



CITY COUNCIL WORK SESSION

Monday, March 04, 2024 at 5:00 PM

Council Chambers - 331 First Street East

AGENDA

RULES OF PROCEDURE

Workshops are not Public Hearings. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or a study session.

During the City Council Work Session, the Council will primarily discuss and debate items intended to be formally considered at a future City Council Meeting. However, the Council may at any noticed meeting, including a City Council Work Session meeting, take action on any item shown on the posted agenda as a potential action item. The City Council Work Session meeting is a regular meeting of the Independence City Council.

MEETING OPENING

Call the Meeting to Order

INSURANCE PRESENTATIONS

- [1.](#) Insurance Presentation - John Evers
- [2.](#) Insurance Presentation - PDCM

ENGINEERING PRESENTATIONS

- [3.](#) Engineering Presentations - Anderson Bogert
- [4.](#) Engineering Presentations - Crawford Engineering
- [5.](#) Engineering Presentations - Fehr Graham
- [6.](#) Engineering Presentations - Veenstra & Kimm
- [7.](#) Engineering Presentations - Willett Hofmann

PRESENTATIONS

- [8.](#) Annual Review and Update - BCEDC
- [9.](#) Catalyst Grant Update - BCEDC

DEPARTMENT UPDATES

- [10.](#) Department Report – Fire Department
- [11.](#) Department Report - Library
- [12.](#) Department Report – Parks & Recreation
- [13.](#) Department Report – Police Department

NEW BUSINESS

- [14.](#) Buchanan County Housing Study – Independence Appendix
- [15.](#) Fireworks within City Limits
- 16.** Council Topics
- 17.** Mayor Topics
- 18.** City Manager Topics

ADJOURNMENT

This agenda is subject to change.

John Evers Agency

309 1st St E.

Independence, Iowa 50644

319-440-3378

E-Mail: johnevers.ins@gmail.com

Reference to City of Independence Insurance Package Qualifications.

- I have been a representative with ICAP for 30+ years and have successfully completed the Agent Academy and have the ICAP Certification Designation. (See included item)
- Currently have 9 ICAP entities all locally and complete all the services annually that you are requesting in your description of service in item 1.0.
- I have been a licensed Iowa agent for 38 years as required in item 2.0. (license included as requested) Was also an agent with American Family Mutual for 32 years.
- If any special insurance would be needed that ICAP couldn't provide I have access to a local Independent Agency with additional markets.
- My office is located at 309 1st St. E., Independence and am the owner of the building with my partner. Also have been a lifelong resident of Independence.
- Attached is my Errors & Omissions certificate.

Appreciate your consideration.

John Evers



CERTIFICATE OF LIABILITY INSURANCE

Item #1.

DATE (MM/DD/YYYY)

11/06/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME:	
	PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):
INSURED John Evers Agency 309 1st St E. Independence, IA 50644	E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hiscox Insurance Company Inc	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 10200		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			P100.812.871.6	12/21/2023	12/21/2024	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

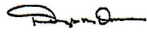
CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

JOHN P EVERS
 1419 SECOND ST SW
 INDEPENDENCE IA 50644

State of Iowa		Insurance License		NPN: 6844653
License No: 6844653				
JOHN P EVERS				
Is licensed to engage in the business of insurance in the State of Iowa in the capacity stated below:				
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE	LICENSE EFFECTIVE	LICENSE EXPIRATION
Insurance Producer	Personal Lines	06/10/1986	04/01/2023	03/31/2026
	Crop	06/10/1986		
	Casualty	06/10/1986		
	Property	06/10/1986		
	Life	06/10/1986		
	Accident and Health	06/10/1986		


 Doug Ommen, Insurance Commissioner

License No: 6844653

State of Iowa

Insurance License

NPN: 6844653

JOHN P EVERS

Is licensed to engage in the business of insurance in the State of Iowa in the capacity stated below:

LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
Insurance Producer	Personal Lines	06/10/1986	04/01/2023	03/31/2026
	Crop	06/10/1986		
	Casualty	06/10/1986		
	Property	06/10/1986		
	Life	06/10/1986		
	Accident and Health	06/10/1986		

This insurance license shall remain in effect until the expiration date unless suspended, revoked or forfeited. The insurance producer must complete continuing education, renew the license and pay fees as required by 191 Iowa Administrative code Chapters 10 and 11 prior to the expiration date.

For questions regarding a license, contact:
 Iowa Insurance Division 515-654-6600
 or E-mail: producer.licensing@iid.iowa.gov


 Doug Ommen, Insurance Commissioner



Evers Achieves ICAP Certified Designation

BY SUBMITTED ARTICLE

CLIVE – Earlier this year, ten independence insurance agents completed the ICAP Agent Academy, a four-part educational course hosted by the Iowa Communities Assurance Pool (ICAP). Upon completion of the course, the agents achieved status as “ICAP Certified” agents of CSRs.

Among those ten was John Evers of Independence.

To maintain the status as ICAP Certified, agents will need to maintain annual attendance at the ICAP Agent Seminar, an educational course that highlights coverages and exposures relevant to Iowa public entities.

To learn more, contact Evers at the John Evers Agency, 309 1st Street East, Independence or via JohnEvers.Ins@gmail.com.

About ICAP

ICAP was formed in 1986 as a group self-insurance program for Iowa public entities. The Pool provides property and casualty coverage, risk-sharing facilities, and risk management services to its members. ICAP is acclaimed for its pricing, superior coverages, and class of service that is second-to-none.



Insurance Broker Insurance Services Proposal



Prepared by:

PDCM Insurance
www.pdcml.com



February 8, 2024



Matthew R. Schmitz, MPA
City of Independence
331 1st Street East
Independence, IA 50644

We are pleased to respond to your Request for Proposal for services for the upcoming policy year. Enclosed you will find the appropriate documents and information requested for review.

Since being requested to work on the City of Independence's insurance in Our services have included communication and consultation with public entities' legal representatives, operations, administrative personnel to monitor and guide for coverage to suit risk management needs and provide expeditious claims handling. We have and continue to be available to you on a 24/7 basis.

We are proud of our 70-year investment in serving Iowa's municipalities and for our locally owned philosophy, **including our office in Independence since 1997**. Our solutions and hard work have led to many successes. Together, we aim to continue to provide stability and control in the City of Independence's insurance and risk management program.

Thank you for the opportunity to continue our wonderful relationship, we look forward to working with you for many years to come.

Sincerely,

A handwritten signature in black ink that reads "Chris Fereday".

Chris Fereday, CRM
President



4.0 Outline Format for Response

A. Minimum Qualification Document.

The following information must be provided to determine if the insurance agency meets the minimum qualifications of this request for proposal:

1. The insurance agency's office address in the State of Iowa.
 - a. 2300 Swan Lake Blvd,
Independence, IA 50644
 - b. 3022 Airport Blvd, Waterloo, IA
50703
2. A copy of the agency's certificate of authority to do business in the State of Iowa.

2/5/24, 12:00 PM



Issue Date: 2/5/2024

Name: PEDERSEN, DOWIE, CLABBY & MCCASLAND INSURANCE, INC. (490 DP - 145311)
 Date of Incorporation: 9/13/1990
 Duration: PERPETUAL

I, Paul D. Pate, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Iowa Business Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

3. Documentation of the agency's ability to provide coverage through ICAP.

As you current provider through ICAP, we can confirm that PDCM has qualified as e "ICAP Certified" designation, a recognition that is bestowed upon just ten agents per year.

Certificate ID: CS281104
 To validate certificates visit:
sos.iowa.gov/ValidateCertificate

Paul D. Pate
 Paul D. Pate, Iowa Secretary of State

https://sos.iowa.gov/business/certPrint.aspx?r=W-wc8xXRO6v5-y3b0utN0CWo-H_AsrqL66orc1A1&c=vaevaid,3rH8NjemoqBf6wY1SKJu6m1oIkBj... 1/1

B. Insurance Agency Qualifications and Experience.

Please provide the following information:

1. Number of years the agency has been operating in the State of Iowa. Since 1918, but as a combined "PDCM" since 1990.
2. A description of the agency's local size and number of local staff, a description of the number of agents, support staff, etc. A general description of the agency (Number of clients, total number of commercial clients, municipal (City, County, School) clients, etc.)

Our dedication and commitment to serving the Cedar Valley and Iowa business community over the past 107 years has enabled us to become one of the most successful independent insurance agencies and consulting firms in Iowa. We have kept

PDCM
 INSURANCE
 SMARTER.

pace with the ever-changing insurance industry and continue to meet our clients' challenges through innovative and cost-effective programs. With 60 employees over four locations and revenues in excess of \$60,000,000, we have the resources to take care of our clients' asset protection.

Our total number of commercial clients are 1,347.

We work with over 25 city, school, or county clients in Iowa.

3. A list of the municipal insurance markets the agency can access.

INSURANCE MARKET OVERVIEW

Markets represented: PDCM is contracted with over 60 national and regional markets. Including:

Acuity Group
American International Group
Allied Property & Casualty (Nationwide Group)
Auto-Owners Insurance Company
Chubb Group of Companies
Employers Mutual Company
Grinnell Mutual Reinsurance
The Hartford
Iowa Communities Assurance Pool
Iowa Municipalities Workers Compensation Association
Medical Protective Insurance Company

Philadelphia Insurance Company
ProAssurance Insurance Company
Secura Insurance Companies
Selective Insurance Group
Society Insurance
States Public Entity Risk Retention Group
Travelers
United Educators
United Fire Group
United Heartland/Accident Fund
West Bend Mutual
Westfield Group
Zurich Insurance Company

4. An explanation of the agency's experience in the commercial insurance market and any special experience the agency has in placing coverages for a municipality.

Since the 1960's PDCM has been providing specialized services to Iowa's public entities. PDCM specializes in serving the risk management and insurance needs of institutions. The public entity niche has long been a core competency of our company, and today it represents a significant portion of our business.

Our thorough understanding of the public entity insurance business—combined with our focus on developing innovative programs that meet the special needs of public agencies—ensures that your organization will benefit from the most comprehensive service in the industry.

PDCM Insurance understands how public entities are perceived within the insurance marketplace and how the operating environment of the public sector shapes the risk transfer approach and requirements of these organizations, especially in Iowa. We have significant expertise in working within the Iowa Code as well as navigating the exposures to institutions from entering 28E agreements. Brokers from outside the state of Iowa are not familiar with such agreements and the significant potential exposures they represent. From joint purchase programs and risk-sharing pools to risk retention and non-insurance approaches, we have long been at the forefront of program design for public entities.

5. A list of additional services offered by the insurance agency that may be of interest to the Entity in the management of the Entity's risks.

Public Entity Insurance Solutions

Public entities face property risks, liability exposures, and employee benefits needs that are significantly different than those faced by commercial businesses and corporations. Your organization needs an insurance broker that not only specializes in meeting the unique insurance, risk management, and benefits needs of public agencies similar to yours but also one that has earned a reputation for innovation and success in the public sector.

Public Sector Insurance Leader

With more than 70 years of experience in the public sector, PDCM is an industry leader in providing highly successful strategies, services, and products for a complete range of public sector clients. We understand how public agencies are perceived in the insurance marketplace and how the operating environment of these organizations shapes their risk transfer approach and requirements.

What truly sets us apart is our extensive specialized expertise in the public entity insurance business, combined with our focus on developing innovative programs that meet the

special needs of public agencies. Our public entity clients benefit from the most effective insurance solutions and comprehensive service in the industry.

In our 107-year history, we have developed a very sound understanding of the exposures to loss. This has been achieved by regular meetings and communication with our clients. The best measure of any service plan is to have a kickoff meeting where we can best understand your goals for the coming policy period and develop our schedule according to your priorities.

PDCM takes a proactive approach with our client partner. The partnership needs to focus on identifying, protecting and controlling the front end rather than having to react at the time of the loss. We intend to accomplish this by:

- 1) *View Risk: PDCM will visit site additions, locations and purchased property.*
- 2) *Identify Loss Potential: PDCM will work with insured to identify a benchmark for all areas. We will evaluate high versus low values and high versus low chance of loss.*
- 3) *Transfer Risk: PDCM will help transfer risk by viewing contract or lease agreements.*
- 4) *Assume Risk: PDCM will help reduce exposure to loss of assets, assume the risk or even avoid risk by advising non-acquisition or by divesting.*
- 5) *Purchase Risk Protection: PDCM will advise on the purchase of insurance with various deductibles/retention amounts for an asset protection program.*
- 6) *Review: PDCM will, after the implementation of the risk management plan, review satisfaction on a scheduled basis to the individual or responsible member of the insurance committee.*
- 7) *An ongoing review of the implemented plan revisiting benchmarks with a proactive approach to make proper modification to loss safety program and risk management techniques used.*

Headquartered in Waterloo, we think globally but act locally, with personal services designed specifically for each individual client. PDCM Insurance shares information and resources with national networks of brokers to ensure we can meet your every need and find answers to your questions quickly and efficiently.

5. A list of additional services offered by the insurance agency that may be of interest to the Entity in the management of the Entity's risks.

1. Placement of insurance:

The following is the process we would use in negotiating on your behalf:

- ✓ Develop underwriting submission and present final draft of market submissions to client for approval prior to marketing the program.
- ✓ Solicit and evaluate markets whose services best match the needs of The City of Independence.
- ✓ Make introductions to underwriters and involve The City of Independence in negotiations on price and coverage.
- ✓ Facilitate negotiations with insurance carriers who submit the most favorable quotes to maximize The City of Independence' coverage and to minimize cost. PDCM shall maintain complete records of the quote solicitation process and shall provide copies of such records to The City of Independence.
- ✓ Explain any coverage or wording changes.
- ✓ Explain any coverage changes and (if any) problems for The City of Independence due to those changes.
- ✓ Suggest benefit of alternatives presented both from a cost and coverage point of view.
- ✓ Year to year, we will work hard to review the existing program. Identify carriers who could provide the coverage and program desired.

2. Risk management information systems: We provide our clients with full access to our internal PDCM knowledge center. Our knowledge center looks to empower your organization with a comprehensive library of P&C resources, including videos, guides, checklists, and more. This will help your team provide better service to your clients, and it will also help you stay up to date on the latest trends in the commercial insurance market.

Loss control: Dealing with U.S. Occupational Safety and Health Administration (OSHA) compliance can be a real headache. But PDCM takes a smarter approach to injury and illness prevention. We start with an assessment customized for your industry, then develop a risk reduction plan that protects you from the fines and losses associated with noncompliance.

PDCM takes a 360-degree look at ways to minimize your risk and protect your business assets. We put internal safety programs in place and develop a comprehensive compliance management program for your company. Because anyone can react to an accident – but we like to prevent them.

PDCM Offers:

On-site consultation and inspection
 OSHA program development and training
 Supervisor training and coaching
 Claims administration training
 Safety committees
 Injury trend and causation analysis
 Ergonomics
 Facility inspections

Property protection
 Accident investigation
 OSHA 10-hour and 30-hour training
 Electronic OSHA logs and reports
 OSHA orientation training
 First aid/CPR/AED certifications
 Custom safety training
 Online safety classes

Claims management and claims advocacy for problematic claims: PDCM has developed a team of claims professionals that are ready and willing to assist, even if the City employs a third-party administrator. The most important component of a service organization is its personnel. PDCM's seasoned professionals possess the expertise required to support a sophisticated claims management program.

As your dedicated claims advocate, Kelsey McGarvey is responsible for maintaining consistency and quality control in claims management by:

- Ensuring that claims are managed in accordance with client specifications.
- Providing assistance in collecting claim information and negotiating coverage at time of claim
- Maintaining relationships with clients' defense attorneys and medical providers.

The progression of the claim is monitored regularly by contacting the company claims adjuster and counsel to obtain current reserves and status.

Tracking the claim through the various stages gives our client a constant awareness of the negotiations that are taking place not only between client and adjuster but also between attorney and adjuster. If the negotiations are not agreeable to our client we contact the adjuster, attorney, case manager, physician, physical therapist, nurse, body shop, contractor, inspector, etc. This allows opportunity for our client to give input into the settlement negotiations and more understanding of how reserves are calculated.

PDCM Claims department schedules regular client meetings, participates in loss control and safety meetings and identifies with the client's potential problem areas. We feel that the key to successful client relationships is open and frequent communication. As you can tell, we will work closely with our client's claim until settlement has been reached. This open and frequent communication promises the delivery of excellent customer service and satisfaction.

Loss experience reports are generated by the insurance company or TPA on a monthly or quarterly basis. In addition, other systems generated reports such as claims activity series, loss prevention, current period activity and claim payment allocation are produced and discussed with the client.

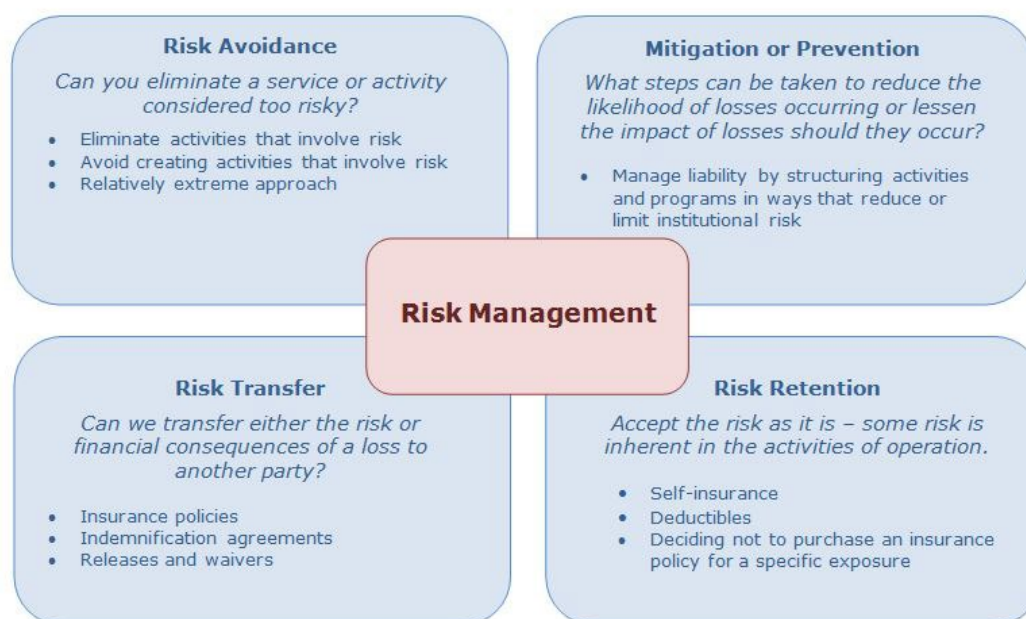
Actuarial analysis and services: PDCM does not have in-house actuarial expertise, however, we have several strategic partnerships that are able to provide services as needed.

Loss forecasting: As certified risk manager for the City of Independence, PDCM can identify the risks the organization faces, and then analyze the potential frequency and severity of these loss exposures. Although loss history provides valuable information, there is no guarantee that future losses will follow past loss trends. Therefore, PDCM can employ a number of techniques to assist in predicting loss levels, -including the following: Probability analysis, Regression analysis and Forecasting based on loss distributions.

Underwriting and coverage advice: With over 100 years' of experience our team includes a broad array of experienced professionals, including those holding the following designations, CIC, CRM, CPCU. PDCM is prepared to review your contractual wording and rating basis. At PDCM, you get the strength of a senior team of experts and a comprehensive process which will reveal a broader view of your risk and lead to a more optimal price for your risk profile.

Property & Casualty insurance does not need to be a mystery. But it does need to be reviewed carefully and often—by experts who know your business and the market.

Risk assessment and educational programs: As champions for our clients' success, we've worked hard to identify and diminish business risk through custom solutions, data analysis, expertise, and advice. This includes our proprietary TCOR Analysis and developing strategies for addressing an identified risk.



C. Assigned Representative Qualifications and Experience

Please provide the following information:

1. Educational background that includes the steps taken to remain current with insurance industry trends (refer to the public entity sector, if applicable).
2. Work experience that includes all past employment, number of years in the insurance field, and length of time in current position.
3. Explanation of personal knowledge of insurance markets, highlighting municipal experience.

City of Independence Service Team

Each member of this team works extensively with public entities. Our public entity practice group has been working as a team with our clients to bring cost-effective, custom-tailored risk solutions.

Chris Fereday, President, Certified Risk Manager



Chris Fereday joined PDCM in 2001 focusing on a variety of industries including healthcare, technology, public entities, non-profits and higher education. Chris received a BA degree in Marketing from the University of Notre Dame and currently holds the prestigious Certified Risk Manager designation.

Chris has worked extensively with public entity operations across the Midwest. Chris will also provide useful advice with respect to appropriate levels of coverage and identify any issues for the practice that may require specific insurance solutions.

Chris has also served as a business insurance advisor/speaker for the University of Northern Iowa Regional Business Center and has been a guest lecturer at the University of Northern Iowa business school.

In his role as CEO, Chris has transformed the culture of PDCM to engaging our corporate values and in every client experience.

Iris Vering, CPHQ - Account Executive



Iris Vering joined PDCM in 2020 as a Commercial Account Executive, bringing 28 years of quality, risk, and environmental health & safety experience gained across the healthcare and biotech manufacturing industries.

She is a Certified Professional in Healthcare Quality, an esteemed credential for healthcare quality professionals, and is a licensed Property/Casualty Insurance Producer for the state of Iowa. Iris has been very involved in the healthcare quality community over the past several years, having served as president-elect/president/past-president for the Iowa Association for Healthcare Quality.

Paige Shanks, CIC, CISR – Account Manager



Paige began working with PDCM in January 2016, following her earning her bachelor's degree in finance from the University of Northern Iowa. Paige's family involvement within the insurance industry allowed her to have multiple leadership and customer service experiences through work, volunteering and club memberships.

Being detail oriented, she continually goes above and beyond what is expected in providing timely and thorough service with every interaction. Her positivity, reliability and desire to help others succeed have proven to be a great asset for PDCM and the clients she works with.

Kelsey McGarvey – Claim Advocate



Kelsey McGarvey joined PDCM in 2019 as the Commercial Lines Claims Advocate. She is responsible for assisting our commercial clients with claims submission, advocating for those claims, and determining the proper plan of action to bring each matter to prompt and fair settlement.

Kelsey graduated from the University of Iowa with her Bachelor of Arts degree in Health and Human Physiology and currently resides in the Cedar Valley with her husband Taylor.

Patrick Klein – Risk Management and OSHA Specialist



Patrick Klein joined PDCM Insurance as an OSHA Specialist in early 2019 and has been providing clients with outstanding services from day one.

Patrick is responsible for creating policies and procedures to prevent harm to workers and property and keep clients compliant with OSHA standards. Everything from safety manuals to training employees to inspections and workplace testing are what Patrick and our OSHA team do to help minimize job-related injuries and hazards.

Patrick holds his 30-hour certification in both General Industry and Construction and has a passion for working with employers nationwide in keeping and maintaining a safe working environment for all. Patrick has also received his license for insurance in the Casualty and Property area, providing yet another way of helping clients with added value and knowledge from the insurance perspective.

PDCM's Customer Service Philosophy and Management Style

Selecting an agent and carrier is an important decision and the responsibility you place on your broker is paramount. Our concept of customer service contains three critical components: consultation, response, and advocacy.

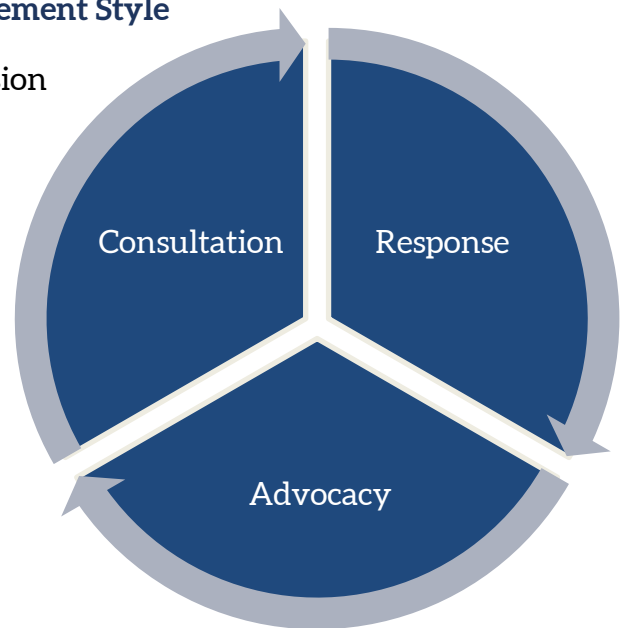
Consultation: Public entities need sound council and advice in both the design and implementation of a risk management program. PDCM has a great deal of expertise in our practice, and has worked diligently to provide these options to The City of Independence

This includes:

- *Act as Institution's broker in obtaining the required insurance coverages at the least possible cost for The City of Independence.*
- *Periodically review coverages to ensure that they are adequate.*
- *Periodically review deductibles and other risk financing mechanisms to ensure it is cost-effective both in terms of premiums and experience.*
- *Recommend, when appropriate, changes in coverage, deductibles etc.*
- *Suggest conceptual changes to the risk management strategy whenever deemed necessary.*

Response: In our world of e-mails, voicemails and call centers **PDCM understands that people and relationships are still the hallmark of effective response to our client's needs.** While we certainly utilize the latest technology in the service of our clients, we strive to provide real world personal contact with our clients. This allows us to be partners in guiding our clients from the day-to-day workings of our client's risk management efforts, whether it is a last-minute request for a certificate, or a response to a new challenge. Due to our local nature, we are also available 24/7 response time to assist in immediate situations.

Advocacy: At the time of a catastrophic claim, our clients trust that we will respond as an advocate to ensure that our clients are best represented in all insurance and risk management matters.



What agency will get me the best quote? What agency will best represent me in the market?
The first question is all about price....The second question is about value.



The answer to the first question may get you the lowest price and *very little else*. The answer to the second question can continue a relationship with an agency that does right for its clients. At PDCM, we believe your first question—and your first decision—should be to choose an agency to represent you in the marketplace. Your advisor has more power to negotiate for you. When one agency represents you, underwriters are more likely to spend time working on your submission. They are also more willing to negotiate with the agency about policy features and price because they have more information.

At PDCM we spend time getting to know your business (vendors, assets, risk transfer agreements, etc.) not just chasing down quotes. Your bid specification is just a starting place. To gain a thorough understanding of your coverage needs, we visit your site. We look over your operation and equipment; evaluate your assets and risks.

We are confident we can influence the carriers' price because we have more information for your application or request for proposal. We can tell the underwriters about your claims history and what you're doing to manage risk. Knowing PDCM's reputation for integrity, they know that our application is complete and accurate. And since we control the market for your account, each carrier knows that its quote is a genuine bid for business, not a shot in the dark.

The following is the process we would use in negotiating on your behalf:

- *Develop underwriting submission and present final draft of market submissions to client for approval prior to marketing the program.*
- *Solicit and evaluate markets whose services best match the needs of The City of Independence.*
- *Make introductions to underwriters and involve The City of Independence in negotiations on price and coverage.*
- *Facilitate negotiations with insurance carriers who submit the most favorable quotes to maximize The City of Independence' coverage and minimize cost. PDCM shall maintain complete records of the quote solicitation process and shall provide copies of such records to The City of Independence.*
- *Explain any coverage or wording changes.*
- *Explain any coverage changes and (if any) problems for The City of Independence due to those changes.*
- *Suggest benefit of alternatives presented both from a cost and coverage point of view.*
- *Year to year, we will work hard to review the existing program. Identify carriers who could provide the coverage and program desired.*

CONTRACTUAL RISK TRANSFER AND CERTIFICATE OF INSURANCE MONITORING



Everyday activities associated with your business operations may result in unexpected incidents which affect you, your property or your business. By not collecting Certificates of Insurance from your vendors and contractors and verifying the veracity of those certificates, you risk paying for claims associated with those incidents which are not your responsibility. PDCM's Certificate Monitoring Service provides you with an efficient and cost-effective manner to gain control and prevent you from paying for what you don't owe.

What is a Certificate of Insurance?

Simply put, it is a document issued by an insurance carrier on behalf of its policyholder to inform you that this policyholder (vendor, tenant, contractor, etc.) has insurance coverage for specific policies such as General Liability, Property, Automobile or Workers' Compensation, etc. The coverages, the name of the insurance company, the dates the policy is in effect and the limits of the policy are among the key information provided on the certificate.

Why is certificate monitoring important?

Collecting a certificate of insurance to support a contractual risk transfer obligation is usually done when a contract is executed; but if it is a multiyear contract such as a lease or construction contract, who is ensuring the insurance requirements are being renewed to comply with the terms of the contract? PDCM ensures that each certificate collected evidences the proper coverage needed to match your established criteria.

PDCM ensures that each certificate collected evidences the proper coverage needed to match your established criteria. The process includes the review of appropriate policy terms, coverage limits, and most importantly, the naming of the appropriate additional insured. If the responsible party does not have the appropriate coverage, you could end up paying for their claims.



Scanned copies of all Certificates of Insurance received from the monitored third party, both current and historical. A database will then be created and supported to ensure up to date

How does PDCM relieve administrative burdens with this service?

Our program is a full-service model with all associated tasks being performed with the supervision of licensed

insurance agents and coverage placement specialists. This expertise ensures your expectations will be met with the highest level of professionalism and industry expertise. We will fulfill all requests for Certificates of Insurance, generate reports to determine appropriate follow-up and implement remedial action for each non-compliant third party on your behalf.

Certificate monitoring and contractual risk transfer work hand in hand with PDCM's other risk management tools to reduce the total cost of risk and give you the most value for your insurance dollar.

PROFESSIONAL ENGINEERING SERVICES

CITY OF INDEPENDENCE STORM DRAINAGE IMPROVEMENTS IN THE 812 3RD STREET NW AREA PROJECT



COVER LETTER

February 15, 2024

City of Independence

Attn: Matthew R. Schmitz, City Manager

331 1st Street East

Independence, Iowa 50644

RE: REQUEST FOR QUALIFICATIONS AND PROPOSAL – Storm Drainage Improvements in the 812 3rd Street NW Area Project

Dear Selection Committee,

Anderson Bogert is pleased to submit this proposal for engineering design services for the Storm Drainage Improvements in the 812 3rd Street NW Area Project. This unique project combines short term economic development needs with long range planning around the overtaxed storm sewer system in Independence. Anderson Bogert has a reputation of completing projects in mid-sized communities, working with residents and businesses and working to obtain the most value for the City's dollar.

This proposal will demonstrate that we have assembled a team with the experience, qualifications, and knowledge of working alongside municipalities to successfully design and construct this project in a timely and cost-effective manner. Our main office is located in Cedar Rapids, forty five minutes away, but our proposed Project Manager, Michelle Cheever, PE, lives in the Independence area and will be the lead contact.

In addition to our technical qualifications and relationships, we understand meeting schedules is a key indicator of this project's success. We fully understand the sense of urgency to coordinate this work with the development of Independence Foods, LLC. The proposed project schedule is aggressive and only possible with a phased approach and with our team members dedicated to delivering the highest quality product on time. Even then, we anticipate schedule changes associated with obtaining funding for this project.

We appreciate the opportunity to be a part of the City's project team. Please contact me if you have any questions regarding our proposal.

