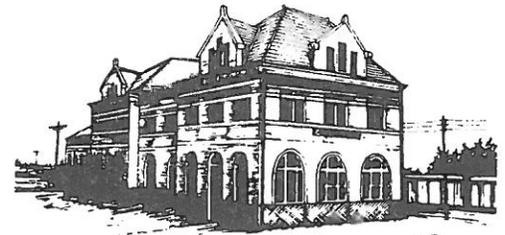


City of
CRESTON, IOWA

116 W. Adams • P.O. Box 449 • Creston, Iowa 50801-0449
Phone 641-782-2000 • Fax 641-782-6377



Creston's Restored Depot and City Hall

MAYOR: Gary Lybarger
COUNCIL: Randy White, Rich Madison, Gabe Carroll, Marsha Wilson, Dave Koets, Christine Nielsen, Steve Wintermute
CITY CLERK: Lisa Williamson
CITY ADMINISTRATOR: Mike Taylor
CO-CITY ATTORNEYS: Skip Kenyon & Marion James

Regular Meeting Agenda
City Hall/Restored Depot
Council Chambers
Tuesday, March 15, 2016
6:00 p.m.
03/14/2016 10:43 AM

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consideration of Agenda**
5. **Consider Adoption of the Consent Agenda – NOTE: These items are routine items and will be enacted by one motion without separate discussion unless a Council member requests an item be removed for separate consideration.**
 1. **Minutes:** March 1, 2016 – Regular Meeting
 2. **Claims & Fund Transfers:**
 - i) **Total Claims** - \$161,451.13
 - ii) **Fund Transfers** - \$15,000.00
 3. **Liquor License:** The Windrow – Class C w/Catering Privilege, Outdoor Service and Sunday Sales
6. **Public Forum – the Mayor and City Council welcome comments from the public on any subject pertaining to City business, including items on this agenda. You are asked to state your name and address for the record and to limit your remarks to 3 minutes in order that others may be given the opportunity to speak. The Order of Business is at the discretion of the Chair. *No action can be taken.***
7. **New Business**
 1. **Resolution** to accept bid and approve contract for the fencing project at the Creston Municipal Airport
 2. **Resolution** to approve Purchase and Lease Agreement for a 2017 International Dump Truck with Snow Plow and Sander for \$109,116.00 for the Street Department to be paid from the FY '17 Budget
 3. **Resolution** to approve contract with Earth Services & Abatement for \$4,154.00 for asbestos removal on house located at 908 W. Adair
 4. **Resolution** to approve contract with Iowa State University for hotel/motel feasibility/market analysis study to be funded from Hotel-Motel Fund
 5. **Resolution** to approve contract with LE Construction for Creston City Hall – Exterior Openings Rehabilitation Project
 6. **Resolution** to approve rezoning 301-311 N Cherry Street from I-1 Light Industrial to C-1 Light Commercial based on the Planning & Zoning Commission's recommendation
 7. **Resolution** to approve Supplemental Agreement No. 3 – Bid and Construction Phase Services – Adams Street Bridge Over McKinley Lake Project with Calhoun-Burns and Associates, Inc.

8. **Appointment** with Calhoun-Burns and Associates, Inc. to discuss Adams Street Bridge Over McKinley Lake Project
 - i) Possible Action
9. **Resolution** to set the date for a public hearing on April 19, 2016, at 6:00 p.m. for the McKinley Lake Water Quality Improvement Project – Phase 1.

8. **Other**

9. **Adjournment**

NOTICE TO BIDDERS
NOTICE OF PUBLIC HEARING
CITY OF CRESTON
MCKINLEY LAKE WATER QUALITY IMPROVEMENTS – PHASE 1
PARK TO PARK TRAIL TO APPROXIMATELY 1500 FEET DOWNSTREAM

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the improvements as stated below must be filed before 2:00 p.m., April 5, 2016 in the office of the City Clerk, Creston City Hall, 116 West Adams Street, Creston, IA 50801.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 2:00 p.m., April 5, 2016, in the Council Chambers of the City Hall, for consideration by the Creston City Council at its meeting on April 19, 2016. The City of Creston reserves the right to reject any or all bids, waive informalities, irregularities, or technicalities in any bid and to accept the bid which it deems to be in the best interest of the City.

