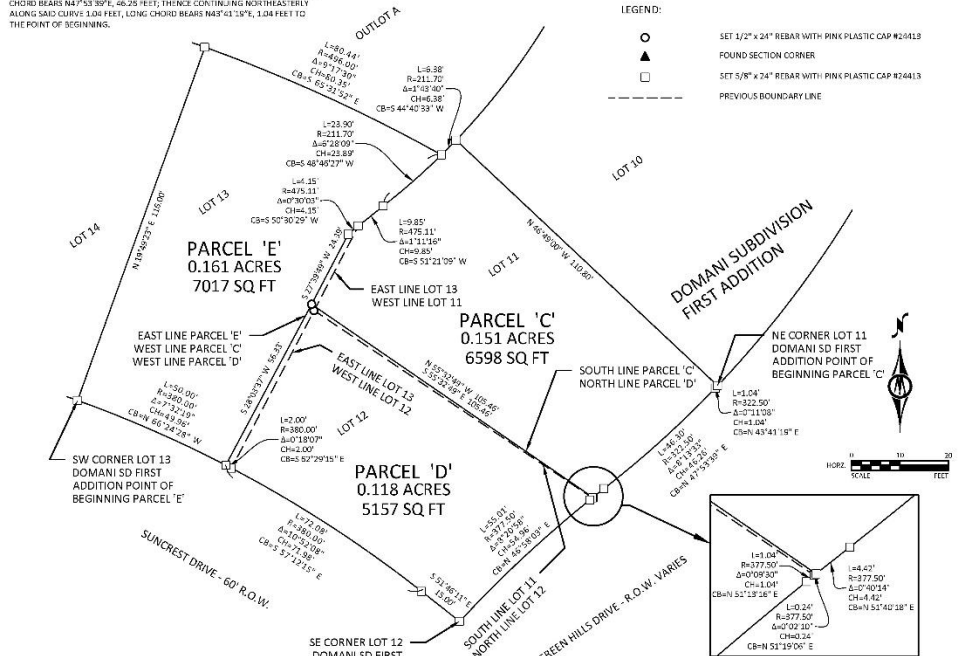
JANUARY 2021

LEGAL DESCRIPTION PARCEL 'C':  
THAT PORTION OF LOT 11 AND LOT 13, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 11, THENCE N46°19'00"W, 110.80 FEET TO THE BEGINNING OF A 211.70 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 6.38 FEET, LONG CHORD BEARS S47°02'37"W, 6.38 FEET; THENCE CONTINUING ALONG SAID CURVE 23.90 FEET, LONG CHORD BEARS S48°46'27"W, 23.89 FEET TO THE BEGINNING OF A 475.11 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 8.85 FEET, LONG CHORD BEARS S51°21'09"W, 8.85 FEET; THENCE CONTINUING SOUTH-WESTERLY ALONG SAID CURVE 4.15 FEET, LONG CHORD BEARS S50°30'29"W, 4.15 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE 5.27 FEET, LONG CHORD BEARS S27°39'49"W, 24.89 FEET; THENCE S52°12'49"E, 101.40 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE NORTH-EASTERLY ALONG SAID CURVE 4.42 FEET, LONG CHORD BEARS N51°40'18"E, 4.42 FEET TO THE BEGINNING OF A 322.00 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE NORTH-EASTERLY ALONG SAID CURVE 96.30 FEET, LONG CHORD BEARS N47°53'30"E, 46.29 FEET; THENCE CONTINUING NORTH-EASTERLY ALONG SAID CURVE 1.04 FEET, LONG CHORD BEARS N45°15'15"E, 1.04 FEET TO THE POINT OF BEGINNING.

THE AMES CITY COUNCIL APPROVED THIS PLAT OF SURVEY ON \_\_\_\_\_, 20\_\_\_\_, WITH RESOLUTION NUMBER \_\_\_\_\_. I CERTIFY THAT IT CONFORMS TO ALL CONDITIONS OF APPROVAL.

PLANNING & HOUSING DIRECTOR



**NOTES:**

- THIS SURVEY MEETS OR EXCEEDS IOWA CODE 855.
- THIS SURVEY IS SUBJECT TO EASEMENTS APPARENT OR ON RECORD.
- BEARINGS AND DISTANCES SHOW ARE IOWA REGIONAL COORDINATE SYSTEM, ZONE 14.
- DATE OF SURVEY - SEPTEMBER 2020
- EASEMENTS AS SHOWN.
- DOMANI SUBDIVISION IS LOCATED IN THE S6/7-S6/1/4 OF SECTION 16 AND THE NW1/4-NE1/4 OF SECTION 21, ALL IN TOWNSHIP 23 NORTH, RANGE 24 WEST 7-P.M., CITY OF AMES, STORY COUNTY, IOWA.
- THE PROPERTY CORNERS FOR DOMANI SUBDIVISION ON HAVE NOT BEEN SET DUE TO CONSTRUCTION ACTIVITIES STILL CONTINUING. ALL MONUMENTS FOR THE DOMANI SUBDIVISION AND THE BOUNDARY LINE ADJUSTMENT WILL BE SET AFTER CONSTRUCTION HAS CEASED. MONUMENTS ARE SHOWN AS TO BE SET FOR ALL CORNERS FOR THIS REASON ON THE BOUNDARY LINE ADJUSTMENT PLAT.

LEGAL DESCRIPTION PARCEL 'E':  
THAT PORTION OF LOT 13, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 13, THENCE N19°49'37"E, 110.00 FEET TO THE BEGINNING OF A 480.00 FOOT RADIUS CURVE, CONCAVE SOUTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 80.14 FEET, LONG CHORD BEARS S85°31'52"E, 80.58 FEET TO THE BEGINNING OF A 211.70 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 23.90 FEET, LONG CHORD BEARS S48°46'27"W, 23.89 FEET TO THE BEGINNING OF A 475.11 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 8.85 FEET, LONG CHORD BEARS S51°21'09"W, 8.85 FEET; THENCE CONTINUING SOUTH-WESTERLY ALONG SAID CURVE 4.15 FEET, LONG CHORD BEARS S50°30'29"W, 4.15 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE 5.27 FEET, LONG CHORD BEARS S27°39'49"W, 24.89 FEET; THENCE S52°12'49"E, 101.40 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE NORTH-EASTERLY ALONG SAID CURVE 4.42 FEET, LONG CHORD BEARS N51°40'18"E, 4.42 FEET TO THE BEGINNING OF A 322.00 FOOT RADIUS CURVE, CONCAVE NORTH-WESTERLY; THENCE NORTH-EASTERLY ALONG SAID CURVE 96.30 FEET, LONG CHORD BEARS N47°53'30"E, 46.29 FEET; THENCE CONTINUING NORTH-EASTERLY ALONG SAID CURVE 1.04 FEET, LONG CHORD BEARS N45°15'15"E, 1.04 FEET TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION PARCEL 'D':  
THAT PORTION OF LOT 12, LOT 13 AND ALL OF LOT 12, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 12 AND THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE SOUTH-WESTERLY; THENCE NORTH-EASTERLY ALONG SAID CURVE 3.03 FEET, LONG CHORD BEARS N45°15'15"E, 3.03 FEET; THENCE CONTINUING NORTH-EASTERLY ALONG SAID CURVE 1.04 FEET, LONG CHORD BEARS N47°53'30"E, 1.04 FEET; THENCE CONTINUING NORTH-EASTERLY ALONG SAID CURVE 0.24 FEET; LONG CHORD BEARS N51°40'18"E, 0.24 FEET; THENCE WESTERLY ALONG SAID CURVE 105.66 FEET; THENCE S28°03'37"W, 56.33 FEET TO THE BEGINNING OF A 380.00 FOOT RADIUS CURVE, CONCAVE SOUTH-WESTERLY; THENCE SOUTH-WESTERLY ALONG SAID CURVE 2.00 FEET, LONG CHORD BEARS S50°30'29"E, 2.00 FEET; THENCE CONTINUING SOUTH-WESTERLY ALONG SAID CURVE 72.08 FEET, LONG CHORD BEARS S52°12'49"E, 72.08 FEET; THENCE S11°11'E, 13.00 FEET TO THE POINT OF BEGINNING.

<p>BOUNDARY LINE ADJUSTMENT - PARCELS 'C', 'D', AND 'E'</p> <p>LOTS 11, 12, AND 13 DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA</p>		<p>1519 BALTIMORE DRIVE AMES, IOWA 50010 (515) 233-6100</p>	<p>1 OF 1</p>
<p>LUKE D. AHRENS P.L.S. #24413</p>	<p>DATE: 12/21/2021</p>	<p><b>BOLTON &amp; MENK</b></p>	

## Attachment C – Legal Descriptions

### LEGAL DESCRIPTION PARCEL 'C':

THAT PORTION OF LOT 11 AND LOT 13, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 11, THENCE N46°49'00"W, 110.80 FEET TO THE BEGINNING OF A 211.70 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 6.38 FEET, LONG CHORD BEARS S44°40'33"W, 6.38 FEET; THENCE CONTINUING ALONG SAID CURVE 23.90 FEET, LONG CHORD BEARS S48°46'27"W, 23.89 FEET TO THE BEGINNING OF A 475.11 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 9.85 FEET, LONG CHORD BEARS S51°21'09"W, 9.85 FEET; THENCE CONTINUING SOUTHWESTERLY ALONG SAID CURVE 4.15 FEET, LONG CHORD BEARS S50°30'29"W, 4.15 FEET; THENCE S27°39'49"W, 24.39 FEET; THENCE S55°32'49"E, 105.46 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 4.42 FEET, LONG CHORD BEARS N51°40'18"E, 4.42 FEET TO THE BEGINNING OF A 322.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 46.30 FEET, LONG CHORD BEARS N47°53'39"E, 46.26 FEET; THENCE CONTINUING NORTHEASTERLY ALONG SAID CURVE 1.04 FEET, LONG CHORD BEARS N43°41'19"E, 1.04 FEET TO THE POINT OF BEGINNING.

### LEGAL DESCRIPTION PARCEL 'D':

THAT PORTION OF LOT 11, LOT 13 AND ALL OF LOT 12, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY CORNER OF SAID LOT 12 AND THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 55.01 FEET, LONG CHORD BEARS N46°58'03"E, 54.96 FEET; THENCE CONTINUING NORTHEAST ALONG SAID CURVE 1.04 FEET; LONG CHORD BEARS N51°13'16"E, 1.04 FEET; THENCE CONTINUING NORTHEAST ALONG SAID CURVE 0.24 FEET; LONG CHORD BEARS N51°19'06"E, 0.24 FEET; THENCE N55°32'49"W, 105.46 FEET; THENCE S28°03'37"W, 56.33 FEET TO THE BEGINNING OF A 380.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID CURVE 2.00 FEET, LONG CHORD BEARS S62°29'15"E, 2.00 FEET; THENCE CONTINUING SOUTHEASTERLY ALONG SAID CURVE 72.08 FEET, LONG CHORD BEARS S57°12'15"E, 71.98 FEET; THENCE S51°46'11"E, 15.00 FEET TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION PARCEL 'E':

THAT PORTION OF LOT 13, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 13, THENCE N19°49'23"E, 116.00 FEET TO THE BEGINNING OF A 496.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID CURVE 80.44 FEET, LONG CHORD BEARS S65°31'52"E, 80.35 FEET TO THE BEGINNING OF A 211.70 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY, THENCE SOUTHWESTERLY ALONG SAID CURVE 23.90 FEET, LONG CHORD BEARS S48°46'27"W, 23.89 FEET TO THE BEGINNING OF A 475.11 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 9.85 FEET, LONG CHORD BEARS S51°21'09"W, 9.85 FEET; THENCE CONTINUING SOUTHWESTERLY ALONG SAID CURVE 4.15 FEET, LONG CHORD BEARS S50°30'29"W, 4.15 FEET; THENCE S27°39'49"W, 24.39 FEET; THENCE S28°03'37"W, 56.33 FEET TO THE BEGINNING OF A 380.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE NORTHWESTERLY ALONG SAID CURVE 50.00 FEET, LONG CHORD BEARS N66°24'28"W, 49.96 FEET TO THE POINT OF BEGINNING.

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2926 AND 2930 GREEN HILLS DRIVE**

**BACKGROUND:**

The subdivision regulations in Chapter 23 of the *Ames Municipal Code* 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 regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

**As part of the recent Domani PRD approval, the developer was directed to completed boundary line adjustments to accommodate the approved setbacks within the PRD plan.**

**This proposed plat of survey (see *Attachment B*) is for a boundary line adjustment between two existing lots (Lots 27 & 28, Domani Subdivision, First Addition) and to establish Parcels A and B.** These lots are located at 2926 and 2930 Green Hills Drive and are each intended for a single-family home though they are presently vacant (see *Attachment A*). The property is zoned PRD (Planned Residence District). The two lots were established as part of Domani Subdivision, First Addition. Both properties have the same owner. Access will be taken from Green Hills Drive.

**The owner proposes adjusting the boundary line by moving it 2 feet south to adjust for future development.** The proposed adjustment parallel to the current boundary between Lots 27 and 28. The setback shown on Parcel A is to comply with the PRD requirements that buildings comply with the base zoning district setbacks on the perimeter of the development. **Both new parcels will meet minimum lot standards.**

Approval of this plat of survey will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for recording in the office of the Story County Recorder.

**ALTERNATIVES:**

1. Approve the proposed plat of survey.
2. Deny the proposed plat of survey on the basis that the City Council finds that the



requirements for plats of survey as described in Section 23.309 have not been satisfied.

3. Refer this request back to staff and/or the owner for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

**Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing lots and has made a preliminary decision of approval. No conflict exists with the existing PRD zoning standards as a result of the boundary line adjustment. The boundary line adjustment does not trigger any additional infrastructure improvements.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed plat of survey.

**ADDENDUM**

**Plat of Survey for 2926 & 2930 Green Hills Drive**

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)

**Site Information:**

Owner: Pinnacle Properties Ames, LLC (Keith Arneson)

Existing Street Addresses: 2926 Green Hills Drive  
2930 Green Hills Drive

Assessor's Parcel #: 0916465010  
0916465020

**Legal Description:**

See Attachment C.

**Public Improvements:**

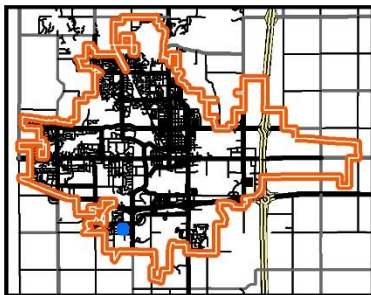
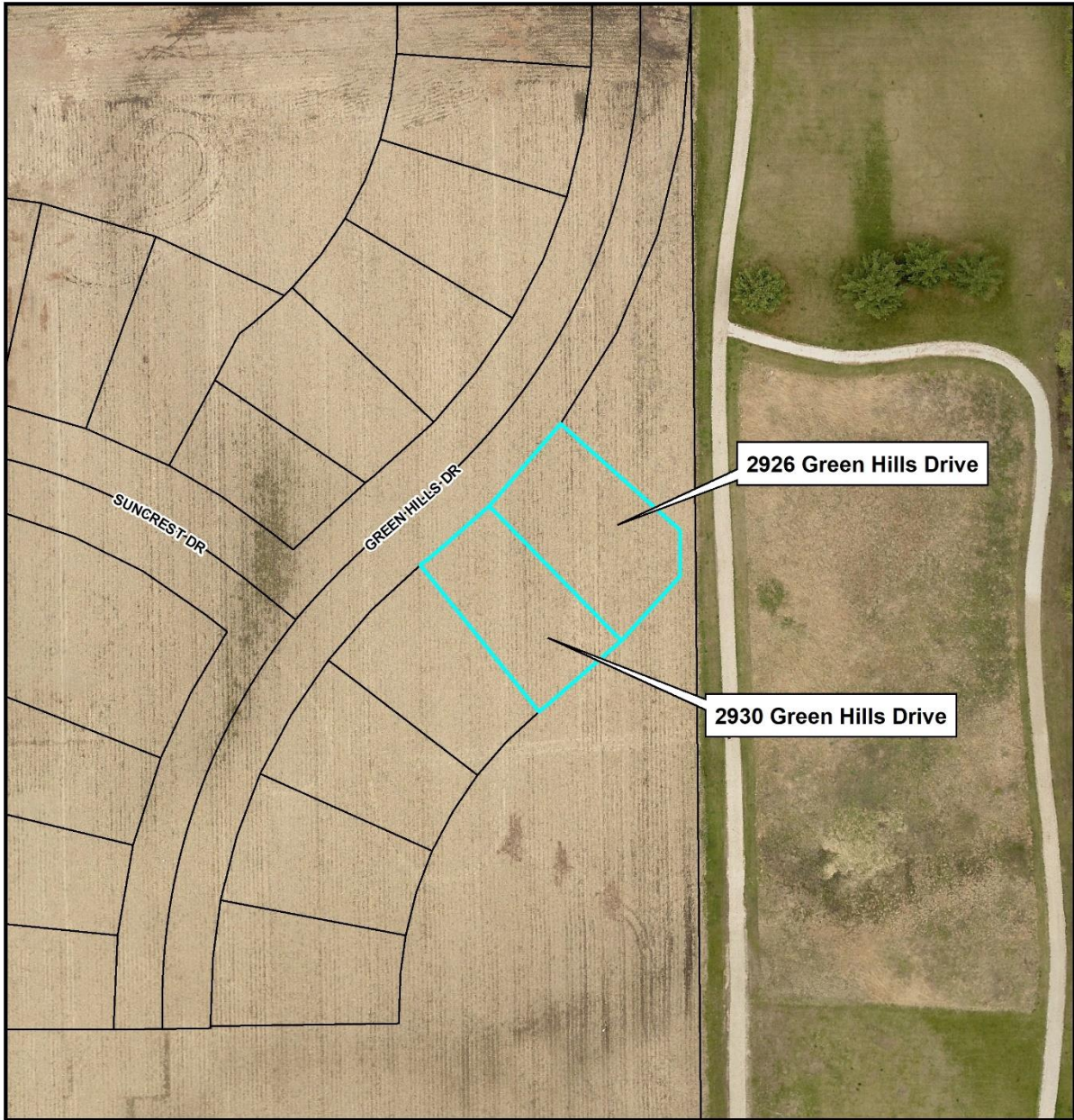
The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

- 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 23.409.
- Not Applicable. (No additional improvements are required.)

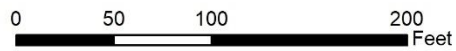
Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.



**Attachment A – Location Map**



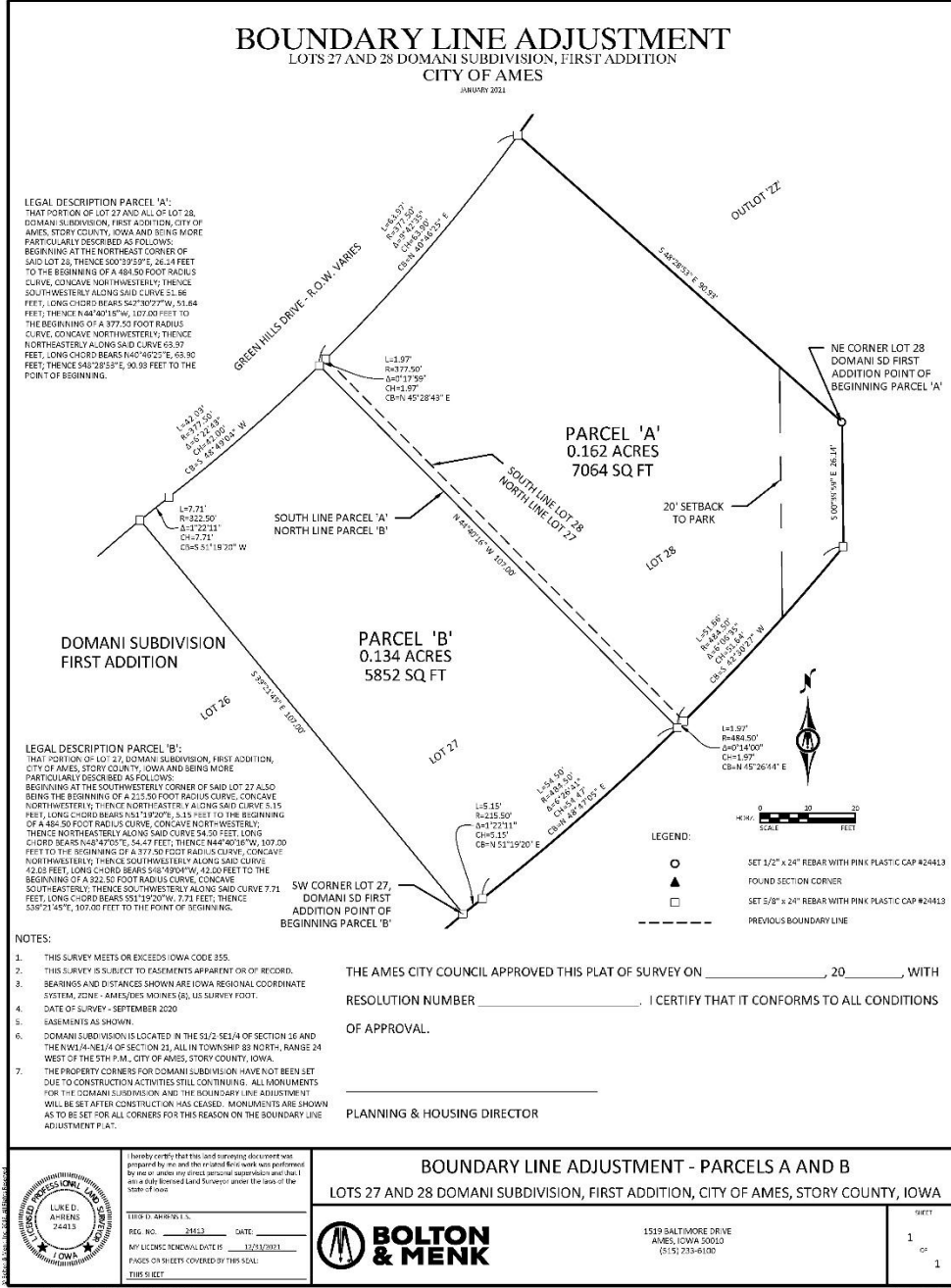
**Location Map  
2926 & 2930 Green Hills Drive**



# Attachment B – Plat of Survey

INDEX LEGEND	
LOCATION:	LOTS 27 AND 28, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	KETH ANNESON
PREPARED FOR:	FINNAGE PROPERTIES AMES, LLC
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY



### Attachment C – Legal Descriptions

#### LEGAL DESCRIPTION PARCEL 'A':

THAT PORTION OF LOT 27 AND ALL OF LOT 28, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 28, THENCE  $S00^{\circ}39'59''E$ , 26.14 FEET TO THE BEGINNING OF A 484.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 51.66 FEET, LONG CHORD BEARS  $S42^{\circ}30'27''W$ , 51.64 FEET; THENCE  $N44^{\circ}40'16''W$ , 107.00 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 63.97 FEET, LONG CHORD BEARS  $N40^{\circ}46'25''E$ , 63.90 FEET; THENCE  $S48^{\circ}28'53''E$ , 90.93 FEET TO THE POINT OF BEGINNING.

#### LEGAL DESCRIPTION PARCEL 'B':

THAT PORTION OF LOT 27, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 27 ALSO BEING THE BEGINNING OF A 215.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 5.15 FEET, LONG CHORD BEARS  $N51^{\circ}19'20''E$ , 5.15 FEET TO THE BEGINNING OF A 484.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 54.50 FEET, LONG CHORD BEARS  $N48^{\circ}47'05''E$ , 54.47 FEET; THENCE  $N44^{\circ}40'16''W$ , 107.00 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 42.03 FEET, LONG CHORD BEARS  $S48^{\circ}49'04''W$ , 42.00 FEET TO THE BEGINNING OF A 322.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE SOUTHWESTERLY ALONG SAID CURVE 7.71 FEET, LONG CHORD BEARS  $S51^{\circ}19'20''W$ , 7.71 FEET; THENCE  $S39^{\circ}21'45''E$ , 107.00 FEET TO THE POINT OF BEGINNING.

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2216 AND 2220 SUNCREST DRIVE AND OUTLOT ZZ**

**BACKGROUND:**

The subdivision regulations in Chapter 23 of the Ames *Municipal Code* 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 regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

**As part of the recent Domani PRD approval, the developer was directed to completed boundary line adjustments to accommodate the approved setbacks within the PRD plan.**

**This proposed plat of survey (see *Attachment B*) is for a boundary line adjustment between two existing lots and one outlot (Lots 17 & 18 and Outlot ZZ, Domani Subdivision, First Addition) and to establish Parcels F, G, and H. These lots are located at 2216 and 2220 Suncrest Drive and the outlot that forms the remainder of the Domani development. Lots 17 and 18 are intended for single-family homes; the model home on Lot 18 is currently under construction (see *Attachments A & B*). The property is zoned PRD (Planned Residence District). The two lots and the outlot were established as part of Domani Subdivision, First Addition. All properties have the same owner. Access will be taken from Suncrest Drive for the developable lots and from Green Hills Drive for the outlot.**

**The owner proposes adjusting the boundary line by 0.5 feet between Lots 17 and 18 by moving it slightly to the west. The south lines of Lot 17 and 18 will move 1.5 feet to the south, slightly reducing the size of the outlot. All new parcels will meet minimum lot standards.**

Approval of this plat of survey will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for recording in the office of the Story County Recorder.

**ALTERNATIVES:**

1. Approve the proposed plat of survey.
2. Deny the proposed plat of survey on the basis that the City Council finds that the requirements for plats of survey as described in Section 23.309 have not been satisfied.
3. Refer this request back to staff and/or the owner for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing lots and has made a preliminary decision of approval. No conflict exists with the existing PRD zoning standards as a result of the boundary line adjustment. The boundary line adjustment does not trigger any additional infrastructure improvements.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed plat of survey.

**ADDENDUM**

**Plat of Survey for 2216 & 2220 Suncrest Drive and Outlot ZZ**

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)

**Site Information:**

Owner: Pinnacle Properties Ames, LLC (Keith Arneson)

Existing Street Addresses: 2216 Suncrest Drive  
2220 Suncrest Drive  
Outlot ZZ

Assessor's Parcel #: 0916479090  
0916479080  
0916479001

**Legal Description:**

See Attachment D.