Yours very truly,



Jeffrey C. Morrow, PE,

Anderson Bogert, Principal-in-Charge

(319) 377-4269

jmorrow@anderson-bogert.com

PROPOSAL CONTENTS

Project Familiarity & Approach	3 - 7
Relevant Experience	8 - 10
Firm Experience	11
Project Manager & Key Staff Experience	12 - 16
Proposed Schedule & Professional Service Fees	17

PROJECT FAMILIARITY & APPROACH

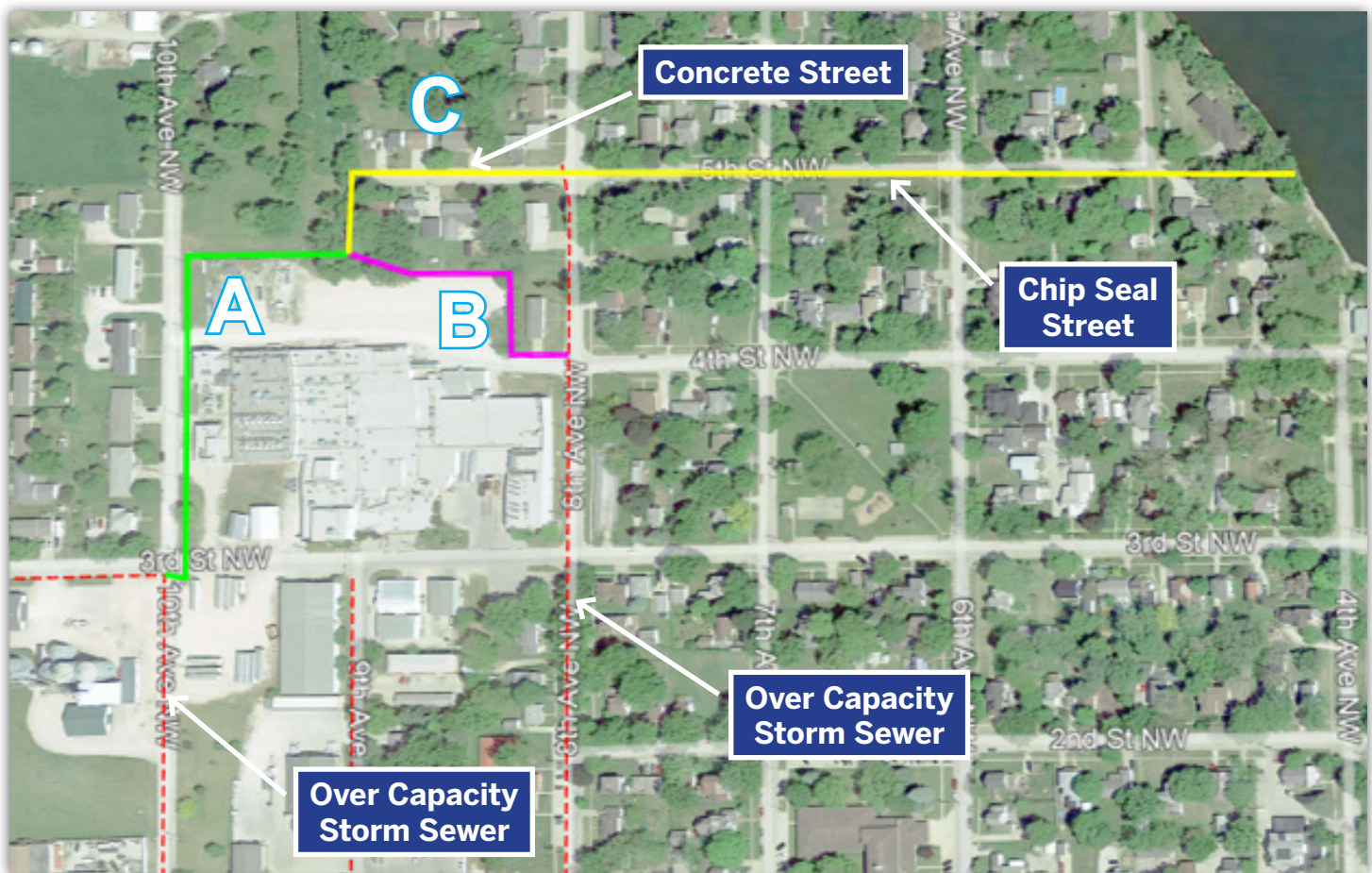
LOCATION & UNDERSTANDING OF PROJECT

To summarize, we understand previous development may have blocked the free drainage of the ditch along the abandoned railroad grade and is causing ponding and minor flooding of adjacent properties on the south side of 5th Street. We also understand during heavier rainfall events, the water runs into the former Blue Buffalo food processing site (which is proposed to be retooled for food products including those for human consumption by Independence Foods, LLC). This water runs across the parking lot and may even pond against the building before traveling by overland flow into the storm sewer system. To address this drainage issue, the City is requesting the designer to review the connection of a new drainage pipe to two potential storm drainage connection points:

- Option A - Intersection of 10th Avenue NW and 3rd Street NW
- Option B - End of 4th Street NW where the storm sewer is located adjacent to 812 3rd Street (Independence Foods site)
- Option C - Based on the excerpts from the drainage report included in the RFP, we may want to investigate a third option to improve the value of the City's investment in the storm water drainage solution.

Figure 1 shows the project site and the three options under consideration.

FIGURE 1 - OVERALL MAP



Options A and B tie the new drain into existing City storm sewer lines that are already overtaxed and over capacity. Our concern is that even though a drain is provided, if the existing storm sewer is inundated, you may still experience ponding from a storm water backup in the pipes since they are connected to a system that already ponds in other places. For Option A, ponding exists on 10th Avenue NW, just north of 1st Street. For Option B, ponding occurs on 8th Avenue NW, just south of 3rd Street.

We estimate the construction cost of Options A or B in the order of magnitude of \$0.5 Million, and both options do nothing to relieve the downstream drainage issues, and might make them locally worse.

Option C creates a new relief line directly down the existing 5th Street right-of-way to the Wapsipinicon River. This option would provide positive drainage and removes some of the storm water overload from the existing downstream systems. The vast majority of 5th Street is a chip seal street which is fairly inexpensive to repair. There is one block from the west end of 5th Street to 8th Avenue and one block from 5th Avenue to 6th Avenue that are concrete with curbs and gutters.

PROJECT FAMILIARITY & APPROACH

PHOTO 1 - 5TH ST. AT 8TH AVE.
LOOKING WEST



We estimate an order of magnitude construction cost for Option C in the \$1M to \$1.5M range. Adequate mapping was not available to get a better estimate for this proposal. Grades are very flat, we have no information on existing utilities, and we assumed a 20% contingency to cover the numerous unknowns we will discover during design. We would need to look at the feasibility of Option C based on topographic survey and storm drainage analysis. We understand the City had a storm sewer system model prepared in 2023. We would use that model as the base point for analyzing the three alternatives.

DESIGN CONCERNS

Option C appears more expensive than the other two options. However, \$0.5 Million cost of Options A or B is also a substantial amount to invest in options that may not work, but rather could be put towards a solution that would not only work but also relieve some of the downstream drainage issues identified in the City's drainage report. In fact, the cost comparison between Options A, B, or C get closer if the City has to do other downstream improvements in addition to Option A or B (such as the Liberty Trail ditch restoration and other pipe capacity work) in order to provide an acceptable level of drainage protection. Considering the larger picture, we have concerns that Options A or B are just moving the problem from one property to other properties downstream, possibly making existing flooding in other locations worse.

PROJECT APPROACH

With the short project development schedule, our approach will be very interactive with the City. We will be providing concepts and design information just about every week as we develop the plans. There is not much time in the schedule to spend weeks on review, so we prefer to work together on the plan development process. It's very fast-paced, feedback oriented, and is our preferred method of working. It is very efficient with everyone's time. That being said, we see the following **project development concerns**:

1. **Grants.** For a June, 2024 bid letting, as stated in the RFP, it does not seem possible to apply for, obtain, and put a new grant in place before putting the project out for bids, which is a condition of every grant we have worked with. Most grants have specific requirements of what needs to be included in the bid documents. For example, Community Development Block Grants will require a Wage Determination included in the bid package, there must be a public hearing on the project, and there may be an environmental component since the project is federalized.

We understand the State of Iowa Economic Development Authority (IEDA) has already awarded Independence Foods a \$1.5 Million High Quality Jobs grant. We presume that grant is targeted towards retooling of the existing plant, and not available for storm water mitigation. The City may want to explore the possibility of IEDA supplementing that grant or providing another grant source (RISE) to help fund the storm drainage. Again, these grants take time which will affect the schedule.

We have assisted cities in the application process for numerous grants including RAISE, RISE, ICAAP, TSIP, U-STEP, SRF loans, and STBG. Some of the grants are federal funds and some are state funds. Although many of these grant types would not be applicable to this project, the grants are somewhat the same in their application toward design and construction. We have designed and administered numerous projects with all of these grant types and are familiar with their compliance requirements. These grants all have different matching fund requirements, and for federal aid, due to administrative expenses, it is usually not worth pursuing unless the grant is at least \$500,000 or more. If the City of Independence chooses to pursue a grant, we would be more than happy to assist in targeting the right grant and assist in its writing and provide the supporting technical information.

Unfortunately, there are not a lot of stormwater drainage grants that we feel would immediately benefit this project. CDBG is probably the closest, assuming the City can complete a Low to Moderate Income (LMI) survey of the area AND determine at least 51% of the constituents in the LMI boundary meet the income thresholds AND will benefit from the project. Most of the Iowa DNR stormwater management grants are based on water quality and erosion prevention, such as groundwater recharge, storm water sequestration, stormwater best management practices (bioswales, etc.). At the tactical, individual project scale, like this project, none of these grant types would address the flooding concerns that are observed around the Independence Foods site. But, long term, these practices could reduce peak stormwater runoff, alleviating overall system demand.

2. **Permits.** Even for the simplest project, we will likely need an NPDES permit, which will take a few weeks to obtain. This is not extremely time critical, but it should be started early in the process. Also, Since we may be working in the floodplain (and if we look at a new outfall into the river with Option C), it may require Iowa DNR and US Army Corps of Engineers permits. Again, those should be obtainable but may push the schedule.
3. **Utilities.** There is no time for utility relocation other than the most minor of adjustments. Many utilities have budgets, just like cities, and if they have not been coordinated into the project a year in advance, it is very difficult to get them to make significant relocations. This means our design will need to work around the existing utilities as much as possible. Moving an electric service pole, or adjusting a valve or manhole cover should be fine. But relocating entire lines (such as gas main or power) will stall the project for most of the summer due to budget constraints, crew availability, and simply getting materials.

4. **Communications.** Depending on the design concept the City decides to follow, there may need to be early coordination with the neighbors to get their input and feedback relative to the proposed improvements. There is enough time, but no spare time, to get a public involvement effort together.
5. **Easements.** We do not anticipate acquiring any permanent right-of-way for this project. However, there may need to be temporary construction easements and two or three drainage easements needed to be acquired from property owners. If the project is federalized by a grant source, easement acquisition can be a lengthy process. Even without federal subsidy, acquiring easement rights always has an element of uncertainty as any property owner could refuse to cooperate and then the City has to decide if it will exercise eminent domain powers to acquire the property. All of which takes time. This is a worst-case scenario, since it seems most property owners would benefit from drainage improvements, we don't anticipate problems acquiring the easements.

With the above concerns and elements in mind, we propose the following workplan that includes the following items:

- Data Gathering
- Design/Concept Study
- Public Involvement
- QA/QC
- Construction Period Services (Extra Work)

DATA GATHERING

PROJECT KICK OFF

We envision the kickoff meeting as a workshop with the City and key stakeholders to participate in setting the project "boundaries" in terms of schedule, budget, interruptions to access, and other "must haves" for the project. We will also review concept improvements and start working toward a preferred alternative. From there, the team has the information and perspective to develop plans for construction, and lay out the limits of our survey efforts.

INFORMATION & DATA GATHERING

Data Collection	Data will be collected from the City's GIS sources to show the existing conditions as well as any planned improvements in the area.
Topographic Survey	To-scale drone imagery and mapping will be used for capturing current aerial imagery to aid with the design as well as the public involvement. Detailed topographic survey will be completed along the desired alternative alignment. This will reduce costs and time to complete the survey as the survey corridor will be more concentrated. From past experience, utilizing the drone to supplement the survey will expedite the design process. Prior to beginning the design, the project manager and design staff will field check the base map. Following the field check, the survey crew will return to the site to gather any additional data needed. In addition, during the various design phases (within the original scope). This base map will be supplemented with aerial images and surface information obtained by our drone.
Boundary Survey	Anderson Bogert's Survey Department has extensive experience with property owner research, preparing temporary construction easement documents, permanent easement documents, and ROW acquisition documents, which will help avoid project delays. At this time, we do not anticipate the need to acquire any permanent ROW, however, the existing right-of-way lines need to be clearly established. Specific tasks will likely include: • Research to gather the Assessor's parcel maps and any related information. • Prepare property owner database for mailing property access permission letters to the affected property owners in the project corridor. • Locate property pins and confirm property boundaries within the project limits. • Monument preservation per Iowa Code section 355.6A will be provided if requested as extra work, otherwise the Contractor will be responsible for hiring a surveyor.
Utility Coordination	We will request maps and field locates through the Iowa One Call process. Our surveyors will shoot marked utilities and plot these utilities on the base drawing. During the design and construction, we will closely coordinate with utility companies that are located within the project limits. We follow the procedures outlined in Iowa DOT I.M. 3.640. This includes notifying utility companies of the upcoming project, sending preliminary plans and final plans, organizing one (1) utility coordination meeting with all the utility companies within the project limits, reviewing utility relocation plans, and coordination during the relocation process. Overhead electric lines, underground electric lines, and underground communication lines including pedestals may need to be relocated. On this project, every effort will be made to minimize utility relocations.

PROJECT FAMILIARITY & APPROACH

Right of Way Acquisitions

The scope of services and schedule are assuming all improvements will be completed within the existing ROW. Only temporary easement documents are anticipated and included.

Geotechnical

We highly recommend obtaining subsurface borings to determine soil conditions, groundwater, and other sub-surface features. This work can uncover the possibility of subsurface rock and/or groundwater, which can have a significant impact on construction budget.

DESIGN

The concept design will be reviewed at the kickoff meeting. Design goals will be documented for implementation during plan development.

PRELIMINARY PLANS (30%)

We will prepare preliminary plans to the 30% plan level and submit to the City for review. The plans will be based on SUDAS Design standards and will be in substantial compliance with the project concept. The plan sheets will be prepared in accordance with requirements to provide plans suitable for a bid letting process. Sheets will be plotted at 11"x17" and must maintain legibility and utilize typical civil drawing scales. Also included in this task will be the following:

- (A) Cover Page
- (B) Typical Sections
- (M) Stormwater drainage analysis and storm sewer plan and profile. It is assumed we can use the drainage analyses completed by the City in 2023 as our base model. The drainage analysis will be carried forward, utilizing our own software to estimate the design performance at different rainfall events.
- (W) Detailed Cross Sections showing grading limits

CHECK PLANS (90%)

We will prepare check plans, which include the comments from the City review of the 30% Preliminary Plans. The plan sheets shall generally include the following as applicable for this project:

- (A) Cover Page
- (A) Storm Water Pollution Prevention Plan
- (A) General Notes
- (B) Typical Sections
- (C) Quantity Estimate and Reference Notes
- (G) Control Points, Alignment Information, Easements
- (J) Traffic Control and Construction Phasing
- (K) Roadway Repair Details
- (M) Storm Sewer Plan and Profile
- (R) Removals
- (T) Erosion Control Plan
- (W) Detailed Cross Sections
- Special Provisions: We anticipate this project will use standard SUDAS specifications, details, and bid items. No special provisions are anticipated at this time.

PERMITS

Once the design has progressed sufficiently, all permit applications and application for grant authorization will be completed. Anderson Bogert has experience working on projects with multiple types of funding sources. Depending on the final design alternative, we may need an NPDES permit if the project disturbs more than one acre of soil. If we extend a new outlet to the Wapsipinicon River, then Iowa DNR and Corps of Engineers permits may be needed as well. These permits can take a few months, so early submittal of the permit applications will be critical to the schedule.

FINAL PLANS AND SPECIFICATIONS

We will incorporate check plan comments from the City and our internal quality review in order to prepare Final Plans. These will be completed and submitted on or before the date established in the schedule.

We will prepare a project manual that includes construction start dates, completion dates, and/or working days, site restrictions, specifications, and special provisions.

SUPPORT FOR EFFECTIVE COMPETITIVE BIDDING

Basic tasks are anticipated to include addressing questions from bidders and suppliers, preparing addenda to clarify or change the bid documents, carefully reviewing bids, and making a recommendation of award. In addition, we can contact potential bidders to help promote the project and to gauge interest in bidding the project.

PROJECT FAMILIARITY & APPROACH

PUBLIC INVOLVEMENT

For the alternatives that tie into the existing systems near Independence Foods, LLC, the public involvement would be limited to just the immediate property owners affected by flooding today.

If an alternative to build a relief line to the river is selected, then additional public involvement would be needed with the neighborhood to discuss, traffic control and construction phasing, business and residential access, and other neighborhood concerns such as localized drainage issues.

Face to face, on-site meetings; and/or virtual meetings will be crucial in communicating the intent of the project, proposed improvements, and receiving feedback from the property and/or business owners. Anderson Bogert, has extensive experience working with property owners with almost every project we design.

QUALITY ASSURANCE/QUALITY CONTROL

Anderson Bogert has implemented a proactive Quality Assurance/Quality Control (QA/QC) Program that includes continuous improvement. Our process allows us to plan, manage, and control our QA/QC for each project using Microsoft Planner. This QA process steps the project through automated tools and checklists which help limit human error from entering the work flow. We have specific Quality Gates through which project documents must pass before they are included in the Project Deliverables.

Our Quality Gates are the QC part of the process where checking of draft and final products take place. These checks include field review, office review of technical design, and independent review by one of our engineers not involved in the project.

CONSTRUCTION PERIOD SERVICES

CONSTRUCTION LAYOUT

Our Survey Department will provide the survey control to re-establish baselines and elevation control. Construction staking will be a bid item in the plans.

CONSTRUCTION OBSERVATION AND ADMINISTRATION

Anderson Bogert routinely provides construction observation and administration services for our clients. All of our observation and administration staff hold Iowa DOT certifications. Logan Rinderknecht and Michelle Cheever would act as the construction observer and administrator, respectively. Fees for construction administration are separate from the fee included in this proposal. This item will be treated as extra work.

RELEVANT EXPERIENCE

In the following pages, you will find a list of our team's similar project experience. Although we have included some projects that included drainage improvements, it's important to note that we have included projects with challenges and solutions that span far beyond that. Many of Anderson Bogert's example projects also include extensive traffic control/phasing/business access plans, utility coordination/relocations, and public involvement.

- ★ Highly Relevant
- Relevant

Project Name	BMPs	Storm Sewer	Stakeholder Involvement	Complex Phasing	Corrected Building Flooding
Connell Street Drainage	●	★	★	●	★
1st Street SE Storm Sewer	●	★	★	●	●
Collins Road NE	★	★	●	★	★



CONNELL STREET DRAINAGE IMPROVEMENTS

CONNELL STREET DRAINAGE OUTLET FROM EAST STREET TO IA 21 BOX CULVERT - CITY OF DYSART

PROJECT DESCRIPTION: Anderson Bogert provided a drainage study, design, utility coordination, and right-of-way acquisition tasks for this quarter mile storm sewer outfall that captures about 50 acres of urban drainage area in the heart of Dysart. Due to flat grades, this system consisted of a combination of underground storm pipes and open channels to reroute the drainage way from the center of a private developmental property to the perimeter of the property, reclaiming land for future economic development, similar to the project in Independence.

The project involved storm drainage analysis, construction staging, and utility relocations, and acquisition of a formal drainageway easement for the City to maintain the pipes and channel in the future. The original open channel outlet became choked with volunteer brush and trees causing flooding to the residents of a mobile home park on the east edge of the drainage way. This is similar to the drainage way along Liberty Trail in Independence.

Tasks included storm sewer design, open channel design, access management, erosion control, relocation of public and private utilities, public outreach, NPDES permits, construction administration and inspection, and miscellaneous related work. The completed project provided positive, controlled drainage around the developable property and relieved existing flooding of residences.

1ST STREET SE STORM SEWER

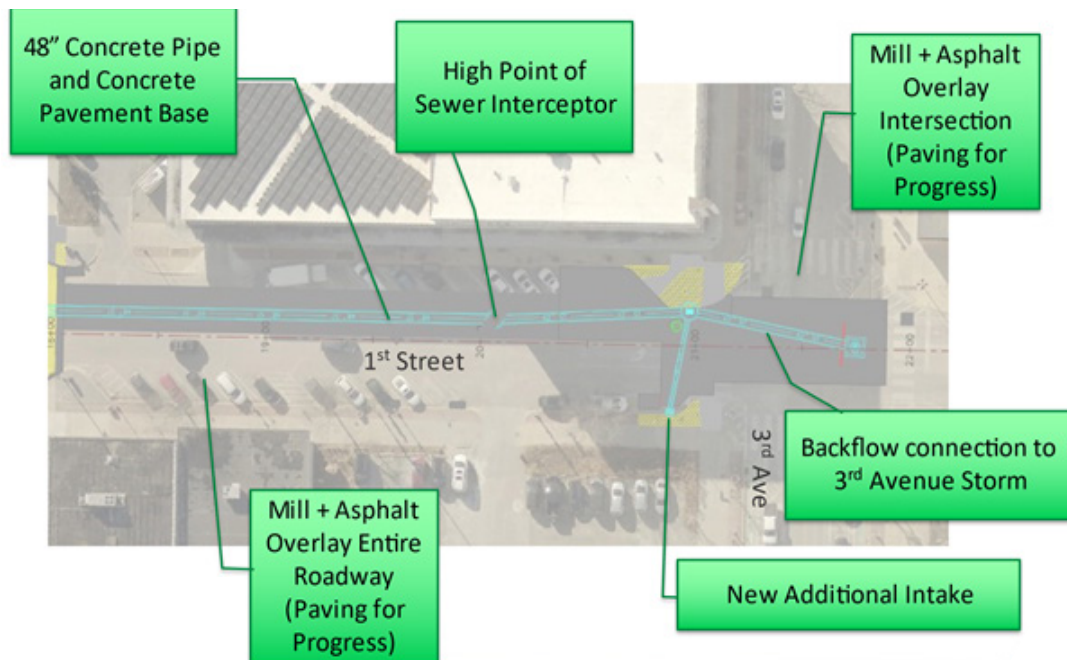
3RD AVENUE SE TO 5TH AVENUE SE - CITY OF CEDAR RAPIDS

PROJECT DESCRIPTION: Anderson Bogert provided study, design, and utility coordination tasks for this storm sewer interceptor that provides emergency storm water relief from the 3rd Avenue Storm Water Pump Station to the 5th Avenue Storm Water Pump Station to prevent either station from becoming overwhelmed during a flood and heavy rainfall event. During low flow, the interceptor provides additional storm drainage to this heavily urbanized area along the Cedar River.

The project involved storm drainage analysis, construction staging, and a major utility planning and relocation effort in a highly congested utility corridor. Because 1st Street is parallel to the Cedar River, all vehicle and pedestrian access are limited to one side. Traffic access needed to be maintained to the Cedar Rapids Ground Transportation Center (Bus Mass Transit) at all times, as well as the numerous businesses along the project corridor.

Design tasks involved phased roadway and access modifications, specification of night time construction work to allow for vehicle access and parking during the day time, storm sewer design, erosion control, provision of ADA compliant parallel parking, implementation of the City's downtown streetscape manual, relocation of artwork including lighting, public outreach, detailed construction staging, NPDES permits and miscellaneous related work.

Project Features 3rd - 4th Spring 2022



COLLINS ROAD NE FROM EAST OF NORTHLAND AVENUE TO TWIXT TOWN ROAD

FROM EAST OF NORTHLAND AVENUE TO TWIXT TOWN ROAD - CITY OF CEDAR RAPIDS

PROJECT DESCRIPTION: This \$18 M Federal Aid project was developed to mitigate traffic congestion on Collins Road, through a highly developed retail area, by adding roadway capacity, drainage capacity, and providing bicycle and pedestrian facilities for alternative transportation mode choices that do not exist today.

A complete streets approach was applied to the corridor, including utilities management, streetscaping, storm water best management practices, drainage improvements to correct flooding of a commercial building on private property, and to cultivate public/private partnerships for long-term maintenance of streetscape and stormwater runoff management.

This project reconstructed Collins Road (IA 100) from a two lane, rural highway section to 3 through lanes each way with curbs and gutters, and added dual left turn bays at the intersection of Collins Road with Collins Crossing/Lindale Mall Entrance. New trails were constructed along the north and south sides of Collins Road from the west project limit to Twixt Town Road to tie into the trail system to the east of the project. Also, sidewalk along the west side of Lindale Drive from Lindale Mall to the Marion city limit connected lower income housing to the retail areas with alternative modes of transportation.

The existing drainage system was undersized and relied on a circuitous route of private storm sewers to eventually outfall downstream. Flooding of cars in the parking lots occurred under heavy rains, and one commercial building flooded into the building at least once per year. Improvements to the corridor diverted the storm water to a new system, separate from the private sewer system, and lowered intake elevations to alleviate the frequent flooding of the commercial building. To offset increased runoff from additional pavement, detention areas with permeable beds were designed and installed to maintain runoff volumes and peaks to no worse the existing, and in many cases, better.



The project also included a major utility component for both private and public utilities such as water main, sanitary sewer, public fiber optic communications (JCN and ICN), gas, power, and private communications. A two-year effort was undertaken to coordinate with the utility companies. gas, power, and communications were relocated ahead of roadway construction. Water, sanitary, and fiber were included in the bid package for relocation by the contractor.

IMPROVEMENTS

Approximately 0.5 miles of water main	Traffic Signals
Public Involvement	Shared Use Trail and Sidewalks
Utility Coordination	Retaining Walls
Significant ROW/Easement acquisitions (≈60 ROW/Easement plats/exhibits)	Sanitary Sewer
Complex traffic control and phasing plan (Collins Rd. AADT 25,000 vehicles/day)	Landscaping and Streetscaping
Storm Sewer and BMPs (Bioswales, Detention Basin)	

68
YEARS

ANDERSON BOGERT

WE ARE COMMITTED TO PROVIDING
PROFESSIONAL & RELATIONSHIP-BASED SERVICES.

Established in 1955, Anderson Bogert provides consulting services to private, non-profit, and public sector clients. Based in Linn County, our firm serves clients within an approximate two hour radius, offering civil engineering, planning, surveying, utility coordination, construction observation, public involvement, and grant management. For more than 68 years, Anderson Bogert has shared our team's technical abilities, built relationships with clients, and provided high quality, creative, and sustainable solutions.

ANDERSON BOGERT STAFF

Our team consists of approximately 28 highly skilled individuals. In addition, our project managers have more than 170 years of combined experience.

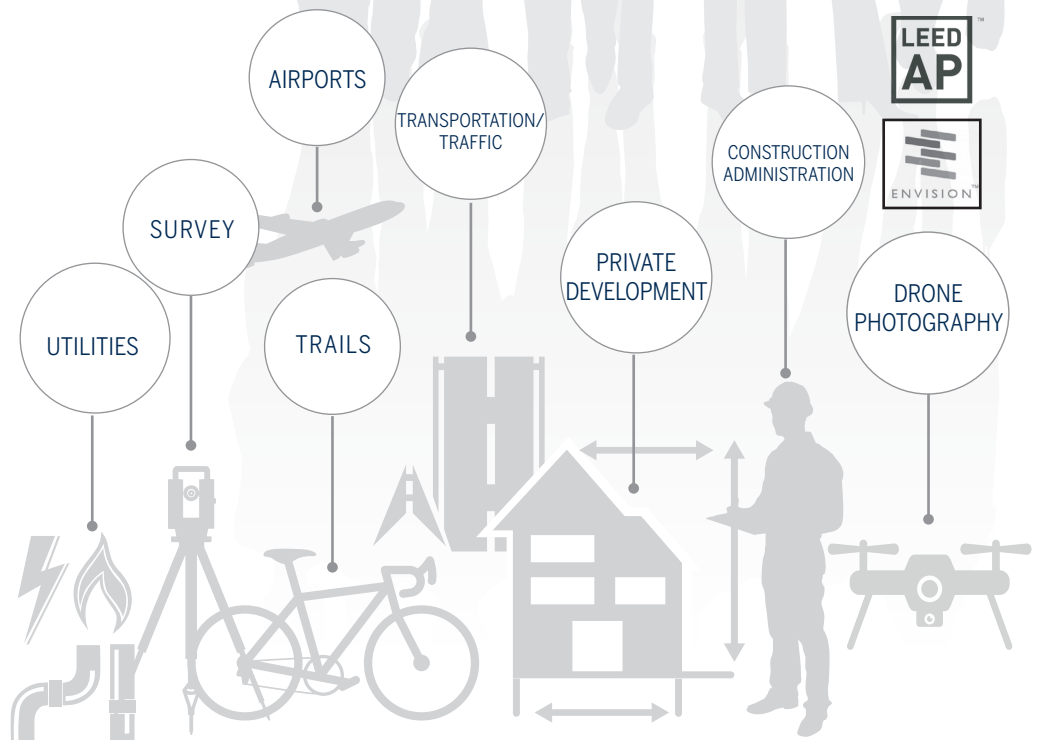
We believe in sustainable design, value engineering, and working with stakeholders to create a safe, functional, and desirable final product.

OUR CLIENT PARTNERS

Anderson Bogert partners with our clients, wherever they may be. We work to become an extension of our clients' staff.

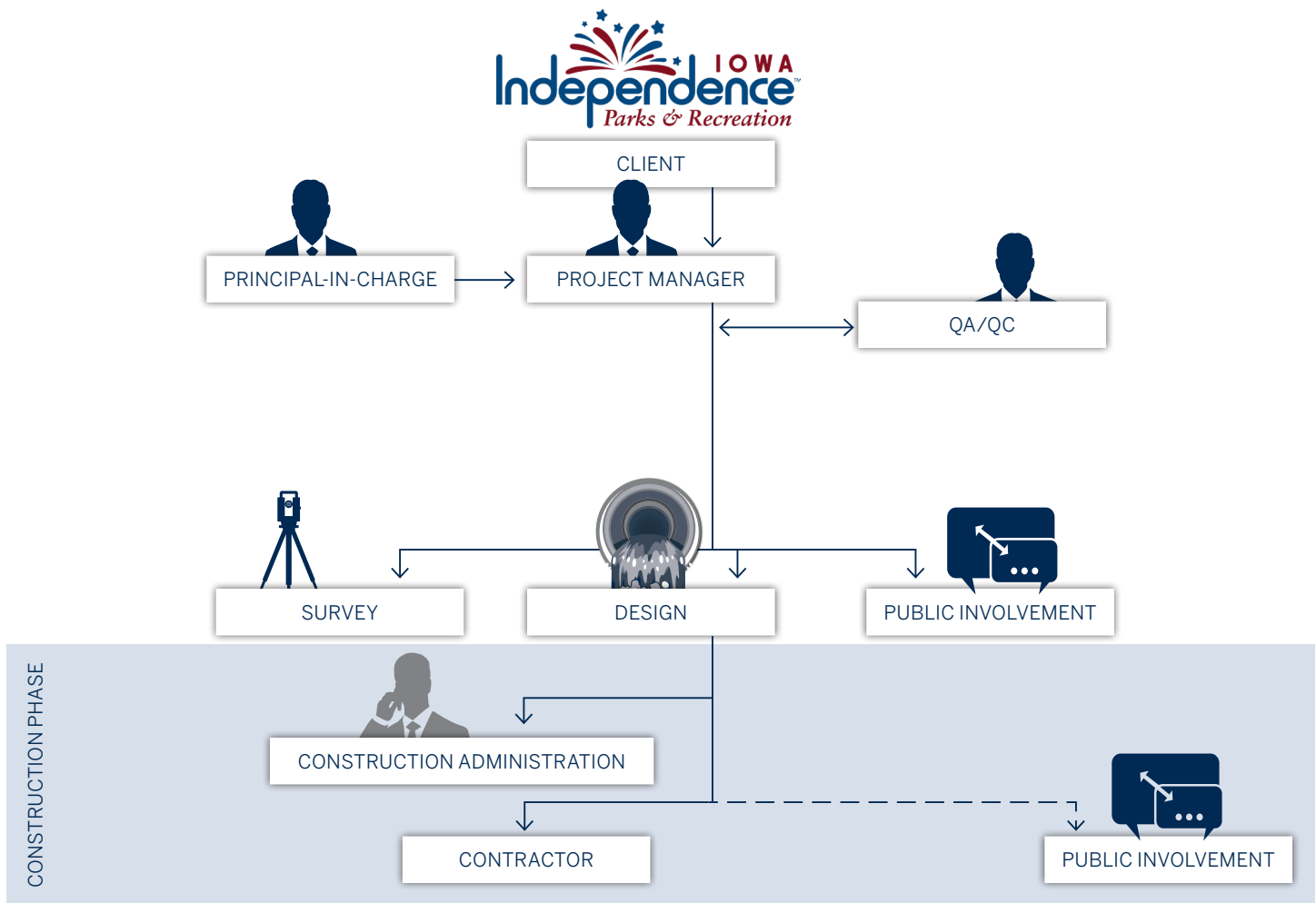
Below are the clients we work with most often:

1. City and County Government
2. Developers (Commercial or Residential)
3. Private Business or Individuals
4. Schools (K-12, College, University)
5. Architects, Engineering Firms, etc.



PROJECT MANAGER & KEY STAFF EXPERIENCE

Item #3.



ANDERSON BOGERT PROJECT MANAGEMENT TEAM

STAFF MEMBER	TITLE	AREA(S) OF EMPHASIS
Jeff Morrow, PE	Principal-in-Charge	Grants, Funding, Public Involvement
Michelle Cheever, PE	Project Manager, Project Engineer	Roadway and Drainage, Utility design
Logan Rinderknecht, EI	Design Engineer	Storm drainage design , analysis, traffic control
R. Rodney Klien, PLS	Survey Manager	Land Survey; Plats; Real Estate Documentation

SPECIALTY SUBCONSULTANTS

COMPANY	OFFICE LOCATION	PROJECT ROLE(S)
Terracon	Cedar Falls, Iowa	Soil Borings





JEFF MORROW, PE PRINCIPAL-IN-CHARGE

PROFESSIONAL PROFILE

Jeff is a Principal and Project Manager with over 35 years of professional experience in roadway and drainage design. He has completed numerous street reconstruction and rehabilitation projects in both rural and urban environments. This work includes leading projects in Cedar Rapids, Iowa City, Dysart, Johnson County, Benton County, and several other communities. He has also assisted cities in the preparation of successful grant applications for Federal Aid (ICAAP, CDBG, STBG) and non-Federal Aid (TSIP, U-STEP, RISE). He is very familiar with grant requirements.

RELEVANT PROJECT EXPERIENCE

- **City of Dysart: Connell Street Reconstruction Phases 1 and 2. Project Manager**
As the City of Dysart slowly grew and developed their storm sewer system was created in a pieced together manner. Jeff led a team at Anderson Bogert in the design, extensive drainage analysis of the City's watershed system, and developed construction plans starting at the outfall and working upstream to provide drainage capacity for the future.
- **City of Cedar Rapids: 1st Street SE Storm Sewer. Project Manager**
This project is part of the \$1.25 B Flood Control Structure (FCS) project that provides a relief line to balance stormwater flow between two pump stations. The key elements were drainage and construction design within the Cedar River flood area, detailed utility coordination, and construction phasing to maintain business access at all times.
- **City of Cedar Rapids: Collins Road NE Improvements. Project Manager**
This very complex transportation design project also had a significant storm drainage component to route storm water around a mall parking lot in which heavy rains had flooded parked cars. Also, a commercial building, located higher in the watershed, suffered annual flooding in the building. Mr. Morrow's design team incorporated drainage improvements into the transportation project that corrected the flooding at both locations.
- **City of Dysart: City Engineer**
Various tasks associated with planning and budgeting of the City's Capital Improvements Program, infrastructure maintenance, and development review services.

