



**Study Session Agenda  
City of Council Bluffs, Iowa  
July 28, 2025, 3:45 PM  
Council Chambers, 2nd Floor, City Hall  
209 Pearl Street**

**STUDY SESSION AGENDA**

- A. Brenda Mainwaring - IWF Cycle 2 grant awards
- B. Eric Miller - CB Transit Services
- C. Review Agenda

**EXECUTIVE SESSION**

- A. Disposition of City-owned property - Courtney Harter - Ch 21.5(1)(j)



**Council Agenda, City of Council Bluffs, Iowa  
Regular Meeting July 28, 2025, 7:00 PM  
Council Chambers, 2nd Floor, City Hall  
209 Pearl Street**

**AGENDA**

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER**

**3. CONSENT AGENDA**

- A. Approval of Agenda and tape recordings of these proceedings to be incorporated into the official minutes.
- B. Reading, correction and approval of the July 14, 2025 City Council meeting minutes.
- C. Resolution 25-185  
Resolution authorizing the finance director to issue a city check to Meco-Henne Contracting, Inc. as final payment for work associated with the Pavilion Water Feature. R21-16
- D. May 2025 Financial Reports
- E. Boards/Commissions  
City Planning Commission and Dodge Trust Board of Trustees

**4. PUBLIC HEARINGS**

- A. Resolution 25-180 (Continued from 7-14-25)  
Resolution approving Sudbeck Homes as the selected builder for the East Manawa Phase I Housing Project.
- B. Resolution 25-186  
Resolution determining an area of the city to be an Economic Development Area, and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the city; designating such area as appropriate for Urban Renewal Projects; and adopting the Grapplers Gate Urban Renewal Plan. URN-25-005

## **5. ORDINANCES ON 1ST READING**

### **A. Ordinance 6654**

Ordinance providing that general property taxes levied and collected each year on all property located within the Grapplers Gate Urban Renewal Area, in City of Council Bluffs, County of Pottawattamie State of Iowa, by and for the benefit of the State of Iowa, City of Council Bluffs, County of Pottawattamie, Council Bluffs Community School District, and other taxing districts, be paid to a special fund for payment of principal and interest on loans, monies advanced to and indebtedness, including bonds issued or to be issued, incurred by the City in connection with the Grapplers Gate Urban Renewal Area (the Grapplers Gate Urban Renewal Plan.) URN-25-005

## **6. RESOLUTIONS**

### **A. Resolutions 25-187 and 25-188**

Resolutions creating one new Utility Worker II position and one new Equipment Operator III position within the Public Works Department.

### **B. Resolution 25-189**

Resolution abolishing a Human Resources (HRIS) Analyst position and creating new positions of Sr. Business Analyst and Business Analyst in the IT Department.

### **C. Resolution 25-190**

Resolution approving Change Order #1 from Blackhawk Construction LLC adding \$24,574.99 to the contract amount for the UP Museum Windows and Doors. Project #BM-25-04

### **D. Resolution 25-191**

Resolution adopting a site-specific development plan for a 'restaurant drive-thru' use (7 Brew Coffee) on property legally described as Lot 1, Benson's 2nd Addition Replat 1. Location: 2901 West Broadway. MIS-25-003

### **E. Resolution 25-192**

Resolution granting a 9-month extension of time for USA Builders, LLC to construct two residential dwellings on property formerly owned by the City of Council Bluffs, being legally described as the East ½ of Lot 3, Block 45, Beers Subdivision and the West ½ of Lot 3, Block 45, Beers Subdivision. Location: two parcels previously addressed as 1711 4th Ave and 1715 4th Ave.

F. Resolutions 25-193 and 25-194

Resolution 25-193 approving request for proposals for approximately 2.22 acres of land at the southeast corner of Mohawk Street and Comanche Street.

Resolution 25-194 approving minimum development requirements, review standards, and procedures for disposition of certain property located within the urban renewal area; and soliciting proposals in accordance with the request for proposals.

**7. APPLICATIONS FOR PERMITS AND CANCELLATIONS**

A. Liquor Licenses

1. Avenue G Store, 1602 Ave. G
2. D&S Xpress, 1220 North 25th Street
3. D&S Xpress, 2924 North Broadway
4. FAMILY DOLLAR 32697, 757 W. Broadway
5. Harrah's Council Bluffs Casino & Hotel, One Harrah's Blvd
6. Wal-Mart Supercenter #1965, 3200 Manawa Dr
7. O Face Bar, 2400 9th Ave.

B. Retail Tobacco Permit - Renewals (3)

C. Device Retailer Permit (1)

**8. OTHER BUSINESS**

**9. CITIZENS REQUEST TO BE HEARD**

**10. ADJOURNMENT**

DISCLAIMER:

*If you plan on attending this meeting and require assistance please notify the City Clerk's office at (712) 890-5261, by 5:00 p.m., three days prior to the meeting.*



## **City Council Meeting Minutes July 14, 2025**

### **CALL TO ORDER**

Mayor Walsh called the meeting to order on Monday July 14, 2025 at 7:00 p.m.

Council Members present: Joe Disalvo, Steve Gorman, Roger Sandau and Jill Shudak.

Council Member absent: Chris Peterson.

Staff present: Mimi Dobson and Jodi Quakenbush.

### **CONSENT AGENDA**

Approval of Agenda and tape recordings of these proceedings to be incorporated into the official minutes.

Reading, correction and approval of the June 23, 2025 and July 1, 2025 City Council meeting minutes.

Boards/Commissions: City Planning Commission and Civil Service Commission, Right of Redemption and Claim

Jill Shudak and Roger Sandau moved and seconded approval of Consent Agenda, as amended to correct the Boards and Commission expiration of the planning commission to December 31, 2030. Unanimous, 4-0 vote. (Absent: Peterson)

### **PUBLIC HEARINGS**

Resolution 25-177

Resolution to authorize the Mayor to initiate the Trolley Park Playground Improvement, Project #2606, by issuing a bid for the project.

Roger Sandau and Joe Disalvo moved and seconded approval of Resolution 25-177. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-178

Resolution approving the plans and specifications for the Hillcrest Avenue Reconstruction, Phase 1. Project # PW24-13

Jill Shudak and Joe Disalvo moved and seconded approval of Resolution 25-178. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-179

Resolution declaring the intent of the city to accept a proposal received in accordance with the Request for Proposals and to enter into a purchase, sale, and development agreement based on the selected proposal.

Jill Shudak and Steve Gorman moved and seconded approval of Resolution 25-179. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-180

Resolution approving \_\_\_\_\_ as the selected builder for the East Manawa Phase I Housing Project.

Roger Sandau and Jill Shudak moved and seconded approval of Motion to Continue Resolution 25-180 to July 28, 2025 at 7:00 p.m. Unanimous, 4-0 vote. (Absent: Peterson)

**ORDINANCES ON 2ND READING**

Ordinance 6653

Ordinance to amend Title 1 Administration and Personnel of the 2025 Municipal Code of Council Bluffs, Iowa, by enacting New Chapter 1.80, to be entitled "Council Bluffs Civil Service Commission".

Roger Sandau and Jill Shudak moved and seconded approval of Second Consideration of Ordinance 6653. Unanimous, 4-0 vote. (Absent: Peterson)

Jill Shudak and Roger Sandau moved and seconded approval of Motion to Waive Third Consideration of Ordinance 6653. Ordinance passes to law.. Unanimous, 4-0 vote. (Absent: Peterson)

**RESOLUTIONS**

Resolution 25-181

Resolution to approve and adopt the Pottawattamie County Hazard Mitigation Plan.

Joe Disalvo and Roger Sandau moved and seconded approval of Resolution 25-181. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-182

Resolution accepting the bid of Building Crafts, Inc. for the 6th Avenue Pump Station Odor Control. Project #PW24-17

Steve Gorman and Joe Disalvo moved and seconded approval of Resolution 25-182. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-183

Resolution authorizing the City Clerk to certify assessments against properties to the Pottawattamie County Treasurer for unreimbursed costs incurred by the City for the abatement of weeds and the removal of solid waste nuisances upon properties and directing them to be collected in the same manner as a property tax.

Roger Sandau and Jill Shudak moved and seconded approval of Resolution 25-183. Unanimous, 4-0 vote. (Absent: Peterson)

Resolution 25-184

Resolution authorizing the Chief of Police to pay a \$10,000 hiring bonus to those individuals that are previously certified law enforcement officers when hired.

Joe Disalvo and Steve Gorman moved and seconded approval of Resolution 25-184. Unanimous, 4-0 vote. (Absent: Peterson)

**APPLICATIONS FOR PERMITS AND CANCELLATIONS**

Liquor Licenses: 1) Caddy's Kitchen and Cocktails, 103 W. Broadway; 2) Hooters of Council Bluffs, 2910 23rd Ave.; 3) Pilot Travel Centers LLC, 2647 S. 24th St.; 4) Puerto Vallarta Mexican Restaurant, 3312 W. Broadway; 5) Queen of Apostles Church, 3304 4th Ave.; 6) The Olive Garden Italian Restaurant #1856, 3707 Denmark Dr.  
Retail Tobacco Permit - Renewal (2)  
Retail Device Permit per SF345 (9)

Roger Sandau and Joe Disalvo moved and seconded approval of Applications for Permits and Cancellations, Items 7A 1-6, 7B and 7C. Unanimous, 4-0 vote. (Absent: Peterson)

**CITIZENS REQUEST TO BE HEARD**

Heard from: Brandy Waller, 1435 North 15th Street and Genevieve Pfitzer, 2912 Avenue E.

**ADJOURNMENT**

Mayor Walsh adjourned the meeting at 7:19 p.m.

The tape recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Council. The tape recording of this proceeding is incorporated into these official minutes of this Council meeting as if they were transcribed herein.

Matthew J. Walsh, Mayor  
Attest: Jodi Quakenbush, City Clerk

## Council Communication

Department: Parks and Recreation  
Case/Project No.: R21-16  
Submitted by: Zach Smith

Resolution 25-185  
ITEM 3.C.

Council Action: 7/28/2025

### **Description**

Resolution authorizing the finance director to issue a city check to Meco-Henne Contracting, Inc. as final payment for work associated with the Pavilion Water Feature. R21-16

### **Background/Discussion**

The City of Council Bluffs, Iowa, entered into an agreement with Meco-Henne Contracting, Inc. for the Pavilion Water Feature, Project #R21-16.

The work as completed is in substantial compliance with the plans and specifications for said work. Meco-Henne Contracting, Inc. has made a request for final payment in the amount of \$60,073.

This project was included in the FY21 CIP.

Original Contract Amount \$373,000.00  
Change Orders (+9.12%) \$34,013.00  
Final Contract Amount \$407,013.00  
Less Previous Payments \$346,940.00  
Final Payment Due Contractor \$60,073.00

The contractor did complete the project on time and did not receive any non-compliance notices.

### **Recommendation**

Approve resolution directing the finance director to issue a check in the amount of \$60,073 as final payment to Meco-Henne Contracting, Inc.

### **ATTACHMENTS:**

Description	Type	Upload Date
Resolution 25-185	Resolution	7/23/2025

**RESOLUTION 25-185**

**RESOLUTION ACCEPTING THE WORK OF  
MECO-HENNE CONTRACTING, INC. IN CONNECTION WITH  
THE PAVILION WATER FEATURE  
AND AUTHORIZING THE FINANCE DIRECTOR TO ISSUE  
A CITY CHECK IN THE AMOUNT OF \$60,073  
PROJECT #R21-16**

- WHEREAS, the City of Council Bluffs, Iowa, entered into an agreement with Meco-Henne Contracting, Inc. for the Pavilion Water Feature Project; and
- WHEREAS, said contractor has fully completed the construction of said improvements in accordance with the terms and conditions of said contract and plans and specifications; and
- WHEREAS, a request for final payment in the amount of \$60,073 to Meco-Henne Contracting Inc., has been submitted to the city council for approval and payment; and
- WHEREAS, substantial completion of the project was accepted on June 24<sup>th</sup>, 2025 and final payment is due 30 days after acceptance of the work; and
- WHEREAS, the city council of the City of Council Bluffs has been advised and does believe that said \$60,073 constitutes a valid obligation of the City and should in its best interest be paid.

NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA

Said improvements are hereby accepted as having been fully completed in accordance with plans and specifications.

AND BE IT FURTHER RESOLVED

That the finance director is hereby authorized and directed to issue a city check in the amount of \$60,073 payable to Meco-Henne Contracting, Inc. from budget code S37000-676000; Project #R2116.

ADOPTED  
AND  
APPROVED

July 28, 2025

\_\_\_\_\_  
Matthew J. Walsh

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Jodi Quakenbush

\_\_\_\_\_  
City Clerk

**Council Communication**

Department: Finance  
Case/Project No.:  
Submitted by:

May 2025 Financial Reports  
ITEM 3.D.

Council Action: 7/28/2025

<b>Description</b>
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<b>Background/Discussion</b>
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<b>Recommendation</b>
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**ATTACHMENTS:**

Description	Type	Upload Date
May 2025 Expenditures by All	Other	7/18/2025
May 2025 Receipts & Expenditures by Fund	Other	7/18/2025

**CITY OF COUNCIL BLUFFS**  
**AP EXPENDITURES**  
**MAY 2025**  
**(\$'S)**

<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
2ND WIND EXERCISE EQUIPMENT INC	\$6,313.35	EQUIPMENT/PARTS
A + UNITED RADIATOR REPAIR INC.	\$1,250.00	REPAIRS & MAINTENANCE
ABBEY EDWARDS	\$50.00	PROFESSIONAL SVCS
ACCENT PACKAGING INC	\$2,237.60	SUPPLIES
ACUSHNET COMPANY	\$4,005.95	DODGE OPERATING EXPENSE
ADT SECURITY CORPORATION	\$621.00	ALARM SECURITY
AETNA U S HEALTHCARE	\$378.37	REFUND
AFTERMATH COLLISION CENTER	\$8,506.20	REPAIRS & MAINTENANCE
AGRIVISION EQUIPMENT GROUP	\$191.48	EQUIPMENT/PARTS
AHLERS & COONEY P.C	\$7,175.00	LEGAL SERVICES
AK BROWN ENTERPRISES LLC	\$12,705.00	EQUIPMENT/PARTS
ALL COPY PRODUCTS INC	\$1,806.30	LEASE
ALLIED OIL & TIRE COMPANY	\$4,558.64	SUPPLIES
ALLISON STOREY	\$7.56	REIMB EMPLOYEE EXPENSE
AMBULANCE REFUNDS	\$350.00	REFUND
AMERICAN MESSAGING SERVICES LLC	\$16.27	PHONE/INTERNET SVC
AMERICAN NATIONAL BANK	\$65.00	BANK SERVICES
AMERICAN TRAFFIC SOLUTIONS, INC.	\$30,150.00	PROFESSIONAL SVCS
AMERITAS LIFE INSURANCE CORP	\$39.48	DODGE OPERATING EXPENSE
AMEX	\$108.39	MAC OPERATING EXPENSE
ANDRE J VANDER VELDE	\$150.00	CONTRACT AGREEMENT
ANNA GEISLINGER	\$335.93	DODGE OPERATING EXPENSE
ARNOLD MOTOR SUPPLY, LLP	\$5,704.07	EQUIPMENT/PARTS
ARR ROOFING, LLC	\$498.44	REPAIRS & MAINTENANCE
ARROW TOWING	\$6,725.50	TOWING/STORAGE/AUCTION
ATHLETICO EXCEL NEBRASKA LLC	\$60.00	PROFESSIONAL SVCS
B & K MECHANICAL CONTRACTORS LLC	\$1,279.10	REPAIRS & MAINTENANCE
BAKER & TAYLOR INC	\$7,174.56	BOOKS/PERIODICALS/SUB
BARTON SOLVENTS INC	\$2,206.47	SUPPLIES
BATES ROOFING LLC	\$1,470.03	REPAIRS & MAINTENANCE
BERLA CORPORATION	\$3,250.00	HARDWARE/SOFTWARE
BERTELSMANN PUBLISHING GROUP, INC.	\$1,971.06	DVD/AUDIO/CD
BGNE INC.	\$506.25	SUPPLIES
BH MEDIA GROUP INC.	\$476.29	ADVERTISEMENT
BIBLIOTHECA LLC	\$24,122.99	HARDWARE/SOFTWARE
BLACK HILLS UTILITY HOLDINGS, INC.	\$52,654.00	NATURAL GAS
BLACK STRAP INC	\$18,869.37	STREET MAINTENANCE SUPLS
BLACKHAWK CONSTRUCTION LLC	\$6,980.18	CONSTRUCTION
BLAIR FREEMAN LLC	\$0.00	CONSULTANT
BLUE CROSS BLUE SHIELD OF IOWA	\$1,054.72	REFUND
BLUFFS ELECTRIC INC	\$5,054.05	ELECTRICAL REPAIR
BLUFFS PAVING & UTILITY INC	\$20,981.86	CONSTRUCTION
BOA	\$170.52	MAC OPERATING EXPENSE
BOMGAARS SUPPLY INC	\$1,028.93	SUPPLIES
BOO, INC.	\$612.84	EQUIPMENT/PARTS
BOUND TO STAY BOUND BOOKS INC	\$312.80	BOOKS/PERIODICALS/SUB
BOUND TREE MEDICAL LLC	\$5,985.52	MEDICAL SERVICES
BRENDA NORTON	\$364.00	REIMB EMPLOYEE EXPENSE
BUILDING CRAFTS INC	\$159,907.83	CONSTRUCTION
C & J INDUSTRIAL SUPPLY	\$479.75	JANITORIAL SERVICE
CADEN NEPPLE	\$855.00	UMPIRE/PARKS
CAESARS ENTERTAINMENT	\$423,865.82	MAC OPERATING EXPENSE
CAHOY PUMP SERVICE INC	\$25,477.00	DODGE OPERATING EXPENSE

CANON SOLUTIONS AMERICA INC	\$447.92	COPY/PRINTER MAINTANCE
CARLEY CONSTRUCTION LLC	\$440,320.25	CONSTRUCTION
CARROLL DISTRIBUTING & CONSTRUCTION SUPPLY	\$119.42	EQUIPMENT/PARTS
CAVENDISH SQUARE PUBLISHING LLC	\$186.03	BOOKS/PERIODICALS/SUB
CBTZGJ ENTERPRISES	\$3,115.00	PROFESSIONAL SVCS
CELLEBRITE USA INC	\$5,086.98	HARDWARE/SOFTWARE
GENGAGE LEARNING INC	\$558.92	BOOKS/PERIODICALS/SUB
CENTER POINT LARGE PRINT	\$353.86	BOOKS/PERIODICALS/SUB
CENTURY ASPHALT CORPORATION	\$4,975.00	REPAIRS & MAINTENANCE
CENTURYLINK	\$1,698.20	PHONE/INTERNET SVC
CERTIFIED POWER INC	\$599.89	EQUIPMENT/PARTS
CERTIFIED TRANSMISSION	\$2,926.95	REPAIRS & MAINTENANCE
CHAMPLIN TIRE RECYCLING INC	\$7,938.00	TIRE DISPOSAL
CHRISTINE D ANDERSON	\$34.30	REIMB EMPLOYEE EXPENSE
CITY OF COUNCIL BLUFFS-DEPENDENT	\$3,723.66	PAYROLL RELATED
CITY OF COUNCIL BLUFFS-FLEX	\$11,082.48	PAYROLL RELATED
CITY PAYROLL	\$3,558,778.67	CITY EMPLOYEE PAYROLL
CITY TREASURER	\$3,135.08	DODGE OPERATING EXPENSE
CIVICPLUS	\$54,135.52	HARDWARE/SOFTWARE
CLAY'S PUMP & EQUIPMENT COMPANY	\$379.16	EQUIPMENT/PARTS
CLEAR TITLE & ABSTRACT LLC	\$1,580.00	PROFESSIONAL SVCS
CLERKIN SINCLAIR & MAHFOUZ LLP	\$5,159.40	LEGAL CLAIM
CO BLUFFS INDUSTRIAL FOUNDATION	\$50.00	CONTRACT AGREEMENT
COLEMAN MOORE COMPANY	\$11,256.51	REPAIRS & MAINTENANCE
COLLECTION SERVICES CENTER	\$9,496.53	PAYROLL RELATED
COLUMN SOFTWARE PBC	\$89.11	LEGAL SERVICES
COMPASS UTILITY LLC	\$721,609.12	CONSTRUCTION
CONTINENTAL FIRE/ALARM	\$1,400.00	PROFESSIONAL SVCS
CONTINENTAL WESTERN GROUP	\$5,039.90	DODGE OPERATING EXPENSE
CORNHUSKER INTERNATIONAL TRUCKS	\$5,337.94	EQUIPMENT/PARTS
COUNCIL BLUFFS AIRPORT AUTHORITY	\$283,347.59	AIRPORT AUTH TAX
COUNCIL BLUFFS AREA PICKLEBALL CLUB	\$736.00	FEES
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	\$75.00	BOOKS/PERIODICALS/SUB
COUNCIL BLUFFS WATER WORKS	\$40,097.69	WATER
COUNCIL BLUFFS WINSUPPLY	\$10,916.41	SUPPLIES
COX BUSINESS	\$726.31	DODGE OPERATING EXPENSE
COX BUSINESS SERVICES	\$327.37	RIVERS EDGE GARAGE EXPENSE
COX COMMUNICATION INC	\$16,548.74	PHONE/INTERNET SVC
COX SUBSCRIPTIONS	\$8,767.71	SUBSCRIPTION
CRITEX LLC	\$5,245.67	EQUIPMENT/PARTS
CSI/SSP INC	\$323.45	PRINTING/BINDING
D & D CONSTRUCTION SERVICES INC	\$48,548.80	CONSTRUCTION
D & K PRODUCTS	\$4,530.00	SUPPLIES
D & K PRODUCTS	\$4,840.75	DODGE OPERATING EXPENSE
DAKOTA SUPPLY GROUP	\$11,609.24	EQUIPMENT/PARTS
DALES TRASH SERVICE INC	\$6,593.00	RENTAL EXPS
DAN BECKMANN	\$4,109.52	JANITORIAL SERVICE
DANIEL BETTMANN	\$78.40	REIMB EMPLOYEE EXPENSE
DANKO EMERGENCY EQUIPMENT CO	\$15,301.90	SUPPLIES
DATA POWER TECHNOLOGY LLC	\$992.50	REPAIRS & MAINTENANCE
DATASHIELD CORPORATION	\$194.21	SERVICE LABOR
DAVID W WOODY	\$575.16	SUPPLIES
DEMCO INC	\$119.95	SUPPLIES
DENNIS SUPPLY COMPANY	\$587.52	SUPPLIES
DIGITECH COMPUTER LLC	\$23,448.99	AMBULANCE BILLING FEE
DODGE BANK & CR CARD	\$4,644.77	DODGE OPERATING EXPENSE
DODGE RIVERSIDE PAYROLL	\$68,321.76	DODGE OPERATING EXPENSE
DODGE RIVERSIDE SALES TAX	\$3,812.17	DODGE OPERATING EXPENSE
DOLL DISTRIBUTING LLC	\$6,411.25	DODGE OPERATING EXPENSE

DOLL DISTRIBUTION	\$1,466.20	MAC OPERATING EXPENSE
DOSTALS CONSTRUCTION CO INC	\$92,793.83	CONSTRUCTION
DP MANAGEMENT LLC	\$7,920.00	MOWING/GROUNDS MAINT
DRIVER SEWER & WATER INC	\$2,500.00	CONTRACT AGREEMENT
DULTMEIER SALES LLC	\$1,049.17	SUPPLIES
DXP ENTERPRISES INC	\$500.06	EQUIPMENT/PARTS
DYNA-KLEEN SERVICES INC	\$345.00	CONTRACT AGREEMENT
EAGLE TIRE DISTRIBUTORS	\$1,811.00	TIRE REPLACEMENT/REPAIR
ECO-COMPUTEUR INC.	\$81.00	EQUIPMENT/PARTS
ECO-STORAGE INVESTMENTS INC	\$53,052.58	SOLID WASTE DISPOSAL
EDWARDS CDJRF CB	\$182.96	EQUIPMENT/PARTS
EDWARDS CHEVROLET-CADILLAC INC	\$11,327.61	EQUIPMENT/PARTS
EFTPS	\$929,762.74	PAYROLL RELATED
EHRHART GRIFFIN & ASSOCIATES INC	\$46,546.38	CONSULTANT
EJS SUPPLY INC	\$538.06	SUPPLIES
ELAVON INC	\$2,465.78	FEES
EMPLOYERS MUTUAL CASUALTY COMPANY	\$131,887.17	INSURANCE
ENGINEERED CONTROLS INC	\$64,633.50	REPAIRS & MAINTENANCE
ENGINEERING TECHNOLOGIES INC	\$3,770.00	CONSULTANT
ENVISIONWARE INC	\$18,384.85	HARDWARE/SOFTWARE
EOCENE ENVIRONMENTAL GROUP INC	\$27,945.17	PROFESSIONAL SVCS
ERIN M MCCARTNEY	\$591.00	PAYROLL RELATED
ERRIN K GUNDERSON	\$783.00	MOWING/GROUNDS MAINT
EXCHANGE BANK LEASING DIV	\$12,645.14	DODGE OPERATING EXPENSE
EXTERIORS PLUS, INC.	\$11,854.01	SERVICE LABOR
FACTORY MOTOR PARTS	\$1,267.27	EQUIPMENT/PARTS
FANTASY DRONE SHOWS LLC	\$35,000.00	PUBLIC EVENTS
FELD FIRE	\$2,544.00	EQUIPMENT/PARTS
FELSBURG HOLT & ULLEVIG INC	\$30,783.25	PROFESSIONAL SVCS
FINTECH	\$20.00	DODGE OPERATING EXPENSE
FIRESPRING PRINT INC	\$1,536.45	PRINTING/BINDING
FIRST NATIONAL BANK P CARDS	\$4,076.63	DODGE OPERATING EXPENSE
FLUENT CONVEYORS LLC	\$4,779.91	EQUIPMENT/PARTS
FORCE EQUIPMENT	\$2,109.75	EQUIPMENT/PARTS
FORTE PAYMENT SYSTEMS INC	\$2,262.89	EQUIPMENT/PARTS
FOSTERS INC	\$3,369.00	EQUIPMENT/PARTS
FRANK J BILELLO JR.	\$970.00	CONSTRUCTION
FUSION BOILER WORKS, INC.	\$17,990.00	REPAIRS & MAINTENANCE
GARAGE DOOR SERVICES	\$345.00	REPAIRS & MAINTENANCE
GENIE SERVICES LLC	\$605.00	PEST CONTROL
GERMANIA SEED COMPANY	\$3,692.60	SUPPLIES
GLOBAL PAYMENTS DIRECT, INC	\$11,723.95	CREDIT CARD CHGS
GREAT AMERICA FINANCIAL SERV	\$130.13	DODGE OPERATING EXPENSE
GREAT PLAINS COMMUNICATIONS HOLDINGS LLC	\$5,556.00	PHONE/INTERNET SVC
GREAT PLAINS UNIFORMS	\$1,084.99	UNIFORMS
GRP & ASSOCIATES	\$87.00	SUPPLIES
HARMS OIL COMPANY	\$33,682.73	FUEL
HDR ENGINEERING INC	\$18,735.42	PROFESSIONAL SVCS
HEARTLAND BUSINESS SYSTEMS LLC	\$19,719.11	HARDWARE/SOFTWARE
HEARTLAND CO-OP	\$399.00	FUEL
HEARTLAND TIRES & TREADS INC	\$6,271.01	TIRE REPLACEMENT/REPAIR
HENNINGSEN CONSTRUCTION INC	\$2,289.60	CONSTRUCTION
HGM ASSOCIATES INC	\$93,502.28	CONSULTANT
HISTORIC GENERAL DODGE HOUSE INC	\$25,000.00	CONTRIBUTIONS
HUBWISE TECHNOLOGY INC	\$318.86	RIVERS EDGE GARAGE EXPENSE
HUMAN SERVICES ADVISORY COUNCIL INC	\$50.00	DUES/MEMBERSHIP
HY VEE, INC.	\$19,778.50	PROPERTY ACQUISITION
I-80 LIQUOR	\$5,459.99	DODGE OPERATING EXPENSE
I-80 TRAILERS LLC	\$2,930.00	EQUIPMENT/PARTS

ICMA RETIREMENT TRUST - 457	\$17,742.00	PAYROLL RELATED
IN LAW FENCING & MORE LLC	\$7,435.54	REPAIRS & MAINTENANCE
INLAND TRUCK PARTS COMPANY INC	\$10,323.92	EQUIPMENT/PARTS
INSIGHT PUBLIC SECTOR INC	\$46,222.47	HARDWARE/SOFTWARE
IOWA COMMUNICATIONS NETWORK	\$300.00	PHONE/INTERNET SVC
IOWA DEPARTMENT OF HUMAN SERVICES	\$51,906.06	AMBULANCE BILLING FEE
IOWA DEPARTMENT OF REVENUE	\$14,814.21	MAC OPERATING EXPENSE
IOWA DEPT OF INSPECTIONS & APPEALS	\$175.00	TRAINING
IOWA DEPT OF REVENUE	\$150,803.00	PAYROLL RELATED
IOWA INSURANCE DIVISION	\$181.00	FEES
IOWA LAW ENFORCEMENT ACADEMY	\$10.00	TRAINING
IOWA PRISON INDUSTRIES	\$15,013.68	SUPPLIES
IOWA WASTE SERVICES HOLDINGS INC	\$43,451.35	SOLID WASTE DISPOSAL
IOWA WESTERN COMMUNITY COLLEGE	\$14,100.00	PROFESSIONAL SVCS
IOWA WORKFORCE DEVELOPMENT	\$4,767.64	UNEMPLOYMENT
IPERS	\$245,350.24	PAYROLL RELATED
IPFS CORPORATION	\$567.86	DODGE OPERATING EXPENSE
J & R LIQUOR	\$261.21	MAC OPERATING EXPENSE
J&M GOLF	\$625.20	DODGE OPERATING EXPENSE
JAMES PALMER	\$590.00	PROFESSIONAL SVCS
JAMIE MENNING	\$580.58	REIMB EMPLOYEE EXPENSE
JEBRO INCORPORATED	\$120.00	EQUIPMENT/PARTS
JEFFREY S BARNES	\$250.00	PUBLIC EVENTS
JEFF'S WASH & GLO LTD	\$947.20	REPAIRS & MAINTENANCE
JEO CONSULTING GROUP INC	\$84,583.03	CONSULTANT
JEROME D KILLS SMALL	\$350.00	PUBLIC EVENTS
JIM HAWK TRUCK TRAILERS INC.	\$56.77	EQUIPMENT/PARTS
JONES AUTOMOTIVE	\$18,080.79	EQUIPMENT/PARTS
JOSHUA BARTLING	\$270.00	UMPIRE/PARKS
JULIANNE M JOHNSON	\$25.48	REIMB EMPLOYEE EXPENSE
K2 REAL ESTATE DEVELOPMENT LLC	\$160,418.57	CONSTRUCTION
KAY PARK-REC CORP	\$16,808.10	EQUIPMENT/PARTS
KELLI KYLE	\$390.00	MOWING/GROUNDS MAINT
KELLY SUPPLY COMPANY	\$6,051.97	EQUIPMENT/PARTS
KINNICK DRISCOLL	\$270.00	PUBLIC EVENTS
KLASS LAW FIRM LLP	\$627.39	CONTRACT AGREEMENT
KRIHA FLUID POWER COMPANY INC.	\$194.89	EQUIPMENT/PARTS
KRISTINE L SINCLAIR	\$150.00	LIBRARY PREFORMANCES
KYLE W PEARSON	\$100.00	REIMB EMPLOYEE EXPENSE
LONDON WESSELS	\$270.00	UMPIRE/PARKS
LANDSCAPE FORMS INC	\$4,329.06	EQUIPMENT/PARTS
LANDSCAPES GOLF MANAGEMENT	\$9,880.74	DODGE OPERATING EXPENSE
LAWSON PRODUCTS INC	\$1,981.11	SUPPLIES
LEADERSHIP COUNCIL BLUFFS	\$50.00	DUES/MEMBERSHIP
LEGACY EMERGENCY VEHICLES LLC	\$286.17	EQUIPMENT/PARTS
LIBRARY PASS INC	\$3,108.10	HARDWARE/SOFTWARE
LIBRARY REFUNDS	\$34.00	REFUND
LIGHTSPEED	\$966.55	DODGE OPERATING EXPENSE
LIMO ONE INC	\$678.70	PROFESSIONAL SVCS
LOGAN CONTRACTORS SUPPLY INC	\$5,278.50	SUPPLIES
LORETTA GOESCHEL	\$32.20	REIMB EMPLOYEE EXPENSE
LSNB AS TRUSTEE FOR POST EMPLOY HLTH PLAN	\$5,250.00	PAYROLL RELATED
LSNB AS TRUSTEE FOR POST EMPLOY HLTH PLAN	\$340.00	PAYROLL RELATED
LSNB AS TRUSTEE FOR POST EMPLOY HLTH PLAN	\$4,900.00	PAYROLL RELATED
LSNB AS TRUSTEE FOR POST EMPLOY HLTH PLAN	\$1,350.00	PAYROLL RELATED
LYMAN RICHEY SAND & GRAVEL COMPANY	\$65,575.22	STREET MAINTENANCE SUPLS
LYNCH DALLAS, P.C.	\$471.60	ATTORNEY FEES
LYNN RUTLEDGE	\$51.80	REIMB EMPLOYEE EXPENSE
M & R WELDING	\$3,395.00	WELDING SUPPLIES/SERVICE