**Public Improvements:**

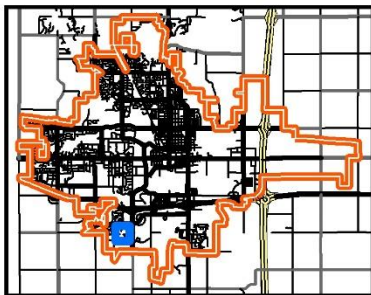
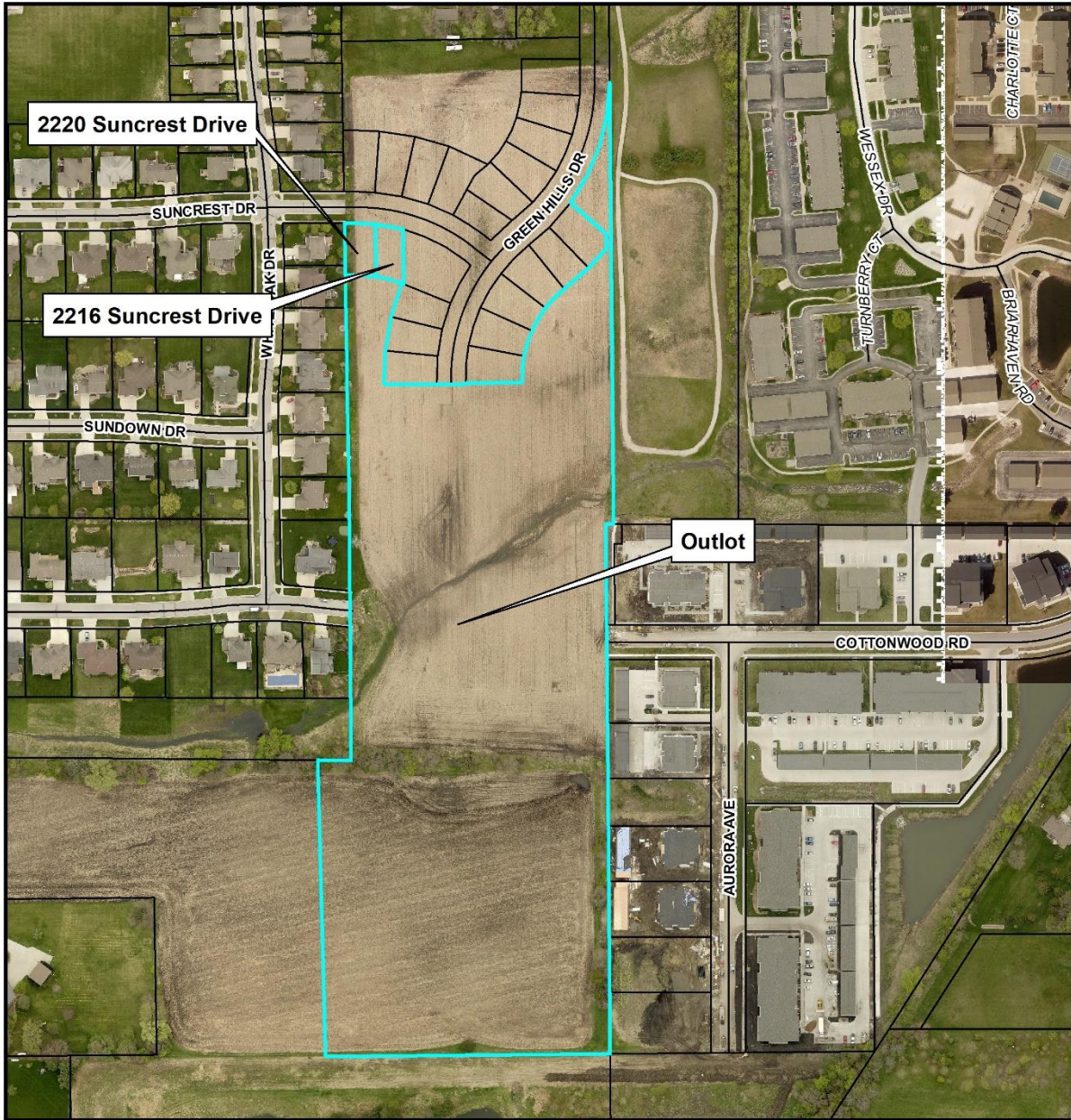
The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

- 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 23.409.
- Not Applicable. (No additional improvements are required.)

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

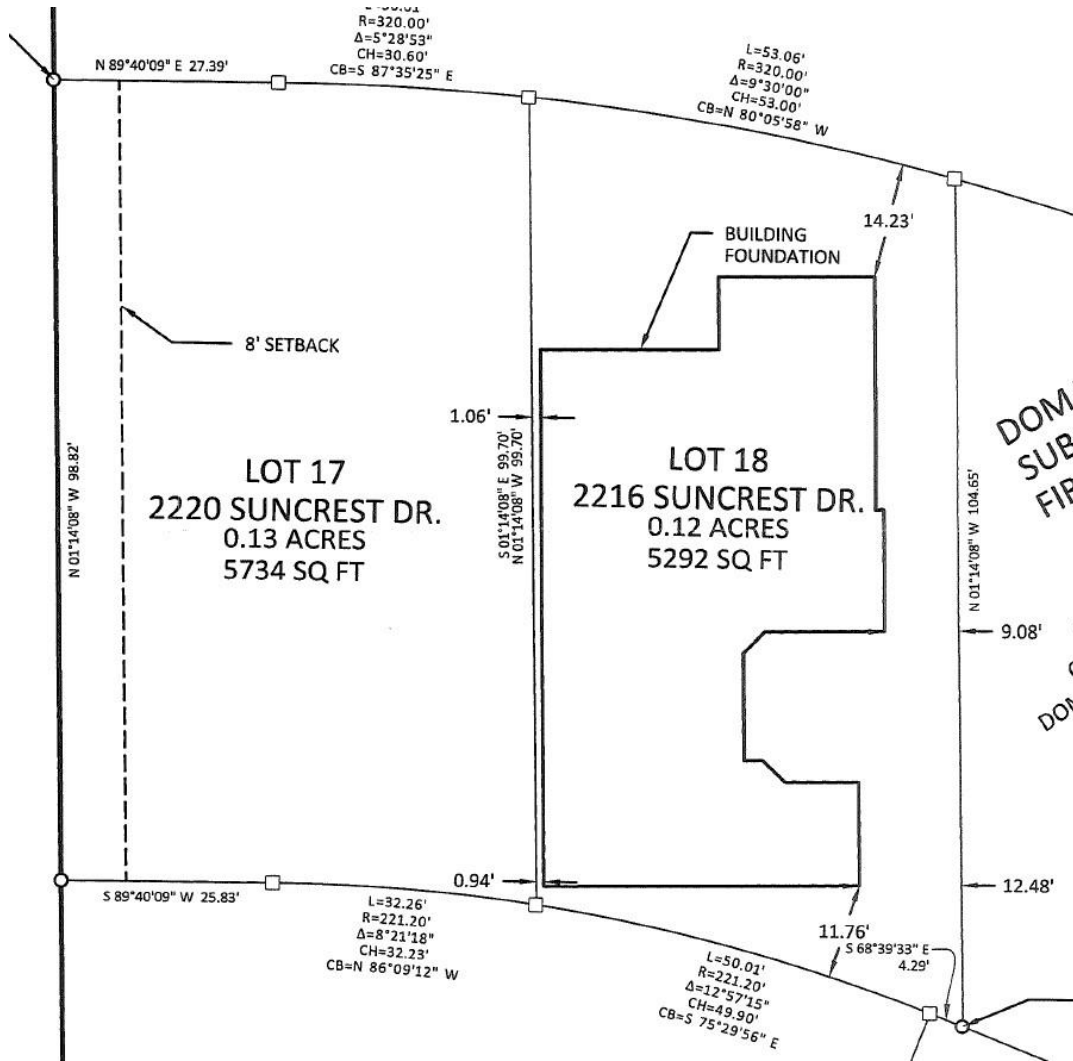


**Location Map  
2216 & 2220 Suncrest Drive  
and Outlot**

0 50 100 200  
Feet



# Attachment B – Existing Conditions





# Attachment C – Plat of Survey

INDEX LEGEND	
LOCATION:	LOT 17, 18 AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	KEITH ARNESON
PROGRAM FOR:	FINNACI, E PROPERTIES AMES, LLC
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY

## BOUNDARY LINE ADJUSTMENT LOT 17, 18, AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION CITY OF AMES

JANUARY 2021

- LEGEND:**
- FOUND 1/2" REBAR WITH PINK PLASTIC CAP #24413 (UNLESS OTHERWISE NOTED)
  - SET 1/2" x 24" REBAR WITH PINK PLASTIC CAP #24413 (UNLESS OTHERWISE NOTED)
  - ▲ FOUND SECTION CORNER AS NOTED
  - FOUND 5/8" REBAR WITH PINK PLASTIC CAP #24413
  - SET 5/8" x 24" REBAR WITH PINK PLASTIC CAP #24413

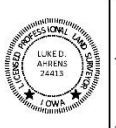
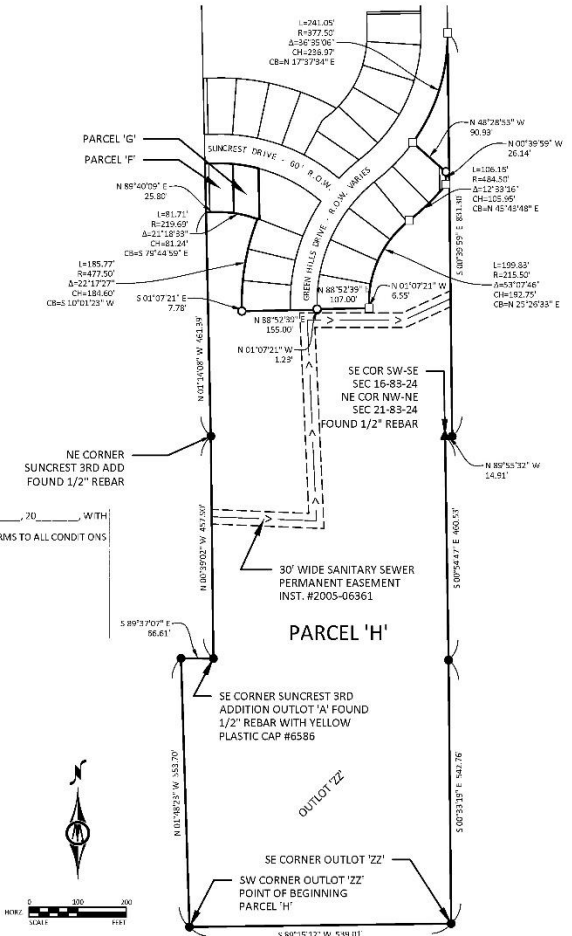
- NOTES:**
- THIS SURVEY MEETS OR EXCEEDS IOWA CODE 355.
  - THIS SURVEY IS SUBJECT TO EASEMENTS APPARENT OR OF RECORD.
  - BEARINGS AND DISTANCES SHOWN ARE IOWA REGIONAL COORDINATE SYSTEM, ZONE - AMES/DES MOINES (6), US SURVEY FOOT.
  - DATE OF SURVEY: SEPTEMBER 2020
  - EASEMENTS AS SHOWN.
  - DOMANI SUBDIVISION IS LOCATED IN THE S1/2-SE1/4 OF SECTION 18 AND THE NW1/4-N1/2 OF SECTION 21, ALL IN TOWNSHIP 85 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF AMES, STORY COUNTY, IOWA.
  - THE PROPERTY CORNERS FOR DOMANI SUBDIVISION HAVE NOT BEEN SET DUE TO CONSTRUCTION ACTIVITIES STILL CONTINUING. ALL MONUMENTS FOR THE DOMANI SUBDIVISION AND THE BOUNDARY LINE ADJUSTMENT WILL BE SET AFTER CONSTRUCTION HAS CEASED. MONUMENTS ARE SHOWN AS TO BE SET FOR ALL CORNERS FOR THIS REASON ON THE BOUNDARY LINE ADJUSTMENT PLAT.

THE AMES CITY COUNCIL APPROVED THIS PLAT OF SURVEY ON \_\_\_\_\_, 20\_\_\_\_, WITH RESOLUTION NUMBER \_\_\_\_\_, I CERTIFY THAT IT CONFORMS TO ALL CONDITIONS OF APPROVAL.

PLANNING & HOUSING DIRECTOR

**LEGAL DESCRIPTION PARCEL 'H':**

THAT PORTION OF OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
 BEGINNING AT THE SOUTHWEST CORNER OF SAID OUTLOT 'ZZ', THENCE N00°48'29"W, 558.70 FEET; THENCE S88°37'17"E, 656.61 FEET; THENCE N00°50'02"W, 457.90 FEET; THENCE N01°14'08"W, 461.26 FEET; THENCE N88°40'09"E, 25.80 FEET TO THE BEGINNING OF A 215.50 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY 33.77 FEET ALONG SAID CURVE, LONG CHORD BEARS S88°15'41"E, 31.74 FEET; THENCE CONTINUING SOUTHEASTERLY ALONG SAID CURVE 49.83 FEET, LONG CHORD BEARS S75°29'24"E, 49.83 FEET TO THE BEGINNING OF A 477.50 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHWESTERLY 185.77 FEET ALONG SAID CURVE, LONG CHORD BEARS S10°01'29"W, 184.60 FEET; THENCE S01°07'21"E, 7.78 FEET; THENCE N88°52'39"E, 251.00 FEET; THENCE N01°07'21"W, 1.23 FEET; THENCE N88°52'39"E, 107.00 FEET; THENCE N01°07'21"W, 6.55 FEET TO THE BEGINNING OF A 215.50 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE NORTHEASTERLY 106.18 FEET ALONG SAID CURVE, LONG CHORD BEARS N45°43'48"E, 106.18 FEET; THENCE N00°38'59"W, 26.34 FEET; THENCE N88°28'31"W, 90.89 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY 241.05 FEET ALONG SAID CURVE, LONG CHORD BEARS N17°37'34"E, 235.97 FEET; THENCE S00°38'59"E, 831.30 FEET; THENCE N88°55'32"W, 149.01 FEET; THENCE S00°48'47"E, 400.13 FEET; THENCE S00°38'59"E, 542.70 FEET; THENCE S89°15'12"W, 595.01 FEET TO THE POINT OF BEGINNING.



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

1519 BALTIMORE DRIVE  
AMES, IOWA 50010  
(515) 233-6100

REG. NO. 24413 DATE: 12/23/2001  
 ANY LICENSE RENEWAL DATE IS: 12/23/2021  
 PAGES ON SHEETS COVERED BY THIS SEAL: 5 SHEETS 11 FIGURES 13

### BOUNDARY LINE ADJUSTMENT - PARCELS 'F' AND 'G' AND 'H'

LOTS 17, 18 AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA



1519 BALTIMORE DRIVE  
AMES, IOWA 50010  
(515) 233-6100

SHEET 1 OF 2

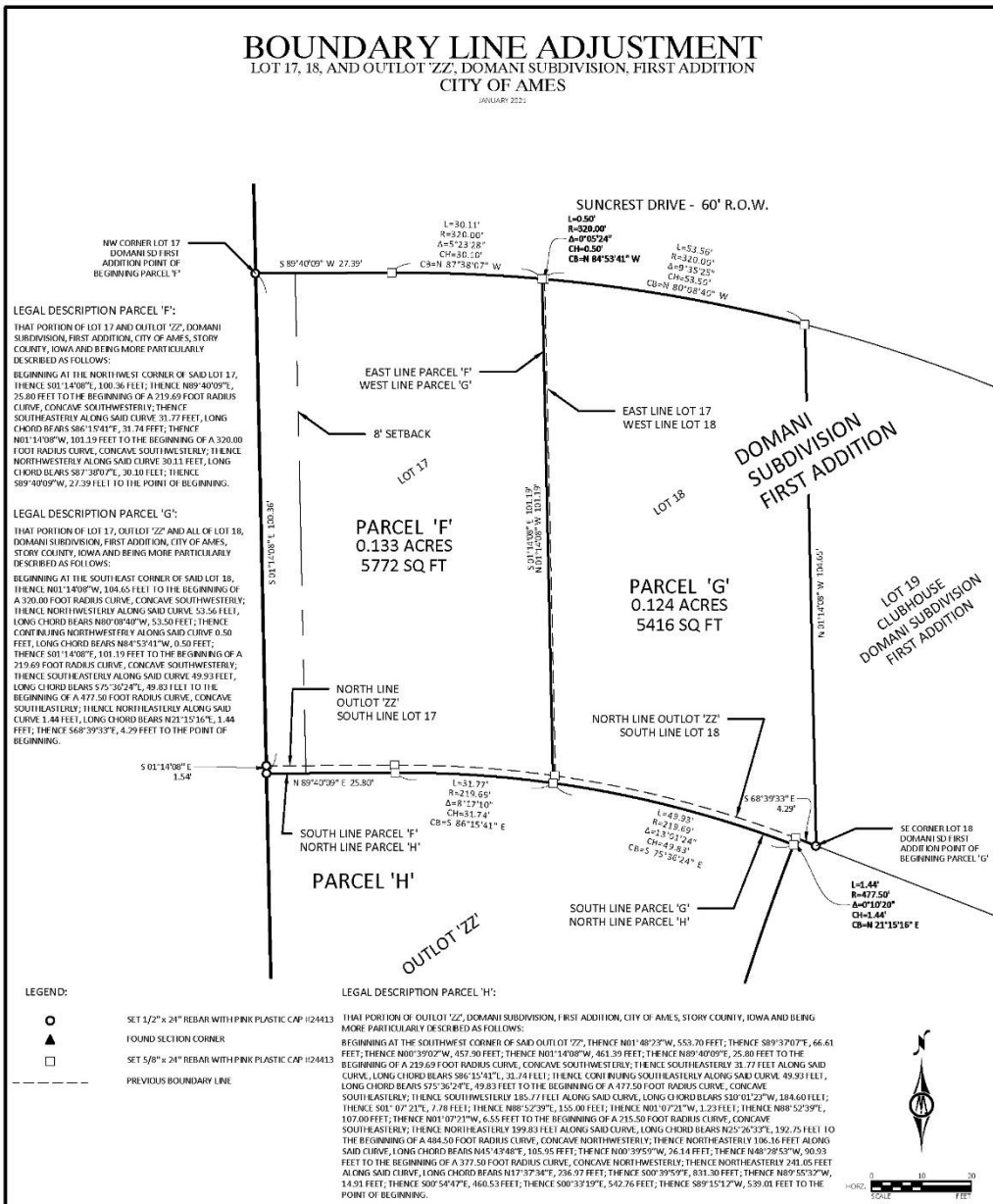
INDEX LEGEND	
LOCATION	LOTS 17, 18, OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	KEITH ARNESON
PROPRIETOR:	PINNACLE PROPERTIES AMES, LLC
SURVEYOR:	LURE D. AIRLENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LURE D. AIRLENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY

# BOUNDARY LINE ADJUSTMENT

## LOT 17, 18, AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION CITY OF AMES

(JANUARY 2021)



<b>BOUNDARY LINE ADJUSTMENT - PARCELS 'F' AND 'G' AND 'H'</b>		
LOTS 17, 18, AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA		
<b>BOLTON &amp; MENK</b>	1519 BALTIMORE DRIVE AMES, IOWA 50010 (515) 233-6100	SHEET 2 OF 2

## Attachment D – Legal Descriptions

### LEGAL DESCRIPTION PARCEL 'F':

THAT PORTION OF LOT 17 AND OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 17, THENCE S01°14'08"E, 100.36 FEET; THENCE N89°40'09"E, 25.80 FEET TO THE BEGINNING OF A 219.69 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID CURVE 31.77 FEET, LONG CHORD BEARS S86°15'41"E, 31.74 FEET; THENCE N01°14'08"W, 101.19 FEET TO THE BEGINNING OF A 320.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE NORTHWESTERLY ALONG SAID CURVE 30.11 FEET, LONG CHORD BEARS S87°38'07"E, 30.10 FEET; THENCE S89°40'09"W, 27.39 FEET TO THE POINT OF BEGINNING.

### LEGAL DESCRIPTION PARCEL 'G':

THAT PORTION OF LOT 17, OUTLOT 'ZZ' AND ALL OF LOT 18, DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 18, THENCE N01°14'08"W, 104.65 FEET TO THE BEGINNING OF A 320.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE NORTHWESTERLY ALONG SAID CURVE 53.56 FEET, LONG CHORD BEARS N80°08'40"W, 53.50 FEET; THENCE CONTINUING NORTHWESTERLY ALONG SAID CURVE 0.50 FEET, LONG CHORD BEARS N84°53'41"W, 0.50 FEET; THENCE S01°14'08"E, 101.19 FEET TO THE BEGINNING OF A 219.69 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID CURVE 49.93 FEET, LONG CHORD BEARS S75°36'24"E, 49.83 FEET TO THE BEGINNING OF A 477.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE NORTHEASTERLY ALONG SAID CURVE 1.44 FEET, LONG CHORD BEARS N21°15'16"E, 1.44 FEET; THENCE S68°39'33"E, 4.29 FEET TO THE POINT OF BEGINNING.

### LEGAL DESCRIPTION PARCEL 'H':

THAT PORTION OF OUTLOT 'ZZ', DOMANI SUBDIVISION, FIRST ADDITION, CITY OF AMES, STORY COUNTY, IOWA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID OUTLOT 'ZZ', THENCE N01°48'23"W, 553.70 FEET; THENCE S89°37'07"E, 66.61 FEET; THENCE

N00°39'02"W, 457.90 FEET; THENCE N01°14'08"W, 461.39 FEET; THENCE N89°40'09"E, 25.80 FEET TO THE BEGINNING OF A 219.69 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY 31.77 FEET ALONG SAID CURVE, LONG CHORD BEARS S86°15'41"E, 31.74 FEET; THENCE CONTINUING SOUTHEASTERLY ALONG SAID CURVE 49.93 FEET, LONG CHORD BEARS S75°36'24"E, 49.83 FEET TO THE BEGINNING OF A 477.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE SOUTHWESTERLY 185.77 FEET ALONG SAID CURVE, LONG CHORD BEARS S10°01'23"W, 184.60 FEET; THENCE S01° 07' 21"E, 7.78 FEET; THENCE N88°52'39"E, 155.00 FEET; THENCE N01°07'21"W, 1.23 FEET; THENCE N88°52'39"E, 107.00 FEET; THENCE N01°07'21"W, 6.55 FEET TO THE BEGINNING OF A 215.50 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY; THENCE NORTHEASTERLY 199.83 FEET ALONG SAID CURVE, LONG CHORD BEARS N25°26'33"E, 192.75 FEET TO THE BEGINNING OF A 484.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY 106.16 FEET ALONG SAID CURVE, LONG CHORD BEARS N45°43'48"E, 105.95 FEET; THENCE N00°39'59"W, 26.14 FEET; THENCE N48°28'53"W, 90.93 FEET TO THE BEGINNING OF A 377.50 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY; THENCE NORTHEASTERLY 241.05 FEET ALONG SAID CURVE, LONG CHORD BEARS N17°37'34"E, 236.97 FEET; THENCE S00°39'59"E, 831.30 FEET; THENCE N89°55'32"W, 14.91 FEET; THENCE S00°54'47"E, 460.53 FEET; THENCE S00°33'19"E, 542.76 FEET; THENCE S89°15'12"W, 539.01 FEET TO THE POINT OF BEGINNING.



CITY OF  
Ames™

*Caring People • Quality Programs • Exceptional Service*

# MEMO

**To:** Mayor and Council  
**From:** Susan Gwiasda, Public Relations Officer  
**Date:** February 23, 2021  
**Subject:** Item No. 30: Resident Satisfaction Survey 2021

The City is again working with Iowa State University's Institute for Design Research and Outreach to produce, distribute, and analyze the 2021 Resident Satisfaction Survey. This will be the 39th year of the survey, which includes mostly benchmarking questions. Those have remained the same (with minor updates) for the past 15 years to provide longitudinal feedback regarding satisfaction with City services.

Each year, a small amount of space is reserved for current issue/policy questions to be added. Most policy questions require some explanation before any question can be asked. Due to the space necessary to set up the question, typically only a few additional questions fit in the survey. **The Council is welcome to suggest topics, but please note there is no obligation to add to the survey.**

Although we have included community health questions in the last two years of surveys, there may be other issues related to City initiatives that would be more of a priority for the 2021 survey. Some suggestions include probing interest or concern regarding an indoor aquatics center or establishing baseline interest or education on climate action planning.

Last year's direction from the Ames City Council included asking whether or not residents felt they belonged in the community. Also, an open-ended question was changed from "What would make Ames cool?" to instead read, "What would make Ames a fun, vibrant community?" **Unless you ask to remove those questions, they will be included in 2021.**

Our goal with the annual survey is to use feedback from our citizens regarding their satisfaction with City of Ames programs and services, capital improvement projects, and future allocations of funding to guide decision making. **Please consider what issues or policies would be helpful to have public feedback.** Remember, you do not need to craft the actual questions because our consultants at Iowa State University provide that expertise.



## 38<sup>th</sup> Annual Resident Satisfaction Survey Spring 2020

**Instructions:** Please respond to each question with your own opinions and practices. This is usually done by circling a number or filling a box. Opportunity is also provided for you to add written comments.

A. Please rate the following **Parks and Recreation** features.

	Very Poor	Poor	Good	Very Good	Don't Use
1. Hard surface trails/crushed rock trails .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Overall appearance of parks .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Playground equipment .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Restrooms .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shelter houses .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Tennis courts .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Wooded areas .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Picnic areas (tables/grills) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. Please rate the following **Ames Public Library** features?