EDUCATION

BS, Civil Engineering,
Iowa State University,
1987

REGISTRATIONS

IA

INDUSTRY TENURE

36 years

OFFICE LOCATION

Cedar Rapids, IA



MICHELLE CHEEVER, PE DESIGN MANAGER

PROFESSIONAL PROFILE

Michelle is a Project Manager with over 12 years of experience in municipal transportation & utility projects. Michelle has well rounded knowledge of the difficulties cities face due to budget constraints and lack of funding opportunities. Michelle serves as City Engineer for the City of Palo and Assistant to the City Engineer of Shellsburg and Dysart. Throughout her time as a City Engineer, she has pursued various funding sources. Michelle has extensive knowledge in construction administration and works to decrease the burden on her clients by helping wherever she can. Michelle works with City officials on their Capital Improvements Plan and coordinates directly with their financial advisor to determine the best funding source and timeline for each project. Having this working relationship allows the city to better plan for their infrastructure needs and keeps everyone involved aware of what the next project is we are targeting.

EDUCATION

BS, Civil Engineering,
Iowa State University,
2012

REGISTRATIONS

IA

INDUSTRY TENURE

12 years

OFFICE LOCATION

Cedar Rapids, Iowa
Rowley, Iowa

RELEVANT PROJECT EXPERIENCE

- **City of Palo: City Hall Ditch Grading & Drainage Improvements. City Engineer**
After the floods of 2008 the City of Palo received FEMA funding for a new Community Center. As part of this project, the ditches at City Hall were designed to retain water for a duration of time prior to discharging to a local creek. Over time these ditches filled in and no longer function as designed. Michelle reviewed the drainage area and designed improvements to the ditches to increase positive drainage and reduce the areas of steep slopes which was noted by the city as a safety concern for their Public Works staff.
- **City of Dysart: 2022 Connell Street Drainage. Project Manager**
Recent improvements to the City Storm Sewer System increased the amount of discharge to the Culvert that crosses under Hwy 21. There was an existing storm sewer pipe that crossed the farm field at the East end of Connell Street that is no longer conveying water to this discharge point. As project manager Michelle oversaw the drainage analysis, design, and construction of the drainage improvements. These improvements were a combination of storm sewer pipe and open ditch conveyance.
- **City of Palo: CIP Planning, Grant Applications. City Engineer**
As City Engineer, Michelle manages the City of Palo Capital Improvements Plan. This work includes comprehensive knowledge of the city's infrastructure needs as well as understanding of the goals of the acting council. Michelle presents annually to the council recommendations for the next fiscal year budget. Michelle also is continually searching for funding opportunities for the top priority projects from both Public and Private sources. Most recently the City of Palo was awarded a \$10,000 design grant from their local telecommunications coop, \$264,000 in STBG funds for Bridge Rehabilitation and \$1,071,000 in STBG funds for Trail Construction both from their local Metro Planning Organization. Michelle is responsible for these funding applications.
- **City of Dysart: 2024 Jefferson Street Reconstruction. Project Manager**
- **City of Dysart: Talamage Drainage. Project Manager**



LOGAN RINDERKNECHT, EI DESIGN AND CONSTRUCTION OBSERVATION

PROFESSIONAL PROFILE

Logan is a Design Engineer with four years of experience working on a variety of roadway and utility projects. He has a strong foundation built from serving as a construction inspector for a large federally funded roadway and utility reconstruction project in Iowa City, as well as inspection of other city and site development projects. He has been able to transfer this experience to the office where he spends most of his time designing transportation and utility projects for various communities. In addition, he has contributed to several projects focused on analyzing the storm water patterns and capacity of existing facilities leading to design of improvements to the system. Logan is known as a Microsoft Excel expert and is currently assisting the City of Cedar Rapids with budgeting and program management for the \$1.25 B Cedar River Flood System.

EDUCATION

BS, Civil Engineering,
University of Wisconsin-
Platteville, 2020

REGISTRATIONS

IA

INDUSTRY TENURE

4 years

OFFICE LOCATION

Cedar Rapids, IA

RELEVANT PROJECT EXPERIENCE

- City of Dysart, Jefferson Street Reconstruction. Lead Design Engineer
Jefferson Street Reconstruction consists of storm sewer improvements, sanitary sewer replacement, water main replacement, narrowing of the roadway width and complete reconstruction of the road pavement. Logan worked as Lead Design Engineer and performed the drainage analysis for the storm sewer, lead utility relocations, coordinated with City staff regarding materials specified.
- City of Dysart, Talmage Drainage. Design Engineer
Roughly 10 years ago an industrial park was added on the North side of Dysart. Original site plans for the adjacent business included an on-site detention basin as well as outlet pipes with blind connections to the storm sewer system. Since then, the property owner has filled in the detention area. Recently there have been complaints from adjacent residents regarding the ponding in their backyards. Logan let this investigation into the drainage area, drainage paths and existing storm system. The recommendation was made to City council to make the owner of the adjacent building dig out their detention basin to prevent flooding of the backyards.
- North Linn Community School District. Design Engineer
The school district and adjacent property owner had concerns about erosion that was happening on adjacent land. Erosion was said to have started after construction of recent stormwater improvements. This work entailed using dye in wet conditions to determine if the water from the school site was going where it was supposed to. In addition to observing the dye, site observations were made and documented regarding runoff and surface drainage.
- City of Palo, CIP Planning, Grant Applications, Design Engineer
Logan assists the City Engineer in drawings and cost estimating for the Capital Improvements Plan as well as funding applications. Logan's attention to detail plays a significant part in forecasting future project expenses.

PROJECT MANAGER & KEY STAFF EXPERIENCE



R. RODNEY KLIEN, PLS SURVEY MANAGER

PROFESSIONAL PROFILE

Mr. Klien is a Professional Land Surveyor with over 28 years of experience in engineering surveys, land development, and land surveying projects. This highly detailed work has included survey plats, right-of-way acquisition plats, easement plats, and engineering design surveys. His background includes numerous projects consisting of hydrographic, topographic, and boundary surveys; GPS static control networks, horizontal and vertical control, sanitary sewer improvements, water distribution improvements, and construction staking.

Rodney's dedicated survey crew has the extensive knowledge and ability to complete the topographic and boundary surveys necessary to create complete, detailed computer models for a smooth design process.

RELEVANT PROJECT EXPERIENCE

- City of Cedar Rapids: J Avenue Water Treatment Plan Site Improvements; Cedar Rapids, IA.
- City of Cedar Rapids Cedar River Flood Control System; Cedar Rapids, IA.
- City of Cedar Rapids: 1st Avenue East, 27th Street NE to 40th Street NE and CEMAR Trail Extension; Cedar Rapids, IA
- City of Marion: Marion Central Corridor 7th Avenue. from 7th Street to 27th Street; Marion, IA
- City of Cedar Rapids: Collins Road/Iowa Highway 100 East of Northland Avenue to Twixt Town Road; Cedar Rapids, IA.
- City of Iowa City: Melrose Avenue Improvements; Iowa City, IA

EDUCATION

BS, Industrial Technology,
Eastern Illinois University, 1995

REGISTRATIONS

IA

INDUSTRY TENURE

28 years

OFFICE LOCATION

Cedar Rapids, IA

PROPOSED SCHEDULE & PROFESSIONAL SERVICE FEES

Item #3.

The following schedule is based on the City's desire to complete construction by Fall 2023. A construction completion date of September 30, 2023 is included which is the final application date for seeding. This schedule is based on Options A or B only.

Although the design is not complex, the schedule does not allow for flexibility. It is imperative that all parties complete reviews and respond in a timely manner. Our thorough QA/QC and technical review will be completed concurrently with the City's review to shorten the schedule.

Our concern with this schedule is with the items that are not within our control such as permitting, easement acquisition, utilities and so forth. This schedule depends on everything going right, which may or may not be realistic.

PROPOSED SCHEDULE

TASK	DELIVERABLE(S)	COMPLETION
Contract Approval	Contract	3/11/2024
Project Kickoff Meeting	Design Work Session	3/12/2024
Survey and Data Gathering		3/29/2024
Preliminary Plans	Preliminary Plans, Permits Submitted	4/17/2024
QA/QC Review and City Comments Returned		4/26/2024
Check Plans	Check Plans	5/10/2024
QA/QC Review and City Comments Returned		5/17/2024
Final Plans	Final Plans, Project Manual	5/24/2024
QA/QC Review and City Comments Returned		5/24/2024
Bid Letting*	Recommendation of Award	6/10/2024
Construction Late Start	Material submittals, pay estimates, inspector daily reports, other documentation	7/15/2024
Construction Completion		9/30/2023

* Subject to obtaining funding

PROFESSIONAL SERVICE FEES

Task	Total Cost
Design Engineering	\$34,000
Construction Plans/Contract Documents	\$8,000
Public Involvement	\$1,500
Survey	\$6,500
Meetings / Admin.	\$3,500
Design Fee Total	\$53,500
Geotechnical Soil Borings	\$5,000
TOTAL FEE	\$58,500

This fee is for Alternative A or B only. It assumes no right-of-way acquisition, construction period services are excluded, and it assumes the drainage modeling done for the City to date is sufficient to estimate the drainage performance of Option A or B and their downstream impacts.

If the City desires to pursue Option C or a similar option, that work would be in addition to the fee presented here.





City of Independence Statement of Qualifications and Proposal for Storm Drainage Improvements in the 812 3rd Street NW Area Project

February 16, 2024

Submitted By:

Crawford Engineering & Surveying, Inc.

118 Third Avenue NE, PO Box 793

Independence, Iowa 50644

Telephone: 319/334-7077

Email: cesi2@indytel.com

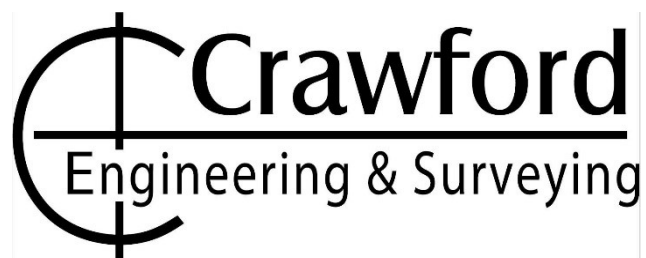


Table of Contents

Part 1: Statement of Qualifications

- **Firm Introduction**
- **Qualifications**
 - **Firm Background**
 - **Similar Project Experience**
 - **Key Personnel**
 - **References**

Part 2: Engineering Proposal

- **Project Background**
- **Project Assessment & Design Alternates**
- **Proposed Recommendations**
- **Proposed Engineering Services Summary**

118 Third Avenue NE
Post Office Box 793
Independence, Iowa 50644
(319) 334-7077
(319) 334-7078 Fax

February 16, 2024

Mr. Matthew R. Schmitz
City Manager
City of Independence, Iowa
331 1st Street East
Independence, Iowa 50644

RE: Statement of Qualifications and Proposal
Storm Drainage Improvements in the 812 3rd St. NW Area

Dear Matthew,

Crawford Engineering is pleased to submit our Statement of Qualifications and Proposal for the Storm Drainage Improvements in the 812 3rd St. NW Area. We appreciate the relationship we have with the City of Independence staff and leadership. Over our company's 40-year history with the City, we have and will continue to serve as an extension of your staff for this important storm water analysis and improvements project. Crawford Engineering is uniquely qualified to perform the tasks outlined in the request. We possess intimate knowledge of the existing storm sewer system and are familiar with areas of localized flooding that have occurred. The recently completed stormwater study in the Northwest part of town gives us particular insight to the challenges of the area.

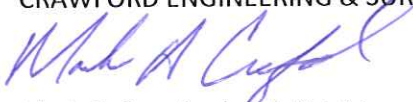
We have a proven track record of working with City staff to provide critical data and design solutions to the City's infrastructure challenges. We are ready to continue that partnership with you to perform this work and provide tangible stormwater solutions for our community.

The attached document follows the outline provided in the Storm Drainage Improvements RFQ/P invitation. We are confident the information contained within this proposal will demonstrate our experience and expertise with stormwater analysis and implementing system improvements.

We appreciate the opportunity to work with you on this project and look forward to continuing our relationship with you and your staff.

Sincerely,

CRAWFORD ENGINEERING & SURVEYING, INC.



Mark A. Crawford, P.E. & L.S.I.

Part 1: Statement of Qualifications

Introduction

Periodic flooding has occurred in Northwest areas of Independence. Specifically, residential areas along 10th Avenue NW and 5th Street NW, and the Independence Premium Foods industrial site along 4th Street NW. Several solutions exist to help alleviate flooding in the residential areas, and improve the standing water condition at Independence Premium Foods. Crawford Engineering has a proven history of providing storm water drainage solutions for the City of Independence and we are prepared to deliver meaningful results for this challenge too. As local business owners and members of this community, we have a vested interest in seeing these stormwater improvement projects completed successfully.



Qualifications:

Firm Background

For over 40 years, Crawford Engineering & Surveying has worked with the City of Independence to successfully complete critical infrastructure improvement projects. We have worked with city staff to navigate the ever-changing planning, prioritizing, and funding challenges associated with capital improvements projects. Specifically, we have teamed with the City to perform targeted stormwater studies within separate and unique drainage basins, and developed a funding mechanism that designates money for stormwater improvements. Our team of licensed Engineers and licensed Land Surveyors have the knowledge and expertise to help the City solve the drainage issues near the 10th Avenue NW and 5th Street NW area.



We perform stormwater modeling using the latest technology in AutoCAD and StormCAD software programs. Our stormwater modeling software has proven ideal for all types of drainage projects, from large scale runoff studies to small site detention pond designs. We have expertise in performing runoff analysis and stormwater computations using both SCS TR-55 and the modified Rational Method to evaluate pipe capacities and overland flow / open channel flow performance.

Similar Project Experience

Crawford Engineering has qualified professionals with extensive experience completing stormwater drainage studies, stormwater project planning and design. We have included some recent notable projects below. A table of additional successfully completed, local projects is also included below. Each project shown in the table represents an initial storm water study of the project area. Each study looked at a specific area, developed alternatives for drainage solutions, and evaluated feasibility.

Funding Opportunities

Crawford Engineering is familiar with grant applications and administration on various types of public infrastructure projects. Specifically, we have completed stormwater projects funded through Iowa's Community Development Block Grant (CDBG) program. We were also instrumental in developing the City's Storm Water Utility Fund, an exclusive source for stormwater projects within our community. With the current SRF application related to the new wastewater treatment plant, the City has an opportunity to apply for Sponsored Project Funding through the SRF loan program. The amount available for sponsored projects is 10% of the Clean Water SRF loan balance. This project may also be a candidate for the Storm Water Best Management Practices loan program offered through the Iowa Finance Authority (IFA). This loan offers incentives for constructing infiltration and detention-based stormwater quality practices, similar to those identified in our Proposal.

Crawford Engineering has facilitated over \$6.3 million of infrastructure project funding for the City of Independence over the last seven years.

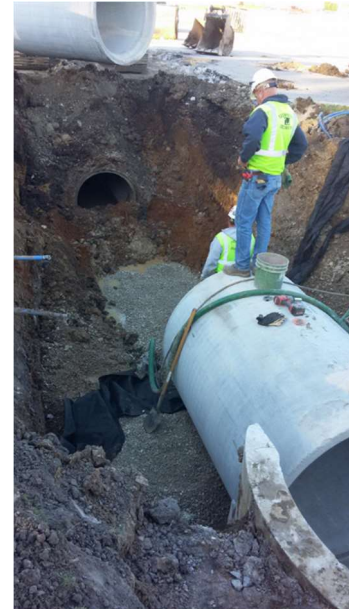
Independence Northwest Area Drainage Study

Following several moderate rainfall events, community members expressed concerns about localized flooding in the west area of Independence. The City selected Crawford Engineering to conduct an engineering study and capacity analysis of approximately 345 acres in the northwest and southwest part of town. As part of the study and analysis, recommendations and planning estimates were developed and prioritized for future storm sewer improvement projects.



Independence Highway 150 South Stormwater Study & Improvements

Localized flooding in the Highway 150 South commercial and industrial corridor prompted the City Council to retain the services of Crawford Engineering to conduct a study of the drainage basing and capacity analysis of the stormwater infrastructure. Upon completion of the study, a combination of infrastructure improvements and stormwater management best practices were implemented to alleviate the occurrence of flash flooding and related impacts to the area businesses.



Independence NE Area Stormwater Study

Two specific drainage basins in the NE quadrant of Independence had experienced localized flooding, and the City Council retained Crawford Engineering to conduct a drainage study. A complete inventory of the existing public storm sewer system was performed in the Study Area. A capacity analysis and performance assessment of the existing public storm sewer system was also performed. The Study identified limitations of the existing system and provided recommendations for system upgrades. The Final Report identified alternatives and provided detailed cost estimates for future improvement options. Maintenance improvements have already been implemented and storm sewer improvements were completed in 2023.



Independence West Side Drainage Study

Crawford Engineering was engaged to perform and Drainage Study for the West Side of Independence to document the facilities and conditions related to the existing stormwater runoff in the Northwest Independence Watershed. The conditions discovered during the Study included capacity limitations in the existing drainage system and needed open channel improvements. The Study resulted in the implementation of a design alternative outlined in the final report. Consequently the 1st Street West Outfall Storm Sewer Project was constructed along what is known today as Mustang Way, west of the Elementary School complex.



Previous Work Performance					
Crawford Engineering Stormwater Study / Drainage Improvement Projects					
and Construction Costs Summary					
Project	Type of Construction	Estimate	Contractor Low Bid	Final Construction Cost	Contractor
6th Avenue SW Independence, Iowa	Storm Sewer Construction	\$35,000	\$28,230	\$28,173	Tschiggfrie Excavating
Jackson Avenue Culvert Independence, Iowa	Culvert Replacement	\$154,470	\$92,000	\$98,947	Skyline Construction Company
17th Street SE Independence, Iowa	Storm Sewer Construction	\$36,507	\$37,535	\$32,495	Horsfield Construction Company
Enterprise Drive Independence, Iowa	Storm Sewer Construction	\$96,770	\$100,240	\$88,341	Allied Construction Company
1st Street West Independence, Iowa	Outfall Storm Sewer	\$49,377	\$45,977	\$45,284	Tschiggfrie Excavating
Southridge Addition Independence, Iowa	Storm Sewer Outfall	\$60,500	\$45,500	\$39,676	Skyline Construction Company
Westside CDBG Storm Sewer Improvements Oelwein, Iowa	Storm Sewer, Culvert and Storm Inlet Construction	\$389,154	\$364,500	\$357,800	Happel Excavating
CDBG Drainage Improvements Quasqueton, Iowa	Storm Sewer, Culvert, Open Channel Construction	\$210,390	\$186,345	\$187,700	Mid-State Construction



Key Personnel

Our team consists of experienced Civil Engineers and Land Surveyors who have successfully performed studies, designed, and managed numerous stormwater projects. One of the many advantages of hiring a local engineer, with first-hand knowledge of the stormwater challenges, is that we can remain close to the rapidly changing details that can occur during a flash flood event. We can attend to the specifics of construction and will be onsite to provide the necessary oversight to ensure project progresses smoothly to completion. Our local staff will be available at a moment's notice throughout the project. Our team members are owners of the company and community members that live, work, and play here in Independence.

- **Brian M. Crawford, E.I. & P.L.S. – BSCE Iowa State University, May 2000**

Principle, Civil Engineer Professional Land Surveyor, Project Engineer

Brian has over 20 years of experience in the planning, design, and construction of public and private infrastructure projects including streets, storm, and sanitary sewer, and water conveyance systems. He also has experience in storm water analysis and regional detention design for handling increased runoff associated with land development.

- Independence West Area Storm Water Improvements / Mustang Way Storm Sewer
- Dollar Tree Site Developments & Stormwater Detention Projects, Various Iowa Locations
- Schoitz Hospital Campus Re-development & Stormwater Design, Waterloo, Iowa

- **Lawrence G. Crawford, P.E. & P.L.S. – BSCE Iowa State University, December 1984**

Principal, Civil Engineer, Project Manager, Senior CADD Designer, and Land Survey Coordinator

Larry has over 35 years of experience in municipal engineering design and construction, including storm sewer analysis and design, and storm water management.

- Independence West Side Drainage Study & Report
- Highway 150 Reconstruction Stormwater System Upgrades, Independence, IA
- Westside CDBG Stormwater System Improvements, Oelwein, IA

- **Mark A. Crawford, P.E. & L.S.I. – BSCE Iowa State University, December 1997**

Principle, Civil Engineer, Project Manager, Land Surveyor Intern, Project Engineer

Mark has over 25 years of experience in planning, design, construction, and project management of municipal infrastructure projects, including drainage systems, storm sewer conveyance, hydraulic analysis, and public involvement. Mark has administered projects utilizing federal, state, and local funding.

- 12th Street NE 2023 Storm Sewer Improvements, Independence, IA
- Teagarden Area Drainage Improvements, Ames, IA
- Four Mile Creek Drainage Study, Ankeny, IA
- Oakwood Drive Drainage Improvements, Pleasant Hill, IA

- **Daniel T. Crawford, P.E. & P.L.S. – BSCE Iowa State University, May 1974**

Principal, Civil Engineer, Land Surveyor, Project Manager and Land Survey Coordinator

Dan has over 45 years of experience in planning, design, and construction of civil engineering projects. Dan has extensive knowledge in municipal streets and county highway projects. Responsibilities include planning, field survey control, design engineering, construction management, and project closeout. Dan has been involved in project management for the past 40 years and is familiar with direct contact with municipal clients.

- 14th Street NE Drainage Study – Independence, Iowa
- Saylorville Dam Embankment Construction, Army Corps of Engineers – Polk County, Iowa
- Drainage District #1 Improvements – Cedar County, Iowa

References

Crawford Engineering takes pride in the quality of work we perform and appreciate the many relationships we have developed through our years of service here in Northeast Iowa. As you decide who will be helping you make future improvements in our community, we encourage you to contact those we have served and worked with to complete similar projects to those you are considering. We have included a list of references with contact information below.

Jeff Stickfort
One-Site Development
Phone: 319-290-4357

Ron Dunt, City Manager
City of Hampton
Phone: 641-456-4853

Mark Jackson, City Manager
City of Story City
Phone: 515-733-2121

Matt Greiner, Director of Public Works
City of Johnston
Phone: 515-278-0822

Mike Schroeder, Contractor
Tschiggfrie Excavating Co.
Phone: 563-590-1476

Tom Stewart, Street Superintendent
City of Oelwein
Phone: 319-283-5440

Dave Kluesner
Council – City of Farley, Iowa
Phone: 563/744-6265

Dick Anstoetter, Contractor
Anstoetter Construction
Phone: 563/590-0502

Steve Diers, City Administrator
City of Charles City
Phone: 641/257-6300

Alan Johnson, City Administrator
City of Anamosa
Phone: 319/462-6055

Erin Learn, City Clerk
City of Manchester & Delaware
Phone: 563-922-2838

John Joiner, P.E., Director of Public Works
City of Ames
515-239-5160

Ryan Heiar, City Administrator
City of North Liberty
Phone: 319-626-5700

Tim Donnelly, Street Department (thru 2021)
City of Independence
Phone: 319-213-0621

Part 2: Engineering Proposal

Project Background

We have reviewed the Request for Qualifications and request for Proposals for engineering services related to storm drainage improvements in the 812 3rd St. NW area. We are familiar with the property and drainage characteristics, and have collected data related to the city's storm sewer assets as part of a recently completed study and storm water inventory in the area. After a review of available information related to the drainage characteristics in the project area, and evaluation of existing site conditions it is likely that development and the absence of underground storm sewers and increased rainfall intensities have resulted in inadequate surface drainage and the existence of localized flooding in the study area. It appears that the impacts are not limited to the IPF site. Impacts also include existing residences north and northwest of the IPF site.



Project Assessment & Design Alternates

As requested in the RFQ/RFP; we explored 4 possible design alternates to alleviate these conditions. Each design alternate includes on site grading improvements at the Independence Premium Foods facility (IPF). The design alternates we evaluated to alleviate localized flooding in this area include:

1. Increasing the outlet capacity to the storm outlet on 8th Ave NW directly east of the facility
2. Re-directing runoff to 10th Ave NW and increasing the outlet capacity to the storm sewer outlet on 10th Ave NW
3. Re-directing runoff to 4th Street NW and developing a new storm outlet along 4th Street NW to the Wapsipinicon River
4. Utilizing a portion of the existing IPF property to develop one or more storm water detention facilities to store runoff and providing a discharge structure that will facilitate a controlled release to the existing storm sewer or sewers on 8th Ave and 10th Ave.



Proposal Recommendations

Design Alternates #1 and #2 (increasing storm capacities in upper sections of storm sewer systems) are likely to have negative impacts on downstream properties. Our previous study identifies capacity limitations in the downstream storm sewer segments on 1st Street leading to the Wapsipinicon River, and 10th Ave to the Liberty Trail Ditch and Dry Run Creek. Although Alternates #1 and #2 may alleviate the problems near the 812 3rd Street NW and Independence Premium Foods site, it only moves these stormwater challenges downstream to areas that are already problematic. For these reasons, we do not recommend pursuing alternates 1 and 2 at this time.

Design Alternate #3 involves installing storm sewer through an established neighborhood to the river. This option is likely to conflict with existing utility mains, service lines, and require removal and replacement of driveways, sidewalks and street paving which significantly increases construction costs related to storm sewer installation. After looking at costs associated with this alternate and overall feasibility, we do not recommend pursuing alternate 3 at this time.

Engineering Services Summary

We recommend the city pursue Design Alternate #4 that includes a combination of IPF site improvements and public storm sewer upgrades to reduce or eliminate localized flooding in the project area. This design alternate minimizes impact to downstream properties and maximizes utilization of existing city storm sewer infrastructure. This proposal includes the following scope of engineering services to facilitate design and bidding for this work.

Proposed Engineering Services for Design Alternate #4:

- a) Conduct a Detailed Topographic Survey of the project area.
- b) Evaluate Drainage performance and quantify limitations based on the survey.
- c) Downstream capacity analysis – already completed.
- d) Coordinate with IPF to determine their site needs and Prepare detailed paving plan, parking lot layout plan and site grading plan and storm runoff computations to size one or more on site detention facilities with controlled release structure in accordance with the Iowa Stormwater Manual and Iowa SUDAS Specifications.
- e) Prepare detailed construction plans for discharge line or lines from controlled release structure or structures and connections to existing public storm sewer.
- f) Provide bid items descriptions, estimated quantities, bid form and project specifications and assist city with advertising, bidding and securing a contract with a qualified contractor to perform the improvements.
- g) Assist the city with securing all necessary permits related to the construction.

We estimate the fees associated with the above scope of services at \$21,000.

We anticipate and look forward to an opportunity to meet with city officials and representatives from IPF to discuss and receive feedback on Design Alternate #4. We are prepared to make amendments to the above scope based on the feedback and collaboration of interested parties to ensure a solution that meets the needs of all parties. Depending on the outcome of that collaboration effort, we are prepared to enter into an engineering services agreement for the agreed upon scope of work.



insight • experience • results

STATEMENT OF QUALIFICATIONS

Storm Drainage Improvements



PREPARED FOR

City of Independence

City Hall

ATTN. MATTHEW R. SCHMITZ

331 1st Street E

Independence, IA 50644

February 16, 2024

Matthew R. Schmitz
City Manager
City of Independence
331 1st Street East
Independence, Iowa 50644

**RE: Statement of Qualifications
Storm Drainage Improvements in 812 3rd Street NW Area Project**

Dear Mr. Schmitz,

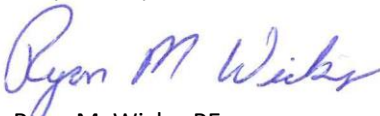
Fehr Graham is eager to help you with your Storm Drainage Improvements. Fehr Graham's mission is **to improve the quality of life for our clients in the communities where they live and work by providing collaborative, insightful, results-driven solutions**. We live and breathe our mission in our partner communities. We will do the same for the City of Independence.

When you work with us, you get a small firm feel with big firm capabilities. We are **highly responsive** to our clients. Our team is located near you and wants to be a partner with your community. We were founded in 1973 in the Midwest, and we have stayed true to **our roots**.

Our professionals will become **an extension of your team** to help you navigate the challenges and take advantage of opportunities **to improve the quality of life in your community**. Fehr Graham will partner with you and pursue the most effective, economical and sustainable solutions to complex problems that come with storm drainage. We will collaborate with the City to maximize resources and dollars for end-use solutions. We understand that not only is it all about the services we offer, but also all about how **our services are going to help you**. We are transparent and honest in all we do. We take pride in our work, and we won't let you down.

In the end, we want to learn about you and how we can meet your needs. We also understand that you're investing not only in our company but in our people. And we will make sure **your investment in us, and our people, is well worth it**.

Respectfully submitted,



Ryan M. Wicks, PE
Principal
rwicks@fehrgraham.com



Table of Contents

	Page
Firm Profile	
Why Fehr Graham.....	1
Business Organization.....	2
Scope of Services	
Project Understanding and Approach	3-4
Project Experience	5-7
Project Team Qualifications	
Staffing and Availability	8
Organizational Chart.....	9
Resumes.....	10-14
References	15
Attachments	
Proposed Fees	
Exhibit	

Who is Fehr Graham?

A quick internet search will show Fehr Graham provides engineering and environmental services. But who is Fehr Graham really? And how are we different?

IT ALL STARTS WITH OUR MISSION

To improve the communities where our clients live and work by providing collaborative, insightful, results-driven solutions.

To advance this mission, Fehr Graham's culture is driven by these Core Values:

WE BRING *value.*
WE build **TRUST.**
WE DREAM *big.*
WE OWN IT.
WE have **FUN.**

We Bring Value

It's easy to identify what an engineering firm does, but it's not always as easy to identify how a firm creates value. Regardless of project discipline, there are key drivers of value – select the best team, select the best solution and communicate, communicate, communicate. **Fehr Graham serves more than 100 communities** and has the experience to help the **City of Independence** choose the best solutions. We are consistently ranked by our clients as “highly responsive,” setting us apart from our competition.

We Build Trust

We strive to build trust each day through our interactions with clients and staff. We are eager to show the City of Independence what trust means to Fehr Graham.

Trust is our differentiator. We look to develop long-lasting, solid relationships with our clients – not simply serve as a task doer. We've done that for clients like Joe Taylor with the City of Center Point and Sarah Helle with the City of Hopkinton on strategic planning projects. We get to know our clients, how they work and their expectations. We will do the same for the City of Independence.

We Dream Big

We encourage our staff and our clients to dream big, and we like to dream big together. We ignore the word, “impossible,” as everything is possible when you free yourself to dream it. We encourage those around us to push forward and chase those dreams. We don't stop, and we certainly don't give up. Let's dream big together.

We Own It

We believe in and place a high value on responsibility by owning it and taking responsibility for our actions. Fate and destiny are terms we avoid. Instead, we making it happen. While we can't control the rain, we can own it and control whether we get wet.

We Have Fun

Studies show that when people are having fun, they work smarter, stay longer, maintain their composure in a crisis and take better care of the organization. We place a high value on having fun as it reduces stress, improves creativity and increases productivity. All these benefits are great for our staff, which adds value to our clients.

Our Approach

We have a proven method for successfully delivering engineering services. It starts with proper planning, continues with solid design engineering and excellent communication, and concludes with effective construction management. Our culture and approach to consulting is different. At Fehr Graham, our Core Values are key to developing long-term relationships with our clients. More than 80% of our business comes from repeat customers, which demonstrates that Fehr Graham is committed to our clients today and for the long haul.





Business Organization

History

Fehr Graham was founded in September 1973 by professional engineers Allen Fehr and Joseph Graham. The firm was established by the merger of these two individuals’ practices established in 1965 and 1962, respectively. Today, we proudly serve our valued clients from 12 office locations: Aurora, Champaign, Freeport, Marion, Rockford, Rochelle, and Springfield, Illinois; Cedar Rapids, Manchester and West Union, Iowa; and Monroe and Sheboygan, Wisconsin.

Professional Staff

Our staff of 200 is comprised of a wide range of experts, including professional engineers, landscape architects, professional geologists, environmental scientists, safety professionals, engineers-in-training, professional land surveyors, community planners and development specialists, engineering and environmental technicians, field inspectors, grant writers, and support technicians and assistants. Our staff has hands-on experience and applicable registrations and licenses in their areas of discipline.

