

**CITY OF HAWARDEN  
REGULAR CITY COUNCIL MEETING AGENDA  
Hawarden City Hall – Council Chambers Room  
Wednesday, July 22, 2020 at 5:30 p.m.**

**Standard Agenda Items**

- 1a. Approval of July 08, 2020 Council Meeting Minutes**
- 1b. Approval of July 22, 2020 Claims for Payment**
- 1c. Open business from the Community (limited to a maximum of 5 minutes per item)**
- 2a. Mayor's Report**
- 2b. Staff Reports/Discussion**
- 2c. Council Comments**

**Other Agenda Items**

- 3. Second Reading of Ordinance 723, An Ordinance Amending the Code of Ordinances of the City of Hawarden by Amending Provisions Pertaining to Hawarden Municipal Code Section 36.07 Ambulance Rates.**
- 4. Approval of the 2nd Pay Request for Firm Foundations for the Hawarden Community Center Parking Lot Project.**
- 5. Approval of the Annual Bad Debt Write-offs**
- 6. a. Public Hearing for submittal of a Downtown Revitalization Fund CDBG application on behalf of the City of Hawarden.**  
**b. Resolution 2020-32, A Resolution of the City of Hawarden, Iowa Authorizing Application to the Iowa CDBG Program, Designating Official Signatory, and Authorizing NWIPD to Prepare and Administer the Grant for the City of Hawarden.**
- 7. Resolution 2020-33, A Resolution of the City of Hawarden, Iowa Determining an Area of the City to be Blighted and that Rehabilitation, Conservation, Redevelopment, Development, or a Combination Thereof of the Blighted Area is Necessary in the Interest of the Public Health, Safety and Welfare of Residents of the City.**
- 8. Resolution 2020-34, A Resolution of the City of Hawarden, Iowa to Request the Assistance of the Northwest Iowa Planning and Development Commission.**
- 9. Approval and Adoption of the Community Development and Housing Needs Assessment.**
- 10. Approval of The Franks Design Group as the Architect for the Façade Grant.**
- 11. Consent Agenda:**
  - a. Request from Brian Engleman, dba Sportsman's Lounge, for a liquor license transfer to the Hawarden Community Center on Sat., Aug. 8, 2020.**
  - b. Request from Midwest Steakhouse for Class C Liquor License (LC) (Commercial)**
- 12. Adjournment**

**Next regular council meeting August 12, 2020**

# City of Hawarden

## Public Meeting Procedures

These Procedural rules are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open and comprehensive debate of issues brought before the body for action in a forum open to the public, and which encourages citizens' awareness of City Council activities. These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, but is intended merely to serve as a general set of guidelines to assist the governmental body in conducting City business.

### House Rules:

- No food or drink other than bottled water may be brought into the Council Chambers.
- Cell phones and pagers should be silenced in the Council Chambers.
- Signs and placards are not permitted in the Council Chambers.

### Citizens' Right To Be Heard:

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, City Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing.
- Speakers must stand at the dais and speak into the microphone, unless unable to do so, and state your name and address for the record.
- Any citizen requesting to speak shall limit himself or herself to matters of fact regarding the issue of concern.
- Comments should be limited to five (5) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- Personal attacks made publicly toward any citizen or city employee are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the City Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the Council Chambers by Police Department personnel or other agent designated by the City Council or City Administrator.

**UNAPPROVED MINUTES REGULAR CITY COUNCIL MEETING  
HAWARDEN CITY HALL – COUNCIL CHAMBERS  
Wednesday, July 8, 2020 at 5:30 p.m.**

The Council Meeting was called to order at 5:30 p.m.

Present: Mayor Porter; Council Members: Bergsma, Feldhacker, Kurth, Olson, Klocke

Absent: None

Staff Present: Mike DeBruin, City Administrator/City Clerk; Travis Waterman, Public Works Director; Jacob Stoner, Finance Officer; Larry Cope, Economic Development Director; Corey Utech, Chief of Police; Jim Pickner, City Attorney

Absent: None

**Standard Agenda Items**

**1a. Approval of June 24, 2020 Regular Council Meeting and Planning Session Minutes.**

Moved by Kurth/Bergsma to approve.

Motion carried 5-0.

**1b. Approval of July 8, 2020 Claims for Payment.**

Moved by Kurth/Olson to approve.

Motion carried 5-0.

**1c. No Open Business from the Community was held.**

**2a. Mayor's Report was given.**

**2b. Staff Reports were given.**

**2c. No Council Comments were given.**

**Agenda Items**

**Item 3. a. Public Hearing Regarding the Final Disposition of Real Property.**

**b. Resolution 2020-31, A resolution vacating the North South alley lying adjacent to and West of Lot 5 and adjacent to and East of Lots 6, 7, 8, 9 and 10, all in Block 27, Original Plat, Calliope, now a part of the Incorporated City of Hawarden, Iowa and thereafter sell the vacated ally to Lifestyle Landscape Solutions, LLC, an Iowa Limited Liability Company.**

Moved by Feldhacker/Bergsma to approve.

Aye: Feldhacker, Bergsma, Klocke, Kurth, Olson

Nay: None

Motion carried 5-0.

**Item 4. First Reading of Ordinance 723, An Ordinance Amending the Code of Ordinances of the City of Hawarden by Amending Provisions Pertaining to Hawarden Municipal Code Section 36.07 Ambulance Rates.**

Moved by Olson/Kurth to approve.

Aye: Kurth, Feldhacker, Klocke, Bergsma, Olson

Nay: None

Motion carried 5-0.

**Item 5. Approval of the Final Pay Request for Knife River for the Main Street Overlay Project.**

Moved by Klocke/Bergsma to approve.

Nay: None

Motion carried 5-0.

**Item 6. Approval of Pay Request 10 to Hoogendoorn Construction for the Waste-Water Treatment Facility Improvements.**

Moved by Bergsma/Feldhacker to approve.

Nay: None

Motion carried 5-0.

**Item 7. Approval of Pay Request 2 for Vander Windt and Sons for the City Hall Parking Lot Project (SRF Sponsored Project).**

Moved by Bergsma/Klocke to approve.

Motion carried 5-0.

**Item 8. Setting a public Hearing for submittal of a Downtown Revitalization Fund CDBG application on behalf of the City of Hawarden for July 22, 2020.**

Moved by Olson/Bergsma to approve.

Motion carried 5-0.

**Item 9. Consideration of the EMC Workman's Comp On-Call Nurse Program.**

Discussion was held.

**Item 10. Approval of Subordination of Mortgage from Alpha Motorsports Mortgage.**

Moved by Kurth/Klocke to approve.

Motion carried 5-0.

**Item 11. Consent Agenda**

**a. Request from Adam Waterman, dba Main Street Liquors, for renewal of Class E Liquor License with Class B Wine Permit and Class C Beer Permit with Sunday Sales.**

**b. Request from Hawarden Fraternal Order of Eagles #1865 for renewal of Class C Liquor License for on-premise sales of Liquor, Beer and Wine with Outdoor Service and Sunday Sales to include Management Update.**

Moved by Klocke/Bergsma to approve.

Motion carried 5-0.

**Item 12. Closed Session pursuant to Iowa Code Section 388.9 to discuss marketing, and pricing strategies and proprietary information where the competitive position would be harmed by public disclosures not required of competitors and no public purpose is served by such disclosure.**

Aye: Bergsma, Klocke, Olson, Kurth, Feldhacker to enter closed session. Nay: None

Motion carried 5-0.

**Item 13. Adjournment.**

Moved by Bergsma/Olson to adjourn. Motion carried 5-0. Meeting adjourned at 6:19 p.m.

The next regular City Council Meeting will be Wednesday, July 22, 2020 @ 5:30 p.m.

ATTEST:

\_\_\_\_\_  
Ricard R. Porter, Mayor

\_\_\_\_\_  
Michael De Bruin, City Administrator/City Clerk

## CITY OF HAWARDEN

## COUNCIL MEETING

JULY 22, 2020

DATE	CHECK NO	VENDOR NAME	REFERENCE	TOTAL
7/2/2020	56091	VISA	LIB SUPPLIES	\$ 592.06
7/9/2020	56092	NATIONAL CABLE TELEVISION	TV PROGRAMMING COST	\$ 26,287.73
7/9/2020	56093	PREMIER COMMUNICATIONS	T1 SVC	\$ 424.46
7/9/2020	56094	VERIZON	CELL SVC	\$ 146.56
7/10/2020	56095	THRU PAYROLL		
7/10/2020	56100	PAYROLL		
7/10/2020	56101	FLEX PLAN	URM/FLEX PLAN	\$ 1,258.91
7/10/2020	56102	CHILD SUPPORT PAYMENT CTR	GARNISHMENTS	\$ 573.69
7/10/2020	56104	CITY OF HAWARDEN	SELF-INS-FAM	\$ 740.00
7/10/2020	56103	CITY OF HAWARDEN	VOID	\$ -
7/14/2020	56105	EAGLE COMTRONICS INC	SUPPLIES	\$ 385.72
7/22/2020	56106	AIRGAS USA LLC	AMB CYLINDER RENTAL	\$ 67.06
7/22/2020	56107	ALPHA WIRELESS	RADIO REPAIRS	\$ 345.00
7/22/2020	56108	ANCERLY HOSTING	WEB HOSTING	\$ 100.00
7/22/2020	56109	AUREON NETWORK SERVICES	TRANSIT TRAFFIC	\$ 124.41
7/22/2020	56110	BF&S LAWN & TREE SERVICE	ROAD DUST CONTROL	\$ 1,053.79
7/22/2020	56111	BTN	TV PROGRAMMING COST	\$ 1,292.67
7/22/2020	56112	BOOTH PHARMACY INC	SUPPLIES	\$ 80.63
7/22/2020	56113	BORDER STATES INDUSTRIES INC	SUPPLIES	\$ 2,935.61
7/22/2020	56114	BW OUTFITTERS	SUPPLIES 2020 F-150 PD	\$ 458.00
7/22/2020	56115	CATALYST IT	TECH SERVICES	\$ 4,597.60
7/22/2020	56116	CENTURY BUSINESS PRODUCTS INC	SVC AGMT	\$ 100.02
7/22/2020	56117	CERTIFIED TESTING SVCS INC	COMMUNITY CENTER CONCRETE	\$ 754.00
7/22/2020	56118	CHARLES GABUS FORD	2020 F-150 PD	\$ 14,959.00
7/22/2020	56119	CITY OF HAWARDEN	FRANCHISE FEE APR-JUN	\$ 5,397.38
7/22/2020	56120	CO-OP GAS & OIL	LOADER REPAIR	\$ 207.50
7/22/2020	56121	CULLIGAN WATER CONDITIONING	SERVICE	\$ 31.25
7/22/2020	56122	DELL MARKETING LP	COMPUTERS	\$ 1,998.96
7/22/2020	56123	EAGLE RIDGE CORPORATE SVCS INC	125,105 & COBRA FEE	\$ 723.75
7/22/2020	56124	ENVIRONMENTAL RESOURCE	SUPPLIES	\$ 278.04
7/22/2020	56125	FLOWERS BY JAN	RETIREMENT FLOWERS	\$ 55.00
7/22/2020	56126	GRAYBAR	SUPPLIES	\$ 612.64
7/22/2020	56127	GROEBNER	GAS GASKETS	\$ 104.83
7/22/2020	56128	HAWARDEN REGIONAL HEALTHCARE	LOCAL OPTION SALES TAX	\$ 31,071.00
7/22/2020	56129	HAWKINS INC	POOL CHEMICALS	\$ 1,115.69
7/22/2020	56130	HITEC	PHONE SERVICE	\$ 894.26
7/22/2020	56131	MARY HULLEMAN	RETIREMENT BENEFIT	\$ 520.09
7/22/2020	56132	iconectiv LLC	PH SPECIAL CHARGES & FEES	\$ 19.64
7/22/2020	56133	IOWA DEPT OF NATURAL RESOURCES	WSTWA PERMIT	\$ 290.76
7/22/2020	56134	IMEL MOTOR SALES	SNOW PLOW/DUMP TRUCK	\$ 70,000.00
7/22/2020	56135	INTERSTATE ALL BATTERY CENTER	AMB BATTERIES	\$ 38.35
7/22/2020	56136	IOWA INFORMATION INC	MINS & CLAIMS	\$ 433.82
7/22/2020	56137	IOWA PRISON INDUSTRIES	SIGNS	\$ 303.60
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	ENGINE REPAIRS	\$ 2,255.08