	Very poor	Poor	Good	Very Good	Don't Use
1. Meeting/study rooms .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Internet/computer services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Handicapped accessibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Customer service .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Programs (story hour, book discussions, concerts) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Range of materials available (books, videos, magazines, software) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bookmobile service .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <i>Page One</i> – the library newsletter .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Asking questions of library staff by phone .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use of library resources from home via computer .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Wait time for requests/holds .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Availability of seating .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Welcoming atmosphere .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Do you use the **Ames Public Library** as often as you would like to use it?

- 1. Yes
- 2. No



C1. If NO, for what reasons do you not use the library as often as you would like? (Circle ALL that apply.)

- 1. Parking is a problem
- 2. I get materials from other sources
- 3. I don't have time
- 4. Library is not open during hours that are convenient to my schedule
- 5. Other (please specify) \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

D. How SATISFIED are you with the following **Fire Department** activities?

	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Don't Know
1. Ambulance assistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Putting out fires.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire prevention education & outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Home & business safety inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Thinking about priorities for law enforcement, should the **Ames Police Department** emphasize the following activities LESS, the SAME or MORE?

	Less	Same	More
1. Alcohol-related crime enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Animal control and sheltering.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bad checks, fraud, & identity theft investigation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Business district patrolling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Illegal drug use prevention and enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Speed limit enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Juvenile crimes investigation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. School resource officer services.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Noise law and nuisance party enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Parking laws enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sex-related offenses investigation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Traffic control and enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Residential patrolling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Domestic violence & family dispute resolution.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Crime prevention and education activities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Violent crimes investigation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_

F. How SATISFIED are you with the City’s response after issues are reported regarding the following **nuisance ordinances**?

Enforcement of ...	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Don't Know
1. Over-occupancy in rental property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Noise limits .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Front yard parking on residential property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Yard upkeep (overgrown vegetation) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Property upkeep (paint, gutters, broken windows) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Outdoor storage on property (old cars, tires, furniture, garbage) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

G. Please rate the quality of the following **street maintenance** features?

	Very poor	Poor	Good	Very Good	Don't Know
1. Maintenance of bike path system (on street lanes & paths) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appearance of medians and parkways .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Condition of streets in your neighborhood .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ice control at intersections .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Snow plowing in your neighborhood .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Snow plowing on major streets .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Street sweeping in business areas .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Street sweeping in your neighborhood .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Surface condition of major streets .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. How OFTEN is the coordination between **traffic signals** effective? (Circle ONE response)

1. Rarely effective
2. Sometimes effective
3. Often effective
4. Almost always effective
5. Don't know

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I. Does **Ames Electric Services** provide electricity to your home?

1. Yes
2. No
3. Don't know

If NO, skip to Question M.



J. In the last 12 months, have you...?

	No	Yes
1. Experienced a power outage in your home? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Experienced a power surge that affected your computer operations? .....	<input type="checkbox"/>	<input type="checkbox"/>

K. How SATISFIED are you with the following aspects of City **Electric Department** services?

	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Does not apply
1. Being informed of progress restoring services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ease of reporting an outage .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Response of employees .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Time to restore service .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Electric rates .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The quality of power .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L. Ames Electric Services is offering SunSmart Ames, a project to bring a community solar farm to Ames. Ames Electric Services customers may purchase shares of the project at \$300 per "Power Pack." Participants will receive a monthly credit on their bills for 20 years. (More information at [www.CityOfAmes.org/Solar](http://www.CityOfAmes.org/Solar)) Are you interested in participating?

1. Yes
2. No

**L1. If NO, why not? (Circle all that apply)**

1. Too expensive
2. Not interested in renewable energy
3. Short-term stay in Ames
4. Other (please specify) \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

M. In the last 12 months, how many times have you had the following water service problems?

	Never	1–2 times	3–6 times	7 or more times	Does not apply
1. Disagreeable taste or odor .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hard water .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rust .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sediment or cloudy appearance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Soft water .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Too little pressure .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Too much pressure .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

N. How SATISFIED are you with the following aspects of City **Water & Pollution Control Department** services?

	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Does not apply
1. Water rates .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Water quality .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sewer rates .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. In the last 12 months, have you experienced sewer back-up in your basement/home?

1. Yes
2. No

**O1. If YES, did you report the problem?**

1. No
2. Yes **If YES, how satisfied were you with the response?**
  1. Very dissatisfied
  2. Somewhat dissatisfied
  3. Somewhat satisfied
  4. Very satisfied

P. In the last 12 months, has **storm water flooded onto your property** from a city street?

1. Yes
2. No

**P1. If YES, did you report the problem?**

1. No
2. Yes **If YES, how satisfied were you with the response?**
  1. Very dissatisfied
  2. Somewhat dissatisfied
  3. Somewhat satisfied
  4. Very satisfied

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Q. How many times per week do members of your household ride **CyRide** (public transportation)?

1. \_\_\_\_\_ times per week
2. No one in my household rides CyRide

R. If you do not currently use **CyRide**, what would make you consider using these services?  
 (Circle all that apply)

1. Service was provided to more areas of Ames
2. Service was offered on my route longer during the day (earlier or later times)
3. Service was more frequent on routes near me
4. The fare when boarding the bus was lower
5. The fare when boarding the bus was at no cost
6. Nothing
7. Other (specify) \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Next, please provide your overall opinions about your use of City services

A. How SATISFIED are you with the following aspects of City of Ames services?

	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Don't Know
1. Law Enforcement Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire & Rescue Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Electric Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sanitary Sewer System .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Public Nuisance Enforcement (e.g. noise, over-occupancy, yard upkeep) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Parks & Recreation Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Library Services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. CyRide Bus service .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

s

Programs and Services

A. Programs and services listed in the following table are paid with local option sales taxes or property taxes. **In 2020-2021, the City of Ames will spend the following amounts on providing services. In your opinion, should LESS, the SAME or MORE funding be allocated to these areas? (Circle ONE response for each program or service.)**

	2020/2021 Property/ Local Option Sales Tax Funding	Should the City spend...?		
		Less	Same	More
1. Arts programs (Public Art & COTA) .....	\$ 229,898	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire protection .....	\$ 7,814,863	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Human service agency funding (ASSET) .....	\$ 1,524,850	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Law enforcement .....	\$ 10,541,148	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ames Animal Shelter & animal control .....	\$ 498,045	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ames Public Library .....	\$ 4,789,239	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Land use planning (both current and long-term)	\$ 887,561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Parks activities .....	\$ 1,539,329	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Recreational opportunities .....	\$ 2,507,828	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. CyRide (public transit) .....	\$ 2,037,720	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other (please specify _____)	-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. The City Council has approved a **five-year Capital Improvements Plan** that defines more than \$100 million in needs. These needs will exceed the funds available from local option sales taxes, road use taxes, and bonds. If approved, additional property taxes may be needed to pay for these projects.

How **IMPORTANT** is it that the following projects are included in the Capital Improvements Plan?

	Very Unimportant	Somewhat Unimportant	Somewhat Important	Very Important
1. Improvements to existing parks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. On-street bike facilities (commuter) improvements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Off-street bike facilities (commuter) improvements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Greenway trails (recreational) improvements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reconstructing existing streets .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Storm water drainage improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Traffic flow improvements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Other (please specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Using the item number from Question B, which project should be the...

	Item No.
Highest priority?	_____
Second highest priority?	_____
Third highest priority?	_____

D. The City levy for the next year is \$10.15 per \$1,000 of taxable valuation. This means that the City portion of the property tax on a \$100,000 home in Ames is about \$558.82 after rollback.

**Given your spending preferences, what should be the adjustment in property taxes next year? (Circle ONE response.)**

1. Substantial decrease
2. Modest decrease
3. No change
4. Modest increase
5. Substantial increase

### Residential Preferences of City Communications

A. When you need local government information, how USEFUL are the following **sources**?

	Not Useful	Somewhat Useful	Very Useful	Don't Use
1. City of Ames Web page.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cable TV 12/Government Access Television .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ames Tribune newspaper .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ISU Daily newspaper .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Des Moines Register newspaper.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Not Useful	Somewhat Useful	Very Useful	Don't Use
6. The Sun .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. KASI/KCCQ radio .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. KHOI.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. CitySide (utility bill insert).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Facebook / Twitter / YouTube / Instagram .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. How would you prefer to learn about construction projects, programs, and meetings in your area?  
(Circle ONE response)

1. Letter
2. Door hanger
3. City of Ames website
4. Local radio
5. Local newspaper
6. Email
7. Facebook
8. Twitter
9. Instagram
10. Other (specify) \_\_\_\_\_

C. Are you a **Mediacom Cable TV** subscriber?

1. Yes →
2. No

**C1. If YES, when are you most likely to watch Cable TV Channel 12/ Government Access?** (Circle ONE response)

1. Never watch TV 12
2. Midnight to 6:00 a.m.
3. 6:01 a.m. to noon
4. 12:01 p.m. to 6:00 p.m.
5. 6:01 p.m. to 9:00 p.m.
6. 9:01 p.m. to midnight

**C2. About how many hours per week do you watch TV 12?**  
\_\_\_\_\_ hours per week

D. Do you use the City of Ames' website ([www.CityOfAmes.org](http://www.CityOfAmes.org))?

1. Yes →
2. No

**D1. If YES, do you?** (Circle ALL that apply)

1. Sign up for Parks and Recreation classes
2. Check Ames Public Library card account or status of materials
3. Watch City Council meetings or Channel 12 programming on video-streaming
4. Gather information for City Council meetings or other City meetings
5. Check for notices, updates, or news releases
6. Other: \_\_\_\_\_

**D2. What other information should be included on the website?**  
\_\_\_\_\_  
\_\_\_\_\_

The next section asks for your comments and overall ratings.

A. Please rate the overall quality of services you receive from the City of Ames. (Circle ONE)

Very poor      Poor      Good      Very Good

B. On **what other issue(s)** do you think the City should focus its attention?

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C. What is the best thing about living in Ames?

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D. What would make Ames a fun, vibrant community?

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Your Health

A. Overall, how would you rate your health?

Poor      Fair      Good      Very good      Excellent

B. During the PAST 7 DAYS, how many days were you engaged in physical activity of 20 minutes or more?

1. 0 day
2. 1 day
3. 2 - 3 days
4. 4 - 5 days
5. 6 or more days

C. How interested are you in getting involved in community gardens in your neighborhood?

1. Not interested at all
2. Somewhat not interested
3. Uncertain
4. Somewhat interested
5. Very interested

- D. During the last 7 days, how many times did you eat fruits? (Do not count fruit juices)
1. I did not eat fruit during the past 7 days
  2. 1-3 times during the past 7 days
  3. 4-6 times during the past 7 days
  4. 1-2 times per day during the past 7 days
  5. 3 or more times per day during the last 7 days
- E. During the last 7 days, how many times did you eat other vegetables? (Do not count green salad)
1. I did not eat vegetables during the past 7 days
  2. 1-3 times during the past 7 days
  3. 4-6 times during the past 7 days
  4. 1-2 times per day during the past 7 days
  5. 3 or more times per day during the last 7 days

Sense of community

- A. How many of your neighbors do you know?
1. All of them
  2. Most of them
  3. About half of them
  4. A few of them
  5. None of them
- B. How strong is the sense of community in your neighborhood?
1. Extremely strong
  2. Very strong
  3. Somewhat strong
  4. Not very strong
  5. Not at all strong

C. Please indicate your level of agreement with the following community involvement statements.

	Strongly agree	Somewhat agree	Uncertain	Somewhat disagree	Strongly disagree	Don't Know
1. Issues facing my community are important to me.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am knowledgeable about the issues facing my community.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am engaged in addressing the issues of my community.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I currently support nonprofit organization(s) with financial contributions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I currently serve on a Board of Directors for a nonprofit organization serving the City of Ames.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I currently volunteer for a nonprofit organization serving the City of Ames.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Considering your experiences over the past 12 months, please indicate your level of agreement with each of the following statements

	Strongly agree	Somewhat agree	Uncertain	Somewhat disagree	Strongly disagree	Don't Know
I feel valued as an individual in the Ames community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel I belong in Ames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The city has a strong commitment to diversity, equity, and inclusion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am treated with respect in Ames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel this city is a place where I could perform up to my full potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have found one or more organizations in Ames where I feel I belong.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. What would make you feel welcome and give you a sense of belonging in Ames?

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In this last section, please tell us about yourself so we will know if we have reached a representative sample of Ames residents.

A. How many **years have you lived** in Ames? \_\_\_\_\_ years

B. What is your **age**? \_\_\_\_\_ years

C. What is your **gender**?

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Male                      | 4. Prefer to self-describe _____ |
| 2. Female                    | 5. Prefer not to answer          |
| 3. Non-binary / third gender |                                  |

D. What is your race?

- |                                      |  |
|--------------------------------------|--|
| 1. White                             | 5. Native Hawaiian or Pacific Islander |
| 2. Black or African American         | 6. Other _____                         |
| 3. American Indian or Alaskan Native | 7. Prefer not to answer                |
| 4. Asian                             |  |

E. Are you of Hispanic or Latino origin?

1. No      2. Yes

F. What is your highest level of **formal education**?

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Less than high school diploma | 4. Undergraduate degree |
| 2. High school diploma or GED    | 5. Some graduate work   |
| 3. Some college                  | 6. Graduate degree      |

G. Are you currently a **full-time student** at Iowa State University?

1. No      2. Yes



H. Your current **employment status**? (Circle ALL that apply.)

- 1. Employed full time
- 2. Employed part time
- 3. Retired
- 4. Full time homemaker
- 5. Unemployed
- 6. Other \_\_\_\_\_

I. Do you **RENT** or **OWN** your home?

- 1. Rent \_\_\_\_\_ →
- 2. Own
- 3. Other (specify \_\_\_\_\_)

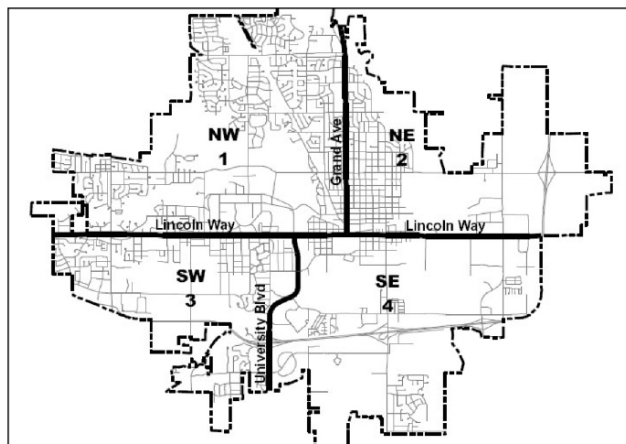
I1. For what reasons do you rent? (Circle ALL that apply.)

- 1. Short-term stay in Ames
- 2. Little or no upkeep
- 3. More security
- 4. Lack of adequate income
- 5. Other (Specify) \_\_\_\_\_

J. **Income level** is requested in order to understand how household needs differ based upon income. Circle the number for the category that best estimates your 2019 total household income (before taxes).

- 1. Under \$25,000
- 2. \$25,000–49,999
- 3. \$50,000–74,999
- 4. \$75,000–99,999
- 5. \$100,000–124,999
- 6. \$125,000–\$149,999
- 7. \$150,000–\$199,999
- 8. \$200,000 or more

K. In which part of Ames do you live? (Circle ONE area on the map)



- 1. **Northwest** (North side of Lincoln Way and streets to the north; west side of Grand Avenue and streets to the west).
- 2. **Northeast** (North side of Lincoln Way and streets to the north, east side of Grand Avenue and streets to the east).
- 3. **Southwest** (South side of Lincoln Way and streets to the south; west side of University Boulevard and streets to the west).
- 4. **Southeast** (South side of Lincoln Way and streets to the south; east side of University Boulevard and streets to the east).

J. **This space is provided for your additional comments.**

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**Thank you for contributing your time and making a difference in your community!  
Return your questionnaire in the enclosed, postage-paid envelope**

**COUNCIL ACTION FORM**

**SUBJECT: CLIMATE ACTION PLANNING COMMUNITY INPUT TASK FORCE COMPOSITION**

**BACKGROUND:**

The City Council approved issuing a Request for Proposal (RFP) for a Climate Action Plan (CAP) including the Scope of Services at its December 8, 2020 meeting. Because of the importance of this CAP and the impact it will have on the total community, under this RFP the Mayor and City Council will serve as the Steering Committee for the consultants.

The Mayor and City Council will also create a Climate Action Planning Community Input Task Force (Task Force) to supplement the city-wide citizen input process. The Task Force will be responsible for providing feedback and input at appropriate stages of goal setting and CAP development as well as collect and communicate sector sub-committee feedback and input.

Citizen appointments to the Task Force will follow the same process used for appointments made to other City Boards and Commissions. Interested citizens will complete an application (Attachment A) and submit it for review and consideration. Representation on the Task Force will be sought from the following community sectors:

- Business (Retail, Commercial, and Industrial) – 3 representatives
- Building Contractors/Developers – 2 representatives
- Residential – 3 representatives
- Faith-based Organizations – 2 representatives
- Civic/Non-Profit Organizations – 3 representatives
- Community Schools (Ames, Gilbert, and private schools) – 3 representatives
- Non-City Government Agency – 2 representatives
- Iowa State University Student Government – 1 representative
- Iowa State University Facilities Planning and Management – 1 representative
- Other (Residents who historically have not participated in City policy issues) – 2 representatives

In addition to the Task Force, there will be additional ways to take part in the feedback and input process. Those additional ways include serving on a Sector Resource Group and/or as a Sector Consultant, both of which will be coordinated and facilitated by a member of the Task Force. Membership on these groups would not be appointed the City Council and not considered a official City body.

**ALTERNATIVES:**

1. Approve the recommended composition of the Ames Climate Action Planning Community Input Task Force.
2. Make modifications to the composition of the Ames Climate Action Planning Community Input Task Force.
3. Direct Staff to revise the application to reflect modifications.
4. Do not approve the composition of the Ames Climate Action Planning Community Input Task Force.

**CITY MANAGER'S RECOMMENDED ACTIONS:**

The development of the CAP involves soliciting input and meaningful engagement from diverse and inclusive members throughout the Ames community. Implementing a holistic approach to public participation ensures an open public dialogue throughout the climate action planning process. Before moving ahead to create this task force, the staff wants to make that the composition of this body is supported by the City Council.

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



## ATTACHMENT A

### Ames Climate Action Planning Community Input Task Force– Application for Appointment

The City of Ames is about to embark on the creation of its first Climate Action Plan. To assist us with this endeavor, the City Council intends to hire an experienced consulting firm to help guide the community in establishing the community's carbon reduction goal and identifying strategic initiatives to accomplish this goal.

Our intent is to have this firm hired by the end of March.

The firm selected for this task will have previous experience developing this type of plan for other similar sized communities. They will also have proposed a robust process for soliciting input and feedback from the various sectors of our community, especially from those groups who do not traditionally participate in our local government decision making process.

In order to supplement the city-wide citizen input process, the City Council intends to create a Climate Action Planning Community Input Task Force. This task force offers feedback and input at appropriate stages of the Climate Action Plan's development. It is anticipated that the work of the task force will begin in late March 2021 and be completed by October 2022 (18 months). The full task force charge is on Page 4 of this application.

For purposes of this task force, sectors are designated as the following:

- Business (Retail, Commercial, and Industrial) – 3 representatives
- Building Contractors/Developers – 2 representatives
- Residential – 3 representatives
- Faith-based Organizations – 2 representatives
- Civic/Non-Profit Organizations – 3 representatives
- Community Schools (Ames, Gilbert, and private schools) – 3 representatives
- Non-City Government Agency – 2 representatives
- Iowa State University Government of the Student Body – 1 representative
- Iowa State University Facilities Planning and Management – 1 representative
- Other (Residents who historically have not participated in City policy issues) – 2 representatives

There are multiple ways to take part in the Ames Climate Action Planning Community Input Task Force:

1. Sector Representative
  - Attends monthly meetings
  - Attends additional working or informational meetings as determined by the Task Force facilitator and membership

- Chairs a resource group of sector representatives - Identifies a resource group of sector representatives and facilitates (minimum) one monthly meeting of the resource group
- Assumes active role in fulfilling the sector-specific action items of the Task Force charge

2.

Sector Resource Group Representative

- Attends (minimum) monthly meetings of the Sector Resource Group
- Attends additional working or information meetings as determined by the Sector Resource Group Chair and membership
- Assumes active role in assisting the Sector Resource Group Chair to fulfill the sector-specific action items of the Task Force charge

3. Sector Consultants

- Assists in an “as needed” capacity to provide expertise and assistance to Sector Resource Group in fulfilling the sector-specific action items of the Task Force charge

To indicate your interest in any of the above opportunities, complete the form below and return to the City Clerk’s Office.

**John Haila, Mayor**

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

Name: \_\_\_\_\_

Applicants should be at least 18 years old and an Ames resident or own property in Ames.

Home Address: \_\_\_\_\_

Do you own your home? (Yes/No): \_\_\_\_\_

Work Address: \_\_\_\_\_

Do you own your business? (Yes/No): \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Highest Level of Education: \_\_\_\_\_

Without having to "check a box," please tell us in your own words who you are. How would you describe your demographic?

Check the sectors you feel you are qualified to represent for this Task Force.

- |   |   |
|---|---|
| <input type="checkbox"/> Business<br>(Retail, Commercial, Industrial) | <input type="checkbox"/> Civic/Non-Profit Organizations |
| <input type="checkbox"/> Building Contractors/Developers              | <input type="checkbox"/> Non-City Government Agency     |
| <input type="checkbox"/> Residential                                  | <input type="checkbox"/> Community and Private Schools  |
| <input type="checkbox"/> Faith-Based Organizations                    | <input type="checkbox"/> Other                          |

For each of the sectors you have checked, note the number of years you have been actively involved in that sector.

- |   |   |
|---|---|
| <input type="checkbox"/> Business<br>(Retail, Commercial, Industrial) | <input type="checkbox"/> Faith-Based Organizations      |
| <input type="checkbox"/> Building Contractors/Developers              | <input type="checkbox"/> Civic/Non-Profit Organizations |
| <input type="checkbox"/> Residential                                  | <input type="checkbox"/> Community and Private Schools  |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Non-City Government Agency     |

Indicate your preference for involvement (1=highest preference, 3=lowest preference).

- \_\_\_\_\_ Task Force Sector Representative
- \_\_\_\_\_ Sector Resource Group Representative
- \_\_\_\_\_ Sector Consultant

Please describe other ways you would like to be involved that are not included above.

Please describe your experience and involvement in the sectors you have a desire to represent.

Please describe any qualifications, expertise, perspective, or experience you have that you believe are relevant and beneficial to the charge of this Task Force.

Please discuss your involvement in community organizations and/or other ways you give back to your community.

Why do you want to be involved in the completion of the charge of the Task Force?

Please discuss your interest in climate action planning.

**Please read the following section carefully before submitting the form.**

In accordance with Section 362.5, Code of Iowa, goods and services shall not be purchased from any City officer, or from the spouse or immediate family member of a City officer, or from any business in which a City officer, or the spouse or immediate family member of a City officer shall own an interest. This prohibition does not apply to:

- (a) contracts made by competitive bidding in writing, publicly invited and opened.
- (b) contracts in which a City officer has an interest solely by reason of employment if the contract is for professional services not customarily awarded by competitive bid, if the remuneration of employment will not be directly affected as a result of the contract, and if the duties of employment do not directly involve the procurement or preparation of any part of the contract.
- (c) a contract in which a City officer has an interest if the contract was made before the time the officer was elected or appointed, but the contract may not be renewed.
- (d) a contract with a corporation in which a City officer has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by the officer, or the spouse, or immediate family of such officer.
- (e) contract not otherwise permitted by this section, for the purchase of goods or services by the City, which benefit a City officer, if the purchases benefiting that officer do not exceed a cumulative total price of \$2,500 in a fiscal year.

Officers include Task Force Representatives.



**I certify that the information supplied herein is correct and that any applicable conflicts of interest, in accordance with the above section of this application, are noted below.**

### **Ames Climate Action Planning Community Input Task Force Charge**

The City of Ames has actively engaged for decades in conserving resources, reducing energy demand, and promoting diversified waste management and landfill diversion through a variety of initiatives and commitments. There is a growing movement in the Ames community to define a comprehensive plan for the conservation of finite natural resources and reduction of greenhouse gas emissions as a means to achieving a greater global good -- a more sustainable future.

Toward this vision, the City has adopted EcoSmart, a set of rebate programs, educational resources, and events to reduce energy consumption and decrease our carbon footprint; joined other cities across the country in signing the U.S. Mayors' Climate Protection Agreement in 2007; and contracted services of a sustainability coordinator in 2010. In 2020, Ames completed a community GHG inventory, climate vulnerability study, and solar PV energy potentials study, and directed the development of a climate action plan through City Council goals.

In order to achieve a plan that engages and empowers residents, businesses, and institutions toward ownership and responsibility in ensuring a resilient and sustainable future, the City Council intends to offer an extensive citizen input process directed at the various sectors of our community, especially at those groups who do not traditionally participate in our local government process.

As a supplement to this city-wide approach to citizen input, the City Council is creating a Climate Action Planning Community Input Task Force that is charged with assisting in the goal setting and plan development by providing input and feedback. In this role, the Task Force will be expected to complete the following actions items:

- Solicit, review, synthesize and present feedback from each of the sectors the members represent;
- Determine "best fit" outreach strategies to engage constituencies within their community sector. The project consultant will use this input to develop and implement a community-wide outreach and engagement process;
- Recommend greenhouse gas reduction targets for the various sectors;
- Provide a list of "best practices" that have been proven successful in reducing greenhouse emissions for the various sectors the members represent; and

- Identify resource needs and policy/ordinance challenges needed to further implement “best practices” and achieve recommended targets for the various sectors the members represent.

The Community Input Task Force will report to Deb Schildroth, Assistant City Manager, and Liaison Team of Merry Rankin, Susan Gwiasda, and Kaley Barrios Lain.

**COUNCIL ACTION FORM**

**SUBJECT: IOWA REINVESTMENT DISTRICT PROGRAM PRE-APPLICATION**

**BACKGROUND:**

In October, representatives from the Ames Economic Development Commission informed City staff that the State Legislature had authorized an additional \$100 million for the Iowa Reinvestment District Program. City staff is familiar with this program since back in 2014 the City was approached by a developer from Kansas City, Missouri to consider utilizing this incentive program to help finance a Dinosaur Park along S.E. 16<sup>th</sup> Street as a regional attraction for the City.