Time for Commencement and Completion of Work. Work on the improvements shall begin on or before the date specified in a written Notice to Proceed. The anticipated date for written Notice to Proceed is July 1, 2016 and all associated work shall be substantially completed by September 30, 2016. Liquidated damages in the amount of Five Hundred Dollars (\$500.00) will be assessed for each calendar day the work remains incomplete after the substantial completion deadline.

Bid Security. Each bidder shall accompany its bid with bid security as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a corporate surety bond, in form acceptable to the City, for the faithful performance of the contract, in an amount equal to one hundred percent of the amount of the contract. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check, a certified check, or a bank money order drawn on a FDIC insured bank in Iowa or on a FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

Contract Documents. The contract documents are available with the City Administrator and may be examined at the Creston City Hall, 116 West Adams Street, Creston, Iowa 50801. Copies of the project documents may be obtained from Snyder & Associates, Inc. 2727 SW Snyder Blvd., Ankeny, Iowa 50023 at no cost. Electronic contract documents are available at no cost by clicking on the "Bids" link at www.snyder-associates.com and choosing the McKinley Lake Water Quality Improvements – Phase 1 Project from the list. Project information and planholder information is also available at no cost at this website. Downloads require the user to register for a free membership at QuestCDN.com.

Iowa Preference. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption. A sales tax exemption certificate will be available for all materials purchased for incorporation in the project.

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvements. A public hearing will be held by the City of Creston on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvements at its meeting at 6:00 p.m., April 19, 2016 in said Council Chambers of the City Hall, 116 West Adams Street, Creston, Iowa 50801.

General Nature of Public Improvement. The work includes all materials, equipment, transportation and labor necessary to complete the improvements. The project includes excavation for an approximately 2 acre sedimentation basin and an approximately 1.25 acre wetland pothole, approximately 960 LF of channel grading, approximately 1,400 ton for toe rock protection and in-stream rock riffles, invasive species removal, and native seeding.

This Notice is given by authority of the City of Creston.

Lisa Williamson, City Clerk

Mike Taylor

From: Neppel, Jerry <Jerry.Neppel@Iowaagriculture.gov>
Sent: Friday, March 11, 2016 4:37 PM
To: Mark A Land; Jeremy Rounds; Mike Taylor
Cc: Gary Borcharding; Kyle Riley; Lisa Williamson; Mark Huff
Subject: RE: Hurley Creek Improvements

Follow Up Flag: Follow up
Flag Status: Flagged

All—
Yes, the WIRB approved the amendment conditionally subject to receiving the completed amendment request and forms as discussed during the meeting.

I am out of the office much of next week but will forward the amendment to the WIRB when I receive it via email.

Thank you,

Jerry

Jerry Neppel
Iowa Department of Agriculture and Land Stewardship
Division of Soil Conservation and Water Quality
502 East 9th Street
Des Moines IA 50319
Ph: 515-281-3599 FAX: 515-281-6170

From: Mark A Land [mailto:maland@snyder-associates.com]
Sent: Friday, March 11, 2016 10:03 AM
To: Jeremy Rounds; Mike Taylor
Cc: Gary Borcharding; Kyle Riley; Lisa Williamson; Mark Huff; Neppel, Jerry
Subject: RE: Hurley Creek Improvements

I just came back from the WIRB meeting in Des Moines. They voted to approve the amendment conditionally upon receiving and reviewing the final application. They were favorable toward the revisions and understood the need to make the changes based upon the Corps of Engineers' requirements. I think Jeremy has what he needs from us to complete the amendment and we will be happy to review it upon its final completion. I understand the City is looking at placing the project on its council agenda for Tuesday night to set the letting date for construction. Please let me know if you have any questions. Thanks.