DATE	CHECK NO	VENDOR NAME	REFERENCE	TOTAL
7/22/2020	56139	JOHN DEERE FINANCIAL	SUPPLIES	\$ 113.82
7/22/2020	56140	KOOI FARM INC	SPRING HAULING	\$ 7,942.40
7/22/2020	56141	LONG LINES	HIGH SPEED INT	\$ 15,543.49
7/22/2020	56142	MANGOLD ENVIRONMENTAL	LAB FEES	\$ 668.00
7/22/2020	56143	MUNICIPAL UTILITIES	VOID	\$ -
7/22/2020	56144	MUNICIPAL UTILITIES	UTILITIES	\$ 17,098.69
7/22/2020	56145	NORTHWEST IOWA COMM COLLEGE	BOOKS	\$ 90.00
7/22/2020	56146	NEXSTAR BROADCASTING INC	KCAU-ABC CAB	\$ 4,985.46
7/22/2020	56147	O.C. SANITATION INC	MAY COLLECTION	\$ 21,736.36
7/22/2020	56148	OLSONS PEST TECHNICIANS	PEST CONTROL	\$ 303.43
7/22/2020	56149	ONE OFFICE SOLUTION	FILE FOLDERS	\$ 21.17
7/22/2020	56150	QUADIENT FINANCE USA INC	FOLDING MACHINE LEASE	\$ 2,271.00
7/22/2020	56151	RECREATION SUPPLY COMPANY	SUPPLIES	\$ 358.32
7/22/2020	56152	RESCO	SUPPLIES SOUTH FEEDER	\$ 63,921.98
7/22/2020	56153	ROVI GUIDES INC	TV PROGRAMMING COST	\$ 608.79
7/22/2020	56154	SCOTTS ELECTRIC PLUMBING	AC UNIT REPAIR	\$ 126.67
7/22/2020	56155	SHOWTIME NETWORK INC	TV PROGRAMMING COST	\$ 246.24
7/22/2020	56156	SINCLAIR BROADCAST GROUP INC	RETRANSMISSION	\$ 1,998.86
7/22/2020	56157	SIOUX COUNTY AUDITOR	E911 CHGS	\$ 1,769.44
7/22/2020	56158	SIOUX COMMERCIAL SWEEPING INC	CC PAINTING	\$ 971.00
7/22/2020	56159	SIOUXLAND DISTRICT HEALTH DEPT	LAB FEES	\$ 63.00
7/22/2020	56160	SUBSCRIBER TECHNOLOGIES INC	TV PROGRAMMING COST	\$ 225.00
7/22/2020	56161	SUNSHINE FOODS	PLANTS	\$ 759.61
7/22/2020	56162	MARILYN TORWELLE	HITEC REFUND	\$ 50.03
7/22/2020	56163	TRUESDELL OIL INC	FUEL	\$ 680.61
7/22/2020	56164	UNITYPOINT CLINIC	TESTING	\$ 168.00
7/22/2020	56165	USA BLUEBOOK	SUPPLIES	\$ 125.49
7/22/2020	56166	WELLS FARGO VENDOR FIN SER LLC	COPIER LEASE	\$ 233.86
7/22/2020	56167	WIGMAN COMPANY	WELD ELBOW	\$ 47.74
7/22/2020	56168	WOLGEN WATER WORKS	LIFEGUARD CERTIFICATIONS	\$ 375.00
7/10/2020	11141334	IVY FUNDS	457- W&R	\$ 50.00
7/10/2020	11141335	EFTPS	FED/FICA TAX	\$ 15,078.22
7/22/2020	11141336	USAC	USAC FEES	\$ 1,308.06
7/22/2020	11141337	TREASURER STATE OF IOWA	WATER SVC EXCISE TAX	\$ 1.00
7/22/2020	11141338	TREASURER STATE OF IOWA	USE TAX 2ND	\$ 4,596.00
7/22/2020	11141339	TREASURER STATE OF IOWA	SALES TAX	\$ 476.00
7/22/2020	11141340	TREASURER STATE OF IOWA	720 EXCISE TAX	\$ 401.54
7/22/2020	11141341	PEFA INC	GAS PURCHASE	\$ 3,450.60
7/22/2020	11141342	IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT INS	\$ 1,143.59
7/22/2020	11141343	CLAYTON ENERGY CORPORATION	GAS PURCHASE	\$ 3,686.64
7/22/2020	11141344	MISSOURI RIVER ENERGY SVCS	ELECTRIC PURCHASE	\$ 103,430.06
7/22/2020	11141345	IOWA UTILITIES BOARD	IUB DUAL PARTY RELAY SVC	\$ 42.80
7/22/2020	11141346	WEX BANK	FUEL	\$ 2,370.83
7/22/2020	11141347	CASEY'S BUSINESS MASTERCARD	FUEL	\$ 283.77
			Accounts Payable Total	\$ 453,451.13
			Payroll Checks	\$ 48,225.86
			Report Total	\$ 501,676.99

**CITY OF HAWARDEN  
COUNCIL MEETING  
JULY 22, 2020**

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
7/2/2020	56091	VISA	LIB SUPPLIES	\$	592.06
7/9/2020	56092	NATIONAL CABLE TELEVISION	TV PROGRAMMING COST	\$	26,287.73
7/9/2020	56093	PREMIER COMMUNICATIONS	T1 SVC	\$ 372.62	
7/9/2020	56093	PREMIER COMMUNICATIONS	FAX LINE	\$ 51.84	\$ 424.46
7/9/2020	56094	VERIZON	CELL SVC PD	\$ 26.53	
7/9/2020	56094	VERIZON	CELL SVC PD	\$ 120.03	\$ 146.56
7/10/2020	56095 THRU	PAYROLL			
7/10/2020	56100	PAYROLL			
7/10/2020	56101	FLEX PLAN	URM/FLEX PLAN	\$	1,258.91
7/10/2020	56102	CHILD SUPPORT PAYMENT CTR	GARNISHMENTS	\$	573.69
7/10/2020	56103	CITY OF HAWARDEN	VOID	\$ -	
7/10/2020	56104	CITY OF HAWARDEN	SELF-INS-FAM	\$	740.00
7/14/2020	56105	EAGLE COMTRONICS INC	SUPPLIES INT	\$	385.72
7/22/2020	56106	AIRGAS USA LLC	AMB CYLINDER RENTAL	\$	67.06
7/22/2020	56107	ALPHA WIRELESS	FIRE RADIO REPAIRS	\$ 45.00	
7/22/2020	56107	ALPHA WIRELESS	FIRE RADIO REPAIRS	\$ 66.50	
7/22/2020	56107	ALPHA WIRELESS	FIRE RADIO REPAIRS	\$ 57.00	
7/22/2020	56107	ALPHA WIRELESS	FIRE RADIO REPAIRS	\$ 119.50	
7/22/2020	56107	ALPHA WIRELESS	FIRE RADIO REPAIRS	\$ 57.00	\$ 345.00
7/22/2020	56108	ANCERLY HOSTING	TUA WEB HOSTING	\$	100.00
7/22/2020	56109	AUREON NETWORK SERVICES	TRANSIT TRAFFIC	\$	124.41
7/22/2020	56110	BF&S LAWN & TREE SERVICE	SOLWST ROAD DUST CONTROL	\$	1,053.79
7/22/2020	56111	BTN	TV PROGRAMMING COST	\$	1,292.67
7/22/2020	56112	BOOTH PHARMACY INC	POOL BATTERIES & THERMOMETER	\$	80.63
7/22/2020	56113	BORDER STATES INDUSTRIES INC	EL SUPPLIES	\$ 1,806.14	
7/22/2020	56113	BORDER STATES INDUSTRIES INC	WALKING TRAIL SUPPLIES	\$ 1,059.12	
7/22/2020	56113	BORDER STATES INDUSTRIES INC	WALKING TRAIL SUPPLIES	\$ 70.35	\$ 2,935.61
7/22/2020	56114	BW OUTFITTERS	SUPPLIES 2020 F-150 PD	\$	458.00
7/22/2020	56115	CATALYST IT	TECH SERVICES JUNE BILLING	\$ 2,013.40	

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
7/22/2020	56115	CATALYST IT	TECH SERVICES JULY BILLING	\$ 2,584.20	\$ 4,597.60
7/22/2020	56116	CENTURY BUSINESS PRODUCTS INC	SVC AGMT 6/18/20-7/17/20 GENADM		\$ 100.02
7/22/2020	56117	CERTIFIED TESTING SVCS INC	COMMUNITY CENTER CONCRETE		\$ 754.00
7/22/2020	56118	CHARLES GABUS FORD	2020 F-150 PD		\$ 14,959.00
7/22/2020	56119	CITY OF HAWARDEN	CAB/INT FRANCHISE FEE APR-JUN		\$ 5,397.38
7/22/2020	56120	CO-OP GAS & OIL	ST LOADER REPAIR		\$ 207.50
7/22/2020	56121	CULLIGAN WATER CONDITIONING	GENADM SERVICE		\$ 31.25
7/22/2020	56122	DELL MARKETING LP	2-COMPUTERS LEGADM		\$ 1,998.96
7/22/2020	56123	EAGLE RIDGE CORPORATE SVCS INC	125,105 & COBRA FEE APR-JUNE20		\$ 723.75
7/22/2020	56124	ENVIRONMENTAL RESOURCE	WSTWA SUPPLIES		\$ 278.04
7/22/2020	56125	FLOWERS BY JAN	GENADM RETIREMENT FLOWERS		\$ 55.00
7/22/2020	56126	GRAYBAR	INT SUPPLIES		\$ 612.64
7/22/2020	56127	GROEBNER	GAS FLANGE	\$ 45.07	
7/22/2020	56127	GROEBNER	GAS GASKETS	\$ 59.76	\$ 104.83
7/22/2020	56128	HAWARDEN REGIONAL HEALTHCARE	LOST JUNE 2020		\$ 31,071.00
7/22/2020	56129	HAWKINS INC	POOL CHEMICALS		\$ 1,115.69
7/22/2020	56130	HITEC	GENADM PHONE SERVICE		\$ 894.26
7/22/2020	56131	MARY HULLEMAN	RETIREMENT BENEFIT PD		\$ 520.09
7/22/2020	56132	iconectiv LLC	PH SPECIAL CHARGES & FEES		\$ 19.64
7/22/2020	56133	IOWA DEPT OF NATURAL RESOURCES	WSTWA PERMIT 8434040		\$ 290.76
7/22/2020	56134	IMEL MOTOR SALES	ST 11' SNOW PLOW/DUMP TRUCK		\$ 70,000.00
7/22/2020	56135	INTERSTATE ALL BATTERY CENTER	AMB BATTERIES		\$ 38.35
7/22/2020	56136	IOWA INFORMATION INC	GENADM 5/27 MINS & CLAIMS	\$ 141.96	
7/22/2020	56136	IOWA INFORMATION INC	GENADM 6/10 MINS & CLAIMS	\$ 291.86	\$ 433.82
7/22/2020	56137	IOWA PRISON INDUSTRIES	SIGNS GAS		\$ 303.60
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	TIRE REPAIR FIRE	\$ 80.00	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	OIL CHANGE PD	\$ 42.95	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	REPAIR PULLEY'S MOWER PARK	\$ 30.00	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	TIRE REPAIR MOWER ST	\$ 15.00	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	OIL CHANGE AMB UNIT 2	\$ 49.95	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	OIL CHANGE, BATTERY CEM	\$ 476.85	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	OIL CHANGE EL	\$ 42.95	
7/22/2020	56138	JEFFS RADIATOR & REPAIRS	ENGINE 2 REPAIRS FIRE	\$ 1,517.38	\$ 2,255.08