Organization

Fehr Graham is a Limited Liability Company. It is owned by Trilon Group. Its principals are:

- » Mick Gronewold, PE
- » Joel Zirkle, PG
- » Noah Carmichael, PE
- » Matthew Johnson, PE, SE
- » Nate Kass, PE, PLS
- » Jason Stoll, PE
- » Seth Gronewold, PE
- » Todd Shankland, CPA
- » Ryan Wicks, PE

Office Locations

ILLINOIS

Aurora
230 Woodlawn Avenue
Aurora, IL 60506

Champaign
1610 Broadmoor Drive
Champaign, IL 61821

Freeport
101 West Stephenson Street
Freeport, IL 61032

Marion
103 Airway Drive, Suite 3
Marion, IL 62959

Rochelle
515 Lincoln Highway
Rochelle, IL 61068

Rockford
200 Prairie Street, Suite 208
Rockford, IL 61107

Springfield
2160 South Sixth Street, Suite D-1
Springfield, IL 62703

IOWA

Cedar Rapids
200 5th Avenue SE, Suite 100
Cedar Rapids, IA 52401

Manchester*
221 East Main Street, Suite 301
Manchester, IA 52057

West Union
128 South Vine Street
West Union, IA 52175

WISCONSIN

Monroe
1107 16th Avenue
Monroe, WI 53566

Sheboygan
909 North 8th Street, Suite 101
Sheboygan, WI 53081



CONTACT
Ryan M. Wicks, PE
Principal
rwicks@fehrgraham.com

221 East Main Street, Suite 301
Manchester, Iowa 52057
563.927.2060
fehrgraham.com

*The Manchester office has served clients since 2000 and is comprised of five engineers.



Project Understanding and Approach

Project Understanding

Fehr Graham is familiar with stormwater challenges at the Independence Premium Foods site. In 2021, we completed a site visit to assess proposed paving and drainage improvements at the former Blue Buffalo facility. During our site visit, it became clear that the area’s development over the years had blocked the previous stormwater route. We reviewed the data collected to consider potential site improvements to help us refine our project approach and design fee estimation. Our team has considered various solutions, including a sufficiently sized detention basin, below-ground detention similar to our design at the Buchanan County Health site, infiltration practices, a new stormwater diversion sewer to redirect water to the Wapsipinicon River, or a combination of smaller destination and a bypass storm sewer. Based on the information provided by Crawford Engineering in the request for proposal (RFP), extending the downstream storm sewer to the west end of 5th Avenue NW north of the Independence Premium Foods site is not feasible because of insufficient capacity. Any detention incorporated in the plan will impact land under private ownership, requiring easements or acquisition. Coordination with property owners will affect the potential area available for a stormwater detention design.

The key to our success

Your project aligns with our team’s expertise, and we understand the importance of engaging with your staff to discuss conditions, potential challenges and unique aspects specific to your community.

BUDGET

SCHEDULE

SYSTEM INTEGRITY

Detailed Work Plan/Deliverables

Task 1: Data Collection

As you know, we cannot recommend a sound stormwater detention area alternative for City review until we know the site’s characteristics, groundwater conditions and easements in more detail. This includes completing a field topographic survey, coordinating utilities, assessing right-of-way limits to identify potential easements or land acquisitions, and integrating information obtained from geotechnical borings. It also requires strong consideration of the infrastructure’s constructability and the associated costs of the proposed solution. Engaging an engineer to design and bid this project rather than asking local construction companies to quote the work in RFP is essential to secure the most cost-effective and efficient solution.

Task 2: Coordination

The design element of this project is straightforward. Aside from the special considerations mentioned above that must be addressed, this is a relatively simple design package. However, the challenge will be ensuring we exceed expectations by coordinating with the stakeholders and the affected private utilities. Working to meet the desired timeline to go to bid is crucial. The RFP indicates an aggressive timeline that will require starting immediately. We have deep experience with projects of this nature and staff readily available to begin work on your project.

Task 3: Alternatives

We can achieve the project goals and meet regulatory requirements in several ways. We will prepare conceptual-level alternatives along with the Engineer's Estimates of Probable Costs for up to three routes. With this information, we will meet with the City and other stakeholders per the City's preference to identify, discuss and analyze them for ease of construction, impact and cost-effectiveness.

Task 4: Regulatory Requirements

Once we determine our direction, we will assess regulatory requirements to bring the plan to fruition. As we anticipate that the project will disturb more than one acre and include a new outlet to the Wapsipinicon River, it is anticipated that a National Pollutant Discharge Elimination System General Permit No. 2 is required and that a joint application will need to be submitted to the Iowa Department of Natural Resources and U.S. Army Corps of Engineers for coverage under a State Flood Plain permit and Nationwide permit. A city floodplain permit is also anticipated.



Task 5: Deliverables

With coordination complete, an alignment/alternative selected, and regulatory requirements defined, our team will complete the necessary deliverables:

- » Contract plans, specifications and bid documents.
- » Engineer's estimate of probable cost.
- » Permit applications.

Progress drawings will be provided to the City for review during milestones as requested in the RFP and as identified on the project timeline. In addition to hard copies, an electronic version of the CADD files will be provided for City use.

A Professional Engineer will sign and seal the plans. A constructability review of the project plans will be completed by one of our engineers not assigned to the design project.

Project specifications will follow the Iowa SUDAS with project supplemental specifications in the plans. Our team will then host a digital bid letting through Quest CDN and provide a review of the bids and a letter to recommend the award.

Task 6: Construction

We will continue to support the City and its project through the construction phase with active participation in the project administration through the coordination of the preconstruction meeting, review of contractor submittals, construction layout, preparation of pay estimates and if needed, change orders, project observation, weekly city updates, final project review and preparation of record drawings.



Storm sewer study helps develop long-term plans

HOPKINTON, IOWA



CLIENT CONTACT

Sarah Helle
City Clerk
563.926.2181
cityhopk@iowatelecom.net

PERIOD OF SERVICES

September 2018 to August 2021

CONTRACT VALUE

\$27,500

FUNDING

Surface Transportation Program-Urban

PROJECT TEAM

PRINCIPAL

Ryan Wicks, PE

ENGINEER

Sam Ertl

ENGINEERING TECHNICIAN

Jacob Kaiser

SENIOR ENGINEERING TECHNICIAN

Joe Stricker

AT A GLANCE

- » Analyzed flow patterns, community growth projections.
- » Produced hydrology and hydraulic storm models.
- » Developed and proposed solutions.
- » Presented to community members and City Council.
- » Provided cost estimates.
- » Completed USDA preliminary engineering report.

The small, but mighty City of Hopkinton, Iowa, with a population of fewer than 600 has drainage issues throughout its 400 acres. Because it lost trust in a former engineering firm, the City has attempted to address these issues alone for decades with short-term fixes and little reward. City officials turned to Fehr Graham, asking our team to study the land with a broader vision to implement a long-term solution in the best interest of the community.

Plan develops through community feedback, study

Working closely with the City and its residents, our team developed a cohesive and comprehensive plan to address stormwater issues. We worked on-site using lidar technology, aerial photos and record drawings to study areas of concern. Fehr Graham reviewed and considered growth projections. We held regular steering committee meetings to listen to drainage concerns.

We also created cost estimates and wrote a United States Department of Agriculture (USDA) preliminary engineering report outlining improvement needs that will be submitted for funding.

Finding the right solution

Since intakes were not properly sized according to Iowa Statewide Urban Design and Specifications standards, they aren't carrying enough water away from the streets. We developed plans to capture and divert the upstream stormwater to save downstream infrastructure from being torn out and upsized. Our plans resize intakes and pipes for the 10-year storm, which is defined as a flood that has a 10% chance of occurring in any given year. This will increase capacity tenfold to keep water away from streets and out of yards.

Five priority projects, including revised and refined preliminary solutions, were developed to help mediate a majority of drainage issues and will be recommended to the City. The plan includes two detention basins that will store the 10-year developed stormwater and runoff and release the water slowly to make it more manageable.

With the suggested changes, Hopkinton residents will have improved water quality and less flooding. A big plus from this project was earning City officials' trust. The City and Fehr Graham will continue to work together to improve its infrastructure.



Stormwater drainage management meets city's goals

GARNAVILLO, IOWA



CLIENT CONTACT

Melissa Atkinson
City Administrator
563.964.2331

PERIOD OF SERVICES

November 2017 to October 2020

CONTRACT VALUE

\$90,000

CONSTRUCTION VALUE

\$360,000

FUNDING

CDBG
IDALS

PROJECT TEAM

PRINCIPAL

Ryan Wicks, PE

ENGINEERING TECHNICIAN

Amy Cabalka

LAND SURVEYOR

Adam Recker, PLS

Undersized storm sewer, poor alignment and clay soils were causing flooding and drainage problems in the City of Garnavillo, Iowa. A primary drainage path flows through a residential area carrying flows from the state highway and large segment of the City's business district. The regular flow and clay soils created conditions which stayed wet, making yard maintenance difficult. Poor alignment and high velocities discharging from undersized culverts also increased soil erosion. City officials hired Fehr Graham to find solutions to better manage the stormwater runoff and help secure funding to pay for the fixes.

Our team suggested rain gardens and permeable pavers to the City Council and Public Works Department. With help from Fehr Graham, the City was awarded \$210,000 from a Community Development Block (CDBG) grant and \$80,000 from an Iowa Department of Agriculture and Land Stewardship (IDALS) grant. Both grants were reserved for water quality improvements. City officials were concerned about how long the permeable pavers would hold up with routine semitrailer traffic carrying heavy loads. Our team shared information on the pavers as well as personal experience with their installation which reassured the City that the pavers could handle the semitrailer weight.

Our project design included two rain gardens, a block with permeable pavers and improved downstream conveyance. Open drainage channels were also reshaped to address high velocities and erosion. Fehr Graham worked closely with the City and Amy Bouska, the area Urban Conservationist with IDALS, to ensure water quality was maintained and the City's goals were reached.

The project improved water quality and filtration and decreased soil erosion. Property owners can now enjoy their backyards without worrying about flooding.

AT A GLANCE

- » Assisted with grant applications.
- » Coordinated with local and state agencies.
- » Designed improvements.
- » Prepared project easement plats.
- » Prepared plans and specifications.
- » Assisted with bidding the project.
- » Provided construction phase survey and observation.



Client Contact

Sarah Helle
City Clerk
563.926.2181
cityhopk@iowatelecom.net

Project Team

Ryan Wicks, PE | Principal
Samuel Ertl | Staff Engineer
Amy Cabalka | Associate Engineering Technician



Downtown flooding remedied with storm sewer upgrade

Period of Services: March 2022 – May 2022

The City of Hopkinton faced downtown flooding issues because of its outdated and undersized storm sewer system, which serves as the primary artery for the middle section of the city. The City hired Fehr Graham to conduct a comprehensive citywide storm sewer study. Shortly after completing the study, significant rain overwhelmed the storm sewer, resulting in flooded streets above the curb and gutter and causing water to breach an intake, flow beneath a sidewalk, and pose safety concerns for the sidewalk and adjacent retaining structures.

Fehr Graham responded swiftly, completing plans and securing storm sewer easements within approximately two months, allowing the project to proceed to the bidding phase. We developed plans to remove two small intakes and replace an undersized storm sewer, filled with sediment, with three intakes and larger storm sewer pipes. This upgrade aimed to mitigate the flooding risk. Notably, the new storm sewer intercepts a critical storm sewer artery, thus alleviating pressure on the system serving the other parts of town.



Client Contact

Joe Taylor
City Administrator
319.849.1508
cityadministrator@centerpointia.com

Project Team

Ryan Wicks, PE | Principal
Adam Recker | Land Surveyor



Washington Street Storm Sewer Improvements

Period of Services: December 2021 – February 2023

When it came time to address local flooding issues, the City of Center Point trusted its long-time partner, Fehr Graham, to address its undersized and damaged storm drainage system. Our team took charge from the initial design phase to oversee construction, providing comprehensive support throughout the duration of the project. We developed plans to install new intakes and realign the storm sewer, which was executed seamlessly. The outdated infrastructure east of Franklin Street was replaced with a larger storm sewer line, which now extends westward toward Franklin. Rather than crossing Franklin, the upgraded storm sewer route follows a southward path along the east side of Franklin Street, ultimately discharging into Apple Creek.



Staffing and Availability

As we’ve grown from a one-office firm with five people in one office to 200 people in 12 offices, we’ve stayed true to our roots. While it was important to grow and tackle bigger and more challenging projects, we knew it was more important to develop and maintain personal relationships with our clients. We will support Independence with staff in our Manchester office.

We know you don’t know us well yet. But if you talk with our clients in Manchester, Center Point, Winthrop, Jesup, Fairbank and Hopkinton, you’ll hear how they value the personal attention they get from our staff and how much they appreciate our responsiveness. Ryan Wicks, PE, the Principal overseeing this project, and Lucas Elsbernd, PE, your Project Manager and direct point of contact, will be attentive to you throughout the entire process.

A proactive communicator, Lucas is organized, enabling him to coordinate with the City and contractors. He will also work with other Fehr Graham experts who will provide structure and guidance to the process. This approach is a cost-effective way to execute and manage the project.

The table details the team and their roles. In the next pages, you will learn more about our team and experience.

PROJECTED STAFF

Name	Project Role	Degree	Years of Experience
Ryan M. Wicks, PE	Principal	BS	25+
Lucas Elsbernd, PE	Project Manager	BS	20+
Nick La Rosa	Staff Engineer	BS	3+
Adam Recker, PLS	Land Surveyor	AAS	20+
Amy Cabalka	Associate Engineering Technician	AAS	9+



Scheduling

Fehr Graham is prepared to meet the schedule required by the City of Independence by staffing the project with dedicated personnel. We have the resources needed to provide exception services through this project.





Organizational Chart



PRINCIPAL
Ryan Wicks, PE



PROJECT MANAGER
Lucas Elsbernd, PE



STAFF ENGINEER
Nick La Rosa



CAD
Amy Cabalka



SURVEY
Adam Recker, PLS

Ryan M. Wicks, PE

Principal/Branch Manager



EDUCATION

B.S. in Civil Engineering
University of Iowa, 1997

PROFESSIONAL LICENSE

Professional Engineer
Iowa #16341, 2002
Michigan #6201311748, 2022

PROFESSIONAL ASSOCIATIONS

Partner of Maquoketa River Watershed
Management Authority

AWARD

Inspiring Iowan Award, 2018

Ryan Wicks works with multiple communities and developers to reimagine stormwater issues and find ways to correct them. His diverse skills include preparing drainage reports, addressing system conveyance to reduce the social and environmental consequences of flooding, reviewing water quality concepts and developing project plans. His innovative solutions include site-specific and regional detention basins, grade stabilization structures, conventional storm sewer, bioswales, rain gardens and permeable pavement. Ryan teaches clients how water quality is improved with stormwater management. He shares inventive concepts – including constructed wetlands and saturated buffers – to generate large returns on investment.

Ryan helps secure project funding through the Iowa State Revolving Fund, Community Development Block Grant (CDBG), Iowa Department of Agriculture and Land Stewardship (IDALS). He works with local, county, state, federal and railroad agencies to secure permits. He leads public outreach campaigns to ensure transparency and highly successful projects.

DRAINAGE IMPROVEMENTS

City of Garnavillo, Iowa

Ryan led a team that reviewed and evaluated conditions in Garnavillo to help convey and maintain runoff from a significant waterway through a large, residential area. Instead of looking only at conveyance capacity, permeable pavers and rain gardens were incorporated with amended soils and subdrains to help the downstream segments. This supported infiltration and filtration of runoff water. Because the project team developed a plan where improvements would incorporate green infrastructure and made changes to the conventional storm sewer pipe, grants through IDALS and CDBG were awarded. Ryan led a public outreach campaign to educate and share information on how the green infrastructure improvements would function and be maintained.

SOUTH MADISON PARKING LOT

City of Manchester, Iowa

Ryan served as the Project Manager, leading a team of engineers to visualize the redevelopment of an entire block within the Central Business District. The team worked with project partners Community Savings Bank and the City to rethink the area covered entirely with an impervious surface. Along with redeveloping and enlarging the City parking lot, bioswale and permeable pavers were incorporated into the design to encourage infiltration and reduce the overall site runoff peaks, providing relief to the downstream storm sewer.

SRF GREEN ALLEY PROJECT

Dubuque, Iowa

STORMWATER DRAINAGE (FLOOD CONTROL)

Elma, Iowa

COMMUNITYWIDE STORMWATER DRAINAGE REPORT

Hopkinton, Iowa

COMMUNITYWIDE STORMWATER DRAINAGE REPORT

Center Point, Iowa

Lucas J. Elsbernd, PE

Senior Project Engineer



EDUCATION

B.S. in Civil Engineering
Iowa State University, 2003

PROFESSIONAL LICENSE

Professional Engineer
Iowa, #18968, 2008

PROFESSIONAL ASSOCIATION

Iowa Water Environmental Association

Lucas Elsbernd specializes in stormwater improvements, project development, budgetary estimation, survey information, design, specification review and construction management. He is a strong communicator, keeping his clients in the loop as projects progress. He is detail-oriented and enjoys all aspects of a project.

Lucas is skilled in site grading, storm sewer improvements, sanitary sewer lift stations, wastewater collection and treatment facilities, and water systems and treatment plants.

He has relationships with officials in the Iowa Department of Natural Resources (DNR) wastewater, water and floodplain sections, the Iowa DNR State Revolving Fund program, Community Development Block Grant program, United States Department of Agriculture Rural Development Program, the U.S. Corps of Engineers and local planning agencies.

STORMWATER QUALITY IMPROVEMENTS

City of Waukon, Iowa

Lucas worked with Waukon officials to identify stormwater quality issues and help secure Sponsored Project funding through the City's State Revolving Fund (SRF) wastewater loan. The project included the construction of a stormwater wetland, two permeable paver parking areas, a biotention cell and ditch check dams.

PERMEABLE PAVER ALLEY AND DRIVE

City of Winthrop, Iowa

Lucas helped Winthrop identify stormwater quality issues and secure Sponsored Project funding through the City's State Revolving Fund (SRF) wastewater loan. The project included converting a crushed rock drive and alley to a permeable paver system and installing an infiltration trench to collect runoff from the roof of a large commercial building.

DRAINAGE DITCH IMPROVEMENTS

City of Jesup, Iowa

WATER RESOURCE RESTORATION SPONSORED PROJECT

City of Center Point, Iowa

YOUNG STREET STORM SEWER IMPROVEMENTS

City of Jesup, Iowa

MONROE STREET IMPROVEMENTS

City of Winthrop, Iowa

SUPERIOR STREET DIKE IMPROVEMENTS

City of Clarksville, Iowa

CHURCH AND IOWA STREET IMPROVEMENTS

City of New Vienna, Iowa

Nicholas M. La Rosa

Staff Engineer



EDUCATION

B.S. in Civil Engineering
Iowa State University, 2021

Certificate in Leadership Studies
Iowa State University, 2021

PROFESSIONAL LICENSES

Land Surveyor-In-Training
Iowa LIT-00117, 2021

Engineer-In Training
Iowa EIT-00937, 2022

CERTIFICATION

Iowa Certified Stormwater Pollution Prevention Plan Designer, 2022

PROFESSIONAL ASSOCIATION

Society of Land Surveyors of Iowa

Nick La Rosa is at his best when he is solving technical problems and helping clients. He enjoys managing municipal and system infrastructure projects where he takes the lead in designing and overseeing street, water and sewer system, and trail rehabilitation and reconstruction.

Nick's engagement spans the entire project lifecycle. He actively contributes to various project phases, including topographic surveys, design conceptualization, drafting and construction staking.

MEADOW PARK FOURTH SUBDIVISION

City of Manchester, Iowa

Nick served as the Lead Engineer to design 13 lots in the subdivision. He developed cost estimates and calculated elevations for sewer systems, intersections and Americans with Disabilities Act-compliant sidewalks. He also provided construction staking and inspection services and set property pins.

GEOGRAPHIC INFORMATION SYSTEM WATER AND SANITARY SYSTEMS MAPPING

Cities of Delhi, Coggon and Fairbank, Iowa

Nick performs GPS fieldwork to collect data on locations and elevations for live interacting mapping systems. The data is imported into Diamond Maps, which allows clients to take notes and make live updates with each project.

SPILL PREVENTION CONTROL AND COUNTER MEASUREMENT PLAN AND SECONDARY CONTAINMENT PLAN

Innovative Ag Services

- Elkader, Farley, Hopkinton, Masonville and Masonville, Iowa
- Cuba City, Wisconsin

SUBDIVISION SITE DESIGN

City of Maquoketa, Iowa

HOBBS' MEADOWS ESTATES SUBDIVISION SITE DESIGN

City of Delhi, Iowa

SEGMENT 2 TRAIL IMPROVEMENTS

City of Oelwein, Iowa

MARION INDEPENDENT SCHOOL DISTRICT SITE DESIGN IMPROVEMENTS

OPN Architects

ENGINEERING REPORT

City of Bertram, Iowa

INFILTRATION AND INFLOW IMPROVEMENTS

City of Martelle, Iowa

DRAINAGE DITCH IMPROVEMENTS

City of Jesup, Iowa

WEST MAIN (IA 13) WATER MAIN REPLACEMENT

City of Manchester, Iowa

Adam J. Recker, PLS

Land Surveyor



EDUCATION

A.A.S. in Civil and Construction Engineering
Technology
Hawkeye Community College, 2002

PROFESSIONAL LICENSE

Professional Land Surveyor
Iowa #24627, 2018

PROFESSIONAL ASSOCIATION

Iowa Society of Professional Engineers

Adam Recker collaborates with municipalities, contractors, attorneys, private developers and citizens. He is experienced in construction staking, including topographical research, level loops, control point establishment and project drafting. He is also proficient in survey retracement, subdivision acquisition plats, easements and American Land Title Association surveys.

MEADOW PARK FOURTH SUBDIVISION

Krogmann Construction

Adam worked with a private developer and City of Manchester officials to subdivide 8.5 acres. With coworkers, Adam met with City staff and Krogmann Construction to discuss layout options to ensure they met City requirements. He led the project management, legal and topographic survey work, measure downs for sanitary sewer structures and drafting.

PAVEMENT-GRADE AND NEW U.S. 20 INTERCHANGE AT 330TH/332ND AVENUE

Iowa Department of Transportation (DOT)

Adam worked with a contractor to set up the GPS control for the project, run level loops and stake sanitary sewer force main, water main, storm sewer and paving hubs. The project in Dyersville, Iowa, started with staking paving hubs at 25-foot intervals. When the contractor was hired, the project was changed to stringless paving. Adam helped create a surface model and controls for the contractor to use for paving.

VINE STREET BRIDGE CONSTRUCTION STAKING (IOWA DOT PROJECT)

City of Center Point, Iowa

WIND FARM CONSTRUCTION STAKING

City of Hawkeye, Iowa

ETHANOL PLANT CONSTRUCTION STAKING

Fagen Construction | Dyersville, Iowa

SHELL ROCK SOY PROCESSING CONSTRUCTION STAKING

Fagen Construction | Shell Rock, Iowa

DUBUQUE AIRPORT LANDSIDE PAVING STAKING

City of Dubuque, Iowa

CRESCO COMMUNITY SCHOOL DISTRICT BUILDING ADDITION AND REMODEL

Cresco Building Service | Cresco, Iowa

WHITEWATER PARK IMPROVEMENTS

City of Manchester, Iowa

LETTERS OF MAP AMENDMENT ELEVATIONS

- Jesse Lewin | Manchester, Iowa
- John Vontalge | Colesburg, Iowa
- Dennis Putz | Dyersville, Iowa
- Kelly Smith | New Hartford, Iowa

GRAIN BIN FOUNDATION ELEVATIONS

Shell Rock Soy Processing | Shell Rock, Iowa

Amy F. Cabalka

Associate Engineering Technician



EDUCATION

A.A.S. in Civil and Construction Engineering
Hawkeye Community College, 2015

A.A.A. in Professional Photography
Hawkeye Community College, 2010

CERTIFICATIONS

Iowa Department of Transportation
Aggregate Technician
Hot Mix Asphalt 1
Portland Cement Concrete 1
Occupational Safety and Health Administration
Certification, 2014
Iowa Certified Stormwater Pollution Prevention
Plan Designer, 2022

Amy Cabalka helps find the best solutions for clients, which adds value to projects. Amy's work includes design drafting using AutoDesk Civil 3D, Geographic Information System mapping and civil design. She is experienced in land surveying, construction staking, courthouse research, data collection and quality assurance monitoring.

WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM IMPROVEMENTS

City of Center Point, Iowa

Amy drafted plans to reroute wastewater treated at the north facility to the future treatment plant on the City's south side. Her team added two segments of force mains, designed and developed sizing for the Wakema Park Lift Station, and sized the pumps and wet well. Amy helped develop plans for Americans with Disabilities Act-accessible sidewalks and street pavement. She created treatment plant drafting plans, which included three lift stations, a headworks building, treatment tanks, operations building with ultraviolet disinfection technology and a screening building. Lagoons were converted to equalization and sludge storage, and a water main extension was added.

IOWA 281 RECONSTRUCTION

City of Fairbank, Iowa

Amy drafted the plans for streets – concrete on the east end and asphalt on the west end – water main and storm sewer during the reconstruction of Iowa Highway 281. She worked closely with AECOM, a construction engineering company that worked on the sidewalk plans, to make sure their plans coordinated with ours.

EAST AND JEFFERSON HIGH SCHOOL PARKING LOTS

Rockford Public Schools | Rockford, Illinois

BEE BRANCH TRAIL

City of Dubuque, Iowa

EAST MAIN STREET IMPROVEMENTS

City of Manchester, Iowa

SITE IMPROVEMENTS

Slumberland | Cedar Falls, Iowa

CADET FIELD NEW TURF AND IMPROVEMENTS

StruXture Architects | Iowa Falls, Iowa

CHEMICAL CONTAINMENT STRATEGY AND SITE IMPROVEMENTS

- Innovative Ag Services
- Nutrien Ag

WELL HOUSE AND BOOSTER PUMP STATION DESIGN

City of New Vienna, Iowa

PARKING LOT WITH PERMEABLE PAVERS

City of Manchester, Iowa



References



City of Center Point

Joe Taylor
City Administrator
200 Franklin Street
Center Point, Iowa 52213
319.849.1508
cityadministrator@centerpointia.com



City of Hopkinton

Sarah Helle
City Clerk
115 First St SE
Hopkinton, Iowa 52237
563.926.2181
cityhopk@iowatelecom.net



City of Manchester

Timothy J. Vick
City Manager
208 East Main Street
Manchester, Iowa 52057
563.927.3636
tvick@manchester-ia.org



City of Winthrop, Iowa

Mayor Gerald Dennie
354 West Madison Street
Winthrop, Iowa 50682
319.935.3317
gwdennie@netins.net



City of Jesup, Iowa

Mike Fettkether
Public Works Director
791 6th Street
Jesup, Iowa 50648
319.827.1522
jesuppwd@jtt.net

Attachments



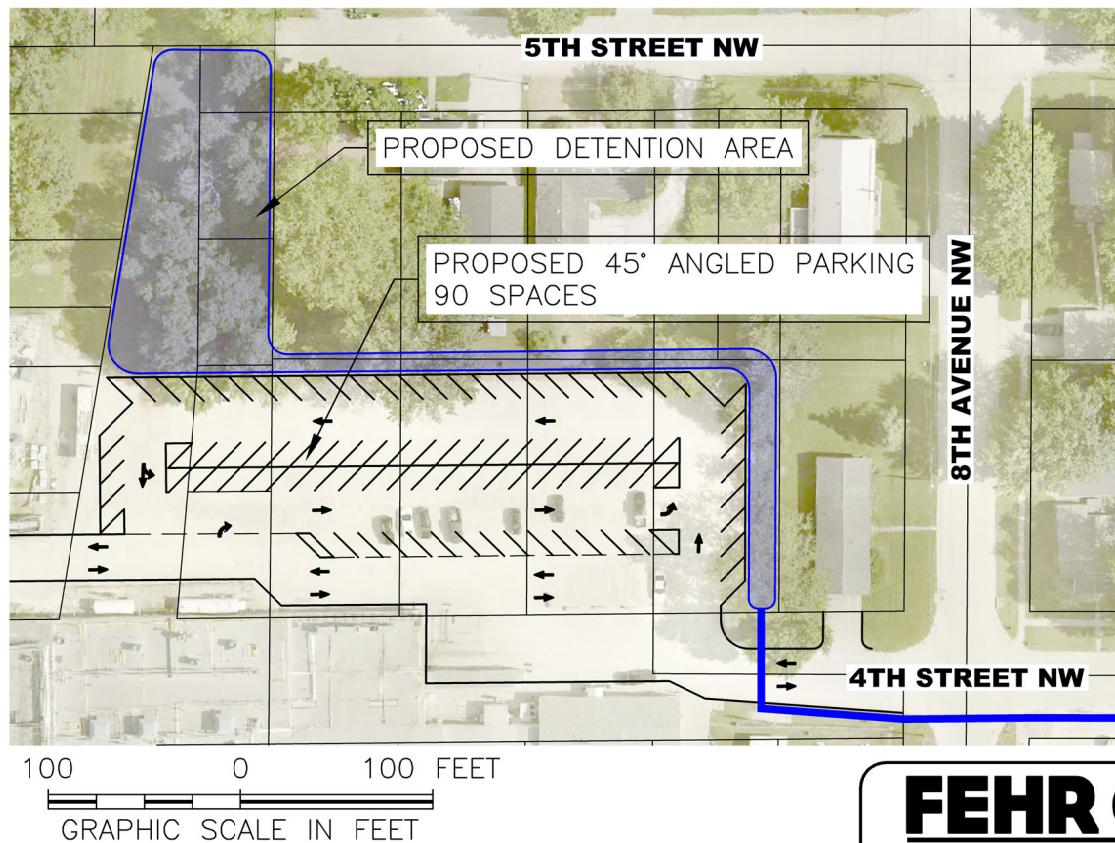
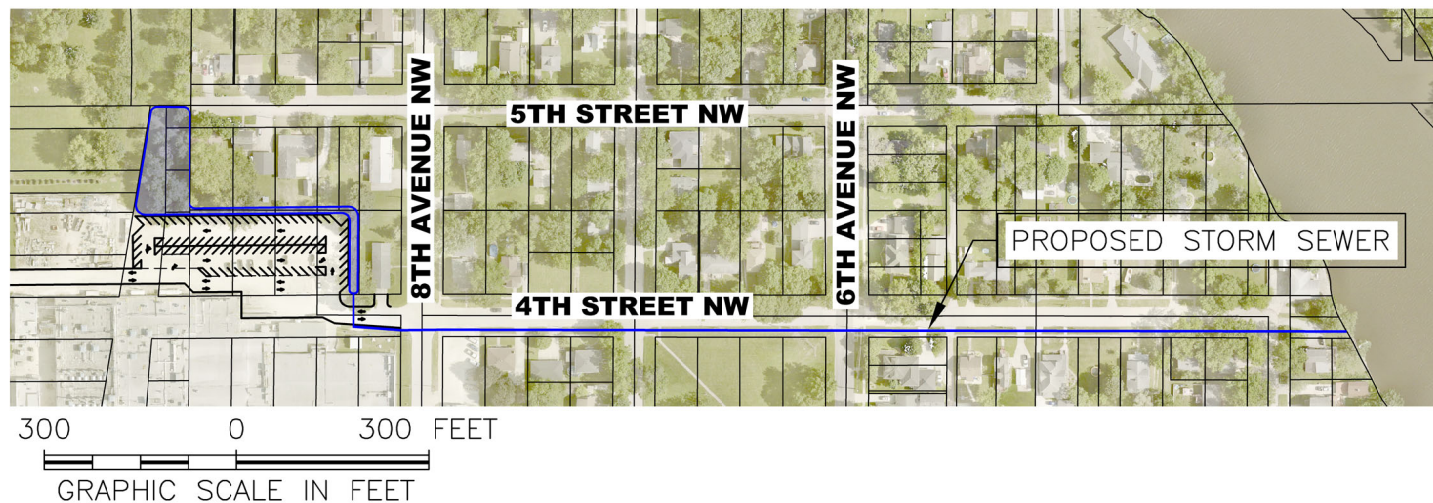


Proposed Fees

The estimated fees for each project phase are based on the design concept illustrated in the accompanying exhibit. The design incorporates a detention area in the open space north of Independence Premium Foods, with open drainage leading east. Before it crosses the driveway, stormwater flow from the area previously occupied by the railroad is directed eastward through a storm sewer pipe, which also gathers runoff from the north of 4th Street NW. The storm sewer is expected to range from 24 to 36 inches in diameter, designed to accommodate overflow during significant weather events. The exact sizing of this system will be determined during the upcoming study and review phase. Please note, these estimates may be adjusted as the project’s scope is refined and as specific needs are identified.

Study Review	\$6,000
Design	\$36,000
Bidding	\$3,000
Construction Administration	\$18,000
Construction Layout	\$4,000
Construction Observation (part time 50%)	\$18,000
Grant Application Assistance	To be determined based on grant program, typically range from \$2,000 to \$3,000 per program.

**Provided costs are estimates and dependent upon project needs and redevelopment goals.*



STORM DRAINAGE CONCEPT

FEBRUARY 9, 2024

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

ILLINOIS
IOWA
WISCONSIN

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

fehrgraham.com





STATEMENT OF **QUALIFICATIONS**

Storm Drainage Improvements
812 3rd Street NW Area

CITY OF INDEPENDENCE
FEBRUARY 16, 2024



February 16, 2024

Matthew R. Schmitz
City Manager
City of Independence
331 1st Street East
Independence, Iowa 50644

**INDEPENDENCE, IOWA
STORM DRAINAGE IMPROVEMENTS
812 3RD STREET NW AREA
STATEMENT OF QUALIFICATIONS**

Veenstra & Kimm, Inc. is excited at the opportunity to provide professional services to the City of Independence for the Storm Drainage Improvements in the 812 3rd St. NW Area Project. Our previous work with the city has reviewed and understands the challenges the city is facing with a limited storm sewer system. We believe our selected team members, with their experience and availability, are best suited for the task.