The Reinvestment Program consists of a pre-application which must be filed between February 22-25, 2021. Provisionally approved pre-applicants are invited to submit a final application with updated design and financial plans before February 2022. **In December 2020 the City Council directed staff to prepare a pre-application for this program that focuses on Downtown and Lincoln Way projects, including a Downtown Plaza, Indoor Aquatics Center, and private redevelopment projects.** Given that that application deadline is in late February, it was understood that the staff would have to scramble to obtain the necessary information needed to include in an application.

**THE IOWA REINVESTMENT DISTRICT PROGRAM:**

The State's Reinvestment District Program is designed to assist communities in developing transformative projects that will improve the quality of life, create, and enhance unique opportunities, and substantially benefit the community, region, and state. The program provides a pool of \$100 million of new state hotel/motel tax and sales tax revenues to be awarded in this round.

This incentive program is administered by the Iowa Economic Development Authority (IEDA) and awards are based on a competitive process. The selection criteria include:

<b>Component</b>	<b>Potential Points</b>
Project Uniqueness	25 Points
Economic Impact	25 Points
Project Feasibility	10 Points
Capital Investment	10 Points
Funding Leverage	10 Points
Non-Retail Focus	10 Points
Additional Factors (Readiness for development, geographic diversity, and funding need)	10 Points

**It should be understood that this incentive does not come in the form of an upfront grant.** Rather, only the state portion of the new hotel/motel (5%) and sales

(4%) taxes that are actually generated in a City Council-approved Reinvestment District and Urban Renewal Area will be rebated each year over a twenty-year period to help fund a project. **Therefore, should the City be successful in receiving this incentive, the City will have to issue General Obligation (G.O.) Bonds for the total amount needed to fund the aquatics center, minus any donations received, with the expectation that the annual principal and interest payments due for this bond debt would be partially abated with the sales and hotel/motel tax revenues rebated from the state.**

An important factor in estimating the value of the Reinvestment District incentives is the timing of improvements that start the 20-year clock for receiving the rebated taxes. This date is known as the commencement date and is based upon the completion of the project with the greatest capital investment, which at this time is estimated to be hotel in the Mixed-Use development.

**Rather than offer the Reinvestment District incentive revenue to the developer to finance the construction of the mixed-use buildings north of Lincoln Way between Clark Avenue and Kellogg Avenue, the City's goal in seeking Reinvestment District revenue is to generate these state incentive funds to help mitigate the property tax increase for the construction of a new indoor aquatics center for the City.**

#### **PROPOSED REINVESTMENT DISTRICT BOUNDARIES:**

The Reinvestment District Program requires that a proposed district not exceed 75 contiguous acres. Attachment 1 reflects the boundaries of the proposed district and location of the five projects. By maximizing the size of the district, the City will be able to capture any new state hotel/motel and sales tax revenues, up to the initial amount awarded by IEDA from any new projects that are identified in the City application.

#### **PROPOSED PROJECTS:**

The five projects included in the City's pre-application are as follows:

##### **1. Indoor Aquatics Center**

This facility will consist of a 43,700 sq.ft., two story building located north of Lincoln Way directly across from the Iowa Department of Transportation Headquarters. The estimated cost of this new facility is \$27,494,000. The facility will house a six-lane, 25-yard lap pool, two slides, zero depth entry recreational pool with a play structure and adjoining current channel, therapeutic pool, walking track, and multi-purpose room.

Approximately \$515,666 in retail sales tax will be generated for the Reinvestment District from activities at this site over the 20 year period. Staff believes this project would not be completed any sooner than 2023. (Attachment 2)

## **2. Downtown Plaza**

The plaza will be located in the parking lot across from City Hall in the heart of Downtown with amenities such as water features for the summer months, an ice-skating feature for the winter months, sitting areas with benches and swings, kinetic sculpture(s), decorative art wall, stage/shelter for small performances, and areas for street vendors. The City held a community meeting in January to review the proposed concept and solicit public feedback. The presentation and summary of public feedback is on the Planning Division webpage for the [Downtown Plaza project](#).

This project is included in the current Capital Improvements Plan with a budget of \$2.7 million dollars, with an additional \$1,000,000 available from General Fund savings in FY 2020/21 for a total of \$3.7 million. Design can begin this year with construction in 2022. The current estimated cost of this project is \$4,200,000 based upon the final cost estimated by our consultant, Confluence. The current estimate includes generous placeholders for the refrigerated ice system, support building, public art, design fees, and contingency. Staff believes during final design the final cost will be more in line with the budgeted \$3.7 million. Attachment 3

While no Reinvestment District Program revenue will be earmarked for the Plaza, the investment in this project should generate greater evaluation points for this local contribution.

## **3. Onondaga Development (Burnett and 5<sup>th</sup>)**

The Nelson family plans to rehabilitate the existing building at the SE corner of 5<sup>th</sup> and Burnett (330 5<sup>th</sup> Street). The City awarded façade grants and the property owner was awarded a State Challenge Grant. The substantial rehabilitation of this building allows for the new businesses that occupy the renovated space to be revenue generating establishments for the Reinvestment District.

No additional incentives or use of Reinvestment District funds are anticipated for this project. The property owner has started rehabilitation work on the ground floor and plans to pursue adding apartments above the existing commercial space as well. The project is estimated to be completed in fall of 2021 or early 2022. Staff estimates potentially \$2,262,880 in rebated sales tax over 20 years from this project with the building fully utilized as restaurant and retail space.

## **4. Lincoln Way Mixed-Use Development**

This project would be the primary source of Reinvestment District tax revenue. Although this site (Lincoln Way to Gilchrist Street from Clark Avenue to Kellogg Avenue) has been discussed for redevelopment for a number of years, there is not a final approved project for the site. The potential developer has been working with the majority landowner in the area to prepare a concept for the site to include in the pre-application (Attachment 4). The description of the project includes the following components:

- Full-Service Hotel - 136 rooms
- Conference space within Hotel - 20,000 square feet
- One Hotel Restaurant – 6,450 square feet
- Two Restaurants - 6,470 square feet

Retail/Restaurant -14,500 square feet  
Apartments - 72 dwellings, principally 1 bedroom  
Office - 84,000 square feet divided between two buildings  
Parking - approximately 600 spaces

Due to the size of this project and issues related to hotel development during the Covid-19 pandemic, the project will be built in phases. Staff has included development of office space as the first phase occurring in 2023 with the hotel, restaurants, and retail uses occurring in 2024. Staff estimates the hotel will generate \$6,227,379 in hotel tax revenue and the retail/restaurants will generate \$9,058,423 in rebated sale tax through the Reinvestment District. Note that these estimates assume collecting a full 20 years of revenue from each project component. **Depending on the commencement date of the District and the phasing of the project, the City may not be able to collect the full twenty years of state tax revenue.**

The developer intends to propose the use of Tax Increment Financing (TIF) to help fund the project. TIF would be based upon the incremental increase in taxable property value created by the project and would be “rebated” back to the developer as defined in a development agreement. The developer also is interested in discussing options for City participation in owning/operating public parking facilities that would help support the development. **Due to the conceptual nature of the plans and discussion there are a number of unknowns about the ultimate financing plan for the project and agreement with the City on specific incentive and design issues.**

**It appears from the initial discussions that the developer is seeking approximately \$25 million from this TIF incentive. Although the City has not agreed to an incentive package, for purposes of submitting the pre-application, the City has included the maximum TIF request permitted under Urban Renewal laws, 20 years at 100%.**

Upon submittal of the pre-application the developer will continue to work with City staff to refine a specific proposal for City Council review this Spring. **In addition to the TIF incentive, a major issue remains regarding the parking plan in terms of its financing, location(s), and ownership.** One of the options is to consider locating some of the parking in a public garage north of the railroad tracks and connecting it to the south with a pedestrian bridge compared to locating all of parking to the south. Although this option creates an ideal linkage, it is a more expensive option.

## **5. Kellogg Hotel (East of Kellogg)**

The properties on the east side of Kellogg Avenue from Lincoln Way to the railroad tracks are under a single ownership. The property owner, who is different than the Lincoln Way Mixed-Use developer, indicates that he believes redevelopment of this site is viable upon the completion of the Lincoln Way project to the west. The project would be a hotel of approximately 100 rooms with 14,000 square feet of ground floor retail. Due to timing of this project being dependent on the completion of the hotel in the Lincoln Way mixed-use development to the west, it is estimated to be built in 2029 and contribute 15 years of tax revenue to the Reinvestment District at a value of \$3,463,635. (Attachment 5)

**FINANCIAL PROJECTIONS:**

It is important to note that that in order to build the indoor aquatics center, the City will need to issue General Obligation Bonds in an amount equal to the total estimated cost of the aquatics center project minus the amount of cash that will be injected into this project from the Winakor bequest and major donations received before the facility opens. Provided below are the current estimates related to financing the proposed new indoor aquatics center.

<b>Estimated Aquatic Center Construction Budget</b>	<b>Revenues</b>	<b>Expenses</b>
Aquatics Center Current Cost Estimate		\$27,494,000
City Funding – Winakor Bequest	\$2,000,000	
Donation Goal *	\$8,000,000	
Estimated G.O. Bond Proceeds Needed	\$17,494,000	
<b>TOTAL</b>	<b>\$27,494,000</b>	<b>\$27,494,000</b>

***\*Dan Culhane of the Ames Economic Development Commission has volunteered to lead the effort to obtain donations for the Aquatics Center. As indicated in his letter, to date he has secured a \$3 million commitment from Rich and Mary Fitch and he is optimistic he will be able to secure the remaining \$5 million of donations in time for our final application with requests out to Story County, Mary Greeley Medical Center, and other potential donors. (Attachment 6)***

The proposed \$17,494,000 G.O. bond debt is intended to be partially abated by revenues from the Reinvestment District. Total debt service, assuming a 2% interest rate for 20 year bonds with issuance costs and a repayment schedule structured to more closely match available revenue, is estimated to total \$21,920,746. **The City Council will have to make a final decision regarding a strategy for authorizing the sale of these G.O. Bond funds at a later date.** The table below outlines the potential property tax impact from Reinvestment District revenue.

<b>Estimated Property Tax Obligation</b>	<b>Assumes Consultant's Current Estimate For Reinvestment Revenue</b>	<b>Assumes More Conservative Estimate For Reinvestment Revenue</b>	<b>Assumes No Reinvestment District Incentive</b>
Estimated G.O. Bond Principle Payments	\$17,494,000	\$17,494,000	\$17,494,000
Estimated G.O. Bond Interest Payments	\$4,426,746	\$4,426,746	\$4,426,746
Less: Projected Reinvestment District Revenue**	\$21,527,983	\$16,292,912	\$0.00
<b>GAP: Estimated Amount Not Abated From Reinvestment District Revenue</b>	<b>\$392,763</b>	<b>\$5,627,834</b>	<b>\$21,920,746</b>

***\*\*The projected revenue calculated by our consultants anticipates \$21,527,983 revenue from the Reinvestment District Program which includes twenty years of revenue from the Lincoln Way Mixed-Use, Aquatics Center, and Onondaga projects as well as fifteen years of revenue from the Kellogg Hotel. The consultant also applied a 2% inflation rate for all expected revenue. This is the amount that will be included in the Reinvestment District application.***

***Staff believes a more conservative estimate of revenue would be to remove the Kellogg Hotel project from the revenue estimates, assume a 20% vacancy for the Mixed-Use project's retail square footage, and assume no retail square footage in the Onondaga project.***

***Therefore, it would be wise to include the consultant's projected revenue total in the application to the Iowa Economic Development Authority in order to maximize the pool of funding set aside for the City of Ames. However, when informing the citizens about the projected gap and the amount of State incentive funding that will be realized to mitigate the tax increase associated with the debt on the new aquatics center, a more conservative revenue projection should be utilized.***

**\*\*The projected full Reinvestment District proceeds are summarized below:**

<b>Total IRA Fund Tax Deposits</b>		
<b>Category</b>	<b>Sales Value</b>	<b>Sales Tax Deposits</b>
Lincoln Way Redevelopment Events/Restaurant/Retail	\$226,460,583	\$9,058,423
Lincoln Way Redevelopment Hotel/Motel	\$124,547,574	\$6,227,379
Onondaga Properties Restaurant	\$56,571,997	\$2,262,880
Indoor Aquatic Center	\$12,891,659	\$515,666
Kellogg Hotel	\$69,272,698	\$3,463,635
<b>Total IRA Fund</b>	<b>\$489,744,511</b>	<b>\$21,527,983</b>



## **FINANCIAL FEASIBILITY:**

The pre-application requires the applicant to highlight the feasibility of each project by showing the construction costs and revenue sources to fund the capital costs. Given such a short period of time to discuss the mixed-use project with the developer, it is difficult to show with any certainty how much will be paid for by the developer and how much will come from a City incentive package.

**The amounts shown in this pre-application reflect a maximum TIF incentive from the City and the \$18 million cost for the parking structure(s) and pedestrian overpass paid for by the developer. It must be emphasized that these amounts reflected in the pre-application do not bind either the City or developer at this time. Subsequent negotiations will yield a final proposal that will be brought before the City Council for approval, which must occur prior to submitting a final application to the State.**

## **ALTERNATIVES:**

- 1) A. Authorize City staff to submit a pre-application to the Iowa Economic Development Authority for the Reinvestment District Program with the understanding that the assumptions, financial projections, and project elements might change after the pre-application receives favorable review and more in-depth negotiations with the developer occur, and  
  
B. Direct staff to begin the required process of establishing an Urban Renewal Area coterminous with the Reinvestment District Boundary.
- 2) Forego submitting a pre-application for the Reinvestment District Program this year with the hope that this incentive will be available in the future and the projections regarding the mixed-use development project elements and tax revenues are more certain.

However, this year delay might result in the City losing the opportunity to capture the tax rebates from the Lincoln Way Mixed-Use project should it be started before a final application is approved by the IEDA. In addition, there is no certainty that this incentive program will be available next year.

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

This has been a highly unusual endeavor since the staff has been working to accomplish two tasks. The first is to create a mutually acceptable partnership with a developer regarding the construction of a mixed-use project on the north side of Lincoln Way from Clark Avenue to Kellogg Avenue. It is hoped that the addition of this major project will serve as a catalyst to stimulate further redevelopment in accordance with the City Council's Lincoln Way Corridor Plan.

Second, the City is attempting to take advantage of the Reinvestment District Program's incentives generated from new retail and hotel/motel tax revenues collected from this

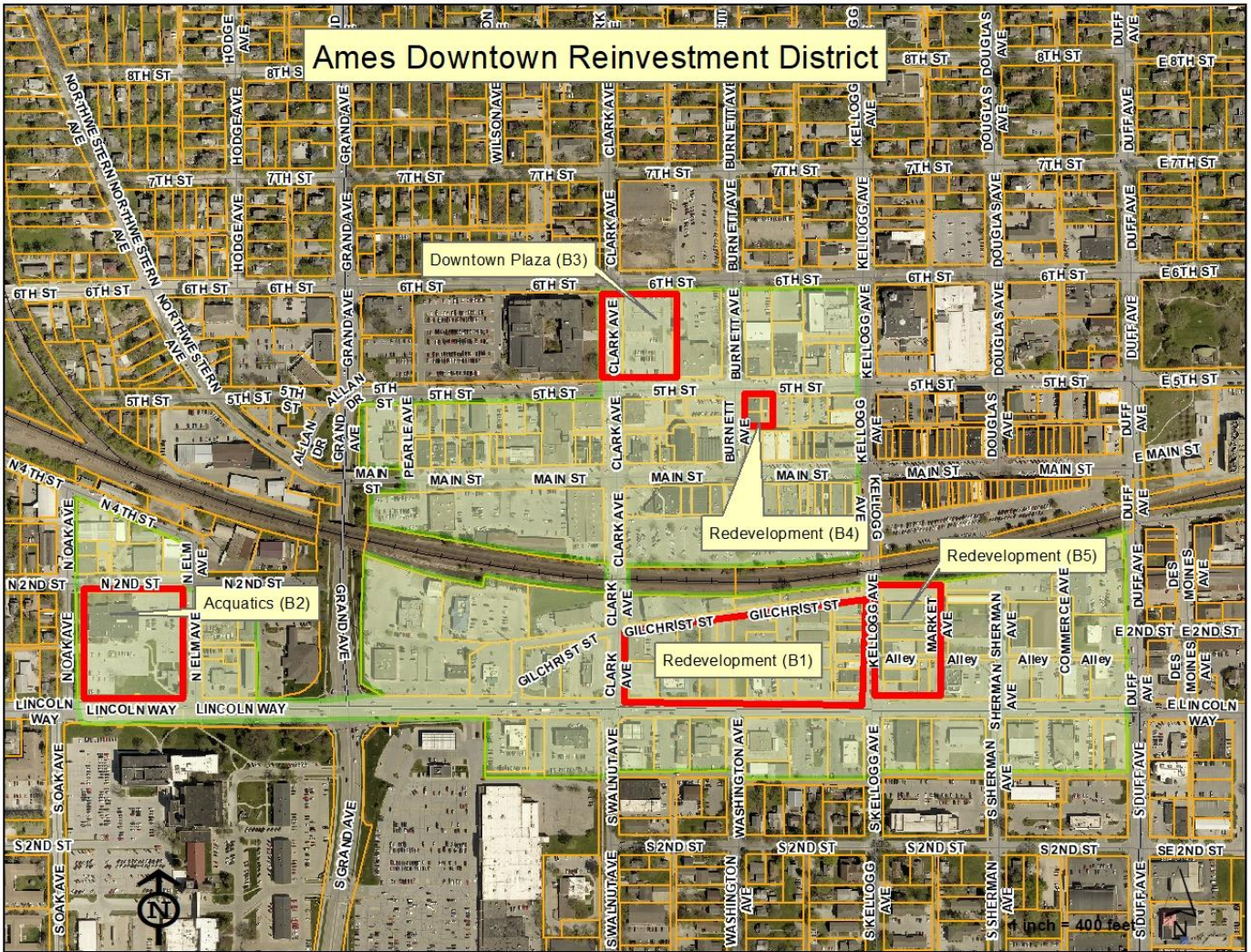
mixed-use development to help fund an indoor aquatics center to replace the closing of the Municipal Pool that will be demolished shortly to make way for the new Ames High School.

**While staff had hoped that the revenue generated from the five projects reflected in our proposed Reinvestment District boundaries over the next twenty years would cover the City's entire projected debt service for the indoor aquatics center bond issue, it appears that this will not be the case. However, the ability to access a substantial amount of non-property tax funding to help finance a new indoor aquatics center should not be ignored at this time.**

Therefore, it is the recommendation of the City Manager that the City Council support Alternative #1, thereby authorizing City staff to submit a pre-application to the Iowa Economic Development Authority for the Reinvestment District Program and directing staff to begin the process of establishing an Urban Renewal Area coterminous with the Reinvestment District boundary.

**Please remember that the information provided in the pre-application regarding the mixed-use development's square footage, uses, concept layout, incentives, and projected state tax revenues to be rebated to the City for the aquatics center will more likely than not be modified in the coming months should our pre-application be selected by the IEDA to continue through the approval process. Therefore, like the pre-application, the information reflected in this document should be considered preliminary as well. There are many more discussions needed with the developers to finalize their plans as well as our incentive package. The City will have almost a year to modify the final application that is acceptable to the City Council and meets the evaluation criteria of the program.**

# Attachment 1



(B#) labeling is for project identification within the within the Reinvestment District Application



# Attachment 2



- SUMMARY:**
- APPROX. 43,700 GSF ON 2 FLOORS
  - EXPANSION TO EAST
  - MAIN SITE ENTRANCE / EXITS OFF ELM & 2nd
  - 2nd LEVEL WALKING TRACK IS APPROX. 9½ LAPS/MILE
  - MULTIPURPOSE ROOM ON 2nd LEVEL
  - SOCIAL / GATHERING WITH OVERLOOK INTO AQUATICS ON 2nd LEVEL
  - 140 PARKING SPACES
  - TOTAL PARCEL AREA: 126,741 SF
  - APPROX. GREEN SPACE: 38,500 SF (30% GREEN SPACE)



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Ames Indoor Aquatics Center, Space Program Summary  
15-Feb-21

Building Construction

**SPACE NEEDS for PROPOSED FACILITY PROGRAMS**

Description

**Aquatics Areas**

**Aquatics (Zero, Lap, Slides, Current)**

101	Natatorium for 6-Lane Recreation Lap Pool & Wellness Pool Recreation/Wellness Pool (8' Wide Deck Area) Recreation/Wellness Pool (Water Area) Current Channel and Deck Lap lanes and deck Slides	1			14,277	14,000	\$	7,974,750
102	Pool Equip/Chemical	1			950	950	\$	194,812
103	Wet Class / Party Room / Storage	1	40	20	964	964	\$	242,658
104	Aquatic Director Office	1			193	193	\$	48,582
105	Lifeguard Office	1			190	190	\$	47,827
106	Aquatic Storage	1			1,138	1,138	\$	286,457

**Lockers**

107	Men's General Locker Room	1	75	13	1,095	1,095	\$	358,799
108	Women's General Locker Room	1	75	13	1,095	1,095	\$	358,799
109	Universal Change Rooms	8	4	20	100	800	\$	248,248
110	Universal Lockers	1	32	13	400	400	\$	107,632

**Therapy Pool**

111	Therapy Pool & Deck (15-20 participants)	1			3,027	3,027	\$	1,724,255
112	Pool Equip/Chemical	1			500	500	\$	102,533

**Other Areas**

**Public Entry / Administration**

501	Control Desk, Entry, Customer Service/Equip	1	-	-	344	344	\$	149,296
502	Admin flexible suite	1	1	300	200	200	\$	49,259
511	Work/Break Room	1			200	200	\$	43,400

**Recreation**

523	Jogging/Walking Track	1	-	-	8,140	8,140	\$	2,649,570
524	Multi-purpose room	1			2,000	2,000	\$	444,850
525	Multi-purpose storage	1			360	360	\$	71,870

**Building Support**

516	Lounge/Gathering/Vending	1			800	800	\$	337,652
542	General Storage	1	-	-	816	816	\$	181,499
543	Receiving area	1	-	-	300	300	\$	66,728
544	Maintenance Office / Work Room	1	-	-	250	250	\$	55,606

**Subtotal (Net Square Feet)**

Area required for circulation, mechanical, toilet rooms, janitor closets, IT systems, etc.

Structure for future vertical expansion

**Total Building Area (Gross Square Feet)**

70% Net to Gross Ratio

**2-Level Concept**

Qty	Occ	Occ Factor	SF-EA	Net SF	Gross SF	Gross Extension
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				<b>17,435</b>	<b>0</b>	<b>\$ 11,695,351</b>
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**Site Costs**

Utilities		\$	300,000
Site Grading		\$	100,000
Parking		140 \$	420,000
Landscape and Walks		\$	300,000
Stormwater Detention (under parking)	Cubic Feet	43,000 \$	516,000

**Demolition**

Buildings		40,680 \$	284,760
Parking and Walks		70,000 \$	140,000
Asbestos Abatement (Per DOT, not needed)		40,680 \$	-

**Land Acquisition**

		\$	2,000,000
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**Soft Costs**

FF&E		\$	300,000
Design Fees (7%) and Expenses		\$	1,480,399
Construction Testing		\$	70,000
Survey		\$	50,000
Soil Borings		\$	70,000
Misc.		\$	200,000
<b>Contingency (15%)</b>		\$	3,584,941

**TOTAL PROJECT COST 2022**

**\$ 27,494,000**

**Alternates:**

1 Use above ground storm detention at SE corner of site.	(Deduct)	\$	350,000
2 Oversize under parking detention to allow future 30,000 sf addition (15,000 per floor)	(Add)	\$	150,000
3 Oversize under parking detention to allow future 25,000 sf addition over the parking area.	(Add)	\$	20,000
4 To add Stormwater Detention in the future for expansion, use above ground for phase 1 and assume future 30,000 sf (15,000 sf footprint) addition in SE corner. So demo 50% of parking to add under parking storage.	(Add)	\$	850,000



## Downtown Ames Plaza Master Plan



## Downtown Ames Plaza Master Plan







Probable Construction Cost Opinion

The amounts stated herein are our best estimate of probable construction costs based on current information. Because costs are influenced by market conditions, changes in project scope, and other factors beyond our control, we cannot ensure that actual construction costs will equal this cost opinion.

Downtown Ames Reinvestment Master Planning

Ames, Iowa

2/3/2021

Site Plan

Site Work	Qty	Unit	Unit Cost	Item Total	Remarks
Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00	
Demo	1	LS	\$ 150,000.00	\$ 150,000.00	
Earthwork	1	LS	\$ 50,000.00	\$ 50,000.00	
Storm Water Allowance	1	LS	\$ 50,000.00	\$ 50,000.00	
Sewer and Water Allowance	1	LS	\$ 125,000.00	\$ 125,000.00	
<b>Subtotal</b>					<b>\$400,000.00</b>
Concrete / Hardscape	Qty	Unit	Unit Cost	Item Total	Remarks
Concrete Walk Paving	12,500	SF	\$ 6.00	\$ 75,000.00	
Decorative Concrete Paving	2,015	SF	\$ 12.00	\$ 24,180.00	at activity plaza
Concrete paving - Heavy Duty	6,150	SF	\$ 7.00	\$ 43,050.00	at food trucks
Concrete Paver Base (5")	5,300	SF	\$ 5.00	\$ 26,500.00	
Decorative Pavers	5,480	SF	\$ 26.00	\$ 142,480.00	
<b>Subtotal</b>					<b>\$311,210.00</b>
Lighting	Qty	Unit	Unit Cost	Item Total	Remarks
Artistic Light Columns	7	EA	\$ 9,500.00	\$ 66,500.00	
Area Lighting Allowance	1	LS	\$ 110,000.00	\$ 110,000.00	
<b>Subtotal</b>					<b>\$176,500.00</b>
Amenities	Qty	Unit	Unit Cost	Item Total	Remarks
Water Feature Allowance	1	LS	\$ 210,000.00	\$ 210,000.00	
Skate Ribbon Allowance	1	LS	\$ 650,000.00	\$ 650,000.00	
Support Building	1	LS	\$ 750,000.00	\$ 750,000.00	1,500 SF @ \$500/SF*
Stage / Shade Structure	1	LS	\$ 35,000.00	\$ 35,000.00	
Bike Parking	20	EA	\$ 1,000.00	\$ 20,000.00	
Swing Benches	5	EA	\$ 12,500.00	\$ 62,500.00	
Site Furniture Allowance	1	LS	\$ 175,000.00	\$ 175,000.00	
North Lawn Sculptures	3	EA	\$ 15,000.00	\$ 45,000.00	
Sculpture / Kinetic Sculpture: Allowance	1	EA	\$ 250,000.00	\$ 250,000.00	
Wall Painting Commission	1	LS	\$ 30,000.00	\$ 30,000.00	
Wall Footing	68	LF	\$ 150.00	\$ 10,200.00	
Concrete Art Wall - 2 sided finish	544	SF	\$ 100.00	\$ 54,400.00	
<b>Subtotal</b>					<b>\$2,292,100.00</b>
<b>Subtotal</b>					<b>\$3,179,810.00</b>

continued below...