MACQUEEN EQUIPMENT, LLC	\$11,038.31	EQUIPMENT/PARTS
MALLORY DAVIS	\$345.24	REIMB EMPLOYEE EXPENSE
MARCO HOLDINGS, LLC	\$33,955.14	COPY/PRINTER MAINTANCE
MARTIN RESOURCE MANAGEMENT	\$152.00	SUPPLIES
MATTHEW COX	\$3,500.00	PUBLIC EVENTS
MAX I WALKER UNIFORM & APPAREL	\$1,813.13	UNIFORMS
MCCLURE ENGINEERING CO	\$10,455.00	ENGINEERING
MCINTOSH PLUMBING INC	\$381.60	PLUMBING NEW OR REPAIR
MCKINNIS ROOFING & SHEET METAL LLC	\$2,749.46	REPAIRS & MAINTENANCE
MCMULLEN FORD INC	\$432.83	EQUIPMENT/PARTS
MECHANICAL SALES INC.	\$323.00	SUPPLIES
MECO-HENNE CONTRACTING INC	\$311,550.60	CONSTRUCTION
MELLEN & ASSOCIATES INC	\$2,230.00	EQUIPMENT/PARTS
MENARD INC.	\$984.99	SUPPLIES
MES I ACQUISITION INC	\$63.26	EQUIPMENT/PARTS
METOLIUS LLC	\$919.00	DODGE OPERATING EXPENSE
METRO WASTE AUTHORITY	\$11,693.45	SERVICE LABOR
MFPRSI	\$796,728.19	PAYROLL RELATED
MICHAEL O'BRADOVICH	\$1,800.00	LEGAL SERVICES
MICHAEL RAY PHILLIPS JR	\$445.00	UMPIRE/PARKS
MICHAEL TODD AND COMPANY INC	\$1,065.90	EQUIPMENT/PARTS
MID AMERICAN ENERGY CO	\$714.79	RIVERS EDGE GARAGE EXPENSE
MID AMERICAN SIGNAL INC	\$517.00	EQUIPMENT/PARTS
MIDAMERICAN ENERGY COMPANY	\$98,490.07	ELECTRICITY
MIDLANDS HUMANE SOCIETY	\$10,328.17	CONTRACT AGREEMENT
MIDLANDS PRINTING & BUSINESS FORMS	\$1,774.59	PRINTING/BINDING
MIDWEST BOX COMPANY	\$56.30	SUPPLIES
MIDWEST DISTRIBUTING CORPORATION	\$1,250.00	LEASE
MIDWEST GLASS	\$3,029.83	REPAIRS & MAINTENANCE
MIDWEST MEDICAL & SAFETY INC	\$158.95	MEDICAL SERVICES
MIDWEST MUDJACKING INC	\$5,064.00	REPAIRS & MAINTENANCE
MIDWEST RESEARCH & SETTLEMENT SERVICES, INC.	\$300.00	PROFESSIONAL SVCS
MIDWEST TAPE, LLC	\$6,205.51	DVD/AUDIO/CD
MIDWEST TITLE INC	\$269.00	REFUND
MIDWEST TURF & IRRIGATION	\$3,801.99	EQUIPMENT/PARTS
MIDWEST TURF & IRRIGATION	\$1,068.90	DODGE OPERATING EXPENSE
MIDWEST WHEEL COMPANIES	\$511.88	EQUIPMENT/PARTS
MITCHELL AND ASSOCIATES INC	\$1,100.00	CONSULTANT
MOBOTREX INC	\$3,325.00	STREET MAINTENANCE SUPLS
MONROE TRUCK EQUIPMENT, INC.	\$70.74	EQUIPMENT/PARTS
MUNICIPAL EMERGENCY SERVICES INC	\$261.54	EQUIPMENT/PARTS
MURPHY TRACTOR & EQUIPMENT CO CORP	\$356.10	EQUIPMENT/PARTS
NAPA AUTO PARTS	\$7,710.32	EQUIPMENT/PARTS
NATIONAL CONCRETE CUTTING INC	\$2,282.34	REPAIRS & MAINTENANCE
NATIONWIDE RETIREMENT SOLUTIONS INC	\$120,860.31	PAYROLL RELATED
NCH CORPORATION	\$2,559.01	SUPPLIES
NEBRASKA AIR FILTER INC	\$1,107.36	SUPPLIES
NEBRASKA CHILD SUPPORT PAYMENT CTR	\$1,988.34	PAYROLL RELATED
NEBRASKA DIAMOND PRODUCTS LLC	\$1,788.00	SUPPLIES
NEBRASKA GOLF AND TURF	\$3,018.97	DODGE OPERATING EXPENSE
NEBRASKA IOWA SUPPLY CO INC	\$15,824.24	FUEL
NEBRASKA METHODIST HEALTH SYSTEM INC	\$360.00	CONSULTANT
NEBRASKA TEXTILE AND SUPPLY	\$398.00	DODGE OPERATING EXPENSE
NEENAH FOUNDRY CO.	\$36,375.00	SUPPLIES
NEUVIRTH CONSTRUCTION INC	\$79,410.63	CONSTRUCTION
NMC INC.	\$482.98	EQUIPMENT/PARTS
NODDLE DEVELOPMENT CO	\$2,875.00	RIVERS EDGE GARAGE EXPENSE
NODDLE DEVELOPMENT CO	\$1,000.00	RIVERS EDGE GARAGE EXPENSE
NODDLE SERVICES LLC	\$1,508.70	RIVERS EDGE GARAGE EXPENSE

NODDLE SERVICES LLC	\$674.10	RIVERS EDGE GARAGE EXPENSE
NODDLE SERVICES LLC	\$395.90	RIVERS EDGE GARAGE EXPENSE
NUCO PUMP SALES AND SERVICE	\$80.25	DODGE OPERATING EXPENSE
OCLC INC	\$4,710.26	SUBSCRIPTION
ODEYS INC	\$774.00	EQUIPMENT/PARTS
OLSSON INC.	\$2,110.00	CONSULTANT
OMAHA DOOR & WINDOW CO INC	\$14,655.72	REPAIRS & MAINTENANCE
OMAHA MAGAZINE LTD	\$2,769.00	ADVERTISEMENT
OMAHA TRUCK CENTER COMPANY INC.	\$956.60	EQUIPMENT/PARTS
OMNI ENGINEERING	\$9,827.50	STREET MAINTENANCE SUPLS
ONE SOURCE THE BACKGROUND CHECK COMPANY	\$342.00	CONSULTANT
O'REILLY AUTOMOTIVE INC	\$16.23	EQUIPMENT/PARTS
OSCAR HEALTH PLAN	\$860.00	REFUND
OUTDOOR POWER GROUP INC	\$1,310.00	EQUIPMENT/PARTS
OVERDRIVE INC	\$6,149.16	BOOKS/PERIODICALS/SUB
PACE PATHWAYS IOWA	\$421.42	REFUND
PARAMOUNT GAS PRODUCTS LLC	\$1,275.00	SAFETY EQUIP & MAINTENANCE
PASSPORT LABS INC	\$1,604.50	PARKING FEES
PATRICK G BARTOS	\$13,500.00	CONSTRUCTION
PATRICK NEPPLE	\$765.00	PROFESSIONAL SVCS
PAYROLL	\$179,623.38	MAC OPERATING EXPENSE
PEPSI BEVERAGES CO	\$1,886.13	DODGE OPERATING EXPENSE
PER MAR SECURITY & RESEARCH CORP	\$1,790.88	ALARM SECURITY
PETER ALEXANDER HUTCHESON	\$625.00	LEGAL CLAIM
PETERSON CONTRACTORS INC	\$738,169.24	CONSTRUCTION
PHILIP L ASCHEMAN	\$6,450.00	CONSULTANT
PHYSICIANS CLINIC INC	\$16,226.00	CONSULTANT
PITNEY BOWES INC.	\$2,500.00	POSTAGE & PRINTING
POTTAWATTAMIE COUNTY SHERIFF	\$7,225.00	INMATE COST
PREMIER GLAZERS	\$433.32	MAC OPERATING EXPENSE
PREMIER GLAZERS BEVS	\$4,891.10	DODGE OPERATING EXPENSE
PRESTO X	\$76.13	RIVERS EDGE GARAGE EXPENSE
PRIME COMMUNICATIONS INC	\$952.30	RIVERS EDGE GARAGE EXPENSE
PRINCIPAL	\$550.68	DODGE OPERATING EXPENSE
PROGRESSIVE NORTHERN INSURANCE COMPANY	\$369.93	LEGAL CLAIM
PT INTERMEDIATE HOLDINGS IV, LLC	\$1,023.25	REPAIRS & MAINTENANCE
R J THOMAS MANUFACTURING COMPANY INC	\$5,166.00	EQUIPMENT/PARTS
R NICKESON ENTERPRISES	\$4,307.72	SUPPLIES
RAPIDSCALE INC	\$1,754.95	SUBSCRIPTION
RASMUSSEN MECHANICAL SERVICES INC	\$9,374.18	EQUIPMENT/PARTS
RDG PLANNING & DESIGN	\$4,230.00	REFUND
REBECCA BAUER	\$150.00	REFUND
RED LIGHT REFUNDS	\$110.00	REFUND
RELIANCE STANDARD LIFE INSURANCE CO	\$24,099.12	PAYROLL RELATED
RELIANT FIRE APPARATUS INC	\$12,723.09	EQUIPMENT/PARTS
RESOURCE RENTAL CENTER INC	\$268.80	RENTAL EXPS
RHOMAR INDUSTRIES INC	\$425.87	SUPPLIES
RIVER CITY TREE EXPERTS LLC	\$950.00	TREE WORK
RIVERS EDGE BACK FEES	\$55.50	RIVERS EDGE GARAGE EXPENSE
RIVERS EDGE MASTER PROP	\$10,377.00	RIVERS EDGE GARAGE EXPENSE
ROBERT PRACHT	\$1,425.00	PROFESSIONAL SVCS
RODNEY JOHNSON	\$9,166.66	SERVICE LABOR
ROSE HOLDING, INC.	\$3,104.07	EQUIPMENT/PARTS
ROTARY INTERNATIONAL COUNCIL BLUFFS	\$2,450.00	DUES/MEMBERSHIP
ROTELLAS ITALIAN BAKERY	\$590.53	DODGE OPERATING EXPENSE
RTG BUILDING SERVICES INC	\$9,411.60	JANITORIAL SERVICE
SAFETY KLEEN SYSTEMS, INC	\$1,662.66	SERVICE LABOR
SANDERS ATA BLACK BELT ACADEMY INC	\$50.00	TRAINING
SAPP BROTHERS INC	\$2,149.27	FUEL

SCHINDLER ELEVATOR CORPORATION	\$415.88	REPAIRS & MAINTENANCE
SECURITY EQUIPMENT INCORPORATED	\$5,001.48	ALARM SECURITY
SIEMENS INDUSTRY INC	\$15,960.00	EQUIPMENT/PARTS
SIRSI CORPORATION	\$58,394.18	HARDWARE/SOFTWARE
SJ ELECTRO SYSTEMS INC	\$9,777.56	EQUIPMENT/PARTS
SMA ENTERPRISES INC.	\$6,356.26	EQUIPMENT/PARTS
SNYDER & ASSOCIATES INC	\$653.50	CONSULTANT
SOUTHWEST IOWA NARCOTICS	\$41,729.78	FEES
SOUTHWEST IOWA PLANNING COUNCIL	\$35,204.33	TRANSIT SERVICES
ST LUKE'S HEALTH RESOURCES	\$42.00	CONSULTANT
STATE FARM	\$745.00	REFUND
STATE OF IOWA	\$250.00	TRAINING
STEARNS CONRAD AND SCHMIDT	\$7,300.00	CONSULTANT
STEVE ANDREWS	\$600.00	CONSULTANT
STEVEN G JACOBS	\$405.00	CONSULTANT
STRYKER SALES CORPORATION	\$70,068.38	EQUIPMENT/PARTS
STUDIO 15 COMMERCIAL INTERIORS INC	\$66,892.75	PROFESSIONAL SVCS
SUNBELT RENTALS INC	\$613.03	EQUIPMENT/PARTS
SUNOCO LP	\$57,072.92	FUEL
SUSPENSION SHOP INC	\$2,492.74	EQUIPMENT/PARTS
SYSCO LINCOLN	\$4,898.19	DODGE OPERATING EXPENSE
T MOBILE USA INC	\$12.31	PHONE/INTERNET SVC
T627 INC	\$58,188.09	CONSTRUCTION
TAB HOLDING COMPANY	\$291,291.91	CONSTRUCTION
TECH INC	\$85.01	SUPPLIES
TED'S MOWER SALES & SERVICE INC	\$237.26	EQUIPMENT/PARTS
THE CHARLES MACHINE WORKS INC	\$8,792.99	EQUIPMENT/PARTS
THE DAVEY TREE EXPERT COMPANY	\$55,625.00	TREE WORK
THE DOLLYWOOD FOUNDATION	\$4,249.18	BOOKS/PERIODICALS/SUB
THE TORO COMPANY	\$175.96	DODGE OPERATING EXPENSE
THE WALMAN OPTICAL COMPANY	\$64.00	SAFETY EQUIP & MAINTENANCE
THERESA DEWITT	\$38.50	REIMB EMPLOYEE EXPENSE
THRYV, INC.	\$119.58	ADVERTISEMENT
TIREHUB, LLC	\$1,076.92	EQUIPMENT/PARTS
TK ELEVATOR CORPORATION	\$199.30	PROFESSIONAL SVCS
TKK ELECTRONICS LLC	\$35,346.00	EQUIPMENT/PARTS
TODD RICHARD CARROLL	\$540.00	UMPIRE/PARKS
TODD VALLEY FARMS INC	\$984.75	DODGE OPERATING EXPENSE
TOYNE INC	\$2,104.27	EQUIPMENT/PARTS
TRAFFIC CONTROL CORP	\$4,650.00	EQUIPMENT/PARTS
TRANSIT AUTHORITY OF THE CITY OF OMAHA	\$226,597.00	BUS SERVICE
TREASURER STATE OF IOWA/SALES TAX	\$49,641.95	SALES TAX
TREEHOUSE PHASE I LLC	\$104,747.05	GRANT REIMBURSEMENT
TROY TORGERSON	\$52.99	REIMB EMPLOYEE EXPENSE
TRU PRO CONSTRUCTION INC	\$4,950.00	CONSTRUCTION
TUMBLEWEED PRESS INC	\$799.00	SUBSCRIPTION
TURNER MORGAN	\$6,194.00	PROFESSIONAL SVCS
TVH PARTS CO	\$135.00	SUPPLIES
TWO RIVERS INSURANCE COMPANY, INC.	\$1,183,699.52	EMPLOYEE INSURANCE
TX CHILD SUPPORT SDU	\$600.00	PAYROLL RELATED
U.S. VENTURE, INC.	\$1,004.00	EQUIPMENT/PARTS
UKG KRONOS SYSTEMS	\$9,803.57	HARDWARE/SOFTWARE
ULINE	\$1,791.77	SUPPLIES
UMR	\$1,388.10	DODGE OPERATING EXPENSE
UNBOUND EVENTS INC.	\$828.97	PUBLIC EVENTS
UNDERGROUND LOCATION COMPANY	\$1,280.10	PROFESSIONAL SVCS
UNITED HEALTHCARE	\$286.39	REFUND
UNITED LABORATORIES INC	\$1,942.00	SUPPLIES
UNITED PARCEL SERVICE	\$164.76	FREIGHT/POSTAGE

UNITED UTILITIES & EXCAVATION LLC	\$83,713.34	CONSTRUCTION
UPTOWN STAFFING INC	\$7,475.62	CONTRACT AGREEMENT
US BANK	\$154,301.18	CREDIT CARD PURCHASES
US MARSHALS SERVICE	\$1,593.00	REFUND
USGA CLUB MEMBERSHIP	\$175.00	DODGE OPERATING EXPENSE
VALLEY CORPORATION	\$831,002.03	CONSTRUCTION
VEENSTRA & KIMM INC	\$9,550.00	PROFESSIONAL SVCS
VERIZON WIRELESS SERVICES LLC	\$8,023.26	CELL PHONE
VERMEER SALES & SERVICE INC	\$851.44	EQUIPMENT/PARTS
VIKING AUTOMATIC SPRINKLER CO	\$385.20	RIVERS EDGE GARAGE EXPENSE
VIRTUACTIVE LLC	\$720.00	CONSULTANT
VOGEL TRAFFIC SERVICES INC	\$540.89	EQUIPMENT/PARTS
VOYA RETIREMENT INSURANCE & ANNUITY COMPANY	\$18,711.00	PAYROLL RELATED
W.W. GRAINGER, INC.	\$2,903.02	EQUIPMENT/PARTS
WASTE CONNECTIONS OF IOWA	\$304,376.50	HOUSEHOLD TRASH
WASTE CONNECTIONS OF IOWA	\$272.18	DODGE OPERATING EXPENSE
WASTE CONNECTIONS OF NEBRASKA INC	\$4,642.92	SOLID WASTE DISPOSAL
WATER ENGINEERING INC	\$314.03	MOWING/GROUNDS MAINT
WELLS FARGO FINANCIAL LEASING INC	\$364.00	LEASE
WEST PUBLISHING CORPORATION	\$1,338.75	SUBSCRIPTION
WESTERN ENGINEERING COMPANY INC	\$39,646.92	CONSTRUCTION
WHITE CAP, LP	\$1,885.94	SUPPLIES
WOODHOUSE CBP	\$115.26	EQUIPMENT/PARTS
YANT EQUIPMENT	\$2,872.50	REPAIRS & MAINTENANCE
YMCA OF GREATER OMAHA	\$470.00	DUES/MEMBERSHIP
ZIMCO SUPPLY CO	\$21,865.00	DODGE OPERATING EXPENSE
ZIMCO SUPPLY COMPANY	\$5,044.00	SUPPLIES
<b>TOTAL</b>	<b>\$15,788,150.35</b>	

**City of Council Bluffs**

**Receipts by Fund  
For the Month of May FY25**

General Fund	5,124,834.51
Special Revenue	2,476,157.99
Debt Service	410,740.35
Capital Project	111,069.48
Enterprise	<u>1,921,754.36</u>
<b>Total Receipts</b>	<b><u><u>10,044,556.69</u></u></b>

**Expenditures by Fund  
For the Month of May FY25**

General Fund	9,576,733.99
Special Revenue	787,541.54
Debt Service	0.00
Capital Project	4,320,445.70
Enterprise	<u>1,103,429.12</u>
<b>Total Expenditures</b>	<b><u><u>15,788,150.35</u></u></b>

**Transfer from City Operating Accounts  
For the Month of May FY25**

to Mid America Center	0.00
to Dodge Riverside	0.00
to RE Parking Garage	<u>28,000.00</u>
<b>Total Transfers</b>	<b><u><u>28,000.00</u></u></b>

## Council Communication

Department: Mayor  
Case/Project No.:  
Boards/Commissions  
Submitted by: Matt Walsh

Boards/Commissions  
ITEM 3.E.

Council Action: 7/28/2025

### Description

City Planning Commission and Dodge Trust Board of Trustees

### Background/Discussion

With City Council concurrence, I would like to make the following appointment to the City Planning Commission with term expiring 04/01/2030:

Cole Epley  
601 Roosevelt

With City Council concurrence, I would like to make the following reappointment to the Dodge Trust Board of Trustees with term expiring 07/01/2031:

Jay Meldrum  
316 Sherman Ave

### Recommendation

## Council Communication

Department: Community  
Development

Case/Project No.:

Submitted by: Courtney Harter,  
Director, Community Development  
Department

Resolution 25-180 (Continued from  
7-14-25)  
ITEM 4.A.

Council Action: 7/28/2025

### **Description**

Resolution approving Sudbeck Homes as the selected builder for the East Manawa Phase I Housing Project.

### **Background/Discussion**

See attached staff report.

### **Recommendation**

### **ATTACHMENTS:**

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Proposal submittal - Sudbeck Homes	Other	7/18/2025
Proposal submittal - Jay Kathol Investments	Other	7/18/2025
Proposal submittal - Knudson Companies	Other	7/18/2025
Proposal submittal - Mark Hughes Construction	Other	7/18/2025
Proposal submittal - CB Homes, Inc	Other	7/18/2025
Proposal submittal - Next Generation Project	Other	7/18/2025
Proposal submittal - R. Perry Construction	Other	7/18/2025
Resolution 25-180	Resolution	7/23/2025

**Council Communication**

Department: Community Development	Resolution No.: 25 -	Public Hearing: 7-14-2025
<b>Subject/Title</b> Resolution to approve Sudbeck Homes as the preferred builder of the East Manawa Phase I Housing Project.		
<p style="text-align: center;"><b>Background/ Discussion</b></p> <p>In February, the City was awarded \$6,873,501 from the Iowa Economic Development Authority’s (IEDA) 2019 Single Family Housing Production and Down Payment Assistance Program. The award provides funding to assist in the construction of 40 new attached single-family dwellings that will be sold to households at or below 80% of the median family income (MFI).</p> <p>In May, it was determined a new builder must be selected for the construction of the units. A Request for Proposals (RFP) was released with responses due June 25, 2025. The RFP outlined to two criteria for evaluation:</p> <ol style="list-style-type: none"><li>1. <u>Developer’s Experience and Capacity (75%)</u>: The makeup/description of the developer’s project team. The preferred developer will have significant experience in the construction residential development. The names of individuals involved and the roles they will perform must be listed. Provide a description of the qualifications and experience of the specific individuals who will be involved in the work described in this RFP, including staff and other professionals.</li></ol> <p style="padding-left: 40px;">Developers and builders are encouraged to partner together.</p> <ol style="list-style-type: none"><li>2. <u>Units (25%)</u>: The number of units the developer is able to construct during the allotted timeline. Preference will be giving to developers/builders that can commit to at least 5 or more units.</li></ol> <p>The City received seven (7) submittals from qualified builder teams:</p> <ol style="list-style-type: none"><li>1. CB Homes, Inc (Harlan)</li><li>2. Next Generation Project (Council Bluffs)</li><li>3. Sudbeck Homes (Bellevue)</li><li>4. R. Perry Construction (Sioux City)</li><li>5. Jay Kathol Investments (Council Bluffs)</li><li>6. Knudson Companies (Council Bluffs)</li><li>7. Mark Hughes Construction (Glenwood)</li></ol> <p>Based on the submittal information and responses to the follow-up questions, Staff believed Sudbeck Homes is the most qualified builder. This decision is based on the following:</p> <ol style="list-style-type: none"><li>1. Past experience relating to home construction and experience building low- and moderate-income homes in partnership with the City of Omaha.</li><li>2. Proven completion of housing projects at a large scale.</li><li>3. Staff with Davis-Bacon prevailing wages experience on federal projects.</li><li>4. Ability to complete all 40 units for the project within the City’s required timeline.</li></ol>		
<b>Recommendation</b> The Community Development Department recommends approval of Sudbeck Homes as the preferred builder for the East Manawa Phase I Housing Project.		
<b>Attachments</b> 1. Resolution 2. Proposal submittals from all responders.		

Submitted by: Courtney Harter, Community Development Director



**Melvin Sudbeck Homes**  
**Proposal for**  
**East Manawa Phase 1 Housing Project**

**Proposal Includes:**  
**Summary of Experience**  
**Past and Current Developer / Builder Subdivisions**  
**Developer / Builder Personnel**  
**Project Timeline**  
**Sam.gov Registration**

**Contact Information**

Melvin Sudbeck Homes (office) 402-895-3288

Melvin Sudbeck (mobile) 402-306-9506 / email: [Sudbeckhomes@gmail.com](mailto:Sudbeckhomes@gmail.com)

John Arians (mobile) 402-810-0867 / email: [jarians@sudbeckcompanies.com](mailto:jarians@sudbeckcompanies.com)

Respectfully submitted on 06/25/2025

### **Summary of Experience:**

Melvin Sudbeck Homes (Sudbeck Homes) started in 1990 with three employees and has grown to over 79 current employees serving the home and construction markets in the Omaha and Council Bluffs metropolitan areas. Sudbeck Homes has over 23 subdivisions either completed or currently in progress (see listing which follows). Sudbeck Homes not only develops subdivisions but also builds the vast majority of homes within them, utilizing a design team that has drawn over 2,800 homes to date as well as its own in-house agent to market the high-quality homes they build.

Currently Sudbeck Homes has over \$2.7M worth of work in progress and completed over \$25.7M worth of work in 2024. Sudbeck Homes is currently building and working in Council Bluffs and Crescent, IA; as well as Omaha, Bellevue, Louisville, Bennington, Blair, Springfield, Plattsmouth, Tekamah, Wahoo, Lincoln, and Gretna, NE. Sudbeck Homes also recently finished a 59-unit senior living apartment building (L.I.H.T.C project) in mid-town Omaha. Sudbeck Homes has many commercial construction clients in the metropolitan area, most notably Berkshire Hathaway Energy, with whom Sudbeck Homes completes numerous projects for through-out the state of Iowa yearly. Sudbeck Homes currently carries licenses in Iowa and Nebraska.

In addition, Sudbeck Homes completed eighteen (18) low-income homes in cooperation with the City of Omaha and/or Seventy Five North over the last few years. Those involved from the City of Omaha, Seventy Five North, and Blair Freeman (construction manager for Seventy Five North) would provide excellent references for our company, employees, execution of the build, and quality of construction.

Be assured Sudbeck Homes has the capacity and ability to complete all ten (10) fourplexes. The following listing of subdivisions helps to demonstrate the capacity of Sudbeck Homes. Also included are highlights of a few of our key team members slated for this project.

#### **Past and Current Developer / Builder Subdivisions – Developed and Built by Sudbeck Homes**

- Stevens Ridge, Council Bluffs, IA - 83 homes planned, Council Bluffs
- Apple Grove, LaVista, NE – 136 homes, complete
- Cedar View, Bellevue, NE – 38 homes, complete
- Cimarron Woods East, LaVista, NE – 125 homes, complete
- Cottonwood Creek, Omaha, NE – 92 homes, complete
- East Ridge, Louisville, NE – 30 homes, complete
- Elkhorn Highland Ridge, Omaha, NE – 248 homes, complete
- Giles Corner, LaVista, NE - 115 homes plus commercial buildings, complete
- Hunters Creek, Papillion, NE - 81 homes, complete

- Itan Parkview, Yutan, NE – 59 homes, complete
- Meadow Heights Estates Replat 3, Plattsmouth, NE – 60 homes, 15% built
- Meadows Replat X, Omaha, NE – 26 homes, complete
- Northern View, Blair, NE – 55 homes, 30% built
- Oakridge North, Bellevue, NE – 16 homes, complete
- Oakridge West, Bellevue, NE - 42 homes, complete
- Orchard Valley, Bellevue, NE - 37 homes, complete
- Piney Creek, Omaha, NE - 136 homes, complete
- Roxbury West, Omaha, NE - 52 homes, complete
- Santa Fe Pointe, Gretna, NE – 52 homes, complete
- Spring Ridge, Bellevue, NE – 153 homes, 50% built
- Sherbrooke, Gretna, NE – 8 homes, complete
- Gold Meadows, Replat 1, Omaha, NE – 13 homes, complete
- Alta Collina, Bellevue, NE – 263 homes, developmental stage

Sudbeck Homes is also actively pursuing properties in the metropolitan area for future developments.... look for signs coming soon!

#### **Developer / Builder Personnel:**

- Melvin Sudbeck – Company founder and president. Melvin actively oversees all of his companies seven (7) days a week. Melvin is the key component in all of his developments; working with engineers, staff, and agents to build quality homes and communities. Melvin started his company doing siding and roofing for his father (Henry Sudbeck Builders) and grew his companies into what they are today including a development company, cabinet shop and flooring company. Melvin also employs many tradespeople who perform grading, utilities, framing, demolition, concrete, siding work, and more.
- Jon Ish – Superintendent. Jon Ish came to Sudbeck Homes a few years ago and has been a vital asset to the company since his first day. Jon grew-up in residential construction and for years built high-end custom homes under his company's name. Needing a new challenge, Jon came to Sudbeck Homes to work on specialty and multi-family homes. Jon schedules his builds, subcontractors, and material deliveries with surgical precision; and he is a favorite among subcontractors for his ability to plan, organize, and push projects with the utmost efficiency. Most recently, Jon was responsible for the successful completion of a 59-unit apartment building at 41<sup>st</sup> and Hamilton Streets in Omaha (with

an almost impossible timeline for completion). Jon was also the on-site superintendent for six (6) homes which Sudbeck Homes completed with Seventy-Five North in 2023.

- Todd Kirk – Superintendent. Todd has worked with Sudbeck Homes for over 18 years and is one of the area superintendents. Todd is a key figure in work for Berkshire Hathaway Energy and multiple commercial clients, as well as residential remodels. Todd came to Sudbeck Homes after years of work in the field and specializes in framing and interior finishes. Todd was the on-site superintendent for ten (10) of the low-income homes built for the City of Omaha.
- John Arians – Project Manager / Consultant. John has been managing projects for Sudbeck Homes for over 12 years. John is instrumental in the oversight, management, budgets, and cost tracking for Sudbeck Homes’ larger “select” commercial clients, multi-family projects, and specialty projects. John started working in construction at a young age and used the skills he learned to pay for his college to obtain his degree in Construction Management from Bradley University (Peoria, IL). John’s clients are repeat customers who are treated fairly and with honesty and respect. John ensures the team is on point and communicating with all parties to get the most efficient, economical, and timely build done right.

**Project Timeline:**

The proposed preliminary schedule is included with our proposal.

**SAM.gov Registration:**

Please find the SAM.gov registration verification included in our proposal

## Melvin Sudbeck Homes Subdivison List

6/25/2025

ALOY'S ACRES	OMAHA	14
APPLE GROVE	LAVISTA	136
ALTA COLLINA	BELLEVUE	263
CEDAR VIEW	BELLEVUE	38
CIMARRON WOODS EAST	LAVISTA	125
COTTONWOOD CREEK	OMAHA	92
EAST RIDGE / EAST RIDGE 2	LOUISVILLE	30
ELKHORN HIGHLAND RIDGE	OMAHA (ELKHORN)	248
GILES CORNER	LAVISTA	115
GOLD MEADOWS REPLAT ONE	OMAHA	13
HUNTERS CREEK	PAPILLION	81
ITAN PARKVIEW	YUTAN	59
MEADOW HEIGHTS ESTATES REPLAT 3	PLATTSMOUTH	60
MEADOWS REPLAT X	OMAHA	26
NORTHERN VIEW	BLAIR	55
OAKRIDGE NORTH	BELLEVUE	16
OAKRIDGE WEST	BELLEVUE	42
ORCHARD VALLEY	BELLEVUE	37
PINEY CREEK	OMAHA (ELKHORN)	136
ROXBURY WEST	OMAHA	52
SANTA FE POINTE	GRETNA	52
SHERBROOKE	GRETNA	8
SPRING RIDGE	BELLEVUE	153
STEVENS RIDGE	COUNCIL BLUFFS	Planning Stage

ID	Task Name	Duration	Start	Finish	3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Contract Negotiations	10 days	Mon 7/21/25	Fri 8/1/25	■																	
2	Plan Review / Final Design	20 days	Mon 8/4/25	Fri 8/29/25		■	■															
3	Subcontractor / Vendor Bidding / Awards	35 days	Mon 9/1/25	Fri 10/17/25			■	■	■													
4	Selection / Finish Reviews	15 days	Mon 10/20/25	Fri 11/7/25					■													
5	Building 1 Construction	140 days	Mon 11/10/25	Fri 5/22/26						■	■	■	■	■	■	■						
6	Building 2 Construction	130 days	Mon 12/1/25	Fri 5/29/26							■	■	■	■	■	■						
7	Building 3 Construction	125 days	Mon 12/22/25	Fri 6/12/26								■	■	■	■	■						
8	Home Marketing	195 days	Mon 1/5/26	Fri 10/2/26									■	■	■	■	■	■	■	■	■	■
16	Building 1 Occupany	20 days	Mon 5/25/26	Fri 6/19/26																	■	■
9	Building 4 Construction	120 days	Mon 1/12/26	Fri 6/26/26									■	■	■	■	■					
17	Building 2 Occupany	20 days	Mon 6/1/26	Fri 6/26/26																		■
18	Building 3 Occupany	20 days	Mon 6/15/26	Fri 7/10/26																		■
10	Building 5 Construction	120 days	Mon 2/2/26	Fri 7/17/26																		■
19	Building 4 Occupany	20 days	Mon 6/29/26	Fri 7/24/26																		■
11	Building 6 Construction	120 days	Mon 2/23/26	Fri 8/7/26																		■
20	Building 5 Occupany	20 days	Mon 7/20/26	Fri 8/14/26																		■
12	Building 7 Construction	120 days	Mon 3/16/26	Fri 8/28/26																		■
21	Building 6 Occupany	20 days	Mon 8/10/26	Fri 9/4/26																		■
13	Building 8 Construction	120 days	Mon 4/6/26	Fri 9/18/26																		■
22	Building 7 Occupany	20 days	Mon 8/31/26	Fri 9/25/26																		■
14	Building 9 Construction	120 days	Mon 4/27/26	Fri 10/9/26																		■
23	Building 8 Occupany	20 days	Mon 9/21/26	Fri 10/16/26																		■
15	Building 10 Construction	120 days	Mon 5/18/26	Fri 10/30/26																		■
24	Building 9 Occupany	20 days	Mon 10/12/26	Fri 11/6/26																		■
25	Building 10 Occupany	20 days	Mon 11/2/26	Fri 11/27/26																		■



**2025 - 39**

## **Melvin Sudbeck Homes**

### **Supplier Response**

#### **Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## Melvin Sudbeck Homes Information

Address: 16255 Woodland Drive  
Omaha, NE 68136  
Phone: (402) 810-0867

By submitting your response, you certify that you are authorized to represent and bind your company.

John Arians

*Signature*

*Submitted at 6/25/2025 08:29:09 AM (CT)*

[jarians@sudbeckcompanies.com](mailto:jarians@sudbeckcompanies.com)

*Email*

## Requested Attachments

### Cover Page

Summary of Qualifications. Include relevant contact information.

EastManawaPhase1HousingPropo  
sal.06.25.2025.pdf

### Developer Experience

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

MelvinSudbeckHomesSubdivisionL  
isting.06.25.2025.xls.pdf

### Project Timeline

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

EastManawaPreliminarySchedule.  
06.25.2025.pdf

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

**2 Bidder's Policy Statement, Required Contract Language, Wage Determination**

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

**3 Required Contract Language**

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

**1. Access and Maintenance of Records**

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

**2. Civil Rights**

The Contractor must comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352). States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.
- Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309). Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)  
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).  
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.
- Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.
- Federal Executive Order 11063, as amended by Executive Order 12259.

**3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

**4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

**5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

**6. 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.

**7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

**ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

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**From:** jarians@sudbeckcompanies.com  
**Sent:** Wednesday, July 9, 2025 1:04 PM  
**To:** Courtney Harter  
**Cc:** 'Melvin Sudbeck'  
**Subject:** FW: E Manawa Redevelopment Area – RFP Update

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Courtney,

Please see Sudbeck Homes' responses to your questions below. Please let us know if you need anything else. Please also respond to all as your receipt of this email. Thanks!

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. Who will be the manager of the Davis-Bacon from the team? And their experience? **The Sudbeck Companies have done multiple Davis-Bacon projects, including work at Offutt Air Force Base. Kara Sutton would be the lead on the project, with three other accounting staff members to assist.**
2. The construction offset is \$125,000 per unit that can be collected incrementally. Do you have financing in place for the construction period of the homes until the sale? **Yes**
3. Will this project take priority to meet the building deadline requirements? **Yes, absolutely!**
4. Are you still willing to participate if you do not receive all 40 units? **While Sudbeck would prefer to build all 40 units, we also understand that there are other factors involved in determining what is the best choice and fit for the project and the community. Sudbeck would be open to further discussions on final quantity, however we are not interested in investing the needed resources for the builds - if only doing a few.**

Courtney Harter

Director of Community Development

City of Council Bluffs

[209 Pearl Street, Council Bluffs, IA 51503](#)

[Office: 712.890.5350](#)



---

**From:** Melvin Sudbeck <[sudbeckhomes@gmail.com](mailto:sudbeckhomes@gmail.com)>  
**Sent:** Monday, July 7, 2025 7:02 PM  
**To:** Courtney Harter <[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)>  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update

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Thanks for the update

Will be looking for follow up questions tomorrow

On Mon, Jul 7, 2025, 3:48 PM Courtney Harter <[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)> wrote:

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development

City of Council Bluffs

[209 Pearl Street, Council Bluffs, IA 51503](#)

[Office: 712.890.5350](#)

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## PROPOSAL

Jay Kathol Investments proposes to construct 10 townhome structures consisting of 40 individual units in response to RFP 2025 - 39 (E Manawa Redevelopment Area (Mallard Street)).

Jay Kathol Investments has broad experience in residential construction, remodeling and development in the Council Bluffs area over a period of 20+ years. In addition, Jay Kathol Investments brings extensive experience in residential and commercial real estate to the project.