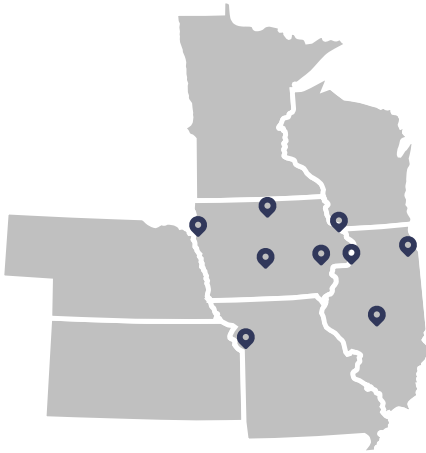
For this project, we proposed our West Des Moines team of Weber and Merten who are experienced with the challenges of stormwater management and design within developed urban communities. Weber has designed and managed many downtown street projects with full utility replacements, including storm sewer improvements, and has gained years of experience working with businesses, residents, utilities, and the traveling public. Merten's storm water experience complements and rounds out the team.

We look forward to the opportunity to work for the City of Independence again and hope that our proposal supports your selection of Veenstra & Kimm, Inc. If you have any questions or comments, please call or email Will Weber at 515 225 8000 or wweber@v-k.net.

Sincerely,

William J. Weber

FIRM OVERVIEW



Founded on the principle of providing quality services to municipal clients at a fair and reasonable price, Veenstra & Kimm, Inc. from a small partnership to a staff level of more than 200 employees in 10 locations, serving in excess of 100 cities and counties across the Midwest.

Our services are centered on the needs of our clients. We assist in project delivery through planning, concepting, budget and finance, preliminary and final design, easement procurement, construction administration and observation and record drawings.

Our local presence throughout the Midwest allows us to better serve the needs of our clients.

BUILDING RELATIONSHIPS ENGINEERING SOLUTIONS

LOCAL OFFICE

Will Weber, P.E.
3000 Westown Parkway
West Des Moines, Iowa 50266
515-225-8000
wweber@v-k.net
www.v-k.net
FID: 42-1137727

Veenstra & Kimm, Inc. has proudly been serving communities across Iowa out of our West Des Moines office since 1961.

Our current West Des Moines staff breakdown:

- 8 Building Inspectors
- 16 Construction Personnel
- 7 Land Surveyors
- 7 Environmental Engineers
- 12 Civil Engineers
- 5 Structural Engineers

While not the closest geographically, our West Des Moines office staff is best equipped to assist the City of Independence with this project.



Veenstra & Kimm, Inc.'s services include a wide range of planning, design and consulting services tailored for Iowa municipalities. Veenstra & Kimm, Inc.'s services include:

- ✓ Transportation planning
- ✓ Street and road improvements
- ✓ Streetscape improvements
- ✓ Water distribution systems
- ✓ Modeling and studies
- ✓ Water main improvements
- ✓ Water pumping improvements
- ✓ Water storage facilities
- ✓ Water supply
- ✓ Water treatment
- ✓ Sanitary sewer planning
- ✓ Sanitary sewer studies
- ✓ Sanitary and relief sewers
- ✓ Sanitary pump stations
- ✓ Wastewater treatment facilities
- ✓ Stormwater planning
- ✓ NPDES permitting
- ✓ Storm drainage improvements
- ✓ Land use planning
- ✓ Comprehensive planning
- ✓ Zoning and subdivision construction
- ✓ Environmental consultation
- ✓ Geographic information services and mapping
- ✓ Financial planning and assistance
- ✓ Building Inspection

The firm's services are tailored to meet the requirements of municipalities for their civil and environmental engineering needs. Veenstra & Kimm, Inc. is organized into five primary areas of practice for civil engineering, environmental engineering, structural engineering, building inspections, planning, and construction related services.

Veenstra & Kimm, Inc.'s civil engineering department specializes in the evaluation and design of sanitary sewer systems, water distribution systems, stormwater drainage facilities and transportation projects.

The firm's experience with transportation and roadway related projects ranges from parking lot facilities to highway reconstruction efforts and major arterial intersection improvements. The firm has a full range of experience in traffic signalization studies and design for all types of intersections, street reconstruction, and roadways.

Our environmental engineering group is responsible for all aspects of water and wastewater treatment facilities including facility planning, design and general administrative services during construction. The environmental engineering department provides computerized analysis and modeling services for both water distribution systems and sanitary sewer systems.

The firm is especially proud of the qualifications and experience of our environmental staff. Veenstra & Kimm, Inc. currently has five registered professional engineers with Masters degrees in environmental engineering. Our environmental engineering department has significant expertise including five engineers with over 20 years of experience in the area of water and wastewater treatment planning and design.

Our planning group provides a full range of planning services relating to comprehensive planning, zoning, land use, subdivisions, and all types of development activities. The planning group is also staffed with several landscape architects who specialize in site design, streetscape planning and design, recreational facility design, and park related improvements.



Our construction services department provides a full range of services relating to survey and construction observation services. Veenstra & Kimm, Inc.'s construction services department includes six survey crews located in our central and branch offices. Our survey department uses the latest electronic survey equipment including total station and global positioning satellite (GPS) equipment.

The type of services we provide varies with our client. Project services may include:

- ✓ Preliminary cost estimates
- ✓ Preliminary studies and reports
- ✓ Rate and feasibility studies
- ✓ Developer agreement assistance
- ✓ Preparation of plans and specifications
- ✓ Assistance in awarding construction contracts
- ✓ General administrative services during construction
- ✓ Monitoring of construction

In addition to providing traditional engineering services, Veenstra & Kimm, Inc. provides various support services which are critical to project implementation. The firm maintains expertise in all areas of project development, including the legal requirements and financial requirements for the implementation of our project.

Our business philosophy is to satisfy our clients. The goal of providing quality service to satisfy our clients is responsible for the large volume of repeat business which provides the core of our business practice.

Whether in an ongoing relationship or on a single project basis, Veenstra & Kimm, Inc. strives to establish and maintain an excellent working relationship between our client, our personnel, and outside agencies with which we work. Many projects involve coordination between various state and federal agencies.



PROJECT UNDERSTANDING + APPROACH

Project Understanding

The City of Independence is looking to resolve drainage issues with the “Storm Drainage Improvements in the 812 3rd St. NW Area” project. The primary areas of drainage concern are located north of the industry at 812 3rd St. NW and in the backyards of lots along 10th Ave NW and 5th St NW. The project goal is to provide a drainage solution that relieves these areas from ponding in addition to evaluating the existing storm sewer system to adequately convey the design year storm. As part of the project the city seeks assistance in identifying and securing additional sources of funding available through stormwater related grants.

Currently, the areas north of 812 3rd St. NW experience heavy ponding due downstream development that has blocked the natural drainage corridor. As a result, areas upstream regularly experience ponding in major and minor storm events. The ponding remains until it eventually evaporates or infiltrates into the ground. Additionally, the area lies at the upper end of the drainage basin with limited capacity available in the nearby storm sewer connections.

It is our understanding a successful project will require analyzing the existing conditions and providing a cost-effective solution to eliminate ponding that occurs in the project area. It is our understanding a preliminary drainage study has identified a large portion of the city's storm sewer system is undersized and needs to be upgraded. The analysis shall determine the feasibility of two potential storm sewer connections as noted by the City of Independence, as well as recommending additional solutions due to the potential limited capacity. The scope of services shall include a detail analysis and cost estimates for the recommended downstream storm sewer improvement alternatives.



Project Approach

Veenstra & Kimm, Inc.'s approach for this project will evaluate the short-term flooding and long-term storm sewer capacity issues for the area. Our approach would prioritize the need for a short-term solution to reduce the flooding and specifically eliminate drainage problems that currently create issues for the industry at 812 3rd St. NW. All short-term solutions would be designed with a long-term solution for the downstream system in mind.

Veenstra & Kimm, Inc.'s goal for a short-term solution maximizes the cost benefit for the project while meeting the goals of the agreement tied to the High-Quality Jobs Act awarded to the property owner. The localized flooding that results in health and safety hazards can be eliminated by capturing and conveying runoff to areas downstream of the industry. This approach solves the immediate ponding issue while allowing more time for the City to apply for stormwater related grants and secure additional sources of funding for long-term solutions to the capacity issues downstream.

Veenstra & Kimm, Inc.'s goal for a long-term solution looks to solve the capacity concerns of the downstream system. This can be achieved by constructing a new storm sewer outfall along unsewered streets or along streets with upcoming projects. It's our understanding that 1st Street is expected to be reconstructed from the Wapsipinicon River to 10th Street. A long-term solution could be designed to connect into the new storm sewer system planned along 1st Street. Evaluation and design of long-term solutions would include a detailed analysis (stormwater modeling) and proposed storm sewer upgrades to meet SUDAS design standards.

Phasing the project with short and long-term goals is a key element in completing the project within the City's budget and timeline. Early and ongoing efforts to estimate the construction costs will be communicated with the City throughout both phases of the project to determine the best approach. Veenstra & Kimm, Inc.'s vast stormwater experience, combined with input from the City, industry, and public stakeholders, will ensure the City of Independence receives a solution delivered on time and within budget.

FIRM EXPERIENCE

To demonstrate the vast experience and technical competence of Veenstra & Kimm, Inc. this section includes numerous projects on which V&K has provided design and construction services as well as brief descriptions of the experience and background for members of the project team. The services required on the projects shown below are very similar to those requested by the City of Independence.

West Side Storm Drainage Study and Storm Sewer Improvements Elkhart, Iowa

Veenstra & Kimm, Inc. started working with the City of Elkhart to complete a storm drainage study of the west side of the City. The City experiences localized flooding in the older part of town and in some newer parts of town. The study included determination of drainage areas and capacity of existing storm drainage facilities, estimates of storm water flows at critical points, and recommendations on improvements to the storm drainage system. A unique aspect of the study also evaluated the use of the City's recently abandoned wastewater treatment facility lagoons as a stormwater detention facility. It was ultimately determined that an upgraded storm sewer system could alleviate flooding and convey storm water from $\frac{3}{4}$ of the City to the abandoned lagoons where detention could also be provided for previously undetained runoff. The detention was also able to be in accordance with the Unified Sizing Criteria recently adopted by most communities in central Iowa. The detention ponds will become the centerpiece of the City's largest park and will provide recreational opportunities for the City's residents. The project has been acclaimed at many levels and has received funding from two IDNR REAP grants, an IDALS Urban WQI grant, a Polk County Community Betterment Grant, and an IFA Water Infrastructure Fund Grant. Construction of the detention basins and first phase of the storm sewer infrastructure is beginning in the summer of 2022. The remaining storm sewer infrastructure totaling more than \$1.5 million and park improvements will be completed over the following three years.

Chad Sands // Interim City Administrator
chadsands@gmail.com

Storm Sewer Improvements Eddyville, Iowa

Veenstra & Kimm, Inc. was retained by the City of Eddyville in 2021 to apply for FEMA funding and design storm sewer improvements to alleviate flooding in town caused by inadequate storm sewer and drainage ways. The project is complicated by the fact that the Des Moines River surrounds the City and most storm water must be pumped from town. The project includes street reconstruction, multiple storm trunk sewers, drainage way improvements, levee improvements, and pond improvements. Tasks for the Phase 1 design services included preparation of estimate of cost for the proposed work and for the mitigated benefits to develop a Benefit Cost Analysis (BCA), development and evaluation of alignments, hydraulic analysis, drawing preparation, preparation and submittal of engineering report, coordination with archaeological and environmental consultants, and assistance in correspondence with regulatory agencies.

The project went through final FEMA funding approval and construction began in 2023.

Nick Batterson // City Council Member
nbatterson@weilerproducts.com
641-295-0411

Original Waukee Storm Sewer Study

Waukee, Iowa

Veenstra & Kimm, Inc. was retained by the City of Waukee in 2016 to complete a storm sewer study in the original part of the City. The City experiences localized flooding in basements, ditches and backyards. The study included meetings with 20 property owners to investigate flooding issues and discuss possible solutions. The entire storm sewer system in the area was investigated and televised and a comprehensive storm sewer map was created. Capacity of the existing storm drainage facilities was evaluated and recommendations were made on improvements to the storm drainage system. The project was separated into five phases to match the City's budget. A unique part of the project included locating intakes and storm sewer in specific areas of ditch sections that would later be able to tie in to curb and gutter streets. The \$2.4 million project is currently scheduled to begin in the coming years along with street improvements in the area.

Rudy Koester // Public Works Director
rkoester@waukee.org
515-978-7388

Market District Stormwater Modeling Improvements

Des Moines, Iowa

The Market District area of Des Moines is located just southwest of the state capitol. The area is an old industrial area that has been targeted for mixed use redevelopment.

The northern part of the Market District located north of M.L. King Jr. Parkway is a very flat area that includes an existing stormwater pump station and detention basin that is used extensively when the stage of the Des Moines River is elevated. In the fall of 2018 Veenstra & Kimm, Inc. was retained by the City to develop a comprehensive plan for the northern part of the Market District area. Veenstra & Kimm, Inc. was retained after the two consultants working on the projects were unable to develop a complete solution to the stormwater drainage.

Veenstra & Kimm, Inc. developed an alternative plan for stormwater drainage that reduced the cost and eliminated the need to construct a stormwater pump station in an area of soil contamination. More recently Veenstra & Kimm, Inc. was retained to develop a complete stormwater model of the northern part of the Market District. The model looked at the need for additional stormwater detention, more thoroughly evaluated the alternative stormwater pump station

concept and evaluated deficiencies in the storm sewer system that would have resulted in flooding of the redeveloped area based on the plan developed by the original consultants on the project.

Veenstra & Kimm, Inc. is finalizing the stormwater drainage study and is recommending stormwater improvements with an estimated cost of approximately \$11 million, including the expanded stormwater detention basin, a new stormwater pump station and force main and two large diameter storm sewers. Design of the proposed improvements started in the early fall of 2020. The project was completed in 2022.

Birds Run Outlet Sewer

Des Moines, Iowa

In 2001 Veenstra & Kimm, Inc. worked with the City of Des Moines and the Iowa Department of Transportation to develop a dual purpose project referred to as the Birds Run Outlet Storm Sewer. The Iowa Department of Transportation required a separate storm sewer outlet from the reconstructed I-235 corridor. The Federal Highway Administration would not allow the connection of I-235 storm sewers to the City of Des Moines combined sewer system. The City of Des Moines also needed a new outlet storm sewer for future separation along the Birds Run combined sewer corridor extending from the Des Moines River northwesterly toward Drake University.

The project is located along High Street from the Des Moines River to Keosauqua Way and northwesterly along Keo Way to I-235. The project corridor is through a heavily commercial area located on the north edge of the downtown area.

The Birds Run Outlet Storm Sewer is a 10-foot x 5-foot box extending over a length of approximately 4,900 linear feet. Along most of the project a 54-inch combined sewer was constructed along the storm box.

Due to its location, coordination with the adjoining businesses was a major area of concern. The construction of the project was divided into two phases. The first phase extended from the river to 7th Street and the second phase extended from 7th Street to Keo Way and northwesterly to I-235. Each stage included an extensive staging plan to maintain access. The design included specific guidance and restrictions on road closures. The project included an extensive public participation program, including regular e-mail notification to businesses and a web page on current activities and upcoming street closures.

The High Street and Keo Way corridor was selected to minimize impact on the brick sewer located in the area. The only reach of the new sewer located near an existing brick sewer was between 7th Street and Keo Way. In that area the new storm sewer and combined sewer was designed in a split configuration to avoid impact on the brick sewer. The City preferred the High Street and Keo Way corridors to incorporate street modifications. As part of the project, Veenstra & Kimm, Inc. worked with the City of Des Moines' traffic and transportation department to improve the geometrics of High Street. Additional width was incorporated in 3 blocks to provide a uniform number of lanes on High Street from Second Avenue to Keo Way. The street was shifted slightly north and south in several of the blocks to eliminate undesirable jogs across intersections. The reconstruction of Keo Way included significant geometric changes to the number of lanes, pavement width and center median. The new configuration was coordinated with the construction of the new I-235 interchange with Keo Way.

2010 Flood Protection Mitigation Project – Pump Station and Storm Sewer System

Ottumwa, Iowa

Veenstra & Kimm, Inc. was retained by the City of Ottumwa on a three part project referred to as the 2010 Flood Protection Mitigation Project. The project was funded through a combination of a Hazard Mitigation Grant from the Federal Emergency Management Agency and a Community Development Block Grant program. Design of the multi-phased project occurred in 2013 to 2014. Construction occurred from 2013 to 2016.

One element of the project involved the construction of both large (96-inch through 54-inch) and small diameter (48-inch through 12-inch) storm sewers along West Main Street, McLean Street and up into the Des Moines River bluff. Outfall from the storm sewers is directly into the Des Moines River. A second element of the project included construction of a flood wall around the perimeter of the Ottumwa Water & Hydro water treatment plant. A third element of the project included a storm water pump station dedicated to intercepting storm water flow from the low lying areas of the City along Gateway Drive.

The construction of the floodwall included a poured in place concrete wall with tip up panels on top of the wall. The tip up panels were utilized to provide the necessary flood protection while also limiting the intrusiveness of the flood wall. Construction of the flood wall began in the summer of 2014 and was completed in the spring of 2016.

The storm water pump station includes four propeller pumps and two Duperon catenary bar screens. A common gate well built into the flood protection levee is utilized for the pump station outlet as well as the outlet for the large and small diameter storm sewer system. Construction of the storm water pump station began in the summer of 2014 and was completed in the spring of 2016.

The Flood Protection Mitigation Project is an example of Veenstra & Kimm, Inc.'s experience with developing the concept for a complex, multifaceted project including large and small diameter storm sewers, floodwall, and storm water pump station. Veenstra & Kimm, Inc. was also instrumental in working with the City of Ottumwa, State of Iowa Hazard Mitigation, and the Community Development Block Grant program to secure the funding for the project.

The storm water pump station and storm sewer system were placed into operation in the spring of 2016. The construction cost for the storm sewer system was \$11,000,000. The construction cost for the flood wall was \$1,200,000. The construction cost for the storm water pump station was \$7,000,000.

Phillip Burgmeier // City Engineer
641-683-0680



FUNDING EXPERIENCE

Iowa Department of Agriculture & Land Stewardship (IDALS) Water Quality Initiative (WQI) Urban Conservation Grant Program

IDALS has offered a cost-share to help support urban conservation projects through the state's WQI funding since FY2015. To date, the state has awarded over \$10.9 million in funding to support 110 urban water quality projects. The state's funding has spurred an additional \$41.3 million in project contributions from private partners and landowners.

Examples of eligible urban conservation projects include but are not limited to bioretention cells, bioswales, native landscaping, permeable pavement, rain gardens, tree trenches, and wetlands. These practices capture and treat rainwater to help reduce sediment entering local waterways.

Pre-applications for the program are typically due in November, full applications are due the following February, and selected projects are typically announced in the spring.

Veenstra & Kimm, Inc. has obtained IDALS WQI funding for recent projects in Granger, Elkhart, and Waukee.

To learn more about the Water Quality Initiative, scan the QR code below:



USDA Funding

The United States Department of Agriculture offers assistance to Iowa communities through its Rural Development program. Under USDA Rural Development Cities can qualify for both grant and loan funding.

Unlike the Community Development Block Grant program that is extremely competitive relative to grant funding, USDA currently has an excess of available grant funds. At the present time USDA is actively recruiting communities to participate in its grant and loan program for water and wastewater treatment facility projects.

The USDA program includes a number of restrictions. However, most of those restrictions do not apply to water treatment facilities.

The USDA program generally operates as an alternative to the CDBG and SRF program. Typically the USDA funding is not combined with other funding but there are some possibilities of combining the funding sources under certain circumstances.

Veenstra & Kimm, Inc. has extensive experience working with the Iowa staff of USDA Rural Development on all varieties of projects including grant and loan projects. Some examples of recent projects where Veenstra & Kimm, Inc. has worked with USDA funding include:

- City of Cherokee
- City of Elma
- City of Redfield
- City of College Springs
- City of Carpenter
- City of Lone Rock
- City of Joyce
- City of Rowan
- City of Alexander

To learn more about the Water & Waste Disposal Loan & Grant Program in Iowa, scan the QR code below:



PROJECT TEAM



William Weber, P.E. Project Manager

Bachelor of Science, Civil Engineering, Iowa State University
Professional Engineer: Iowa
Expertise: Civil Design
26 years of work experience (Veenstra & Kimm, Inc. since 2002)
Office Location: West Des Moines, Iowa

William Weber will serve as the project manager for the project. He will be responsible for regular communications between Veenstra & Kimm, Inc. and the City of Independence. Weber's responsibility will be to provide guidance and oversight to Veenstra & Kimm, Inc.'s project team throughout the project.

Weber's background experience primarily focuses on municipal engineering with an emphasis on roadway rehabilitation and reconstruction projects ranging from minimal to full utility replacement.

Weber brings 22 years of experience completing many urban and rural roadway designs and has extensive knowledge of the SUDAS and Iowa Department of Transportation standards and specifications. He currently manages and designs most of Veenstra & Kimm, Inc.'s, West Des Moines location, projects let using the Iowa Department of Transportation standards and specifications for Iowa municipalities.

Weber's design experience includes many complex staging and traffic control plans by involving business owners, contracting authorities, property owners, and the traveling public. In addition to his roadway experience, Weber brings drainage improvement experience from stormwater outfall design to urban roadway drainage. Weber will work closely with the project team on the drainage study, design concepts, and the implementation of the design.

Examples of Weber's project experience include:

- ✓ 2015/16 West Lincoln Way Intersection Improvements – Ames, Iowa
- ✓ Civic Campus Improvements – Bondurant, Iowa
- ✓ Northeast Storm Sewer Improvements, Phase 1 – Bondurant, Iowa
- ✓ Pedestrian/Bicycle Underpass at US 65 – Bondurant, Iowa
- ✓ Safe Route to Schools project – Stuart, Iowa
- ✓ Highway 59 And Railroad Water Main Crossing – Denison, Iowa
- ✓ East Boyer River Water Main Replacement - Denison, Iowa
- ✓ Birds Run Outlet Sewer, I-235 – Des Moines, Iowa
- ✓ Iowa Highway 146 Traffic Signals and Storm Sewer – Grinnell, Iowa
- ✓ Central Business District, Phases 1 through 5 – Grinnell, Iowa
- ✓ Highway 44 at Fairview Drive PCC Highway Widening – Dallas Center, Iowa



Alex Merten, E.I.

Design Engineer

Bachelor of Science, Civil Engineering
University of Iowa
Expertise: Stormwater
4 years of work experience
Veenstra & Kimm, Inc. since 2023
Office Location: West Des Moines, Iowa

Alex Merten's experience in stormwater management, including the design and construction of storm sewer, stormwater treatment systems, and improvements to existing storm sewer systems will play a vital role in the project. Merten has helped develop stormwater solutions in rural and urban Iowa communities, and currently assists in the review of stormwater management plans for the City of Waukee. Merten's primary responsibility on the project will be to perform the storm water runoff modeling, preparation of the design concepts, and development of the engineering documents needed for construction of the project.

Merten is experienced in the design and construction of traditional roadway storm sewer systems, as well as developing stormwater management plans for water quality treatment applications. He is proficient in the use of storm water modeling software to analyze the existing drainage basin as well as proposed improvements. Merten has designed stormwater plans in accordance with SUDAS, Iowa DOT, and Iowa DNR standards and has recently worked on stormwater projects with Osceola, Waukee, and Coon Rapids.

Examples of Merten's project experience include:

- ✓ Central Business District Streetscape Project, Phase 1 – Osceola, Iowa
- ✓ Little Walnut Creek Wetland – Waukee, Iowa
- ✓ Storm Sewer Study – Coon Rapids, Iowa
- ✓ River Oaks Rehabilitation – Dallas County, Iowa
- ✓ 76th Street Extension – West Des Moines, Iowa
- ✓ University Avenue Reconstruction – Waterloo, Iowa
- ✓ West 27th Street – Cedar Falls, Iowa



Forrest Aldrich, P.E.

Project Advisor

Bachelor of Science, Engineering
Iowa State University
Professional Engineer: Iowa
Expertise: Civil Design
37 years of work experience
Veenstra & Kimm, Inc. since 1987
Office Location: West Des Moines, Iowa

The overall project principal for Veenstra & Kimm, Inc. will be Forrest Aldrich. Aldrich is a registered professional engineer Missouri and has over 35 years of experience. Aldrich joined Veenstra & Kimm, Inc. in 1987 and has served as President of the firm since 2020. Aldrich also serves as the head of Veenstra & Kimm, Inc.'s Environmental Engineering Department.

Aldrich's responsibility will be to review the work completed by the Veenstra & Kimm, Inc. project team and ensure the project is meeting the requirements of the City of Independence. Aldrich has been involved in many areas of civil engineering and has an understanding of the procedures for QA/QC management and client satisfaction.



Leon Freeman

Grant Assistance

Certified Journeyman Electrician
Associate Degree of Science
National Education Center
Expertise: Grant Assistance + Disaster Management
15 years of work experience
Veenstra & Kimm, Inc. since 2021
Office Location: West Des Moines, Iowa

Leon Freeman worked for Iowa Homeland Security and Emergency Management for well over 10 years. He has experience assisting clients responding to disasters, guiding them through the process of documenting damages, along with federal and state procurement requirements. His experience also includes administering the federal and state funding awarded to cities and counties impacted by disasters.

PROJECT FEES

Scope

The Scope of work outlined includes two phases.

Phase 1 includes the work necessary to develop and prepare plans and specifications, bidding documents for a short-term drainage solution. The fee below is based on the following project scope:

Services provided include the following:

- ✓ Topographical survey
- ✓ Review and analyze alternate designs to nearby storm sewer connections/options, does not include a detailed downstream capacity analysis
- ✓ Preparation of plans, specifications, and bidding documents
- ✓ Preparing and submitting permits
- ✓ Attend meetings as requested by the city (council meetings/work sessions)
- ✓ Public informational meetings (pre/post design)
- ✓ Assistance in preparing notices to contractors
- ✓ Attend the bid opening, review the bids received and make contract award recommendation.

Services do not include the following:

- ✓ The preparation of easements or the negotiations for easements.
- ✓ Printing cost for plans and specifications for potential bidders, subcontractors, suppliers and plan rooms.
- ✓ Assistance with stormwater related grant applications

Phase 2 includes the work necessary perform a detailed analysis of the downstream storm sewer capacity for the option selected in Phase 1 and prepare plans and specifications, bidding documents for the long-term drainage solution. The fee below is based on the following project scope:

Services provided include the following:

- ✓ Topographical survey
- ✓ Review and analysis of downstream storm sewer capacity
- ✓ Preparation of plans, specifications, and bidding documents
- ✓ Preparing and submitting permits
- ✓ Attend meetings as requested by the city (council meetings/work sessions)
- ✓ Public informational meetings (pre/post design)
- ✓ Assistance in preparing notices to contractors

- ✓ Assistance with stormwater related grant applications
- ✓ Attend the bid opening, review the bids received and make contract award recommendation.

Services do not include the following:

- ✓ The preparation of easements or the negotiations for easements.
- ✓ Printing cost for plans and specifications for potential bidders, subcontractors, suppliers and plan rooms.

Phase 3 includes construction services including on site review, progress meetings, payment applications, change orders, and review of shop drawing submittals.

Fees

Veenstra & Kimm, Inc would propose to complete the work on an hourly fee basis with a maximum not to exceed fee as follows:

Phase 1:	\$39,900
Phase 2:	To be Determined
Phase 3:	To be Determined



3000 Westown Parkway
West Des Moines, Iowa 50266
515.225.8000 | www.v-k.net



WILLETTHOFMANN
& ASSOCIATES INC
ENGINEERING ARCHITECTURE LAND SURVEYING



625 32nd Avenue SW, Cedar Rapids, IA Item #7.



WWW.WILLETTHOFMANN.COM



JPRIMUS@WILLETTHOFMANN.COM

PREPARED FOR :



STATEMENT OF QUALIFICATIONS

FOR
STORM DRAINAGE IMPROVEMENTS
IN THE 812 3RD STREET NW AREA

Cover Letter.....	pg. 2
Firm Introduction.....	pg. 3
Project Experience w/References.....	pg. 4-9
Key Staff.....	pg. 10-16
Scope of Services.....	pg. 17-20
Proposed Fee.....	pg. 21

COVER
LETTER

February 14, 2024

City of Independence
Mr. Matthew Schmitz, City Manager
331 1st Street East
Independence, IA 50644

Re: Statement of Qualifications - Storm Drainage Improvements
812 3rd Street NW Area

Dear Mr. Schmitz:

Thank you for the opportunity to submit our Statement of Qualifications for your Storm Drainage Improvements Project. We are excited for the chance to work with you. A great design starts with an excellent team of professionals. This proposal highlights the accomplishments of those on the team we have assembled to provide a quality product for the City of Independence.

Our office in Cedar Rapids, IA will service your needs for this project. We have 4 licensed professional engineers in this office and 1 Engineering Intern.

I will be your primary contact for your project's needs. My contact information is:

Jordan K. Primus, PE	Ph: 319-378-1401
625 32nd Avenue SW	Cell: 319-329-1188
Cedar Rapids, IA 52404	Email: jprimus@willetthofmann.com

We will be pleased to meet with you at your convenience to discuss our firm's qualifications in greater detail, and we will be happy to provide you with additional information at your request.

Thank you for your consideration.

Sincerely,

BY _____
Jordan K. Primus, PE
General Manager, Cedar Rapids Office

FIRM INTRODUCTION



With a history that dates back to 1935, Willett, Hofmann & Associates, Inc. (WHA) is a professional, award winning, multi-discipline organization, unique in both its capabilities and credibility, licensed to provide professional civil engineering, structural engineering, architectural design, and professional land surveying services. WHA has been providing professional design and land surveying services to municipalities, townships, counties, state agencies and private enterprises since our inception. We have a talented and diversified staff of more than 60 full-time employees who are experienced and qualified to provide an extensive range of professional services, including architectural design, structure engineering, transportation engineering, water & wastewater engineering, civil site design, land surveying services, and construction staking, observation, and administration services.

Because WHA is owned solely by licensed professionals on staff, our clients frequently enjoy the benefits of working directly with an owner of the company. We are dedicated to serve our clients Ethically, Responsively and Professionally with highly trained and skilled staff - an organization philosophy that has fostered numerous long-standing clients, some of whom we have been serving since 1935.

PROFESSIONAL STAFF

31 Licensed Professional Engineers

(AL, AR, AZ, CT, CA, CO, DC, DE, FL, GA, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WI, WV)

6 Licensed Structural Engineers (IL, CA)

6 Licensed Professional Land Surveyors (IA, IL, MO, WI)

3 Licensed Architects (AR, IA, IL, IN, KS, MO, MN, ND, OH, TN, WI)

2 Leadership in Energy and Environmental Design Accredited Professionals (LEED AP BD+C)

1 Licensed Class A Water Operations (IL)

1 Licensed Class I Wastewater Operator (IL)

4 Certified Bridge Program Managers (IA, IL, WI)

5 Certified Bridge Team Leaders (IA, IL, WI)

PROJECT EXPERIENCE W/REFERENCES



CITY OF ROCKFORD, IL - HARMON PARK DRAINAGE IMPROVEMENTS

Client: City of Rockford, IL

Contact: Tim Hinkens, PE, City Engineer

Email: tim.hinkens@rockfordil.gov

Construction Cost: \$980,000

Scope of Work:

Topographic Survey, Storm Water Detention Analysis and Design, Roadway Design, Energy Dissipation Design, Mass Grading, Construction Observation

This project is the cornerstone phase of a 10-phase project that began in 2007 to reduce major flooding events in the Harmon Park area of Rockford. It involved the transformation of a park into a detention area / green space which is usable during dry weather but carries major storm water flows during wet weather. Inlet and outlet energy dissipation and safety were major influences on the final design, since part of the area is still a park. Just under 28,000 cubic yards of earth was removed from the site during the construction of the detention area. The project integrates modern-day detention practices into a residential area that was not developed with the thought of storm water detention in mind. This project was a 2017 ACEC Merit Award Winner.



PROJECT EXPERIENCE W/REFERENCES



VILLAGE OF CEDARVILLE - DRAINAGE IMPROVEMENTS

Client: Village of Cedarville, IL
Contact: Jeremy Monigold, Village President
Email: jeremy.monigold@highland.edu
Construction Cost: \$220,000

Scope of Work:
Topographic Survey; Hydrologic Calculations;
Design of Inlets, Storm Sewer and Erosion Control Measures;
Construction Plans and Specifications

Willett Hofmann & Associates, Inc. provided design and construction engineering services for drainage improvements and erosion control for problem areas on Oak Ridge Drive, Cedar Street, Mill Street and Washington Street in the Village of Cedarville, IL.

The Oak Ridge Drive Improvements included removal and replacement of a portion of the existing cul-de-sac, construction of new curb and gutter, inlets, and storm sewer to reduce overland sheet flow on private property to the natural drainage swale. The swale was graded to repair erosion damage and better accommodate the volume of flow and permanent turf reinforcement was placed to protect it from future erosion.

The Cedar, Mill and Washington Street improvements included removal and replacement of entrance and roadway culverts, regrading existing overland flow areas and installation of new storm sewer. The new storm sewer was installed to intercept overland flow that was creating short term flooding issues on residential property due to plugged culverts and undefined overland flow routes. The improvements also addressed erosion issues through a park and at the inlet of a box culvert under Washington Street.