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7/22/2020	56139	JOHN DEERE FINANCIAL	SUPPLIES ST	\$	113.82
7/22/2020	56140	KOOI FARM INC	SPRING HAULING WSTWA	\$	7,942.40
7/22/2020	56141	LONG LINES	HIGH SPEED INT	\$	15,543.49
7/22/2020	56142	MANGOLD ENVIRONMENTAL	LAB FEES WSTWA	\$	668.00
7/22/2020	56144	MUNICIPAL UTILITIES	UTILITIES WSTWA	\$	17,098.69
7/22/2020	56145	NORTHWEST IOWA COMM COLLEGE	BOOKS FIRE	\$	90.00
7/22/2020	56146	NEXSTAR BROADCASTING INC	KCAU-ABC CAB	\$	4,985.46
7/22/2020	56147	O.C. SANITATION INC	FRENCH PARK POT	\$ 85.36	
7/22/2020	56147	O.C. SANITATION INC	SOLWST MAY COLLECTION	\$ 14,151.00	
7/22/2020	56147	O.C. SANITATION INC	SPRING CLEANUP SOLWST	\$ 7,500.00	\$ 21,736.36
7/22/2020	56148	OLSONS PEST TECHNICIANS	PEST CONTROL GENADM	\$ 103.00	
7/22/2020	56148	OLSONS PEST TECHNICIANS	PEST CONTROL POOL	\$ 39.00	
7/22/2020	56148	OLSONS PEST TECHNICIANS	PEST CONTROL PARK	\$ 41.43	
7/22/2020	56148	OLSONS PEST TECHNICIANS	PEST CONTROL WA	\$ 120.00	\$ 303.43
7/22/2020	56149	ONE OFFICE SOLUTION	FILE FOLDERS CABLE	\$	21.17
7/22/2020	56150	QUADIENT FINANCE USA INC	POSTAGE MACHINE LEASE GENADM	\$ 825.00	
7/22/2020	56150	QUADIENT FINANCE USA INC	FOLDING MACHINE LEASE GENADM	\$ 1,446.00	\$ 2,271.00
7/22/2020	56151	RECREATION SUPPLY COMPANY	SUPPLIES POOL	\$	358.32
7/22/2020	56152	RESCO	SUPPLIES SOUTH FEEDER	\$	63,921.98
7/22/2020	56153	ROVI GUIDES INC	TV PROGRAMMING COST	\$	608.79
7/22/2020	56154	SCOTTS ELECTRIC PLUMBING	AC UNIT REPAIR EL	\$ 113.20	
7/22/2020	56154	SCOTTS ELECTRIC PLUMBING	SUPPLIES WSTWA	\$ 13.47	\$ 126.67
7/22/2020	56155	SHOWTIME NETWORK INC	TV PROGRAMMING COST MONTHLY	\$	246.24
7/22/2020	56156	SINCLAIR BROADCAST GROUP INC	RETRANSMISSION KMEG	\$	1,998.86
7/22/2020	56157	SIOUX COUNTY AUDITOR	EP11 CHGS APR,MAY,JUN 2020	\$	1,769.44
7/22/2020	56158	SIOUX COMMERCIAL SWEEPING INC	CC PAINTING	\$	971.00
7/22/2020	56159	SIOUXLAND DISTRICT HEALTH DEPT	WA LAB FEES	\$	63.00
7/22/2020	56160	SUBSCRIBER TECHNOLOGIES INC	TV PROGRAMMING COST MONTHLY	\$	225.00
7/22/2020	56161	SUNSHINE FOODS	PLANTS PARKS	\$	759.61
7/22/2020	56162	MARILYN TORWELLE	HITEC REFUND	\$	50.03
7/22/2020	56163	TRUESDELL OIL INC	FUEL ST	\$	680.61
7/22/2020	56164	UNITYPOINT CLINIC	TESTING GAS	\$	168.00
7/22/2020	56165	USA BLUEBOOK	SUPPLIES WA	\$	125.49

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
7/22/2020	56166	WELLS FARGO VENDOR FIN SER LLC	ID 90136622267 COPIER LEASE	\$	233.86
7/22/2020	56167	WIGMAN COMPANY	GAS WELD ELBOW	\$	47.74
7/22/2020	56168	WOLGEN WATER WORKS	LIFEGUARD CERTIFICATIONS	\$	375.00
7/10/2020	11141334	IVY FUNDS	457- W&R	\$	50.00
7/10/2020	11141335	EFTPS	FED/FICA TAX	\$	15,078.22
7/22/2020	11141336	USAC	USAC FEES	\$	1,308.06
7/22/2020	11141337	TREASURER STATE OF IOWA	WATER SVC EXCISE TAX 6/20/20	\$	1.00
7/22/2020	11141338	TREASURER STATE OF IOWA	USE TAX 2ND QTR 2020	\$	4,596.00
7/22/2020	11141339	TREASURER STATE OF IOWA	SALES TAX 6/30/20	\$	476.00
7/22/2020	11141340	TREASURER STATE OF IOWA	TELEPHONE 720 EXCISE TAX	\$	401.54
7/22/2020	11141341	PEFA INC	GAS PURCHASE 6/2020 COMMODITY	\$	3,450.60
7/22/2020	11141342	IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT INS PD	\$	1,143.59
7/22/2020	11141343	CLAYTON ENERGY CORPORATION	GAS PURCHASE 6/2020 COMMODITY	\$	3,686.64
7/22/2020	11141344	MISSOURI RIVER ENERGY SVCS	ELECTRIC PURCHASE	\$	103,430.06
7/22/2020	11141345	IOWA UTILITIES BOARD	IUB DUAL PARTY RELAY SVC	\$	42.80
7/22/2020	11141346	WEX BANK	FUEL AMB	\$	2,370.83
7/22/2020	11141347	CASEY'S BUSINESS MASTERCARD	FUEL PD	\$	283.77
			Accounts Payable Total	\$	453,451.13
			Payroll Checks	\$	48,225.86
			Report Total	\$	501,676.99

NAME	AMOUNT
GENERAL FUND	\$ 58,968.80
ROAD USE TAX FUND	\$ 5,901.52
POLICE RETIREMENT FUND	\$ 520.09
LOCAL OPTION SALES TAX	\$ 31,071.00
WALKING TRAIL PROJECT	\$ 1,129.47
CITY PARKING LOT	\$ 1,725.00
WATER UTILITY FUND	\$ 6,780.68
WASTE WATER UTILITY FUND	\$ 17,138.29
ELECTRIC UTILITY FUND	\$ 114,420.25
ELEC TRANSMISSION LINE	\$ 64,110.63
GAS UTILITY FUND	\$ 15,523.93

<b>DATE</b>	<b>CHECK NO</b>	<b>VENDOR NAME</b>	<b>INVOICE DESCRIPTION</b>	<b>INVOICE AMT</b>	<b>TOTAL</b>
		SOLID WASTE UTILITY FUND	\$	22,822.10	
		TELECOMMUNICATIONS ADMIN	\$	6,538.14	
		CABLE/INTERNET UTILITY	\$	57,247.15	
		TELEPHONE UTILITY FUND	\$	12,362.94	
		CAPITAL EQUIPMENT FUND	\$	85,417.00	
		TOTAL FUNDS	\$	501,676.99	

**ORDINANCE NO 723**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE  
CITY OF  
HAWARDEN, IOWA, BY AMENDING EMERGENCY AMBULANCE  
COMPENSATION AND FEES**

**BE IT ENACTED** by the City Council of Hawarden as follows:

**Section 1. Amendment.** The Hawarden Municipal Code is hereby amended to amend Section 36.07 Chapter 36 as follows:

**36.07 FEES.**

1. Established Fees for the use of the ambulance service and reasonably related emergency services furnished within or outside the City shall be established to adequately cover all the operating costs of the service except the replacement of vehicles, unless otherwise according to incident.

<b>AMBULANCE SERVICE AND MATERIAL CHARGES</b>	
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<b>Services and Materials</b>	<b>NEW FEE</b>
ALS1 - Emergency Rate	\$735.00
BLS - Emergency Rate	\$620.00
ALS1 - Transport Rate Non-Emergency	\$465.00
BLS - Transport Rate Non-Emergency	\$387.00
Loaded Mileage	\$13.00
ALS - Level 2	\$1065.00

2. Calculation of Fees. The City shall provide for the calculation of fees and billings for the ambulance services and all reasonably related services rendered as directed by the Council.
3. Payment of Fees. All ambulance service fees and charges reasonably related to emergency services shall be payable upon presentation of a statement for said fees and charges to the user and/or recipient of the service and shall be paid as directed by the City according to procedures established by the Council. Actions for collection of fees and charges shall be brought in the name of the City, after authorization of commencement of action by the Council, in the same manner as other actions at law.

**Section 2. REPEALER.** All Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**Section 3. SEVERABILITY CLAUSE.** If any Section, provision or part of this Ordinance shall be adjudged

invalid or unconstitutional such adjudication shall not affect the validity of the Ordinance as a whole or any Section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 4. WHEN EFFECTIVE.** This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved by the council on the 12<sup>th</sup> day of August 2020.

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Ricard R. Porter, Mayor

ATTEST:

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Michael DeBruin, City Administrator/City Clerk

First Reading:	July 8, 2020
Second Reading:	July 22, 2020
Third Reading:	August 12, 2020

I certify that the foregoing was published as Ordinance No. 723 on the 13<sup>th</sup> day of August 2020.

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Michael DeBruin, City Administrator/City Clerk

CERTIFICATE FOR PAYMENT NO. 2

Firm Foundation Concrete  
3940 Hickory Ave  
Sioux Center, IA 51250

Project: City Hall Pavement Replacement  
Hawarden, Iowa

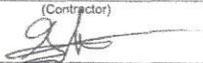
DGR Project No. 369243

Owner: City of Hawarden, IA

For Period From: May 31, 2020 to July 1, 2020

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
1	JOB	Traffic control	L.S.	\$250.00	50%	125.00	100%	250.00
2	25 C.Y.	Topsoli, on-site	15.00	375.00	25.00	375.00	25.00	375.00
3	885 C.Y.	Excavation, Class 10	7.00	6,195.00		0.00	885.00	6,195.00
4	3,575 S.Y.	Subgrade preparation, 12"	2.10	7,507.50		0.00	3,635.00	7,633.50
5	3,575 S.Y.	Pavement, PCC, 6", Class C, Class 3 durability	38.50	137,637.50	10.50	404.25	3,645.50	140,351.75
6	3,575 S.Y.	Pavement removal	2.00	7,150.00		0.00	3,635.00	7,270.00
7	0.1 Acre	Seeding, fertilizing and mulching	20,000.00	2,000.00		0.00		0.00
8	305 L.F.	Rock Log Paver protection, install & maintain	2.25	686.25		0.00		0.00
9	JOB	Trash Enclosure	L.S.	14,500.00	25%	3,625.00	75%	10,875.00
10	JOB	SWPPP compliance	L.S.	200.00	50%	100.00	100%	200.00
11	JOB	Mobilization	L.S.	2,500.00	50%	1,250.00	100%	2,500.00
<b>TOTAL BID</b>				<b>\$179,001.25</b>		<b>\$5,879.25</b>		<b>\$175,650.25</b>
Total Work Completed								\$175,650.25
Stored Materials								
Less Retainage							5 %	8,782.51
								\$166,867.74
Less Previous Payments								161,282.45
<b>TOTAL AMOUNT DUE THIS PAY REQUEST</b>								<b>\$5,585.29</b>

Payment Requested by:

Firm Foundation Concrete  
(Contractor)  
  
(signature)

Date 7/1/2020

Payment Recommended by: DGR Engineering

  
(signature)

Date 7/1/2020

Payment Approved by: City of Hawarden, Iowa

  
(signature)