Jay Kathol Investments intends to partner with Atlas Builders LLC, who will act as the General Contractor on this project. The principals of Atlas Builders LLC have 30+ years of combined construction experience, primarily in residential construction in the Council Bluffs area.

### **Contact Information**

Jay Kathol Investments: ph. 402-618-2454

Email: [jay.kathol@yahoo.com](mailto:jay.kathol@yahoo.com)

Atlas Builders LLC: ph. 712-310-9222

Email: [atlasbuildersiowa@gmail.com](mailto:atlasbuildersiowa@gmail.com)

## Developer Experience

### Jay Kathol Investments

- Investor in 15+ infill homes for the City of Council Bluffs, primarily in the Manawa and West End neighborhoods of Council Bluffs. Worked with Lloyd Banks of FlatIron Construction.
- Project managed and successfully sold all 17 townhomes in Greenview Village in Council Bluffs.
- Primary developer of 20+ new homes in The Hills of Cedar Creek and Fox Run
- Supervision and funding more than 50 successfully completed remodels in the Council Bluffs and Omaha area.
- 20+ years of real estate sales experience, consistently in the top 5-10% of sales in southwest Iowa and the top producing agent at the top brokerage in Southwest Iowa.
- Lead agent for a team of 6 real estate agents.
- Served on the board of several organizations in Council Bluffs, to include: Habitat for Humanity, Impact CB (past president), and Teammates CB.

### Atlas Builders LLC

- Local Class A Licensed contractor with 30+ years of construction experience.
- Both Principals of Atlas Builders LLC spent considerable time working with Lloyd Banks of Flat Iron Construction from 2009-2022.

- Constructed over 25 Infill homes within the city of Council Bluffs, 2017-current.
- Acted as General Contractor and/or Project Manager on multiple multi-family townhome projects, including 2-unit townhomes and 4-unit townhomes.
- Conceived and executed construction of 13 residences in the award-winning Hillside Estates subdivision in Council Bluffs.
- Construction of 15+ semi-custom and custom homes throughout southwest Iowa and Nebraska.
- Principal contractor on many remodels and additions throughout the CB metropolitan area.
- Long-term relationship and experience with the City of Council Bluffs, including Planning and Development Dept. and Building Division.

Atlas Builders is the only general contractor that has been working on this project for 6+ months. Atlas has been a part of designing and developing the plans from the start. This project is the #1 priority and Atlas has cleared their schedule to ensure the timeframes and deadlines can be met.



**2025 - 39**

**Jay Kathol Investments Inc  
Supplier Response**

**Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## Jay Kathol Investments Inc Information

Address: 900 Woodbury ave #6  
council bluffs, IA 51503  
Phone: (402) 618-2454

By submitting your response, you certify that you are authorized to represent and bind your company.

Jay Kathol  
*Signature*

jay.kathol@yahoo.com  
*Email*

Submitted at 6/25/2025 12:07:52 PM (CT)

## Requested Attachments

### Cover Page

Summary of Qualifications. Include relevant contact information.

Mallard RFP Cover Page (1).docx

### Developer Experience

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

Mallard RFP Developer Experience (1).docx

### Project Timeline

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

Mallard RFP Proposed Schedule (1 Unit).pdf

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

**2 Bidder's Policy Statement, Required Contract Language, Wage Determination**

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

**3 Required Contract Language**

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

**1. Access and Maintenance of Records**

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

**2. Civil Rights**

The Contractor must comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352). States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.
- Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309). Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)  
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).  
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.
- Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.
- Federal Executive Order 11063, as amended by Executive Order 12259.

**3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

**4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

**5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

**6. 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.

**7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

**ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

---

**From:** Jay Kathol <jay.kathol@yahoo.com>  
**Sent:** Friday, July 11, 2025 3:43 PM  
**To:** Courtney Harter  
**Cc:** Tiffany Schmitt; damienschull@gmail.com; ATLAS BUILDERS  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update  
**Attachments:** Letter of Interest - Availa Bank.pdf; Liquid Lending approval .pdf

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**

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Hi Courtney,

We have financing lined up and are deciding between two local lenders. I have attached a letter from Liquid Lending Solutions. I have worked with them twice in the past, and they have handled several projects similar to the scale of this project. I have also attached a letter from Availa Bank as they may have more favorable terms.

I will be the primary contact for our team. This is my primary email and my cell phone number is 402-618-2454. I have added Damien Shull as a partner and co-developer on this project. Damien is a State Farm Insurance Agent, local business owner and real estate investor. We are fully prepared to take on the entire project and adding Damien to the development team will help with the management and oversight. We are also more than happy to take on a portion of this development if the city feels it is best to divide the project between multiple developers.

Darrah & Company in Council Bluffs is prepared to handle the Davis-Bacon paperwork. They have over 10 years of Davis-Bacon experience. Makenna Kenyon is the primary Davis-Bacon contact at Darrah. Her phone number is (402) 332-8264.

Please let us know if there is anything else that we can provide at this time. I met with Atlas yesterday. They have cleared their schedule for this project and are optimistic that they will still be involved in the development.

Thank you,

Jay Kathol, Damien Shull, Mike Burns and Phillip Knudsen

Jay Kathol  
Berkshire Hathaway HomeServices Ambassador Real Estate

On Tuesday, July 8, 2025, 6:56 AM, Courtney Harter <[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)> wrote:

Good Morning,

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. Who is the day-to-day contact from the team?
2. Who will be the manager of the Davis-Bacon from the team? And their experience?
3. The construction offset is \$125,000 per unit that can be collected incrementally. Do you have financing in place for the construction period of the homes until the sale?
4. Are you still willing to participate if you do not receive all 40 units?

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



---

**From:** Courtney Harter  
**Sent:** Monday, July 7, 2025 3:48 PM  
**Cc:** Tiffany Schmitt <[tschmitt@councilbluffs-ia.gov](mailto:tschmitt@councilbluffs-ia.gov)>  
**Subject:** E Manawa Redevelopment Area – RFP Update

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)





117 Pearl St Council Bluffs, IA 51503  
1751 Madison Ave Council Bluffs, IA 51503  
availa.bank

July 11, 2025

City of Council Bluffs  
Attn: Courtney Harter  
Director of Community Development  
209 Pearl Street  
Council Bluffs, IA 51503

RE: Letter of Interest – Financing Participation in East Manawa Subdivision

To Whom It May Concern:

On behalf of Availa Bank, we are pleased to submit this Letter of Interest regarding potential financing support for Jay Kathol and Damien Shull related to the construction and development activities for the East Manawa Subdivision – Phase I.

We understand that the City of Council Bluffs is undertaking a significant redevelopment effort to bring high-quality, attainable housing to the East Manawa area, supported by public investment in infrastructure and homebuyer assistance. We are actively evaluating financing and working through due diligence at this time.

Subject to review of final construction budgets, development agreement and borrower qualifications, Availa Bank is prepared to offer tailored financing options which may include:

- Construction financing for vertical residential development
- Bridge funding tied to confirmed public reimbursements or incentives
- End-loan solutions for qualified end-buyers

We appreciate the collaborative efforts being made by the City, State and local stakeholders to support this project.

Should you require further information or wish to discuss in more detail, please contact me directly at 712-435-5110 or [dzimmerman@availa.bank](mailto:dzimmerman@availa.bank).

Sincerely,

  
Dave Zimmerman  
Council Bluffs Market President  
Availa Bank



7/11/2025

**To Whom It May Concern:**

Please let this letter serve as verification that Jay Kathol Investments Inc and his entities have the funds available for all development costs of City of Council Bluffs E Manawa Redevelopment Area (Mallard Street) in the amount of \$5,000,000,00.

If you have any questions, please feel free to contact me at your convenience.

Best regards,

A handwritten signature in blue ink, appearing to read "Owen Dashner", is placed on a light blue rectangular background.

Owen Dashner

Managing Member

Liquid Lending Solutions

402-578-4003



Knudson Development Company

# East Manawa Redevelopment Area

Mallard Street



**“Shaping Tomorrow’s Living Today”**

**Knudson Companies has over 50 Years of Nationwide Development and Construction Experience, doing business in 10 different States and producing more than 6,000 Multi-Family and Single-Family housing units.**



## **Development Team**

### **K.C. Knudson ~ CEO/Owner**

Mr. K. C. Knudson is the Chairman, CEO or President of Knudson Investment Co., Inc.; Knudson Management Co., Inc.; and Knudson General Contractors Corp., and the managing member of Knudson Development Company, LLC, all headquartered in Council Bluffs, Iowa. K.C. is a founding member of the Knudson Foundation, a non-profit entity devoted to supporting programs encouraging music performance and appreciation among our youth. He was a member of the Young Presidents Organization and was selected as the Outstanding Young Iowan in 1980.

Since 1974, K. C. Knudson, or an organization with which he is affiliated, has acquired, developed, constructed, or operated over 6,000 housing units including apartment complexes, high-rise buildings, large residential developments and single-family homes.

### **Michael Townsend ~ President**

Michael Townsend joined the Knudson Companies in 2019 and is President of Knudson Development, LLC. Michael has more than thirty-five years of Commercial and Residential Development/Construction experience including Third Party Management and Development; Redevelopment Projects; Industrial, Office, Retail, Residential, and Multi-Family Projects.

He has developed more than 8.5 million square feet in 5 states and managed over 25 million square feet of Commercial and Residential Property in 9 states. Michael also has extensive Real Estate Finance experience with over \$1 billion in loans created over the past 25 years.



**KNUDSON  
COMPANIES**

**Pat O'Dowd** ~ *Vice President*

Ms. Pat O'Dowd is Vice President of The Knudson Companies. The Knudson family of companies has employed her since 1982. She currently holds a real estate broker's license in the state of Nebraska. Ms. O'Dowd has been involved in the acquisition, development, construction, marketing and management of over 2,000 apartment units in the states of Arizona, Iowa, Missouri, Nebraska, and Texas.

She supervised and coordinated a homeownership program in Columbus, Ohio that involved acquisition, renovation and sales of 150 single-family homes to low-income households. The success of this homeownership program received national recognition by the U. S. Department of Housing and Urban Development. She was also involved with overseeing the operations of a concrete manufacturer of precast manholes in Houston. Ms. O'Dowd is currently responsible for the operations of multi-family and elderly properties in Nebraska and Iowa. She has extensive knowledge and experience with Section 8 programs administered by the U. S. Department of Housing and Urban Development as well as low-income housing tax credit properties and she served as the 504 Coordinator for all properties owned and/or managed by Knudson Management Co.

**Christie Johnsen** ~ *Secretary/Treasurer & President of KMCI*

Ms. Christie Johnsen is President of Knudson Management Co., Inc. The Knudson family of companies has employed her for over forty-five years, since 1975. At that time, the Company was operating as a general contractor doing construction work in Nebraska, Iowa, Missouri and Colorado.

Presently she is the Vice President & Secretary/Treasurer of Knudson Companies. She holds a real estate brokers license in the states of Iowa and Nebraska. Ms. Johnsen graduated *summa cum laude* from Morningside College in Sioux City, Iowa with a degree in Business Administration with an emphasis on accounting.



**KNUDSON**  
COMPANIES

**Mark Lynch** ~ *Chief Financial Officer*

Mr. Mark D. Lynch, CPA, recently joined the Knudson Companies as the Chief Financial Officer. Mark has over 30 years of experience in the real estate and construction arena. Mark was a senior manager for a local public accounting firm for 25 years specializing in construction, real estate development and affordable housing in both accounting/auditing as well tax planning.

His latest experience has been as the Director of Finance for a small construction company, property management company and a regional manufacturing company.

**Max Prochaska** ~ *Asset Manager*

Mr. Max Prochaska is part of the Asset Management team at Knudson Companies, where he oversees financial analysis for new acquisitions, monitors the performance of existing portfolio properties, and supports capital raising efforts for future developments. Since joining the company in 2024, Max has also played a hands-on role in operations, lender and investor relations, and construction project oversight.

Prior to Knudson, he worked in the residential construction tech space, helping homebuilders nationwide implement and optimize construction management software.



## Lund Ross

Lund-Ross Constructors was founded in Omaha in 1987 by Larry Lundquist. Now in our 38th year in business, we construct projects across the Midwest in the multi-family, educational, religious, not-for-profit and public sectors. Best known for the renovation of many of the most iconic buildings in the area, Lund-Ross is also recognized as a construction partner with not-for-profit organizations including Girls Inc, Open Door Mission, One World Health, Women's Center for Advancement and many others.

Currently, we employ a full-time staff of more than 45 people consisting of experienced project managers, superintendents, field engineers, field craftsmen, and administrative professionals, each committed to our clients and the development, construction and long-term success of their facilities.

Our projects have earned more than 25 Excellence in Construction Awards from Associated Builders and Contractors (ABC) in the past 10 years, including national accolades for the The Brandeis, the Hughes-Iron Building, and The Omaha Building. ABC has honored Lund-Ross with their 'Project of the Year' four times.



**KNUDSON**  
COMPANIES

**Scott Thompson** ~ *President*

Scott Thompson joined Lund-Ross in September 2000 and has managed many of our most challenging projects. His performance has allowed Lund-Ross to negotiate multiple projects regularly with our clients. Scott's leadership was recognized recently with his promotion to President of the company.

**Brent Williams** ~ Vice President/ Field Operations Manager

Brent Williams joined Lund-Ross in June 1988 as one of the company's first employees and managed many successful projects as a superintendent. Today Brent serves as the company's field operations manager and is one of the co-owners of Lund-Ross. Brent coordinates staff and equipment on every Lund-Ross jobsite and oversees the company's safety programs and trainings.

Under Brent's guidance, Lund-Ross has been named one of Nebraska's safest companies by the National Safety Council for the past seven years in a row.



## **Project Responsibilities & Duties**

### **K.C. Knudson**

- Lead and coordinate all phases of the development process, from pre-construction through project completion.
- Manage communication between architects, engineers, consultants, contractors, and city officials to ensure alignment with project goals.
- Monitor schedules, budgets, and milestones to ensure the project stays on track and within scope.
- Oversee due diligence, entitlement processes, permitting, and compliance with municipal codes and regulations
- Identify and resolve issues that may impact project progress, quality, or stakeholder expectations

### **Michael Townsend**

- Oversee the planning and execution of the project's development strategy, ensuring alignment with company objectives and market conditions
- Direct feasibility analysis and pre-development activities including zoning, entitlements, and permitting
- Enhance coordination with architects, engineers, and consultants to guide design and planning consistent with project goals
- Manage development budgets, schedules, and risk assessments to ensure project viability and performance



**KNUDSON  
COMPANIES**

### **Pat O'Dowd & Christie Johnsen**

- Provide internal guidance based on prior experience with similar development projects to help streamline processes and avoid common pitfalls
- Advise on best practices for organization, team coordination, and workflow efficiency throughout the project lifecycle
- Support the development team in reviewing plans, timelines, and strategies to ensure practical, real-world feasibility.
- Offer informal oversight and mentorship to help the team stay aligned, proactive, and prepared for each project phase.

### **Mark Lynch**

- Manage the project's financial planning, budgeting, and cash flow to ensure fiscal responsibility throughout the development lifecycle
- Oversee funding strategies, including capital allocation, investor relations, and loan management for the project
- Provide regular financial reporting and analysis to the executive team to inform strategic decision-making

### **Max Prochaska**

- Coordinate with sales and marketing teams to align outreach, branding, and buyer engagement strategies with the project timeline and eligibility requirements
- Provide input during development to ensure unit layouts, features, and finish levels are appropriate for the target buyer demographic
- Monitor pre-sale activity, buyer qualification progress, and overall absorption to support a successful and timely sellout



**KNUDSON  
COMPANIES**

**Scott Thompson** ~ *Lund-Ross*

- Ensure full compliance with Davis-Bacon wage requirements and certified payroll reporting, including oversight of subcontractor adherence
- Provide executive oversight to ensure the construction team delivers the project on time, within budget, and to the required quality standards
- Oversee contractual obligations, resource allocation, and high-level coordination with the development team
- Maintain communication with the project ownership team to ensure transparency, alignment, and accountability throughout the build

**Ken Olson** ~ *Lund-Ross Super Intendent On-Site*

- Oversee daily on-site construction activities to ensure the project is built according to approved plans, specifications, and schedules
- Coordinate and supervise subcontractors, suppliers, and site labor to maintain efficient workflow and high-quality workmanship
- Enforce safety protocols and maintain a clean, organized, and compliant job site always
- Communicate regularly with the project manager and development team regarding progress, potential issues, and required inspections

2025

# Portfolios & Related Projects

Knudson Companies

Knudson Development Company

6/14/2025



## **Specific Related Projects**

### **\*Somerset Development\* - Direct Comparison**

Knudson Companies acquired 157 single-family homes in Columbus, Ohio, and partnered with the City of Columbus to support and advance the city's Affordable Housing Down Payment Assistance Program through the Somerset Development. The program was designed to help individuals living in Section 8 housing-or those otherwise unable to afford a home--transition into true homeownership. With \$20,000 in down payment assistance provided by the City to each qualified first-time home buyer, Knudson prepared and sold the homes accordingly.

The project was complete in just 12 months and was nationally recognized by the U.S. Department of Housing and Urban Development (HUD), earning a prestigious award and feature in HUD's "Best Practices" showcase.

### **Des Moines Housing Authority Program – Contractor Experience**

Knudson General Contractors Corp. served as the General Contractor for an affordable housing initiative led by the Des Moines Housing Authority in Des Moines, Iowa. Over the course of just one year, Knudson successfully built 110 scattered site housing units consisting of single-family residences across various neighborhoods throughout the city.

The city-wide, infill-style approach helped expand access to quality housing while supporting the Housing Authority's mission to provide affordable homeownership opportunities to low- and moderate income families.



**KNUDSON**  
COMPANIES

**Knudson Development Company**



# KNUDSON COMPANIES

<b><u>Property</u></b>	<b><u>Location</u></b>	<b><u>Type</u></b>	<b><u># Units</u></b>
Autumnwood Apartments	Longview, TX	Multifamily	160
Autumnwood Apartments	Seward, NE	Multifamily	18
Bluffs Towers Apts	Council Bluffs, IA	Elderly	70
Buckner Village	Dallas, TX	Multifamily	172
Carrollton Apartments	Carroll, IA	Elderly	23
Colonades Apartments	Tucson, AZ	Multifamily	224
Colony of Humble	Humble, TX	Multifamily	200
Country Estates	Corpus Christi, TX	Multifamily	110
Countryside Village	Humble, TX	Multifamily	182
Courtview Apartments	Carroll, IA	Multifamily	55
Emerson Place Apts	Kearney, NE	Elderly	50
Gateway Park	St. Louis, MO	Multifamily	104
Golden Crest Apartments	Odessa, TX	Multifamily	116
Hawkeye Apts	Carson, IA	Elderly	12
High Pointe Village I	Cedar Hill, TX	Multifamily	168
High Pointe Village II	Cedar Hill, TX	Multifamily	100
Hillside Apartments	Dennison, IA	Multifamily	24
Indian Falls Apartments	Wichita Falls, TX	Multifamily	172
Inway Village Apartments	Ft. Worth, TX	Multifamily	145
Kearney Plaza Townhomes	Kearney, NE	Multifamily	50
Lakeview II Apartments	Kansas City, MO	Multifamily	48
Lexington Square	Angleton, TX	Multifamily	80
Longview Terrace	Kansas City, MO	Multifamily	24
Maplewood Apartments	Rantoul, IL	Multifamily	128



# KNUDSON COMPANIES

<b><u>Property</u></b>	<b><u>Location</u></b>	<b><u>Type</u></b>	<b><u># Units</u></b>
Mainview Apts	Bloomfield, NE	Elderly	26
Midtown 1 & 2 Apts	Atlantic, IA	Multifamily	15
North Park Apts	Alliance, NE	Multifamily	15
North Park Apts	Gretna, NE	Multifamily	15
Oak Creek Apts	Red Oak, IA	Multifamily	36
Oakway Corners	Dallas, TX	Multifamily	44
Oakway Village	Dallas, TX	Multifamily	92
Orpheum Towers	Omaha, NE	Multifamily	130
Parkview Apts	Albion, NE	Multifamily	24
Ridgefield Apts	Beatrice, NE	Multifamily	8
Somerset Development	Columbus, OH	Sgl.Family	157
St. Regis Apartments	Kansas City, MO	Elderly	85
Summertree Apartments	Tulsa, OK	Multifamily	160
Tanglewood Apartments	Tucson, AZ	Multifamily	182
Timber Creek Apartments	Clarinda, IA	Multifamily	48
Townview Terrace Shopping Ctr	Omaha, NE	Retail	7,000 sf
Townview Terrace Housing	Omaha, NE	12 Single Family Homes	1400 sf each
Underwood Apts	Underwood, IA	Multifamily	8
Union Plaza Apts	Omaha, NE	Multifamily	60
Woodbury Hills Shopping Ctr	Council Bluffs, IA	Retail	18,000 sf
West Park Apts	Council Bluffs, IA	Multifamily	8
Woodlake Apartments	Corpus Christi, TX	Multifamily	96
Woodwinds Apts	Norfolk, NE	Multifamily	50



**KNUDSON**  
COMPANIES

## **Knudson General Contractors Corp. Completed Projects**



# KNUDSON COMPANIES

## Iowa

### Council Bluffs:

- Acme Sprinkler Company
- All American City Homes
- Arnold's Tool & Dye
- Burger King
- C. B. Residence
- Caskey Dodge
- CoHa Village
- Council Bluffs Veterinarian Clinic
- Doctor's Building Parking Facility
- Earl May Garden Center
- First Bank, N.A.
- Fourth Street Parking Garage
- Franklin Elementary School
- Friendship Park
- Hoover Building Renovation
- Iowa Western College Addition
- Iowa Western Community College
- Jim Hawk Office Addition
- Katelman Pool Facility
- McMillan Oil Company
- Mercy Hospital Parking Garage
- Michigan/Nebraska Transit
- Nash-Finch Warehouse
- Northwestern Bell Addition
- Peoples Natural Gas
- Peoples True Value Hardware
- Ranks Department Store
- Sapp Bros. Tire Center
- Sapp Bros. Truck Stop
- Seward Corp. Apartments
- State Bank & Trust
- Sunset Park

### Des Moines:

- All American City Homes
- Des Moines Housing Authority
- Jim Hawk Trailers
- Southridge Village I
- Southridge Village II

### Atlantic:

- Atlantic Plaza
- Midtown Place II
- Midtown, Ltd.
- Volume Shoe Store
- Walnut Hills Apartments

### Cedar Rapids

- Glenbrook Apartments I
- Glenbrook Apartments II

### Fairfield

- Logan Apartments

### Glenwood

- Glenwood Hospital Housing

### Malvern

- Malvern High School

### Mt. Pleasant

- Mapleleaf Apartments

### Valley

- Valley Elderly Housing

### Webster City

- K-Mart





## **Nebraska**

### Omaha:

- Airlite Plastics Company
- Bemis West
- Boat Ranch II Addition
- Conant Hotel Renovation
- Douglas County Hospital
- Douglas County Warehouse
- Firestone Store
- Horizon Condominiums
- Howard Hotel
- Jewell Building
- Kellom Heights Redevelopment
- Lutheran Retirement Center
- Marion Building Renovation
- Martin Luther King Center
- Orpheum Towers
- Plaza Shops
- Regis Building Renovation
- Richman Gordman
- Sam's Restaurants
- Singer Office Building
- The Boat Ranch
- The South Shops

### Alliance

- North Park Apartments
- Lakefield Apartments

### Columbus

- Nebraska Public Power District Office Addition

### Fremont

- Stanton Tower
- U.S. Army Reserve Center

### Gretna

- North Park, Ltd.

### Grand Island

- Chalet Apartments
- Continental Gardens
- Holiday Gardens
- Holiday Gardens II

### Kearney

- Kearney Plaza Townhomes
- Kearney Shopping Center
- Emerson Plaza Apartments

### Nebraska City

- Nebraska City Elementary

### Randolph

- Randolph Housing

### Sidney

- Somerset Village, Ltd.



## **Arizona**

### Scottsdale:

- Silverleaf Lot 1802 - Luxury Housing

## **Colorado**

### Aurora:

- Independence Elementary

### Breckenridge:

- Hotel Breckenridge
- The Chateaux
- The Lodge

### Denver:

- Terra Centre

### Lakewood:

- Bank of Lakewood

### Littleton:

- Ken-Caryl National Bank
- Albertson's

## **Hawaii**

### Kailua-Kona:

- Kaimupulehu Lot 9 Luxury Housing
- Kapi Lot 5 Luxury Housing
- Kaulu Lot 11 Luxury Housing
- Kuikawa Lot 1 Luxury Housing
- Kuikawa Lot 2 Luxury Housing
- Kuikawa Lot 3 Luxury Housing
- Kuikawa Lot 4 Luxury Housing
- Kukio Lot 82 Luxury Housing
- Lipoa Lot 1 Luxury Housing

## **Texas**

### Cedar Hill:

- High Pointe Apartments
- Regency Place Apartments

### Dallas:

- Buckner Village Apartments
- Oakway Apartments

## **Missouri/Nevada/Utah**

- Kansas City: St. Regis Apartments
- Las Vegas: Turnberry Tower IV #3801
- Park City: Red Cloud Lot 24 Luxury Housing



**KNUDSON  
COMPANIES**

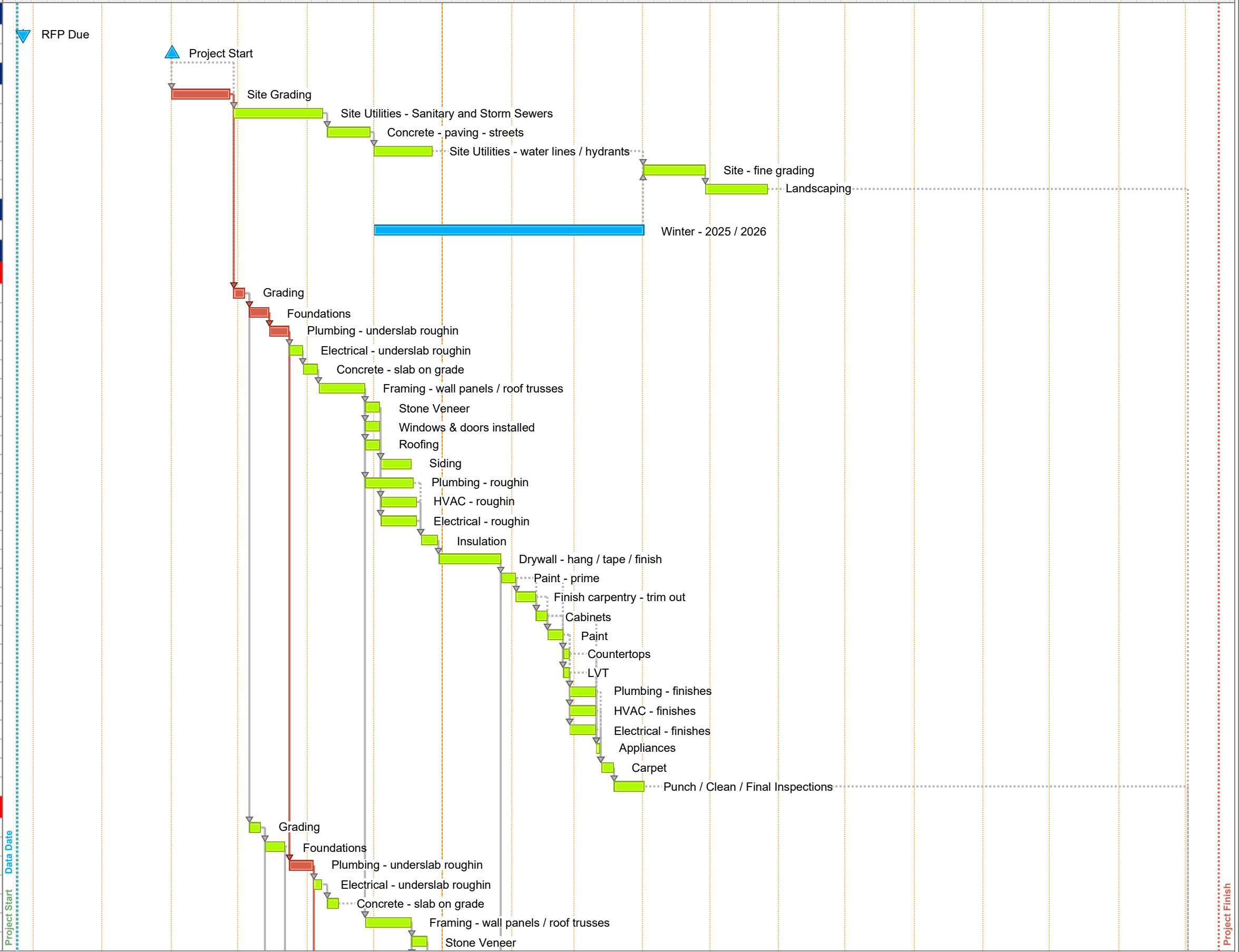
## **Completion Guarantee**

**Knudson Companies recognizes the City of Council Bluffs and the State of Iowa's completion date of December 15, 2026. In the event Knudson Companies fails to achieve substantial completion of the project by December 15, 2026, Knudson Companies shall pay the City of Council Bluffs liquidated damages in the amount of \$2,000 per day for each day of delay.**

**Conversely, the City of Council Bluffs agrees to pay a Bonus Incentive of \$2,000 per day for every day completed ahead of December 15, 2025.**

**[Attached Below: Construction Schedule, Bank Letter & Sam.gov info]**

ID	Description	Original Duration	Start	Finish
<b>Preconstruction &amp; Key Dates</b>				
20	RFP Due	0		06/25/25A
30	Project Start	0	09/01/25A	
<b>Site Construction</b>				
50	Site Grading	20	09/01/25	09/26/25
60	Site Utilities - Sanitary and Storm Sewer	30	09/29/25	11/07/25
70	Concrete - paving - streets	15	11/10/25	11/28/25
80	Site Utilities - water lines / hydrants	20	12/01/25	12/26/25
90	Site - fine grading	20	04/01/26	04/28/26
100	Landscaping	20	04/29/26	05/26/26
<b>Winter Constraint</b>				
110	Winter - 2025 / 2026	1	12/01/25A	03/31/26A
<b>Building Construction</b>				
<b>Building 1</b>				
120	Grading	5	09/29/25	10/03/25
130	Foundations	7	10/06/25	10/14/25
140	Plumbing - underslab roughin	7	10/15/25	10/23/25
150	Electrical - underslab roughin	4	10/24/25	10/29/25
160	Concrete - slab on grade	5	10/30/25	11/05/25
170	Framing - wall panels / roof trusses	15	11/06/25	11/26/25
180	Stone Veneer	5	11/27/25	12/03/25
190	Windows & doors installed	5	11/27/25	12/03/25
200	Roofing	5	11/27/25	12/03/25
210	Siding	10	12/04/25	12/17/25
220	Plumbing - roughin	16	11/27/25	12/18/25
230	HVAC - roughin	12	12/04/25	12/19/25
240	Electrical - roughin	12	12/04/25	12/19/25
250	Insulation	6	12/22/25	12/29/25
260	Drywall - hang / tape / finish	20	12/30/25	01/26/26
270	Paint - prime	5	01/27/26	02/02/26
280	Finish carpentry - trim out	7	02/03/26	02/11/26
290	Cabinets	3	02/12/26	02/16/26
300	Paint	5	02/17/26	02/23/26
310	Countertops	3	02/24/26	02/26/26
320	LVT	3	02/24/26	02/26/26
330	Plumbing - finishes	8	02/27/26	03/10/26
340	HVAC - finishes	8	02/27/26	03/10/26
350	Electrical - finishes	8	02/27/26	03/10/26
360	Appliances	2	03/11/26	03/12/26
370	Carpet	4	03/13/26	03/18/26
380	Punch / Clean / Final Inspections	10	03/19/26	04/01/26
<b>Building 2</b>				
390	Grading	5	10/06/25	10/10/25
400	Foundations	7	10/13/25	10/21/25
410	Plumbing - underslab roughin	7	10/24/25	11/03/25
420	Electrical - underslab roughin	4	11/04/25	11/07/25
430	Concrete - slab on grade	5	11/10/25	11/14/25
440	Framing - wall panels / roof trusses	15	11/27/25	12/17/25
450	Stone Veneer	5	12/18/25	12/24/25



Start Date: 06/24/25  
 Finish Date: 12/15/26  
 Data Date: 06/24/25  
 Run Date: 06/24/25

**Lake Manawa Townhomes**  
 City of Council Bluffs  
 RFP Schedule  
 June 24, 2025



**KNUDSON**  
 COMPANIES

**LUND-ROSS**  
 CONSTRUCTORS





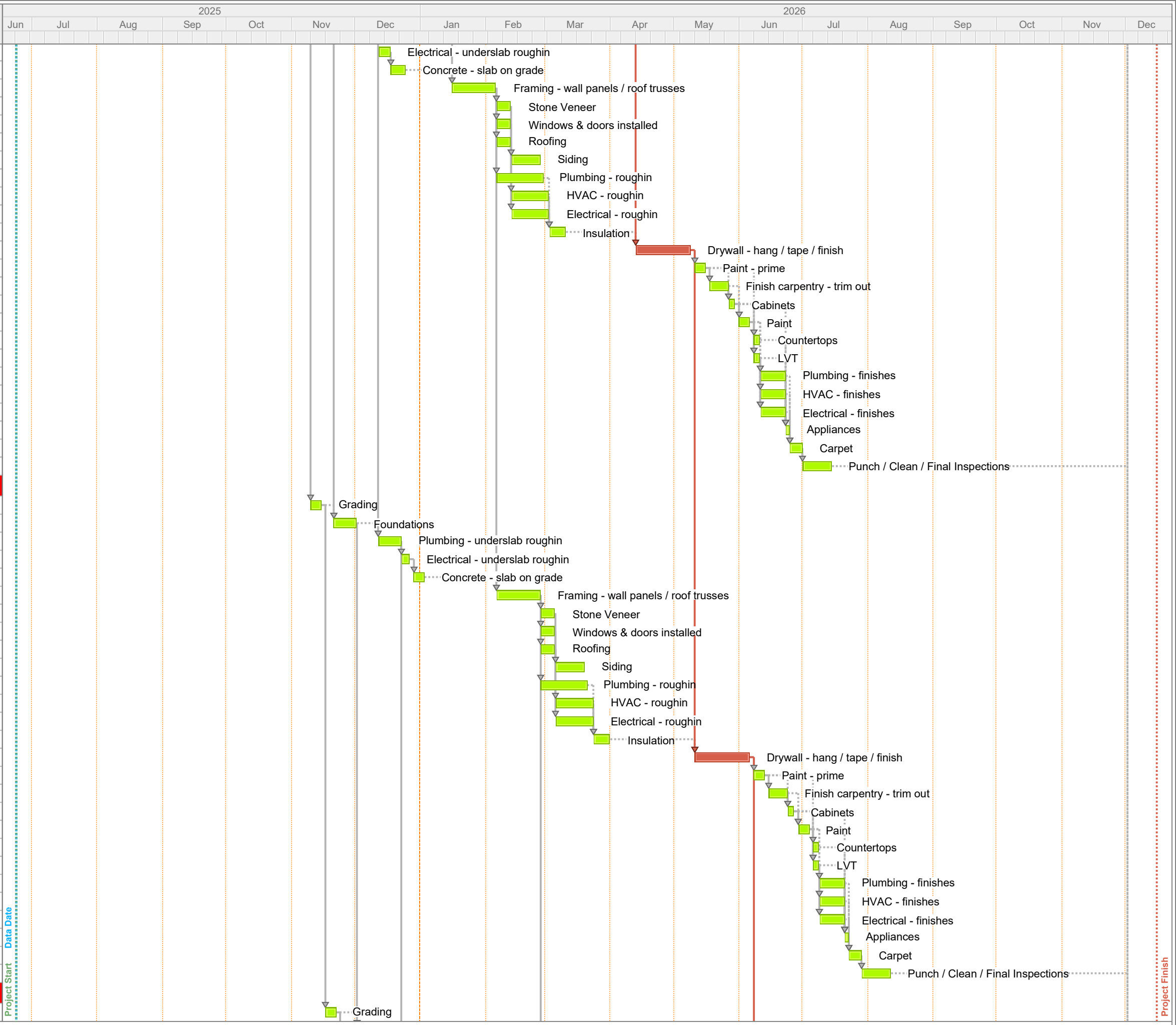
ID	Description	Original Duration	Start	Finish
1500	Electrical - underslab roughin	4	12/12/25	12/17/25
1510	Concrete - slab on grade	5	12/18/25	12/24/25
1520	Framing - wall panels / roof trusses	15	01/16/26	02/05/26
1530	Stone Veneer	5	02/06/26	02/12/26
1540	Windows & doors installed	5	02/06/26	02/12/26
1550	Roofing	5	02/06/26	02/12/26
1560	Siding	10	02/13/26	02/26/26
1570	Plumbing - roughin	16	02/06/26	02/27/26
1580	HVAC - roughin	12	02/13/26	03/02/26
1590	Electrical - roughin	12	02/13/26	03/02/26
1600	Insulation	6	03/03/26	03/10/26
1610	Drywall - hang / tape / finish	20	04/13/26	05/08/26
1620	Paint - prime	5	05/11/26	05/15/26
1630	Finish carpentry - trim out	7	05/18/26	05/26/26
1640	Cabinets	3	05/27/26	05/29/26
1650	Paint	5	06/01/26	06/05/26
1660	Countertops	3	06/08/26	06/10/26
1670	LVT	3	06/08/26	06/10/26
1680	Plumbing - finishes	8	06/11/26	06/22/26
1690	HVAC - finishes	8	06/11/26	06/22/26
1700	Electrical - finishes	8	06/11/26	06/22/26
1710	Appliances	2	06/23/26	06/24/26
1720	Carpet	4	06/25/26	06/30/26
1730	Punch / Clean / Final Inspections	10	07/01/26	07/14/26