PROJECT EXPERIENCE W/REFERENCES



CITY OF POLO - COLDEN STREET DRAINAGE BASIN IMPROVEMENTS

Client: City of Polo, IL
Contact: Doug Knapp, Mayor
Email: dougknapp52dek@gmail.com
Construction Cost: \$3,000,000

Scope of Work:

Topographic Survey, Drainage/Storm Sewer Design, Roadway Design, Water Main Design,
Sanitary Sewer Design

The project consisted of the design of a storm sewer system capable of conveying the 50-year design storm to alleviate significant flooding issues in the Colden Street Drainage Basin. The significant increase in storm sewer sizing also required the design of sanitary sewer and water main relocations to avoid underground conflicts. Finally, the project required the design of roadway elements (pavement, sidewalk, curb and gutter, etc.) as required for restoration. During the feasibility study of this project, it was necessary to determine what the impacts would be for the storm system outlet area to determine the environmental impacts and any mitigation necessary to facilitate the project. It also involved determining what storm elements should be improved to create the biggest impact on the flooding problem. Improvements with the largest impact were carried forward.

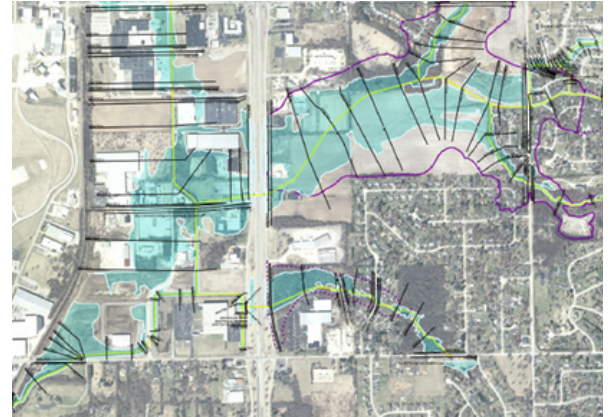
PROJECT EXPERIENCE W/REFERENCES



CITY OF ROCKFORD - AIRPORT EAST DRAINAGE STUDY

Client: City of Rockford, IL
 Contact: Brad Holcomb, Stormwater Program Manager
 Email: brad.holcomb@rockfordil.gov

Willett, Hofmann & Associates was hired by the City of Rockford to review and verify the previous study results, and develop an updated study and map of the Airport East Ditch drainage basin flooding.



The study began with hydrologic analysis and analysis of overland flow characteristics of the project area. The HEC-HMS hydrologic model utilized information generated by WHA subbasin delineation, storage area identification, review of land use and local soil hydrologic properties, and incorporation of Bulletin 70 rainfall depths and Huff rainfall distributions. Hydrologic modeling utilizing HEC-HMS creates runoff hydrographs, representing hydraulic flow data, for use with hydraulic modeling software HEC-RAS.

Initial modeling of the study area was anticipated to be steady flow. However, after review of hydrologic modeling results it was determined that an unsteady hydraulic model was required. Unsteady hydraulic modeling incorporates a time component to hydraulic flows, thereby accurately modeling areas of hydraulic storage. While not always necessary to produce adequate results, when encountering study areas with large amounts of hydraulic storage, such as the Airport East Ditch drainage basin, it becomes important to include the unsteady hydraulic storage effects for the best representation of the study area.

Hydraulic modeling of the drainage basin included 13 reaches, 355 cross sections, 1 bridge, 55 culverts, 2 inline structures, and 8 lateral structures. One hydraulic structure required analysis outside of HEC-RAS and was modeled in HydroCAD. Results of the HydroCAD model for this structure were then incorporated within the project HEC-RAS model. The model was run mixed flow reflecting areas of both subcritical and supercritical flow within the study limits. The critical storm was then determined based on worst case affects throughout the drainage basin. Final flood elevation data was then processed to produce a fully comprehensive flood map of the Airport East Ditch drainage basin.

WHA created additional flood mapping reflecting multiple proposed flood improvement projects.

PROJECT EXPERIENCE W/REFERENCES



VILLAGE OF DAVIS JUNCTION - HARVEST GLENN RECONSTRUCTION & DRAINAGE IMPROVEMENTS

Client: Village of Davis Junction, IL
 Contact: Brad Holcomb, Stormwater Program Manager
 Email: brad.holcomb@rockfordil.gov
 Construction Cost: \$705,000

Scope of Work:
 Topographic Survey, Roadway Design, Sidewalk & ADA Compliance Design, Storm Water and Storm Sewer Design, Lighting Design, Project Bidding & Award, Pre-Construction Meeting, Shop Drawing Review, Construction Staking, Inspection, Documentation & Administration



Willett, Hofmann & Associates, Inc. provided topographic surveying, boundary and right-of-way surveying, hydraulic design, roadway design, easement preparation, construction staking and construction engineering services for the Harvest Glenn Plat 10 Phase 1 Street Reconstruction and Drainage Improvements. This project included the reconstruction of 2,300 feet of municipal streets for the Village of Davis Junction. The design included the removal of bituminous street surface, reconstructing the aggregate base course, and reconstruction of the hot-mix asphalt with concrete shoulders. Our services also included the design of several concrete ditches and pipe culvert replacements as part of the drainage improvements.



PROJECT EXPERIENCE W/REFERENCES



EASTLAND COMMUNITY SCHOOL - DISTRICT DRAINAGE STUDY & BASEBALL DIAMOND IMPROVEMENTS

Client: Eastland Community School District
Contact: Kyle Todd, Director of Operations
Email: ktodd@eastland308.com
Construction Cost: \$158,000

Scope of Work:

Topographic Survey, Drainage Analysis, Study and Report; Civil/Site Design, Architectural Design, Construction Plans and Specifications, Construction Observation



The Eastland Community School District in Lanark, IL contacted Willett, Hofmann, and Associates, Inc. (WHA) to perform a drainage study to examine the runoff generated from both on and off-site sources that had caused and had the potential to cause significant damage to the existing Junior/Senior High School. WHA performed the study and developed several alternatives that would alleviate potential off-site runoff from an overflowing onsite detention pond and entering the first floor of the school building and alleviated runoff from the baseball diamond flooding the doorways into the school locker rooms. The School District then decided to move forward with an alternative that resulted in the construction of a new concourse around the baseball diamond that would incorporate the recommended drainage improvements, including the construction of new dugouts that would match the existing school's exterior, and providing ADA accessibility to an area of the school site that was previously inaccessible.

KEY STAFF

Item #7.



WILLET HOFMANN
& ASSOCIATES INC

Jordan Primus, PE
Project Manager

Mike Dryden, PE
Blake Wieser, PE
Jon Tienda, EI
Civil Engineering

Chad Macke, PLS
Ben Ernst, PLS
Land Survey

JORDAN K. PRIMUS

PE



POSITION

Engineering Manger
General Manager, Cedar Rapids
Office

EDUCATION

Bachelor of Science Civil Engineering
University of Iowa - 2016

EMPLOYMENT HISTORY

Willett, Hofmann & Associates, Inc.
2016 - Present
7 Years Total Experience

REGISTRATION

PE/IL/2021	062-072793
PE/IA/2021	26587
PE/MO/2022	2022016290

PROFILE

Jordan is the General Manager of the Cedar Rapids office with experience in the evaluation, planning, and design of bridges and structural systems. He has also been involved with the geometric layout and roadway design elements for several bridge approaches.

As a design engineer, Jordan has performed hydraulic and structural analysis of bridges and culverts, temporary works analysis including shoring and formwork, and has been involved with contract documentation on several bridge projects.

EXPERIENCE

Kendall County Highway Department - Grove Road over West Aux Sable Creek

Jordan was responsible for the design of a double barrel (2 @ 13'-0" x 8'-0") reinforced concrete box culvert. Both ends of this culvert were skewed 15° and the culvert was skewed to the roadway about 7°. This created trapezoidal shaped top and bottom slabs and required extra reinforcement detailing on each end of the culvert.

Ogle County Highway Department - Pleasant Grove Road over Spring Creek

Jordan was responsible for the hydraulic calculations and structural design of a triple barrel (2 @ 13'-6" x 8'-0") reinforced concrete box culvert skewed 10° to the roadway.

Mercer County Highway Department - TR 228 over North Pope Creek

Jordan was responsible for the hydraulic calculations and structural design of a double barrel (2 @ 13'-0" x 8'-0") reinforced concrete box culvert with no skew. The roadway across this culvert was in a vertical and horizontal curve which added complexity to the hydraulic modeling and layout of the culvert.

Bureau County Highway Department - Various Culvert Replacement

Jordan was responsible for the hydraulic calculations and sizing of five corrugated structural plate arches and three precast concrete box culverts. A few of these structures also included cast-in-place concrete headwalls and wingwalls so that the culvert length could fit within the right of way.

MICHAEL G. DRYDEN

PE



POSITION

Civil Engineer IV

EDUCATION

Bachelor of Science Civil Engineering
Iowa State University

EMPLOYMENT HISTORY

Ament Design, 1984 - 2020

Willett, Hofmann & Associates, Inc.

2020 - Present

39 Years Total Experience

REGISTRATION

PE/IA/1989 11440

PE/IL/2006 062-058992

PROFILE

Mr. Dryden serves as a Project Manager in the civil engineering department. During his 39 years of experience, Mr. Dryden's municipal projects have included numerous roadway reconstructions, streetscape projects, storm sewer improvements projects, water main projects, water towers, RCB culverts, sanitary sewer collection projects, and lift station projects, with many of these projects involving construction administration and observation. In addition to municipal projects, his experience includes site design projects consisting of major subdivisions and commercial and industrial sites for private clients.

EXPERIENCE

Cedar Rapids, IA - Stream Bank Restoration

Willett, Hofmann provided the design for the repair of multiple storm sewer structures, eroded stream banks, and eroded levee banks damaged during wet weather events. Repairs consisted of the installation of new storm sewer structures, scour protection for future flooding events, bank replacement and re-grading, bank stabilization with geotextile products (turf reinforcement mats, slope protection mats), tree protection to limit disturbance to established trees and root structures, and sustainable slope stabilization with willow rootlets / joint planting.

Amana, IA - Hotel Millwright

Developed the site of the former woolen mill in Amana, Iowa for a conversion to a boutique hotel. The project included bioretention basins, bioswales and pervious pavers for water quality improvement. The design also included electrical vehicle charging stations. Design elements include grading, drainage, utilities, and parking lot layout for approximately 80 vehicles.

Cedar Rapids, IA - Noelridge Park Pond

Willett, Hofmann developed a three-phase approach in the design of the Noelridge Park Pond project including conducting a feasibility study and developed options, designing the pond and the inlet and outlet structures, and providing construction documents. Also included were several solutions to address the runoff problem with bypass pipes or channels, each with various design advantages and disadvantages.

Cedar Rapids, IA - Cedar Rapids Public Library

Provided the civil engineering site design for the new Cedar Rapids Public Library across from Greene Square Park in downtown Cedar Rapids. This project symbolizes the City's recovery from the flood of 2008. This 95,000sf facility includes an auditorium, a café, conference center, and a green roof with skywalk connection to an adjacent parking structure.

BLAKE A. WIESER

PE



POSITION

Civil Engineer III

EDUCATION

Bachelor of Science Civil Engineering
University of Iowa - 2017

EMPLOYMENT HISTORY

Ament Design, 2017 - 2020
Willett, Hofmann & Associates, Inc.
2020 - Present
6 Years Total Experience

REGISTRATION

PE/IA/2022 27385

PROFILE

Mr. Wieser works in our Cedar Rapids office and has 6 years of experience in the transportation field.

EXPERIENCE

Cedar Rapids, IA - 5th Avenue SE Rehabilitation

The Project involves the rehabilitation and overlay of 5th Avenue SE from 5th Street to 19th Street. The total length of the project is approximately 5,750 linear feet. 5th Avenue SE is a local street. The project includes new curb and gutter plus an HMA overlay of the existing pavement. Also included is storm sewer plus replacement of the existing water main. The Project is estimated to cost approximately \$3,400,000 and is scheduled for construction in 2023.

Cedar Rapids, IA - 6th Street SE Reconstruction

The Project involved the reconstruction of approximately 799 linear feet of 6th Street SE from 4th Avenue to 6th Avenue. 6th Street SE is a local street. The project included the total reconstruction of the existing two-lane road plus parking, storm sewer, sanitary sewer, and replacement of the existing water main. The Project was estimated to cost approximately \$940,000 and was constructed in 2021.

Cedar Rapids, IA - 32nd Street NE Reconstruction

The Project involved the reconstruction of approximately 1,260 linear feet of 32nd Street NE from just east of Center Point Road through the Oakland Road intersection. 32nd Street NE is a minor arterial. The project included the total reconstruction of the existing four-lane road, improvement of the intersection of 32nd Street/Oakland Road (which has been converted from one-way operation) and replacement of the existing water main. The Project is estimated to cost approximately \$2,200,000 and is scheduled for construction in 2023.

Cedar Rapids, IA - Oakland Road NE Reconstruction

The Project involved the reconstruction of approximately 4,800 linear feet of Oakland Road from 32nd Street NE to 42nd Street NE. Oakland Road is a minor arterial. The project also included the reconstruction of approximately 500 linear feet of Hollywood Boulevard NE, 150 linear feet of Golf Street NE, Miami Court NE, and the addition of a storm sewer on Houston Street NE to extend storm sewer to Oakland Road NE. The Project includes the total reconstruction of Oakland Road with the addition of bike lanes. The Project is estimated to cost approximately \$4,000,000 and is scheduled for construction in 2021.

JONATHAN M. TIENDA

EI



POSITION

Civil Engineering Intern II

EDUCATION

Bachelor of Science Civil Engineering
University of Iowa - 2018

EMPLOYMENT HISTORY

Ament Design, 2019 - 2020

Willett, Hofmann & Associates, Inc.
2020 - Present

4 Years Total Experience

REGISTRATION

EI/IA/2018 00304

PROFILE

Jonathan has had the opportunity to work on various site development projects, such as the Marion Lofts on 5th Avenue in Marion and Annex on the Square in downtown Cedar Rapids. Jonathan also has experience working on other projects involving the design and drafting of parking lots, pedestrian trails, and road rehabilitation. Through these projects Jonathan has gained experience in design of ADA compliant sidewalks and ramps.

EXPERIENCE

City of Elk Run Heights, IA - Lafayette Road/Gilbertville Road Reconstruction

This DOT project consisted of the reconstruction of 0.65 miles of Lafayette Road and Gilbertville Road from a two-lane sealcoat road to a 26' wide P.C.C. concrete street and associated improvements, including storm sewer and water main. Estimated cost is \$1.8 million with construction scheduled in 2024.

Marion, IA - Marion Lofts First Addition

Jonathan assisted in the design of the parking lot, utilities, and sidewalk on site while drafting the plan set for construction.

City of Elk Run Heights, IA - Mayor's Park Trail

Jonathan designed a shared use path within, including a bridge over Elk Run Creek in Mayor's Park. Included was the design of approximately 5,700 linear feet of trail throughout the park. The Project was funded by an Iowa Department of Transportation TAP grant.

Waterloo, IA - Lincoln Savings Bank TechWorks

Jonathan assisted in the design of the parking lot, utilities, and sidewalk on site while drafting the plan set for construction.

Waterloo, IA - Ansborough Ave. Improvements from Black Hawk Road to Downing Ave.

This DOT project consisted of adding a turn lane at the intersection of Ansborough Ave. and Downing Ave., and work on the traffic signalization for this intersection. Jonathan served as construction inspector for this project. Duties included tracking pay items, observing construction, resolving issues on site, issuing pay estimates, and assembling documentation for project close out.

CHAD O. MACKE

PLS



POSITION

Professional Land Surveyor IV

EDUCATION

Associates Degree - Construction
Technology

Morrison Institute of Technology - 1999

EMPLOYMENT HISTORY

Ament Design, 1999 - 2020

Willett, Hofmann & Associates, Inc.

2020 - Present

24 Years Total Experience

REGISTRATION

PLS/IA/2022 27347

PROFILE

Chad has 24 years of experience with a variety of land surveying projects including 3D Laser Scanning. High-definition 3D laser scans have included a variety of structures for both architectural, civil and transportation projects.

Chad's project experience includes numerous route topographic surveys, record document research section corner ties, right-of-way surveys, plats and descriptions for state and local governmental agencies. He also has experience in private property surveys.

EXPERIENCE

City of Cedar Rapids, IA - Oakland Road-Old Marion Road

Project for reconstruction and rehabilitation of 2 miles of urban corridor with 13 side street intersections. Ament Design provided horizontal and vertical control surveys. Horizontal control determined using City of Cedar Rapids GPS control monuments and the Iowa RTN. Vertical control used existing City of Cedar Rapids vertical datum and was run to Second Order Class 1 NGS vertical control standards. Topographic surveys were completed using robotic total stations and results were mapped into Microstation/Geopak. Property ties were made, and existing right of way lines calculated through the corridor for preparation of 44 permanent acquisition and temporary easement plats and descriptions within the corridor.

City of Clinton, IA - Various Surveying Projects

Projects working directly with the City Engineer and staff including multiple city blocks of topographic base mapping for future design projects that are completed by the City of Clinton. Research, fieldwork, calculations and platting for vacation of existing right of way. Construction observation for projects during the summer construction season. Platting and base mapping are completed utilizing Auto Cad Civil 3D.

Illinois Department of Transportation - IL 84 & Cleveland Road

The BNSF and IAIS Railroads both have separate crossings on Cleveland Road within 400 feet of the IL Route 84 intersection. We provided additional horizontal and vertical control, located approximately 2 miles of each railroad for alignment calculations, provided topographic survey for approximate 4000 feet of IAIS Railroad, and approximately 6,500 feet of topographic survey of the rail areas through Colona and along Cleveland Road. Calculations were performed to establish railroad centerlines, and a DTM was prepared for the area.

BENJAMEN R. ERNST

PLS



POSITION

Professional Land Surveyor III

EDUCATION

Bachelor of Science Technical
Resource Management
Southern Illinois University - 2010

EMPLOYMENT HISTORY

Ament Design, 2010 - 2020
Willett, Hofmann & Associates, Inc.
2020 - Present
13 Years Total Experience

REGISTRATION

PLS/IL/2017 035-003983

PROFILE

Ben has 13 years of experience performing field work on land section, corner, and route survey topographic projects.

EXPERIENCE

Oakland Road - Old Marion Road NE - Reconstruction

Project for reconstruction and rehabilitation of 2 miles of urban corridor with 13 side street intersections. Ament Design provided horizontal and vertical control surveys. Horizontal control determined using City of Cedar Rapids GPS control monuments and the Iowa RTN. Vertical control used existing City of Cedar Rapids vertical datum and was run to Second Order Class 1 NGS vertical control standards. Topographic surveys were completed using robotic total stations and results were mapped into Microstation/Geopak. Property ties were made, and existing right of way lines calculated through the corridor for preparation of 44 permanent acquisition and temporary easement plats and descriptions within the corridor.

Illinois Department of Transportation - US Route 150 ROW Plats

This project involved boundary surveys, right-of-way platting, permanent easement, temporary easement plat preparation and staking of proposed right-of-way and permanent easements. Preparation of 13 right-of-way plats, 13 temporary easement plats, 41 premise plats, 13 right-of-way staking plans and 70 parcel descriptions were prepared using Microstation/Geopak.

Rock Island County Highway Dept. - CH 6

Establish field centerline, provide benchmark loop, establish right of way lines, and provide field topography for approximately 3500 linear feet of County Highway 6 from 12th Street to 52nd Avenue North in Hampton, Illinois. Data was processed in a 3d DTM prepared in Microstation/Geopak. Deliverables to the client included, field located centerline with geometric data, cross sections at 50 intervals and breakpoints, ditch profiles left and right.

SCOPE OF SERVICES



Design Surveys::

WHA shall perform field and office tasks required to collect topographic information deemed necessary to complete the project. The City shall provide aerial photographic and other available mapping, including utilities, of the Project area. The area to be surveyed is bounded by 10th Avenue NW on the west, 5th Street NW on the north, 8th Avenue NW on the east and 3rd Street NW on the south. It is believed that stormwater previously carried by a ditch along the west side of an old railroad right-of-way, can no longer be conveyed through the ditch. This lack of conveyance appears to be at least a partial cause of ponding in the backyard of 414 10th Ave. NW and properties along the south side of 5th St. NW (addresses 817, 815, and 809). The specific survey tasks to be performed include the following:

- A. Control Surveys: WHA will establish horizontal and vertical control for the Project area in accordance with the SUDAS Design Manual – Chapter 1 – Design Survey Standards. WHA shall provide sufficient control for construction. If it is determined by the City that control is insufficient, WHA shall add control points.
- B. Topographic Survey: WHA will perform topographic surveys required for the development of the project. Topographic surveys are anticipated to require detailed elevation information for proper construction installation, including, but not limited to:
 - Full width of the Public right-of-way;
 - Private properties as determined by WHA;
 - Storm sewer intakes with invert elevations, storm sewer pipes, drainage swales, and other storm water conveyance infrastructure;
 - Driveway elevations where rehabilitation presents elevation concerns;
 - Gutter and/or roadway profiles, as necessary, for drainage concerns or ultimate roadway profile condition needs;
 - Sidewalk ramps and landings within the public right-of-way;
 - Fences, signs, buildings, retaining walls, etc;
 - Vegetation 4" diameter and larger;
 - Utility appurtenances likely to be impacted by the Project;
 - Sanitary above ground structures and invert elevations, water utilities;

SCOPE OF SERVICES



- C. **Utility Surveys:** This task consists of field survey indicating the location of utilities within the existing right-of-way for the project. WHA shall field locate visible valves and utility access within the project limits to accurately account for adjustment and/or replacement. Utility surveys also includes field locating curb stops and/or master boxes for individual residential and commercial water service lines. Where required, expose fixtures to obtain accurate location relative to the right-of-way line. Underground utilities will be incorporated into the project through map requests to the utility companies and drawn into the design file. This work will be considered survey quality level "B", per CI/ASCE 38-02. Utilities include phone, gas, fiber optic, water main, overhead/underground electrical, sanitary sewer, storm sewer, and in-pavement traffic control equipment (including power poles, pedestals, valves and manholes).
- D. **Subsurface Utility Investigation:** Subsurface utilities will be located from available maps and field locates at locations where underground facilities (e.g., storm intakes, traffic signal poles, etc.) will be constructed. Approximate subsurface utility elevations shall be based on readily visible information, available data, and general industry standards. In addition, WHA will initiate a design locate request and include utility marking in the field surveys. If design locates are not made, the WHA shall notify the City.
- E. **Right-of-Way Surveys:** WHA will determine the location of existing Right-of-Way (ROW) and identify property owners adjacent to the project. This task consists of researching record documents at the City and County and locating existing monumentation (including, but not limited to, property pins, government corners, and other monuments) along the corridor.

Drainage Study:

- A. **Hydrology/Hydraulics Research and Data Collection:** This item is intended to include the collection of information related to the hydrology and hydraulics of the surface water within the project corridor. This includes information related to existing detention, hydraulics of significant structures, and other pertinent information related to the hydrology and hydraulics of the watershed.
- B. **Hydrology Calculations:** This task includes the preparation of detailed hydrology calculations to be used in the design of the storm water management facilities proposed in the project. Information gathered during the research and data collection phase and additional information, if necessary, shall be utilized.

SCOPE OF SERVICES



C. Hydraulic Calculations: This task includes the performance of calculations needed to properly size storm sewer and culverts, if any, proposed as part of the Project. This task includes the preparation of a drainage report that summarizes the findings of the hydrologic and hydraulic analyses.

Included in this task is identifying those sub-drainage areas upstream of and along the Project roadway corridors that flow to the roadways and that, ultimately, flow into the Wapsipinicon River. This task also includes the determination of the capacity of the existing storm sewer system along and across the Project roadways that outlet into the Wapsipinicon River. This will allow for a determination of the sections of the existing storm sewer system that may be under capacity and the development of a plan to provide additional capacity as a part of the Project design.

Included is determining the projected runoff from the sub-drainage areas mentioned above, based on the physical characteristics of these areas (their average slope, the amount of impervious surfaces that are present, the existence of detention/retention facilities, etc.), the determination of the time of concentrations for runoff for these sub-drainage areas, and the use of a design storm with an appropriate recurrence interval (typically 10 years). These flows will be used to determine the design and size of a storm sewer system with sufficient capacity to carry the design flows.

The study will determine the cause of the storm drainage issues in the project area, and to provide potential solutions and cost opinions. The Engineer's review will include an analysis of the project area, as well as an analysis of the adequacy of the downstream storm sewers and/or open ditches. The study will evaluate two (2) potential storm drainage connection points, one to the west along 10th Avenue NW, where an existing storm sewer is located near the intersection of 10th Avenue NW and 3rd Street NW, and one to the east at the end of 4th Street NW where the storm sewer is located adjacent to 812 3rd Street NW. Additionally, we will investigate other possible solutions that may be available.

SCOPE OF SERVICES



D. **Infiltration-based Storm Water Management Practices:** This task includes the investigation and analysis of infiltration-based storm water management practices and elements (bio-retention basins, bio-retention swales, infiltration trenches, pervious pavement, etc.) to determine their feasibility, their required size, and their anticipated cost so as to improve storm water runoff quality and/or reduce storm water runoff quantity for the Project area. These elements will be sized in an effort to, as a minimum:

- Mitigate the additional runoff created by the additional impervious surface areas that may be added to the Project corridor in the future, and
- Mitigate the portion of the design flows that cannot currently be carried by the existing storm sewer system.

The goal of the storm water management design will be to mitigate the rainfall that falls upstream of the Project area and, ideally, to reduce the flows from the design storm by the use of infiltration-based practices.

Selection of the preferred infiltration-based storm water management practice alternatives will require input and direction from the City. These alternatives will be developed to a level of detail that will allow order-of-magnitude construction cost opinions to be developed. These alternatives and their order-of-magnitude costs will be included in the final report which will be submitted to the City for review and selection of a preferred alternative. Following selection by the City, the preferred alternative will be further developed.

Design of Storm Sewer and Subdrains:

This task includes the determination of the necessary type, size, and location of storm sewer intakes, manholes, and piping; and subdrain piping, cleanouts, and outlets and associated improvements. WHA will provide plans for the construction of the proposed storm water improvements. The plans shall be prepared in accordance with the Iowa Statewide Urban Design and Specifications (SUDAS) and any local City amendments. Included will be the preparation of necessary permits. At this time, the only permit that we have identified is an NPDES permit through the Iowa Department of Natural Resources.

PROPOSED FEE



Below is a proposed fee for the major tasks. All costs are encompassed in the fee including, but not limited to, printing and mileage. A more thorough fee can be established after award and an initial meeting with the City where the scope of work is finalized.

Total - \$37,500 - \$40,000

ANNUAL REVIEW

2023



GrowBuchsanan
Economic Development



Connection

We identify and link people and groups to resources for shared goals.



Collaboration

We engage our communities in dynamic collaborative ways that support success.



Vision

We drive momentum for the future by communicating and advocating for economic development.



Sustainability

We maximize potential for our investors now and for generations to follow.

TABLE OF CONTENTS

3.

Vision, Mission and Initiatives

4.

Connecting, Education, and Career fairs

5.

Catalyst, Key Business Grant, childcare, cont. Education

6.

PAWS, Revolving Loan Fund, Rural Ideas network, housing study grants & Blue Buffalo sale

7.

Manufacturing Round Table, Growing leaders, Career Fairs, Working Together & Lunch n Learns

8.

Social Media and Marketing



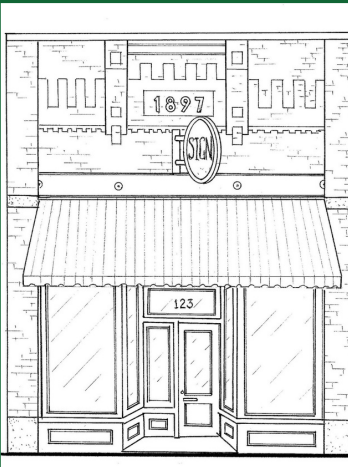
GrowBuchanan
Economic Development

Item #8.

INITIATIVES, MISSION AND VISION



NEW JESUP SPLASH PAD



RENDERING OF WELSH
BUILDING IN FAIRBANK



DOWNTOWN INDEPENDENCE

BUCHANAN COUNTY ECONOMIC DEVELOPMENT INITIATIVES

1. Focus on retention and expansion of businesses and workforce recruitment in all forms to support long-term sustainability of our country.
2. Actively seek applicants for revolving loan fund and key business grants and support small and new business development.
3. Access resources with Small Business Development Center and our Buchanan County Business Lab to support all and new business in Buchanan County.
4. Seek and connect relationships between state, regional, city and county resources to support economic development initiatives.
5. Identify and assist in key components and initiatives potential workforce and current residents find important including housing, childcare, recreational opportunities and all around quality of life.
6. Communicate and share resources from the Cedar Valley Regional Partnership to maximize local efforts and offer more tools for our businesses.

MISSION

The primary mission of the Buchanan County Economic Development Commission (BCEDC) is to foster a strong economic environment which supports business, nurtures growth and new investment while attracting sustainable businesses and a quality labor force to the communities of Buchanan County. BCEDC relies on its trusted relationships that unite our communities and businesses. Their investment in BCEDC provides essential services that facilitate Economic Development throughout the county.

VISION

BCEDC will improve the quality of life in our area and foster relationships for the economic advancement of businesses and their employees and support a high quality of life in our communities.

CATALYST, CHILDCARE, KEY BUSINESS, & CONT. EDUCATION

Item #8.



Before



During

CATALYST GRANTS

Buchanan County was the recipient of two Catalyst grants in 2023! The purpose of the catalyst grant is to take a vacant or underutilized building and revitalize it both inside and out, and ultimately bringing in an appropriate business. BCEDC wrote the grants for the City of Fairbank and the City of Independence to apply for the \$100,000 catalyst grant for a building in each of these communities. In Fairbank a third generation stepped up to save and refurbish the iconic Welsh Building which when completed will be the home of a trendy new restaurant bar and grill. In Independence, the new owners will be refurbishing the building to become the home to the new Gedney Bakery & Coffeehouse. In addition they will continue the trend in downtown Independence or revitalizing the upstairs and will be adding three high end upper story apartments. Once all are completed, this will bring the number of new upper story housing opportunities to 21 making downtown Independence a highly desirable location to live and visit.



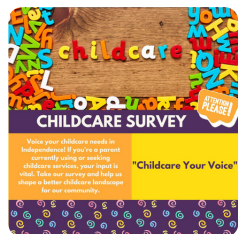
Gedney Bakery & Coffeehouse



Nick's Family Grocery

KEY BUSINESS GRANT

The BCEDC Key Business Grant is exclusive to potential start up or key businesses within Buchanan County that meet the criteria. Funds for the Key Business Grant are provided through the sale of property donated to the BCEDC by Independence Enterprises Development. In 2023 two businesses received this grant, Nick's Family Grocery in Winthrop and The Gedney Bakery and Coffeehouse. Nick's Family Grocery is a great example of collaboration by key businesses. The owners of Fat Chef Catering and the Winthrop Locker partnered to re-open this key business in Winthrop. They reopened the grocery store, which houses the catering business out of the building and provide fresh cuts of meat for the meat counter. The other grant was received by Gedney Bakery and Coffeehouse bringing a downtown bakery back to Buchanan County. This unique business has been missing from the Buchanan County landscape for many years and will fill a niche that will provide regional draw to the area. The grant provided much needed funds for a new POS system for Nick's and specialty ovens for the Gedney.



CHILDCARE

Childcare continues to be a hot topic for both communities and businesses. BCEDC worked with the City of Independence to apply for and receive the Rural Childcare Market Study grant for the City of Independence. Using our existing childcare task force made up of major players in the community including industries, businesses, childcare providers, school and city officials, created a head start for this grant. The overall survey and study has been completed in force will begin creating a strategic plan to address ways to increase childcare in this area. Fairbank has completed the expansion of the Little Island Childcare Facility which received a Future Ready Iowa Childcare Grant in 2022. BCEDC continues to work towards childcare solutions for the entire county.

CONTINUING EDUCATION



BCEDC wrote and received a Rural Leadership Grant for the Iowa Economic Development Authority. A six person task force attended the Leadership Exchange and the Rural Leadership Bootcamp. BCEDC and Hawkeye Community College partner on a Business Leadership Program that has been incredibly successful. The BCEDC Leadership Taskforce will be creating an additional program we feel will be just as successful focused not only on leadership, but leadership within our communities. The plan is to launch this new program in 2025.

PAWS, REVOLVING LOAN FUND, RURAL IDEAS NETWORK, HOUSING STUDY GRANTS & BLUE BUFFALO SALE

Item #8.



PREMIER ANIMAL WELLNESS & SURGERY

The final lot that BCEDC had available was sold to Premier Animal Wellness & Surgery, (PAWS) for the development and building of their new clinic. This is a great use of this property that will draw many to Buchanan County for their services.



REVOLVING LOAN FUND

Part of the initiatives in 2023 included increasing the use of the BCEDC Revolving Loan Fund. BCEDC provides a \$25,000 loan over 5 years at 3% interest to start up and expanding businesses that meet the criteria. This initiative was fulfilled with 3 new RLF being issued to assist the start-up businesses. Premier Animal Wellness & Surgery (PAWS) and Gedney Bakery and Coffeehouse in Independence and Nick's Family Grocery in Winthrop all applied for and received RLF's to move there businesses forward.



RURAL IDEAS NETWORK GRANT

BCEDC received a grant from the Rural Ideas Network to develop the Buchanan County Business Lab. This is a link on our webpage that provides potential and existing businesses one on one assistance in the areas of Startup Coaching, Business Management Coaching, Succession Plan Coaching, Website Evaluations and Design, Peer Learning Roundtable and Forums as well as a library of workshops and podcast on relevant topics. BCEDC continues to work with many potential small business startups throughout the year as well as assisting existing businesses both large and small as they continue to grow their business in Buchanan County.