From: Jeremy Rounds [mailto:rounds@sicog.com]
Sent: Friday, February 26, 2016 9:27 AM
To: Mike Taylor
Cc: Gary Borcharding; Kyle Riley; Lisa Williamson; Mark Huff; jerry neppel; Mark A Land
Subject: Re: Hurley Creek Improvements

Mike,
I just talked with Mark Land and Jerry Neppel via conference call. We still want to hold to the dates for bid letting simultaneous with the submittal of an amendment to WIRB. At this time the WIRB amendment will only deal with the changes to the wetland. We don't anticipate the WIRB board will deny the change, since it is mandated by the Corps of Engineers. I know we will have to get park board approval before council's, so Mark and his team will be sending plans and specs to the City in the very near future. I will be working with Mark and his team simultaneously on the wording and

Hotel R & D, LLC
Hotel Research & Development

August 4, 2015

Wayne J. Pantini
Executive Director
Union County Development Association
P.O. Box 471
208 W. Taylor
Creston, IA 50801

VIA EMAIL: wpantini@unioncountyiowa.com

PROPOSAL FOR HOTEL FEASIBILITY STUDY

Dear Mr. Pantini:

I would like to submit this proposal for a Hotel Market Study for the City of Creston. I would appreciate the opportunity to evaluate the Union County market area to determine the potential support for new lodging development. As you will read, Hotel R&D, LLC offers extensive experience in hotel feasibility studies and projects in a variety of Iowa markets. In addition, I have an extensive resume of hotel operations, ownership and development enabling me to evaluate a market through the eyes of a market analyst, hotel operator and hotel developer.

BACKGROUND AND UNDERSTANDING

It is understood that the City of Creston is interested in evaluating its' current supply of overnight accommodations to determine if there is a gap in the type of lodging and number of rooms that area visitors seek, and thus are forced to stay in alternative facilities in neighboring communities. Aside from limiting the quality of services that are desired in Creston, the community may also be losing substantial property and lodging tax revenues as well as general support of area businesses. Accordingly, you are interested in evaluating the feasibility of new lodging development that would limit any negative impact on the existing supply of accommodations.

Hotel R&D proposes to assist you with this project by evaluating the level of lodging demand in and available to the community, and if sufficient to support a new hotel, identify the appropriate size and scope of a facility that will be economically viable.

Hotel R & D, LLC
Hotel Research & Development

SCOPE OF PROJECT

The Hotel Market Study process is completed in two "phases". Phase One includes the majority of fieldwork and analysis as outlined below. Upon completion of this initial analysis, you will receive preliminary conclusions. At that point, if the market does not appear suitable for new lodging development, reasons and recommendations will be provided. If you decide to terminate any further analysis, the assignment will end and you will not be charged any additional fees aside from the initial retainer amount. The preliminary conclusions may also suggest an alternative direction or strategy that can be discussed and considered at that time.

The Scope of the Project will include:

- Meet with you to obtain background details regarding the issues that have fueled the interest and/or concern of attracting new lodging development to the City.
- Survey area and regional demand generators, ranging from local businesses to regional and state meeting and event planners, to determine general interest and needs for overnight accommodations and event venues in the City of Creston.
- Inspect and evaluate any sites that may have been identified in order to determine their suitability for hotel development. This analysis will encompass an evaluation of the sites' accessibility, visibility, and physical characteristics that might affect the marketability of a new hotel project.
- Assemble and analyze economic and demographic data pertaining to the local and regional market to evaluate the present economic climate and to estimate future growth potential, particularly as it relates to lodging demand.
- Quantify the current overall demand for hotel rooms in the market area, and demand that may be attracted by a new hotel with various features and amenities (pool, meeting/banquet room, etc.). Estimates will be made as to the share of market demand that is generated by commercial travelers, tourists, group meetings, and any other identifiable sources of demand.
- The Hotel Market Study will provide a comprehensive analysis of the Creston/Union County region as well as the impact from neighboring communities. Lodging operations within a competitive radius of Creston will be evaluated, categorized and individually described with estimated occupancy and average rates (annual and seasonal) as well as customer volume, demographics and origins.