Landscape	Qty	Unit	Unit Cost	Item Total	Remarks
Lawn Area	7,025	SF	\$ 2.00	\$ 14,050.00	
Synthetic turf	800	SF	\$ 15.00	\$ 12,000.00	
Lawn Irrigation	7,025	SF	\$ 0.45	\$ 3,161.25	
Irrigation Equipment	1	LS	\$ 3,500.00	\$ 3,500.00	
Decorative Boulders	18	EA	\$ 600.00	\$ 10,800.00	
Planting Area	22,750	SF	\$ 7.00	\$ 159,250.00	
Shrub Plantings	300	EA	\$ 45.00	\$ 13,500.00	
Canopy Trees	35	EA	\$ 450.00	\$ 15,750.00	
Ornamental Trees	15	EA	\$ 350.00	\$ 5,250.00	
<b>Subtotal</b>					<b>\$237,261.25</b>

<b>Subtotal</b>	<b>\$3,417,071.25</b>
Contingency (10%)	\$ 341,707.13
Permit & Submittal Fees**	\$ 10,850.00
Escalation for 2022/23 (5%)	\$ 170,853.56
Design Fee (10%)	\$ 341,707.13
<b>Schematic Design Estimated Total*</b>	<b>\$4,282,189.06</b>

\*Comparable Support Buildings: Innis Grove: 427 SF for 300k = \$703/SF / JTC 1,993 SF for 1 Million = \$502/SF

\*\*Building Permit fee: \$6,000 + Plan Review Fee: \$4,200 + Grading Permit: \$250 + Site Development Review: \$400

# Attachment 4-Lincoln Way Mixed Use Project Concept





PLAZA VIEW



Attachment 5-Kellogg Hotel

February 12, 2021

Mr. Steve Schainker, City Manager  
City of Ames  
515 Clark Ave.  
Ames, IA 50010

RE: Northeast corner of Kellogg and Lincoln Way

Steve,

I write to express my intent to pursue a hotel developer to build a hotel on the property I own on the northeast corner of Kellogg Avenue and Lincoln Way in downtown Ames. I own all of the property that fronts Kellogg Avenue from Lincoln Way north to the City of Ames public parking lot directly south of the railroad tracks. Attached you will find a map that outlines my properties.

I have had conversations with a variety of hotel investors who believe that this site would be a logical location for a second downtown hotel and support the major redevelopment project being proposed from Kellogg Avenue to Clark Avenue that fronts Lincoln Way. I believe that a hotel on this site would be somewhat smaller than the full-service hotel being proposed for the larger project directly to the west.

Based upon the conversations I have had with a prominent hotel owner here in Iowa I believe the following data points would reflect the type of property the site would support.

Keys	90 to 100 rooms
Investment	\$225,000/room or \$20,250,000 (90 rooms) to \$22,500,000 (100 rooms)
Daily Rate	\$125 to \$145 per night
Occupancy	65-70% (likely higher post-pandemic)

Data provided comes from a hotelier with more than 75 hotels in their portfolio across the Midwest and over 40 years of ownership experience in the hotel industry.

I hope this information is helpful as you formulate the plan for the Iowa Reinvestment proposal. This is an exciting opportunity for downtown Ames. I look forward to discussing the redevelopment of my property sometime soon for a hotel project that will support the community. It is my desire to see this property develop soon with construction commencing in late 2022 and being operational in the fall of 2024.

Sincerely,





February 12, 2021

Mr. Steve Schainker, City Manager  
City of Ames  
515 Clark Ave.  
Ames, IA 50010

RE: Aquatic Center Fundraising

Steve,

The following is a summary of the external fundraising for the proposed aquatic center in downtown Ames. Numerous calls and appointments have occurred in the last several weeks and the project has been enthusiastically received by all that have been approached.

As you might imagine the size and magnitude of the requests made for the project have been met with mixed reviews. I purposely approached a number of those that expressed either a commitment, or interest, in the previously proposed Healthy Life Center. I also approached a number of major businesses in the community as well. Here is what I have to date.

Rich & Mary Fitch were quick to say yes to the proposed project and have committed, in writing, their desire to generously pledge \$3 million to the aquatic center similar to their previous pledge to the Healthy Life Center. Mary Greeley Medical Center has been asked to support the project and has communicated that they are prepared to make a significant investment decision on the project in the coming weeks. I have also addressed the Story County Board of Supervisors seeking an investment of \$1 million and \$50,000 per year for 25 years to support the operational side of the facility. Similarly, they have indicated they will render a decision in the coming weeks as they work through their budgeting process.

Couple the aforementioned with the \$2 million Winakor estate gift the City of Ames intends to put towards the project, plus other fundraising calls yet to be made, and I am confident that the external/private fundraising will get to a level of \$10 million.



While I was not successful in securing a significant contribution from some of our major industries, I did hear from many that they would be interested and willing to support contributions that could support a segment of our population that may not be able to afford admission and/or annual membership/passes to the facility once it is constructed. I am committed to working on this phase of the project as well if this is desirable to the City of Ames.

Clearly, my work is not complete but I am energized to forge ahead by those that have expressed enthusiasm for the project. I will continue this effort to support this very important asset that will so greatly enrich our fantastic community.

Sincerely,



Daniel A. Culhane, President & CEO  
Ames Chamber of Commerce

**COUNCIL ACTION FORM**

**SUBJECT: 2021 URBAN REVITALIZATION TAX ABATEMENT REQUESTS**

**BACKGROUND:**

The City Council established Urban Revitalization Areas (URAs) which allow for the granting of tax exemption for the increased valuation of a property for projects that meet the criteria of each URA's Urban Revitalization Plan. In most cases, these criteria set certain standards for physical improvements that provide public benefits. When property within one of these URAs is developed, redeveloped, rehabilitated, or remodeled, the property owner is eligible for abatement of property taxes on the incremental increase in property value after the improvements are completed. This abatement can extend for three, five, or ten years, depending on the Urban Revitalization Plan for each URA.

Every year, owners who have made improvements to property within the City's URAs during the previous year may apply for tax exemption on the incremental added value of their properties. The City must determine if the completed improvements meet the criteria in the Urban Revitalization Plan for the URA in which the property is located. **If the City Council finds that the criteria are met, this approval is forwarded to the City Assessor, who then reviews each request and determines the amount of the exemption based on the increase in incremental valuation.**

The City received five requests for property tax exemptions on the increase in valuations based on the 2021 assessments. These sites include **the Crawford School Condominiums at 415 Stanton Avenue, the Acacia Fraternity at 138 Gray Avenue, the Farm House Fraternity at 311 Ash Avenue, and a SpringHill Suites hotel at 1810 SE 16<sup>th</sup> Street.** A table showing project addresses, Urban Revitalization Areas, project costs and requested tax abatement schedules is included in Attachment 1. Attachments 2 through 5 contain the specific eligibility criteria for the designated Areas, a brief description of the individual projects in those areas, and staff's determination of eligibility.

The property owners have reported construction values totaling \$15,908,870. The applicant estimates are self-reported construction and soft cost values and may not be the same as the added property value. The actual increase in valuation from the improvements will be determined by the City Assessor and that valuation will be the basis of the partial property tax exemptions.

Each of the URAs have unique criteria that must be met to approve tax abatement as requested by the property owners. Staff found the requests are consistent with the criteria, with the exception of the SpringHill Suites request along SE 16<sup>th</sup>. A unique requirement within the URA relates to addressing flooding impacts of development in the area, one of which is certification of finished floor elevation of the building in conjunction with other

flood mitigation improvements that were previously completed with development of the Deery auto dealership site. **At this time, the applicant has not presented to staff certification of the finished floor elevation meeting the prescribed height of the 887 feet NADV29 as described in Criterion #2 of the URA.** Upon receipt of this certification, staff believes the project conforms to the remaining criteria and development agreement requirements. Staff anticipates the applicant providing this information prior to the February 23<sup>rd</sup> City Council meeting.

### **ALTERNATIVES:**

1. The City Council can approve the requests for tax exemptions as outlined in Attachment 1 by finding that they meet the criteria of their respective Urban Revitalization Areas and forward the findings to the City Assessor. ***Note that this recommendation is dependent upon receiving the flood certification information related to the SpringHill Suites site prior to City Council action.***
2. The City Council can deny some or all of these requests for approval of the tax exemptions if the Council finds the improvements do not comply with the respective Urban Revitalization Area criteria.

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

Staff has examined the applications submitted as of February 1, 2021 and finds that the requests for the completed projects substantially conform to criteria of their respective Urban Revitalization Plans approved by the City Council. The selected abatement schedules are a mix of 3, 5, and 10 years based upon the preference of each property owner.

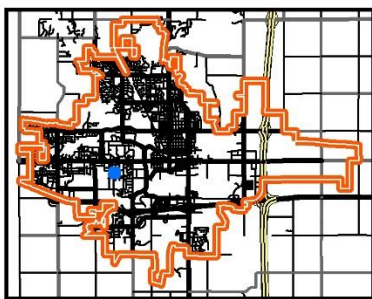
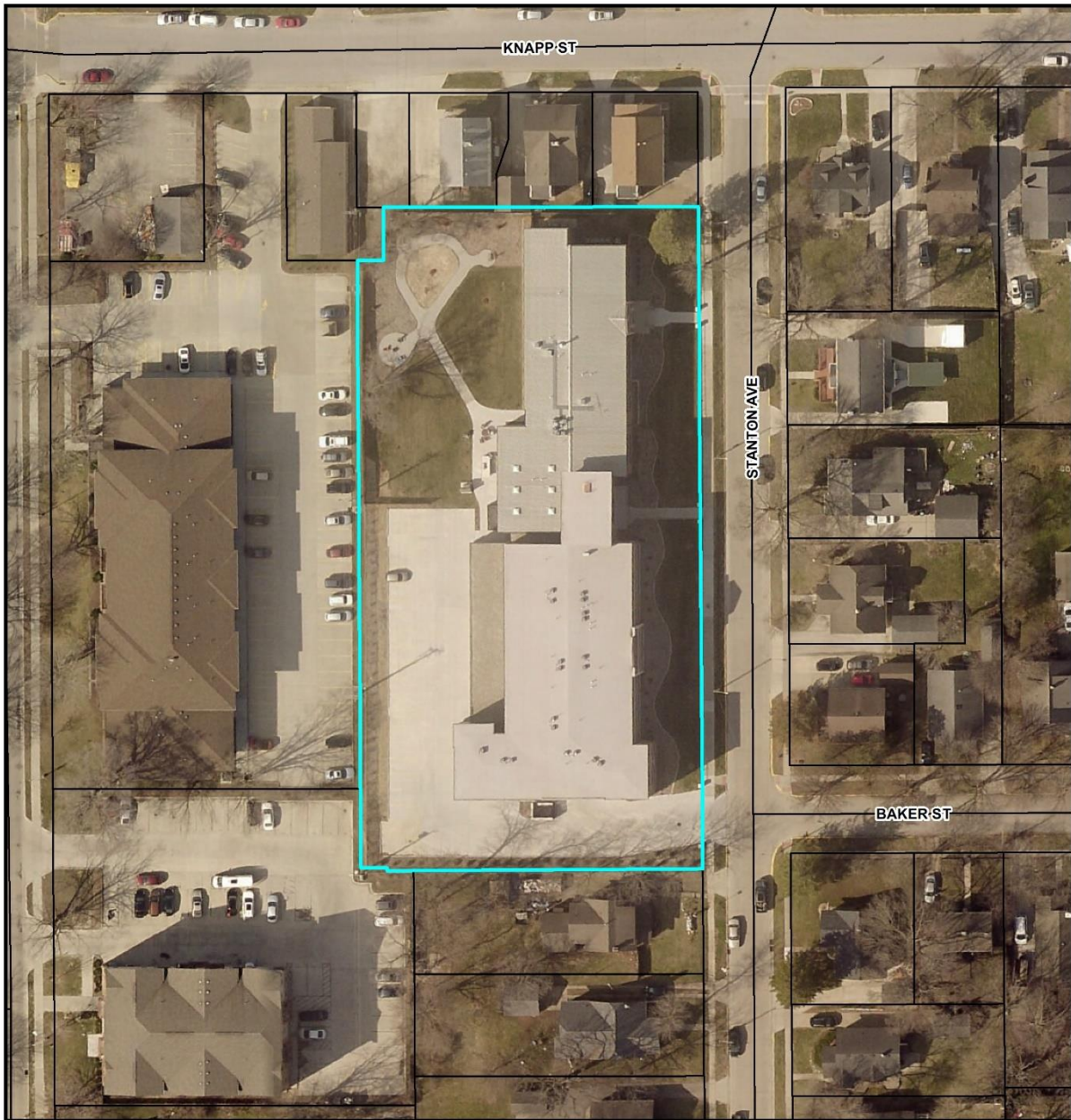
**The SpringHill Suites site requires additional documentation to verify consistency with the URA criteria. Staff believes the applicant can provide that documentation prior City Council action. In the event we do not receive the certification, City Council could not approve the request this year and the property owner could refile next year with the complete documentation.**

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving both of the requests for tax exemption as meeting the criteria for their respective Urban Revitalization Areas. This action will allow the qualifying requests for tax exemption to be processed by the City Assessor, who will determine the actual value of the respective tax exemptions.**

**ATTACHMENT 1: 2021 URBAN REVITALIZATION APPLICATIONS**

<b>ADDRESS / UNIT #</b>		<b>URA</b>	<b>COSTS</b>	<b>YEARS</b>
415 Stanton Avenue (The Crawford)	211	415 Stanton Avenue	\$264,600	3
	316		\$264,000	3
138 Gray Avenue (Acacia Frat.)		University Impacted - East	\$4,791,282	10
311 Ash Avenue (Farm House Frat.)		University Impacted - East	\$2,970,000	10
1810 S.E. 16 <sup>th</sup> Street (SpringHill)		Southeast 16 <sup>th</sup> Street	\$7,618,988	3

**ATTACHMENT 2: 415 STANTON AVENUE URA CRITERIA AND APPLICATION SUMMARY**



**Location Map  
415 Stanton Avenue**

0 50 100 200 Feet



### **ADDITIONAL QUALIFYING CRITERIA**

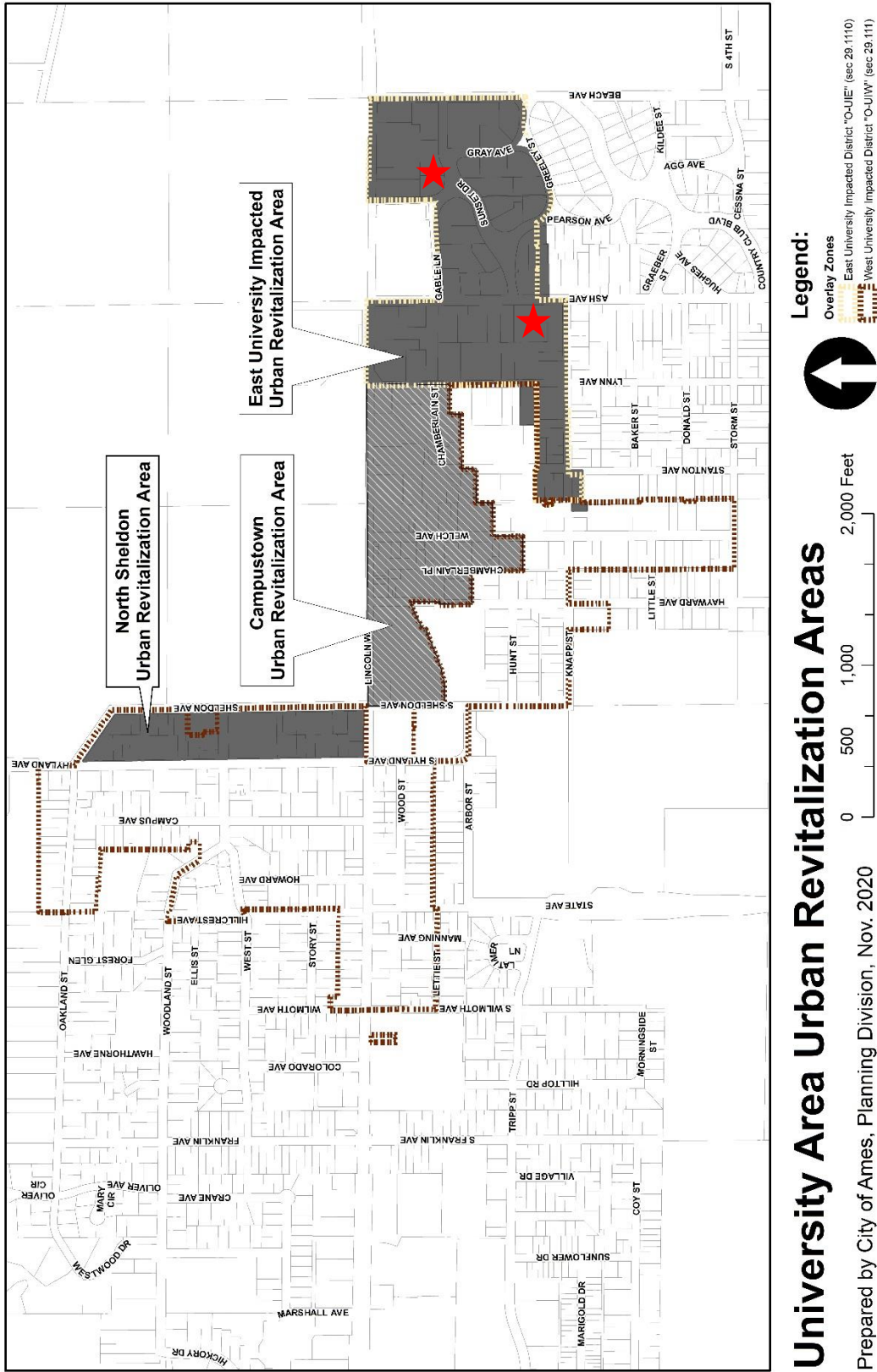
1. The building is no longer occupied as a public school, and has not been converted to another use prior to designation as an Urban Revitalization Area; and,
2. Structured parking (enclosed garage parking) is provided on site with at least one covered stall per unit; and,
3. The character of the existing building on the south and east elevations is maintained and preserved. The proposed addition matches the architectural style of the existing building.
4. The original school structure will remain, and historic materials will be preserved or adaptively reused when possible. This includes a requirement that 100% of the exterior walls of the south and east façade of the existing building remains brick.
5. The site and building substantially conforms to the site and architectural plans approved by the City Council as part of the URA Plan.

#### **415 Stanton Avenue**

The minor site development plan for this project was approved on April 16, 2018. The building was a former elementary school that later served as Ames Community School District offices. The two-story building was remodeled along with the construction of a three-story addition to create a total of 30 condominium units: 6 one-bedroom units and 24 two-bedroom units (2 applications were received this year, 28 were received last year). The building and site contain 57 parking spaces.

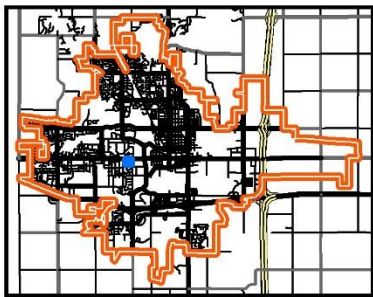
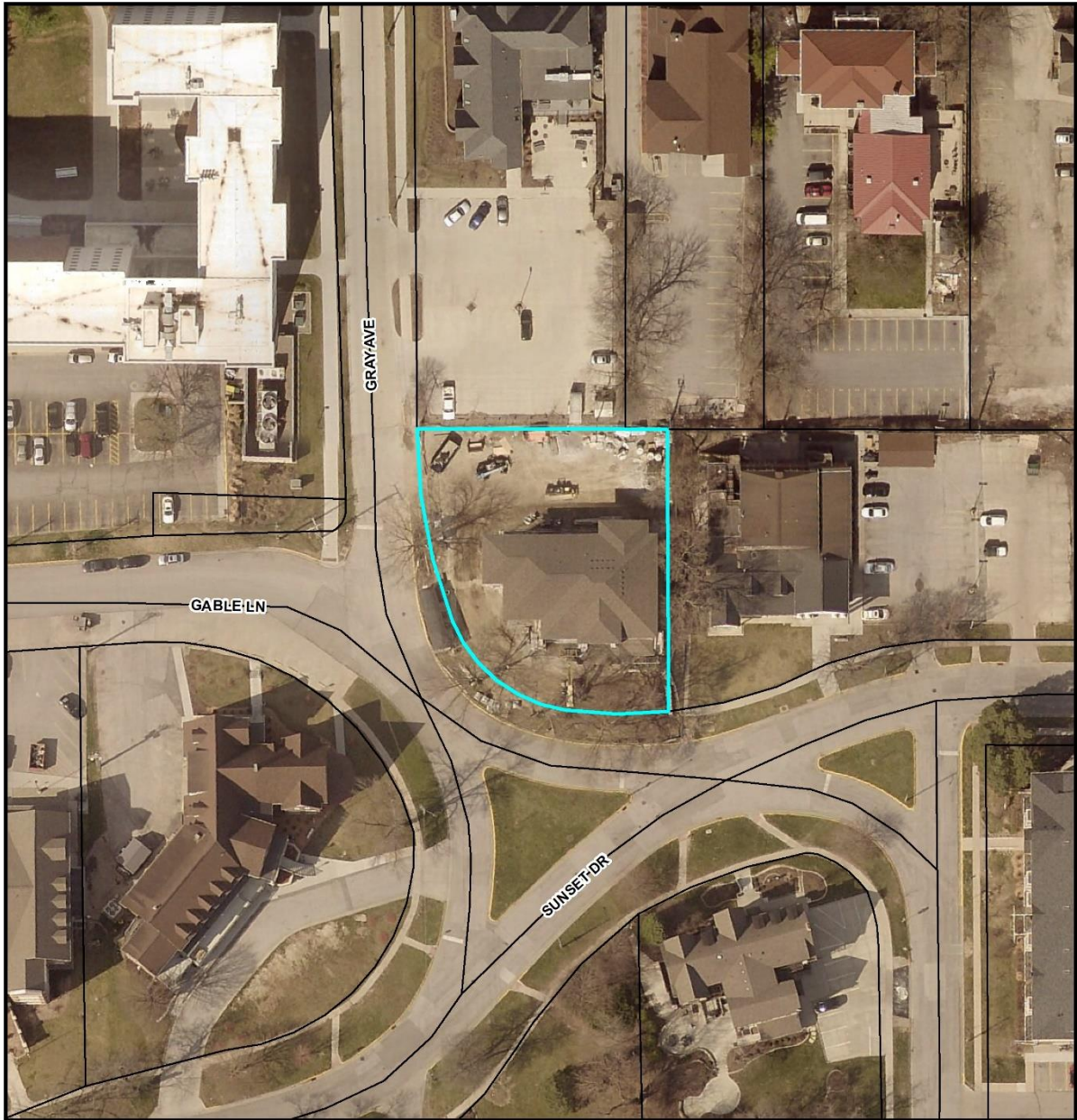


ATTACHMENT 3: UNIVERSITY IMPACTED - EAST URA CRITERIA AND APPLICATION SUMMARY



University Area Urban Revitalization Areas

Prepared by City of Ames, Planning Division, Nov. 2020

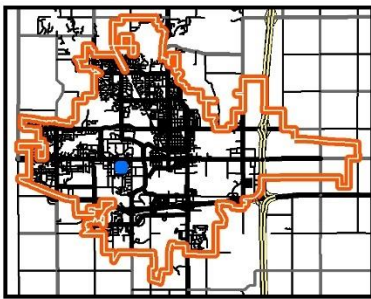
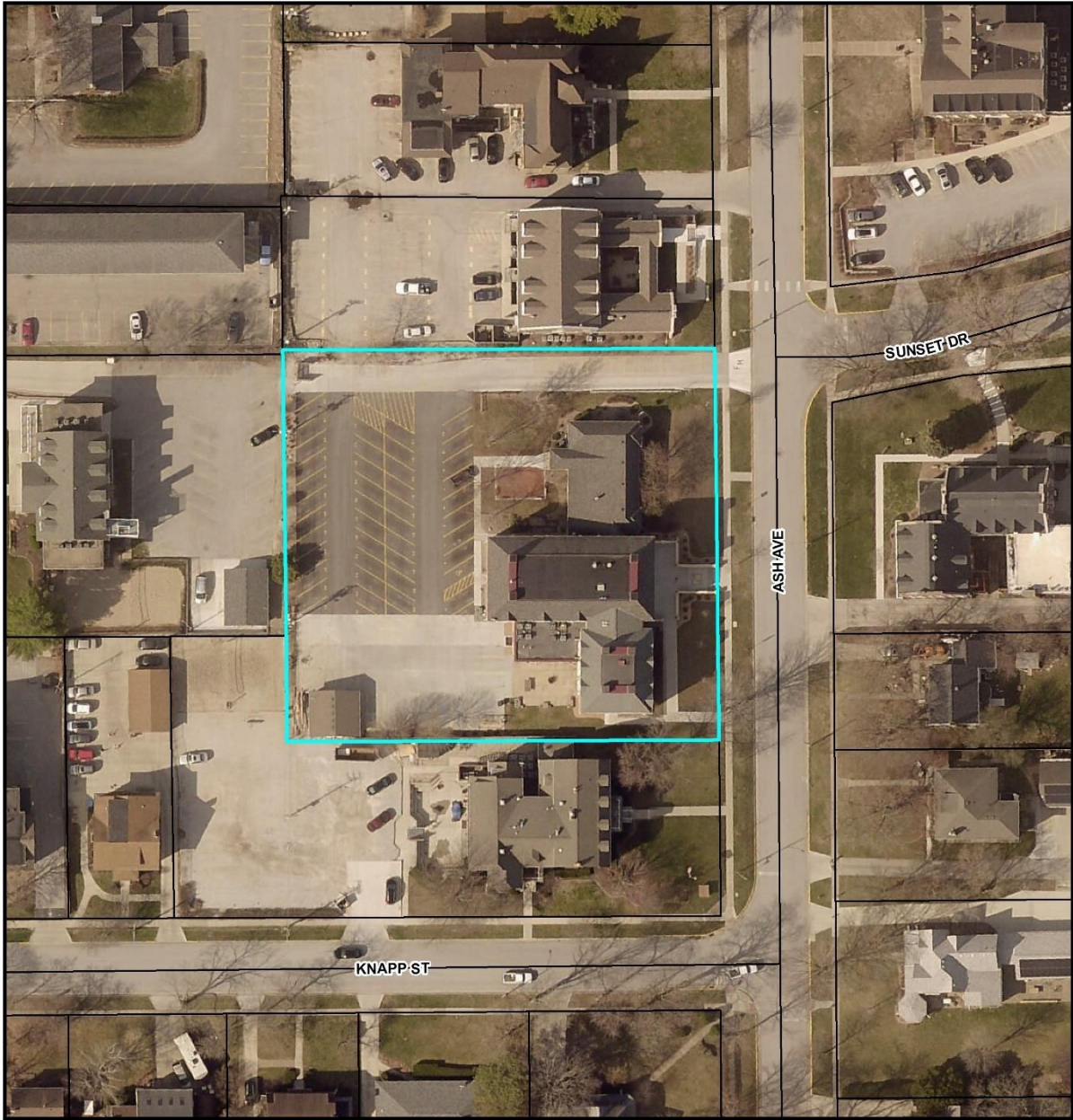


## Location Map 138 Gray Avenue

0 50 100 200 Feet







## Location Map 311 Ash Avenue

0 50 100 200 Feet



### **ADDITIONAL QUALIFYING CRITERIA**

Existing or former residence recognized by Iowa State University as part of the Greek Residence system.