**Building 7**

1740	Grading	5	11/10/25	11/14/25
1750	Foundations	7	11/21/25	12/01/25
1760	Plumbing - underslab roughin	7	12/12/25	12/22/25
1770	Electrical - underslab roughin	4	12/23/25	12/26/25
1780	Concrete - slab on grade	5	12/29/25	01/02/26
1790	Framing - wall panels / roof trusses	15	02/06/26	02/26/26
1800	Stone Veneer	5	02/27/26	03/05/26
1810	Windows & doors installed	5	02/27/26	03/05/26
1820	Roofing	5	02/27/26	03/05/26
1830	Siding	10	03/06/26	03/19/26
1840	Plumbing - roughin	16	02/27/26	03/20/26
1850	HVAC - roughin	12	03/06/26	03/23/26
1860	Electrical - roughin	12	03/06/26	03/23/26
1870	Insulation	6	03/24/26	03/31/26
1880	Drywall - hang / tape / finish	20	05/11/26	06/05/26
1890	Paint - prime	5	06/08/26	06/12/26
1900	Finish carpentry - trim out	7	06/15/26	06/23/26
1910	Cabinets	3	06/24/26	06/26/26
1920	Paint	5	06/29/26	07/03/26
1930	Countertops	3	07/06/26	07/08/26
1940	LVT	3	07/06/26	07/08/26
1950	Plumbing - finishes	8	07/09/26	07/20/26
1960	HVAC - finishes	8	07/09/26	07/20/26
1970	Electrical - finishes	8	07/09/26	07/20/26
1980	Appliances	2	07/21/26	07/22/26
1990	Carpet	4	07/23/26	07/28/26
2000	Punch / Clean / Final Inspections	10	07/29/26	08/11/26

**Building 8**

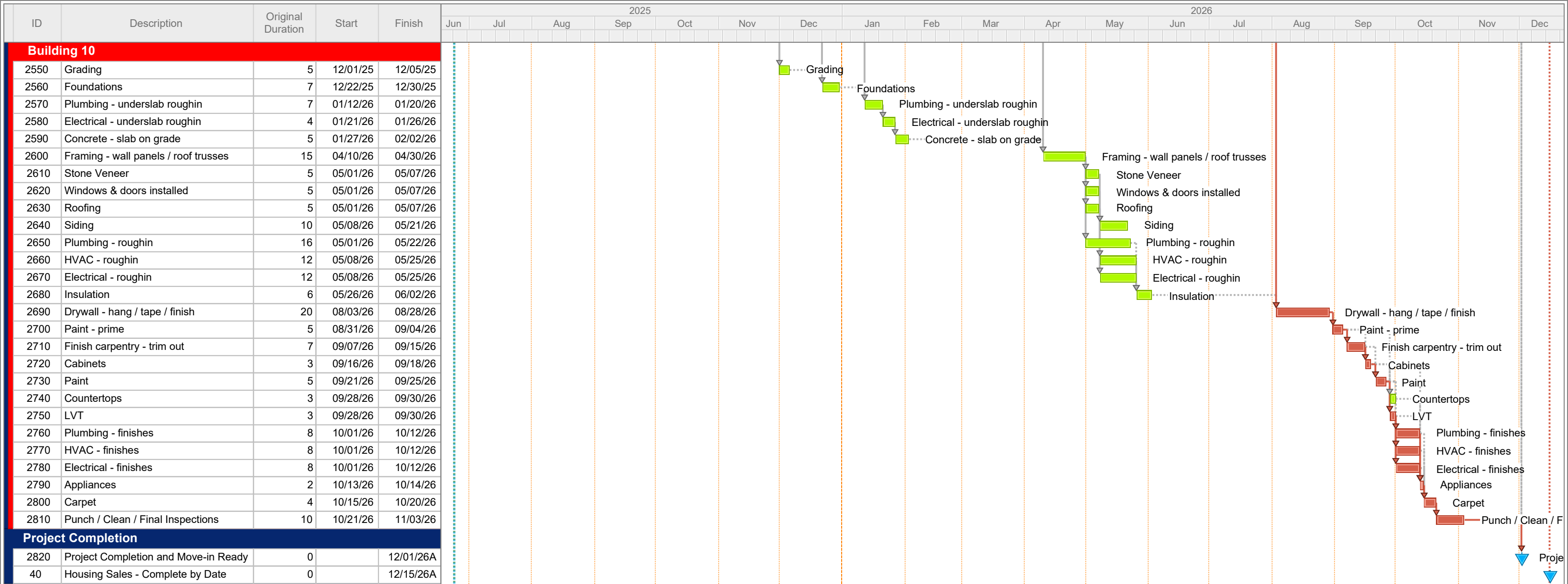
2010	Grading	5	11/17/25	11/21/25
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Project Start Data Date

Project Finish





June 25, 2025

Knudson Companies  
c/o K. C. Knudson  
34 Pearl Street  
Council Bluffs, IA 51503

To Whom it May Concern:

Enterprise Bank is pleased to consider Knudson Companies' request to provide financing for the East Manawa 40-unit project located north of Huron Circle connecting East Manawa Drive and Mohawk Street, Council Bluffs, IA.

Based on our current understanding of, and relationship with the borrower and the proposed project, Knudson Companies has sufficient financial resources and experience to obtain private financing for the project.

This letter does not represent a commitment either expressed or implied, but merely represents the parties' discussions to date.

Sincerely,



Charlie Ziegenbein  
Vice President



**KNUDSON  
COMPANIES**

*Last updated by Robin Pospisil on May 14, 2025 at 11:23 AM*

*KNUDSON VICTORY PLACE, LLC*



## **KNUDSON VICTORY PLACE, LLC**

Unique Entity ID <b>E1XGV8FMF866</b>	CAGE / NCAGE <b>(blank)</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>May 14, 2026</b>	
Physical Address <b>34 Pearl ST Council Bluffs, Iowa 51503-0817 United States</b>	Mailing Address <b>34 Pearl ST Council Bluffs, Iowa 51503-0817 United States</b>	



UEI: GZKRQP6JNS9

Cage/NCage #:3FTM3



**2025 - 39**

**Knudson Development Co, LLC  
Supplier Response**

**Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## Knudson Development Co, LLC Information

Contact: K. C. Knudson  
Address: 34 Pearl Street  
Council Bluffs, IA 51503  
Phone: (712) 328-2222 x101  
Email: kck3713@aol.com  
Web Address: www.knudsoncompanies.com

By submitting your response, you certify that you are authorized to represent and bind your company.

K.C. Knudson

*Signature*

*Submitted at 6/25/2025 12:08:56 PM (CT)*

kck3713@aol.com

*Email*

## Requested Attachments

### Cover Page

Summary of Qualifications. Include relevant contact information.

Knudson Companies Development  
Team & Experience.pdf

### Developer Experience

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

Knudson Companies Track  
Record and Related Projects  
RFP.pdf

### Project Timeline

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

Project Timeline RFP  
Attachments.pdf

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

**2 Bidder's Policy Statement, Required Contract Language, Wage Determination**

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

**3 Required Contract Language**

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

**1. Access and Maintenance of Records**

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

**2. Civil Rights**

The Contractor must comply with the following laws and regulations:

· Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

· Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

· Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.

· Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).

Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)  
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).  
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.
- Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.
- Federal Executive Order 11063, as amended by Executive Order 12259.

**3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

**4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

**5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

**6. 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.

**7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

**ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

---

**From:** K. C. Knudson <kck3713@aol.com>  
**Sent:** Tuesday, July 8, 2025 8:19 AM  
**To:** Courtney Harter  
**Cc:** Tiffany Schmitt  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**

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Hi Courtney and Tiffany,

Thank you for your email.

1. K. C. Knudson will be the main contact on day to day decisions from our team.  
Michael Townsend, Max Prochaska and Pat O'Dowd will be back up for our team.
2. Scott Thompson, President of Lund Ross will be the manager of the Davis Bacon reports.  
Mark Lynch, CFO from Knudson Companies and Ann Coufal, Controller with Lund Ross will be back up team members.  
Knudson Companies has successfully completed over 20 projects with Davis Bacon requirements.  
Lund Ross has successfully competed over 15 Davis Bacon projects for a team total of 35 projects.
3. Yes, Knudson / Lund Ross would consider receiving less than 40 units.  
We are very comfortable with the 40 unit time frame, however splitting the award could potentially create some issues.  
Potential problems: construction site scheduling, material storage, infrastructure, economies of scale, conflicts with potential sales contracts, etc.

We have the experience, capacity and passion to complete all 40 units on or before Dec. 15, 2026.  
Thank you for your consideration, and let us know if you have any additional questions.  
K. C.

On Tuesday, July 8, 2025 at 06:55:37 AM CDT, Courtney Harter <charter@councilbluffs-ia.gov> wrote:

Good Morning,

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. Who is the day-to-day contact from the team?
2. Who will be the manager of the Davis-Bacon from the team? And their experience?
3. Are you still willing to participate if you do not receive all 40 units?

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



---

**From:** K. C. Knudson <kck3713@aol.com>  
**Sent:** Monday, July 7, 2025 5:38 PM  
**To:** Courtney Harter <charter@councilbluffs-ia.gov>  
**Cc:** Tiffany Schmitt <tschmitt@councilbluffs-ia.gov>  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**  
Look closely at the **SENDER** address. Do not open **ATTACHMENTS** unless expected. Check for **INDICATORS** of phishing. Hover over **LINKS** before clicking.  
[Learn to spot a phishing message](#)

---

Courtney and Tiffany,

Thank you for your email and we look forward to answering any and all questions you may have about our proposal.

If selected, we are confident we will perform to your expectations and excited to help 40 wonderful families obtain home ownership.

Thank you for your consideration.

K. C. Knudson

On Monday, July 7, 2025 at 03:48:32 PM CDT, Courtney Harter <[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)> wrote:

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



# MARK HUGHES CONSTRUCTION

Established 1993

410 South Locust Street  
Glenwood, IA, 51534  
712-527-1000  
[Mhughes21@aol.com](mailto:Mhughes21@aol.com)

Marianne Collins  
Housing and Economic Developer  
712-890-5350  
[mcollins@councilbluffs-ia.gov](mailto:mcollins@councilbluffs-ia.gov)

**Subject: Construction proposal for five 4-unit buildings as part of the East Manawa Phase 1 Housing Project, totaling 20 units.**

Dear Marianne Collins,

On behalf of Mark Hughes Construction, I'm pleased to submit our proposal for the East Manawa Phase 1 Housing Project, which includes five buildings with four units each. Since 1993, we've built over three decades of experience delivering quality projects on time and within budget. In the last three years alone, we've constructed 50 homes that meet Iowa Green Street Standards. We're confident in our ability to complete this project with professionalism, precision, and integrity.

Our proposal outlines our experience, past performance, and project timeline, tailored to your goals with a commitment to clear communication and quality throughout. We're ready to deliver a smooth, efficient build from start to finish.

We look forward to the opportunity to work together and contribute to the success of this project. Please feel free to reach out with any questions or if additional documentation is required. Thank you for your time and consideration. We're confident our team's experience and dedication will bring lasting value to your development.

Sincerely,

Mark Hughes (402)-616-4531

# MARK HUGHES CONSTRUCTION

## Developer Experience

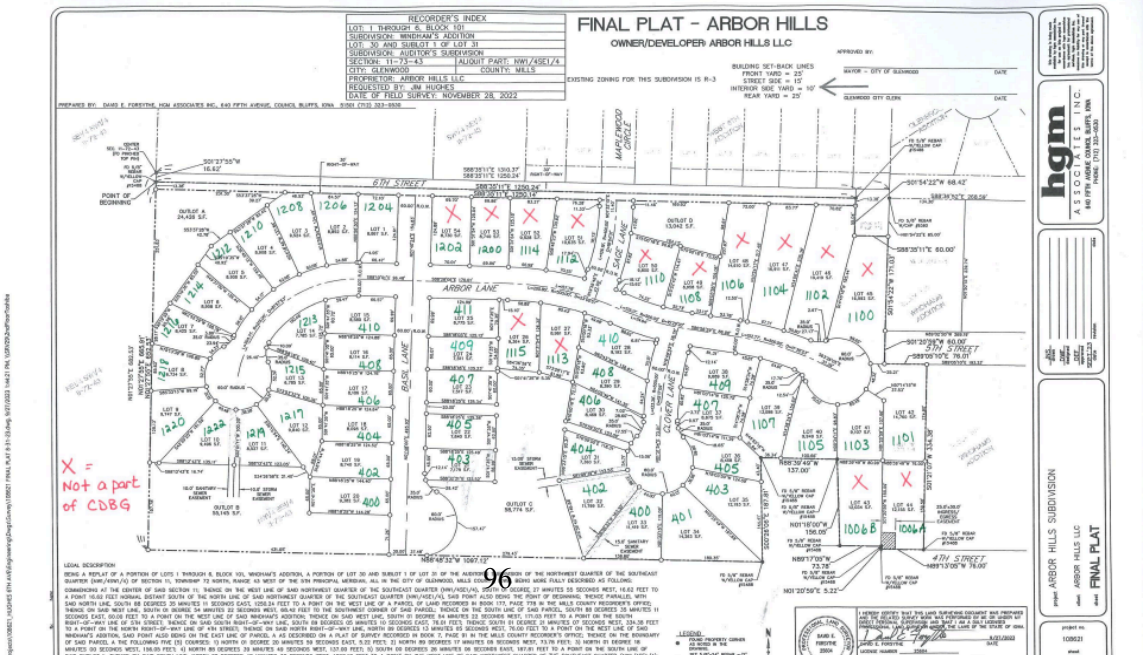
At Mark Hughes Construction, we bring 32 years of proven experience in construction and development, building over 625 homes in Iowa, Nebraska, and Missouri. Our commitment to quality craftsmanship, clear communication, and responsible project management has earned us the trust of clients, subcontractors, and city officials alike.

### Arbor Hills Subdivision (GREEN STREET HOMES) - Glenwood, Iowa 51534

Completed between January 1, 2024, and July 1, 2025 (an 18-month period), this 40-unit subdivision of affordable housing was developed in compliance with Iowa Green Streets housing requirements. The subdivision consists of 25 split-entry homes and 15 ranch-style homes, including 3 handicap-accessible ranch-style units to meet accessibility standards outlined in the Iowa Green Streets criteria.

Single-family residential homes include:

- 25 Split Entry Style Units – 1,066 sq. ft.
- 15 Ranch Style Units (3 units ADA compliant) – 1,147 sq. ft. to 1405 sq. ft.



## **Additional Green Street Homes**

In 2023, we successfully completed the construction of 10 Green Street homes, showcasing our commitment to high-quality, diverse housing solutions. This includes the building of 3 duplexes, providing efficient, multi-family living spaces, one townhome that supports compact and connected living, a split-entry home designed for modern functionality, and a ranch-style home offering a timeless, one-level layout. Each home was built with attention to detail, superior craftsmanship, and a focus on sustainability, ensuring they meet the needs of today's homeowners while enhancing the overall neighborhood and meeting the Iowa Green Street requirements.

### **Ranch Style Home:**

- 1001 N. Linn St., Glenwood, Iowa 51534 — 3 Bedroom Home

### **Split Entry Home:**

- 210 Valley St., Glenwood, Iowa 51534 — 3 Bedroom Home

### **Townhome:**

- 110 Nuckolls St., Glenwood, Iowa 51534

### **Duplexes:**

- 308 N Hazel St., Glenwood, Iowa 51534
- 408 N Myrtle St., Glenwood, Iowa 51534
- 306 N Locust St., Glenwood, Iowa 51534

## **Meeting Green Street and DOE Zero Energy Ready Standards**

All 50 units were constructed to meet the Iowa Green Street requirements, ensuring environmentally responsible building practices. In addition, each home was built to the Department of Energy's Zero Ready Home standards, which set high benchmarks for energy efficiency, health, and durability. These homes feature enhanced insulation, advanced HVAC systems for optimal climate control, and provisions for solar panel installation, making them future-ready for renewable energy solutions. By adhering to these industry-leading standards, we've delivered homes that are not only energy-efficient but also built to last, offering homeowners a healthier, more sustainable living environment.

As a testament to our expertise in building high-performance, affordable homes, Mark Hughes Construction was invited to speak at the Iowa Energy Summit to share insights and lessons learned from our experience. During the summit, we discussed the challenges and successes of constructing homes that meet both the Iowa Green Street and Department of Energy Zero Energy Ready Home criteria. The presentation highlighted the importance of balancing energy efficiency with affordability, and the strategies we implemented to ensure both goals were achieved. (Please see the attached presentation in Appendix 2A for further details.)

## Notable performance

One of our most notable recent accomplishments was the completion of an Iowa Green Street-certified residential home at 1220 Arbor Lane, Glenwood, Iowa in just 43 calendar days, from August 31, 2024, to October 11, 2024. This project demonstrated our ability to:

- Coordinate efficiently with subcontractors and suppliers to avoid delays
- Streamline permitting and inspection scheduling through proactive planning
- Maintain continuous on-site supervision to ensure quality and momentum
- Adapt quickly to weather and material challenges without compromising standards

This was done to meet the income eligibility date that was soon to expire before the 1 year renewal. The 43 day timeline did not sacrifice quality or safety. Final inspections passed on the first attempt, and the client took occupancy with zero outstanding punch list items. This achievement reflects the efficiency and coordination of our dedicated 20 person team and serves as a testament to our ability to deliver exceptional results under tight timelines without cutting corners. (See Appendix 3A and 3B for a detailed day-by-day picture breakdown of the 43-day home construction process.)

## **Mark Hughes Construction Team Members & Experience**

### Mark Hughes – Owner

Founded Mark Hughes Construction in October 1993. Over the past 32 years, he has built more than 625 homes, including 50 that meet the Iowa Green Streets requirements—constructed within the last 3 years. Mark is also a licensed real estate broker.

### Jenny Hughes – Co-Owner

With 28 years at Mark Hughes Construction, Jenny oversees home design, color selections, and interior finishes on homes. She manages customer relations and warranty-related repairs. Jenny is also a licensed real estate agent and a Registered Nurse.

### Chris Donaldson – Office Manager & Controller

Chris has worked with the company for 26 years. She has managed Davis-Bacon payrolls for the past 14 years, beginning with Corps of Engineers projects in Council Bluffs and Hamburg in 2011 for the flood. Over the last three years, she has assisted subcontractors with Davis-Bacon compliance on Iowa Green Street Homes. Her experience is rare in residential construction due to her experience with Davis Bacon payrolls, and she was prepared due to prior work with federal contractors such as Ames and PCI Construction.

### Brad Taylor – Project Manager & Framing Superintendent

Brad has been with the company for 10 years and previously spent another 10 years framing homes for Mark Hughes Construction. With 40 years of experience in framing, trim carpentry, and cabinet making, Brad was invited to speak on advanced framing techniques at the 2023 Iowa Energy Summit in Des Moines. He personally framed the first Iowa Green Streets home to set an example for other framers.

### Dave Smith – Project Manager & Closing Specialist

Dave has worked with the company for 10 years, specializing in project management, final home finishes, and customer relations. He has contributed to the completion of 50 Iowa Green Street homes and works closely with state and energy inspectors during insulation and final inspections.

### Cameron Lorimor – Earthwork Team Leader

Cameron has led the dirt work team for 27 years and is a skilled heavy equipment operator. He graded a 54-lot subdivision in Glenwood, Iowa, under the guidance of the Iowa Economic Development Authority. He also collaborated with Ann Seda from the Iowa Department of Agriculture and Land Stewardship to install rain gardens on 10 infill homes. Cameron graded the Iowa Green Streets development in Malvern as well.

### Andrew James (AJ) Hughes – Project Manager & Earthwork Crew Member

With 10 years at the company, AJ helped build the 54-lot Arbor Hills subdivision in Glenwood. He has contributed to all 50 Iowa Green Streets homes in Glenwood and worked on the Malvern project. AJ assists across many phases, from dirt work to framing.

#### Mark Trively – Project Manager

Mark has primarily worked with the company since 2011. He is involved in bidding, project execution, and ensuring timely completion. Mark is also a licensed real estate agent.

#### Nathan Hughes – Project Estimator

Nathan recently earned his four-year degree from Iowa State University. With five years of part-time experience at the company, he now handles project bidding and home estimating. He is also a licensed real estate agent.

#### Dylan Sondag – Project Estimator

Dylan also recently graduated from Iowa State with a four-year degree and has spent the past five years assisting the company. He is responsible for sending out plans for bids and estimating home construction costs.

#### Josh Hastie – Framing Assistant

Josh has been with the company for 4 years, working closely with Brad Taylor. He assists with framing and pre-insulation work. Josh takes pride in advanced framing techniques and has played a role in preparing all 50 Iowa Green Street homes for pre-insulation inspections.

#### John Giaffoglione – Home Finishing Team Member

John has been with the company for 2 years and brings 20 years of experience as an electrician. His primary role is helping complete the Iowa Green Street homes, and he has been a valuable asset to the finishing process.

Earl McDowell- Truck Drivers

Earl has been with us for four years as a CDL-licensed equipment operator. He brings valuable experience on Davis-Bacon projects, including the Council Bluffs interstate and site work for the Green Street homes in Arbor Hills.

Shawn Koch- Truck Drivers

Shawn has been with us for two years as a CDL-certified equipment operator. He offers solid experience on Davis-Bacon projects, including work on the Council Bluffs interstate and the Green Street homes in Arbor Hills.

Dave Ducan- Truck Drivers

Dave has been with us for three years as a CDL-certified equipment operator. He brings strong experience on Davis-Bacon projects, including work on the Council Bluffs interstate and Green Street homes in Arbor Hills.

Paul Wittrock- Truck Driver and Mechanic

Paul has been with us for twelve years as a CDL-certified equipment operator and serves as the company mechanic. His long tenure reflects his reliability and deep understanding of our equipment and operations. He also brings strong experience on Davis-Bacon projects, including work on the Council Bluffs interstate and Green Street homes in Arbor Hills.

### Kristin Manville- Final Finishes and Details

Kristan has completed final finishes on all 50 Green Street homes built by Mark Hughes Construction. She takes a detailed, diagnostic approach to cleaning and plays a key role in building strong relationships with every customer she interacts with. Kristan is also involved in pre-insulation work, including the critical installation of capillary breaks in Green Street homes.

### Heron Cruz- Support Crew

Heron has been a valued member of Mark Hughes Construction for 11 years, serving as a direct assistant to our earthwork team leader. With years of hands-on experience, he's a skilled and dependable equipment operator known for his strong work ethic and commitment to getting the job done right.

### Nolan Cook-Support Crew

Nolan is a recent addition to the Mark Hughes Construction team, brought on with the goal of learning the trade from the ground up. Eager to grow, he's actively gaining hands-on experience and soaking up knowledge from our seasoned crew to become a strong asset for years to come.

## **Relevant Licensure and Credentials**

Mark Hughes Construction maintains all relevant licensure and registrations required to perform residential and commercial construction work in both Iowa and Nebraska. Our credentials demonstrate a commitment to compliance, transparency, and professional standards in every project we undertake.

### SAM.gov Registration

Mark Hughes Construction is actively registered in SAM.gov, enabling us to bid on and perform work on federally funded projects. Our registration is up to date and compliant with federal contracting requirements.

### City of Council Bluffs, Iowa – General Contractor License

We hold a valid General Contractor License with the City of Council Bluffs, Iowa, authorizing us to operate within municipal limits in accordance with local codes and regulations.

### Nebraska General Contractor License

Mark Hughes Construction is fully licensed to operate as a General Contractor in the State of Nebraska.

### Iowa Contractor Registration

We are registered with the Iowa Division of Labor as a Contractor, which is required for any business that performs construction or home improvement services within the state.

### **Relevant Licensure and Credentials Continued**

#### Better Business Bureau (BBB)

Mark Hughes Construction maintains a strong reputation with the Better Business Bureau (BBB) in Glenwood, Iowa, with a record reflecting professionalism, timely delivery, and customer satisfaction. We have been a proud BBB member since June 10, 2004, demonstrating our long-standing commitment to integrity and quality in every project.

All relevant licenses, registrations, and credentials including SAM.gov, Iowa and Nebraska General Contractor Licenses, Iowa Contractor Registration, and BBB accreditation are included in the appendix

## Appendix

### 1. Arbor Hills and Related Green Street Home slideshow

#### A. Slideshow showcasing Arbor Hills and other Green Street Projects

- [Arbor Hills and Related Green Street Home slideshow.pptx](#)

### 2. Iowa Energy Summit

#### A. Green Street Home presentation

- [Green street conference pitures \(1\).pdf](#)
- [Iowa Green Streets copy.pdf](#)

### 3. Day-by-day break-down of the 43-day construction process

[https://docs.google.com/document/d/11V5k3e6nKfz6HVbBJGr7h18px9frGIDvtI\\_T-gYG1bM/edit?usp=sharing](https://docs.google.com/document/d/11V5k3e6nKfz6HVbBJGr7h18px9frGIDvtI_T-gYG1bM/edit?usp=sharing)

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#### 4. Relevant Licensure and Credentials

A.SAM.Gov Registration, Iowa Contractor Certificate, City of Council Bluffs Class C

General Contractor License, Nebraska Contractor Certificate

- [East Manawa Phase 1 Credentials.pdf](#)

B. Better Business Bureau (BBB)

- <https://www.bbb.org/us/ia/glenwood/profile/home-builders/mark-hughes-construction-0714-138000089>

# MARK HUGHES CONSTRUCTION

## Development Timeline

The following timeline outlines the estimated phases required to complete five 4-unit residential complexes (totaling 20 units). Construction will proceed on a staggered, rolling basis to optimize labor and accelerate delivery without compromising quality.

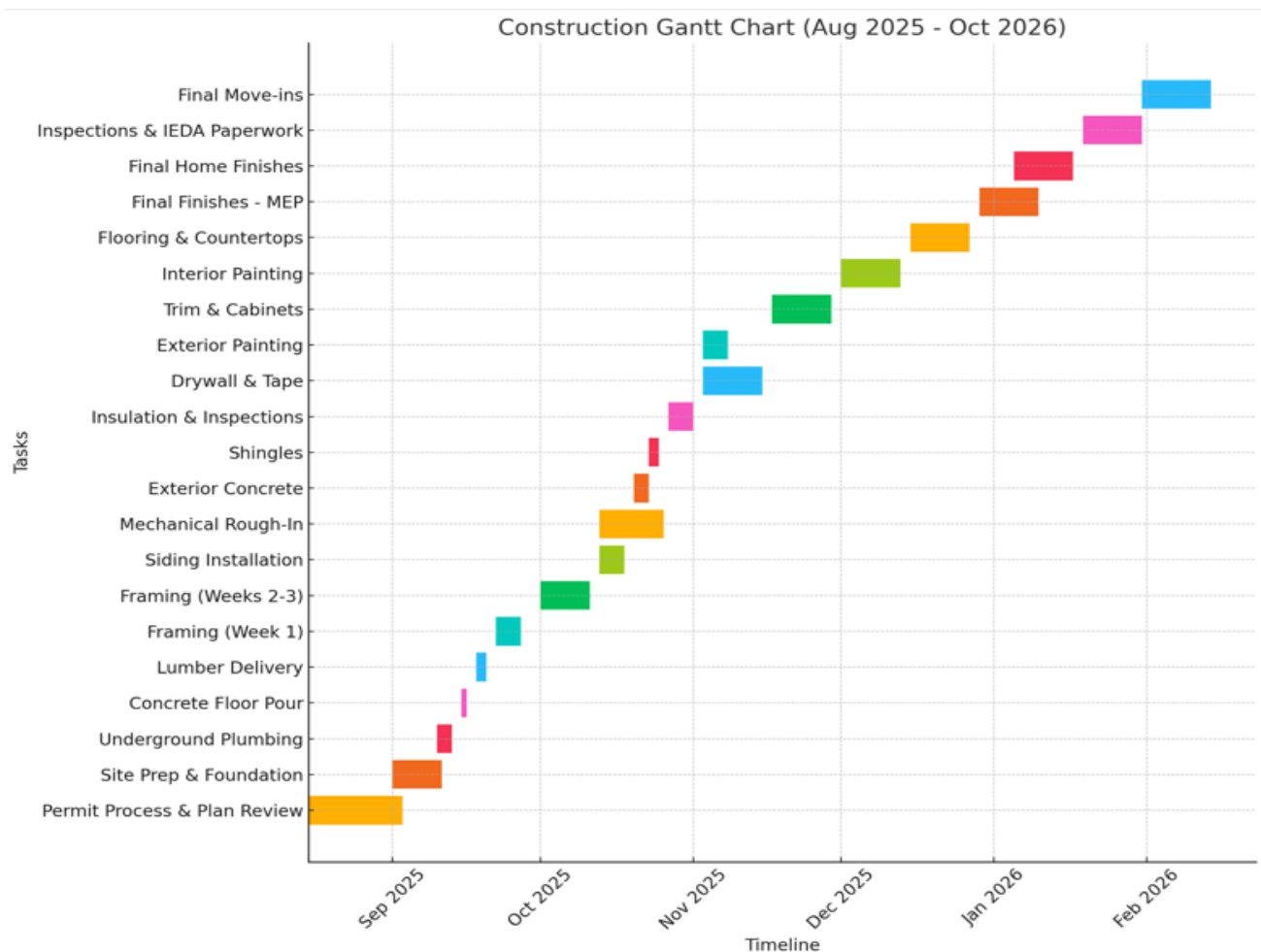
**The proposed timeline is strictly contingent upon the infrastructure being fully completed by the projected date of August 29, 2025. Any delays in meeting this milestone may result in adjustments to the overall construction schedule.**

The construction project begins with the permit process and plan review starting on August 15, 2025, and concluding by September 2, 2025. In September, site preparation and foundation work for the first home will be completed by September 10, followed by underground plumbing from the 10th to the 12th. The concrete floors will be poured on September 15, and lumber will be delivered on the 18th and 19th. Framing kicks off on September 22, lasting three weeks and concluding by October 10.

In October, the 4 unit building will begin to take shape externally. Siding installation will run from October 13–17, while mechanical rough-ins—including plumbing, electrical, and HVAC—will be completed between October 13–25. Exterior concrete work is scheduled for October 20–22, with shingling to follow on the 23rd and 24th. The month wraps up with insulation and inspections from October 27–31.

Moving into November, drywall work will occur from November 3–14, with exterior painting happening concurrently from November 3–7. Trim and cabinet installation will follow from November 17–28. In December, interior painting will be completed between the 1st and 12th, followed by flooring and countertop installation from December 15–26. Final mechanical finishes for electrical, HVAC, and plumbing will be completed from December 29 to January 9, 2026.

January 2026 will focus on final interior finishes from the 5th to the 16th, and a two-week window from January 19–30 will be used for Iowa Green Street inspections and IEDA final paperwork. Beginning January 31, move-ins will occur every two weeks, gradually completing by October 23, 2026 of the 20 units.





**2025 - 39**

**Mark Hughes Construction  
Supplier Response**

**Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

# Mark Hughes Construction Information

Contact: Mark Hughes  
Address: 410 S. Locust Street  
PO Box 111  
Glenwood, IA 51534  
Phone: (712) 527-1000  
Fax: (712) 527-4787  
Email: Mhughes21@aol.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Mark Andrew Hughes

*Signature*

Submitted at 6/25/2025 02:28:44 PM (CT)

mhughes21@aol.com

*Email*

## Requested Attachments

### Cover Page

Summary of Qualifications. Include relevant contact information.

East Manawa Mark Hughes  
Construction Cover Letter.pdf

### Developer Experience

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

Mark Hughes Developer  
Experience Final (1).pdf

### Project Timeline

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

East Manawa Development  
Timeline.pdf

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

**2 Bidder's Policy Statement, Required Contract Language, Wage Determination**

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

**3 Required Contract Language**

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

**1. Access and Maintenance of Records**

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

**2. Civil Rights**

The Contractor must comply with the following laws and regulations:

· Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

· Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

· Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.

· Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).

Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

· The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)

Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

· Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).

Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.

· Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)

Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

· Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.

· Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.

· Federal Executive Order 11063, as amended by Executive Order 12259.

### **3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

· Under what conditions the clause may be imposed.

· The form the termination notice must take (e.g., certified letter).

· The time frame required between the notice of termination and its effective date.

· The method used to compute the final payment(s) to the contractor.