Date 7-2-20

**CITY OF HAWARDEN  
FISCAL YEAR 2019-2020  
BAD DEBT WRITE-OFFS**

	FY2019-2020	FY2018-2019	FY2017-2018	FY2016-2017	FY2015-2016	FY2014-2015	FY2013-2014	FY2012-2013	
<b>UTILITY WRITE-OFFS</b>									
Water Write-Offs & Misc.	\$ 451.71	\$ 195.21	\$ 114.86	\$ 434.56	\$ 278.49	\$ 112.35	\$ 234.87	\$ 226.48	
Waste Water Write-Offs	\$ 916.64	\$ 282.50	\$ 205.92	\$ 324.52	\$ 215.70	\$ 126.60	\$ 330.28	\$ 322.05	
Electric Write-Offs	\$ 2,477.61	\$ 747.06	\$ 764.57	\$ 1,099.01	\$ 663.64	\$ 1,062.18	\$ 746.73	\$ 1,221.80	
Gas Write-Offs	\$ 827.06	\$ 694.60	\$ 159.23	\$ 918.37	\$ 420.25	\$ 417.40	\$ 1,616.69	\$ 759.15	
Solid Waste Write-Offs	\$ 425.71	\$ 166.01	\$ 164.91	\$ 197.33	\$ 133.44	\$ 74.45	\$ 262.82	\$ 302.69	
<b>TOTAL</b>	<b>\$ 5,098.73</b>	<b>\$ 2,085.38</b>	<b>\$ 1,409.49</b>	<b>\$ 2,973.79</b>	<b>\$ 1,711.52</b>	<b>\$ 1,792.98</b>	<b>\$ 3,191.39</b>	<b>\$ 2,832.17</b>	
<b>COMMUNICATIONS WRITE-OFFS</b>									
Telephone/Cable Write-Offs	\$ 710.27	\$ 739.31	\$ 564.65	\$ 877.32	92.84	\$ 933.39	\$ 215.07	\$ 107.39	
<b>AMBULANCE WRITE-OFFS</b>									
		<b>Old Amb Breakdown</b>							
Insurance Write Off	\$ 116,288.52	Medicare	\$ 43,034.07	\$ 40,391.23	\$ 60,979.73	\$ 51,927.64	\$ 53,437.91	\$ 24,901.17	\$ 21,918.56
Collections/IA Offset	\$ 17,765.08	Title XIX	\$ 37,947.84	\$ 30,971.96	\$ 30,987.07	\$ 21,313.68	\$ 27,504.24	\$ 8,820.01	\$ 16,216.88
		Other/Private Pay	\$ 5,255.15	\$ 9,707.63	\$ 14,323.03	\$ 14,496.13	\$ 30,687.00	\$ 6,798.66	\$ 28,533.68
<b>TOTAL</b>	<b>\$ 134,053.60</b>		<b>\$ 86,237.06</b>	<b>\$ 81,070.82</b>	<b>\$ 106,289.83</b>	<b>\$ 87,737.45</b>	<b>\$ 111,629.15</b>	<b>\$ 40,519.84</b>	<b>\$ 66,669.12</b>
<b>TOTAL WRITE-OFFS</b>	<b>\$ 139,862.60</b>	<b>\$ 89,061.75</b>	<b>\$ 83,044.96</b>	<b>\$ 110,140.94</b>	<b>\$ 89,541.81</b>	<b>\$ 114,355.52</b>	<b>\$ 43,926.30</b>	<b>\$ 69,608.68</b>	
<b>DOUBTFUL ACCOUNTS RECOVERED (from previous years write-offs)</b>									
Utilities	\$ 115.54	\$ 100.98	\$ 1,364.11	\$ 286.29	\$ 221.14	\$ 1,796.97	\$ 3,088.43	\$ 5,129.15	
Telephone/Cable	\$ 922.77	\$ 246.98	\$ 31.65	\$ 92.40	\$ 276.39	\$ 980.51	\$ 306.07	\$ 419.07	
Ambulance	\$ 1,802.61	\$ 597.69	\$ 4,785.32	\$ 6,157.79	\$ 7,518.23	\$ 1,766.54	\$ 5,208.15	\$ 6,436.05	
<b>TOTAL</b>	<b>\$ 2,840.92</b>	<b>\$ 945.65</b>	<b>\$ 6,181.08</b>	<b>\$ 6,536.48</b>	<b>\$ 8,015.76</b>	<b>\$ 4,544.02</b>	<b>\$ 8,602.65</b>	<b>\$ 11,984.27</b>	

**CITIZEN PARTICIPATION PLAN**  
**CDBG Application Public Hearing - Wednesday, July 22<sup>nd</sup> 2020 at 5:30p.m.**  
**Hawarden City Hall, 1150 Central Ave, Hawarden, Iowa 51023**

To comply with citizen participation requirements, pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, this public hearing is being held by the Hawarden City Council for the purpose of discussing and submitting a Community Development Block Grant (CDBG) application for the City of Hawarden Downtown Revitalization Project.

The purpose of the Housing Fund Grant will be to rehabilitate facades of ten (10) downtown businesses. The nature of the proposed improvements includes making upgrades to the facades of the business to include things like windows, roofs, tuckpointing and awnings to improve the appearance of the buildings downtown.

The proposed project will occur entirely within the city limits and will be entirely in downtown Hawarden. It will include buildings from the 700-900 block of Central Avenue. No new excavation or ground disturbance is expected.

The need for the proposed project was identified based on conversations between business owners, the Chamber of Commerce and the City. One Hundred (100%) percent of the requested grant funds will be used to eliminate slum and blight. This rehabilitation project will not cause the displacement of any individuals or businesses.

A CDBG application for federal grant assistance will be submitted on or before July 31<sup>st</sup>, 2020 to the Iowa Economic Development Authority. The total project cost is estimated at \$599,085. The sources for this proposed funding are \$335,006 in requested CDBG funds and a \$120,558 local match from the City and the Chamber.

Due to the nature of this project no persons or businesses shall be displaced as a result of the recommended project activities. In the event any persons or businesses are displaced as a result of the project, the entities involved will adhere to the requirements of the Uniform Relocation and Assistance and Acquisition Act of 1974, as amended.

**RESOLUTION NO. 2020-32**

**A RESOLUTION OF THE CITY OF HAWARDEN, IOWA, AUTHORIZING APPLICATION TO THE IOWA CDBG PROGRAM, DESIGNATING OFFICIAL SIGNATORS, AND AUTHORIZING NWIPDC TO PREPARE AND ADMINISTER THE GRANT FOR THE CITY OF HAWARDEN.**

WHEREAS, The City of Hawarden has identified and targeted eligible buildings in downtown Hawarden that qualify as slum and blight; and

WHEREAS, The City of Hawarden does not possess the necessary financial resources to complete the rehabilitation of these buildings without financial assistance; and

WHEREAS, The City of Hawarden is eligible to apply for Community Development Block Grant (CDBG) through the Iowa Economic Development Authority (IEDA), and wishes to apply for assistance with the downtown revitalization project; and

WHEREAS, the City Council of Hawarden believes approval of this application will result in benefits to all residents and businesses in the community and eliminate slum and blight in the community; and

WHEREAS, the City's matching funds will come from the use of local funding sources; and

NOW, THEREFORE BE IT RESOLVED by the City of Hawarden that an application to the Iowa Community Development Block Grant Program is hereby authorized, and the Mayor and City Administrator are hereby authorized to sign and execute said grant application and all related correspondence for the City.

BE IT FURTHER RESOLVED, that Northwest Iowa Planning and Development Commission (NWIPDC) is hereby authorized to assist City of Hawarden in preparation and submittal of a CDBG grant application and the City will hereby retain the services of NWIPDC, a regional Council of Governments, to administer such federal CDBG grant if it is awarded to the city.

PASSED AND APPROVED this 22<sup>nd</sup> day of July 2020.

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Ricard Porter, Mayor

Attest:

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Michael DeBruin, City Administrator

**RESOLUTION 2020-33**

**CITY OF HAWARDEN, IOWA**

**RESOLUTION DETERMINING AN AREA OF THE CITY TO BE BLIGHTED AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR COMBINATION THEREOF OF THE BLIGHTED AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY AND WELFARE OF RESIDENTS OF THE CITY.**

WHEREAS, as the result of a recently completed Blight Designation Survey (see attached), it is hereby found and declared that a blighted area of the community exists in a portion of the downtown commercial area, such area as identified in an attached map; and

WHEREAS, the Code of Iowa Chapter 403 declares that blighted areas constitute a serious menace, injurious to the public health, safety, and welfare of the affected area and that such blight constitutes an economic and social liability, as well as impairs sound growth of the affected area; and

WHEREAS, the need to eliminate blighted areas is a matter of both State and local concern in order to strengthen and revitalize the economy of the affected community;

NOW, THEREFORE, be it resolved by the City Council of the City of Hawarden. Iowa as follows:

Section 1. The rehabilitation, conservation, redevelopment, development. or a combination thereof, of the identified portion of downtown commercial area is necessary in the interest of the public health, safety, and welfare of the residents of the City of Hawarden.

Section 2. It is in the best interest of the community to proceed with the proposed Hawarden Facade Restoration Project, in partnership with the Iowa Economic Development Authority, as such project is consistent with the goals and objectives of the City Council to facilitate growth and development of the community.

The motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ and after due consideration the roll was called. Motion was carried.

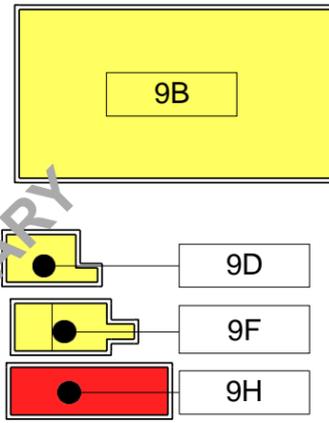
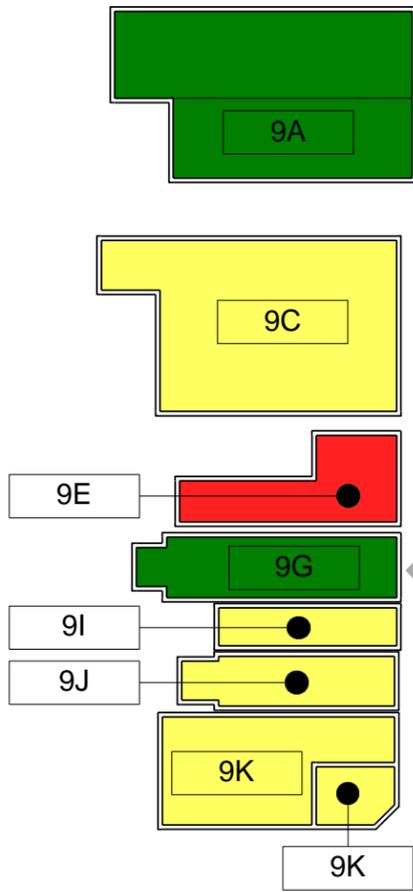
Whereupon, the Mayor declared said Resolution duly passed and adopted this 22<sup>nd</sup> day of July 2020.

\_\_\_\_\_  
Ricard Porter, Mayor

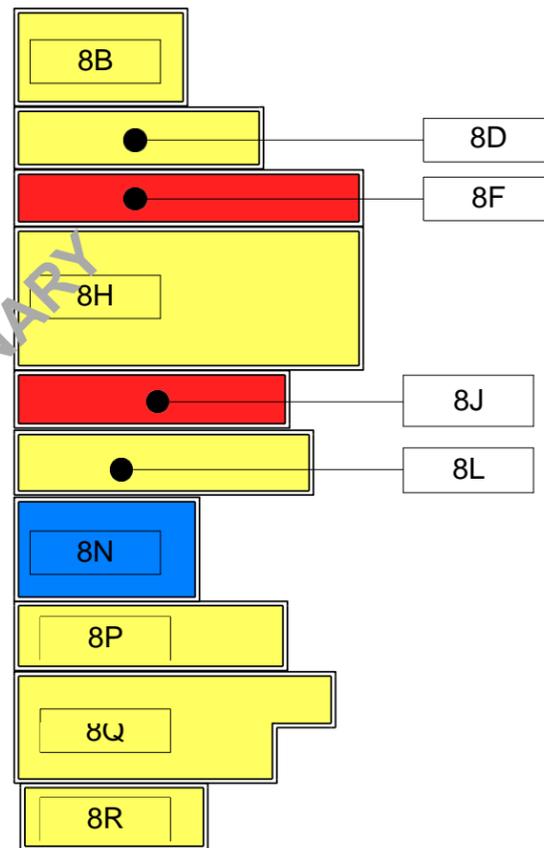
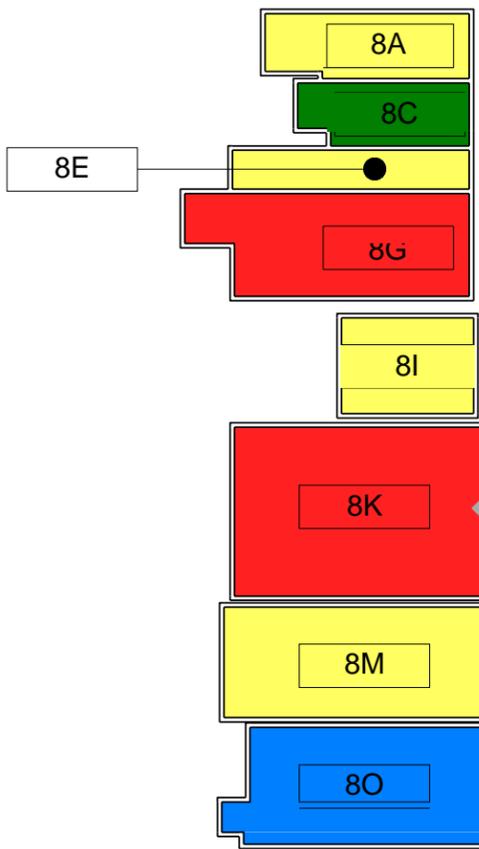
ATTEST:

\_\_\_\_\_  
Michael DeBruin, City Administrator

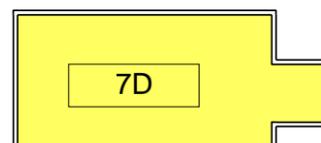
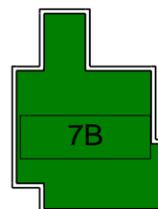
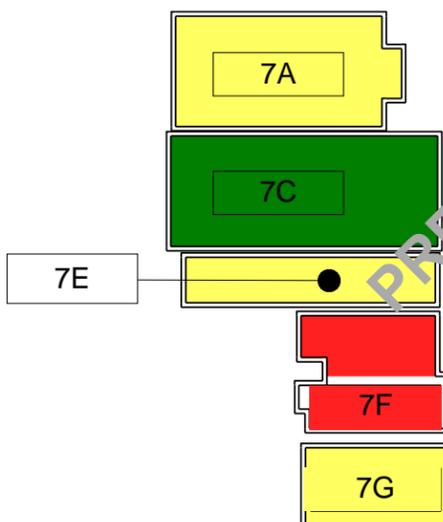
10th St.