HOUSING STUDY GRANT

BCEDC continues to work towards housing in Buchanan County. BCEDC working with INRCOG is in the process of completing a county wide housing study that will identify the housing needs in each community and the county. To assist with the cost of the housing grant, BCEDC received grants from the USDA, Mid- American Energy and the City of Independence. In the past year BCEDC assisted with Work Force Development Housing Projects applications in several communities.



INDEPENDENCE PREMIUM FOODS

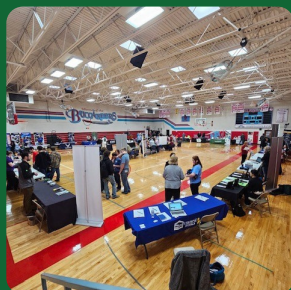
What could have been a difficult challenge to Buchanan County with the closing of a pet food plant employing over 200 in Independence became an opportunity for the community and county. Upon the announcement of the closing of the plant in May to be effective the end of the calendar year, BCEDC immediately went to work with the Iowa Economic Development Authority (IEDA) to identify a potential new buyer. From there through luck, hard work and BCEDC's collaboration with the IEDA, the City of Independence and the new company a match was made. It is exciting to see this hard work

come to fruition with the development and commitment of Independence Premium Foods (IPF) to locate in Independence. In addition, IPF is expected to create 229 High Quality Jobs over the next few years which makes it another quality industry right here in Buchanan County. BCEDC is excited to welcome Independence Premium Foods as the newest manufacturer in Buchanan County!

GROWING LEADERS, CAREER FAIRS, WORKING TOGETHER & LUNCH N LEARNS

Item #8.

BUCHANAN COUNTY CAREER FAIRS



BCEDC in cooperation with the Chamber and ISU Extension held our annual Job Fair with 14 participating businesses and industries in May. BCEDC also partnered with Iowa Workforce Development (IWD) to hold a Buchanan County only Job Fair at

Blue Buffalo a day prior to the general job fair that was held. In addition, we were participants in both the Independence and East Buchanan Community School Districts Career Fairs.

1ST ANNUAL INVESTOR EVENT



BCEDC held its first ever Investor Appreciation Event. Without the support of all of our investors, BCEDC would not be able to work for the betterment of Buchanan County the way that we do. The investor appreciation event provided the opportunity for our staff and board members to let those willing to invest their time and dollars into Buchanan County Economic Development know that we appreciate all they do.



LUNCH N LEARNS

Providing educational opportunities for our communities and businesses is an important component of what BCEDC does. As part of that we partner with IACC and ISU Buchanan County Extension to offer both relevant topics and needed resources. Attendees of our 2023 Lunch n Learns gained valuable insights from top notch speakers such as Marcie Van Note, Molly Mackey and Brenda Meeker. Topics included Generational Mindsets, Favoring Feedback, Building an Intentional Life and the Power of Kindness. In addition we offered retailers and home businesses the opportunity to learn how to be a Shop Iowa business. Our communities and non-profit organizations were able to benefit from the Grant Writing 101 Workshop to learn what grants are available to help them move projects forward in their communities.



IOWA STATE UNIVERSITY
Extension and Outreach
Buchanan County

INDEPENDENCE
Area Chamber of Commerce

GROWING LEADERS IN BUCHANAN COUNTY

The Growing Leaders in Buchanan County continues to provide valuable leadership resources for businesses and others in the community. Partnering with Hawkeye Community College, we hosted our largest Leadership Program to date, with 21 leaders. Topics included:

Leading for Impact, Decision Making for Leaders, Giving Feedback Through Difficult Conversations to Resolve Conflict, Emergence – From Individual Contributor to Leader and on to LEAdEARNship, Adulting Your Career and Professional Future, and You, The Leader. The following businesses invested in their leaders by sending them through the Buchanan County Leadership program: Banklowa, BCHC, City of Independence, Geater Machining and Manufacturing, Prinsco, QC Plastics and WCF Financial.



SOCIAL MEDIA & MARKETING

WEBSITE INFORMATION

The Buchanan County Economic Development Commission's website experienced a slight decrease in overall visits from December 2022 to December 2023, with 567 views in the former and 449 views in the latter. The shift in user interest is evident in the change of top pages, where the main page maintained its prominence, but there was a notable transition in priorities, with "who we are" and "resources" gaining traction in December 2023, reflecting evolving visitor preferences.

MARKETING & SOCIAL MEDIA

BCEDC's social media and marketing has moved to the next level with our new Communication Manager, Hilary Weber. Hilary has a tremendous background that she is using to promote our Buchanan County businesses and attractions. She is sharing all of the great things happening in Buchanan County. It is our intent to keep our residents informed and letting those outside of Buchanan County know what great things are happening here.

HILARY'S SUMMARY OF SOCIAL MEDIA & MARKETING

Since August, I've prioritized community engagement at the Buchanan County Economic Development Commission, highlighted by the successful launch of "Manufacturing Appreciation Month" in October. Beyond organizing the inaugural investor appreciation event and updating website content, the revitalization of investor spotlight posts has notably increased engagement. This, along with introducing a Facebook trivia game, has strengthened our connection with the audience, while ongoing efforts, such as the November Lunch n Learn and preparations for the 2023 Annual Review, showcase our commitment to effective community outreach.

WORKING TOGETHER

The Cedar Valley Regional Partnership (CVRP) made up of the 6-county region of Black Hawk, Bremer, Butler, Buchanan, Chickasaw and Grundy Counties continues to do valuable work for our region and our county. In the last year representatives from the CVRP went to meet with Site Selectors to help identify our region as a great place to locate new industries. A yearly service BCEDC will be providing to local businesses through the CVRP is the Wage and Benefit Survey made available to Buchanan County Businesses. The Regional job board also provides Buchanan County Businesses free job listings and the cost of Living Calculator shows in dollars and cents why this is the region to live in. In addition the Live the Valley website and the Livability Magazine promote living and work right here in Buchanan County and the Cedar Valley Region.



CATALYST WORKSHOP

Buchanan County Economic Development hosted the IEDA downtown Resource Center for the Regional Catalyst workshop. Jim Thompson, Jim Engle and Nick Sorenson of the IEDA gave an overview of the states Catalyst grant, and how to apply. This created an opportunity for the City of Jesup to connect with the state and invite them back to do a downtown walkaround in Jesup.



1,817

+Followers increase (up 12%)

32,596

+Reach for 2023

FACEBOOK

2.5K

Post with highest reach



 **Grow Buchanan**
Economic Development

2023



Leadership Program 2024

SEPTEMBER 4TH

Understand the role of leadership in our organization and across our communities. Increase your self awareness and set a plan that will help you lead with an even bigger positive impact for those around you.

SEPTEMBER 11TH

On average, organizational leaders spend a minimum of 50% of their day listening. Explore your listening style, learn how to identify the listening styles of colleagues, and how to leverage listening for improved team effectiveness and organizational efficiency.

SEPTEMBER 18TH

Let's talk first about personality preferences and their effect on how we choose to spend our time, both good and bad. Then we'll cover the top practices for exercising greater control over this most limited resource – as well as ensuring that shared time at work, like meetings, is effective and meaningful, promoting resource use and facilitation skills. Finally, a shout out to the apps and online tools that can move the needle forward in automation, organization, and focus.

SEPTEMBER 25TH

Working with a group of high performing individuals is fantastic. They bring their best every day, strive for excellence, and continue to develop and hone their skills – skills that support the organization's work. What's even better? Working together as a high performing team, where each member uses their unique strengths and abilities to achieve high quality results together. They are more than a group of employees. During this session, discover the mindset and qualities needed to develop a high performing team.

Note: This session is designed with a leader focus. It can be modified for a session with employees from all levels of an organization.

OCTOBER 2ND

Communicating to team members from the role of leader calls for a higher level of skill in the frequency, appropriateness, and quality (FAQ's) of communicating, controlling actions / reactions in order to influence others' behaviors, as well as some planning and activities in order to practice feedback-for-performance and coaching-for-development. We'll also learn a few tactics for dealing with difficult behavior, scripts and tips, that continue to build trust relationships.

OCTOBER 9TH

Research in the field of positive psychology in the past 10 years has demonstrated that employees who are happier at work are more likely to keep their jobs, showing productivity increases of up to 31% and added resiliency, along with suffering less burnout-resulting in lower turnover. We will share the techniques for building a culture of positive thinking.

GROWING LEADERS

Programs are held at Pipestone Vet Services. Sign up begins the summer of 2024! For more information contact BCEDC Director Lisa Kremer at 319-334-7497 or director@growbuchanan.com

The primary mission of the Buchanan County Economic Development Commission (BCEDC) is to foster a strong economic environment which supports business, nurtures growth and new investment while attracting sustainable businesses and a quality labor force to the communities of Buchanan County. BCEDC relies on its trusted relationships that unite our communities and businesses. Their investment in BCEDC provides essential services that facilitate Economic Development throughout the county.

BCEDC Vision –

BCEDC will improve the quality of life in our area and foster relationships for the economic advancement for businesses and their employees and support a high quality of life in our communities.

Investment created through BCEDC in 2023

- BCEDC directly wrote grants that brought in \$219,000 in grant dollars to Buchanan County.
- This spurred over \$518,000 in private investment in infrastructure improvements.
- BCEDC provided 3 \$25,000 Business Growth Loans from our Revolving Loan fund to Gedney Bakery, Premier Animal Wellness (PAWS) and Nick's Family Grocery.
- In addition, BCEDC provided two Key Business Grants of \$10,000 each, one to Gedney Bakery and one to Nick's Family Grocery.
- Between the RLF and Key business grant we saw these businesses add an equivalent of 17 new full-time positions which spurred an additional \$770,000 in business and infrastructure private investment. This is in addition to the \$518,000 mentioned above.
- This totals \$1,288,000 in total private investment in business and infrastructure.
- In addition, BCEDC has worked extensively with tourism over the last year to assist them with moving forward with the growth of the organization. In 2022 Buchanan County received over \$17 million from visitor spending. We will continue to assist Tourism as they work to bring people to our county and highlight our unique opportunities.
- BCEDC played an instrumental role with Independence Premium Foods (IPF) from making the initial connection with Iowa Economic Development Authority to providing information and follow-up during the negotiation process. We worked closely with the City of Independence, IPF and the state as the process moved forward and eventually resulted in the development of IPF. BCEDC has continued a close relationship with IPF as they work to move forward in the community.
- BCEDC continued to connect and follow up with Businesses and Industries throughout the county providing information and support where needed.
- BCEDC meets at a minimum of twice a year with Buchanan County City Councils and the Board of Supervisors. The BCEDC board is made up of all mayors in Buchanan County, a Buchanan County Supervisor, Banker Association Member, Utility Member, Community College Representative, Livestock Association member, Tourism representative and Industry representative which keeps the organization connected throughout the county and throughout the year.
- The last housing study completed by BCEDC helped spur additional housing throughout the county including a 48-unit apartment building. It has been used in grant applications for downtown housing, catalyst and workforce housing and sited as a necessary tool to bring additional housing to the county. The new housing study will provide validity as we move forward with applications in the county over the next 5 years.

Cedar Valley Regional Partnership (CVRP) – The CVRP consists of 6 counties, Bremer, Black Hawk, Buchanan, Butler, Chickasaw and Grundy Counties. This is the Cedar Valley Region, and these counties work together for the betterment of the Region and in turn the betterment of each county. As a region the CVRP provides services that each individual county could not do on their own. In 2023 some of the projects included:

- 2023 Wage and Benefit Survey
- Site Selector visit to Chicago to promote the region to multiple site selectors.
- Programs provided on a continuous basis include:
 - Regional Job Board
 - Cost of Living Calculator
- Additional marketing through the Live the Valley website and social media and the Livability magazine
- Marketing to industries and Site Selectors through the Cedar Valley Regional Website

Building Better Business in Buchanan Schedule for 2024

All times and location are the same unless otherwise stated.

11 – 1 pm Heartland Acres

Tuesday, February 27th
Real Colors Personality Test –
IWD

Tuesday, March 6th
Grant Writing 2.0
5:30 – 8:30 PM
Terry Gaumer and Group

Tuesday, March 26th
Supporting Positivity at Work and on Your Team
Celina Peerman

Tuesday, April 23rd
Why Learn When I Can Use AI?
Molly Mackey

Tuesday, August 27th
Motivating Employees and Teams to Give Their Best Effort
Celina Peerman

Tuesday September 17th
Emotional Intelligence 1.0
Brenda Meeker

Tuesday, October 22
Emotional Intelligence 2.0
Brenda Meeker

112 First Street East | PO Box 109 Independence, IA 50644
319.334.7497 | growbuchanan.com

I wanted to inform Council that there is a change with the Independence catalyst application. When the application was made it had 3 addresses on it. There cannot be more than 2 addresses for a catalyst application. I was informed by the state they want to continue this application with 2 addresses and that it is a strong application. I spoke with the building owner on this change. She has no problem moving forward with the two addresses and will put the information together to reflect this.

The building owner would like to move forward with the catalyst application if the city is willing to for the 109 and 111 2nd Ave. NE addresses. This would include the 3-bedroom apartment above the two storefronts. These are the storefronts that need the most renovation to become retail appropriate. In addition, it makes sense because of the apartment above. It is the owner's intent to continue the move forward with at least the storefront renovation of 107 (Sedona Staffing) if not also the upper story apartment, even though it will not be part of the grant. It somewhat mirrors what happened last year when the Gaumer's purchased the 3rd building that was not part of the catalyst during the application process.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Blake Hayward – Fire Chief

DATE OF MEETING: March 4, 2024

ITEM TITLE: Department Report – Fire Department

In February, Independence Fire met with several gear vendors to look over the different brands, styles, and options for our Dual-Purpose Gear. As you remember we were awarded a \$24,000 grant back in December along with a \$4,200 grant from the DNR back in October. This Dual-Purpose gear is lighter weight and can be used for approximately 80-90% of our calls. This will not fully replace our full bunker gear but will hopefully help extend its life and help with heat stress during the summer months. After meeting with all the vendors, the department will select and move forward with the purchase of gear for each member.

Our new pickup, Support 1 is back from having lights, sirens, and a radio installed in it down at Racom in Hiawatha. Support 1 has been in service for a couple of weeks but has already made a huge impact for us. Support 1 will be used for Investigations, Inspections, pulling equipment, hauling equipment, transportation to calls, training, meetings, etc. We have even used it as an elevated platform for a rescue call. We really appreciate the continued support from the Council allowing us to have great equipment to help us do our jobs.

Our remodeling of the upstairs bunk room is complete! We officially moved in a couple of weeks ago and really enjoy the separate space for sleeping quarters. Previously we had one space that acted as a living room, bedroom, dining room, etc. By remodeling this space, we have been able to make a separate Bunk Room as well as a separate Day Room. The Bunk Room is a private space for sleeping and has its own bathroom. The Day Room will be used as a living space as well as an office space to allow for reports, small meetings, etc.

Last month we hosted a joint training with Jesup Fire, Jesup Ambulance, AMR Ambulance, and students from our Firefighter 1 class out at the Jr. Sr. High School. Crews toured the campus and got a behind-the-scenes look at the entire building. This was well received not only by public safety agencies but by the school district as well. They welcomed the tour with open arms. This was a great refresher for our members and a great opportunity to have mutual aid departments get familiar with the layout as well. We plan on having a few more joint training courses this year on different topics and locations.

If you have any questions, please feel free to contact me anytime.

Blake Hayward – Fire Chief



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Laura Blaker

DATE OF MEETING: March 4, 2024

ITEM TITLE: Department Report – Library



One Book Indee

Our One Book Indee community read project is well underway. We have had the author visit, estate planning, dementia simulation, and prom dress swap. The upcoming events are primarily food and game related with apple pie, craft beer, cribbage, and pretzels all playing a role. As of today, we have two copies of the book available without anyone on

our waiting list, so the demand is starting to level out as people read the book and pass it on. This project is an effective way to connect and engage community as well encouraging reading and discovery.

Community Kiosk

A new community kiosk is now part of the library with a former counter space having been transformed into a resource center with community news and information, highlighted books and events, an art center, and an online catalog for searching the collection. Non-profit organizations are welcome to submit slides for a monthly current events and news slideshow. Groups have started to share their slides, and we will continue to work with them, offering classes about how to make the slides. This moves us towards our goals of meeting informational needs and strengthening partnerships within the community. We appreciate the Buchanan County Community Foundation, the Independence Public Library Foundation, and the Friends of the Library for making this possible.



Little Free Libraries & Vandalism

You have probably heard that several of our Little Free Libraries have been vandalized. Three of the libraries were vandalized over the weekend of Feb. 24-25. I've been talking to our stewards, the volunteers who keep them stocked with books, and will be talking to the library board about where to go from here. I will not have any answers before the work session, but there is an ongoing discussion about the libraries in regard to vandalism and upkeep.

Change in Hours Begins in April

As we work to help the city with budget constraints while doing our best to maintain services, the library board has decided to reduce hours thirty minutes at the beginning of each day, opening at 10 am Mondays through Saturdays. To start reducing costs right away, this will begin April 1. Story Times will also be moved back thirty minutes, being offered at 10 am on Thursday mornings. We will publicize this to get the word out to the public.

With the same goal of reducing expenses, the library is changing our holiday hours. We are hoping these will begin April 1, and the plan is to close Veterans' Day, Presidents' Day, and Good Friday in addition to the holidays the library and City have normally observed.



1000 Books Before Kindergarten

We had another graduation ceremony for 1000 Books Before Kindergarten the beginning of February and now have a total of 13 graduates. The graduates are honored with a bag that says, "I Read 1000 Books," photos of their progress, and a certificate. Treats and balloons add a festive touch to the occasion. Unfortunately, several of our little readers were sick and unable to attend, but they have the option of attending the next graduation ceremony in August. We are able to offer this program thanks to the Buchanan County Community Foundation.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Bob Beatty, Director

DATE OF MEETING: March 4, 2024

ITEM TITLE: Department Report – Parks & Recreation

Parks:

We are currently advertising summer positions. We have had a rash of vandalism in the parks, with spray paint, a dog bag station was destroyed, and three sponsor signs on the disc golf course were broken. Staff have been busy in the parks cleaning up Park grounds before the mowing season. Benches were placed on First Street, fall flower planters were picked up, and staff installed all the new 360 flower planters downtown.

Forestry:

We are currently working on the 2024 Tree planting plan. We will need to find a grant to do the plantings along Liberty Trail.

Dog Park:

The dog park shelter has been a tremendous success. We have definitely seen an uptick in winter usage with the mild temperatures. We are mailing reminder cards to former members to encourage renewals.

River'sEDGE:

All the uniforms and fittings are complete. The softball teams' schedules are all complete and hope to finish baseball this week. We had nearly 70 teams compete in our annual bags fundraiser. Teams brought in over \$4000 in silent auctions, and we had an incredibly good night at the concession stand. The staff did an amazing job and we finished just after midnight.

Recreation:

Kickball and soccer programs have finished their season. We are currently advertising all summer programming. We have made some alterations to Little League schedules and hope it will free up some more diamond space for practices. We typically have 50+ little league teams and also have 24 travel teams and are about 2 fields away from having enough space especially when games start.

Falcon Civic Center:

The FCC has remained busy. The 24-hour membership continues to grow. We have restricted use to those above the age of 16 and this seems to have cut down on some of the messes and overall behavior problems. We just feel like those under 16 likely don't need to be in here after hours without a parent or sibling of age.

Aquatic Center:

Staff (Brent, Angie, Clark) all attended their CEU for their CPO license. Angie attended an Aquatics Network meeting to engage with other communities. Sharing programming, rules, and other ideas for Aquatic Centers around the state.

RV Park:

We made it through the winter without any water lines freezing or breaking. Seems like the water line is deep enough to survive winter as long as the hydrants are not left on, they will drain back. It was a mild winter, but we experienced no issues even during the cold snaps as long as users followed the rules.

Complex:

The backstop extensions (for field naming signs) are going up this week. Field 5 fencing and backstop are also nearing completion. The contractor should be back in March to begin all the dirt work and seeding. Our first tournament is on May 12. We have been dealing with several companies to offer live streaming at our facilities. Cost estimates have been anywhere from 35-90k which just puts it out of our range. We did find a company that sells the cameras and they signed with NBC Sports (sports engine) and after meeting with both companies and due to our ability to operate many events the streaming company has offered to purchase the two-camera system for each one of our fields and to pay the \$2500 subscription for the streaming on each field for 5 years for **FREE**. I have met with Kevin Sidles, and they will be installing the system and hopefully have a Zoom meeting to make sure they have all of the installation details. We will be responsible for the installation of the system. We will also get 10% of the streaming revenue throughout the 5 years. We are excited as we feel this puts us at a huge competitive advantage for bringing tournaments and events to our facility. They will be sending a contract to sign this week.

Cemetery:

No Updates



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Dave Niedert, Police Chief

DATE OF MEETING: March 4, 2024

ITEM TITLE: Department Report – Police Department

- We have done four search warrants for drugs in the past month
- New squad car ordered through Rydell, hope to have it in July or August
- Mobile command center vehicle planning in place, and we have received a \$300 grant from Harbor Freight.
- Chief, Captain Lau and Officer Graves attended Iowa Peace Officer Association conference.
- We have virtual shooting decision making training coming up next week. This is through Hawkeye Community College.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: March 4, 2024

ITEM TITLE: Buchanan County Housing Study – Independence Appendix

DISCUSSION:

Buchanan County Economic Development worked with the Iowa Northland Regional Council of Governments (INRCOG) to update the Housing Needs Assessment for the entire county originally completed in 2018. The attached appendix is the portion that specifically applies to Independence and is ready for review by the City Council. Additionally, a resolution is attached for review for the approval of this item. That resolution will go forward to the March 11th City Council meeting after discussion of this item tonight.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

City of Independence

Community Background

The City of Independence was founded in 1846-1847 and was designated as the county seat on June 15, 1847. By 1859, Independence had grown into a city of 1,500 inhabitants and included mills and mechanic shops, churches, hotels, a courthouse, numerous stores and hundreds of private residences. The railroad came to Independence in 1859 and was instrumental in the continued growth of the city as well as the county.

Today, Independence has over 6,000 residents and numerous amenities: Buchanan County Health Center, Buchanan County Safety Center, Independence Police and Fire, Independence Light and Power Telecommunications, East Central Iowa Rural Electric Cooperative, superior parks and recreational opportunities, municipal airport, public pool and library, an active railroad, and many community service organizations. Recent development trends have seen commercial and residential along the Highway 20 corridor. The east northeast and southwest part of town has experienced recent single-family home construction.

Demographic and Social Characteristics

Independence is the largest city in Buchanan County and in 2020 had a population of 6,064. The city represented 29.5 percent of the county's total 2020 population of 20,565. Figure I.1 shows a trendline of the city's population since 1950. The city's historic population and projected population are shown in Figure I.2.

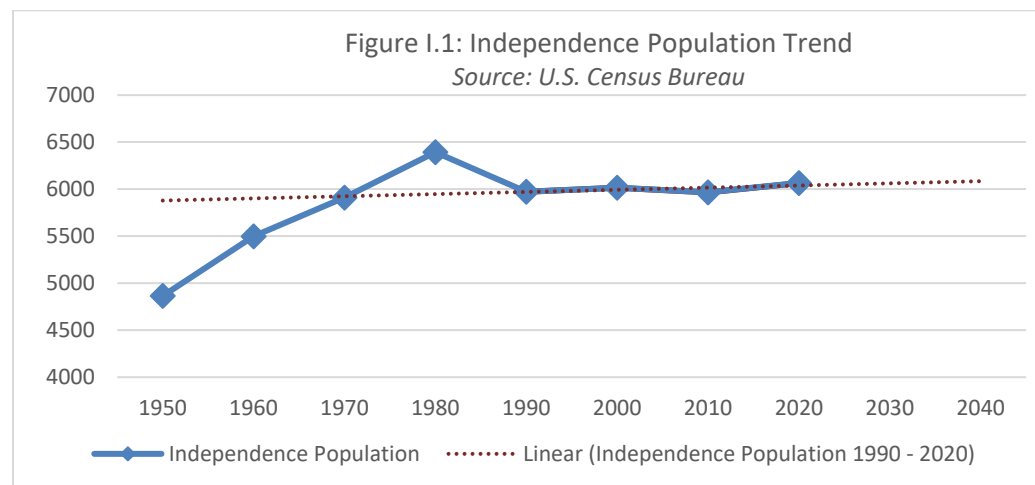


Figure I.2: Population Projections			
Year	Census Population	# Change (Linear)	% Change (Geometric)
1950	4,865	--	--
1960	5,498	+633	+13.0%
1970	5,910	+412	+7.5%
1980	6,392	+482	+8.2%
1990	5,972	-420	-6.6%
2000	6,014	+42	+0.7%
2010	5,966	-48	-0.8%
2020	6,064	98	1.6%
Avg. (1950-2010)		+171.3	+3.4%
Avg. (1990-2010)		+31	0.5%
Projected 2030		6,095	6,269
Projected 2040		6,125	6,480

Between 2010 and 2020, the city's population experienced a modest 1.6 percent increase from 5,966 to 6,064. For the housing supply and demand projections provided in this section, the 1990-2020 linear population trend provides a low estimate of population growth, while the 1950-2020 geometric trend provides a high estimate. The low and high population estimates for 2040 are 6,125 and 6,480, respectively.

Figures I.3 and I.4 provide an overview of the population characteristics of the city. In 2020, 86 residents were recorded as living in group quarters, including nursing and correctional facilities (see Figure 4.27 for additional information on senior housing in the city and county).

In 2020, the median age in Independence was 40.6 –older than the statewide (38.6) and national (38.8) median ages. The senior (age 65+) share of the city's population was 20.7 percent, higher than the senior share of the state and national population.

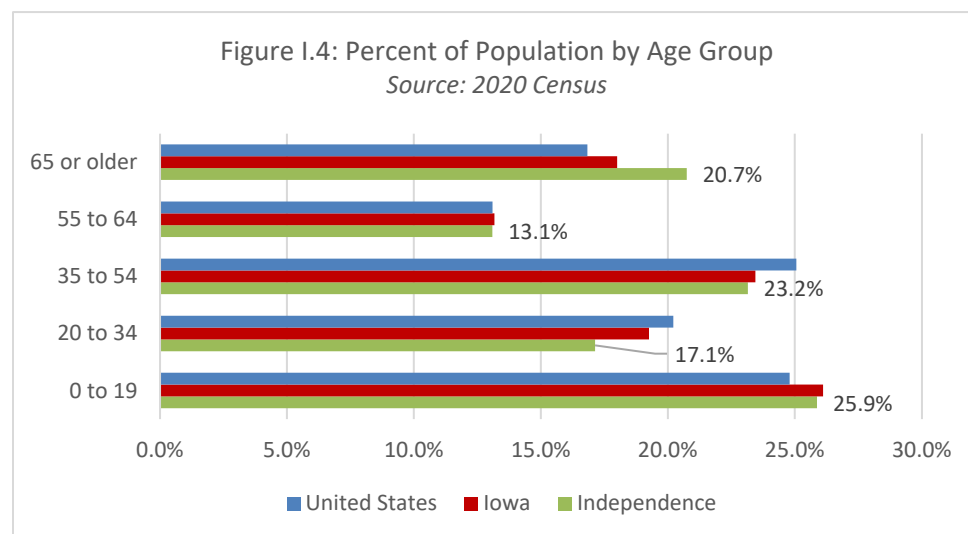


Figure I.3: Population Characteristics	
<i>Population</i>	
Total Population	6,064
Total Males	2,941
Total Females	3,123
Median Age	40.6
<i>Race</i>	
One Race-White	5,729
One Race-Black or African American	38
Two or More Races	196
Hispanic or Latino (of any race)	138
<i>Households</i>	
Total Population in Group Quarters	86
Total Family Households	1,541
Total Family Households with Children under 18	669
Households with individuals 65yrs and over	928
Source: 2020 US Census	

American Community Survey Housing Data

The following section consists of data gathered by the American Community Survey (ACS). The ACS is a survey conducted by the U.S. Census Bureau. Unlike the 10-year Census survey, the ACS survey is conducted on an ongoing basis, with data updated annually, of randomly sampled addresses.

Figure I.5: Home Value Characteristics, City of Independence				
	Estimate	MOE	Percent	MOE
VALUE				
Owner-occupied units	1,810	±160	100%	(X)
Less than \$50,000	123	±84	6.8%	±4.5
\$50,000 to \$99,999	306	±94	16.9%	±4.7
\$100,000 to \$149,999	757	±144	41.8%	±7.2
\$150,000 to \$199,999	408	±91	22.5%	±4.8
\$200,000 to \$299,999	160	±58	8.8%	±3.3
\$300,000 to \$499,999	48	±32	2.7%	±1.7
\$500,000 to \$999,999	8	±13	0%	±0.7
\$1,000,000 or more	0	±14	0%	±1.2
Median (dollars)	\$129,900	±8,010	(X)	(X)
<i>Source: ACS, 2016-2020 5-Year Estimates</i>				

Figure I.5 shows the value of homes in the city. The median home value is \$129,900, with nearly 3 in 4 homes valued between \$50,000 and \$149,999. Figure I.6 displays the rental costs and characteristics within the city. The median gross rent (including rent and tenant-paid utilities) is \$744, with over 90 percent of rentals priced under \$1,000. Nonetheless, about 2 in 5 Independence renters (43.7 percent) spend 30 percent of their income or more on housing costs. Households that spend over 30 percent of income for housing are considered cost burdened.

Figure I.6: Rental Characteristics, City of Independence				
	Estimate	MOE	Percent	MOE
GROSS RENT				
Occupied units paying rent	725	±149	100%	(X)
Less than \$500	103	±45	14.2%	±6.3
\$500 to \$999	553	±144	76.3%	±8.1
\$1,000 to \$1,499	61	±39	8.4%	±5.4
\$1,500 to \$1,999	8	±13	1.1%	±1.8
\$2,000 to \$2,499	0	±14	0%	±3.1
\$2,500 to \$2,999	0	±14	0%	±3.1
\$3,000 or more	0	±14	0%	±3.1
Median (dollars)	\$744	±45	(X)	(X)
No rent paid	11	±16	(X)	(X)
GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME (GRAPI)				
Occupied units paying rent (excluding units where GRAPI cannot be computed)	725	±149	100%	(X)
Less than 15.0 percent	128	±68	17.7%	±8.4
15.0 to 19.9 percent	156	±72	21.5%	±8.9
20.0 to 24.9 percent	70	±47	9.7%	±6.4
25.0 to 29.9 percent	54	±31	7.4%	±4.3
30.0 to 34.9 percent	113	±72	15.6%	±9.1
35.0 percent or more	204	±81	28.1%	±9.6
<i>Source: ACS, 2016-2020 5-Year Estimates</i>				

Figure I.7: Housing Characteristics, City of Independence

	Estimate	MOE	Percent	MOE
HOUSING OCCUPANCY				
Total housing units	2,889	±145	100%	(X)
Occupied housing units	2,546	±152	88.1%	±4.1
Vacant housing units	343	±123	11.9%	±4.1
Homeowner vacancy rate	1.6	±1.9	(X)	(X)
Rental vacancy rate	18.9	±10.0	(X)	(X)
UNITS IN STRUCTURE				
Total housing units	2,889	±145	100%	(X)
1-unit, detached	2,179	±165	75.4%	±5.0
1-unit, attached	105	±53	3.6%	±1.8
2 units	116	±74	4.0%	±2.6
3 or 4 units	265	±105	9.2%	±3.6
5 to 9 units	23	±23	0.8%	±0.8
10 to 19 units	11	±16	0%	±0.6
20 or more units	145	±80	5.0%	±2.7
Mobile home	45	±52	1.6%	±1.8
HOUSING TENURE				
Occupied housing units	2,546	±152	100%	(X)
Owner-occupied	1,810	±160	71.1%	±5.3
Renter-occupied	736	±149	28.9%	±5.3

Source: ACS, 2016-2020 5-Year Estimates

Figures I.7 and I.8 display general housing characteristics and homeownership characteristics. Figure I.7 indicates that there are 343 vacant housing units, although the 2020 Census identified only 209 vacant units. In Independence, as in most rural Iowa

Figure I.8: Homeownership Characteristics, City of Independence

	Estimate	MOE	Percent	MOE
MORTGAGE STATUS				
Owner-occupied units	1,810	±160	100%	(X)
Housing units with a mortgage	960	±176	53.0%	±7.6
Housing units without a mortgage	850	±143	47.0%	±7.6
SELECTED MONTHLY OWNER COSTS (SMOC)				
Housing units with a mortgage				
Median (dollars)	\$1,265	±93	(X)	(X)
Housing units without a mortgage				
Median (dollars)	\$469	±39	(X)	(X)
SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME (excluding units unable to calculate)				
Housing units with a mortgage				
Less than 20.0 percent	551	±106	57.4%	±10.1
20.0 to 24.9 percent	101	±54	10.5%	±5.5
25.0 to 29.9 percent	41	±30	4.3%	±3.2
30.0 to 34.9 percent	21	±22	2.2%	±2.3
35.0 percent or more	246	±130	25.6%	±10.2
Housing units without a mortgage				
Less than 10.0 percent	373	±107	43.9%	±10.5
10.0 to 14.9 percent	243	±99	28.6%	±10.5
15.0 to 19.9 percent	106	±78	12.5%	±8.6
20.0 to 24.9 percent	27	±26	3.2%	±3.1
25.0 to 29.9 percent	33	±31	3.9%	±3.7
30.0 to 34.9 percent	6	±9	1%	±1.1
35.0 percent or more	62	±44	7.3%	±5.3

Source: ACS, 2016-2020 5-Year Estimates

communities, the housing stock consists primarily of single-family detached units (75.4 percent), though the prevalence of multifamily units is higher than in other cities in Buchanan County. Independence's homeownership rate of 71.1 percent is lower than the countywide homeownership rate of 80 percent, comparable to the statewide homeownership rate of 71.1 percent, and higher than the national rate of 64.4 percent.