### **4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

### **5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

### **6. 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.

### **7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

### **ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

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**From:** mhughes21@aol.com  
**Sent:** Friday, July 11, 2025 6:19 PM  
**To:** Courtney Harter  
**Subject:** Fw: Responses to Proposal Questions – East Manawa Phase 1 Housing Project  
**Attachments:** East Manawa Phase 1 Questions.pdf; 2025-07-08 Commitment Letter.pdf

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**

Look closely at the **SENDER** address. Do not open **ATTACHMENTS** unless expected. Check for **INDICATORS** of phishing.  
Hover over **LINKS** before clicking.  
[Learn to spot a phishing message](#)

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[Sent from the all new AOL app for iOS](#)

Begin forwarded message:

On Friday, July 11, 2025, 3:32 PM, Nathan Hughes <nathan@jimhughesrealestate.com> wrote:

Dear Courtney Harter,

Thank you for reviewing our proposal and for your thoughtful questions regarding the East Manawa Phase 1 Housing Project. Please find the attached documentation, including our formal responses and a commitment letter from Glenwood State Bank confirming financing for the project.

Thank you for your time,

Mark Hughes Construction

712-527-1000



07/08/2025

RE: Mark Hughes Construction  
Mark Hughes

To whom it may concern,

We are pleased to inform you that Frontier Savings Bank, an office of Glenwood State Bank, has approved Mark Hughes Construction for the construction of 20 residential homes in Phase 1 of the East Manawa Redevelopment. Financing will be in place for the construction period until each unit sells.

The final approval will be subject to acceptable developer agreements, appropriate title work, & all applicable verifications.

If you require further information, please do not hesitate to contact me at (712) 328-9715 or via e-mail to [aleber@frontiersb.com](mailto:aleber@frontiersb.com).

Sincerely,

*Adam Leber*

Adam Leber  
Senior Vice President  
NMLS ID# 1460115

**Frontier Savings Bank \* 940 Valley View Drive \* Council Bluffs, IA 51503**

**Phone 712-328-9715**

**Fax 712-328-0905**

# MARK HUGHES CONSTRUCTION

Established 1993

410 South Locust Street  
Glenwood, IA, 51534  
Office 712-527-1000  
Mobile 402-616-4501  
[Mhughes21@aol.com](mailto:Mhughes21@aol.com)

Courtney Harter  
Director of Community Development  
712-890-5350  
[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)

## **Question 1- Your list of ongoing projects is significant. Will this project take priority to meet the building deadline requirements?**

We understand the importance of meeting the building deadline requirements and want to assure you that this project will be a top priority. One of the key reasons we proposed 20 units instead of the full 40 is to ensure we can confidently meet the expected completion timeline of December 2026.

Mark Hughes Construction has a strong and experienced team of 20 employees, which allows us to dedicate the necessary manpower and focus to this project. We have a proven history of delivering on tight schedules, including our work on the Iowa Green Street homes, which were completed on time and to full compliance.

Additionally, the design of the five 4-unit buildings contributes to efficiency throughout every phase of construction. Rather than building and managing 20 separate structures, we are working with five larger buildings. This reduces complexity at each stage from site preparation and foundation work to framing, mechanical systems, inspections, and finishing. It allows us to streamline operations, schedule subcontractors more effectively, and maintain momentum from start to finish.

Our team is fully committed to this project and confident in our ability to deliver it on time while upholding the highest standards of craftsmanship and accountability. Thanks to our established relationships with the Iowa Green Streets team, we're ready to hit the ground running. Their training process took over a year and equipped us with a deep understanding of their standards, protocols, and inspection procedures.

**Question 2- The construction offset is \$125,000 per unit that can be collected incrementally. Do you have financing in place for the construction period of the homes until the sale?**

Yes, financing is in place to support the whole construction period for the 20 residential units planned in Phase 1 of the East Manawa Redevelopment Project. Glenwood State Bank has issued a formal commitment letter to Mark Hughes Construction, approving the necessary construction financing for this phase of the project. This funding will enable us to cover all costs associated with building, materials, labor, and project management, from start to completion and eventual sale. A copy of the official commitment letter is attached to this email for your reference. Please don't hesitate to contact us with any further questions regarding financing or documentation.

We truly appreciate the opportunity to be considered for this project. It would be a pleasure to work with your team, and we are confident in our ability to deliver quality results that meet your expectations. We look forward to hearing from you and are happy to answer any additional questions you may have.

# PROPOSAL FOR:

East Manawa Redevelopment Area  
10 Four-Unit Single Family Attached Units



**COUNCIL  
BLUFFS**  
Iowa



PREPARED BY:  
CB BUILT HOMES LLC

Chris Polley, Owner/Project Operations Manager  
1807 20th Street, Harlan, IA 51537  
CBbuilthomes@hotmail.com | 402-712-8665  
SAM.GOV UNIQUE ID: C2NUZTEJ3LV3



## SUMMARY OF QUALIFICATIONS

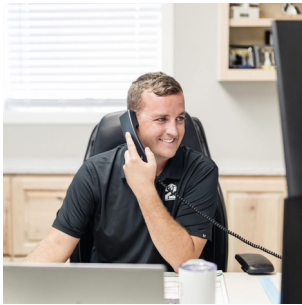
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### *“Developing Dreams for an Attainable Future”*



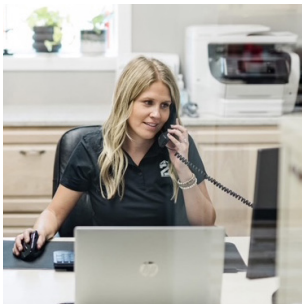
CB Built Homes, based out of Harlan, Iowa, is a residential home builder founded by Chris and Carrie Polley and Wes and Lisa Zimmerman. Wes and Lisa are third generation owners of Zimmerman Sales and Services, ASM Services, and Wesli Management in Neola, IA.

Wes and Chris teamed up as they both seen a much dire need for attainable housing, not the mention that are both from the same small community area where the tornado hit last year in Minden. It was a mission to get it built back as soon as possible. Chris knew that what he was developing using off-site construction it would eventually take off, and he knew that Wes would be a perfect teammate to help launch what is now today -- CB Built Homes LLC.



The Company rapidly took form and hit the ground crushing timelines, meeting budgets, and proving that the systems they are putting in place are working.

Wes and Chris work together on all the projects within both companies. They are building in several of the small communities surrounding the metro areas on both the Iowa and Nebraska sides and even growing nationally with their National Set Crew, installing Modulars for the ones who don't have the experience.



Our mission to create Affordable Housing is accomplished through off-site building practices, speeding the processes of new home construction completion times by 30-40%. Modular construction is revolutionizing the way we think about building homes. By building modular units in a controlled factory environment, we can streamline the construction process, reduce costs, and improve quality.

The affordable housing crisis in the United States has reached critical levels, affecting millions of families and individuals. As housing prices soar and the availability of attainable options dwindles, there is an urgent need for innovative solutions. CB Built Homes is successfully addressing this crisis by utilizing modular construction to provide affordable housing solutions across Iowa and Nebraska.



## RELEVANT PROJECT EXPERIENCE

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### NOPE, LLC

- Series of 3 4-Plex Multi-Family Units; 3-bedroom, 2 bath, 1,650 SF
- \*\* We worked with Jamie and her crew on developing this project and bringing it to completion on a tight timeline. After the tornado hit the town of Minden, IA early last year, Chris at CB Homes received a call from one of the Iowa Economic Development reps telling him there was going to be a grant system opening up to help rebuild the hit communities. CB Homes had a meeting with NOPE, LLC and proceeded to prepare for the possibility of being awarded the grant and the development started. CB Homes and NOPE, LLC continue to partner on several projects to provide housing in the form of rentals and build/sells.*

### Wesli Management Group

- 8 Townhouses in the Woodbine, IA development; 8 3-bedroom, 2 bath, 1,400 SF & 8 2-bedroom, 2 bath, 1,200 SF
- 7 Townhouses in Shelby, IA; 8 3-bedroom, 2 bath & 6 2-bedroom 2 bath
- 1 Custom home build and sell 1,800 SF

### KP Rentals, LLC

- 2 Single-family dwellings, 3-bedroom, 2 bath on full basement foundations
- \*\* Both of these houses were completed simultaneously in a 4-month time frame.*

### Housing Growth Partners, LLC

- 1 4-Plex Multi-family in Omaha, NE
  - 5 4-Plex Multi-family, 1 Townhouse and 1 Single-family dwelling in Omaha, NE; includes OPW street construction (Habitat for Humanity Omaha Partnership)
  - 1 Townhouse in Omaha, NE
- \*\*All of these homes are geared towards the affordable housing market in Omaha. This group has teamed up with other community entities to bring housing availability on income restricted guidelines.*





## ADDITIONAL PROJECT TEAM

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Project Strategy  
Project Oversight

### ANDREA KATHOL, OWNER, FIELD DAY DEVELOPMENT

Andrea Kathol has more than 18 years of experience in real estate development, financing and community development. She has been responsible for high-dollar budgets and transformational projects. She knows real estate development inside and out.

Always focused on the end result, Andrea refuses to get distracted by roadblocks. Whenever sure-to-come surprises pop up, she keeps a level head with friendly finesse. Her clients say she's a life-saver, that they couldn't have done their projects without her.

Andrea previously served as the Executive Director of the Pottawattamie County Development Corporation (PCDC), a 501(c)(3) non-profit. There, she oversaw several transformational, historic-redevelopment projects in Council Bluffs. Notable projects included the redevelopment of the Hughes-Iron building and the Creston House.

#### **Education & Certifications:**

Bachelor's Degree in Interdisciplinary Social Science

Master's Degree in Public Administration

Housing Development Finance Professional Certified, NDC, 2009

Economic Development Finance Professional Certified, NDC, 2010

#### **Recognition & Community Engagement:**

Board Member of Together, Inc.

Board Member of Restoration Exchange Omaha, 2016 – 2019

Board Member of Spark Omaha, 2017 – 2023

2019 WCA Tribute to Women Award Recipient

2022 Omaha Jaycees TOYO! Award Recipient

#### **Relevant Project Experience:**

- Housing Growth Partners Attainable Housing 25th & Corby – Omaha, NE (*in progress*)
- Housing Growth Partners Attainable Housing 26th & Corby – Omaha, NE (*in progress*)
- Custom Home of Paul & Annette Smith – Omaha, NE (*in progress*)
- Pottawattamie County Public Health Department Building – Council Bluffs, IA
- Lionhead Development Affordable Housing 24th & Ohio – Omaha, NE
- Shirley Tyree Theater – Omaha, NE
- Urban Chiral Condos – Omaha, NE



## ADDITIONAL PROJECT TEAM

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### **COURTNEY BREWER, PARTNER & DIRECTOR OF REAL ESTATE DEVELOPMENT, FIELD DAY DEVELOPMENT**

Contract Negotiation  
Budget Development  
Bank Financing  
Accounting & Cashflow  
Grant Management  
Project Oversight

With over 20 years of experience in business operations and marketing in both the nonprofit and for-profit sectors, Courtney's skills range from graphic design and communications to project management and strategy.

Having top strengths such as Strategic and Individualization, it's no surprise that Courtney not only takes ownership of her projects, but strives for excellence through creativity, resourcefulness, and perfection. Her conscientiousness and impeccable ethics combine to create a reputation of being utterly dependable. If there's a better, more efficient, or cost effective way to do something, Courtney will find it for you.

As a trained facilitator, Courtney has led community public health strategy efforts to bring together local public health departments, stakeholders, partners, funders, and residents to address key priorities such as mental health, safe communities, healthy housing, access to food, and healthy kids. She brings her expertise to our projects by fostering trust through relationship building, clear communication, and effective collaboration.

Courtney previously served as the Operations & Finance Director of Live Well Omaha, a 501(c)(3) non-profit. There, she managed the organization's daily finances, program budgets, contracts, grant reporting, fundraising and communication. Notable projects included the Bike Omaha Network, Safe Routes to School, and the Live Well Omaha Healthy Kids Coalition.

#### **Education & Certifications:**

Associate's Degree in Graphic Art & Design  
Bachelor's Degree in Multidisciplinary Studies  
Great Plains Leadership Institute Class 15  
Trained in ToPs Facilitation Methods

#### **Relevant Project Experience:**

- New Visions Veterans Permanent Supportive Housing – *Omaha, NE (in progress)*
- Housing Growth Partners Attainable Housing 25th & Corby – *Omaha, NE (in progress)*
- Housing Growth Partners Attainable Housing 26th & Corby – *Omaha, NE (in progress)*
- Custom Home of Paul & Annette Smith – *Omaha, NE (in progress)*
- Pottawattamie County Public Health Department Building – *Council Bluffs, IA*
- Lionhead Development Affordable Housing 24th & Ohio – *Omaha, NE*
- Shirley Tyree Theater – *Omaha, NE*



## ADDITIONAL PROJECT TEAM

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### **ELLEN ALBERTSON, PROJECT MANAGER, FIELD DAY DEVELOPMENT**

Ellen has a Bachelor of Science in Construction Management with 10 years of experience overseeing large-scale, high-profile development projects. With a proven track record in the hospitality sector, she has successfully managed projects like the Capitol District Marriott and the Methodist Corporate Building, where she demonstrated her ability to navigate complex logistics, budgets, and timelines while working closely with the design and construction team to deliver a quality project.

Bidding & Negotiations  
Construction Oversight  
Schedule Management  
Pay Applications

Ellen's strong project management skills, attention to detail, and strategic problem-solving approach are directly applicable to the development of affordable and supportive housing projects. Her experience managing the Capitol District Marriott, a project that required coordination among diverse teams and a deep understanding of construction of multiple areas of the project, while staying on schedule and under budget, has equipped her with the necessary tools to transition into the affordable housing sector.



### **REBECCA BELLOWS, PROJECT COORDINATOR, FIELD DAY DEVELOPMENT**

Rebecca has learned to solve complex problems with creative solutions by being able to examine the details while keeping the big picture in mind. Likewise, she enjoys challenges and finds satisfaction with a job well done. She takes great pride in being authentic and reliable.

Davis Bacon Compliance  
Task Execution & Support  
Quality Control  
Closeout & Punchlist

Most recently, Rebecca supported the team to oversee the completion of the Pottawattamie County Health Department Building in downtown Council Bluffs, a unique mixture of office space, health clinic and supportive services. She also played an crucial role in the recent renovation of the Micah House Women & Children's Shelter and the new Florence M. Lakin Child Development Center where she coordinated the technology, signage and furniture, as well as closely monitored to ensure every final detail was perfection. Most importantly, Rebecca spearheaded the oversight of subcontractor Davis Bacon paperwork for both of these projects to ensure compliance with federal and state funding requirements. She's excited to bring her expertise to your affordable housing project.



## APPROACH TO THE PROJECT

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**Project Requirements:** The proposed project will be the construction of ten (10) four-unit single-family attached units (40 total units) within the East Manawa Subdivision using the provided house plans, meeting all Energy Star requirements, and completing and selling all homes to qualified households by December 15, 2026.

CB Built Homes, with the partnership of Field Day Development and Champion Homes, is proposing the use of modular construction to complete and sell all 40 units between September 1, 2025 and December 15, 2026.

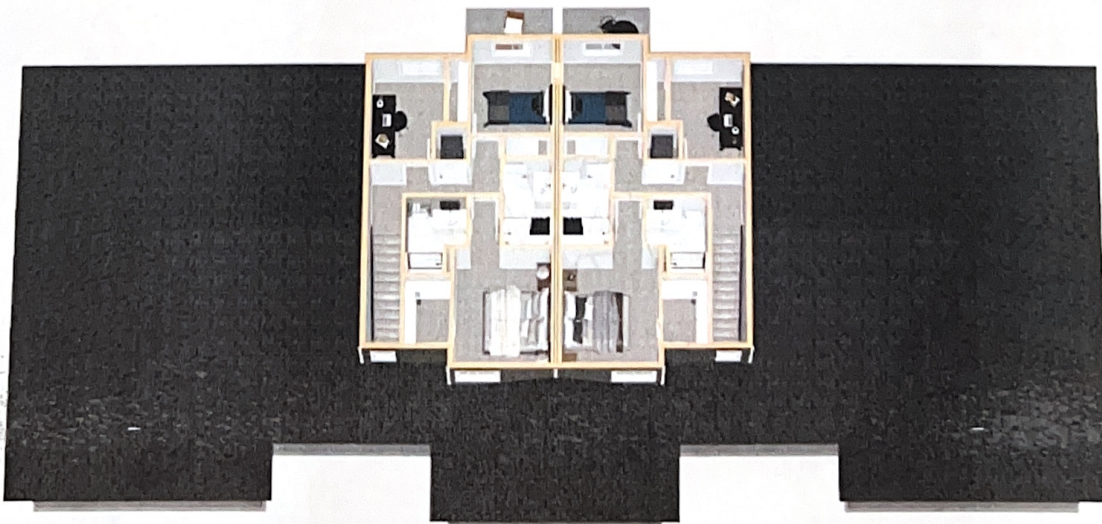
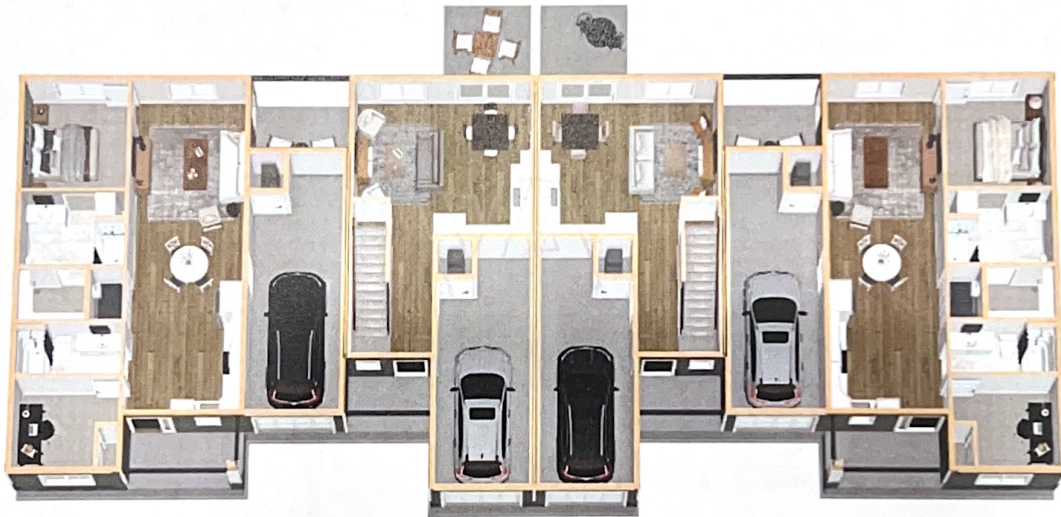
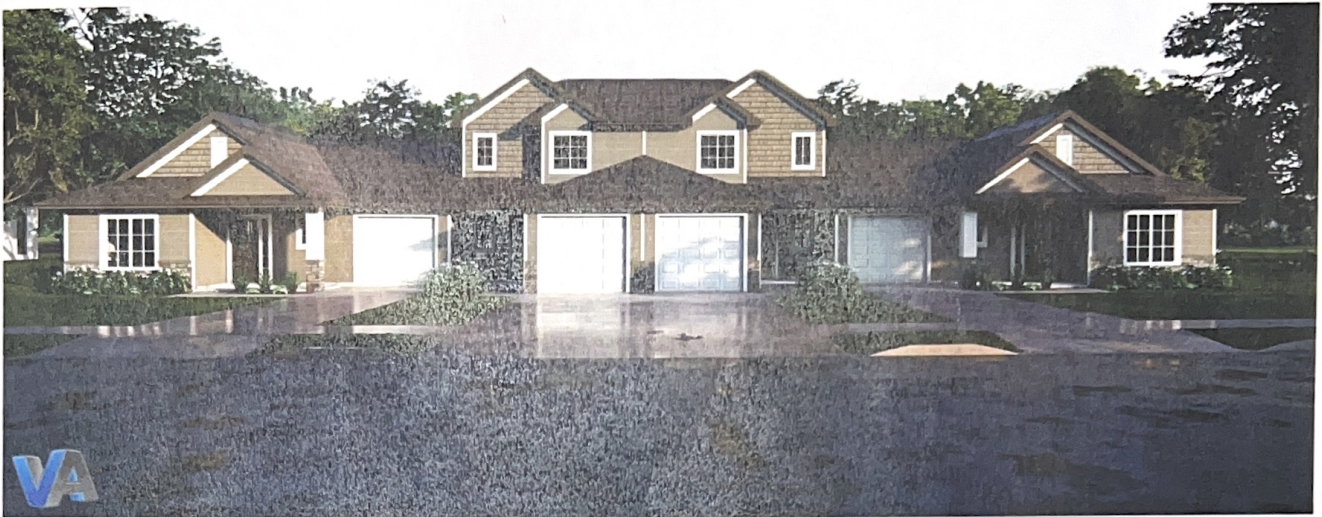
Modular construction offers a faster, more efficient, and cost-effective alternative to traditional stick-built methods. Because modular units are fabricated in a controlled factory environment, construction can occur simultaneously with site preparation, reducing overall build time by up to 50%. This parallel workflow also minimizes weather delays and labor shortages, leading to greater schedule certainty. Modular construction also significantly reduces material waste and improves quality through standardized processes and rigorous quality control. The result is a high-performance building delivered more quickly and affordably—without compromising on design, durability, or code compliance. For projects where time, cost, and efficiency are critical, modular construction provides a smarter, more predictable solution.

Champion Homes is one of the largest and most established manufacturers of factory-built housing in North America. Founded in 1953 in Dryden, Michigan, the company quickly grew through innovation in mobile and modular housing, vertical integration, and nationwide expansion. Over the decades, Champion has built more than 3 million homes, including manufactured homes, modular homes, park models, and ADUs. Champion operates nearly 50 manufacturing facilities across the U.S. and Canada, including a facility in York, Nebraska, and is recognized for its commitment to quality, energy efficiency, and innovative affordable housing solutions.

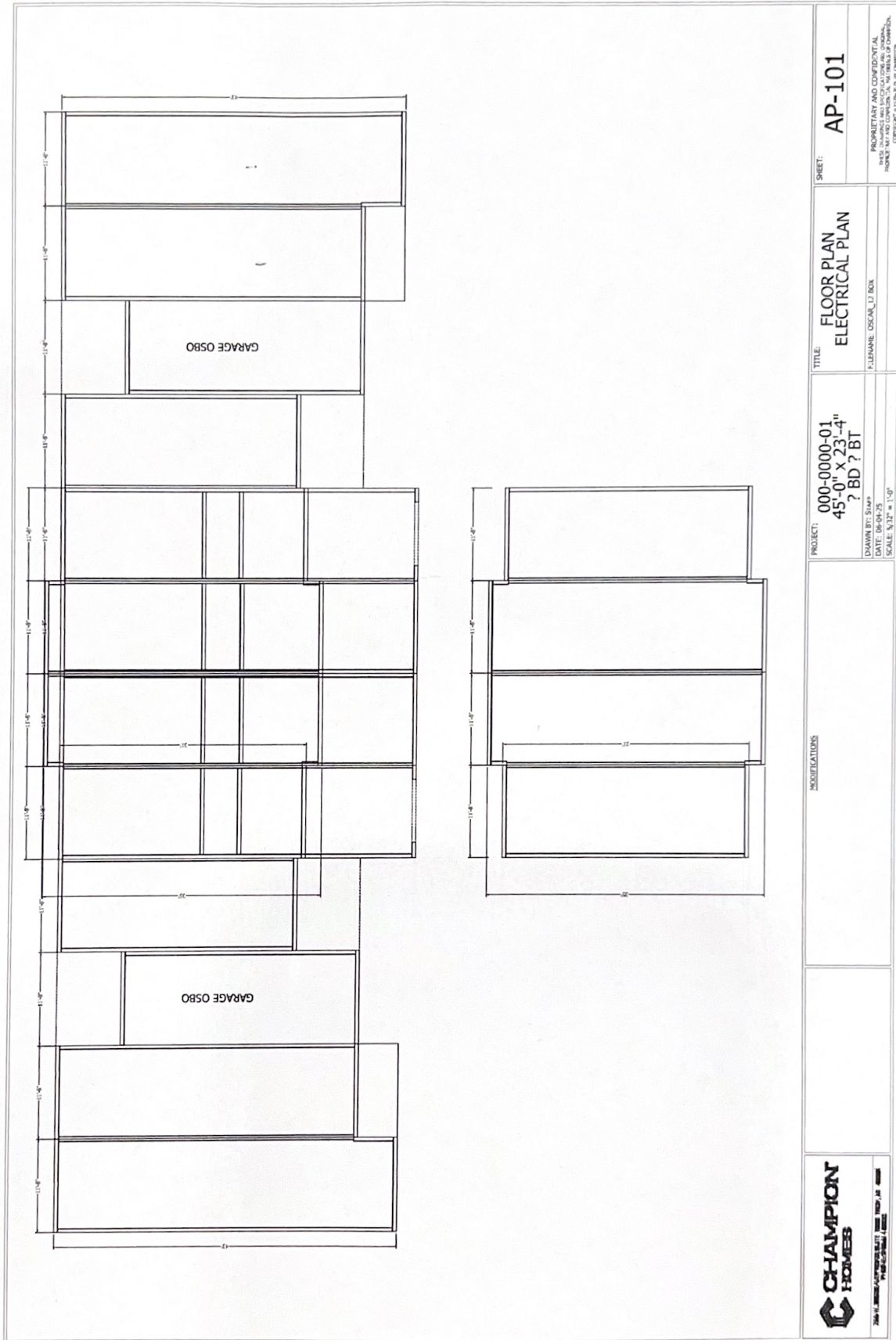
For this project, each four-unit single-family attached unit would be constructed offsite by Champion Homes as 20 individual mods and a roof package. All units receive Nebraska and Iowa State approval inspections, are carefully transported to the construction site, then craned on to the foundations prepared by CB Built Homes where they are assembled – joining walls and roofs, connecting utilities, and completing the interior and exterior of the home for occupancy.

Together, we believe our team and approach are the right way for the City of Council Bluffs to achieve their goal of bringing 40 quality affordable homes to the East Manawa Development within the budget and timeframe established through the State of Iowa's Community Disaster Recovery fund.

Thank you for the opportunity to share our qualifications and to make our services available. If we can offer any further information during the selection process, please contact us. We look forward to answering any questions you may have regarding CB Built or the modular construction process.



# CHAMPION PLAN OVERLAY



# PROJECT SCHEDULE

Task Name	Start Date	End Date	Duration
<b>East Manawa</b>	<b>06/25/25</b>	<b>12/15/26</b>	<b>538d</b>
<b>FEASIBILITY</b>			
<b>CONSTRUCTION</b>	<b>06/25/25</b>	<b>12/15/26</b>	<b>538d</b>
+ Pre-Construction			
- <b>Construction</b>	<b>06/25/25</b>	<b>12/15/26</b>	<b>538d</b>
Proposal Due Date	06/25/25	06/25/25	0
RFP Award Date	07/15/25	07/15/25	1d
Secure Financing & Close on Construction Loan	07/16/25	09/13/25	60d
Verify design with Champion	07/31/25	09/30/25	62d
Bidding and Negotiations	08/01/25	08/28/25	4w
Order Units (1-10)	10/01/25	10/01/25	1d
Secure Project Site	09/01/25	09/05/25	5d
Site Prep	09/06/25	09/25/25	20d
- 4-Plex Unit #1	09/26/25	02/28/26	156d
Dig Foundations for Unit #1	09/26/25	09/30/25	5d
Pour Foundations for Unit #1	10/01/25	10/06/25	6d
Delivery Unit #1	01/06/26	01/08/26	3d
Set Unit #1	01/09/26	01/13/26	5d
Interior Finish Crew Unit #1	01/14/26	01/28/26	15d
Exterior Finish Crew Unit #1	01/29/26	02/12/26	15d
City Inspections	02/13/26	02/22/26	10d
Punch walk Unit #1	02/23/26	02/27/26	5d
Unit ready for occupancy/sale	02/28/26	02/28/26	1d
- 4-Plex Unit #2	10/01/25	03/15/26	166d
Dig Foundations for Unit #2	10/01/25	10/05/25	5d
Pour Foundations for Unit #2	10/07/25	10/12/25	6d
Delivery Unit #2	01/21/26	01/23/26	3d
Set Unit #2	01/24/26	01/28/26	5d
Interior Finish Crew Unit #2	01/29/26	02/12/26	15d
Exterior Finish Crew Unit #2	02/13/26	02/27/26	15d
City Inspections	02/28/26	03/09/26	10d
Punch walk Unit #2	03/10/26	03/14/26	5d
Unit ready for occupancy/sale	03/15/26	03/15/26	1d
- 4-Plex Unit #3	10/06/25	03/30/26	176d
Dig Foundations for Unit #3	10/06/25	10/10/25	5d
Pour Foundations for Unit #3	10/13/25	10/18/25	6d
Delivery Unit #3	02/05/26	02/07/26	3d
Set Unit #3	02/08/26	02/12/26	5d
Interior Finish Crew Unit #3	02/13/26	02/27/26	15d
Exterior Finish Crew Unit #3	02/28/26	03/14/26	15d
City Inspections	03/15/26	03/24/26	10d
Punch walk Unit #3	03/25/26	03/29/26	5d
Unit ready for occupancy/sale	03/30/26	03/30/26	1d
- 4-Plex Unit #4	10/11/25	04/14/26	186d
Dig Foundations for Unit #4	10/11/25	10/15/25	5d
Pour Foundations for Unit #4	10/19/25	10/24/25	6d
Delivery Unit #4	02/20/26	02/22/26	3d
Set Unit #4	02/23/26	02/27/26	5d

Task Name	Start Date	End Date	Duration
Interior Finish Crew Unit #4	02/28/26	03/14/26	15d
Exterior Finish Crew Unit #4	03/15/26	03/29/26	15d
City Inspections	03/30/26	04/08/26	10d
Punch walk Unit #4	04/09/26	04/13/26	5d
Unit ready for occupancy/sale	04/14/26	04/14/26	1d
<input type="checkbox"/> 4-Plex Unit #5	10/16/25	04/29/26	196d
Dig Foundations for Unit #5	10/16/25	10/20/25	5d
Pour Foundations for Unit #5	10/25/25	10/30/25	6d
Delivery Unit #5	03/07/26	03/09/26	3d
Set Unit #5	03/10/26	03/14/26	5d
Interior Finish Crew Unit #5	03/15/26	03/29/26	15d
Exterior Finish Crew Unit #5	03/30/26	04/13/26	15d
City Inspections	04/14/26	04/23/26	10d
Punch walk Unit #5	04/24/26	04/28/26	5d
Unit ready for occupancy/sale	04/29/26	04/29/26	1d
Landscaping for units 1 to 5	04/14/26	04/23/26	10d
<input type="checkbox"/> 4-Plex Unit #6	10/21/25	05/14/26	206d
Dig Foundations for Unit #6	10/21/25	10/25/25	5d
Pour Foundations for Unit #6	10/31/25	11/05/25	6d
Delivery Unit #6	03/22/26	03/24/26	3d
Set Unit #6	03/25/26	03/29/26	5d
Interior Finish Crew Unit #6	03/30/26	04/13/26	15d
Exterior Finish Crew Unit #6	04/14/26	04/28/26	15d
City Inspections	04/29/26	05/08/26	10d
Landscaping	04/29/26	04/30/26	2d
Punch walk Unit #6	05/09/26	05/13/26	5d
Unit ready for occupancy/sale	05/14/26	05/14/26	1d
<input type="checkbox"/> 4-Plex Unit #7	10/26/25	05/29/26	216d
Dig Foundations for Unit #7	10/26/25	10/30/25	5d
Pour Foundations for Unit #7	11/06/25	11/11/25	6d
Delivery Unit #7	04/06/26	04/08/26	3d
Set Unit #7	04/09/26	04/13/26	5d
Interior Finish Crew Unit #7	04/14/26	04/28/26	15d
Exterior Finish Crew Unit #7	04/29/26	05/13/26	15d
City Inspections	05/14/26	05/23/26	10d
Landscaping	05/14/26	05/15/26	2d
Punch walk Unit #7	05/24/26	05/28/26	5d
Unit ready for occupancy/sale	05/29/26	05/29/26	1d
<input type="checkbox"/> 4-Plex Unit #8	10/31/25	06/13/26	226d
Dig Foundations for Unit #8	10/31/25	11/04/25	5d
Pour Foundations for Unit #8	11/12/25	11/17/25	6d
Delivery Unit #8	04/21/26	04/23/26	3d
Set Unit #8	04/24/26	04/28/26	5d
Interior Finish Crew Unit #8	04/29/26	05/13/26	15d
Exterior Finish Crew Unit #8	05/14/26	05/28/26	15d
City Inspections	05/29/26	06/07/26	10d
Landscaping	05/29/26	05/30/26	2d
Punch walk Unit #8	06/08/26	06/12/26	5d
Unit ready for occupancy/sale	06/13/26	06/13/26	1d

Task Name	Start Date	End Date	Duration
<input type="checkbox"/> 4-Plex Unit #9	11/05/25	06/28/26	236d
Dig Foundations for Unit #9	11/05/25	11/09/25	5d
Pour Foundations for Unit #9	11/18/25	11/23/25	6d
Delivery Unit #9	05/06/26	05/08/26	3d
Set Unit #9	05/09/26	05/13/26	5d
Interior Finish Crew Unit #9	05/14/26	05/28/26	15d
Exterior Finish Crew Unit #9	05/29/26	06/12/26	15d
City Inspections	06/13/26	06/22/26	10d
Landscaping	06/13/26	06/14/26	2d
Punch walk Unit #9	06/23/26	06/27/26	5d
Unit ready for occupancy/sale	06/28/26	06/28/26	1d
<input type="checkbox"/> 4-Plex Unit #10	11/10/25	07/13/26	246d
Dig Foundations for Unit #10	11/10/25	11/14/25	5d
Pour Foundations for Unit #10	11/24/25	11/29/25	6d
Delivery Unit #10	05/21/26	05/23/26	3d
Set Unit #10	05/24/26	05/28/26	5d
Interior Finish Crew Unit #10	05/29/26	06/12/26	15d
Exterior Finish Crew Unit #10	06/13/26	06/27/26	15d
City Inspections	06/28/26	07/07/26	10d
Landscaping	06/28/26	06/29/26	2d
Punch walk Unit #10	07/08/26	07/12/26	5d
Unit ready for occupancy/sale	07/13/26	07/13/26	1d
De-mobilize from site	07/14/26	07/20/26	7d
Weather/Delay Day Buffer	07/21/26	09/18/26	60d
Date all units must be sold	12/15/26	12/15/26	0
<input type="checkbox"/> Post-Construction			
<input type="checkbox"/> CLOSE OUT			



**2025 - 39**  
**CB Built LLC**  
**Supplier Response**

**Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## CB Built LLC Information

Contact: Chris Polley  
Address: 101 Barrier Ln  
Neola, IA 51559  
Phone: (402) 712-8665

By submitting your response, you certify that you are authorized to represent and bind your company.

Chris Polley

Signature

Submitted at 6/25/2025 03:49:45 PM (CT)

CBbuilthomes@hotmail.com

Email

## Requested Attachments

### Cover Page

CB-Built\_Cover.pdf

Summary of Qualifications. Include relevant contact information.

### Developer Experience

CB-Built\_Experience-Team.pdf

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

### Project Timeline

CB-Built\_Approach-Schedule.pdf

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

## 2 Bidder's Policy Statement, Required Contract Language, Wage Determination

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

## 3 Required Contract Language

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

### 1. Access and Maintenance of Records

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

### 2. Civil Rights

The Contractor must comply with the following laws and regulations:

· Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

· Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

· Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.

· Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).

Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)  
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).  
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.
- Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.
- Federal Executive Order 11063, as amended by Executive Order 12259.