#### **AND**

Seventy percent (70%) of the area of the existing exterior walls of the structure will remain.

NOTE: Sprinkler retrofit projects within this area qualify if all improvements add 5% or more to the actual value of the property.

#### **138 Gray Avenue – Acacia Fraternity**

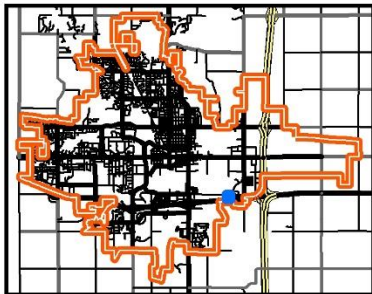
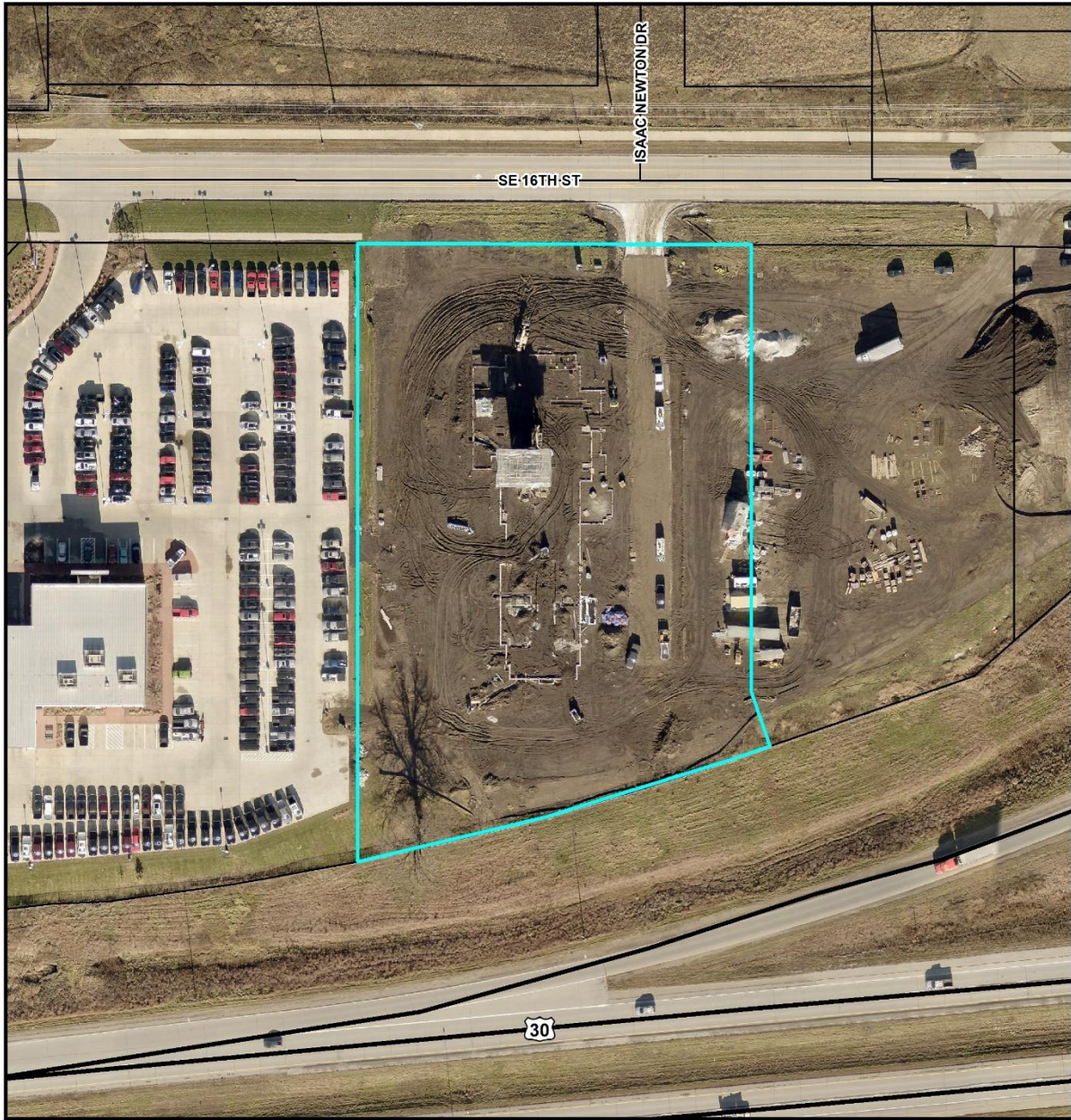
The Minor Site Development Plan was approved for this project on February 3, 2017 then extended and revised numerous times in the following years. The project demolished the previously building and built a new 13,290 square-foot fraternity.

#### **311 Ash Avenue – FarmHouse Fraternity**

The Minor Site Development Plan was approved for this project on February 5, 2015. The project renovated the structure and added a 10,708 square-feet to the existing fraternity building. The addition created new meeting space, living space, and study areas. State law stipulates that tax abatement must be requested within 2 assessment years of the completion to be eligible for the full exemption. Applicants may petition the local government for exemption after that 2-year period. Work finished in 2016 and Council granted permission for the fraternity to apply in December of 2020.



**ATTACHMENT 4: SOUTHEAST 16<sup>TH</sup> STREET URA CRITERIA AND APPLICATION SUMMARY**



**Location Map  
1810 S.E. 16th Street**

0 50 100 200  
Feet



### **ADDITIONAL QUALIFYING CRITERIA**

1. The properties have frontage on Southeast 16<sup>th</sup> Street between South Duff Avenue and South Dayton Avenue.
2. Fill or other flood proofing will be placed on the site up to an elevation of, at least, 887 feet (NGVD 29), when an engineer registered in Iowa provides written certification that raising the land would result in “no rise” to the Base Flood Elevation (100 year flood levels).
3. The cost incurred after making the request for tax abatement for the placement of fill for flood proofing up to an elevation of 887 feet or above and/or channel improvements (See Criterion 6), if applicable, is expected to be equal to or greater than the value of the City’s portion of the tax abatement.
4. A public sidewalk is to be constructed along the south side of the Southeast 16<sup>th</sup> Street adjacent to the property.
5. The property will be used for uses permitted in the applicable zoning district except for the following as further defined and described in the Ames Zoning Ordinance:
  - a. Wholesale trade
  - b. Mini-storage warehouse facilities
  - c. Transportation, communications, and utility uses
  - d. Institutional uses
  - e. Adult entertainment businesses
  - f. Detention facilities
  - g. Agricultural or industrial equipment sales
  - h. Agricultural and farm related activities
6. Owners of property abutting a river must perform channel improvements (widening, straightening, clearing, etc.) and provide certification from an engineer registered in Iowa that the improvements will mitigate flooding. These improvements must be approved by the DNR, Army Corps of Engineers, and the City of Ames.

### **1810 S.E. 16<sup>th</sup> Street – SpringHill Suites by Marriott**

The Minor Site Development Plan for the SpringHill Suites by Marriott was approved on May 1, 2019 and subsequently revised. The project constructs a 62,644 square-foot hotel with 98 rooms on a vacant lot. It was determined after the Site Plan approval that review by Council was not required under the terms of the Development Agreement to qualify for tax abatement. It must only conform to the already established terms of the URA.

The project sits on the second developable lot in the Deery Subdivision. The first project was the Deery Chrysler/Jeep/Dodge dealership immediately to the west of the subject property. The amended Minor Site Development Plan for Deery Chrysler was approved on October 15, 2014 by the City Council.

The Deery Subdivision that created three lots was approved on October 23, 2012. Council granted a URA for the property on November 27, 2012. The unique criteria in the URA

pertain to the floodplain and the near by South Skunk River channel. Criteria 2 and 3 (above) were written to ensure that desired changes were made to the nearby floodplain and river.

Staff finds that criteria 1 and 3 through 6 have been met for the current application. When the URA application for Deery Chrysler was approved in February 2015, the City Finance Director reviewed the drainage and fill invoices and proofs of payment submitted. Deery expended \$961,277.13 for fill improvements and channel straightening, as defined in the Development Agreement. Only one third of the total costs of Fill Improvements was applied to the Deery lot. The other two lots in the Urban Revitalization Area were each credited with a third of the costs. **At the time, Deery Chrysler claimed \$320,425.71 as costs for Fill Improvements. SpringHill Suites by Marriott can now do the same based upon these initial investments by Deery of adding fill to this site consistent with the approved site plan and grading plan of Deery project for all three lots of the subdivision. Based upon SpringHill improvements of \$7,618,988, staff estimated the total exemption value to be \$405,980 for the requested three year abatement. The City's portion of that, almost one third, is \$130,847. The third criterion has therefore been satisfied in relation to fill value versus City abatement value.**

**Evidence related to the second criterion is still outstanding.** Staff is waiting for official engineer-verification that fill or other flood proofing was placed on the site up to an elevation of, at least, 887 feet (NGVD 29), and that raising the land would result in "no rise" to the Base Flood Elevation (100 year flood levels). The approved Site Plan indicated this would occur, but staff has not received verification. Staff expects this to happen before the Council meeting on Tuesday, February 23.

**COUNCIL ACTION FORM**

**SUBJECT:** CITY FACILITY ACCESS CONTROL SYSTEM

**BACKGROUND:**

Currently City Hall, all three Fire Stations, and the Power Plant have access to their exteriors and interiors controlled with physical keys. This project is to transition these facilities to an electronic access control system, which will provide enhanced security and convenience.

This access control system will use cards and electronic readers instead of physical keys. The electronic system will provide automatic locking/unlocking of doors, alarms for unauthorized propping of doors, tracking after-hours access, and the ability to remotely control card access. Public groups using City Hall conference rooms after hours will also be able to receive cards programmed for access at specific dates and times, improving customer service.

A consulting firm was hired to review options and develop plans and specifications for the project. Due to the increased availability of wireless options, City Hall will utilize a combination of hard-wired and wireless systems. This will maintain the look of City Hall and reduce costs. The Fire Stations and the Power Plant systems will be predominantly hard-wired. The Power Plant project will also involve installing access control at vehicle gates to areas surrounding the plant.

This system will allow for other City buildings to add access control in the future with minimal additional costs. The system was also specified to work with the City's existing security video system, which will allow for monitoring of both video and door access together instead of separate software.

On Wednesday, February 10, 2021, bids were received as follows:

<b>Bidder</b>	<b>Lump Sum bid for City Hall and Fire Stations</b>	<b>Lump Sum Bid for the Power Plant</b>
<i>Engineer's Estimate</i>	\$395,000.00	\$327,500.00
<b>Commonwealth Electric Company of the Midwest</b>	<b>\$253,949.00</b>	<b>\$390,327.00</b>
Communications Engineering Company	\$318,344.29	\$369,366.68
Walsh Door & Security	\$480,986.00	\$631,506.00

Engineering costs are estimated at \$56,475. Current funding is available in the amount



of \$300,000 in one-time savings from the General Fund, \$39,000 from the General Fund for the Fire Stations, and \$200,000 from the FY 2020/21 Electric CIP. An additional \$228,564.50 will be needed to fund this project.

<b>Total Project Budget</b>	<b>Power Plant</b>	<b>City Hall/Fire Stations</b>	<b>Line Item Total</b>
<i>Expenditures:</i>			
Low Bid	\$390,327.00	\$253,949.00	\$644,276.00
Engineering	\$ 28,237.50	\$ 28,237.50	56,475.00
Contingency	\$ 10,000.00	\$ 30,000.00	40,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$428,564.50</b>	<b>\$312,186.50</b>	<b>\$740,751.00</b>
<i>Revenues:</i>			
General Fund Savings		\$300,000	\$300,000.00
General Fund (Fire)		\$39,000	39,000.00
FY 2020/21 Electric CIP	\$200,000.00		200,000.00
<b>To Be Determined</b>	\$228,564.50		228,564.50
<b>TOTAL REVENUES</b>	<b>\$428,564.50</b>	<b>\$339,000</b>	<b>\$767,564.50</b>

**Electric staff needs time to identify additional funding for the shortfall for its part of the project. The project will be brought back to City Council at a later date for further action.**

**ALTERNATIVES:**

1. Accept the report of bids for the City Access Control System.
2. a) Accept the report of bids for the City Access Control System.  
b) Approve the final plans and specifications for the City Access Control System.  
c) Award the City Access Control System to Commonwealth Electric Company of the Midwest of Des Moines, Iowa, in the amount of \$644,276.
3. Award the contract to one of the other bidders.
4. Reject all bids and delay moving forward with project at this time.

**CITY MANAGER’S RECOMMENDED ACTION:**

Reporting the bids at this time will allow staff an opportunity to review the funding for this project and/or determine if rebidding the project is advisable.

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 TREATMENT PLANT LIME POND UNDERDRAIN IMPROVEMENTS**

**BACKGROUND:**

The Water Treatment Plant is a lime softening plant. Lime residuals from the water softening process are stored and dewatered in large storage ponds. The material is removed annually and recycled by applying it to farm fields as an agricultural liming agent. The cost of the annual removal is based on the weight of the lime as removed including any remaining water. The storage ponds have underdrains that aid in dewatering and thus reduce the overall cost of lime removal. For FY 2020/21, the cost for lime removal is budgeted at \$381,900.

In 1997, a project was undertaken to improve the dewatering of the three oldest ponds and thus reduce the cost of disposal. Over time, these improvements have become plugged with fine lime particles and have been damaged due to the excavation of lime from the cells so that they are no longer operating as intended.



*A lime pond cell after having one half of the contents excavated.*

This project will consist of installing two additional underdrains down the mid-line of one pond. These new drains are expected to aid in the dewatering process. Staff plans to monitor the water content and removal costs after this project is completed to confirm that dewatering has improved. If the new underdrains prove not to be cost-effective, staff will forego similar improvements to the two other ponds included in the projected FY 2025/26 CIP.

City Council issued a Noticed to Bidders for this project on January 12, 2021. On February 10, 2021, bids were opened. Five bids were received and are summarized below.

Bidder	Total Project Bid
<i>Engineer's Estimate</i>	\$110,000.00
<b>RW Excavating Solutions, LC</b>	<b>\$86,635.56</b>
Ames Trenching & Excavating	\$86,900.00
Con-Struct, Inc.	\$90,210.00
Minturn, Inc.	\$97,450.00
On Track Construction, LLC	\$119,500.00

RW Excavating Solutions, LC is the lowest responsible bidder. As shown in the table above, four of the five bids received fell below the Engineer's Estimate. The FY 2020/21 CIP budget includes \$125,000 for Lime Lagoon Improvements. The project was designed in-house, so there are no engineering fees. As shown below, there is sufficient funding to accomplish this project.

<u>Project Budget</u>	
FY 2020/21 CIP	\$125,000.00
<u>Estimated Project Expenses</u>	
Construction Cost	86,635.56
<u>Contingency (10% of construction)</u>	<u>8,663.56</u>
Total Estimated Expense	\$ 95,299.12

**ALTERNATIVES:**

1. Award the Water Treatment Plant Lime Pond Underdrain Improvements Project to RW Excavating Solutions, LC of Prairie City, IA, in the amount of \$86,635.56.
2. Award the Water Treatment Plant Lime Pond Underdrain Improvements Project to one of the other bidders.
3. Do not award a contract. This would save capital costs, but would result in increased expenses in the operations budget as a result of hauling wetter lime residuals.

**CITY MANAGER'S RECOMMENDED ACTION:**

The lime pond underdrains are critical to the lime sludge dewatering process. Adding additional underdrains will improve the overall dewatering of the lime sludge. The project was budgeted in the FY 2020/21 CIP as a part of the Lime Lagoon Expansion Project. The lowest bid received was below the Engineer's Estimate and within the approved budget.

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

**COUNCIL ACTION FORM**

**SUBJECT: PROPOSED 2020-21 ANNUAL ACTION PLAN PROJECTS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME, AND CV-CARES PROGRAMS**

**BACKGROUND:**

As part of the City's approved 2019-23 Five-Year Community Development Block Grant (CDBG) and HOME Consolidated Plan, the City must submit an Annual Action Plan that outlines the proposed activities and budget to be implemented in the coming year. Those activities should be consistent with the goals and priorities identified in the Consolidated Plan. The goals and priorities that the City identified in its 2019-23 Consolidated Plan are outlined in **Attachment 1** along with the housing barriers that were identified 2019 Fair Housing Impediments Study.

The activities identified in the Annual Action Plan should address the housing and community development needs of low- and moderate-income persons as well as the housing and community development needs of non- low- and moderate-income persons in the community. The Annual Action Plan can address **one or all** of the goals and priorities of the housing and community development needs identified in the Consolidated Plan.

HUD regulations require that the Annual Action Plan be submitted for approval within 45 days before the beginning of the program fiscal year (i.e., by May 17, 2020). However, when the Coronavirus Pandemic struck, staff was in middle of preparing the proposed 2020-21 Action Plan projects for the required 30-day citizen comment period. The proposed project activities approved by City Council at its February 25, 2020 meeting are outlined in Attachment 2.

**Because of the Pandemic, completion of the 2020-21 Action Plan was placed on hold in order for the City to prepare to implement a CDBG-CV CARES (COVID-19) program to respond to the pandemic impact on low- and moderate-income households in the community.**

In October 2020, the City was notified that the 2020-21 CDBG and HOME funding allocations for: \$602,550 in CDBG funds and \$468,577 in HOME funds. In addition to our annual allocation, the City of Ames has been awarded CV-CDBG CARES (COVID-19) funds in the amount of \$354,515 in Round 1 funding and will receive \$356,455 in Round 3 funding. In order to receive these funds, the City was required to amend its 2019-20 Action Plan separately for each round of funding which covers amendments 2 and 3.

Many changes have occurred since the initial proposed 2020-2021 Annual Action Plan projects from February 2020. **The updated project proposals are part of Attachment 2.**

The following revised program projects address the needs outlined in the Consolidated Plan data:

1. Utilize both CDBG funds to complete the Baker Subdivision at 321 State Avenue Subdivision which will include public infrastructure.
2. Utilize CDBG to acquire, demolish, or rehabilitate deteriorated housing city-wide (possibly converting single rentals back to single family home ownership); to sell or transfer these lots or houses to non-profit housing organizations to provide to low-income households for rent or purchase.
3. Utilize HOME funds to construct new single-family homes in the Baker Subdivision at 321 State Avenue and provide down payment and closing cost assistance for low-and-moderate- income first-time homebuyers to purchase these homes.
4. Utilize Round 1 and 3 of the CV-CDBG CARES (COVID-19) funds to assist low-and-moderate- income households with Rent, Mortgage and Utility Assistance.

Staff believes that focusing on these projects for the 2020-21 program year will help make an impact on the needs outlined from the data, while accomplishing program projects that have been adopted in the previous action plans that have not been completed. **It is important to remember that with both CDBG and HOME funds, the City Council can redirect programming each year to accomplish housing needs in the community.**

Staff's rationale for recommending continuing these project activities for 2020-21 is as follows:

- The project activities are consistent with the recently adopted 2019-23 Five-Year Consolidated Plan goals. The two barriers identified in the 2019 Impediments to Fair Housing Analysis Study included the supply of lower income rental housing and the cost of both rental and ownership housing. Additionally, the data outlined in the Comprehensive Housing Affordability Strategy (CHAS), and the American Community Survey (ACS) information for the City of Ames is consistent with the two needs outlined above.
- The proposed projects are consistent with the **City Council's goals and priorities to focus on neighborhood sustainability by improving and expanding the housing stock for in low- and moderate-income households and in our vital core neighborhoods.**
- The proposed implementation sequence for the project activities should help meet

HUD's timely expenditure requirements.

- All of the activities proposed would be of 100% benefit to low- and moderate-income persons.

To date, staff has not received any comments from the public regarding these proposed projects for 2020-21.

**ALTERNATIVES:**

1. Approve the proposed 2020-21 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant, HOME and CARES Programs, and direct staff to submit the plan for approval by HUD no later than February 28, 2021.
2. **Modify and approve** the proposed 2020-19 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant Program, HOME and CARES Programs, and direct staff to submit the plan for approval by HUD no later than February 28, 2021.
3. Refer this item back to staff for further information.

**CITY MANAGER'S RECOMMENDED ACTION:**

Although there has been a delay in the process of approving an Annual Action Plan for this year, it is necessary to approve the Plan in order for the City to receive the identified funding and to implement the proposed projects.

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

## **ATTACHMENT 1**

### **2019-23 Five-Year Consolidated Plan Goal and Priorities**

**Utilize and leverage CDBG and HOME Funds through “private, non-profit and public” partnerships to:**

1. To create and expand affordable housing for low-income households through:
  - Increase supply of single family or two-family housing for ownership in the Neighborhood Revitalization Strategy Area (NRSA);
  - Reduce the cost burden for low-income households to access or maintain rental housing citywide
  - Increase the affordability and availability of owner housing for homebuyers citywide

### **2019-20 Fair Housing Impediments Study Barriers and Needs**

1. The supply of housing for lower income households for renting; and
2. The cost of housing for lower income households for both renting and home buying.

**The major difference from the 2014-19 data, is that the cost of housing is now #1 and the availability is of housing is now #2.**



## ATTACHMENT 2

<b>Proposed 2020-21 Action Plan Expenditure Budget:</b>	
<b>Programs</b>	<b>Budget</b>
Continue Public Infrastructure Improvements Program for Baker Subdivision (321 State Avenue) NRSA (including Engineering costs+ GO Bond)	\$1,262,300 \$244,914
Rehabilitation/Disposition of 241 Village Drive	\$9,408
Acquisition/Relocation/Demolition of 148 S. Franklin	\$29,649
Desposition of 6 <sup>th</sup> Street Properties	\$1,223
HOME Homebuyer Assistance Program	\$249,928
HOME Homeownership Construction Program	\$600,482
HOME for Low Income Housing Tax Credit (LIHTC) Assistance	\$350,000
CV-CDBG CARES Rent, Mortgage & Utility Relief Assistance (Round 1)	\$347,425
CV-CDBG CARES Rent, Mortgage & Utility Relief Assistance (Round 3)	\$325,455
General Administration for CDBG, HOME & CARES	CDBG: \$120,510 HOME: \$154,725 CARES 1: \$ 7,090 CARES 3: \$ 31,000
<b>Total</b>	<b>\$3,734,109</b>
<b>PROPOSED 2020-21 Action Plan Revenue Budget:</b>	
2020-21 CDBG Allocation	\$602,550
2019-20 CDBG Program Rollover	\$659,750
2020-21 CDBG Anticipated Program Income	\$340,694
Non-CDBG Revenue-GO Bonds	\$249,805
2020-21 HOME Allocation	\$468,577
19-20 HOME Anticipated Program Rollover	\$956,844
Adjustment for HOME CHDO Set-Aside	-\$255,081
CV-CDBG CARES (COVID-19) Round 1	\$354,515
CV-CDBG CARES (COVID-19) Round 3	\$356,455
<b>Grand Total CDBG &amp; HOME</b>	<b>\$3,734,109</b>

**COUNCIL ACTION FORM**

**SUBJECT: TEXT AMENDMENT TO THE “DSC” DOWNTOWN SERVICE CENTER ZONING DISTRICT TO REDUCE THE NUMBER OF VEHICLE PARKING SPACES REQUIRED FOR APARTMENT USE**

**BACKGROUND:**

At the December 22, 2020 meeting, City Council discussed a request from a property owner to initiate a Zoning Text Amendment to eliminate multi-family residential parking requirements in the “DSC” Downtown Service Center Zoning District. In his letter to Council, Jerry Nelson asked the Council to consider reducing the number of parking spaces for apartment buildings to facilitate residential development and rehabilitation within the Downtown.