9th St.



8th St.



# ADDRESSES OF PROPERTIES

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- |  |   |
|--|---|
| 9A) 925 CENTRAL AVE<br>(LA CARRETA RESTAURANT +<br>LOCO STORE) | 9B) 918 CENTRAL AVE<br>(DOLLAR GENERAL/ BOMGAARS)   |
| 9C) 913 CENTRAL AVE<br>(LIFESTYLE FITNESS)                     | 9D) 914 CENTRAL AVE<br>(MOM'S GOODIES)              |
| 9E) 911 CENTRAL AVE<br>(THE OTHER BAR & GRILL)                 | 9F) 912 CENTRAL AVE<br>(LINDE'S SALON)              |
| 9G) 909 CENTRAL AVE<br>(THE PRO SPORT BISTRO)                  | 9H) 910 CENTRAL AVE<br>(ACS NETWORKS INC)           |
| 9I) 907 CENTRAL AVE<br>(GYPSY SOUL BOUTIQUE)                   |   |
| 9J) 905 CENTRAL AVE<br>(FLOWERS BY JAN)                        |   |
| 9K) 903 CENTRAL AVE<br>(BOOTH PHARMACY)                        | 8B) 826 CENTRAL AVE<br>(IMPRESSIONS)                |
| 9K) 621 9TH STREET<br>(N/A)                                    | 8D) 822 CENTRAL AVE<br>(AGENCY ONE SERVICES)        |
| 8A) 827 CENTRAL AVE<br>(BACK TO HEALTH)                        | 8F) 820 CENTRAL AVE<br>(N/A)                        |
| 8C) 825 CENTRAL AVE<br>(IN WEAVE RUGS)                         | 8H) 816 CENTRAL AVE<br>(RODNEY'S STUDIO)            |
| 8E) 823 CENTRAL AVE<br>(IN WEAVE)                              | 8J) 814 CENTRAL AVE<br>(TRANSFORMATIONS)            |
| 8G) 821 CENTRAL AVE<br>(IN WEAVE FABRIC)                       | 8L) 812 CENTRAL AVE<br>(N/A)                        |
| 8I) 815 CENTRAL AVE<br>(CENTRAL CAFE)                          | 8N) 810 CENTRAL AVE<br>(FAMILY 1ST DENTAL)          |
| 8K) 813 CENTRAL AVE<br>(CENTRAL PARTS & SUPPLY)                | 8P) 806 CENTRAL AVE<br>(WILLOW TREE)                |
| 8M) 809 CENTRAL AVE<br>(N/A)                                   | 8Q) 802 CENTRAL AVE<br>(THRIFT SHOP)                |
| 8O) 801 CENTRAL AVE<br>(PEOPLES BANK)                          | 8R) 800 CENTRAL AVE<br>(LAW OFFICES)                |
| 7A) 725 CENTRAL AVE<br>(FORMER CITY HALL)                      | 7B) 722 CENTRAL AVE<br>(RIVER'S EDGE BANK)          |
| 7C) 723 CENTRAL AVE<br>(PIZZA RANCH)                           | 7D) 704 CENTRAL AVE<br>(ROOSTER MIDWEST STEAKHOUSE) |
| 7E) 717 CENTRAL AVE<br>(THE TV SHOP)                           |   |
| 7F) 711 CENTRAL AVE<br>(HAWARDEN STEAK HOUSE)                  |   |
| 7G) 707 CENTRAL AVE<br>(NO NAME)                               |   |

CITY OF HAWARDEN - CENTRAL AVE (WEST)						
MAP ID	DBA	ADDRESS	OVERALL CLASSIFICATION	VACANT (1st)	VACANT (2nd)	PARTICIPANT
7G	N/A	707 Central Ave.	FAIR	Vacant	No 2nd Floor	No
7F	Hawarden Steak House	711 Central Ave.	POOR	Vacant	No 2nd Floor	No
7E	The TV Shop	717 Central Ave.	FAIR	Occupied	No 2nd Floor	Yes
7C	Pizza Ranch	723 Central Ave.	GOOD	Occupied	No 2nd Floor	No
7A	Lifestyle Fitness (Future)	725 Central Ave.	FAIR	Vacant (until 8/1/2020)	Vacant	Yes
8O	Peoples Bank	801 Central Ave.	EXCELLENT	Occupied	No 2nd Floor	No
8M	N/A	809 Central Ave.	FAIR	Vacant	Vacant	Yes
8K	Central Parts & Supply	813 Central Ave.	POOR	Occupied	Vacant	No
8I	Central Café	815 Central Ave.	FAIR	Occupied	Vacant	Yes
8G	In Weave	821 Central Ave.	POOR	Occupied	Vacant	
8E	In Weave	823 Central Ave.	FAIR	Occupied	Vacant	No
8C	In Weave Rugs	825 Central Ave.	GOOD	Occupied	Vacant	No
8A	Back To Health	827 Central Ave.	FAIR	Occupied	Vacant	Yes
9K	Booth Pharmacy	903 Central Ave.	FAIR	Occupied	Vacant	Yes
	N/A	621 9th Street	FAIR	Occupied - Residential	Occupied	(Included in 903)
9J	Flowers By Jan	905 Central Ave.	FAIR	Occupied	Vacant	No
9I	Gypsy Soul Boutique	907 Central Ave.	FAIR	Occupied	Occupied - Residential	No
9G	The Pro Sport Bistro	909 Central Ave.	GOOD	Vacant	Vacant	No
9E	The Other Bar & Grill	911 Central Ave.	POOR	Occupied	Vacant	No
9C	Lifestyle Fitness (Current)	913 Central Ave.	FAIR	Occupied to 8/1/2020; then vacant	Vacant	Yes
9A	La Carreta Restaurant + Loco Store	925 Central Ave.	GOOD	2 Occupied; 1 Vacant	No 2nd Floor	No
CITY OF HAWARDEN - CENTRAL AVE (EAST)						
MAP ID	DBA	ADDRESS	OVERALL CLASSIFICATION	VACANT (1st)	VACANT (2nd)	PARTICIPANT
7D	N/A	704 Central Ave.	FAIR	Vacant (Under Renovation)	No 2nd Floor	No
7B	River's Edge Bank	722 Central Ave.	GOOD	Occupied	No 2nd Floor	N/A
8R	Gubbrud & Haugland Attorneys at Law	800 Central Ave.	FAIR	Vacant	Vacant	No
8Q	Thrift Shop / Hospital Auxiliary	802 Central Ave.	FAIR	Occupied	Vacant	No
8P	Willow Tree	806 Central Ave.	FAIR	Occupied	Vacant	Yes
8N	Family First Dental	810 Central Ave.	EXCELLENT	Occupied	No 2nd Floor	No
8L	N/A	812 Central Ave.	FAIR	Occupied - Residential	Vacant	No
8J	Transformations/ Indy	814 Central Ave.	POOR	Occupied	Occupied	No
8H	Rodney's Studio	816 Central Ave.	FAIR	Vacant	Vacant	No
8F	N/A	820 Central Ave.	POOR	Vacant until 12/1/2020	Vacant	No
8D	Agency One Services	822 Central Ave.	FAIR	Occupied	Vacant	No
8B	Impressions	826 Central Ave.	FAIR	Occupied	Vacant	No
9H	ACS Networks Inc.	910 Central Ave.	POOR	Vacant	Occupied	No
9F	Linde's Salon	912 Central Ave.	FAIR	1 Space Vacant; 1 Space Occupied	No 2nd Floor	No
9D	Mom's Goodies Store	914 Central Ave.	FAIR	Vacant	Vacant	No
9B	Dollar General/ Bomgaars	918 Central Ave.	FAIR	Occupied	No 2nd Floor	Yes

**RESOLUTION 2020-34**

**A RESOLUTION OF CITY OF HAWARDEN  
TO REQUEST THE ASSISTANCE OF THE NORTHWEST  
IOWA PLANNING AND DEVELOPMENT COMMISSION**

WHEREAS, the City of Hawarden wishes to engage the Northwest Iowa Planning and Development Commission (hereinafter called the Planning Agency) to provide certain technical and professional services in connection with...

**COMPLETING AN ENVIRONMENTAL ASSESSMENT FOR HAWARDEN PROPOSED  
DOWNTOWN REVITALIZATION PROJECT**

NOW THEREFORE BE IT RESOLVED, by the Hawarden City Council, that the Planning Agency be requested to provide staff assistance in the above-mentioned project; and

THAT IT IS FURTHER RESOLVED that the City of Hawarden understands and will comply with the fees for Planning Agency staff assistance.

Passed, approved and adopted this 22<sup>nd</sup> day of July 2020

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Ricard Porter, Mayor

Attest:

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Michael DeBruin, City Administrator

**A PLANNING AGREEMENT BETWEEN  
NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
AND CITY OF HAWARDEN, IOWA**

THIS PLANNING AGREEMENT entered into this 22<sup>nd</sup> day of July 2020, by and between the Northwest Iowa Planning and Development Commission (hereinafter called the Planning Agency) and the City of Hawarden (hereinafter called the City). The City is applying for federal CDBG grant funds for a downtown revitalization project. The Iowa Economic Development Authority's CDBG program requires a completed environmental assessment for the project be submitted prior to or with the CDBG application for the City's water system project. The City has passed and approved a RESOLUTION requesting the Planning Agency's assistance in carrying out the included Scope of Services, and it is hereby agreed by the City as follows:

SECTION 1. Scope of Services

The Planning Agency shall perform the necessary services required to carry out the following:

**Complete an Environmental Assessment for the City of Hawarden for the proposed downtown revitalization project.**

The Environmental Assessment will be submitted to the Iowa Economic Development Authority (IEDA) in conjunction with the Hawarden CDBG application for this project. The Environmental Assessment will be completed in accordance with 24 CFR Part 58. This contract does not cover any additional professional services as may later be deemed necessary to complete the Environmental Assessment (i.e. archaeological or historical preservation; floodplain, wetlands or endangered species mitigation; surveying). This contract will not cover the cost and time necessary for an Environmental Impact Statement if deemed necessary.

SECTION 2. Time of Performance

The services of the Planning Agency shall commence on or about the signing of this Agreement and shall be completed upon submission of the Environmental Assessment to the Iowa Economic Development Authority in conjunction with the proposed CDBG application. The estimated timeframe for completion of the project activities will be:

**Hawarden Environmental Assessment: est. 30 days**

SECTION 3. Method of Payment

The cost of services to the City shall be \$3,000 for work activities specified in the approved work program. The City agrees to pay compensation as invoiced.

**Hawarden Environmental Assessment: \$3,000.00**

SECTION 4. Progress Report

A progress report (written or oral) may be presented to the City or other project representatives as requested by the same. The report shall specify that the Planning Agency has performed the work in conformance with the agreement. The progress report also shall describe the work accomplished during the period.

SECTION 5. Personnel

The Planning Agency represents that it has, or will secure, all personnel necessary in performing the

services under SECTION 1 of this agreement.

#### SECTION 6. Services to be furnished to the Planning Agency

The City shall make available to the Planning Agency the ability to meet with staff, the project engineer (if necessary), city staff (if necessary), or other consultants for an adequate number of meetings to accomplish the tasks identified in this Planning Agreement. Additionally, the City shall be willing to provide any reports, data, maps, GIS data, or documents and information which are necessary in the performance of work under this Agreement.

#### SECTION 7. Records Available

At any time during normal business hours and as often as necessary, each party shall make available to the other party all financial and administrative records with respect to all matters covered by this Planning Agreement.

#### SECTION 8. Amendment of this Agreement

If, as the work progresses, major changes in the schedule, funding, scope or total cost of the work to be performed are necessary, the modifications shall be mutually agreed upon by both the City and the Planning Agency and shall be incorporated into this Agreement through a written amendment signed by both parties. Any amendment provisions shall be in effect as of the date of the amendment unless otherwise specified within the agreement.

#### SECTION 9. Termination or Cancellation of Contracted Activities

The termination or cancellation of contracted planning activities may be initiated by either party through written notice providing explanation for the cancellation of such planning activities. Such cancellation notice shall be provided to the party being served at least 30 days prior to the effective date of the termination of services. All reasonable costs associated with this contract and incurred up to the date of termination will be paid by the City. No payment will be made for work completed after termination of this contract.