### 3. Termination Clause

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

### 4. Certification regarding government-wide restriction on lobbying.

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

### 5. Lead-Safe Housing Regulations (As applicable)

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

### 6. 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.

### 7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

### ALL CONTRACTS IN EXCESS OF \$10,000

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

---

**From:** CB Homes <CBbuilthomes@hotmail.com>  
**Sent:** Thursday, July 10, 2025 11:29 AM  
**To:** Courtney Harter  
**Cc:** Tiffany Schmitt  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update  
**Attachments:** Council Bluffs Response Letter.docx

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Good morning,

We have attached the response letter for the questions in the previous email.

Thank you for your time,

Chris Polley

**CB Built Homes LLC**

**712-215-8665**

[www.webuildaffordablehomes.com](http://www.webuildaffordablehomes.com)

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**From:** Courtney Harter <charter@councilbluffs-ia.gov>  
**Sent:** Tuesday, July 8, 2025 7:01 AM  
**To:** 'cbbuilthomes@hotmail.com' <cbbuilthomes@hotmail.com>  
**Cc:** Tiffany Schmitt <tschmitt@councilbluffs-ia.gov>  
**Subject:** RE: E Manawa Redevelopment Area – RFP Update

Good Morning,

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. How would you construct our house plans in a modular format?
2. Who will be responsible for pulling building permits (general contractor license holder)?
3. How does the Davis Bacon work if you are building in factory?
4. Can the factory-built model meet mass production of 40 units?
5. What is the logistics behind the factory production model?
6. The construction offset is \$125,000 per unit that can be collected incrementally. Do you have financing in place for the construction period of the homes until the sale?
7. Are you still willing to participate if you do not receive all 40 units?

Courtney Harter  
Director of Community Development  
City of Council Bluffs  
209 Pearl Street, Council Bluffs, IA 51503  
Office: 712.890.5350



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**From:** Courtney Harter  
**Sent:** Monday, July 7, 2025 3:48 PM  
**Cc:** Tiffany Schmitt <tschmitt@councilbluffs-ia.gov>  
**Subject:** E Manawa Redevelopment Area – RFP Update

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development  
City of Council Bluffs  
209 Pearl Street, Council Bluffs, IA 51503  
Office: 712.890.5350





# BUILT HOMES LLC

IA Lic. # C148143  
Neb. Lic # 75401-24

Chris Polley

Co-Owner/Project Operations Manager  
CB Built Homes LLC  
510 Main St.  
Minden, Ia 51553

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**Courtney Harter**  
**Director of Community Development**  
**City of Council Bluffs**  
**209 Pearl Street, Council Bluffs, IA 51503**  
**Office: 712.890.5350**  
[Visit Council Bluffs Online](#)

**Thank you for the opportunity to respond to your questions regarding the proposed process. Please see our responses below. Should you need additional information, we are happy to provide it.**

1. We intend to leverage our off-site resources for the construction of the 4-plexes. We've already engaged architects and engineers who are adapting your existing house plans into modular designs that match your units exactly. One key advantage of our process is that these homes will arrive on-site fully inspected and approved by the State, complete with inspection seals—streamlining the schedule by minimizing inspection delays, which was highlighted as a concern during the Q&A.
2. The General Contractor, CB Built, will be responsible for securing all required building permits.
3. Champion Homes is highly experienced in government projects. They use a platform to track Davis-Bacon compliance and regularly manufacture both HUD and IRC-coded units. Davis-Bacon wage requirements will be reflected in the pricing of this project.

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4. Yes, with more than 100 employees and highly efficient production processes, the factory can complete all units for this project within the proposed timeline.

5. Off-site construction allows us to build the homes concurrently with site and foundation work, accelerating the overall schedule. While dirt work, foundations, and utilities are underway, the units will be built in a weather-controlled facility—cutting a typical 90-day cycle down to 30 days per unit set. This cycle continues until all units are delivered. Given the approaching winter months, our plan is to install as many foundations as possible before frost, enabling year-round unit placement and finish work with minimal weather-related delays.

6. Yes, we have a revolving line of credit with suppliers and local lenders to support any necessary funding for the project.

7. To be successful and efficient for both our team and the factory, the project must include all 40 units. Due to the custom nature of the build, the factory must retool and adjust its production lines, dedicating significant resources to this project. Completing the full scope would represent roughly 25% of the factory's workload over the next 6–8 months, making the effort worthwhile and ensuring a strong partnership through the necessary planning and facility changes.

Also, we would like to extend an invite at any convenient time to welcome you on a tour of the facility in York Nebraska and see the operations and assemblies of units being made.

Thank you for the opportunity to bid on your project,

  
Chris Polley  
Owner/ PM

# Proposal for East Manawa Redevelopment Project

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Near Mallard Street – Council Bluffs, Iowa

Submitted by:

Next Generation Project LLC

535 West Broadway, Suite 100  
Council Bluffs, Iowa 51503

## **Development Team Contact Information**

- John Jerkovich

Partner, Next Generation Project LLC  
535 West Broadway, Suite 100  
Council Bluffs, Iowa 51503

- Jason James

Partner, Next Generation Project LLC  
535 West Broadway, Suite 100  
Council Bluffs, Iowa 51503

- Ryan Rogers

Partner, Next Generation Project LLC  
15259 214th St.  
Council Bluffs, Iowa 51503

- Larry Hansen

Builder, Next Generation Project LLC  
2140 Greenview Road  
Council Bluffs, Iowa 51503

## **Group Qualifications Summary**

Next Generation Project LLC is comprised of experienced local professionals with deep ties to Council Bluffs. Together, we bring decades of experience in residential development, home construction, infill projects, and subdivision planning. We have a proven track record of delivering quality housing products on time and with long-term value to the community.

## **Developer Qualifications and Experience**

Next Generation Project LLC brings a team of professionals with direct, hands-on experience in housing development, subdivision planning, and general contracting within the City of Council Bluffs. Our team members have worked together and individually on numerous successful projects, with a shared reputation for quality, reliability, and community-minded results.

## **Key Team Member Backgrounds**

- John Jerkovich – Over 37 years in Council Bluffs real estate development. He has developed subdivisions, infill housing, and hundreds of homes, while also serving as a civic advocate for community growth.
- Ryan Rogers – 20+ years of experience in home rehabilitation and small business development. He has helped restore multiple homes and improve the local housing stock.
- Jason James – 30+ years of real estate and development leadership. Projects include a 29-lot subdivision in Treynor, 36 townhomes on Patrick Circle, and the 102-unit Ridgeline Apartments on Valley View Drive.
- Larry Hansen – A veteran builder in Council Bluffs for over 25 years. Larry has built numerous homes in the Council Bluffs community. He constructed all 36 Patrick Circle townhomes and is known for meeting deadlines while delivering quality builds.

## **Developer Experience – Next Generation Project LLC**

Next Generation Project LLC brings together a team with diverse strengths across residential construction, site development, and project execution. While the cover letter outlines our group qualifications, this page is intended to highlight the specific hands-on experience that positions us to carry out the East Manawa project efficiently and effectively.

### **Team Contributions and Strengths**

Our team members have worked across various types of housing projects—ranging from infill redevelopment and new single-family homes to large-scale townhome and multifamily developments. In addition to our collective years of experience, each member brings a specialized capability that directly aligns with the requirements of this project:

- **Site Development & Oversight** – John Jerkovich has overseen the completion of multiple residential developments in Council Bluffs and has personally been involved in the construction of hundreds of homes throughout his career. His depth of experience in managing subdivision planning, construction sequencing, and final delivery ensures strong leadership from start to finish.
- **Diverse Execution & Rehabilitation** – Ryan Rogers brings a wide range of operational experience through his leadership in various successful business ventures. He has also overseen and been directly hands-on in the rehabilitation of dozens of homes across Council Bluffs, bringing practical, on-the-ground expertise to revitalization efforts.
- **Project Leadership** – Jason James has overseen the full development cycle for townhome and apartment projects, coordinating engineers, city officials, and subcontractors to deliver large projects like Ridgeline Apartments on schedule.
- **Field Construction** – Larry Hansen’s reputation for delivering quality construction on time makes him essential to our build team. His experience on projects like the Patrick Circle townhomes reflects strong control over trades, inspections, and build timelines.

### **Project Approach and Readiness**

We are approaching the East Manawa project as a ready-to-build assignment, with plans and specifications already determined by the City. Our role will be to execute that vision with discipline, craftsmanship, and full compliance. Each of our team members understands how to work within a structured scope, manage subcontractors, and track milestones.

We are also well-versed in working through potential site logistics, coordinating with city engineering and inspections staff, and adapting to real-world construction conditions while maintaining quality and pace.

## Summary

This team is not learning on the job. We are equipped to immediately engage with site prep, subcontractor alignment, and schedule execution. We offer experience that is directly relevant to what the East Manawa project demands: build quality, schedule reliability, and collaborative problem-solving.

## Construction Timeline – Next Generation Project LLC

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Next Generation Project LLC proposes the following construction timeline for the East Manawa project, consisting of ten 4-unit buildings (40 total units). This schedule assumes that construction begins within 30 days of the City’s written confirmation that all street and utility infrastructure is complete and that the first building permit has been issued. All dates are calculated from this point of readiness.

### Proposed Timeline (18-Month Duration from Start)

- Site Readiness Confirmation & First Building Permit – Month 0: Start trigger
- Mobilization and Site Preparation – Months 1–2: Staging, excavation, initial utility connections
- Foundation Installation (10 Buildings) – Months 2–5: Approximately one foundation every 1.5 weeks
- Framing & Enclosure – Months 3–7: Staggered framing process as foundations are completed
- Roofing, Windows, and Exterior Wrap – Months 4–8: Shell completion for weather protection
- MEP Rough-Ins (Electrical, Plumbing, HVAC) – Months 5–10: Rolling MEP installation across buildings
- Insulation, Drywall, and Interior Finishes – Months 6–12: Sequential progress through buildings
- Cabinetry, Fixtures, Trim, and Painting – Months 8–14: Interior finishes and final touches
- Final Inspections and Punch List Completion – Months 14–17: Walkthroughs, corrections, and final approvals
- Project Closeout & Full Completion – Month 18: Final occupancy certificates, project turnover

We anticipate completing the full 40-unit project within 18 months of the issuance of the first building permit and confirmation of site readiness. This timeline provides a realistic framework based on historical construction durations, inspection cycles, labor availability, and seasonal conditions. That said, **weather permitting and barring unforeseen delays**, our team will actively strive to accelerate the schedule where feasible. However, we believe it is important to set expectations that are both honest and achievable—for the benefit of the City and the long-term success of the project.



**2025 - 39**

**Next Generation Project LLC  
Supplier Response**

**Event Information**

Number: 2025 - 39  
Title: E Manawa Redevelopment Area (Mallard Street)  
Type: Request for Proposal  
Issue Date: 5/20/2025  
Deadline: 6/25/2025 04:00 PM (CT)  
Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## Next Generation Project LLC Information

Contact: Jason Michael James  
Address: 535 West Broadway Suite 100  
Council Bluffs, IA 51503  
Phone: (402) 690-2489  
Email: jason@jasonjames.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Jason Michael James

*Signature*

Submitted at 6/24/2025 03:24:56 PM (CT)

jason@jasonjames.com

*Email*

## Requested Attachments

### Cover Page

Summary of Qualifications. Include relevant contact information.

Cover Letter East Manawa Drive.docx

### Developer Experience

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

Final\_East\_Manawa\_Developer\_Experience\_Page.docx

### Project Timeline

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

East\_Manawa\_Construction\_Timeline\_Proposal.docx

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

**2 Bidder's Policy Statement, Required Contract Language, Wage Determination**

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

**3 Required Contract Language**

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

**1. Access and Maintenance of Records**

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

**2. Civil Rights**

The Contractor must comply with the following laws and regulations:

· Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

· Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

· Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.

· Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).

Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)  
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).  
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.
- Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.
- Federal Executive Order 11063, as amended by Executive Order 12259.

**3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

**4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

**5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

**6. 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.

**7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

**ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

---

**From:** Jason James <Jason@jasonjames.com>  
**Sent:** Wednesday, July 9, 2025 7:46 PM  
**To:** Courtney Harter  
**Cc:** Tiffany Schmitt; Larry Hansen; Ryan Rogers; John Jerkovich  
**Subject:** Re: E Manawa Redevelopment Area – RFP Update

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**

Look closely at the **SENDER** address. Do not open **ATTACHMENTS** unless expected. Check for **INDICATORS** of phishing. Hover over **LINKS** before clicking.

[Learn to spot a phishing message](#)

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Hi Courtney,

Thank you for reaching out with these questions about our proposal for the East Manawa Redevelopment Area. Please see our responses below:

**1. Who is the day-to-day contact from the team?**

Our on-the-ground, at-site contact will be **Larry Hansen**, who will serve as the superintendent on the job. Larry will be responsible for daily coordination, subcontractor management, and site progress. If Larry is unavailable at any time, **Ryan Rogers** will be his direct backup to maintain continuity on site.

For the overall project contact and general coordination with the City, I (Jason James) will serve as the primary point of contact. I'll handle high-level scheduling, documentation, and City communication to ensure everything stays aligned.

**2. Who will be the manager of Davis-Bacon compliance from the team? And their experience?**

For day-to-day administrative work, **Teri Gamboa**, who has been with our company for four years and is a full time employee, will handle the Davis-Bacon reporting and documentation tasks. However, recognizing that our team does not have extensive experience managing Davis-Bacon compliance on a project of this scale, we are budgeting for and fully intend to hire a **Davis-Bacon consultant**. This consultant will ensure we follow all requirements correctly, maintain full compliance, and avoid any errors or oversights. We understand there is a lot at stake with this project and want to do this the right way.

**3. Are you still willing to participate if you do not receive all 40 units?**

We are willing to participate at a **minimum of 20 units**, but I want to be very clear: **we very strongly prefer to be awarded all 40 units.**

There are several important reasons for this:

- **Cost Efficiency:** Because we are hiring a Davis-Bacon consultant and will be investing in additional systems and oversight to do this project right, it is much more efficient and cost-effective to spread those expenses over all 40 units instead of just 20. Managing compliance and documentation for Davis-Bacon we believe can be complex and requires dedicated resources. A smaller scope would make those fixed costs disproportionately high per unit.

- **Subcontractor Coordination:** If the project is split between two separate entities, there's a strong chance we could end up sharing some of the same subcontractors. That scenario could slow down progress and create scheduling conflicts that complicate meeting deadlines.
- **Inspection Complexity:** We're also concerned about inspections with the State inspector. If there are two different contractors with different subs, it may require more frequent, less coordinated inspection visits, making it harder to maintain momentum and quality.

Ultimately, our goal is to deliver this entire project successfully, with a target completion by **December 2026**. We want to be realistic about the timeline given all the moving parts and ensure any commitment we make is one we can keep. We value our reputation in the community as a team that delivers what we promise, and we know how important this project is to the City. If awarded, we are fully committed to making sure it is done right.

Please let me know if you have any questions or need any further clarification.

Sincerely,

*Jason M. James* CRS, GRI, SRES

Broker/Co-owner  
Heartland Properties Inc.  
535 West Broadway Suite 100  
Council Bluffs, Iowa 51503  
Licensed in Iowa and Nebraska  
Mobile Phone 402-690-2489 [www.heartlandproperties.com](http://www.heartlandproperties.com)  
Fax Machine 712-329-8971

**Never trust wiring instructions sent via email. Never change wiring instructions based on an email.** Cyber criminals are hacking email accounts and sending emails with fraudulent wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number just before wiring the funds. **Never wire money without double-checking that the wiring instructions are correct.**

On Tue, Jul 8, 2025 at 7:00 AM Courtney Harter <[charter@councilbluffs-ia.gov](mailto:charter@councilbluffs-ia.gov)> wrote:

Good Morning,

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. Who is the day-to-day contact from the team?
2. Who will be the manager of the Davis-Bacon from the team? And their experience?
3. Are you still willing to participate if you do not receive all 40 units?

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



---

**From:** Courtney Harter  
**Sent:** Monday, July 7, 2025 3:48 PM  
**Cc:** Tiffany Schmitt <[tschmitt@councilbluffs-ia.gov](mailto:tschmitt@councilbluffs-ia.gov)>  
**Subject:** E Manawa Redevelopment Area – RFP Update

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Cover Page Upload

R. Perry Construction Inc. is formally submitting a request for build the 40-Townhouses for the East Manawa Redevelopment Area RFP.

**Developer and General Contractor: R. Perry Construction Inc.**

**Unit Proposal: All 40 Units**

**Timeframe: Within Guideline of December 15, 2026**

**Financing: Approved Commitment from MidStates Bank in Council Bluffs**

R. Perry Construction Inc. is headquartered in Sioux City Iowa. We are a locally owned and operated full-service developer, general contractor and construction Company. We have been in business since 2011 and perform work throughout the Midwest.

Currently, R. Perry Construction Inc. is building 2 Spec Homes near Whispering Woods Golf Course and has been specifically looking into building more multi-family projects in Council Bluffs. R. Perry Construction CFO & Business Manager, Dave Hegarty and Brooke Hegarty, resided in Council Bluffs from 2006 – 2011. Brooke opened a Tan World Store in Valley View Strip Mall and Dave worked at Great Western Bank and American National/Peoples National Bank. We lived in Council Bluffs the entire 5 years.

Due to the continued desire to continue to do business in Council Bluffs, if awarded this RFP, we will be looking at opening an office in Council Bluffs. Furthermore, we will be hiring a 1 full-time person to help run the paperwork for this project only, specifically with the requirements of Davis Bacon and City/State Funds received. That employee will be envisioned to be a Council Bluffs resident and work in the office rented in Council Bluffs.

At R. Perry Construction, we provide pre-construction and construction management services. We maintain a permanent and highly skilled workforce which performs a high percentage of the work. Our crew's work includes but is not limited to, demolition, site work, concrete, framing, roofing, and carpentry finish work.

From start to finish, R. Perry maintains full-time site coordinators to record daily logs, review quality and timeliness of subcontractors, conduct daily meetings and ensure our timely goals are being met all while maintaining good communication with the owners of each project.



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Cover Page Upload

With the prior 3 years revenues of over \$25 million annually, we specialize in Multi-Family Apartments, Single-Family Residential Homes, Single-Family Residential Townhomes, Commercial New Construction and Remodeling.

### Mailing:

PO Box 2853

Sioux City IA 51106

### Phone:

712-522-7219

### Email:

Dave: CFO: [dave@rperryconstruction.com](mailto:dave@rperryconstruction.com)


Roy: CEO: [roy@rperryconstruction.com](mailto:roy@rperryconstruction.com)

Brooke: Office Manager: [brooke@rperryconstruction.com](mailto:brooke@rperryconstruction.com)

Matt: President: [matt@rperryconstruction.com](mailto:matt@rperryconstruction.com)





R. Perry Construction Inc. has fully registered on Sam.gov.

Registration Activated for R. PERRY CONSTRUCTION, INC. / VUJPQZGU9SW3 in the U.S. Government's System ...


 donotreply@sam.gov

To ● Dave Hegarty

Cc ● Dave Hegarty

  Reply  Reply All  Forward  

Tue 6/24/2025 5:47 AM

 We removed extra line breaks from this message.

This email was sent by an automated administrator. Please do not reply to this message.

Dear David Hegarty,

The registration for R. PERRY CONSTRUCTION, INC. / VUJPQZGU9SW3 is now active in the U.S. federal government's System for Award Management (SAM).

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2026-06-21 17:41:12.619.



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Cover Page Upload

R. Perry Construction has obtained committed financing to this project through MidStates Bank in Council Bluffs per letter below:



June 20, 2025

City of Council Bluffs  
Community Development  
209 Pearl St.  
Council Bluffs, IA 51503

RE: RFP for East Manawa Phase I Housing Development

Midstates Bank has received an application for financing for the East Manawa Phase I Housing Development proposal for 40 single-family attached housing units from R Perry Construction, Inc. Their application for financing included a request for \$5,250,000 to fund housing construction costs to complete the project as proposed. In addition, they are qualified for additional financing for up to an additional \$2,000,000 for proof of capacity to complete the project.

Midstates Bank has approved the request for financing and is pleased to be able to participate in the financing of this project in the event that they are selected as the builder.

Sincerely,

A handwritten signature in blue ink that reads "Christine M. Blum".

Christine M. Blum  
Senior Vice President, Commercial Lending  
Midstates Bank, NA  
1851 Madison Ave., Suite 732  
Council Bluffs, IA 51503  
712-388-0505  
Cblum@msbna.com

**Bankability**. MORE OPTIONS. MORE SERVICE. MORE WILLING.

[www.midstatesbank.com](http://www.midstatesbank.com) • Member FDIC • Equal Housing Lender



East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Cover Page Upload

R. Perry Construction also provides the following letters of support from various project partners:



308-324-2341 ♦ Fax: 308-324-4590 ♦ www.cityoflex.com  
406 East 7th Street ♦ P.O. Box 70 ♦ Lexington, Nebraska 68850-0070

June 23, 2025

City of Council Bluffs  
209 Pearl Street  
Council Bluffs IA 51503

RE: City of Council Bluffs East Manawa Redevelopment Area RFP

City of Council Bluffs,

I am writing this letter at the request of R. Perry Construction as a reference letter for their Company for the submission of an RFP for the Townhouse Construction in Council Bluffs.

R. Perry Construction recently completed a 90-unit Apartment Construction project and are currently in the process of a large Single-Family Development in Lexington Nebraska. The apartments they built were done of the utmost quality and completed in a timely and thorough manner. The start of the Single-Family homes has started in the same. They were very professional and kept to a strict timeframe on their construction.

We would highly recommend R. Perry Construction for any multi-family and single-family construction projects.

Please consider this letter of recommendation on our behalf.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Peplitsch'.

Joe Peplitsch  
City Manager





East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Cover Page Upload



Le Mars
37 1st Avenue NW
P.O. Box 1408
Le Mars, IA 51031
712 546-4175
Fax 712 546-8785
lemars@primebank.com
www.primelbank.com

Sioux Center
1601 S. Main Avenue
P.O. Box 368
Sioux Center, IA 51250
712 722-4545
Fax 712 546-8785
siouxcenter@primebank.com
www.primelbank.com

Sioux City
5680 Sunnybrook Drive
Sioux City, IA 51106
712 224-5400
Fax 712 546-8785
siouxcity@primebank.com
www.primelbank.com

Sioux City
2700 Hamilton Boulevard
Sioux City, IA 51104
712 224-4777
Fax 712 546-8785
siouxcity@primebank.com
www.primelbank.com

June 23, 2025

City of Council Bluffs
209 Pearl Street
Council Bluffs IA 51503

RE: City of Council Bluffs East Manawa Redevelopment Area RFP

City of Council Bluffs,

I am writing this letter at the request of R. Perry Construction as a reference letter for their Company for the submission of an RFP for the Townhouse Construction in Council Bluffs.

R. Perry Construction has been a customer of the Bank for 15 years. We have financed many projects for them, most recently the 288-unit apartment construction in South Sioux City NE. R. Perry has been regarded as a top tier client of the Bank and had superior lending history with the Bank in their entire history with the Bank.

We would highly recommend R. Perry Construction for any multi-family and single-family construction projects.

Please consider this letter of recommendation on our behalf.

Sincerely,
Nicole Long Vice President
PrimeBank
712-224-4852

Handwritten signature of Nicole Long



## East Manawa Redevelopment Area RFP


Date Due: June 25, 2025

Cover Page Upload

### Testimonial



Oscar Gomez <OGomez@southsiouxcity.org>

To  Dave Hegarty



Mon 4:09 PM

Dave,

See below for the testimonial for the project in Council Bluffs:

The City of South Sioux City has had significant growth of industries and demand for new housing. To this end, R. Perry Construction erected 288 apartments and plans to expand with both single family and multi-family units in our community. Their quality units were rapidly rented and provide very attractive apartments on the eastern side of our city. They maintained excellent communication with the city staff and city council, throughout the project. The city streets and utilities were all laid out to easily meet city codes.

Please call if you have any questions.

Let me know if you need anything else.

**Oscar Gomez**

1615 1<sup>st</sup> Avenue

South Sioux City, NE 68776

Office: 402-494-9407

Cell: 402-508-0499

Email: [ogomez@southsiouxcity.org](mailto:ogomez@southsiouxcity.org)



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

At R. Perry Construction Inc., we pride ourselves in making the process very easy. We streamline the process from before we break ground until our final certificate of occupancy is received. At R. Perry, we make sure the process is transparent and hold ourselves accountable from the very start.

First, we identify the location which our project will be built and work with the city leaders to indicate the best location and product for that specific location. We then get with our Architecture and Engineering Group to work through the property schematic. We utilize local when we can but have a primary working relationship with Plan Architecture and Olsson & Associates. We will then design a floor plan that works for that community and their needs.

We then line up the city support and financing available, as well as the Bank financing. We try to utilize local funding, if possible, for all projects. We will then formalize and set a Final Budget in conjunction with the financing. We will sign a Guarantee Cost Construction Contract. Most importantly, at R. Perry, we don't go over budget. We pride ourselves in not utilizing change orders or budget adjustments. If we miss on something, it is out of our profits.

Upon the start of the project, we utilize ProCore software for our entire process. ProCore has a final budget which is set at the beginning which is followed throughout the whole process. The draw process is very financier friendly. We will provide the draw request on the ProCore budget as a % of completion. The draw will then be approved by the 3<sup>rd</sup> party architect and/or engineer and inspections done on the site to verify the draw. At that time, we will submit for draw funding. Draws are done monthly. Upon completion of the draw and disbursement of funds to the subs, we collect all signed lien waivers. We will not make the next draw until we have all signed and accounted for lien waivers from the prior draw in place and documented to the financier.

Below shows R. Perry Construction Management Team.



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### Roy Perry: Owner & CEO

Roy is the founder and CEO of R. Perry Construction Inc. Roy incorporated R. Perry Construction Inc. in 2011 and started in Single-Family Construction before moving into Commercial and Multi-Family Construction. Roy has over 25 years of construction experience and has completed numerous Apartment Developments and Commercial Building projects as the General Contractor.

### Matt Jones: President

Matt joined R. Perry Construction Inc. in 2012. As President, Matt provides leadership over the Construction operations of R. Perry Construction Inc. Matt brings over 25 years of Construction Experience. Matt started in residential construction and has experience in both residential and commercial buildings. Prior to R. Perry, Matt was in corporate management for over 15 years.

### Dave Hegarty: CFO

Dave joined R. Perry Construction Inc. in the beginning of 2023. As CFO, Dave provides overall financial tracking of R. Perry Construction and all Banking relationships. Dave has over 17 years of Commercial Banking Experience. Prior to R. Perry, he worked as an SVP of Commercial Banking in Banks in both Omaha and Sioux City. He has extensive knowledge in financial analysis and financial reporting as well as experience in various tax credit and incentive programs. Dave has worked closely with R. Perry and Roy over his past 10 years.

### Brooke Hegarty: Office Manager

Brooke joined R. Perry Construction Inc. in 2019. As the Office Manager, Brooke is responsible for the daily financial aspects of the Company and all construction draws. Brooke has over 15 years of combined administrative and business experience in numerous industries ranging from construction to legal to retail.

### Dylan Carter: Sr. Project Manager

Dylan joined R. Perry Construction Inc. in 2021. As Sr. Project Manager, Dylan is responsible for the oversight of all Project Superintendents. Dylan has over 7 years of construction experience. He attained his associate degree in construction management in 2019. He has work experience as a commercial framer, drywaller and superintendent.



East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

**R. Perry Construction Project Job History**

R. Perry Construction Project List				
In Development	Sioux City	Iowa	50,000 Sq. Ft. Sports Center	\$ 9,500,000
In Development	Sioux City	Iowa	60 Room New Construction Hotel	\$ 8,000,000
			<b>PROJECTS UNDER DEVELOPMENT</b>	<b>\$ 17,500,000</b>
In Process	Orange City	Iowa	72 Unit Apartments	\$ 12,240,000
In Process	Garden City	Kansas	48 Unit Apartments	\$ 11,980,000
In Process	Akron	Iowa	12,000 Sq. Ft Event Center	\$ 2,500,000
In Process	Orange City	Iowa	7 Single Family Homes	\$ 1,750,000
In Process	Sidney	Nebraska	5 Single Family Homes	\$ 1,250,000
In Process	Holdrege	Nebraska	5 Single Family Homes	\$ 1,250,000
In Process	Lexington	Nebraska	3 Single Family Homes	\$ 750,000
In Process	Sioux City	Iowa	8 Townhouses (16 Units)	\$ 4,800,000
In Process	Sioux City	Iowa	5th St Building - 15,000 Sq. Ft. Apts & 15,000 Sq. Ft Com	\$ 5,000,000
			<b>PROJECTS IN PROCESS</b>	<b>\$ 41,520,000</b>
Completed	McCook	Nebraska	3 Single Family Homes	\$ 750,000
Completed	Wayne	Nebraska	144 Unit Apartments	\$ 21,000,000
Completed	Sergeant Bluff	Iowa	50,000 Sq. Ft. Commercial Building Remodel	\$ 5,000,000
Completed	Wakefield	Nebraska	60 Unit Apartments	\$ 12,000,000
Completed	South Sioux City	Nebraska	288 Unit Apartments	\$ 44,000,000
Completed	South Sioux City	Nebraska	Heartland Counseling Headquarter Commercial Building	\$ 3,500,000
Completed	Orange City	Iowa	7 Single Family Homes	\$ 1,750,000
Completed	North Sioux City	South Dakota	New 15,000 Sq. Ft. Office and Warehouse Building	\$ 2,500,000
Completed	Sergeant Bluff	Iowa	3 Tri-Plex's (9 Units)	\$ 2,700,000
Completed	Sioux City	Iowa	6 Townhouses (12 Units)	\$ 3,000,000
Completed	Macy	Nebraska	New 4,000 Sq. Ft. After-School Commercial Building	\$ 1,250,000
Completed	Lexington	Nebraska	90 Unit Apartments	\$ 16,000,000
Completed	Sergeant Bluff	Iowa	50,000 Sq. Ft. Warehouse & 7,000 Sq. Ft Office Buildout	\$ 3,500,000
			<b>PROJECTED COMPLETED LAST 2-3 YEARS</b>	<b>\$ 116,950,000</b>
			<b>TOTAL 3 YEAR PROJECT LIST</b>	<b>\$ 175,970,000</b>



East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

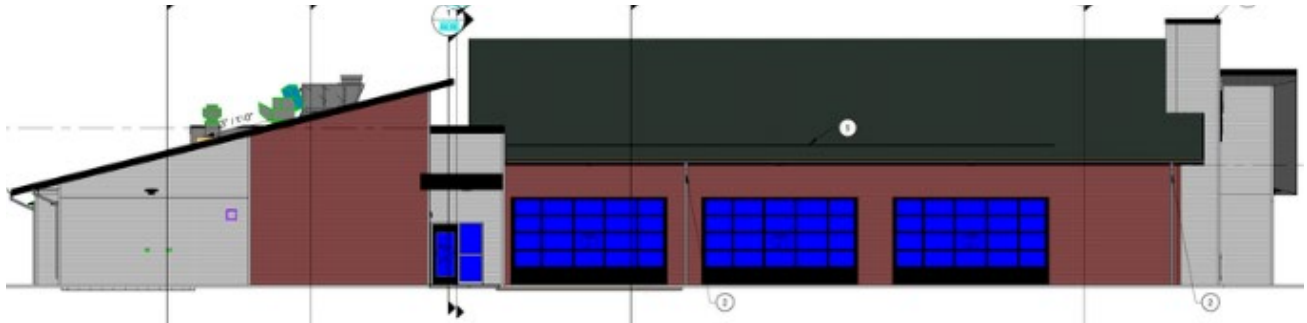
**Current Project Under Construction**

Akron Event Center: Akron IA

Started December 2024

12,000 Sq. Ft. Even Center

\$2,500,000 Project





# East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

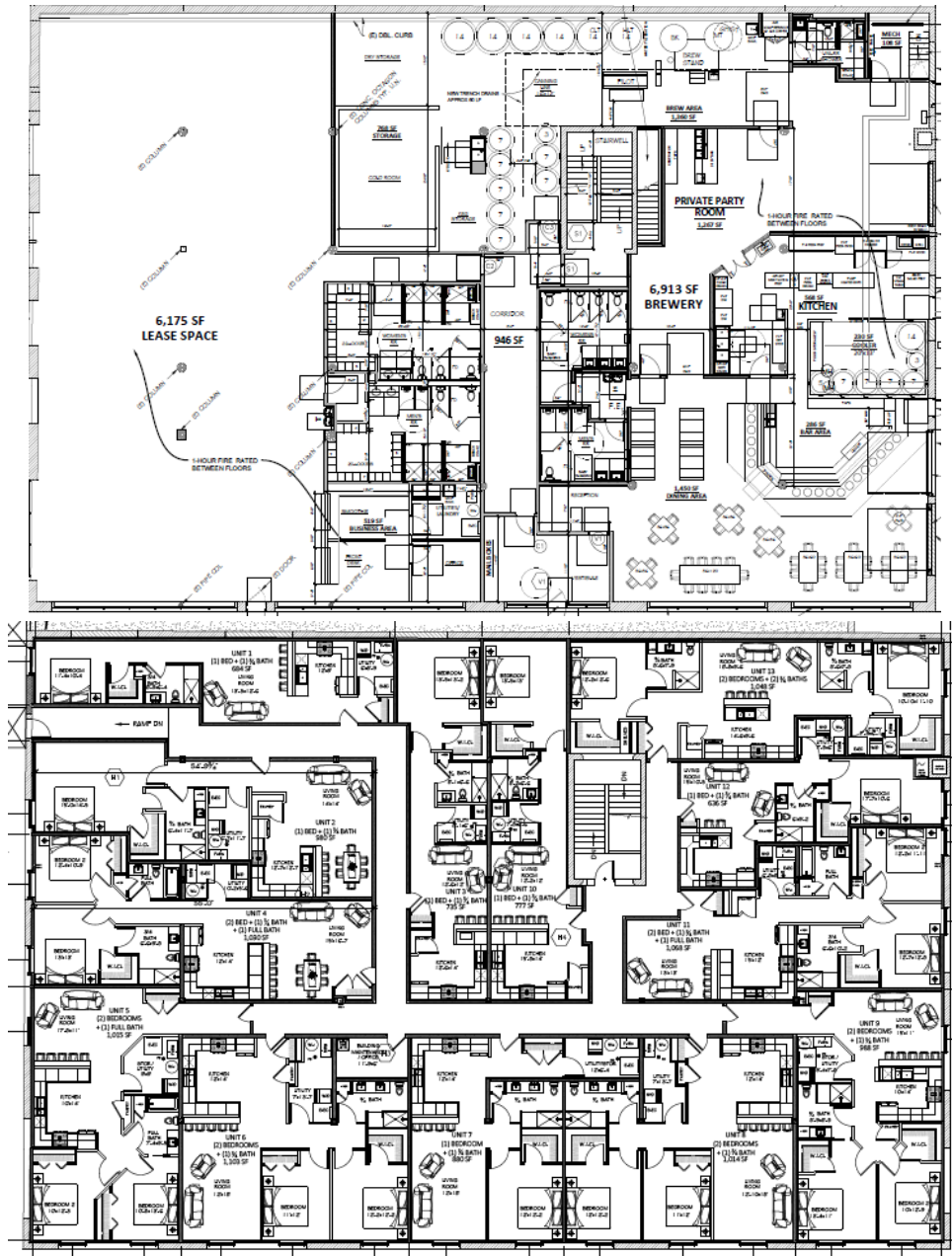
## Current Project Under Construction

5<sup>th</sup> Street Apartment & Commercial Rehabilitation: Sioux City IA

Started January 2024

30,000 Sq. Ft. Building Mixed Use Apartment and Commercial

33 Apartments and 15,000 Sq. Ft. Commercial Space. \$3,000,000 Project







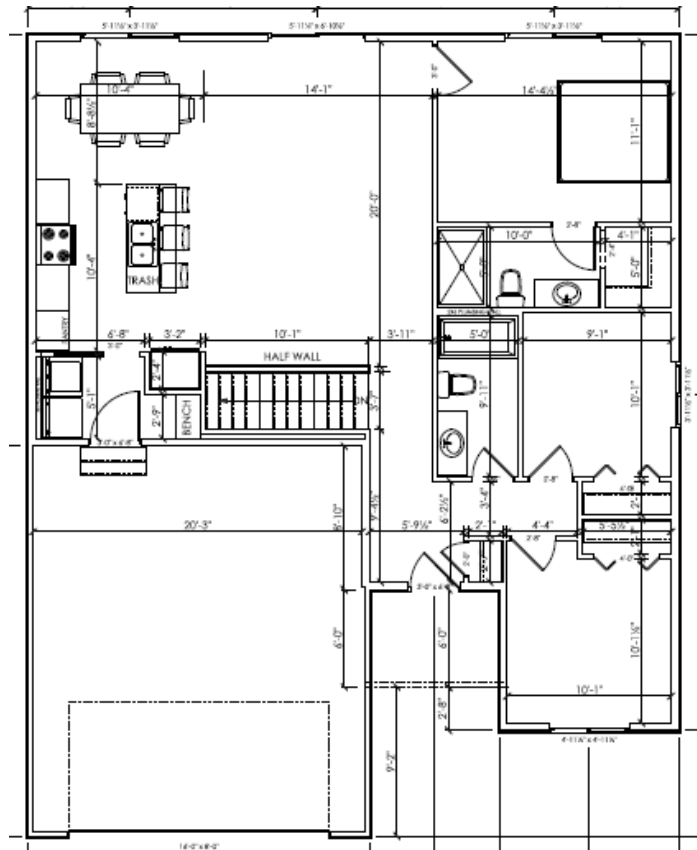
### East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### Current Project Under Construction