Hotel R & D, LLC
Hotel Research & Development

- Identify other proposed hotel developments in the market area, to the extent information is available; assess their probability of completion and the degree to which they will compete with the subject hotel.

Final preparation and reporting of the Hotel Market Study will be completed and presented. The completed study will include:

- a. Executive Summary
- b. Conclusions and Recommendations of type of facility, size, features and amenities, potential branding and especially location
- c. Complete Market Description and background support data
- d. Maps, photos, interview results
- e. Copies of Smith Travel Research competitive set reports (if available)
- f. Complete financial analysis including a variety of project cost scenarios with Return on Investment

Once the Hotel Market Demand Study has been completed and presented, Hotel R&D, LLC will provide additional services by assisting in the creation of the Request for Proposal for Lodging Development designed to be distributed to potential developers, investors, etc. Hotel R&D, LLC has a database of all national and regional hotel franchise representatives for the Iowa market and active developers involved in the Iowa market area.

This optional service would be provided at no additional costs beyond the Hotel Market Demand Study outlined in this letter. Hotel R&D, LLC would benefit from the exposure generated from this report and by providing development leads (via the RFP) to its' developer clients.

HOTEL R&D, LLC NOR MICHAEL P. LINDNER IS NOT EMPLOYED WITH ANY DEVELOPMENT COMPANY OR RELATED HOTEL ENTITIES AND DOES NOT RECEIVE COMPENSATION IN ANY FORM FROM ANY COMPANY OR INDIVIDUAL OTHER THAN REFERRALS AND RECOMMENDATIONS.

Hotel R & D, LLC
Hotel Research & Development

COST OF PROJECT

Compensation for the Hotel Market Demand Study will be \$6,000.00 inclusive of all expenses directly associated with the fieldwork and preparation of the study. It also includes required visits and meetings with the client.

This is a discounted project fee that has been negotiated with the Iowa Area Development Group (Rand Fischer) from the standard \$7,500 fee. This discount is offered and does not require direct involvement with IADG.

A retainer of \$3,000.00 is required at the commencement of this project. The retainer is applied towards the purchase of Smith Travel Research reports as well as time, travel and other materials.

The balance of \$3,000.00 will be due upon receipt of the final Hotel Market Study.

TIMELINE OF PROJECT

The first phase of the Hotel Market Study (through Scope #3) typically takes 30 days depending on availability of target contacts and information. Final phase of the project is estimated to take an additional 14 days.

Again, I appreciate the opportunity to provide this proposal and am available for any comments, questions or meetings.

Sincerely,

Michael P. Lindner

Michael P. Lindner
Hotel R&D, Inc
944 Evans Street
Oshkosh, Wisconsin 54901
414-379-2105

PROPOSAL FOR MARKET ANALYSIS
for
The City of Creston, IA
by
Iowa State University Extension & Outreach

The purpose of this contract is to outline the scope of work and fees for the preparation of a market analysis for The City of Creston, IA, hereafter referred to as "CLIENT". Activities involve research, analysis and report preparation for a market analysis hereafter referred to as "PROJECT." Research and related reports will be completed by Iowa State University Extension, Value Added Ag & Rural Development Program also known as ISUE&O-VAAP, hereafter known as "ISUE".

Scope of Work:

The Study Team will perform necessary research and apply existing expertise to develop and deliver a market analysis report. This study will review aspects of the development of a hotel. ISUE will use reasonable care and skill in completing the PROJECT based on information provided by CLIENT and information discovery. The PROJECT will be limited to review of the feasibility of construction of a hotel operation in or near Creston as part of continued economic development efforts. An expert opinion will be provided regarding the technical aspects of the business model. Economic impact and market analysis will be reviewed and opinions provided.