#### SECTION 10. Federal Compliance Assurances

In carrying out this Agreement, all parties shall comply with the following laws and regulations:

- Section 3 of the Housing and Urban Development Act
  - a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's

commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- d. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Amendments and regulations thereto.
  - Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309)
  - The Age Discrimination Act of 1975, as amended (S.C. 1601 et seq.).
  - Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112).
  - Title VIII of the Civil Rights Act of 1968, as amended.
  - Federal Executive Order 11063, as amended by Executive Order 12259.
  - Federal Executive Orders 11246 and 11375.
  - Iowa Civil Rights Act of 1965 (Iowa Executive Order 15 and 34)
  - Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213).
  - All government-wide lobbying restrictions made part of this agreement by attachment.
  - Title IV of the Lead Based Poisoning Prevention Act (42 U.S.C. 4831) as implemented through the regulations contained in 24 CFR, Part 35.

- Standards and Policies Relating to Energy Efficiency Pub. L. 94-163, 89 Stat. 871  
Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting. The Contractor must provide information as necessary and as requested by the Iowa Economic Development Authority for the purpose of fulfilling all reporting requirements related to the CDBG program.

APPROVED AS OF JULY 22, 2020

SIGNED:

Northwest Iowa Planning  
and Development Commission

City of Hawarden

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NWIPDC EXECUTIVE DIRECTOR

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MAYOR

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NWIPDC FINANCE OFFICER

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CITY CLERK

## **EXHIBIT A - SCOPE OF SERVICES**

### **ENVIRONMENTAL ASSESSMENT FOR CITY OF HAWARDEN DOWNTOWN REVITALIZATION PROJECT**

The Northwest Iowa Planning and Development Commission will assist the City of Hawarden with completing an Environmental Assessment as required by the Iowa Economic Development Authority (IEDA) for the proposed CDBG grant. This Environmental Assessment is required by IEDA for the CDBG application and proposed project. The following is a basic list of services to be provided by the NWIPDC in connection with this project.

#### **I. Implementation**

- A. Complete an Environmental Assessment in accordance with 24 CFR Part 58 for the proposed community facility project to be submitted in conjunction with a CDBG application for the proposed project.
- B. Act as liaison and correspond on behalf of the City of Hawarden with IEDA and other government agencies on matters pertaining to the completion of the Environmental Assessment. However, there may be instances where the Mayor or other city staff representing the City of Hawarden, in their official capacity of representing the City, may be required to correspond with government agencies or the public.
- C. Represent the interests of the City of Hawarden for purposes of preparing the CDBG grant application.
- D. Provide the City of Hawarden with one (1) copy of the completed Environmental Assessment for their records.
- E. Submit the completed Environmental Assessment to the Iowa Economic Development Authority.

#### **II. Budget**

- A. If required, the cost of services for an archaeologist or architectural historian is not included in this contract's budget.
- B. If required, the cost of endangered or threatened species mitigation, floodplain or wetlands mitigation, or other type of mitigation is not included in this contract's budget.
- C. If it is determined an Environmental Impact Statement is required to be performed in accordance with subpart E of 24CFR Part 58, then these costs are not included in this contract's budget.

# City of Hawarden

## Community Development and Housing Needs Assessment

### I. Community Development and Housing Needs of Low and Moderate Income Persons

- A. Encourage the rehabilitation of single-family homes and the removal of properties that have already deteriorated beyond repair.
- B. Promote the upkeep of neighborhoods by taking appropriate proactive steps against property owners who fail to maintain their property.
- C. Explore incentives to attract developers and contractors to build affordable housing.
- D. Stimulate new single family residential housing in Hawarden.

### II. Other Community Development and Housing Needs

- A. Assist local businesses and industries to encourage expansion that create new jobs.
- B. Encourage the continued beautification and growth in the central business district.
- C. Develop strategies to increase tourism and attract new residents to relocate into the community.
- D. Continue to maintain and consider the expansion of the City's parks and recreational facilities.

### III. Planned or Potential Activities to Address Housing and Community Needs

- A. Promote the use of federal, state and local assistance programs to assist in projects for the city and particularly the owner occupied housing rehabilitation program.
- B. Research funding and other incentives to encourage business expansion for the creation of quality jobs.
- C. Consider the acquisition, demolition, and resale of vacant and dilapidated structures as they become available.
- D. The City will review their codes and enforce the codes as they relate to "nuisance" ordinances.
- E. Seek federal grant funding to address improving facades of downtown businesses.

This assessment was prepared and adopted by the Hawarden City Council at its regular council meeting on July 22, 2020.

Number of local residents attended\_\_\_\_\_.

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Ricard Porter, Mayor

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Michael DeBruin, City Administrator

Statement of Qualifications Submission  
for  
Hawarden Downtown Revitalization Project



The Franks Design Group, P. C. – Architects

13 July 2020

**RECEIVED**

*By Larry Cope at 3:47 pm, Jul 13, 2020*

13 July 2020

The Franks Design Group, PC

The City of Hawarden, Iowa  
1150 Central Avenue  
Hawarden, Iowa 51023

Dear Hawarden Façade Project Committee,

The Franks Design Group, PC is very pleased to submit this Statement of Qualifications in response to your Request for Qualifications received on 29 June 2020. We understand that the City of Hawarden anticipates making application for the CDBG Downtown Revitalization/Façade Rehabilitation program utilizing concept-level design and estimating already performed by a local professional who is unable to have a continuing role in the project. The project anticipates rehabilitation of approximately 10 participating buildings in Hawarden's historic downtown. The City is seeking an architectural firm to provide professional services, following the successful award of CDBG funds, and contingent upon the award of those funds. These services will include advancing documentation and design from that concept-level work through Section 106 review/approval, followed by bidding and construction. We, finally, understand that the City's grant funds will be administered by Northwest Iowa Planning and Development Commission.

On July 8 I had an informative telephone conversation with Larry Cope. We discussed the project's history, the City's support, and the enthusiasm expressed by the potentially participating property owners. Larry and I also discussed Hawarden's attractive downtown area, which we had "sized up" online, gathering current images as well as historic information. Based on that conversation, your project appears to have solid potential to receive a CDBG grant award and to improve Hawarden's downtown district. Our firm specializes in historic preservation work and we offer our experience, expertise, and our personal approach for your consideration. We love old buildings! It is what we do.

During the past eight years, we have provided professional design services for eight CDBG Façade Rehabilitation Projects. Our completed projects in Manning, Malvern, and Walnut are especially like Hawarden: small population and limited local volunteer pool, limited downtown districts with reasonably good historic integrity, but several vacant or underutilized properties. While the DTR/façade rehabilitation program is not a 'magic bullet', the program can be catalytic. We are firm believers that historic preservation and small community economic development are two very compatible tools in the same toolbox. In short, we have assisted in success stories very similar to your community's vision for its future. We wish to bring our experience and passion to your community.

Thank you for this opportunity to submit our credentials and qualifications and best wishes for your selection process and the important work to follow. We are mindful that this is a tremendously important opportunity for Hawarden and we very much wish to work with you and the other stakeholders in developing your project's full potential. We are prepared to guide you and your community through the entire arc of the project in order for that potential to be achieved.

If you require any additional information or have any questions, please contact me: Email - [pete@franksdesigngroup.com](mailto:pete@franksdesigngroup.com) or via my cellphone (712) 309-2855.

Sincerely,



Peter G. Franks, AIA, NCARB, LEED Accredited Professional since 2004  
President, The Franks Design Group, P. C. - Preservation Architects

## Hawarden Downtown Revitalization Project



## RFQ Submittal Requirement Responses

The Franks Design Group, P. C.

## HAWARDEN DOWNTOWN REVITALIZATION PROJECT REQUEST FOR QUALIFICATIONS – SUBMITTAL REQUIREMENT RESPONSES

### 1. DESCRIPTION OF EXPERIENCE WITH IEDA'S CDBG PROGRAM

If selected, The Franks Design Group will bring considerable relevant project experience to the benefit of the Hawarden Downtown Revitalization Project.

Our firm's experience involves the CDBG Downtown Revitalization Façade Rehabilitation Projects in Manning, Malvern, Le Mars, Sac City, Walnut, Jefferson, Creston and Pottawattamie County (Macedonia & Carson). In each case, our firm was selected, via a competitive qualifications-based process, to serve as the design authority. Similar to Hawarden's participating properties, each of these façade projects includes a collection of existing building types and sizes and the rehabilitation work varies from building to building. The rehabilitation work in Jefferson, Manning, Malvern, Le Mars, Walnut, and Sac City is complete, while Creston is under construction and Pottawattamie County is bidding.

Although we are a general architectural practice and have done a wide range of projects, our area of specialization focuses on projects involving existing and historic buildings. This historic work includes assessments of existing conditions, renovations, building additions, historic preservation, and adaptive re-use projects. Prior to establishing the firm, Mr. Franks was involved with a variety of historic building projects going back to his early years in the profession in the 1990's. There has been a consistent flow of historic projects throughout his career. The firm's expertise and enthusiasm for historic preservation is evidenced by the fact that we have been under contract with The State Historical Society of Iowa as a consultant within their Technical Advisory Network (TAN) program since 2008. In short, we respect and love old buildings and we enjoy sharing that passion with our clients and communities.

With our concentration on historic and existing building projects we have seen, time and time again, that an old building usually has a story to tell. It is often a bit of a puzzle, but a gratifying one to solve when we can identify how and why a particular building was built as it was.

This Statement of Qualifications submission includes several façade project profiles which incorporate images of the participating buildings shown in the pre-rehabilitation condition as well as the resulting post-rehabilitation. These are included in the section following these written responses.

### 2. DESCRIPTION OF SIMILAR PROJECTS THE FIRM HAS COMPLETED

This Statement of Qualifications submission includes several relevant experiences with historic preservation, downtown revitalization and/or the CDBG Program. The project experiences include a printed description and are included in the section following these written responses.

**3. DESCRIPTION OF ORGANIZATIONAL CAPACITY TO COMPLETE ALL NECESSARY ACTIVITIES, INCLUDING RESUMES OF ALL EMPLOYEES WHO WILL BE ASSIGNED TO THE PROJECT**

For our firm, the timing of the Hawarden Downtown Revitalization Project is good. We have the capacity to do the work and lead your community through the arc of this project over the next 12-24 months.

The Franks Design Group, PC is a preservation-oriented specialty architectural practice and we are small by choice. Our office is an open studio space, which encourages our team to participate in all our projects; sometimes actively, sometimes passively, always collaboratively. The staff at the Franks Design Group is comprised of experienced and passionate professionals who wish to lead property owners and stakeholders through preservation efforts as well as educate them about their building's past and potential.

Between our completed work done for the Manning Main Street Façade Project, Malvern Façade Rehabilitation Project, the Le Mars Façade Project, Sac City Façade Rehabilitation Project, Walnut Façade Project, Jefferson Façade Project, under construction of Uptown Creston Façade Project, and currently bidding the Pottawattamie County Façade Project; we are confident that we understand the staffing and technical demands of your project.

Our firm's staff is comprised of a principal architect, a preservation planner, and 2 designers. All four of these individuals will have active roles in providing the professional services for the Hawarden Downtown Revitalization Project. All of our historic projects have substantial involvement by the firm's founder and principal architect Pete Franks.

## **The Franks Design Group, PC; Glenwood, IA – Architect and coordinating professional**

### **Peter G. Franks, AIA, NCARB, LEED AP – President and Founding Principal**

Pete has been centrally involved in all of the firm's Façade Rehabilitation Projects. His roles include general project planning and management, existing conditions assessment with an emphasis on historic materials and components, design and treatment with an emphasis on historically appropriate strategies that conform with the Secretary's Standards, cost estimating, specifications writing, and bidding & construction administration.

Pete established The Franks Design Group in 2006. He has worked in the profession since 1987 and has been a Registered Architect since 1992. He is a graduate of the University of Cincinnati's College of Design, Architecture, Art, and Planning where he was later a faculty member from 1994 to 2000. Prior to the firm's establishment, he had worked with firms in Pennsylvania, Ohio, Nebraska, and South Dakota.

In addition to operating the design practice, Mr. Franks also fulfills a number of public service commitments. After completing eight years of elected school board service in 2018, Pete was nominated for and elected to serve as a member of the Board of AIA Iowa – representing architect members across the state. Starting in 2020 he is also an appointed member of the IEDA's Main Street Iowa Advisory Committee. Along with his wife of 24 years, two children, and a large collection of pets, he lives on a historic 1923 farmstead near Hastings, Iowa.

### **Shelley McCafferty – Preservation Planner**

Shelley joined the Franks Design Group in mid-2019 and has been instrumental to the development of our Greenfield Historic District Guidelines as well as a key contributor to other historic preservation projects. Prior to joining the firm, she worked in other preservation-oriented architectural practices and served as the City of Iowa City's Associate Planner/Preservation Planner for several years. She has authored Preservation Plans, Historic Preservation Handbooks, Site Evaluations, Neighborhood Preservation Plans, District Site Inventories and Historic Guidelines.