Orange City IA and Sidney NE and McCook NE and Holdrege NE Single Family Homes  
Started March 2024. 20 New Construction Single Family Homes. \$5,000,000 Project





# East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

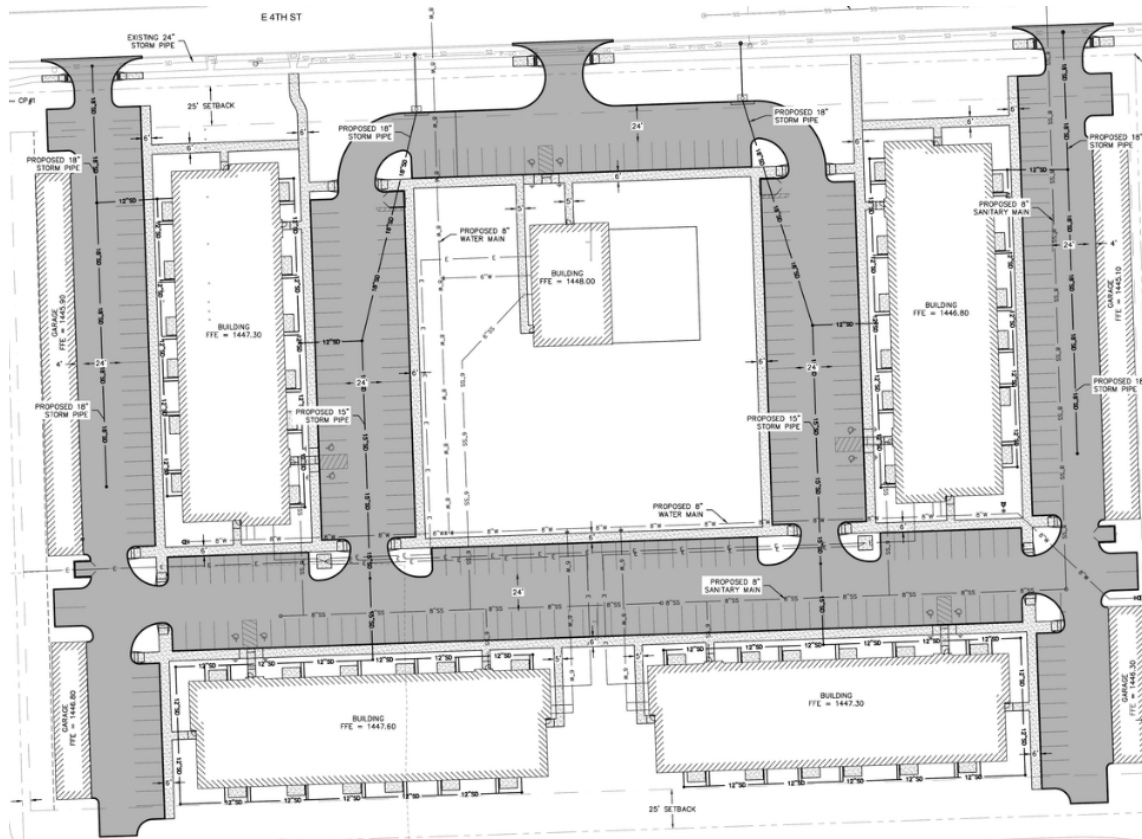
Developer Experience Upload

## Recently Completed Projects

Wayne Apartments: Wayne NE

Started October 2022

144 Apartment Units. (4) 3-Story 36-Unit Apartment Buildings with Garages, Clubhouse & Pool. \$21,600,000 Project





# East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

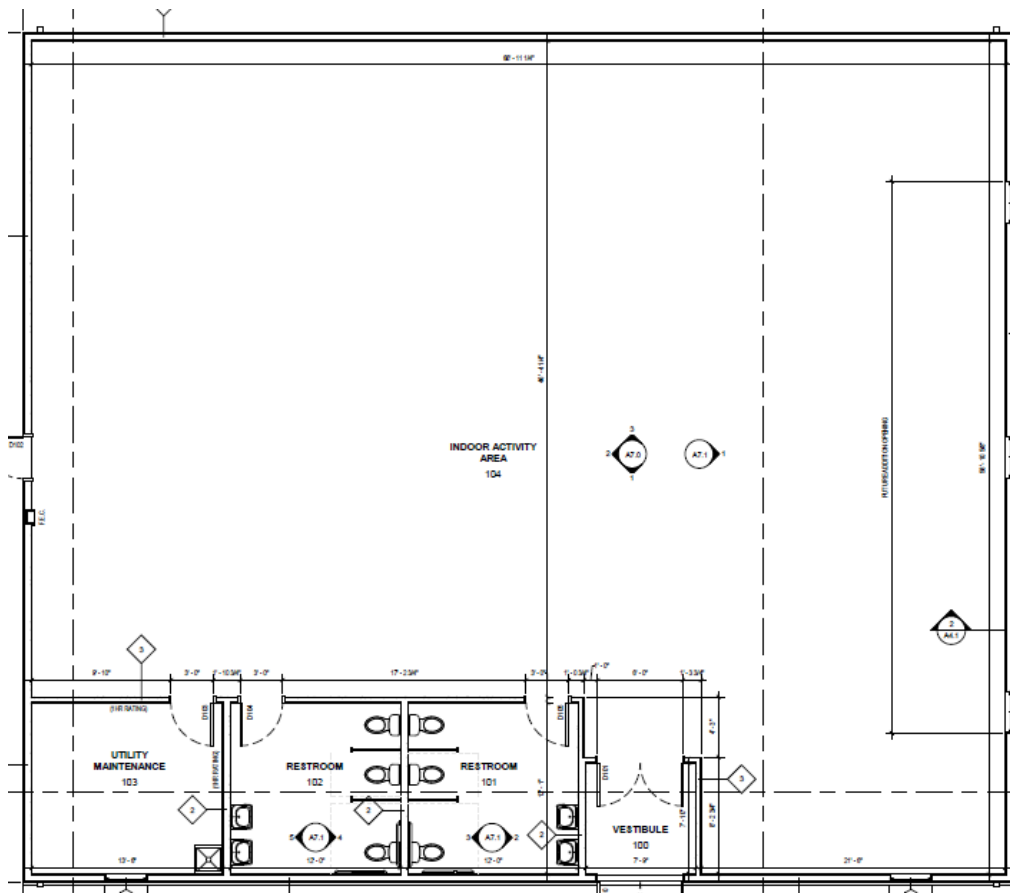
Developer Experience Upload

## Recently Completed Projects

Macy NE Daycare Building

Started May 2024

New Construction of 6,000 Sq. Ft. Building. \$1,200,000 Project





# East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

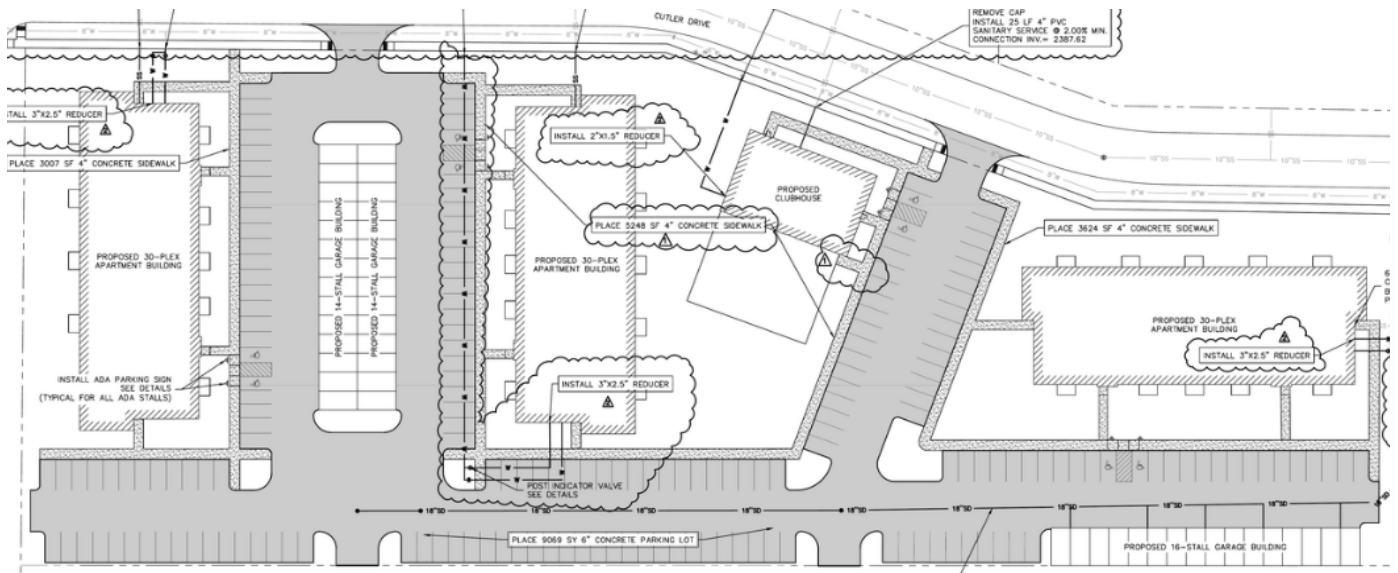
Developer Experience Upload

## Recently Completed Projects

Lexington Apartments: Lexington NE

Started January 2023

90 Apartment Units. (3) 3-Story 30-Unit Apartments Buildings with Garages, Clubhouse & Pool. \$16,500,000 Project





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### Recently Completed Projects

#### Riverpointe Apartments: South Sioux City NE

Phase 1: Finished December 2021

Phase 2: Finished February 2024

288 Apartment Units. (8) 3-Story 36-Unit Apartment Buildings

Phase 1: 4 Buildings with 144 Units, 8 Garages, Clubhouse, Pool and Maintenance Building

Phase 2: 4 Buildings with 144 Units, 9 Garages. \$45,000,000 Project





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

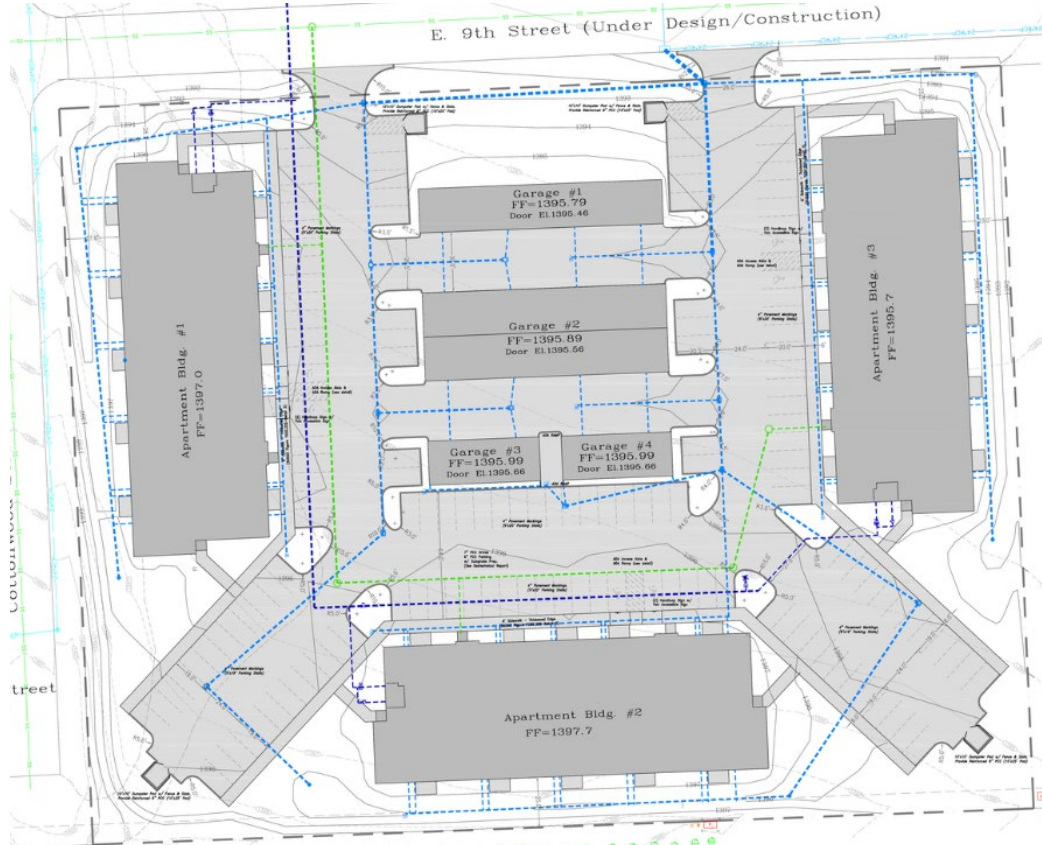
Developer Experience Upload

### **Recently Completed Projects**

#### Wakefield Apartments: Wakefield NE

Completed November 2023

60 Apartment Units. (2) 3-Story 30-Unit Apartment Buildings with Garages. \$9,500,000 Project





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### **Recently Completed Projects**

#### Commercial Building: North Sioux City SD

Custom Built New 15,000 Sq. Ft. Office Building

5 Bays @ 3,000 Sq. Ft Each with Rear Overhead Door for Office and/or Warehouse Use

\$1,500,000 Project



#### Commercial Building: South Sioux City NE

Custom Built New: 20,000 Sq. Ft. Office Building

Home to Heartland Counseling Services

\$2,000,000 Project





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### **Recently Completed Projects**

#### Riverpointe Apartments: South Sioux City NE

Phase 1: 4 3-Story Apartment Buildings. 144 Total Units. 8 Garage Buildings w/ 63 Total Garage Stalls. Clubhouse and Pool. Maintenance Building w/ 2 Stall Oversized Garage





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### **Recently Completed Projects**

48 South: Sioux City IA

8 3-Story Apartment Buildings. 96 Units. Garage Buildings w/ Garage Stalls. Clubhouse





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### **Recently Completed Projects**

Elkhorn Station: Elkhorn, NE

4-Story Apartment Building with Main Floor Commercial Space and Ground Level Parking





East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

**Recently Completed Projects**

Summit Ridge: Sioux City IA  
Apartment Building (Framed)



Elk Hills Apartments: Elkhorn NE  
Apartment Building (Framed)



Baker Prairie Bluff: Sergeant Bluff IA  
Multiple 4-Plex Residential Units



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

### **Recently Completed Projects**

Baker Prairie Bluff: Sergeant Bluff IA

Multiple 4-Plex Residential Units





East Manawa Redevelopment Area RFP

Date Due: June 25,2025

Developer Experience Upload

**Prior Completed Projects**

Sioux City IA & Dakota Dunes SD

Custom built single-family homes





East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Developer Experience Upload

**Prior Completed Projects**

Sioux City IA & Sergeant Bluff IA

Custom built townhouse subdivisions





## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Project Timeline Upload

### **Development and Construction Timeframe**

#### **July 14, 2025**

Project Awarded

#### **July 21, 2025**

Start permitting process with City

#### **August 1, 2025**

Start awarding sub-contractor contracts

#### **August 15, 2025**

Start foundations and all ground plumbing

- *Assuming City has either road completed, or Engineer has foundation heights. Contractor is willing to start with Engineer approved heights in conjunction with the City finishing the road.*

Construction will run as an “assembly-line” type construction with multiple sub-contractors working within the contract and will work from East to Middle and West to Middle to allow for the completion of the units within the timeframe required.

#### **September 1 – December 31, 2025**

Completion of all foundations and slabs. Vertical framing being done

#### **January 1 – February 28, 2026**

All homes fully enclosed

#### **March 1 – December 15, 2026**

All interior work completed



East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Project Timeline Upload

**House Completion Timeframe**

Unit 1 & 2: March 21, 2026

2 Units completed every 2 weeks thereafter as outlined below

Unit Completion		Date
Unit 1	Unit 2	March 13
Unit 3	Unit 4	March 27
Unit 5	Unit 6	April 10
Unit 7	Unit 8	April 24
Unit 9	Unit 10	May 1
Unit 11	Unit 12	May 15
Unit 13	Unit 14	May 29
Unit 15	Unit 16	June 12
Unit 17	Unit 18	June 26
Unit 19	Unit 20	July 10
Unit 21	Unit 22	July 24
Unit 23	Unit 24	August 7
Unit 25	Unit 26	August 21
Unit 27	Unit 28	September 4
Unit 29	Unit 30	September 18
Unit 31	Unit 32	October 2
Unit 33	Unit 34	October 16
Unit 35	Unit 36	October 30
Unit 37	Unit 38	November 13
Unit 39	Unit 40	November 27

House finishes will mirror the construction and largely run as an “assembly-line” finish with a unit at a time. However, some units may be at the same time or within days instead of weeks, depending on subs.



## East Manawa Redevelopment Area RFP

Date Due: June 25, 2025

Project Timeline Upload

### **Construction and Completion Timeframe Notes:**

Obviously, everything is an estimate. However, given our history of multi-family and single-family construction we have done in the past, we feel we can complete the homes within the timeframe provided. Few items we understand may affect that:

- 1) Weather. No one can control. We will have a full-time site superintendent on the site daily and will be able to control subs as much as possible, but we know that weather can greatly affect schedules especially in the Midwest.
- 2) Inspections. We understand this is a state and city inspected project, and we are told the state will be “quick” to do their inspections but are at their helm of timeframe.
- 3) Supply. There are a lot of moving parts and due to the size of the project, R. Perry Construction will pre-purchase a significant number of projects and supplies and thus this shouldn't be an issue, but it is brought up as we all know the global economy in recent years and months can change quickly.
- 4) Paperwork Requirements. We acknowledge this is a Davis Bacon project and will have funding provided from both the Bank and the City and between the City and the State. As mentioned in our Cover Page, we intend to hire a new full-time person to the office in Council Bluffs to run this job paperwork only. Thus, we do not anticipate any issues.



**2025 - 39**

**R. Perry Construction Inc.**

**Supplier Response**

### **Event Information**

Number: 2025 - 39

Title: E Manawa Redevelopment Area (Mallard Street)

Type: Request for Proposal

Issue Date: 5/20/2025

Deadline: 6/25/2025 04:00 PM (CT)

Notes: The City of Council Bluffs is applying for the State of Iowa funded Community Development Disaster Recovery (CDBG-DR) fund to construct between 30 and 40 new single-family attached housing units. The chosen property is located within the City's East Manawa redevelopment area generally located north of Huron Circle connecting East Manawa Drive and Mohawk Street. This will be a new street extension known as Mallard Street.

The City is currently in the process of designing the infrastructure extension as well as creation of the preliminary subdivision and platting for the site. A map depicting the project location is included as Attachment 'A'.

The CDBG-DR Single Family Housing Production and Down Payment Assistance Program, Round 3 provides communities the opportunity to apply for funds to increase housing opportunities after the 2019

flood disaster declaration. The City was awarded \$6.8 million to provide long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low-to-moderate income households.

The City wishes to work with one or more developers/builders that can assist in the construction of the new attached single-family homes that will be marked through the CDBG-DR program. All units must be completed and sold to qualified households by December 15, 2026. Interested developers and builders must be committed to a timeline that meets this deadline. Attachment 'B' includes the guidelines for the CDBG-DR Program.

- Please download and read all attachments thoroughly
- Developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. Developer must commit to using the provided house plans.
- All interested parties are encouraged, but not required, to attend the in-person Q&A on June 5 at 9:30 am (CST) in the Council Bluffs Public Library, Room B.
- Submit the following information to be eligible for consideration:
  1. Cover Page – Summary of qualifications. Include relevant contact information.
  2. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
  3. Project Timeline – A timeline for the project design, bidding, construction and occupancy.
- SAM.gov Registration - Must be registered in SAM.gov. A portion of this project is being funded with federal money. The Contractor or any Subcontractors cannot be a debarred vendor on SAM.gov.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent via IonWave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

**RFP Issued: May 20, 2025**  
**In-Person Q&A: June 5, 2025 at 9:30 am (CST), Council Bluffs**  
**Public Library Room B**

**IonWave Q&A Ends: June 10, 2025 at 3:00 pm (CST)**  
**Answers Posted: No later than June 13, 2025 at 3:00 pm (CST)**  
**RFP Due: June 25, 2025 by 4:00 p.m. (CST)**

All proposal responses must be submitted through the City's bidding platform IonWave. <https://cbiabids.ionwave.net/Login.aspx>

Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by 4:00 p.m. on June 25, 2025.

Incomplete submissions are automatically rejected. The City is not responsible for technical difficulties and will not allow late submissions due to the same. Any bid submitted after the deadline will be automatically rejected.

### **Contact Information**

Address: Community Development  
209 Pearl St  
Council Bluffs, IA 51503

## R. Perry Construction Inc. Information

Address: PO Box 2853  
Sioux City, IA 51106  
Phone: (712) 522-7917

By submitting your response, you certify that you are authorized to represent and bind your company.

Dave Hegarty

*Signature*

*Submitted at 6/24/2025 11:24:07 AM (CT)*

dave@rperryconstruction.com

*Email*

## Requested Attachments

### Cover Page

CB RFP Cover Page.pdf

Summary of Qualifications. Include relevant contact information.

### Developer Experience

CB RFP Developer Experience.pdf

Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.

### Project Timeline

CB RFP Project Timeline.pdf

Provide a timeline for the project design, bidding, construction, and occupancy. All units must be completed and sold to qualified households by December 15, 2026.

## Bid Attributes

### 1 Proposal Acknowledgement

I hereby certify that I have reviewed the RFP in its entirety including all attachments and accept the terms and conditions.

I have read, understand, and agree.

## 2 Bidder's Policy Statement, Required Contract Language, Wage Determination

Each contractor shall cause each of his/her subcontractors to file compliance reports with the contracting agency or the Secretary of Labor as may be directed. Compliance reports shall be filed within such time and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form as the Secretary of Labor or contracting agency may prescribe.

Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contracts subject to the provisions of this nondiscrimination in employment form or Executive Order 11246, or any proceeding similar to either of the two aforementioned items, and in that event to submit, on behalf of themselves and their proposed subcontractors, compliance reports prior to or as an initial part of their bid or negotiation of a contract.

Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor or contracting agency may prescribe; provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training in such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor or contracting agency as part of its compliance report and shall set forth what efforts he/she has made to obtain such information.

The Secretary of Labor or contracting agency may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his/her compliance report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of age, race, creed, color, sex, national origin, religion, or disability, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this nondiscrimination in employment clause, or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of this nondiscrimination in employment clause. In the event that the union or the agency shall refuse to execute such a statement, the compliance report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor or the contracting agency may require.

I have read, understand, and agree.

## 3 Required Contract Language

All project contracts shall contain at a minimum the following provisions, as appropriate. ALL CONTRACTS

### 1. Access and Maintenance of Records

The contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the City of Council Bluffs, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

### 2. Civil Rights

The Contractor must comply with the following laws and regulations:

· Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

· Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

· Iowa Civil Rights Act of 1965. This Act mirrors the Federal Civil Rights Act.

· Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).

Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

· The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)

Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

· Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).

Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.

· Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)

Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

· Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Provides to the greatest extent feasible, that training and employment opportunities be made available to lower-income residents of project areas and that contracts be awarded to small businesses located within the project area or owned in substantial part by project area residents.

· Federal Executive Order 11246, as amended by Executive Order 11375. Provides that no one be discriminated in employment.

· Federal Executive Order 11063, as amended by Executive Order 12259.

### **3. Termination Clause**

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

· Under what conditions the clause may be imposed.

· The form the termination notice must take (e.g., certified letter).

· The time frame required between the notice of termination and its effective date.

· The method used to compute the final payment(s) to the contractor.

### **4. Certification regarding government-wide restriction on lobbying.**

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

iii. The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

### **5. Lead-Safe Housing Regulations (As applicable)**

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

### **6. 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.

### **7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting**

The Contractor must provide information as necessary and as requested by the City of Council Bluffs for the purpose of fulfilling all reporting requirements related to the CDBG program.

### **ALL CONTRACTS IN EXCESS OF \$10,000**

In addition to the preceding provisions, all contracts in excess of \$10,000 must include the following language, pursuant to Federal Executive Orders 11246 and 11375:

"During the performance of this contract, the contractor agrees as follows:

- 1)The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2)The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4)The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5)The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6)In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7)The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### ALL CONTRACTS IN EXCESS OF \$100,000

In addition to the preceding provisions, contracts in excess of \$100,000 shall require compliance with the following laws and regulations:

Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).

Section 508 of the Clean Water Act (33 U.S.C. 1368).

Executive Order 11738.

EPA Regulations - 40 CFR, Part 15.

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- 1)The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- 2)The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3)The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

4)The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

**ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

**8. Housing and Urban Development Act of 1968 Sample Section 3 Clause**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding if any, a notice advising said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract; for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the Subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Section 3. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Section 3 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Section 3, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through Federal assistance is provided, and to such sanctions as are specified by 24 CFR Section 135.135.

I have read, understand, and agree.

**4 SAM.Gov Registration**

I hereby certify that I am registered on SAM.gov and am not on the debarred list.

I have read, understand, and agree.

**5 Davis Bacon**

I understand that this project is subject to Davis Bacon prevailing wage requirements.

I have read, understand, and agree.

## Courtney Harter

---

**From:** Dave Hegarty <dave@rperryconstruction.com>  
**Sent:** Tuesday, July 8, 2025 12:51 PM  
**To:** Courtney Harter  
**Cc:** Tiffany Schmitt  
**Subject:** RE: E Manawa Redevelopment Area – RFP Update

**THIS MESSAGE IS FROM AN EXTERNAL SENDER.**

Look closely at the **SENDER** address. Do not open **ATTACHMENTS** unless expected. Check for **INDICATORS** of phishing.  
Hover over **LINKS** before clicking.  
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Below in red is our response.  
Thanks!

**Dave Hegarty**  
**CFO**

R. Perry Construction Inc.



PO Box 2853, Sioux City IA 51106

Phone: 712-899-7203

Office: 712-522-7917

Fax: 712-522-2122

[dave@rperryconstruction.com](mailto:dave@rperryconstruction.com)

*\*\*\*NOTICE: The information is intended to be for the use of the individual or entity designated above. The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.*

---

**From:** Courtney Harter <charter@councilbluffs-ia.gov>  
**Sent:** Tuesday, July 8, 2025 7:01 AM  
**To:** Dave Hegarty <dave@rperryconstruction.com>  
**Cc:** Tiffany Schmitt <tschmitt@councilbluffs-ia.gov>  
**Subject:** RE: E Manawa Redevelopment Area – RFP Update

Good Morning,

Below are the questions relating to your RFP. Please respond no later than July 11<sup>th</sup> so we may consider all answers.

1. Who is the day-to-day contact from the team?

We will have an on-site project manager at the location. Dylan Carter. He can be the contact, otherwise myself or Roy are always available via email or phone and will likely be traveling down at numerous times throughout the project.

2. Who will be the manager of the Davis-Bacon from the team? And their experience?

Our office Manager Brooke Hegarty. Yes, she does. In addition, we will likely hire another employee dedicated solely to oversee the paperwork of this project if awarded.

3. Your list of ongoing projects is significant. Will this project take priority to meet the building deadline requirements?

Yes. This will be top priority.

4. Are you still willing to participate if you do not receive all 40 units?

Couple comments here.

1) We don't feel this is necessary as in our RFP we are proposing to build all 40 so we wouldn't need to split.

2) Splitting will create potentially three issues in our opinion.

- a. 1) Subs. To get this project done in the timeframe required will need very strong subs who will give this project their full attention. In doing so, offering more units to guarantee a full years' worth of work is something we feel will be required to finish.
- b. 2) Inspections. This is already a concern of most based on the in-person meeting you had that it will be both City and State and at their schedule. If the State is being called all the time from two different subs with two different agendas, that may not flow well or make it where they have the time to give it their attention it will require.
- c. 3) Sales. Since there is not a "spec sheet" to what finishes and colors etc. that are required, what would stop someone from doing quartz vs laminate for same price and selling easier? What if someone likes grey but not white and one builder loses a sale to another? What if they want to live on the other end of the block and one builder loses a sale to the other builder? How could the city guarantee to split qualified buyers equally and at the same time?

Again, we felt our RFP was everything the city was requesting based on all the information provided and the In-Person meeting that was held. Based on the scoring criteria outlined in the RFP, this is something that we felt we would be a top candidate for.

Question: Is there any way to not wait another two weeks to award? With being a time crunch, every week counts. Can there be a special city council meeting next week to award it? Or if you are awarding it but waiting to ratify it with the City Council, can that contractor be notified earlier so they can start preparing for the project?

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



---

**From:** Courtney Harter

**Sent:** Monday, July 7, 2025 3:48 PM

**Cc:** Tiffany Schmitt <[tschmitt@councilbluffs-ia.gov](mailto:tschmitt@councilbluffs-ia.gov)>

**Subject:** E Manawa Redevelopment Area – RFP Update

Good Afternoon,

Thank you for your submittal to the City's E Manawa Redevelopment Area (Mallard Street) Request for Proposals. The City received seven (7) responses, and we have reviewed all proposals. As we have follow-up questions for each respondent, we will be reaching out individually to request clarifications.

Given this, I will ask the City Council to continue the item for approval to select the builder(s) until **July 28, 2025**. You can expect to receive an email with specific questions on Tuesday.

Thank you again for your interest in the project.

Courtney Harter

Director of Community Development

City of Council Bluffs

209 Pearl Street, Council Bluffs, IA 51503

Office: 712.890.5350

[Visit Council Bluffs Online](#)



**RESOLUTION NO. 25-180**

**A RESOLUTION APPROVING SUDBECK HOMES AS THE SELECTED BUILDER FOR THE EAST MANAWA PHASE I HOUSING PROJECT.**

**WHEREAS,** the City has been working on developing the East Manawa Subdivision and requested proposals from qualified builders for the Phase I housing project; and

**WHEREAS,** Sudbeck Homes is a builder that meets the qualifications of the City; and

**WHEREAS,** the City Council approves Sudbeck Homes as the selected builder for the East Manawa Phase I Housing Project.

**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

That the Mayor is hereby authorized to execute and agreement with Sudbeck Homes for the East Manawa Phase I Project.

ADOPTED  
AND  
APPROVED

July 28, 2025

\_\_\_\_\_  
Matthew J. Walsh                      Mayor

ATTEST:

\_\_\_\_\_  
Jodi Quakenbush                      City Clerk

## Council Communication

Department: Community  
Development  
Case/Project No.: URN-25-005  
Submitted by: Marianne Collins,  
Housing & Economic Development  
Planner

Resolution 25-186  
ITEM 4.B.

Council Action: 7/28/2025

### Description

Resolution determining an area of the city to be an Economic Development Area, and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the city; designating such area as appropriate for Urban Renewal Projects; and adopting the Grapplers Gate Urban Renewal Plan. URN-25-005

### Background/Discussion

See attached staff report.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Attachment 1 – Grapplers Gate Urban Renewal Area Plan	Other	7/18/2025
Attachment 2 - Legal Description	Legal Description	7/18/2025
Resolution 25-186	Resolution	7/23/2025

## Council Communication

Department: Community Development  Case/Project No.: URN-25-005	Ordinance No.:  Resolution No.: 25-	City Council: 6-23-2025 Planning Commission: 7-8-2025 P.H. and First Reading: 7-28-2025
<b>Subject/Title</b>		
Proposed creation of the Grapplers Gate Urban Renewal Plan		
<b>Location</b>		
Generally located south of Gleason Avenue and north of Franklin Avenue and east of E. Pierce Street and west of Bennett Avenue		
<b>Background/Discussion</b>		
<p><u>Background</u></p> <p>A developer has approached the City about developing a vacant parcel of land included in the proposed Grapplers Gate Urban Renewal Area for housing. The developer is proposing to construct 15 single family housing units. It has been determined the proposed area meets the definition of “economic development area.” This determination is based on Chapter 403.17 of the Iowa Code.</p> <p>In order to invoke its urban renewal powers, the City Council must agree to designate the subject property an Urban Renewal Area, adopt an Urban Renewal Plan and negotiate a development agreement with the Developer. Assistance in the form of an urban renewal project area, conforming to the Section 403 of Iowa Code, is necessary to acquire land; improve regulatory control; improve public infrastructure and facilities; and to allow for private development of vacant land.</p> <p><u>Discussion</u></p> <p>On June 23, 2025, the City Council passed a resolution of necessity, which directed staff to initiate the process of creating the Grapplers Gate Urban Renewal Plan and Area. That resolution established the following timeframe:</p> <p style="margin-left: 40px;">06-30-2025    Consultation meeting to be held with other taxing jurisdictions                  07-08-2025    City Planning Commission hearing and review                  07-28-2025    City Council public hearing on the proposed urban renewal plan</p> <p>The consultation hearing was held on June 30, 2024 and no public attended. Additionally, no written correspondence has been received by the Community Development Department either in support or against the proposed plan.</p> <p>Iowa statutes require the City Planning Commission to review the plan for conformity to the comprehensive plan and to forward a recommendation to City Council prior to the public hearing. This was held 07-08-2025 and Planning Commission recommended approval of the Grapplers Gare URN with a 7-0-4 vote. An urban renewal plan conforming to the requirements of Chapter 403 of the Iowa Code has been prepared and is attached for your review.</p> <p>The Grapplers Gate Urban Renewal Area is being designated as an economic development area that is appropriate for the promotion of economic development of new low and moderate income (LMI) housing and the provision of public improvements related to housing and residential development conforming to Chapter 403.17 of the Iowa Code. Designation is necessary to assist and promote local commercial enterprises to strengthen and revitalize the economy. Tax Increment Financing (TIF) will be utilized to provide assistance to the developer for the infrastructure costs that will be incurred.</p>		

## Council Communication

### **Staff Recommendation**

The Community Development Department recommends concurrence that the Grapplers Gate Urban Renewal Plan and Area is in conformity with the *Bluffs Tomorrow: 2030 Comprehensive Plan*.