This PROJECT will be an objective third party review of the potential market.

The Study Team has significant experience with value-added agriculture businesses and rural development enterprises having performed many feasibility studies and market analyses in various industry sectors for startup groups and expanding business ventures in value-added agriculture and rural development. The experience base includes all aspects necessary for the PROJECT requested. These aspects include site analysis, economic trend, market trends, overview of existing lodging, supply and demand information, competition, market opportunity and risk analysis.

Responsibility of Iowa State University Extension:

The ISUE Study Team will include Bob Mortensen, Connie Hardy, Craig Tordsen, Barry McCroskey and other ISU staff as needed. ISUE reserves the right to contract with consultants to provide assistance in preparing the research and reports as deemed necessary; such consultants are bound by all terms of this agreement. The financial obligation to any consultants hired by ISUE is the responsibility of ISUE and will not be in addition to the price quoted below.

Responsibility of CLIENT:

CLIENT will play a critical role in the development of the PROJECT, will be required to actively participate and provide:

- A contact person who will serve as the primary contact for the Project
- Responses to questions and requests for information in a timely manner
- Any pertinent operational data to establish a business baseline and support the Project Team's report
- Participation in market research as needed
- Access to management and staff to better understand the core values of the venture

Timeline and Deliverables:

The project is scheduled to begin November, 2015. A preliminary draft of the PROJECT findings will be provided to CLIENT as it becomes available. The final report, any related work products and/or other deliverables for the PROJECT will be made available to CLIENT 4 to 6 weeks from start date. ISUE will complete research, reports, work products and other deliverables. This timeline will be driven by or constrained by the timeliness with which ISUE receives information and/or other requested materials and documentation from the CLIENT and/or any subcontractors of CLIENT providing information as part of this project.

Confidentiality:

ISUE, its employees, other ISU staff and consultants that are a part of this study agree to use reasonable efforts to prevent and protect the proprietary and confidential information provided by CLIENT to ISUE from disclosure to any third person other than management or designated employees of CLIENT. CLIENT assumes responsibility for preserving confidentiality and coordinating distribution of reports within their organization. ISUE will preserve the integrity and confidentiality of the research, reports, work products, other deliverables and supporting data and information. If ISUE is ordered to disclose the reports and/or supporting data and information by the requirement of a government agency or order of a court, ISUE shall notify CLIENT to provide CLIENT the opportunity to seek an appropriate protective order.

Dissemination of the study report within CLIENT'S immediate jurisdiction, to include CLIENT'S bank and/or USDA Rural Development, is at the discretion of CLIENT. Any dissemination beyond this jurisdiction by CLIENT and/or any distributees of the study report shall require the written (including email) permission of ISUE.

Fees:

Market Analysis Fee: \$6,175.00

CLIENT services, all communications and a digital copy of the report are included in the PROJECT bid. Travel costs for our associate(s) for a minimum of one on-site visit are also included in the PROJECT bid.

Payment Terms:

An initial payment of \$3,087.50 is due at the time of the signing of the contract, and the final payment of \$3,087.50 is due no later than 15 days after delivery of the final report(s), any related work products and/or other deliverables for the PROJECT. The PROJECT will not begin until the initial payment is received in full. Payment should be made payable to Iowa State University. For any reason that cancellation of the contract becomes necessary prior to the completion, CLIENT will pay for services preformed up to the time of cancellation.

Limitation of Liability:

ISUE does not guarantee the PROJECT will result in CLIENT securing a necessary funds and/or a loan guarantee or that the PROJECT contemplated will be financially successful or profitable. ISUE assumes no responsibility or liability for any errors and omissions by CLIENT or its employees or agents in providing data and information to ISUE concerning CLIENT and/or CLIENT'S PROJECT. ISUE is an agency that is part of

the State of Iowa and, therefore any liability on the part of ISUE or its employees or agents is limited to the extent permitted under the Iowa Tort Claims Act, Iowa Code Chapter 669.