Currently, the Zoning Ordinance does not require parking for most commercial uses in DSC. However, residential uses in DSC, including apartments, single-family homes, and two-family homes, are required to have one (1) space per residential unit (RU) on site. This standard is the same in “CSC” Campustown Service Center. The one space per RU is itself a reduction from all other zoning districts (*see Attachment B for current parking requirements in districts besides DSC and CSC*).

At the December meeting, Council responded to Mr. Nelson’s request and directed staff to proceed with changes to the Zoning Ordinance. City Council also directed staff as separate issue to explore potential changes to remote parking requirements and use of public parking spaces for overnight parking as additional options to support additional housing options Downtown. **Staff intends to bring these to issues back to the City Council at a later date.**

**The proposed changes will allow for apartment buildings of up to 18 units to be exempt from parking if those units have two (2) bedrooms or fewer. In buildings of up to 18 units, apartments with three (3) bedrooms or more would continue to be required to provide parking at one (1) parking space per residential unit (RU). Any project or building containing more than 18 units would be required to provide parking for each unit; the intent of the change is not to exempt the first 18, two-bedroom units. The units being owner-occupied or rented does not affect the proposed change.** The proposed Text Amendment change is included as Attachment B.

Examples of project parking requirements if this change is adopted:

- An 18-unit apartment building (one- and two-bedroom units only): zero (0) parking spaces required.
- A 14-unit apartment building (seven (7), two-bedroom units and seven (7), three-bedroom units): seven (7) parking spaces required at one (1) space per three-bedroom residential unit.

- A 19-unit apartment (of any bedroom count): 19 parking spaces required at one (1) space per residential unit.

Additional background is included in the addendum.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission met on January 20, 2021 to consider the proposed text amendment. Commissioners discussed the appropriateness of allowing a reduction in required parking, with attention paid to the tradeoffs between reducing the burden on residential development that minimum parking creates and the possible impact on the surrounding neighborhood of additional parking. Staff also discussed the 2019 Downtown parking study findings in reference to questions from the Commission. The Commission recommended that the Council adopt the changes to minimum parking for development of 18 apartments or less to eliminate parking for units with two-bedrooms or less within the Downtown Service Center Zoning District. The vote was 5-1-0 in support of the recommendation.

**ALTERNATIVES:**

1. Approve on first reading the changes to minimum parking standards for development of 18 apartments or less to eliminate parking for units with two-bedrooms or less within the Downtown Service Center Zoning District.
2. Adopt different changes to minimum parking for apartments within Downtown Service Center Zoning District.
3. Make no changes to the current Downtown Service Center Zoning District parking standards.

**CITY MANAGER’S RECOMMENDED ACTION:**

The proposed alteration to the minimum parking requirements will facilitate new residential development in the Downtown by reducing the burden on property owners and developers related to parking. Because of Downtown’s history, lots in the Downtown are smaller and most are developed, making it difficult for a developer to find a lot that can accommodate development and parking on the same parcel.

Staff believes the proposed parking reduction for small to medium size apartment projects in DSC is appropriate based upon the vision for Downton described in the Land Use Policy plan as a strong center with a goal for 24-hr activity. It is not uncommon for communities committed to urban living environments and supportive of Downtowns to reduce parking for residential uses so support intensification, example include Decorah, IA; Champaign, IL; and Burlington, IA. This proposed small change will not rapidly change the parking dynamic of the area and if there are potential parking issues the City can respond with future changes to public parking requirements or again require on-site parking for residential uses.

The City has already reduced parking for uses in Downtown acknowledging the uniqueness of the urban environment of Downtown. The proposed change is designed to jump start smaller housing projects that have otherwise struggled to move forward in Downtown. Over time, the parking reduction will likely leave the Downtown with fewer surface parking lots. Instead of parking, underutilized lots can be used for commercial and residential purposes, bringing energy and vitality to Downtown and tax revenue to the City. Reducing parking can also have the effect of encouraging modes of transportation other than private automobile. Riding the bus, walking, and biking become emphasized, rather than the vehicle, especially in a walkable place like Downtown Ames.

**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 thereby adopting the changes to eliminate parking requirements for units with two-bedrooms or less within the Downtown Service Center Zoning for apartment buildings with up to 18 units.**

## ADDENDUM

The Land Use Policy Plan Chapter 2 describes the sub-area of Downtown as a primary activity center for the City and a “strong central place.” It includes discussion of planned enhancements to the area and desirable uses in the Downtown that promote it as a 24-hour center. One strategy for a 24-hour center is adding housing. Although DSC zoning currently permits housing with reduced parking, there has been no meaningful increase in urban living options Downtown over the past 20 years. One issue highlighted by property owners is the lack of ability to convert upper floors of buildings or redevelop small sites due to the difficulties and cost of providing on-site parking.

Within the context of the proposed text amendment, it would facilitate small and medium sized projects addressing these concerns. Based upon discussions with the Nelson’s and staff’s evaluation of development potential for traditional lots Downtown, the 18-unit project threshold would allow for one to three floors of housing above retail on a standard 50x100 foot lot. Generally, an assumption of 4-6 apartments per floor. The Nelson’s described the intensity as being able to match that of the Sheldon Munn in height for their property at the corner of 5<sup>th</sup> and Burnett. Without redeveloping a site, the proposed change would also allow for some existing buildings to rehabilitate 2<sup>nd</sup> floor space into apartments.

Under current conditions staff finds the proposed changes to be supportive of the goal of increasing housing options Downtown. The proposed change incentivizes small to medium-sized projects that would be in character with the current Historic Downtown. Large scale projects would still be required to address parking needs so as not to overrun the capacity of area. It is important to maintain the historic character of Downtown and its identity, but also to allow for incremental improvements.

Reducing on-site parking requirements could potentially affect use of public parking spaces in the Downtown and adjacent streets that are outside of Downtown. The City will monitor these changes over time as new housing is added to the Downtown and adjust requirements as needed if there are negative impacts to availability of parking in the area.

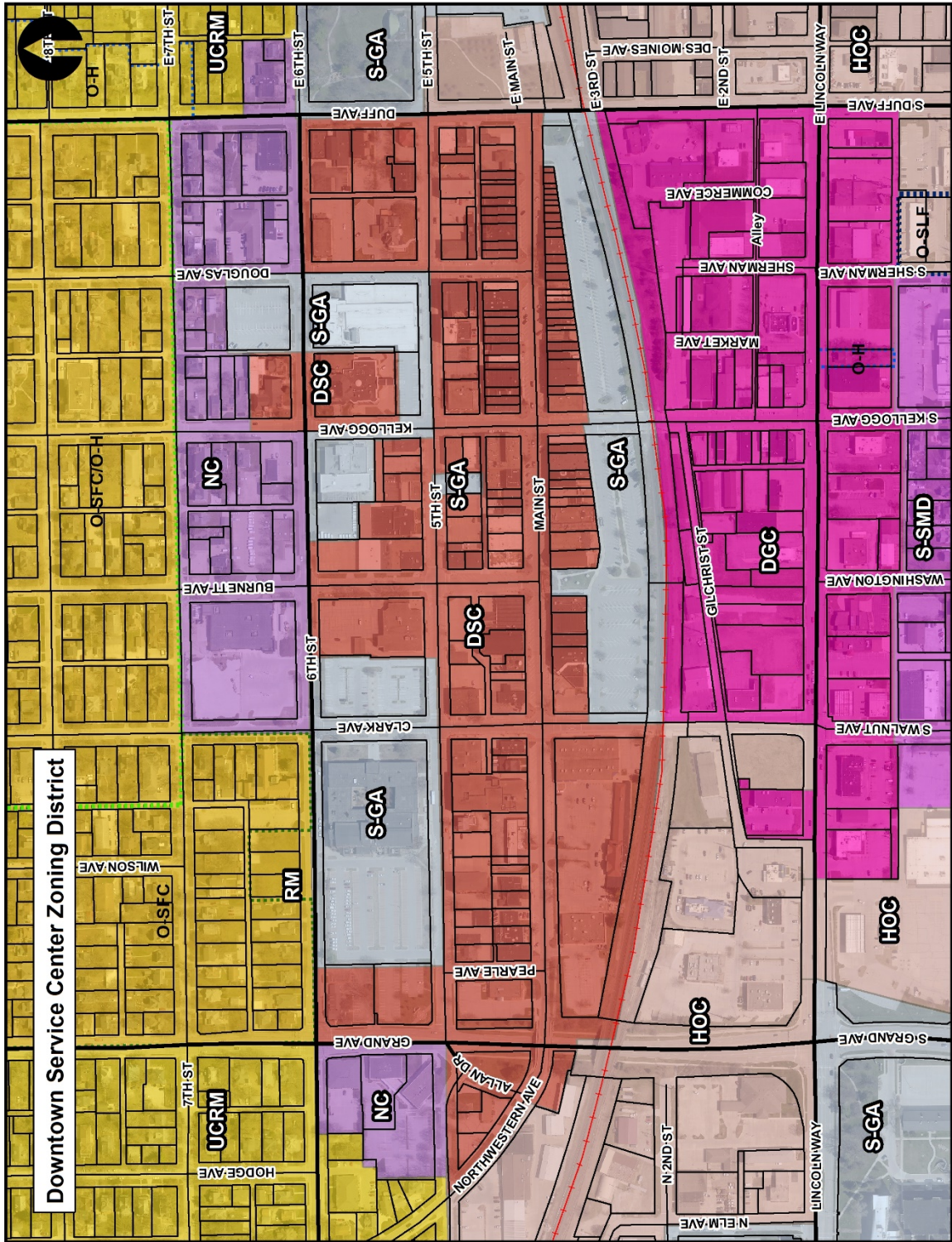
Other alternatives discussed related to parking changes in DSC included waiving of all parking of any unit size, reduced parking for a smaller number of units, allowing for in-lieu fees, or changes to remote parking requirements to allow for spaces to be located further from the site. An alternative to requiring vehicle parking is to require bicycle parking. Covered bicycle parking for residential projects encourages alternative modes of transportation and supports occupancy of urban living environments by people that may embrace a car free lifestyle.

### *Downtown Parking Study Information:*

In 2019, the City engaged the services of Walker Consultants to [study parking in Downtown](#). Walker studied the use of existing parking on the street and in City-owned lots over two days. Their data did not show a parking shortage in Downtown, though the availability of spaces on certain blocks was limited during certain times of the day.



# Attachment A – DSC Map



## Attachment B – Proposed Minimum Off-Street Parking Requirements Table

**Table 29.406(2) Minimum Off-Street Parking Requirements**

PRINCIPAL LAND USE	ALL ZONES EXCEPT DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES	DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES
<b>RESIDENTIAL DWELLINGS</b>		
One and Two-Family and Single Family Attached (including Manufactured Homes outside RLP District)	2 spaces/Residential Unit (RU)	1 space/RU
Apartment Dwellings	1.5 space/RU; for one-bedroom units 1 space/bedroom for units of 2 bedrooms or more 1.25 space/bedroom for units of 2 bedrooms or more in University Impacted (O-UIE and OUIW) 1 space/residential unit for an Independent Senior Living Facility	<u>DSC</u> Developments with up to 18 units: - 0-2 bedrooms units: NONE - 3+ bedroom units: 1 space/RU  Developments with more than 18 units: 1 space/RU
		<u>CSC-All Developments</u> 1 space/RU
Dwelling House	1 space per bedroom	N/A
Family Home	2 spaces plus 1 space/2 full time staff members of the largest shift	NONE
Group Living		NONE
Nursing and convalescent homes	1 space/5 beds, plus 1 space/2 staff members of the largest shift	
College and University housing, fraternities and sororities	1 space/3 bed	
Mobile Home and Manufactured Home in Manufactured/Mobile Home Parks	2 spaces/Manufactured/Mobile Home Space plus 1 space for guest parking/4 Manufactured/Mobile Home Spaces	NONE
Short-Term Lodging Hotel/Motel, including ancillary uses	1 space/guest room; plus 6 spaces/1,000 sf of ballroom, meeting, bar and restaurant areas; plus 1 space/2 employees of the largest shift	1 space/guest room, plus 5 spaces/1,000 sf of ballroom, meeting, bar and restaurant areas; plus 1 space/2 employees of the largest shift
Boarding houses, rooming houses, and lodging houses	1 space/bed	0.5 space/bed
<b>OFFICE</b>		



<b>PRINCIPAL LAND USE</b>	<b>ALL ZONES EXCEPT DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>	<b>DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>
Medical/Dental office	1 space/143 sf where there is no agreement for shared parking; 1 space/200 sf where there is an agreement for shared parking or for medical facilities that exceed 50,000 sf	NONE
Other office	1 space / 300 sf	NONE
<b>TRADE AND WHOLESALE</b>		
Wholesale Trade	1 space/500 sf	NONE
Printing	1 space/200 sf of retail area; plus 1 space/2 employees on largest shift; plus 1 space/company vehicle	NONE
Fuel Sale/Convenience Stores	1 space/200 sf; spaces at fuel pump islands may be counted towards this requirement	NONE
Retail Sales and Services-General	1 space/300 sf	NONE
Display store (furniture, appliances, carpets, etc.)	1 space/500 sf	NONE
Financial institution (freestanding or as ground level service area)	Ground level: 1 space/250 sf; other than ground level: 1 space/300 sf	NONE
Entertainment and Recreation Trade	14 spaces/1,000 sf	NONE
Sit-Down Restaurant	9 spaces/1,000 sf	NONE
Fast food restaurant	12 spaces/1,000 sf in dining or waiting area, or 1 space/2 employees if no seating	NONE
Recreation facility, health club	5 spaces/1,000 sf	NONE
Enclosed tennis, handball, racquetball or squash courts	4 spaces/court plus 1 space/200 sf for rest of building	NONE
Bowling Alley	5 spaces/lane. Bar, restaurant and other uses shall provide parking according to the requirement for that use	NONE
<b>INSTITUTIONAL AND MISCELLANEOUS USES</b>		
Auditoriums, theaters, stadiums and arenas	Greater of 1 space/5 seats or 10 spaces/1,000 sf, with a minimum of 20 spaces	Greater of 1 space/4 seats or 10 spaces/1,000 sf, with a minimum of 20 spaces
Places of Worship	When seating is provided in main auditorium: 1 space/4 seats, exclusive of Sunday School and other special areas. When seating is not provided in	NONE

<b>PRINCIPAL LAND USE</b>	<b>ALL ZONES EXCEPT DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>	<b>DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>
	main auditorium: 1 space/60 sf of worship area	
Private clubs, fraternal organizations, libraries, museums and community buildings	1 space/200 sf	NONE
Funeral Home/Mortuary	1 space/50 sf in slumber rooms, parlors and funeral service rooms	NONE
Vehicle Service Facilities Fuel Sales Only Service/Repair Facilities	3 spaces plus 1/employee 3 spaces plus 2 spaces/service bay	NONE
Car Wash	2 spaces plus 5 stacking spaces/washing bay	NONE
Motor vehicle sales and service	2 spaces plus 1 space/500 sf over 1,000 sf in the showroom, plus 2 spaces/service bay	NONE
Heliport or helicopter landing area	Greater of 1 space/employee or 2 spaces/1,000 sf of patron area, but not less than 10 spaces	NONE
Hospital/medical center	1 space/2 beds plus 1 space/2 staff members of the largest shift	NONE
Schools primarily serving children younger than age 16	Greater of 2 spaces/classroom or 1 space/4 seats in auditorium	NONE
High schools and universities	Greater of 1 space/2 students; or 10 spaces/classroom; or 1 space/4 seats in auditorium	4 spaces/classroom
Sports Practice Facility	2 spaces/1,000 sf of gross floor area	2 spaces/1,000 sf of gross floor area
<b>INDUSTRIAL</b>		
Industrial Service, Manufacturing and Production, Resource Production and Extraction	1 space/500 sf plus 1/space/company vehicle For manufacturing uses exceeding 50,000 sf 1 space/1,000 sf	NONE
Warehouses	One (1) parking space per 5,000 sf	NONE
<b>MIXED-USE DEVELOPMENT</b>	Mixed-use development parking shall be determined as the sum of parking requirements of the individual use components	Mixed-use development parking shall be determined as the sum of parking requirements of the individual use components

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY AMENDING SECTION 29.406(2) THEREOF, FOR THE PURPOSE OF REDUCING THE NUMBER OF VEHICLE PARKING SPACES REQUIRED FOR APARTMENT USE IN THE DOWNTOWN SERVICE CENTER (DSC) ZONE; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; 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 amending Section 29.402(2) as follows:

**“Sec. 29.406. OFF-STREET PARKING.**

**Table 29.406(2)  
Minimum Off-Street Parking Requirements**

<b>PRINCIPAL LAND USE</b>	<b>ALL ZONES EXCEPT DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>	<b>DOWNTOWN (DSC) AND CAMPUSTOWN (CSC) SERVICE CENTER ZONES</b>
...		
Apartment Dwellings	1.5 space/RU; for one-bedroom units 1 space/bedroom for units of 2 bedrooms or more 1.25 space/bedroom for units of 2 bedrooms or more in University Impacted (O-UIE and OUIW) 1 space/residential unit for an Independent Senior Living Facility	<u>DSC</u> <u>Developments with up to 18 units:</u> <u>0-2 bedrooms units: NONE</u> <u>3+ bedroom units: 1 space/RU</u>  <u>Developments with more than 18 units: 1 space/RU</u>
...		<u>CSC – All Developments</u> 1 space/RU
...		

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. 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

\_\_\_\_\_  
John A. Haila, Mayor

**COUNCIL ACTION FORM**

**SUBJECT: REZONE FROM RH (RESIDENTIAL HIGH DENSITY) WITH O-UIW (UNIVERSITY WEST IMPACT OVERLAY) TO NC (NEIGHBORHOOD COMMERCIAL) WITH O-UIW (UNIVERSITY WEST IMPACT OVERLAY) FOR A PROPERTY LOCATED AT 2801 & 2803 WEST STREET**

**BACKGROUND:**

The property owner, Motherlode Enterprises Inc, is requesting a rezoning of a single parcel of land located at 2801 West Street from RH (Residential High Density) to NC (Neighborhood Commercial) with the University West Impact Overlay. The site is located on the northwest corner of the intersection of Hyland Avenue and West. (*see Attachment A: Location and Zoning Map*). The site is 0.086 acres. The property is designated as Residential High Density on the future land use map the Land Use Policy Plan (LUPP). The site is also within the University Impact Area.

**The site contains a commercial building and a 3-unit apartment building both on the same lot. The Zoning Ordinance does not permit commercial buildings in combination with residential buildings in the RH zone. Therefore, both buildings are viewed as non-conforming which limits modifications to the structures and uses. The owner would like to convert space to add an additional dwelling unit within the 3-unit apartment building. As a non-conforming principal use there can be no additional units added in the apartment building according to the standards in Section 29.307(2)(a)(b)(c) (See *Attachment E*), which restrict intensification and the addition of dwelling units in non-conforming apartments.**

**The owner desires to rezone the property to NC zoning to accommodate the addition of the one additional dwelling unit. NC zoning classification allows for both household living and commercial uses to exist as principal uses on the same lot and have multiple buildings on a lot. NC zoning has no unique land use classification on the Land Use Map or in the Land Use Policy Plan; therefore, a LUPP amendment is not necessary to approve the change. Neighborhood Commercial has been applied to sites that have a legacy commercial use and do not fit the classification of Highway Oriented Commercial or another primary commercial base zone.**

**Approval of the zone change would allow the applicant to pursue the desired changes to the apartment building as a conforming use within a nonconforming structure. Staff has reviewed the request and found that the addition of a dwelling unit within the existing building would not trigger additional parking or other site improvements due to the existing count of bedrooms within the apartments. With NC zoning the applicant could redevelop the site with commercial or residential uses consistent**

**with the zoning district design standards.** Further analysis of the rezoning petition is found in the Addendum.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

At the January 27<sup>th</sup> Planning & Zoning Commission meeting the Commission voted 6-0 to recommend the City Council approve the rezoning. The Planning & Zoning Commission briefly discussed the proposal and clarified with staff that the proposed change was to allow for the addition of one unit in the apartment building with no required site changes needed.

**ALTERNATIVES:**

1. City Council can approve the request for rezoning from RH (Residential High Density) to NC (Neighborhood Commercial) with the West University Impact Area Overlay as proposed by the rezoning request, and supported by the findings of fact.
2. The City Council can deny the request for rezoning from (RH) Residential High Density to (NC) Neighborhood Commercial if the Council finds that the City's regulations and policies are not met.
3. The City Council can defer action on this request and refer it back to City staff and/or the applicant for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

The current RH zoning of the site is consistent with the Land Use Policy Plan land use designation and supports the use of the site as entirely residential with high density residential. However, the commercial use of the site is not permitted and thus makes all uses on the site non-conforming in the configuration they exist. **Rezoning to NC better reflects the current use of the site as NC zoning permits both residential and commercial buildings as permitted principal uses. The proposed rezoning to NC can be found to be consistent with the allowances of the LUPP for small scale commercial zones while also permitting high density residential development. The applicant's proposed use is compatible with the surrounding uses as NC zoning already exists across the street along the south side of West Street.**

Site improvements for landscaping, parking, and setbacks are currently non-conforming for the RH zoning and will be similar within the proposed NC zoning. The rezoning to NC will not cure these deficiencies and the property will continue to have non-conformities. No site improvements are required at this time.

**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1,** which is to approve the request for rezoning from (RH) Residential High Density to (NC) Neighborhood Commercial as proposed by the rezoning request, and supported by the findings of fact.

## **ADDENDUM:**

**Land Use Policy Plan Future Land Use Map.** No change in the land use designation is proposed in relation to the rezoning request. The Land Use Policy Plan (LUPP) Future Land Use Map designates this site as High-Density Residential. This designation can support the Neighborhood Commercial Zone as this zone does not have an underlying land use classification and is expected in neighborhoods with residential nearby. RH zoning is of higher intensity residential zoning and fits well adjacent to NC zoning. The High Density LUPP designation is applied along both sides of Hyland Avenue and both sides of West Street. (*see Attachment B: LUPP Map*).

The proposed NC zoning does not have a corresponding commercial designation on the Future Land Use Map of the LUPP. There are no specific siting criteria for the zoning district, only the general discussion of its intent and purpose within Chapter 2 of the Land Use Plan. Neighborhood Commercial is of limited applicability within existing areas of the City for sites that did not meet the other commercial land use policies of the City and were also small scale in nature.

There are generally six other areas of the community with NC zoning. The land use designation of these areas on the Future Land Use Map varies from High Density Residential, to Downtown Services Center, to Highway-Oriented Commercial, and are described as follows:

- The properties east of Grand Avenue and north of 24<sup>th</sup> Street includes a bank and a hardware store, and are designated as High Density Residential;
- The area east of Clark Avenue to the east side of Duff Avenue between 6<sup>th</sup> Street and 7<sup>th</sup> Street includes a grocery store, single family homes, multiple family buildings, offices, a church, parking lots, auto repair business, and a convenience store, and are designated as Downtown Services Center;
- The property located at 926 S. 16<sup>th</sup> Street includes a restaurant and is designated as High-Density Residential; and,
- The area north of Toronto Street along Florida Avenue and Reliable Street includes a heating and air conditioning business, a painting company, self-storage units, single family homes, and a former grain elevator being converted for other commercial use.
- Property at the corner of Hazel and Lincoln Way used as general office and designated for residential.
- Property at the corner of Grand Avenue and Bloomington Road on the east side of Grand Avenue which contains a Habitat for Humanity retail store and designated

as high density residential on the Land Use Map.

**Existing/Proposed Zoning.** The current zoning of the property is RH (Residential High Density). The property has been zoned RH since May of 2000 when the current zoning ordinance was adopted. The proposed zoning of the property is NC (Neighborhood Commercial). The NC zone has more permissive standards regarding multiple buildings with differing uses than the RH zone. In this case it permits both Residential and Commercial buildings on one lot. This matches the existing conditions of the site. NC zoning exists across the street to the south of this property all along the south side of West Street for approximately 1 block as well as south along the west side of Hyland Avenue.

**Permitted Uses.** Permitted uses in the NC zone include:

- Household Living, including apartments;
- Bed & Breakfast
- Vacation lodging
- Office;
- Retail Sales and Services – General;
- Entertainment, Restaurant and Recreation Trade;
- Community Facilities;
- Social Service Providers;
- Religious Institutions;
- Basic Utilities;
- Personal Wireless Communication Facilities; and,
- Child Day Care Facilities.