### **Chelsey A. Mass – Designer**

Chelsey has actively participated in the design process for all five of the firm's CDBG Façade Rehabilitation Projects – Manning, Malvern, Le Mars, Sac City, and Walnut. She has also had important roles in the Glenwood Public Library Lower Level Renovation Project, the Shenandoah Library Project, the Vine Street Cellars project, The Osceola Depot Preservation Project, and many others

A native of Glenwood, Iowa, she earned a Bachelor of Interior Design Degree from the University of Nebraska-Lincoln in 2012. She joined the firm as a student intern in 2011 and continued into a full-time position upon her graduation.

### **Joel J. Wienhold – Designer**

Joel joined the Franks Design Group full-time after graduating from Iowa State University with a Bachelor of Fine Arts degree in Interior Design in 2018. Prior to joining the Franks Design Group, Joel worked as an intern at the State Historic Preservation Office of Iowa and participated in several in-depth interdisciplinary studio courses and research symposiums focused on historic preservation from both national and international perspectives.

## **CONSULTANTS**

We have a pair of consulting professionals who we use on many historic building and façade rehabilitation projects. They are Molly Meyers Naumann, consulting architectural historian and Kenneth D. Lathrum & Associates, consulting structural engineers.

### **Molly Meyers Naumann; Ottumwa, IA – Consulting Architectural Historian.**

Molly established her consulting practice in 1979. Molly's roles as a consulting Architectural Historian/Historian have included the following services:

- Architectural & Historical Survey & Evaluation
- National Register of Historic Places Nominations
- Historic Preservation Commission Training
- Heritage Education Programming

In the context of the Hawarden Downtown Revitalization Project, Molly's role will occur in shortly after the CDBG award is made, and well before the proposed façade designs are submitted for Section 106 review by the State Historic Preservation Office/IEDA. She will perform a survey of the downtown district to arrive at a determination of whether there is sufficient density and historic integrity to consider Hawarden's downtown core to be a *potential* National Register of Historic Places Historic District. Inventory forms for each of the buildings in the downtown district will be prepared as a component of this evaluation. This documentation and eligibility determination is a prerequisite for the Section 106 Review and also informs the historic treatment options considered appropriate under the Secretary of the Interior's Standards.

### **Kenneth D. Lathrum & Associates; Omaha, NE – Consulting Structural Engineer.**

The Franks Design Group works with Ken's firm on all of our historic building projects where structural assessment or intervention is warranted. Lathrum & Associates have extensive experience in working with existing and historic construction and have an unusually high ability to furnish solutions that are readily achievable and integrate well into the balance of the preservation/rehabilitation work being proposed and executed.

Since the façade rehabilitation projects involve older buildings, that have been modified over time, Ken Lathrum's role in our façade project work is often twofold. First, in situations where there is a known and observable technical problem with structural implications, we will include his remedial guidance in the design, estimating and bidding packages. Second, we recommend that our services agreement also includes a contingency allowance for Ken's firm to be available to assess and address concealed structural issues. Previously concealed issues that are discovered during the contractor's initial selective demolition tasks will sometimes have structural consequences and we will call on Ken's experience and expertise in such instances.

#### **4. DESCRIPTION OF THE ANTICIPATED TIMEFRAME NECESSARY TO COMPLETE ACTIVITIES**

The following page show a conceptual timeframe and outline of tasks and milestones we would anticipate for the Hawarden DTR/façade rehabilitation project. It shows the full arc of the project, from the present through project construction and closeout. It has been our experience that DTR projects tend to be approximately 1 ½ years in duration from the CDBG application through construction and closeout.

The Façade Rehabilitation Projects are, by definition, complex undertakings. Multiple buildings, historic considerations, Federal requirements, and public bidding requirements are just some of the items that make these projects unusual. The schedule and sequence of tasks also relies on the participation and collaboration of a number of key stakeholder constituencies, including the following:

Building Owners - The potentially participating property owners are key to the development of a successful grant application and, ultimately, to a successful project. We have worked with over 100 property owners through our past history with the DTR program and fully understand that part of our role is to educate the owners about design/construction/historic preservation – a facet of these projects that we truly enjoy. It has been our experience that most of the participating property owners have never had much exposure to the construction process, let alone done so with an architect involved. These are smart people and we strive to explain the process in order for them to make well-informed decisions about the scope of the project at their property.

City of Hawarden – The City is the Grant Recipient and will be the contracting entity for all contracts. We understand the city has committed to financial support of the project as well as the logistical and fiscal agent roles. We approach contractor payments and other City-involved decisions working back from the standing meeting dates and deadlines, so items requiring review and approval can be handled without delay and without special meetings.

NWIPDC - Northwest Iowa Planning and Development Commission will be the entity responsible for compiling and submitting the grant application and will act as the grant administrator after the award is made. Their role is continuous throughout the arc of the project and we will be in touch with them on a very regular basis.

Prime Contractor – The project’s construction is bid and contracted as a single prime general construction contract. In other words, a single bidder will be selected to have overall responsibility for performing all of the work (except ACM remediation). The contract will be between the City of Hawarden and the successful contractor; however, we stay very involved throughout construction. We will have regular contact with the Contractor, especially when dealing with concealed deterioration and similar “old building issues” that tend to arise in DTR projects. We also administer the construction contract and have authority to observe the work and certify payment. Lastly, we review all work at completion for observed conformance with the contract documents.

SHPO/IEDA – The proposed work will be designed in conformance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties – Rehabilitation (“the Secretary’s Standards”). The scope of work for the proposed project will be reviewed by the internal reviewer within the Iowa Economic Development Authority (IEDA) for conformance with Section 106 of the National Historic Preservation Act. This review is done on behalf of the Iowa State Historic Preservation Office (SHPO). We prepare our design documents with specific Section 106 review notes included for ease of review and approval. We have very good relationships with the staff at IEDA and SHPO and will discuss any concerns that ever come up in the course of their work.



## **5. REFERENCES FROM PREVIOUS CLIENTS OF RELATED WORK WITHIN THE PAST FIVE YEARS**

Our firm's last five downtown historic building or façade projects include the following:

### **CDBG Uptown Creston Façade Rehabilitation Project, Creston, Iowa**

The Franks Design Group was selected to serve as the design authority for the CDBG Uptown Creston Façade Rehabilitation Project in Creston, Iowa. The project involves exterior façade rehabilitation of 11 existing buildings located in Uptown Creston downtown. The project is currently under construction with a final completion date scheduled for the Fall of 2020.

Contact: Mike Taylor City; Administer, Creston, Iowa. 641-782-2000 ext. 202 or [mike@crestoniowa.org](mailto:mike@crestoniowa.org)

### **CDBG Jefferson Main Street Façade Rehabilitation Project, Jefferson, Iowa**

The Franks Design Group served as the design authority for the CDBG Main Street Jefferson Façade Rehabilitation Project in Jefferson, Iowa. The project involves exterior façade rehabilitation of 13 existing historic buildings located in the National Register-listed Jefferson Downtown Historic District. Construction was completed in Fall 2017.

Contact: Mike Palmer; City Administrator, The City of Jefferson. (515)386-3111 or [michaelpcjeff@netins.net](mailto:michaelpcjeff@netins.net)

### **CDBG Walnut Main Street Façade Rehabilitation Project, Walnut, Iowa**

The Franks Design Group served as the design authority for the CDBG Main Street Walnut Façade Rehabilitation Project in Walnut, Iowa. The project involves exterior façade rehabilitation of 16 existing historic buildings located in the Walnut Downtown Historic District. The project completed in Summer 2017.

Contact: Shannon Wood; City Clerk, The City of Walnut, Iowa. (712) 784-3443 or [citywain@walnutel.net](mailto:citywain@walnutel.net)

### **CDBG Sac City Main Street Façade Rehabilitation Project, Sac City, Iowa**

The Franks Design Group was selected to serve as the design authority for the CDBG Main Street Sac City Façade Rehabilitation Project in Sac City, Iowa. The project involves exterior façade rehabilitation of 18 existing buildings located in Sac City's downtown. Construction Completed in summer 2016.

Contact: Steve Spotts Chamber Main Street Board Member, Sac City, Iowa. (712)662-4721 or [sspotts@scbank.com](mailto:sspotts@scbank.com)

### **CDBG Le Mars Main Street Façade Rehabilitation Project, Le Mars, Iowa**

The Franks Design Group served as the design authority for the CDBG Main Street Le Mars Façade Rehabilitation Project in Le Mars, Iowa. The project involves exterior façade rehabilitation of 29 existing historic buildings located in the National Register-listed Le Mars Downtown Historic District. Construction Completed in fall 2015.

Contact: Jason Vacura; City Administrator, The City of Le Mars, Iowa. (712) 548-4965 or [jvacura@lemarsiowa.com](mailto:jvacura@lemarsiowa.com)

### **CBDG Malvern Main Street Façade Rehabilitation Project, Malvern, Iowa**

The Franks Design Group was selected via a competitive qualifications-based selection process to serve as the design authority for the CBDG Main Street Malvern Façade Rehabilitation Project in Malvern, Iowa. The firm had previously performed concept level project design and estimating support of the City's successful grant application. The project involves exterior façade rehabilitation of 19 existing historic buildings located in Malvern's downtown district. Design and engineering work was completed in Summer 2014. Construction was completed June 2015.

Contact: Kate McGann; Malvern State Bank. (712) 624-8686 or [kmcgann@malvernbank.com](mailto:kmcgann@malvernbank.com)

### **CBDG Manning Main Street Façade Rehabilitation Project, Manning, Iowa**

The Franks Design Group served as the design authority for the CBDG Main Street Manning Façade Rehabilitation Project in Manning, Iowa. The project involves exterior façade rehabilitation of existing historic buildings located on Main Street in Manning's downtown district. The project involves a total of 19 ground level commercial bays. Design and engineering work was completed in early 2012. Construction completed spring 2014. Manning received top statewide honors from both Main Street Iowa and Preservation Iowa.

Contact: Dawn Rohe; City Clerk, The City of Manning, Iowa. (712) 655-2176 or [dawnrohe@mmctsui.com](mailto:dawnrohe@mmctsui.com)

## **6. DESCRIPTION OF THE FIRM'S ERRORS AND OMISSIONS COVERAGE, INCLUDING AMOUNT OF COVERAGE**

The Franks Design Group, PC has maintained professional liability insurance since the firm's founding in 2006. We would add that there has never been a claim made in that 14+ years. Our professional liability insurance is administered by USI Midwest in Oak Brook IL. They are an agency that specializes in insurance services for the design professions and have served as our agency since 2006. The Policy in force is furnished by RLI, Insurance Company. Policy Number RDP0021239 includes Limits Of Liability of \$1,000,000 per claim and up to \$1,000,0000 each policy year aggregate. The current two-year policy period is in effect through 8/3/2021. A two-year renewal is anticipated to extend coverage through 2023.

## IN CONCLUSION

- The Franks Design Group is highly qualified to furnish the professional services Hawarden seeks.
- Our firm specializes in the appropriate treatment of historic buildings and we have earned a reputation for successfully completing our clients' projects in this area.
- Our firm has the capacity to compete the scope of services required for the project. The personnel assigned to the Hawarden project are experienced and passionate professionals who wish to lead and educate your property owners and other stakeholders while the project navigates the Secretary's Standards and the applicable Green Streets criteria.
- Our firm has extensive experience with the Downtown Revitalization/Façade Rehabilitation Program, and other CDBG-funded projects, including very similar façade rehabilitation projects in remarkably comparable communities.

In short, we really want to work with your community on this project.

Hawarden Downtown Revitalization Project



Project experience with CDBG

The Franks Design Group, P. C.

**- Firm's Experience with CDBG -**

**(CDBG) Bank Lofts – Bank Lofts Upper Story Housing Pilot Project, Audubon, Iowa**

The Franks Design Group served as the Architect for the Housing Pilot Project located in Audubon, Iowa. The project consists of Interior rehabilitation of the upper story of an existing two-story historic building. The work includes selective demolition while protecting existing historic elements, installation of new HVAC systems, installation of new Electrical systems, installation of new plumbing systems, and three (3) proposed upper story apartments. The project is currently out to bid and estimated for a Late Summer construction.

**CDBG Pottawattamie County Façade Rehabilitation Project, Macedonia, Iowa & Carson, Iowa**

The Franks Design Group was selected to serve as the design authority for the CDBG Pottawattamie County Façade Rehabilitation Project in Macedonia, Iowa and Carson, Iowa. The project involves 2 cities, Carson, Iowa and Macedonia, Iowa and the rehabilitation of 9 existing buildings located. The project is currently set to bid in July. Construction will begin in the Fall of 2020.