Other Terms:

This agreement may not be assigned or transferred by either party without the prior written consent of the other party. The effective date of this agreement is the last date upon which a signature is affixed below and initial payment is received. This agreement is governed by the laws of the State of Iowa.

By signing this proposal, CLIENT through its authorized agent whose signature appears below, agrees to be bound by the Terms and Conditions stated in the proposal and requests Iowa State University Extension to begin working on PROJECT for the purposes stated in this proposal.

IOWA STATE UNIVERSITY EXTENSION

Signature: _____

Date: _____

Ray Hansen
Director, VAAP-ISUE&O
1111NSRIC Building,
Iowa State University
Ames, Iowa 50011
hansenr@iastate.edu
515-294-0648

City of Creston, IA

Signature: _____

Date: _____

Mike Taylor
City Administrator, City of Creston
116 West Adams St. PO Box 449
Creston, IA 50801
cityadministrator@crestoniowa.gov
641-782-2000

Market Analysis Study Team

Robert Mortensen

Bob Mortensen is a Program Specialist with Iowa State University Value Added Ag & Rural Development Program. He has more than 25 years experience in owning and operating successful businesses in agriculture, real estate, and Geographic Information Systems. Bob specializes in business development, focusing on company strategic planning, feasibility studies, market analyses, business plan development, management structure and marketing. He has been involved in feasibility studies and/or consulted with companies in areas of grape/wine, bio-fuels, geographic information systems, general aviation, medical image analysis systems and others.

Connie Hardy

Connie Hardy is a Program Specialist with Iowa State University Extension Value Added Ag & Rural Development Program. Hardy brings expertise in market analysis and evaluation of technical aspects of processing and distribution to business development clients. She also provides technical assistance in achieving uniform measurement systems to improve inventory management and product quality. Connie is currently working with the FDA on an expansion of food safety responsibility for the grain and feed industries. Previously, Hardy served as an industry project coordinator for the Center for Crops Utilization Research at ISU and the Grain Quality Lab. Hardy holds a master's degree in Food Science from Iowa State University.

Christa Hartsook

Christa Hartsook is the program coordinator for the Agricultural Marketing Resource Center and small farms program at Iowa State University Extension Value Added Agriculture & Rural Development. Hartsook is responsible for coordinating education efforts in value-added agriculture and small farm opportunities. Hartsook received her B.S. degree in journalism from Iowa State University. Prior to joining AgMRC, Hartsook was employed for four years as the communications director for the Iowa Cattlemen's Association, communicating with producers through a monthly magazine, weekly newsletter and other avenues.

Craig Tordsen

Craig Tordsen is an Iowa State University Value Added Ag & Rural Development Program Coordinator. He has specialized in providing feasibility studies, market analyses, business plans, resource information, communications and financial planning tools for the winery and vineyard communities as well as for the biofuels agricultural sectors. Tordsen assists companies with financial analysis and explores opportunities for new or existing companies, particularly in the renewable fuels arena. He was project coordinator for the Iowa Crop Management Database and the Union Grove Lake Watershed project at ISU. Tordsen is an ISO 9001 certified quality auditor.

Barry McCroskey

Barry McCroskey is the Accounting Manager for the Value Added Ag & Rural Development program at Iowa State University. He has more than ten years experience working with university systems and procedures. Barry also has many years experience in the commercial, agricultural, and real estate lending sector. This experience included both lending and servicing work, the majority of which was with the U.S. Small Business Administration during the farm crises of the 1980's. During that time he reviewed and evaluated business models of companies in various sectors. Barry's expertise includes cash flow analysis, risk analysis, accounting systems, internal controls and procedures, credit practices, and historical perspectives.