**Existing Uses of Land.** Land uses that occupy the subject property and other surrounding properties are described:

<b>Location</b>	<b>Existing Land Uses</b>
Subject Property	Apartment Building & Commercial Building
North	Apartments
East	Apartments
South	Mixed Use
West	Apartment Buildings

**Public Infrastructure.** All public infrastructure is available and has the capacity to serve the site.

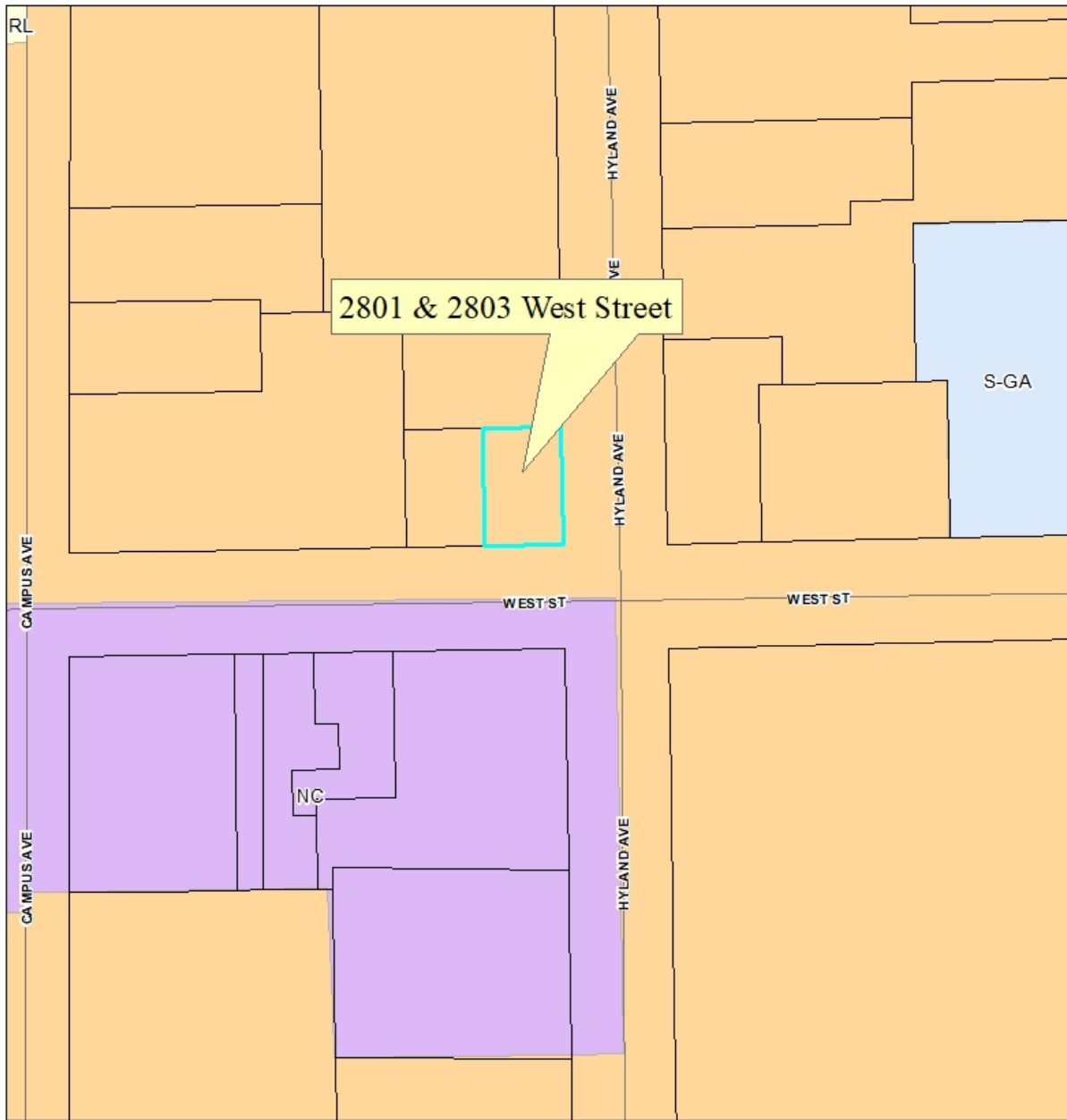
**Public Notice.** Notice was mailed to property owners within 200 feet of the subject site and a sign was posted on the subject property.

**Findings of Fact.** Based upon an analysis of the proposed rezoning and laws pertinent to the applicant's request, staff makes the following findings of fact:



1. *Ames Municipal Code Section 29.1507(2)* allows owners of fifty percent (50%) or more of the area of the lots in any district desired for rezoning to file an application requesting that the City Council rezone the property. The owner of this single parcel has requested the rezoning.
2. The subject property has been designated on the Land Use Policy Plan (LUPP) Future Land Use Map as High-Density Residential.
3. There is no corresponding land use designation on the Future Land Use Map for the NC (Neighborhood Commercial) zoning designation.
4. Infrastructure is in place to serve the proposed use of this site.
5. The existing site is non-conforming for site improvements according to both the RH and NC zoning standards. The proposed NC zoning is a better match for the existing uses on the site. As such the site is being rezoned as non-conforming for site improvements while making the principal use more conforming.

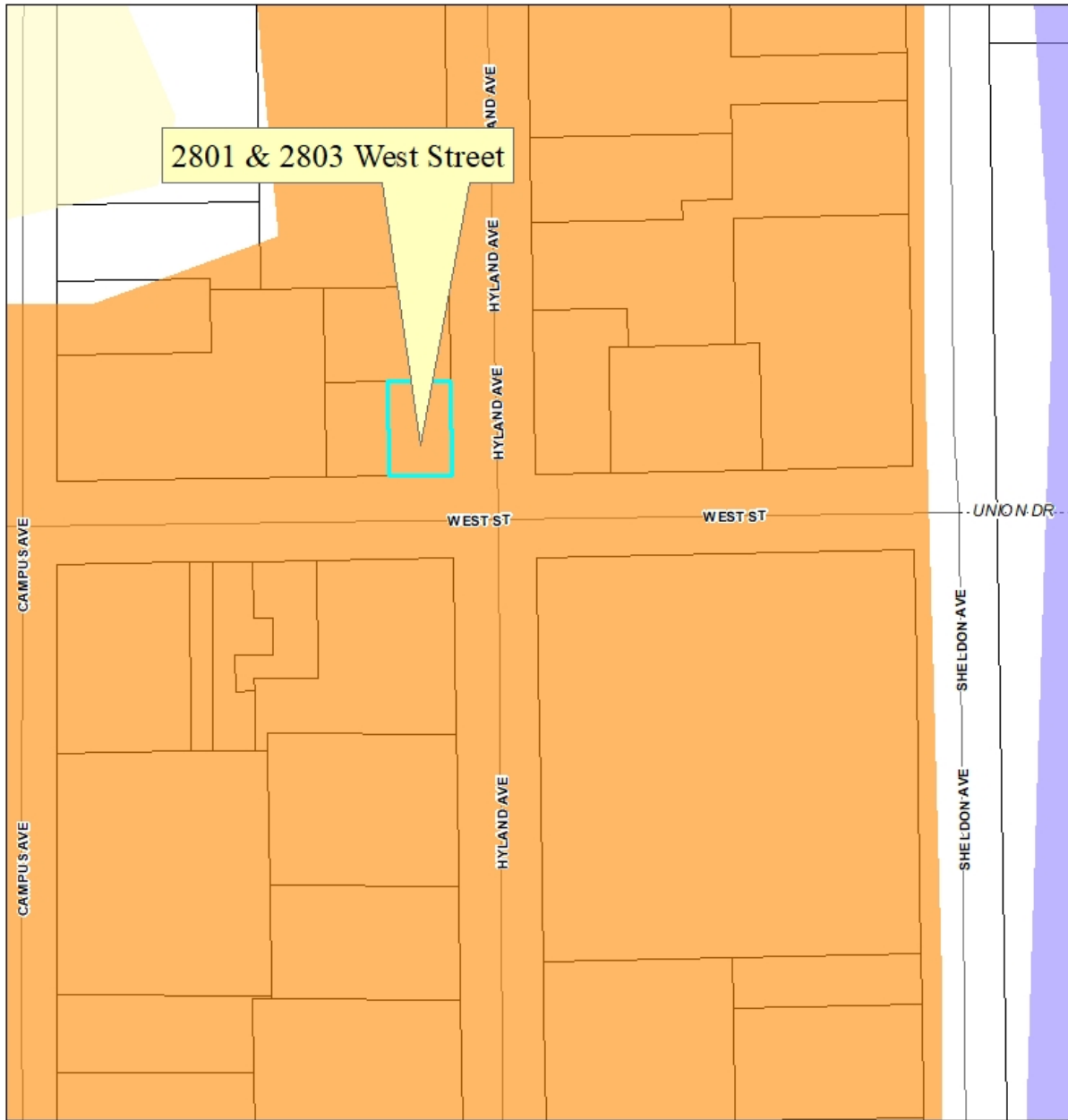
Attachment A- Existing Zoning



Current Zoning  
2801 & 2803 West Street



# Attachment B- Current Land Use Designation



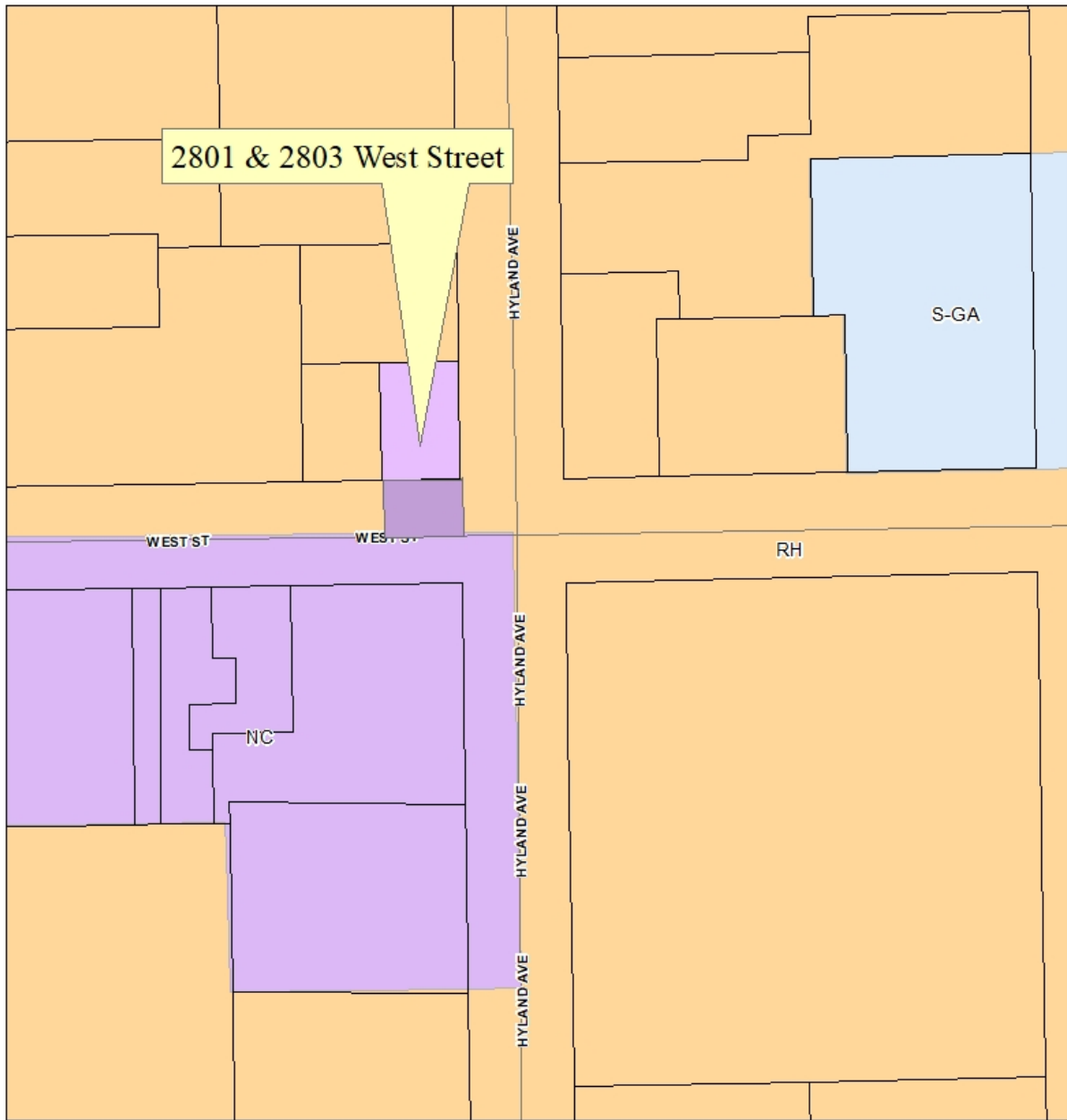
**Legend**

- AMES INCORPORATED LIMITS
- City Land Use Designations**
- Residential
  - Low-Density Residential
  - High-Density Residential
- University/Affiliated**
  - University/Affiliated

## Current Land Use Designation 2801 & 2803 West Street



Attachment C- Proposed Zoning



Proposed Zoning Designation  
2801 & 2803 West Street



**Attachment D- Property Owner Request**

**RECEIVED**

JAN 1 2 2021

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**2803 Rezoning Request**

As suggested by the City planning department, we would like to rezone our property at 2801 and 2803 West Street to Neighborhood Commercial. This would allow it to be conforming to the current use.

This change would be consistent with the current barber shop and apartments rather than continue in a Residential High-Density zone.

The current zoning is RH - Residential High Density

We propose changing to NC - Neighborhood Commercial

We would also change 2803 from two one bedroom and one three-bedroom apartments into four one-bedroom units, a reduction of one bedroom.

There would be no other changes.

The legal description is: SECTION:04 TOWNSHIP:83 RANGE:24 E50' 75' W100' S150' LOT 5 W1/2 SW AMES

The parcel contains 3,750 square feet.

The City assessors map is attached

## Attachment E- 29.307(2)(a)(b)(c)

(2) **Nonconforming Uses.** Any use of any structure or lot that was conforming or validly nonconforming and otherwise lawful at the enactment date of this ordinance and is nonconforming under the provisions of this Ordinance or that shall be made nonconforming by a subsequent amendment, may be continued so long as it remains otherwise lawful, subject to the standards and limitations of this Section.

(a) **Movement, Alteration and Enlargement.** No increase of intensity of use is permitted except in conjunction with the allowances of subsection b and c. Increase of intensity means any of the following:

- i. increase to the amount of floor area for a non-Household Living use,
- ii. an increase in the horizontal or vertical dimensions of a non-Household Living use (both indoor or outdoor),
- iii. a change in operation of a non-Household Living use that requires corresponding improvements to the site,
- iv. an increase in the amount of building coverage for a manufactured home, single or two-family dwelling as Household Living,
- v. an increase in the number of apartment dwelling units, SRO, and other self-contained dwelling units as Household Living, and
- vi. an increase in the number of bedrooms for an apartment dwelling unit, SRO, and other self-contained dwelling units as Household Living.

(b) The building area, floor area, or dimensions of a nonconforming use may not be enlarged, expanded or extended to occupy parts of another structure or portions of a lot that it did not occupy on the effective date of this Ordinance, unless the enlargement, expansion or extension complies with all requirements for the zone, does not create an additional nonconformity, and is approved for a Special Use Permit by the Zoning Board of

Adjustment, pursuant to the procedures of Section 29.1503, excluding 29.1503(4)(b)(vii) of the Review Criteria General Standards, and subject to subsection c.

(c) Any building or structure containing a nonconforming use may be enlarged up to 125% of the floor area existing on the effective date of this ordinance, provided that the expanded building or structure complies with all development standards of the zone in which it is located. An increase in intensity of operations, dimensions, dwelling units, or apartment bedrooms shall not be specially permitted.

The enlargement of a nonconforming use that has the effect of making a structure nonconforming, shall not be specially permitted pursuant to Section 29.1503, but rather shall be construed as a request for a variance, subject to the procedures of Section 29.1504.

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DO NOT WRITE IN THE SPACE ABOVE THIS LINE, RESERVED FOR RECORDER  
Prepared by: City Clerk's Office, 515 Clark Avenue, Ames, IA 50010 Phone: 515-239-5105  
Return to: Ames City Clerk, P.O. Box 811, Ames, IA 50010

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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF AMES, IOWA, AS PROVIDED FOR IN SECTION 29.301 OF THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY CHANGING THE BOUNDARIES OF THE DISTRICTS ESTABLISHED AND SHOWN ON SAID MAP AS PROVIDED IN SECTION 29.1507 OF THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND ESTABLISHING AN EFFECTIVE DATE**

**BE IT HEREBY ORDAINED** by the City Council of the City of Ames, Iowa;

Section 1: The Official Zoning Map of the City of Ames, Iowa, as provided for in Section 29.301 of the *Municipal Code* of the City of Ames, Iowa, is amended by changing the boundaries of the districts established and shown on said Map in the manner authorized by Section 29.1507 of the *Municipal Code* of the City of Ames, Iowa, as follows: That the real estate, generally located at 2801 and 2803 West Street, is rezoned from Residential High Density "RH" to Neighborhood Commercial "NC" with University West Impact Overlay "O-UIW".

**Real Estate Description:**

SECTION:04 TOWNSHIP:83 RANGE:24 E50' 75' W100' S150' LOT5 W1/2 SW AMES

Section 2: All other ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3: This ordinance is in full force and effect from and after its adoption and publication as provided by law.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor



ITEM # 3g 39  
DATE: 02-09-21  
02-23-21

### COUNCIL ACTION FORM

**SUBJECT: RESOLUTION SETTING FEBRUARY 23, 2021 AS THE DATE OF PUBLIC HEARING TO ADOPT A MAXIMUM CITY PROPERTY TAX LEVY FOR FISCAL YEAR 2021/22**

#### **BACKGROUND:**

During the 2019 legislative session, changes were made to the Code of Iowa that altered the process for adoption of annual budgets for cities. **Per Iowa Code section 384.15A, cities must now hold a public hearing and adopt a maximum property tax levy in any year the city expects to adopt a budget that includes a levy of property taxes (excluding debt service) exceeding 102 percent of the prior budget. Please note that the debt service levy is excluded from the maximum levy resolution since issuers of general obligation bonds are required to levy taxes required to repay the bonds without restriction.** Additionally, the Code requires that notice of the hearing be included on the City internet site and primary social media account. The approval of the maximum levy requires a two thirds majority of the Council.

One of stated purposes of the new legislation was to improve transparency and disclosure of proposed property tax increases for local government.

#### **CITY OF AMES BUDGET AND PROPERTY TAX LEVY**

As a growing City, Ames routinely adopts a budget that includes a levy of property taxes that exceeds 102 percent of the prior year. Ames has also followed a policy of complete and full disclosure for the proposed and adopted budget, including the levy of property taxes and the impact of the various classes of property. Because of this, compliance with the Iowa Code changes fits within our established budget process but requires an additional hearing and posting of property tax levy information in the format established by the State of Iowa.

**Attached is the draft form providing notice of public hearing for the maximum levy rate. Council may make decisions as part of the February 9 budget wrap-up session that could result in adjustments to the maximum levy rate. City Finance staff will make any adjustments needed during the meeting and Council will set the hearing on the maximum levy with those decisions incorporated.**

The deadline for adoption of the budget is March 31 to allow time for notice and the additional hearing. However, adoption of a maximum levy resolution after the public

hearing on February 23 will be required to maintain the established budget schedule and to adopt a budget with funding adequate to meet service levels desired by Council.

**ALTERNATIVES:**

1. Establish February 23, 2021, as the date to hold a public hearing and adopt a resolution establishing the City of Ames maximum property tax levy for fiscal year 2021/22 as determined in the February 9, 2021 Council meeting.
2. Delay the hearing and resolution establishing the City of Ames maximum property tax levy for fiscal year 2021/22.

**CITY MANAGER'S RECOMMENDED ACTION:**

Holding a public hearing and adoption of a maximum property tax levy is required to proceed with the City Manager's recommended budget and any modifications made by City Council.

Therefore, it is recommended that City Council approve Alternative No. 1, thereby establishing February 23, 2021, as the date to hold a public hearing and adopt a resolution establishing the City of Ames maximum property tax levy for fiscal year 2021/2022 as determined in the February 9, 2021 Council meeting.

# MEMO

## Legal Department

**To:** Mayor Haila and Ames City Council

**From:** Mark O. Lambert, City Attorney

**Date:** February 5, 2021

**Subject:** Item No. 40: Drafting error in ordinance

In 2015, the City's Attorney's office drafted, and the Council adopted, a revision to the Section 17.25 of the Ames Municipal Code, "Pawnbrokers, Itinerant Dealers, and Secondhand Dealers."

Part of the purpose of revising this ordinance six years ago was to expand the requirements the City had on pawnbrokers (keeping records of items received, who they were purchased from, serial numbers, etc.) by applying those same requirements to "secondhand goods dealers" as well.

**Recently, because of questions from a potential applicant, it was discovered that an omission was made in the drafting of the ordinance.** Although the ordinance requires secondhand dealers to keep records of transactions, similar to what pawnbrokers are required to do, **the ordinance failed to require that the secondhand dealers obtain a permit from the City Clerk. The ordinance only requires pawnbrokers and itinerant dealers to obtain a permit.**

The City Attorney's office is asking the Council to direct the City Attorney to draft an ordinance that makes clear that secondhand dealers are required to obtain a permit from the City.

#

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 17.25 (2)(a) AND ENACTING A NEW SECTION 17.25 (2)(a) THEREOF, FOR THE PURPOSE OF ESTABLISHING REPORTING REQUIREMENTS FOR SECONDHAND GOODS DEALERS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; 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 enacting a new Section 17.25 (2)(a) as follows:

**“Sec. 17.25. PAWNBROKERS, ITINERANT DEALERS, AND SECONDHAND DEALERS**

...

(2) **Dealer's Permit.**

(a) A pawnbroker, secondhand dealer, or itinerant dealer must apply for and obtain a dealer's annual permit prior to being engaged in or conducting business as a dealer. Such permit shall be posted conspicuously in each place of business named therein.”

...

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor

ITEM#: 41  
DATE: 02-23-21

**COUNCIL ACTION FORM**

**SUBJECT: SPEED LIMIT FOR NEW SOUTH FIFTH STREET EXTENSION**

**BACKGROUND:**

In December 2020, the City completed the South Fifth Street extension, which connects South Grand Avenue east to South Duff Avenue. That project was the first phase of the overall South Grand Avenue improvement program.

To promote the safe and efficient traffic flow along the street, staff conducted an initial speed study (during dry pavement conditions). It determined that the appropriate speed limit should be 35 MPH on the new portions of South Fifth Street and 25 MPH beginning west of the Boys and Girls Club of Story County to South Duff Avenue (same as current speed in this area). Boys and Girls Club has been contacted and agrees with these speed limits.

The City's Legal Department has drafted an ordinance setting the new speed limits per staff's recommendations (attached).

**ALTERNATIVES:**

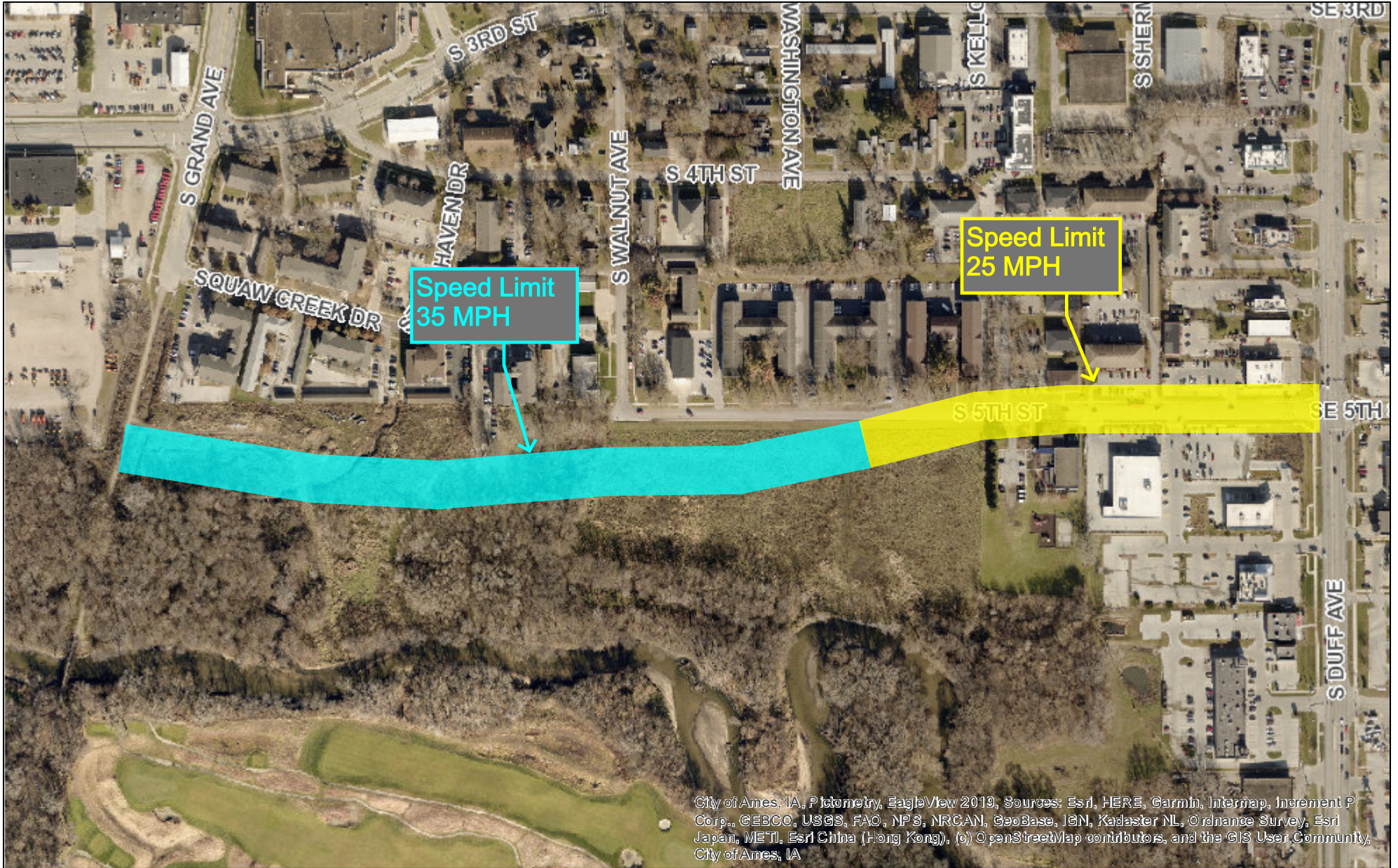
1. Approve the first reading of the speed limit ordinance for the new South Fifth Street extension.
2. Direct staff to conduct another speed study and modify the ordinance.

**CITY MANAGER'S RECOMMENDED ACTION:**

It is important to establish appropriate speeds and good driving habits for the public soon after opening any new roadway. Setting the proper speed limit will help further this goal.

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





City of Ames, IA, Pictometry, EagleView 2019, Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of Ames, IA



### Proposed Speed Limits: South 5th Street Extension



1 inch = 450 feet

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**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW SECTION 26.39(kk) THEREOF, FOR THE PURPOSE OF ESTABLISHING SPEED LIMITS ON SOUTH 5<sup>TH</sup> STREET; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; 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 enacting a new Section 26.39(kk) as follows:

**“Sec. 26.39 SPECIFICALLY DESIGNATED SPEED LIMITS ON CERTAIN STREETS.  
... ”**

**(kk) South Fifth Street:** thirty-five (35) miles per hour from South Grand Avenue to a point 1,100 feet west of South Duff Avenue and twenty-five (25) miles per hour from a point 1,100 feet west of South Duff Avenue to South Duff Avenue.”

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. 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

\_\_\_\_\_  
John A. Haila, Mayor