**CDBG Uptown Creston Façade Rehabilitation Project, Creston, Iowa**

The Franks Design Group was selected to serve as the design authority for the CDBG Uptown Creston Façade Rehabilitation Project in Creston, Iowa. The project involves exterior façade rehabilitation of 11 existing buildings located in Uptown Creston downtown. The project is currently under construction with a final completion date scheduled for the Fall of 2020.

**CDBG Jefferson Main Street Façade Rehabilitation Project, Jefferson, Iowa**

The Franks Design Group served as the design authority for the CDBG Main Street Jefferson Façade Rehabilitation Project in Jefferson, Iowa. The project involves exterior façade rehabilitation of 13 existing historic buildings located in the National Register-listed Jefferson Downtown Historic District. Construction is underway for Summer 2017.

**CDBG Walnut Main Street Façade Rehabilitation Project, Walnut, Iowa**

The Franks Design Group served as the design authority for the CDBG Main Street Walnut Façade Rehabilitation Project in Walnut, Iowa. The project involves exterior façade rehabilitation of 16 existing historic buildings located in the Walnut Downtown Historic District. Project is scheduled a late Fall 2016 construction.

**CDBG Malvern Main Street Façade Rehabilitation Project, Malvern, Iowa**

The Franks Design Group was selected via a competitive qualifications-based selection process to serve as the design authority for the CDBG Main Street Malvern Façade Rehabilitation Project in Malvern, Iowa. The firm had previously performed concept level project design and estimating support of the City's successful grant application. The project involves exterior façade rehabilitation of 19 existing historic buildings located in Malvern's downtown district. Design and engineering work was completed in Summer 2014. Construction was completed June 2015.

### **CBDG Le Mars Main Street Façade Rehabilitation Project, Le Mars, Iowa**

The Franks Design Group served as the design authority for the CBDG Main Street Le Mars Façade Rehabilitation Project in Le Mars, Iowa. The project involves exterior façade rehabilitation of 29 existing historic buildings located in the National Register-listed Le Mars Downtown Historic District. Construction Completed in Late Fall 2015.

### **CBDG Sac City Main Street Façade Rehabilitation Project, Sac City, Iowa**

The Franks Design Group was selected to serve as the design authority for the CBDG Main Street Sac City Facade Rehabilitation Project in Sac City, Iowa. The project involves exterior façade rehabilitation of 18 existing buildings located in Sac City's downtown. Design work is completed and the project is beginning construction for late Summer 2016.

### **CBDG Manning Main Street Façade Rehabilitation Project, Manning, Iowa**

The Franks Design Group served as the design authority for the CBDG Main Street Manning Façade Rehabilitation Project in Manning, Iowa. The project involves exterior façade rehabilitation of existing historic buildings located on Main Street in Manning's downtown district. The project involves a total of 19 ground level commercial bays. Design and engineering work was completed in early 2012. Construction completed spring 2014. Manning received top statewide honors from both Main Street Iowa and Preservation Iowa.

## Hawarden Downtown Revitalization Project



### Similar Projects Completed

The Franks Design Group, P. C.

PROJECT SUMMARY

The Franks Design Group, P.C.

**CBDG Manning Main Street— Façade Rehabilitation Project**  
Manning, Iowa

The Franks Design Group served as the design authority for the CBDG Main Street Manning Façade Rehabilitation Project in Manning, Iowa. The project involves exterior façade rehabilitation of 12 existing historic buildings located on Main Street in Manning’s downtown district. The project involves a total of 19 ground level commercial bays which is being constructed and administered as 17 sub-projects. This is a combination of one-story and two-story buildings and the scope of work varies from building to building.

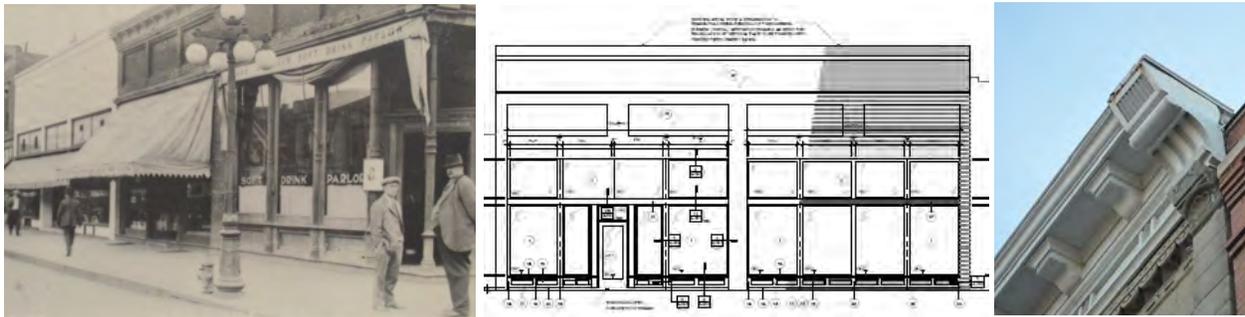
Design work was completed May 2013. Construction completed Spring 2014.  
The project received top statewide honors from both Main Street Iowa and Preservation Iowa in 2015 and 2016.



Manning Main Street—before Façade Rehabilitation



Manning Main Street—after Façade Rehabilitation





Cliff's Place—before Façade Rehabilitation



Cliff's Place—after Façade Rehabilitation

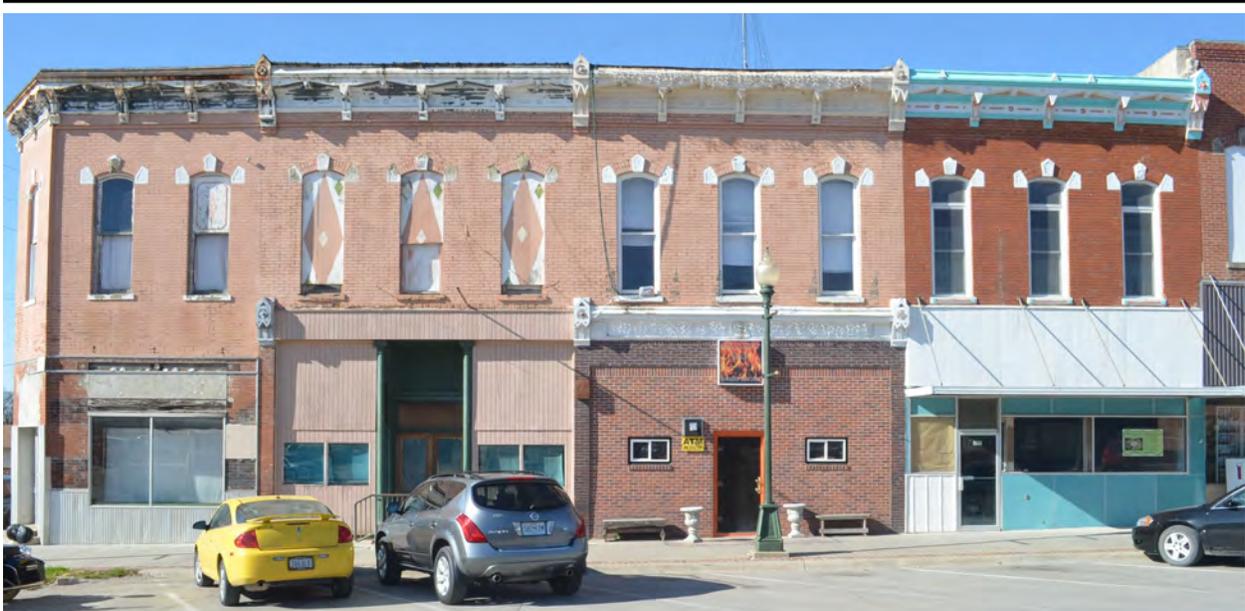
PROJECT SUMMARY

The Franks Design Group, P.C.

**CDBG Malvern Main Street— Façade Rehabilitation Project**  
Malvern, Iowa

The Franks Design Group was selected via a competitive qualifications-based process to serve as the design authority for the CDBG Main Street Malvern Façade Rehabilitation Project in Malvern, Iowa. The firm had previously performed concept level design and estimating in support of the City's grant application. The project involves exterior façade rehabilitation of 19 existing historic buildings located in Malvern's downtown district. Design and engineering work was completed in summer 2014. Construction was complete June 2015.

Design work was completed summer 2014. Construction completed June 2015.



Malvern 400's Main Street Block —before Façade Rehabilitation



Malvern 400's Main Street Block —after Façade Rehabilitation, 2015



Malvern 400's Main Street Block —after Façade Rehabilitation, 2015

PROJECT SUMMARY

The Franks Design Group, P.C.

**CDBG Le Mars Main Street Façade Rehabilitation Project,**  
Le Mars, Iowa

The Franks Design Group served as the design professional for the CDBG Main Street Le Mars Façade Rehabilitation Project in Le Mars, Iowa. The project involves exterior façade rehabilitation of 29 existing historic buildings located in the National Register-listed Le Mars Downtown Historic District.

Design work was completed fall 2014. Construction completed fall 2015.



Before Façade Rehabilitation, 2014



After Façade Rehabilitation, 2015

CBDG Le Mars Main Street Façade Rehabilitation Project,  
Le Mars, Iowa

The Franks Design Group, P.C.



Before Façade Rehabilitation, 2014

After Façade Rehabilitation, 2015



CBDG Le Mars Main Street Façade Rehabilitation Project,  
Le Mars, Iowa

The Franks Design Group, P.C.



Before Façade Rehabilitation, 2014



After Façade Rehabilitation, 2015

PROJECT SUMMARY

The Franks Design Group, P.C.

**CBDG Walnut Main Street Façade Rehabilitation Project,**  
Walnut, Iowa

The Franks Design Group is serving as the design professional for the CBDG Main Street Walnut Façade Rehabilitation Project in Walnut, Iowa. The project involves exterior façade rehabilitation of 15 existing historic buildings located in Walnut, Iowa.

Design work was completed fall 2016. Construction is nearing completion

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Before Façade Rehabilitation, 2016



After Façade Rehabilitation, 2017



Before Façade Rehabilitation 2016



After Façade Rehabilitation, 2017

CBDG Walnut Main Street Façade Rehabilitation Project,  
Walnut, Iowa

The Franks Design Group, P.C.



Before Façade Rehabilitation, 2016

After Façade Rehabilitation, 2017

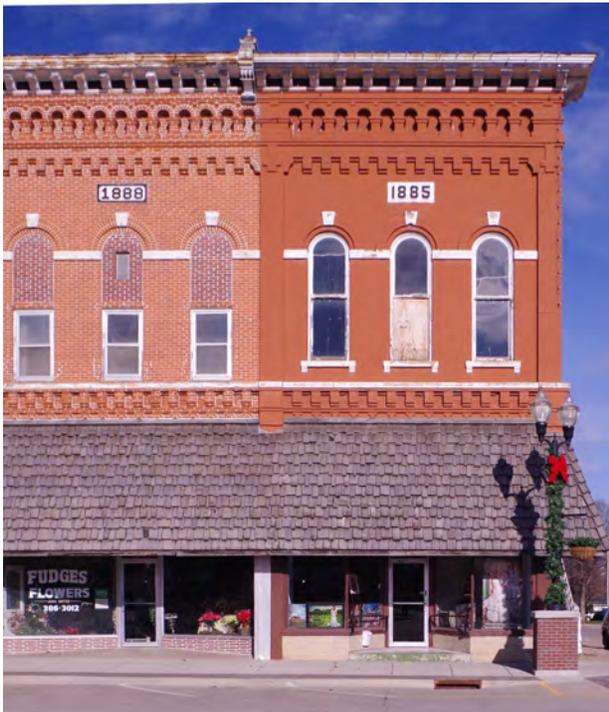


PROJECT SUMMARY

The Franks Design Group, P.C.

**CBDG Jefferson Main Street Façade Rehabilitation Project,**  
Jefferson, Iowa

The Franks Design Group served as the design authority for the CBDG Main Street Jefferson Façade Rehabilitation Project in Jefferson, Iowa. The project involves exterior façade rehabilitation of 13 existing historic buildings located in the National Register-listed Jefferson Downtown Historic District. Construction on Jefferson's Main Street was completed in the fall of 2017.



Before Façade Rehabilitation, 2016



After Façade Rehabilitation, 2017



Before Façade Rehabilitation, 2016



After Façade Rehabilitation, 2017



Before Façade Rehabilitation, 2016



After Façade Rehabilitation, 2017

The Franks Design Group, P.C. 410 First Street Glenwood, Iowa 51534  
712-527-3996 fax 712-823-0434