Of the city's owner-occupied units, 53 percent have a mortgage. Median monthly owner costs, including mortgage payments, taxes, insurance, and utilities, are \$1,265 for owners with mortgages and \$469 for owners without mortgages. More than 1 in 4 owners with mortgages, and an estimated 8.3 percent of owners without mortgages, have monthly costs at or above 30 percent of household income. Housing costs of 30 percent of monthly income or less are generally considered affordable.

Selected Housing Characteristics

Historic Housing Trends

Table I.9: Historic Number of Housing Units							
Community	1980	1990	2000	2010	2020	Net Change 1980-2020	% Change 1980-2020
City of Independence	2,463	2,480	2,610	2,745	2,834	371	15.1%
Buchanan Co. (Total)	8,222	8,272	8,697	8,968	8,886	664	8.1%
State of Iowa	1,121,314	1,143,669	1,232,511	1,336,417	1,412,789	291,475	26.0%
<i>Source: US Census Bureau, calculated by INRCOG</i>							

From 1980 through 2020, the number of housing units in the city has increased by 15.1 percent from 2,463 to 2,834 – a higher rate than the county average.

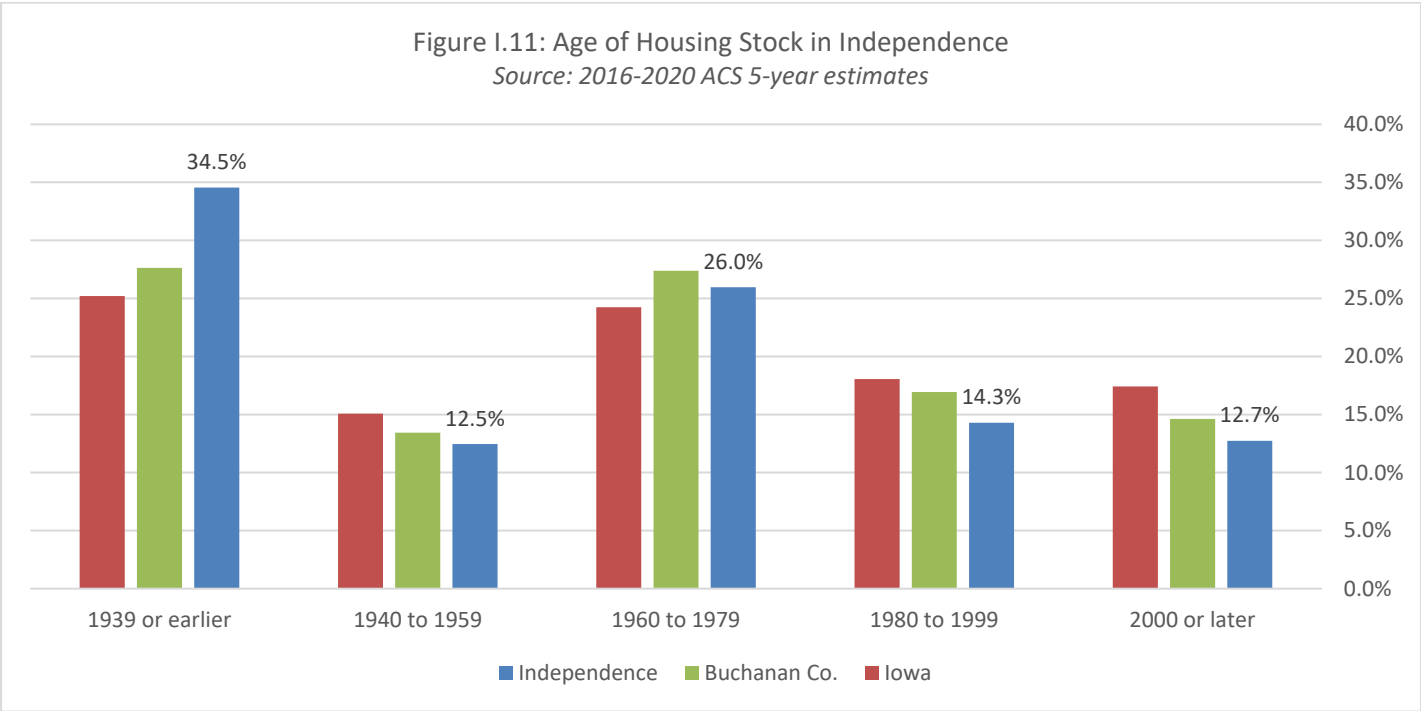
Vacancy Rate

Figure I.10 shows the city's housing vacancy rate for the city from 2000 through 2020. Note that decennial Census data is used for 2000, 2010 and 2020, while the American Community Survey 5-year estimate is used for 2015. The 2020 vacancy rate of 7.4 percent is lower than the 2010 vacancy rate.

Figure I.10: Historic Housing Vacancy Rate Estimates, 2010-2015					
Year	Occupied Housing Units	Vacant Housing Units	Total Housing Units	Vacancy Rate	Vacancy Rate MOE
2020	2,625	209	2,834	7.4%	(X)
2015*	2,575	232	2,807	8.3%	+/-4.2%
2010	2,521	224	2,745	8.2%	(X)
2000	2,432	178	2,610	6.8%	(X)
Source: Decennial Census, *2011-2015 ACS 5-Year Estimates; MOE=Margin of Error					

Age of Housing Stock

The graph below displays the percent of the city's housing stock by era when the unit was built. Independence has a balanced but slightly older housing stock, with over one-third of units built before 1940. However, the 2016-2020 American Community Survey 5-year estimates indicate that only 56 units were built in 2014 or later, while the actual total is over 160 units.



Household Size

Independence has a smaller household and family size compared to the county and state rates, and the city’s average household size has steadily decreased since 2000. Following national and state trends, the city’s average household size is projected to continue to decline. Factors contributing to smaller households include more single and two-person households, and seniors living longer in their homes.

Figure I.12: Household and Family Size						
	Average Household Size			Average Family Size		
	2000	2010	2020	2000	2010	2020*
Independence	2.35	2.30	2.28	2.93	2.92	2.97
Buchanan Co.	2.61	2.53	2.51	3.13	3.05	3.11
State of Iowa	2.46	2.41	2.48	3.00	2.97	2.98
Source: Decennial Census, *2016-2020 ACS 5-Year Estimates						

Windshield Survey

The quality of a community's housing stock is an important component in understanding its housing needs. If poor-quality housing is widespread in a community, many low- and moderate-income households may have housing-related hardships even if they are not cost burdened. A prevalence of housing with maintenance needs may also indicate an opportunity to meet existing and future demand by rehabilitating vacant units.

Methodology

A windshield survey was conducted in 2017 in the incorporated Buchanan County cities. A windshield survey is an assessment of the external conditions of a building. A residential parcel map for each city was created by only selecting parcels which had a residential "dwelling" value associated with the parcel. The windshield survey assessed residential structures – not dwelling units. For example, a single-family detached house on one parcel and a four-unit apartment building on one parcel would each be evaluated as one structure.

For this update to the Housing Needs Assessment adopted in 2018, each city provided information on changes to parcel conditions since the windshield survey was conducted.

The primary considerations for evaluation are the apparent structural soundness of the unit as well as appearance and unit's functional use as a residential structure. Parcels were evaluated according to the designations shown in Figure I.13.

Figure I.13: Windshield Survey Category Condition Criteria

Condition Categories	Description
Great	- No visible repairs or needed updates are apparent. - Typically new construction, recently renovated, or extremely well-maintained structures.
Good	- Building appears structurally sound (foundation, building envelope, roof). - Unit appears well maintained – most siding, gutters, trim, windows, and doors are in good repair with good exterior paint condition. Minor problems such as small areas of peeling paint and/or other routine maintenance items may exist..
Fair	- Unit shows wear but appears structurally sound (foundation, building envelope, roof). - Need for some maintenance or repair - painting the house, fixing a broken door or window, putting on new shutters, replace or fix awnings, etc. - Roof shows age and likely will need to be replaced in coming years. - Issues are primarily cosmetic but cover a sufficient portion of the structure.
Poor	- One or more visible structural defects (foundation, building envelope, or roof) but still habitable. Building requires significant work, to address items such as uneven roof lines; shingles in need of immediate replacement; falling-in porch; major cracks or shifting of the foundation, etc. - Building requires significant repairs or updates, which would be difficult to correct through normal maintenance (multiple broken doors or windows, roof needing to be re-shingled, excessive paint peeling/missing, etc.)
Dilapidated	- Unit is suffering from excessive neglect; maintenance appears non-existent; Building appears structurally unsound. - Building not fit for habitation in current condition. Multiple windows and/or doors may be boarded up. The building may be considered for demolition or, at minimum, major rehabilitation will be required.
Other Categories	Description
Vacant	Parcels within residential neighborhoods that are vacant and, based on neighborhood characteristics and lot size, appear to be positioned for residential development. This is not a comprehensive list of all vacant parcels within a city.
N/A	Dwelling structure not located on parcel. For example, a dwelling structure may be on one parcel and the dwelling's garage on an adjacent parcel. Residential parcels that did not have a dwelling on them were marked as N/A.
Undetermined	Structure was not visible from the road or data was not recorded for the parcel.

Results

Figure I.14 displays the results of the city's windshield survey. Of structures evaluated, nearly 80 percent of the dwelling structures were determined to be either in great (10.9%) or good (68.6%) condition. Fewer than 3 percent of the city's residential structures were deemed to be in Poor (2.7%) condition.

The mean (average) condition of the city's housing units was calculated by assigning the following values to the condition categories: Great=5; Good=4; Fair=3; Poor=2; Dilapidated=1. Based on these weights, the mean score of condition units in the city is 3.88 (closer to Good than Fair).

Overall, 2,200 parcels with dwelling structures were evaluated, with fifty-three parcels identified as vacant residential lots. However – a portion of these lots are in the floodplain.

Figure I.14: Windshield Survey Results, City of Independence		
Condition of Parcels Evaluated	Number Parcels	Percent of Parcels Evaluated
Great	240	10.9%
Good	1,509	68.6%
Fair	391	17.8%
Poor	60	2.7%
Dilapidated	0	0.0%
Total	2,200	100%
Status	Number Parcels	Percent
Parcels Evaluated	2,200	91.7%
Vacant	53	2.2%
N/A	42	1.8%
Undetermined	104	4.3%
Total	2,399	100%

Future Development

Floodplain Considerations

Buchanan County's Multi-Jurisdictional Hazard Mitigation Plan (HMP) provides data on property in the regulatory floodway and floodplains identified on Flood Insurance Rate Maps (FIRMs) prepared by the Federal Emergency Management Agency (FEMA). The figure below shows the estimated value of land, buildings, and dwellings, within the city, in a floodplain.

Figure I.15: Floodplain Data for Independence						
	Number of Parcels	Land Value	Building Value	Dwelling Value	Total Value	Percent of City Affected
Floodway	230	\$2,899,604	\$1,260,300	\$9,933,504	\$14,093,408	4.3%
1.0% Annual Floodplain	487	\$7,333,158	\$7,530,920	\$27,308,170	\$42,172,248	12.9%
0.2% Annual Floodplain	376	\$3,921,656	\$4,341,585	\$25,151,204	\$33,414,445	10.2%
Source: Buchanan County Assessor's Office; Analysis conducted by INRCOG; Parcel values and FIRM maps as of 6/6/2016						

Of special note when considering this and future Census numbers regarding residential property in the floodplain, the City of Independence has been actively identifying, purchasing, and removing houses from identified flood hazard areas. This process will undoubtedly have some influence on current housing estimates and future census data.

Until the flooding of 1999, the previous flood of record was the flood of July 1968. That flood hit an estimated 300 to 400 homes. The damage ranged from complete loss of structures along Malone Creek to water rampaging through the lower stories of houses. Although the 1968 flood did not result in downtown flooding, there was flash flooding in the Dry Run Creek area. Significant damage also occurred in 1991 and 1993.

Following the 1990s floods, numerous homes were identified as repetitive loss properties, and many have been purchased and removed in a cooperative effort among landowners, the City, and FEMA. To protect the floodplain and keep lives and property out of harm's way, many of the vacant lots along the Wapsipinicon River have restrictive covenants prohibiting future development.

Affordable Housing

Housing has become less affordable to many Independence residents and potential residents. Since Buchanan County's last Housing Needs Assessment was adopted, the estimated share of renters paying 30 percent or more of income for housing increased from 34.9 percent to 43.7 percent. During this same period, the estimated share of homeowners with mortgages who pay 30 percent or more of income for housing increased from 18.5 percent to 27.8 percent.

According to American Community Survey and US Census data, Independence's estimated median household income in 2020 was \$58,631 compared to \$50,036 in 2015, a 17 percent increase. However, the median home sale price from 2019 to 2022 was \$144,000, compared to \$108,250 from 2014 to 2017 – a 33 percent increase. Many residents, unable to afford decent housing, have moved out of the community to either the unincorporated areas or to other smaller communities.

The supply of affordable, accessible housing is especially constrained for people with special needs including people with physical or mental disabilities, people experiencing homelessness, and elderly persons. Because these populations have needs that the private housing market cannot adequately address, their housing is often provided in partnership with nonprofit organizations and public subsidies. However, high construction costs, and a shortage of public subsidies and affordable land for housing construction, pose particular challenges to expanding special needs housing.

Independence should encourage affordable housing through its zoning and development regulations; establishing a process for distributing fair share housing throughout the community; working with nonprofit housing organizations; supporting and applying for programs that rehabilitate and preserve existing housing; supporting and providing first-time homebuyers with assistance and incentives; and supporting construction of new housing units.

Housing Mix

The housing trend is moving towards diversity in housing stock, where citizens can stay within a community but move to different housing types that meet their needs at different stages of life. A diversified housing stock can also provide units at lower price points for low-income households and people with special needs.

These demands call for housing action strategies that support choice and flexibility in housing types and location. This in turn will allow the real estate and development communities to be responsive to changing housing needs. The action strategies should encourage financial and regulatory flexibility that allow creative housing options. Furthermore, action strategies should support codes, ordinances, and site plans that encourage development of special needs housing, and public/private investment in these projects.

Some examples of different types of housing include accessory dwelling units (ADUs), duplexes, townhouses, garden apartments, and manufactured housing in permanent foundations. To maximize housing opportunities for local workforce, seniors, and people with special needs, communities should allow these housing types in neighborhoods that have traditionally been zoned single-family.

Creating Sustainable Neighborhoods

Sustainable neighborhoods are where a person can walk to destinations – grocery store, parks, school, and possibly to work. The benefits of sustainable neighborhoods are numerous – from economic (lower transportation costs, improved personal health and fitness), environmental (better air and water quality), and social (sense of pride in neighborhood, interaction with neighbors).

Providing More Opportunities for Healthy Living Developments

Independence should strive to provide mixed use developments that include a variety of uses (residential, commercial, open space, and institutional) and amenities such as sidewalks, multi-use trails or paths, and parks. These developments provide opportunity and convenience, and accommodate many household types and needs. A mixed-use development allows a citizen to walk to a business from their home or to the park. It can also be used to create a buffer or transition between two discretely different land uses – single family neighborhood and a highway business corridor.

Infilling and Revitalizing Downtown Area

Development and redevelopment should be encouraged within Independence's Downtown area, including mixed-use developments that provide residential opportunities. Vacant residential lots were identified during the Windshield Survey and a map of the results is at the back of this section. It should be noted that several vacant lots are within a floodplain and residential development should be avoided.

Ensuring Land Use Compatibility with Buchanan County

Buchanan County, in its *2006 Comprehensive Land Use Plan Update* expressed their desire to preserve prime agricultural land, which includes a majority of land area in the county, for continued agricultural production. To further this desire, the Plan attempts to steer proposed urban uses to areas within or adjacent to incorporated communities as a means of protecting the county's valuable agricultural soils.

Future Areas of Development

According to data from the Buchanan County Assessor, Independence had 92 new housing starts from 2017 through 2021. This averages to 18.4 units per year. Recent development trends have seen commercial and residential along the Highway 20 corridor. The east-northeast part of town has seen extensive new single-family home construction. Major commercial centers include the downtown corridor along First Street, a new strip mall along the south edge of town, Veridian Credit Union, Super Wal-Mart, a new Casey's truck stop, and the Rydell auto dealership.

Areas of new residential development have been in the northeast and southwestern corners of the city, including four (4) new 12-plex developments. The location and manner in which development occurs will undoubtedly impact the community, and the targeted areas for future development.

Housing Projections

Using the information, data, and observed trends detailed in the city's profile and throughout the plan, projections for future housing demands were generated. Below is an explanation of the numbers used for the calculations followed by the city's projected housing needs in Figure I.16.

- ***Total Population:*** See city population projections in Figure I.2
- ***Population in Group Quarters*** –Group Quarters include residences such as group homes, skilled nursing facilities, treatment facilities, correction facilities, or similar institutions.
- ***Population in Housing*** – An average of the Projected Total Population range minus Population in Group Quarters.
- ***Household Size*** – Projected Household size based on a combination of county and city trends.
- ***Total Projected Households*** – The estimated number of households that will require a housing unit.

- **Assumed Vacancy Rate** – City’s vacancy rate, reasonably expected vacancy rate based on a combination of historic city and county rates.
- **Total Housing Units** – Total housing needed for projected demand of occupied and vacant housing units.

At the time of the 2020 Census, there were 86 persons in Independence living in “Group Quarters”. There are an estimated 125 units between two (2) nursing homes in the City of Independence. At the time of survey in 2023, 97 of the units were occupied (Figure 4.27). Future forecasts assume that group quarters occupancy will partially rebound from decreases related to the COVID-19 pandemic (see Figure 5.1).

Independence’s average household size has consistently been lower than the state and county rates since at least 2000. The city’s average household size is expected to continue its downward trajectory – in line with county, state, and national trends.

At the 2020 Census, the city’s vacancy rate was 7.4 percent – slightly less than the county’s overall rate of 7.7 percent. These projections assume a constant 7.4 percent vacancy rate.

The projections in Figure I.16 indicate that by 2040, there could be between 2,704 and 2,860 households in the city. When considering the number of units required to house all households as well as a healthy vacancy rate, there will be a projected demand for 2,920 to 3,089 housing units in the city by 2040.

With projections of future housing demand established, the next analysis considers recent home building and home loss trends. The forecasted change in units is shown in Figure I.17, and an explanation of the numbers used in the calculation is below. See Section 5 for the county’s overall projections and additional information on the factors considered.

- **2020 Housing Unit Count** – Number of Housing Units as determined by the 2020 Census.
- **Unit Loss (Housing Attrition)** – Projected rate of housing loss based on historic and projected County trends, see Figure 5.12. City staff reported 12 demolitions from 2017 through 2021, or an average of 2.4 units demolished annually.

Figure I.16: Projected Housing Unit Demand					
Year	2020	2030		2040	
Total Population	6,064	6,095	6,269	6,125	6,480
Population in Group Quarters	86	88	91	91	96
Population in Housing	5,978	6,007	6,178	6,034	6,384
Household Size	2.28	2.25		2.23	
Total Projected Households	2,625	2,664	2,740	2,704	2,860
Vacant Units (7.4%)	209	213	219	216	229
Total Housing Units	2,834	2,877	2,959	2,920	3,089
Unit Change (from 2020)	-	43	125	86	255
Percent Change (From 2020)	-	1.5%	4.4%	3.0%	8.9%

- **Units Added (new Construction)** – Projected units added from new construction, based on the city’s new housing unit start rates from 2017 to 2021.
- **Projected # of Units** – Projected number of units housing units in the community based on forecasts of units added and lost.

According to the Buchanan County Assessor’s Office, from 2017 to 2021, there were 92 new construction housing unit starts in the city – which equates to a rate of 184 new units every 10 years. In addition to meeting demand from new households, new housing construction is needed to replace units lost to demolition and other forms of attrition (see Figure 5.12).

By 2040, the projected housing unit demand in the County is estimated to be 2,920 and 3,089 (Row A). When accounting for projected attrition loss by 2040, Independence will have lost 265 housing units that existed in 2020 (Row C) – resulting in only 2,569 remaining units of the city’s 2,834 units in 2020 (Row D).

Based on the recent new unit construction trends (Figure 5.9), Row F shows the projected number of new housing units that will be built. Row H shows the total shortage of housing units that is expected when projected loss and new construction are both considered. Under the low population growth scenario, the current rate of housing production is sufficient to meet new demand and replace lost units, resulting in a surplus of 3 units by 2030, growing to 19 units by 2040. However, under the high population growth scenario, Independence would have a shortage of 79 units by 2030 and 150 units by 2040 at the current rate of housing production.

Figure I.17: Projected Housing Demand with Loss/New Construction Trends					
Row		2030		2040	
A	Projected Total Unit Demand (Figure I.16)	2,877	2,959	2,920	3,089
B	2020 Housing Unit Count (Figure I.9)	2,834			
C	Projected # of Units Lost since 2020	-137		-263	
D	Projected # of Remaining 2020 Units (Row B-C)	2,697		2,571	
E	Unit Shortage with Unit Loss (Row A-D)	181	263	349	518
F	Projected # of New Const. Units (Figure 5.9)	184		368	
G	Projected # of Total Units (Row D+F)	2,881		2,939	
H	Unit Shortage (Surplus) with Proj. New/Loss (Row A-G)	(3)	79	(19)	150

City Housing Goals, Policies, and Strategic Actions

In 2015, the City of Independence Updated their Comprehensive Plan. The following goals, policies, and Strategic Actions combine those identified in the Comprehensive Plan and this Housing Assessment. The list below notes policies and actions that are currently being implemented.

Goal 1: Improved Neighborhoods

Policy 1.1: If proposed, the City may wish to support and assist neighborhood associations and housing organizations that promote community values, polices, and actions that are consistent with this Plan.

Policy 1.2: Community improvements should be designed to attract a mix of socio-economic backgrounds to locate in aging and historic neighborhoods.

Policy 1.3: Renovations within existing neighborhoods should provide quality, sustainable housing in a manner that enhances and upholds the character of the neighborhood.

Policy 1.4: Non-residential development within existing neighborhoods should provide services and should not negatively impact the area with noise, traffic, or other impacts.

Policy 1.5 [Underway]: After exhausting renovation options, blighted, uninhabitable buildings should be replaced with new infill structures that are compatible with the neighborhood context and enhance the visual appearance of the area.

Action 1.1 [Underway]: Establish a planning process that develops strategic plans for individual areas of the community.

Action 1.2 [Underway]: Consider area planning for locations such as downtown, industrial/commercial parks, and open spaces.

Action 1.3 [Underway]: Review, update as needed, and enforce building codes.

Action 1.4: Develop programs and incentives to encourage property owners to maintain and improve the appearance of their properties.

Goal 2: Well-Maintained Structures and Lots

Policy 2.1 [Underway]: The conditions of housing in transitional areas (area between adjacent land uses) should be monitored on an ongoing and regular basis.

Policy 2.2 [Underway]: The City will work with landowners, neighborhood associations, and other relevant organizations to seek strategies to address blighted, uninhabitable, and hazardous housing, ancillary structures, and lots.

Policy 2.3 [Underway]: The City will continue to enforce the nuisance ordinance and remove unsafe and uninhabitable structures, per City ordinance.

Action 2.1: Study standards to limit parking in front yard areas and front lawns.

Action 2.2: Continue to coordinate and apply for housing rehabilitation funds from local, state, and federal sources.

Action 2.3: Research the possibility of developing a Minimal Housing Code.

Action 2.4 [Underway]: Acquire and remove vacant or blighted properties in the floodplain.

Action 2.5: Identify ways to re-purpose vacant, un-buildable lots into community space.

Action 2.6: On buildable lots, encourage infill development through city incentives.

Goal 3: Increased Homeownership and Rental Opportunities

Policy 3.1: Through land development standards and zoning, facilitate the development of a mix of housing types at different price points to meet the needs of households with different incomes.

Policy 3.2: Continue to coordinate efforts with other governmental entities and local housing developers to seek efforts to develop affordable housing units.

Action 3.1: Continue to support and apply for housing funds from local, state, and federal sources.

Action 3.2: Encourage Development of new multi-family lots.

Goal 4: Housing Opportunities for a Diversity of Households

Policy 4.1: New housing developments should provide a mix of housing types to meet different lifestyle needs.

Policy 4.2: Senior housing developments that allow Independence's population to "age in place" are encouraged. These developments should be located [in areas with] access to sidewalks and other multi-modal [transportation] opportunities.

Action 4.1: Consider updating the zoning ordinance and subdivision regulations to allow for a mix of housing types within new developments, within mixed-use areas, and within Downtown. Provide incentives to developers that include a mix of housing types within a single development.

Independence, Iowa
Windshield Survey Results 2024
Vacant Parcels Only

LEGEND

 City Limits

 Vacant Lot

 Other Residential Parcel

Parcel Count
within City
Limits

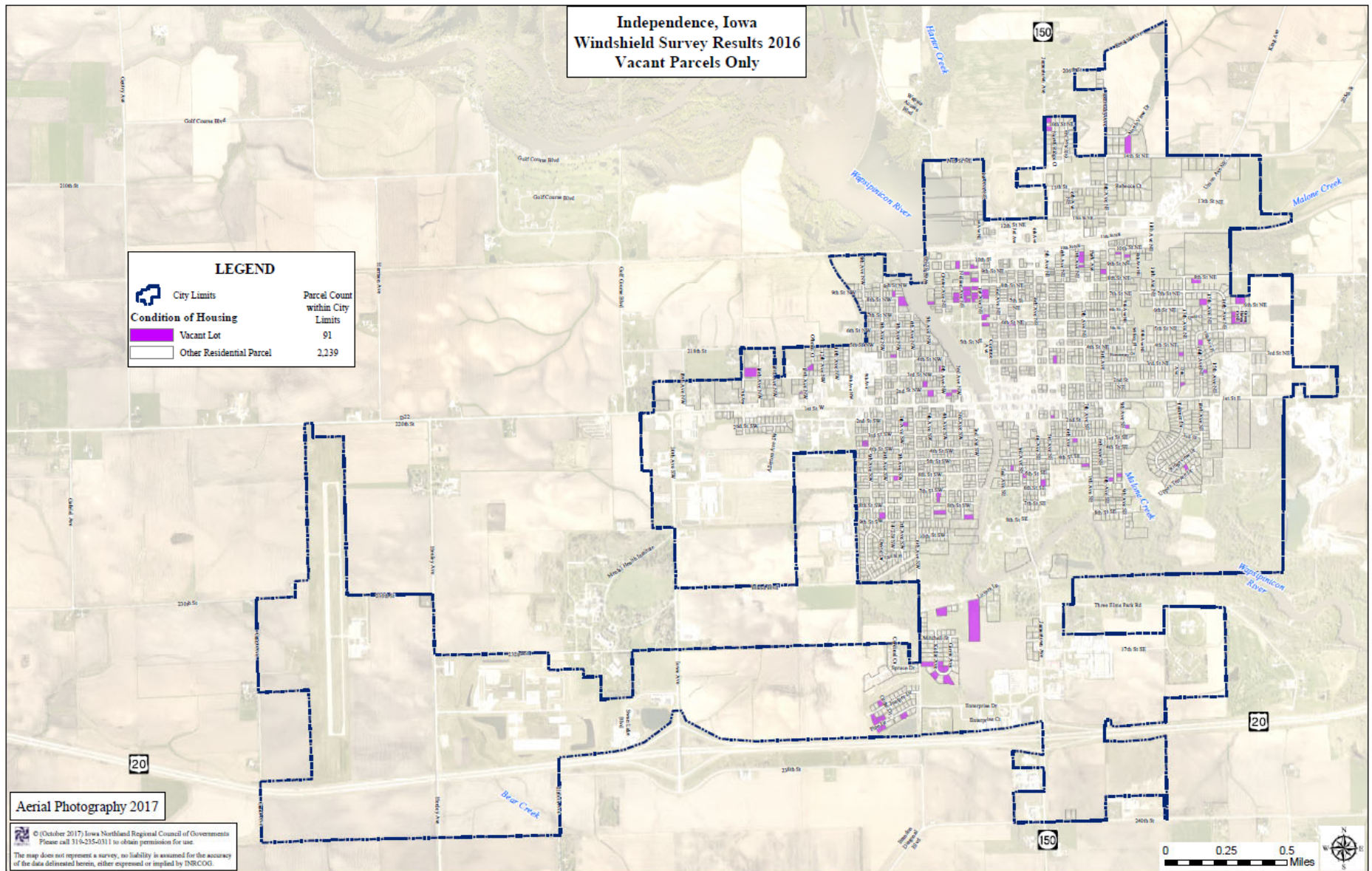
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DRAFT

Aerial Photography 2023

Condition of Housing mapping work is still in progress. 1/31/2024



RESOLUTION NO. 2024-

A Resolution of the City Council of the City of Independence, IA Adopting the Updated Buchanan County Housing Needs Assessment

WHEREAS, the Board of Supervisors of Buchanan County, Iowa authorized the development of a Housing Needs Assessment (HNA) for Buchanan County in 2016, and adopted said completed HNA on 2/20/2018; and

WHEREAS, the Buchanan County Economic Development Commission has received funding through the United States Department of Agriculture Rural Business Development Program to update said HNA; and

WHEREAS, the City of Independence, Iowa participated in the development of the updated HNA; and

WHEREAS, said updated HNA is a policy document that considers the demographic, economic, housing characteristics, and projections of future housing demands;

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Independence, IA approves and adopts the 2023 update to the Buchanan County Housing Needs Assessment.

Resolution No. 2024- was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 11th day of March 2024.

Record of Voting:

Ayes:

Nays:

Absent:

Resolution No. 2024- declared passed and adopted by the Mayor on this 11th day of March 2024.

ATTEST: Brad Bleichner, Mayor of the City of Independence, Iowa

Susi Lampe, IaCMC, IaCMFO, City Clerk/Treasurer of the City of Independence, Iowa



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: March 4, 2024

ITEM TITLE: Fireworks within City Limits

DISCUSSION:

At a previous Work Session, there was a request to discuss Fireworks within the City Limits again. This item has been added to facilitate that discussion. The current Fireworks code is attached for information and review.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

(Code of Iowa, Sec. 727.2)

1. Definition. The term “fireworks” includes any item or class of items defined as “consumer fireworks” in Section 727.2[1] of the *Code of Iowa*.

2. Fireworks Use Regulations. It is unlawful for any person to use or explode any consumer fireworks as defined herein within the corporate limits of the City. All remaining restrictions, exemptions, and/or requirements imposed by Section 727.2 of the *Code of Iowa* and the applicable regulations promulgated by the State Fire Marshal shall remain in full force and effect. With respect to “display fireworks” as defined in Section 727.2[1] of the *Code of Iowa*, the City may, upon application in writing, grant a permit for the display of fireworks by a City agency, fair associations, amusement parks and other organizations or groups of individuals approved by City authorities when such fireworks display will be handled by a competent operator. No permit shall be granted hereunder unless the operator or sponsoring organization has filed with the City evidence of insurance in the following amounts:

A. Personal Injury: \$250,000.00 per person

B. Property Damage: \$50,000.00

C. Total Exposure: \$1,000,000.00

3. Fireworks Sale Regulations. The retail sale of fireworks with the City in either a permanent building or temporary structure shall be prohibited in any residential zoning district as defined in Chapter 170 of this Code of Ordinances. A copy of the City’s Zoning Map can be found on the City’s website or can be obtained upon request from the City Clerk’s office. Except for the limitations stated above, the City hereby adopts all standards, rules, and regulations promulgated or that will be promulgated by the State Fire Marshal regarding the licensure of fireworks retailers and the retail sale of fireworks pursuant to Sections 100.1, 100.19, and 727.2 of the *Code of Iowa*. The City specifically adopts National Fire Protection Association Standard 1124 with respect to the requirements for the handling, storage, transportation, display, and retail sale of fireworks. All other provisions of the City Code of Ordinances not in conflict with this section or with the laws of the State of Iowa remain valid and enforceable.

(Subsection 3 – Ord. 2022-568 – Apr. 23 Supp.)

4. Exceptions. This section does not prohibit the sale by a resident, dealer, manufacturer, or jobber of such fireworks that are not prohibited, or the sale of any kind of fireworks if they are to be shipped out of State, or the sale or use of blank cartridges for a show or theatre, or for signal purposes in athletic sports or by railroads or trucks for signal purposes, or by a recognized military organization. This section does not apply to any substance or composition prepared and sold for medicinal or fumigation purposes.

5. Penalties. Any person who violates the provisions of Subsection 2 of this section shall be guilty of a simple misdemeanor, punishable by a fine in an amount set out in the Fines and Fees Schedule in Section 1.15 of this Code of Ordinances, in addition to established court costs. Any person or firm who violates the provisions of Subsection 3 of this section shall be guilty of a municipal infraction and subject to the penalties provided for in Chapter 4 of this Code of Ordinances. Nothing in this section shall be construed to limit or infringe upon the ability of the State to impose additional sanctions with respect to any fireworks retailer license held by the violator.