### **Planning Commission Recommendation**

The City Planning Commission recommended approval of the Grapplers Gate URN with a 7-0-3 vote. VOTE: AYE – Hutcheson, Knauss, Rater, Rew, Stroebele, Van Houten and Watson. NAY – None. ABSTAIN – None. ABSENT – None. VACANT – Four. Motion carried.

### **Attachments**

Attachment 1 – Grapplers Gate Urban Renewal Area Plan

Attachment 2 - Legal Description

Attachment 3 – Authorizing Resolution

Prepared by: Marianne Collins, Housing & Economic Development Planner

Submitted by: Courtney Harter, Director of Community Development

**GRAPPLERS GATE  
URBAN RENEWAL PLAN**

**for the**

**GRAPPLERS GATE  
URBAN RENEWAL AREA**

**CITY OF COUNCIL BLUFFS, IOWA**

**July 2025**

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- G. PLAN OBJECTIVES
- H. TYPES OF RENEWAL ACTIVITIES
- I. ELIGIBLE URBAN RENEWAL PROJECTS
- J. FINANCIAL DATA
- K. URBAN RENEWAL FINANCING
- L. PROPERTY ACQUISITION/DISPOSITION
- M. RELOCATION
- N. PROPERTY WITHIN URBAN REVITALIZATION AREA
- O. STATE AND LOCAL REQUIREMENTS
- P. URBAN RENEWAL PLAN AMENDMENTS
- Q. EFFECTIVE PERIOD
- R. SEVERABILITY CLAUSE

## ***EXHIBITS***

- A. LEGAL DESCRIPTION OF URBAN RENEWAL AREA
- B. MAP OF URBAN RENEWAL AREA

**GRAPPLERS GATE URBAN RENEWAL PLAN  
for the  
GRAPPLERS GATE URBAN RENEWAL AREA**

**CITY OF COUNCIL BLUFFS, IOWA**

**A. INTRODUCTION**

The Grapplers Gate Urban Renewal Plan (“Plan” or “Urban Renewal Plan”) for the Grapplers Gate Urban Renewal Area (“Area” or “Urban Renewal Area”) has been developed to help local officials promote economic development in the City of Council Bluffs, Iowa (“City”). The primary goal of the Plan is to stimulate, through public involvement and commitment, private investment in new housing and residential development as defined in the *Code of Iowa* Section 403.17(12).

In order to achieve this objective, the City intends to undertake urban renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the *Code of Iowa*, as amended.

**B. DESCRIPTION OF THE URBAN RENEWAL AREA**

The Urban Renewal Area is described in Exhibit A. A map of the Urban Renewal Area is included in Exhibit B. The City reserves the right to modify the boundaries of the Area at some future date.

The property included in the Urban Renewal Area has never previously been subject to the division of revenue under Iowa Code 403.19 for a residential urban renewal project.

**C. AREA DESIGNATION**

With the adoption of this Plan, the City designates this Urban Renewal Area as an economic development area that is appropriate for the provision of public improvements related to housing and residential development.

**D. BASE VALUE**

If the Urban Renewal Area is legally established, a Tax Increment Financing (TIF) ordinance is adopted to establish a TIF district in the Area, and debt related to the Area is certified to the County Auditor, the frozen “base value” will be the assessed value of the taxable property within that area covered by the TIF ordinance as of January 1 of the calendar year preceding the calendar year in which the City first certifies the amount of any debt related to the Area, in accordance with Iowa Code Section 403.19.

**E. DEVELOPMENT PLAN**

The City has a general plan for the physical development of the City as a whole outlined in the Bluffs Tomorrow: 2030 Comprehensive Plan, adopted in 2014 and amended in 2015. The goals and objectives of the Urban Renewal Plan, including the urban renewal projects identified herein, are in conformity with the City’s Bluffs Tomorrow: 2030 Comprehensive Plan.

This Urban Renewal Plan does not in any way replace the City's current land use planning or zoning regulation process.

The need, if any, for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area is set forth in this Plan. As the Area continues to develop, the need for public infrastructure extensions and upgrades will be evaluated and planned for by the City.

## **F. RESIDENTIAL DEVELOPMENT**

The City's objective for the Urban Renewal Area is to promote new housing and residential development. The City realizes that the availability of housing is an important component of attracting new business and industry, responding to new development, and retaining existing businesses.

In anticipation of expected economic development, the City has taken the position of supporting the creation of new housing opportunities, including increasing the number of lots available for the construction of new houses. Providing incentives to developers may ease the cost of extending necessary infrastructure and other factors that can make residential development more risky and less profitable.

When a City utilizes tax increment financing to support the construction/installation of public improvements related to residential development, the City must also provide assistance to LMI families related to housing as part of the project, consistent with the requirements of Iowa Code Section 403.22. LMI families are those whose incomes do not exceed 80% of the median county income, for the county that the project is located within. Unless a reduction is approved by the Iowa Economic Development Authority, the amount of LMI assistance for a project must be at least equal to the percentage of LMI families living in that county. For a project located in Pottawattamie County, the percentage of LMI families is currently 44.70%.

The requirement to provide assistance for LMI housing may be met by one, or a combination, of the following options:

1. Providing that at least 44.70% of the units constructed in the Urban Renewal Area are occupied by residents and/or families whose incomes are at or below 80% of the median county income;
2. Setting aside an amount equal to 44.70% of the reimbursed project costs for LMI housing activities anywhere in the City; and
3. Ensuring that 44.70% of the houses constructed within the Area are priced at amounts affordable to LMI families.

If funds are set aside, as opposed to constructing a sufficient percentage of LMI housing in the Area, the assistance for low and moderate income family housing may be provided anywhere within the City. The type of assistance provided must benefit LMI residents and/or families and

may include, but is not limited to:

1. Construction of LMI affordable housing.
2. Owner/renter-occupied housing rehabilitation for LMI residents and/or families.
3. Grants, credits or other direct assistance for LMI residents and/or families.
4. Homeownership assistance for LMI residents and/or families.
5. Tenant-based rental assistance for LMI residents and/or families.
6. Down payment assistance for LMI residents and/or families.
7. Mortgage interest buy-down assistance for LMI residents and/or families.
8. Under appropriate circumstances, the construction of public improvements that benefit LMI residents and/or families.

#### **G. PLAN OBJECTIVES**

Renewal activities are designed to provide opportunities, incentives, and sites for new residential development within the Urban Renewal Area. More specific objectives for the development, redevelopment and rehabilitation within the Urban Renewal Area are as follows:

1. To increase the availability of housing opportunities, which may in turn attract and retain local industries and commercial enterprises that will strengthen and revitalize the economy of the State of Iowa and the City of Council Bluffs.
2. To stimulate, through public action and commitment, private investment in new housing and residential development.
3. To plan for and provide sufficient land for residential development in a manner that is efficient from the standpoint of providing municipal services.
4. To help finance the cost of constructing street, water, sanitary sewer, storm water drainage, public utilities, street lighting, and other public improvements in support of new housing development.
5. To provide a more marketable and attractive investment climate.
6. To improve the housing conditions and housing opportunities, including for LMI income families and/or individuals.
7. To achieve a diversified, well-balanced economy providing a desirable standard of living, creating job opportunities, and strengthening the tax base.

## **H. TYPES OF RENEWAL ACTIVITIES**

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, *Code of Iowa* including, but not limited to, tax increment financing. Activities may include:

1. To undertake and carry out urban renewal projects through the execution of contracts and other instruments.
2. To arrange for or cause to be provided the construction or repair of public infrastructure including but not limited to streets, curbs and gutters, water infrastructure, sanitary sewer infrastructure, public utilities, or other facilities in connection with urban renewal projects.
3. To finance programs that will directly benefit housing conditions and promote the availability of housing in the community.
4. To make loans, forgivable loans, grants, tax rebate payments, or other types of economic development grants or incentives to private developers or local development organizations to incentivize the development of housing within the Area, on such terms as may be determined by the City Council.
5. To borrow money and to provide security therefor.
6. To acquire or dispose of property.
7. To provide for the construction of specific site improvements such as grading and site preparation activities, access roads and parking, fencing, utility connections, and related activities.
8. To acquire property through a variety of means (purchase, lease, option, etc.) and to hold, clear, or prepare the property for redevelopment.
9. To undertake the demolition and clearance of existing development.
10. To make or have made surveys and plans necessary for the implementation of the Urban Renewal Plan or specific urban renewal projects.
11. To use tax increment financing for a number of objectives, including, but not limited to, achieving a more marketable and competitive land offering price and providing for necessary physical improvements and infrastructure.
12. To use tax increment to provide LMI housing assistance.
13. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the City.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

**I. ELIGIBLE URBAN RENEWAL PROJECTS**

Although certain project activities may occur over a period of years, the Eligible Urban Renewal Projects under this Urban Renewal Plan include:

**1. Development Agreement with OER LLC:** The City expects to consider a development agreement with OER LLC (or a related entity) (“the “Developer”) for Developer’s construction of public infrastructure improvements and private housing units on land within the Urban Renewal Area. As part of the project, the Developer would be required to complete certain infrastructure improvements needed to prepare the property for the development of housing units and cause the construction of at least fifteen (15) housing units. The infrastructure improvements constructed by the Developer would be dedicated to the City following completion, at no cost to the City. These improvements are expected to include the construction and installation of construction or installation of streets, sanitary sewer, storm sewer, water infrastructure, and related infrastructure to serve the residential development within the Urban Renewal Area, for a total cost of approximately \$800,000. Construction of the infrastructure improvements is anticipated to be completed by December 31, 2026. The development agreement would also provide detailed terms and conditions under which the City may make annual Economic Development Grant payments to the Developer in the amount of up to 100% of the Tax Increment generated by construction of the housing units on the residential lots in the Area remaining each year after any LMI assistance obligations have been satisfied. The Economic Development Grants would terminate upon the earliest of the following: (i) ten (10) grants have been paid to Developer; (ii) the City’s ability to collect tax increment from the Urban Renewal Area has expired; (iii) the maximum aggregate amount of grants have been paid to Developer; or (iv) the Developer’s right to receive grants derived from the housing units in the Area under the agreement is terminated. The total amount of the Economic Development Grant payments shall not exceed the lesser of \$800,000, or the actual costs incurred by the Developer in constructing the infrastructure improvements in the Area.

**2. Planning, engineering fees (for urban renewal plans), attorney fees, other related costs to support the urban renewal project and planning:**

Project	Date	Estimated Cost
Fees and costs	Undetermined	Not to Exceed \$50,000

**J. FINANCIAL DATA**

1.	Current Constitutional Debt Limit	\$361,381,202
2.	Current outstanding general obligation debt	\$61,320,000
3.	Proposed amount of indebtedness to be incurred: A specific amount of debt to be incurred for the Eligible Urban Renewal Projects has not yet been determined. This document is for planning purposes	\$850,000 plus any LMI set aside.

<p>only. The estimated project costs in this Plan are estimates only and will be incurred and spent over a number of years. In no event will the City’s constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City’s best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Projects as described above will be approximately as stated in the next column:</p>	<p>(This amount does not include costs related to financing.)</p>
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**K. URBAN RENEWAL FINANCING**

The City intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions. The City has the statutory authority to use a variety of tools to finance physical improvements within the Area. These include:

A. Tax Increment Financing.

Under Section 403.19 of the *Code of Iowa*, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives, or other urban renewal projects. Upon creation of a tax increment district within the Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the eligible urban renewal projects. Certain increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the *Code of Iowa*, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects or incentives for development consistent with this Plan. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City. It may be, the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates, or other incentives to developers or private entities in connection with the urban renewal projects identified in this Plan. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Area for urban renewal projects. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects. In any event,

the City may determine to use tax increment financing to reimburse the City for any obligations or advances.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

#### **L. PROPERTY ACQUISITION/DISPOSITION**

The City will follow any applicable requirements for the acquisition and disposition of property within the Urban Renewal Area.

#### **M. RELOCATION**

The City does not expect there to be any relocation required as part of the eligible urban renewal projects; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

#### **N. PROPERTY WITHIN URBAN REVITALIZATION AREA**

The Urban Renewal Area is, or at some future date may be, located within an urban *revitalization* area. No tax abatement incentives in connection with the urban revitalization area will be allowed for development that occurs in the Urban Renewal Area unless expressly authorized by the City Council.

#### **O. STATE AND LOCAL REQUIREMENTS**

All provisions necessary to conform to state and local laws will be complied with by the City and the developer in implementing this Urban Renewal Plan and its supporting documents.

#### **P. URBAN RENEWAL PLAN AMENDMENTS**

This Urban Renewal Plan may be amended from time to time for a variety of reasons, including but not limited to, a change in the Area, to add or change land use controls and regulations, to modify goals or types of renewal activities, to add or change urban renewal projects, or to amend property acquisition and disposition provisions. The City Council may amend this Plan in accordance with applicable state law.

#### **Q. EFFECTIVE PERIOD**

This Urban Renewal Plan will become effective upon its adoption by the City Council and will remain in effect as a Plan until it is repealed by the City Council.

With respect to property included within the Urban Renewal Area, which is also included in an ordinance which designates that property as a tax increment district (TIF district) and is designated based on an economic development finding, to provide or to assist in the provision of public

improvements related to housing and residential development, the use of incremental property tax revenues or the “division of revenue,” as those words are used in Chapter 403 of the *Code of Iowa*, is limited to ten (10) years beginning with the second fiscal year following the year in which the City first certifies to the County Auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the incremental property tax revenues attributable to that property within the Urban Renewal Area.

At all times, the use of tax increment financing revenues (including the amount of loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in Section 403.19 of the *Code of Iowa*) by the City for activities carried out under the Urban Renewal Area shall be limited as deemed appropriate by the City Council and consistent with all applicable provisions of law.

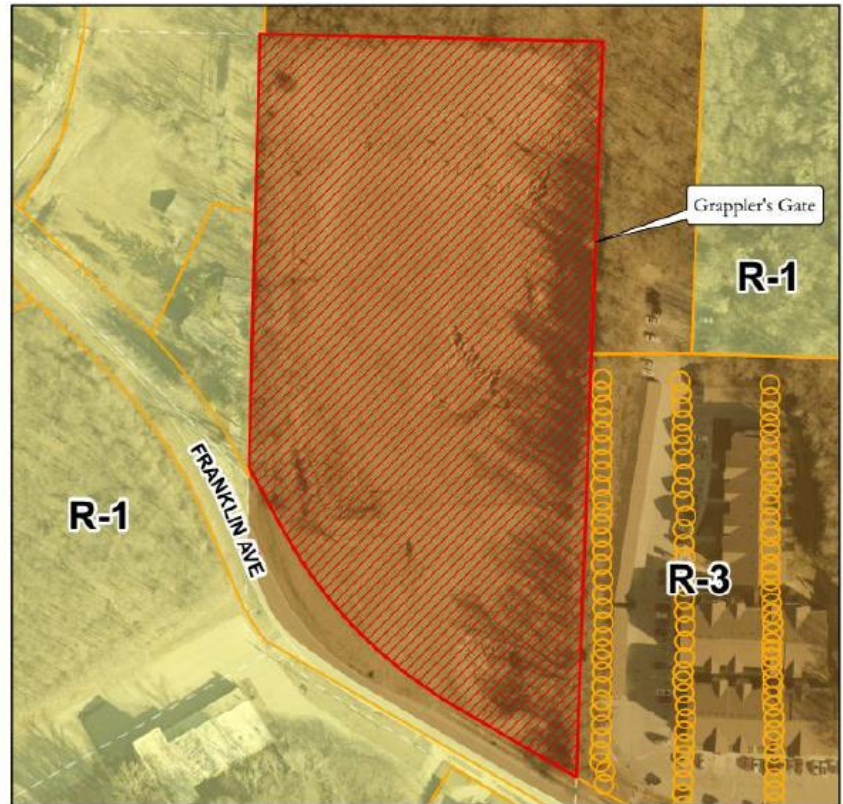
#### **R. SEVERABILITY CLAUSE**

If any part of the Plan is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the Plan as a whole, or any part of the Plan not determined to be invalid or unconstitutional.

EXHIBIT A  
LEGAL DESCRIPTION OF URBAN RENEWAL AREA

Lot 4, Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75, Range 43, Council Bluffs, Pottawattamie County, Iowa, except the following: A portion of Lot 4 of Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75 North, Range 43 West of the 5th P.M. Pottawattamie County, Iowa, being more particularly described as follows: Commence at the point of intersection of the East line of said Lot 4, and the Northerly right-of-way line of Franklin Avenue (March, 2010), said point lying 440.2 feet West and 103.9 feet North of the East 1/4 or said Section 31; thence N 58°58'46" W along said Northerly right-of-way line of Franklin Avenue, a distance of 154.86 feet to the point of beginning; thence continue N 58°58'46" W along said Northerly right-of-way line, a distance of 111.50 feet to a point of curvature; thence Northwesterly along said Northerly right-of-way line being curved to the right and having a radius of 192.00 feet and a central angle of 39°25'37", an arc distance of 132.12 feet (Chord 129.53', chord bearing N 39°15'59" W) to a point of reverse curvature; thence Northwesterly along said Northerly right-of-way line being curved to the left and having a radius of 699.48 feet and a central angle of 7°03'58", an arc distance of 86.26 feet (Chord 86.21', chord bearing N 23°05'12" W) to a point on the West line of aforesaid Lot 4; thence N 02°01'54" E along said West line, a distance of 10.42 feet to a point on a curve; thence Southeasterly along a curve to the right having a radius of 743.67 feet and a central angle of 2°42'17", an arc distance of 35.10 feet (Chord= 35°10', chord bearing= S 28°50'52" E) to a point of tangency; thence S 27°29'44" E, a distance of 28.83 feet to a point of curvature; thence Southeasterly along a curve to the left having a radius of 480.09 feet and a central angle of 31°48'02", an arc distance of 266.46 feet (Chord bearing S 43°23'45" E) to the point of beginning. Containing 3439 square feet, more or less.

EXHIBIT B  
MAP OF URBAN RENEWAL AREA



4919-5618-7979-2\10342-213

**LEGAL DESCRIPTION**

Lot 4, Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75, Range 43, Council Bluffs, Pottawattamie County, Iowa, except the following: A portion of Lot 4 of Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75 North, Range 43 West of the 5th P.M. Pottawattamie County, Iowa, being more particularly described as follows: Commence at the point of intersection of the East line of said Lot 4, and the Northerly right-of-way line of Franklin Avenue (March, 2010), said point lying 440.2 feet West and 103.9 feet North of the East 1/4 or said Section 31; thence N 58°58'46" W along said Northerly right-of-way line of Franklin Avenue, a distance of 154.86 feet to the point of beginning; thence continue N 58°58'46" W along said Northerly right-of-way line, a distance of 111.50 feet to a point of curvature; thence Northwesterly along said Northerly right-of-way line being curved to the right and having a radius of 192.00 feet and a central angle of 39°25'37", an arc distance of 132.12 feet (Chord= 129.53', chord bearing= N 39°15'59" W) to a point of reverse curvature; thence Northwesterly along said Northerly right-of-way line being curved to the left and having a radius of 699.48 feet and a central angle of 7°03'58", an arc distance of 86.26 feet (Chord= 86.21', chord bearing= N 23°05'12" W) to a point on the West line of aforesaid Lot 4; thence N 02°01'54" E along said West line, a distance of 10.42 feet to a point on a curve; thence Southeasterly along a curve to the right having a radius of 743.67 feet and a central angle of 2°42'17", an arc distance of 35.10 feet (Chord= 35°10', chord bearing= S 28°50'52" E) to a point of tangency; thence S 27°29'44" E, a distance of 28.83 feet to a point of curvature; thence Southeasterly along a curve to the left having a radius of 480.09 feet and a central angle of 31°48'02", an arc distance of 266.46 feet (Chord bearing = S 43°23'45" E) to the point of beginning. Containing 3439 square feet, more or less.

**Resolution 25-186**

**ITEMS TO INCLUDE ON AGENDA**

**CITY OF COUNCIL BLUFFS, IOWA**

July 28, 2025

7:00 P.M.

Grapplers Gate Urban Renewal Plan

- Public hearing on the proposed Grapplers Gate Urban Renewal Plan
- Resolution determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Grapplers Gate Urban Renewal Plan
- Consideration of Ordinance for the division of revenues under Section 403.19, Code of Iowa, for Grapplers Gate Urban Renewal Area

**IMPORTANT INFORMATION**

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

**NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.**

July 28, 2025

The City Council of the City of Council Bluffs, State of Iowa, met in regular session, in the Council Chambers, City Hall, 209 Pearl Street, Council Bluffs, Iowa, at 7:00 P.M., on the above date. There were present Mayor Walsh, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

This being the time and place fixed for a public hearing on the matter of the adoption of the proposed Grapplers Gate Urban Renewal Plan, the Mayor first asked for the report of the Director of Community Development, or her delegate, with respect to the consultation held with the affected taxing entities to discuss the proposed Plan. The Council was informed that the consultation was duly held as ordered by the Council, and that zero written recommendations were received from affected taxing entities. The report of the Director of Community Development, or her delegate, with respect to the consultation was placed on file for consideration by the Council.

The City also was informed that the proposed Plan had been approved by the Planning and Zoning Commission as being in conformity with the general plan for development of the City as a whole, as set forth in the minutes or report of the Commission. The Commission's report or minutes were placed on file for consideration by the Council.

The Mayor then asked the City Clerk whether any written comments had been filed with respect to the proposed Plan, and the City Clerk reported that zero written comments thereto had been filed. The Mayor then called for any oral comments to the adoption of the Grapplers Gate Urban Renewal Plan and zero were made. The public hearing was then closed.

{ Attach summary of comments here,  
or include summary of comments in meeting minutes }

Council Member \_\_\_\_\_ then introduced the following Resolution entitled "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING THE GRAPPLERS GATE URBAN RENEWAL PLAN" and moved:

- that the Resolution be adopted.
- to defer action on the Resolution and the proposal to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at this place.

Council Member \_\_\_\_\_ seconded the motion. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. 25-186

RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING THE GRAPPLERS GATE URBAN RENEWAL PLAN

WHEREAS, it is hereby found and determined that one or more economic development areas, as defined in Chapter 403, Code of Iowa, exist within the City and the rehabilitation, conservation, redevelopment, development, or combination thereof, of the area is necessary in the interest of the public health, safety, or welfare of the residents of the City; and

WHEREAS, this Council has caused there to be prepared a proposed Grapplers Gate Urban Renewal Plan ("Plan" or "Urban Renewal Plan") for the Grapplers Gate Urban Renewal Area ("Area" or "Urban Renewal Area"), which proposed Plan is attached hereto as Exhibit 1 and which is incorporated herein by reference; and

WHEREAS, the purpose of the Plan is to form the Grapplers Gate Urban Renewal Area as an area suitable for economic development and to include a list of proposed projects to be undertaken within the Urban Renewal Area, and a copy of the Plan has been placed on file for public inspection in the office of the City Clerk; and

WHEREAS, the property proposed to be included in the Urban Renewal Area is legally described in the Plan and this Council has reasonable cause to believe that the Area described in the Plan satisfies the eligibility criteria for designation as an urban renewal area under Iowa law and; and

WHEREAS, it is desirable that the area be redeveloped as part of the overall redevelopment covered by the Plan; and

WHEREAS, it is desirable that the Urban Renewal Area be redeveloped as described in the proposed Urban Renewal Plan to be known hereafter as the "Grapplers Gate Urban Renewal Plan"; and

WHEREAS, the Iowa statutes require the City Council to submit the proposed Urban Renewal Plan to the Planning and Zoning Commission for review and recommendation as to its conformity with the general plan for development of the City as a whole, prior to City Council approval thereof; and

WHEREAS, creation of the Urban Renewal Area and adoption of the Urban Renewal Plan therefore has been approved by the Planning and Zoning Commission for the City as being in conformity with the general plan for development of the City as a whole, as evidenced by its

written report and recommendation filed herewith, which report and recommendation is hereby accepted, approved in all respects and incorporated herein by this reference; and

WHEREAS, by resolution adopted on June 23, 2025, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Urban Renewal Plan and the division of revenue described therein, and that notice of the consultation and a copy of the proposed Urban Renewal Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly held as ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in the report of the Director of Community Development, or her delegate, filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution this Council also set a public hearing on the adoption of the proposed Urban Renewal Plan for this meeting of the Council, and due and proper notice of the public hearing was given, as provided by law, by timely publication in The Daily Nonpareil, which notice set forth the time and place for this hearing and the nature and purpose thereof; and

WHEREAS, in accordance with the notice, all persons or organizations desiring to be heard on the proposed Urban Renewal Plan, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and the public hearing has been closed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF COUNCIL BLUFFS, STATE OF IOWA:

Section 1. That the findings and conclusions set forth or contained in the proposed "Grapplers Gate Urban Renewal Plan" for the area of the City of Council Bluffs, State of Iowa, legally described and depicted in the Plan and incorporated herein by reference (which area shall hereinafter be known as the "Grapplers Gate Urban Renewal Area"), be and the same are hereby adopted and approved as the findings of this Council for this area.

Section 2. This Council further finds:

a) Although relocation is not expected, a feasible method exists for the relocation of any families who will be displaced from the Urban Renewal Area into decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families;

b) The Urban Renewal Plan conforms to the general plan for the development of the City as a whole; and

c) Acquisition by the City is not immediately expected, however, as to any areas of open land to be acquired by the City included within the Urban Renewal Area:

i. Residential use is expected and with reference to those portions thereof which are to be developed for residential uses, this City Council hereby determines that a shortage of housing of sound standards and design with decency, safety and sanitation exists within the City; that the acquisition of the area for residential uses is an integral part of and essential to the program of the municipality; and that one or more of the following conditions exist:

a. That the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas, including other portions of the urban renewal area.

b. That conditions of blight in the municipality and the shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime, so as to constitute a menace to the public health, safety, morals, or welfare.

c. That the provision of public improvements related to housing and residential development will encourage housing and residential development which is necessary to encourage the retention or relocation of industrial and commercial enterprises in this state and its municipalities.

d. The acquisition of the area is necessary to provide for the construction of housing for low and moderate income families.

ii. Non-residential use is not expected, however, with reference to any portions thereof which are to be developed for non-residential uses, such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That the Urban Renewal Area is an economic development area within the meaning of Chapter 403, Code of Iowa; that such area is eligible for designation as an urban renewal area and otherwise meets all requisites under the provisions of Chapter 403, Code of Iowa; and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of this City.

Section 4. That the Urban Renewal Plan, attached hereto as Exhibit 1 and incorporated herein by reference, be and the same is hereby approved and adopted as the "Grapplers Gate Urban Renewal Plan for the Grapplers Gate Urban Renewal Area"; the Urban Renewal Plan for such area is hereby in all respects approved; and the City Clerk is hereby directed to file a certified copy of the Urban Renewal Plan with the proceedings of this meeting.

Section 5. That, notwithstanding any resolution, ordinance, plan, amendment or any other document, the Urban Renewal Plan shall be in full force and effect from the date of this Resolution until the Council amends or repeals the Plan. Said Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this Resolution, to the Recorder for Pottawattamie County, Iowa, to be filed and recorded in the manner provided by law.

PASSED AND APPROVED this 28<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

*Label the Plan as Exhibit 1 (with all exhibits) and attach it to this Resolution.*

ATTACH THE PLAN LABELED AS  
EXHIBIT 1 HERE

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF POTTAWATTAMIE )

I, the undersigned City Clerk of the City of Council Bluffs, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 29<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
City Clerk, City of Council Bluffs, State of Iowa

(SEAL)

4921-1405-7805-1\10342-213

## Council Communication

Department: Community  
Development

Case/Project No.: URN-25-005  
Submitted by: Marianne Collins,  
Housing & Economic Development  
Planner

Ordinance 6654  
ITEM 5.A.

Council Action: 7/28/2025

### Description

Ordinance providing that general property taxes levied and collected each year on all property located within the Grapplers Gate Urban Renewal Area, in City of Council Bluffs, County of Pottawattamie State of Iowa, by and for the benefit of the State of Iowa, City of Council Bluffs, County of Pottawattamie, Council Bluffs Community School District, and other taxing districts, be paid to a special fund for payment of principal and interest on loans, monies advanced to and indebtedness, including bonds issued or to be issued, incurred by the City in connection with the Grapplers Gate Urban Renewal Area (the Grapplers Gate Urban Renewal Plan.) URN-25-005

### Background/Discussion

See attached staff report.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Attachment 1 – Grapplers Gate Urban Renewal Area Plan	Other	7/18/2025
Attachment 2 - Legal Description	Legal Description	7/18/2025
Ordinance 6654	Ordinance	7/23/2025

## Council Communication

Department: Community Development  Case/Project No.: URN-25-005	Ordinance No.:  Resolution No.: 25-	City Council: 6-23-2025 Planning Commission: 7-8-2025 P.H. and First Reading: 7-28-2025
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<b>Subject/Title</b>
Proposed creation of the Grapplers Gate Urban Renewal Plan

<b>Location</b>
Generally located south of Gleason Avenue and north of Franklin Avenue and east of E. Pierce Street and west of Bennett Avenue

<b>Background/Discussion</b>
<p><u>Background</u>                  A developer has approached the City about developing a vacant parcel of land included in the proposed Grapplers Gate Urban Renewal Area for housing. The developer is proposing to construct 15 single family housing units. It has been determined the proposed area meets the definition of “economic development area.” This determination is based on Chapter 403.17 of the Iowa Code.</p> <p>In order to invoke its urban renewal powers, the City Council must agree to designate the subject property an Urban Renewal Area, adopt an Urban Renewal Plan and negotiate a development agreement with the Developer. Assistance in the form of an urban renewal project area, conforming to the Section 403 of Iowa Code, is necessary to acquire land; improve regulatory control; improve public infrastructure and facilities; and to allow for private development of vacant land.</p> <p><u>Discussion</u>                  On June 23, 2025, the City Council passed a resolution of necessity, which directed staff to initiate the process of creating the Grapplers Gate Urban Renewal Plan and Area. That resolution established the following timeframe:</p> <p style="margin-left: 40px;">06-30-2025    Consultation meeting to be held with other taxing jurisdictions                  07-08-2025    City Planning Commission hearing and review                  07-28-2025    City Council public hearing on the proposed urban renewal plan</p> <p>The consultation hearing was held on June 30, 2024 and no public attended. Additionally, no written correspondence has been received by the Community Development Department either in support or against the proposed plan.</p> <p>Iowa statutes require the City Planning Commission to review the plan for conformity to the comprehensive plan and to forward a recommendation to City Council prior to the public hearing. This was held 07-08-2025 and Planning Commission recommended approval of the Grapplers Gare URN with a 7-0-4 vote. An urban renewal plan conforming to the requirements of Chapter 403 of the Iowa Code has been prepared and is attached for your review.</p> <p>The Grapplers Gate Urban Renewal Area is being designated as an economic development area that is appropriate for the promotion of economic development of new low and moderate income (LMI) housing and the provision of public improvements related to housing and residential development conforming to Chapter 403.17 of the Iowa Code. Designation is necessary to assist and promote local commercial enterprises to strengthen and revitalize the economy. Tax Increment Financing (TIF) will be utilized to provide assistance to the developer for the infrastructure costs that will be incurred.</p>

## Council Communication

### **Staff Recommendation**

The Community Development Department recommends concurrence that the Grapplers Gate Urban Renewal Plan and Area is in conformity with the *Bluffs Tomorrow: 2030 Comprehensive Plan*.

### **Planning Commission Recommendation**

The City Planning Commission recommended approval of the Grapplers Gate URN with a 7-0-3 vote. VOTE: AYE – Hutcheson, Knauss, Rater, Rew, Stroebele, Van Houten and Watson. NAY – None. ABSTAIN – None. ABSENT – None. VACANT – Four. Motion carried.

### **Attachments**

Attachment 1 – Grapplers Gate Urban Renewal Area Plan

Attachment 2 - Legal Description

Attachment 3 – Authorizing Resolution

Prepared by: Marianne Collins, Housing & Economic Development Planner

Submitted by: Courtney Harter, Director of Community Development

**GRAPPLERS GATE  
URBAN RENEWAL PLAN**

**for the**

**GRAPPLERS GATE  
URBAN RENEWAL AREA**

**CITY OF COUNCIL BLUFFS, IOWA**

**July 2025**

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## ***EXHIBITS***

- A. LEGAL DESCRIPTION OF URBAN RENEWAL AREA
- B. MAP OF URBAN RENEWAL AREA

**GRAPPLERS GATE URBAN RENEWAL PLAN  
for the  
GRAPPLERS GATE URBAN RENEWAL AREA**

**CITY OF COUNCIL BLUFFS, IOWA**

**A. INTRODUCTION**

The Grapplers Gate Urban Renewal Plan (“Plan” or “Urban Renewal Plan”) for the Grapplers Gate Urban Renewal Area (“Area” or “Urban Renewal Area”) has been developed to help local officials promote economic development in the City of Council Bluffs, Iowa (“City”). The primary goal of the Plan is to stimulate, through public involvement and commitment, private investment in new housing and residential development as defined in the *Code of Iowa* Section 403.17(12).

In order to achieve this objective, the City intends to undertake urban renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the *Code of Iowa*, as amended.

**B. DESCRIPTION OF THE URBAN RENEWAL AREA**

The Urban Renewal Area is described in Exhibit A. A map of the Urban Renewal Area is included in Exhibit B. The City reserves the right to modify the boundaries of the Area at some future date.

The property included in the Urban Renewal Area has never previously been subject to the division of revenue under Iowa Code 403.19 for a residential urban renewal project.

**C. AREA DESIGNATION**

With the adoption of this Plan, the City designates this Urban Renewal Area as an economic development area that is appropriate for the provision of public improvements related to housing and residential development.

**D. BASE VALUE**

If the Urban Renewal Area is legally established, a Tax Increment Financing (TIF) ordinance is adopted to establish a TIF district in the Area, and debt related to the Area is certified to the County Auditor, the frozen “base value” will be the assessed value of the taxable property within that area covered by the TIF ordinance as of January 1 of the calendar year preceding the calendar year in which the City first certifies the amount of any debt related to the Area, in accordance with Iowa Code Section 403.19.

**E. DEVELOPMENT PLAN**

The City has a general plan for the physical development of the City as a whole outlined in the Bluffs Tomorrow: 2030 Comprehensive Plan, adopted in 2014 and amended in 2015. The goals and objectives of the Urban Renewal Plan, including the urban renewal projects identified herein, are in conformity with the City’s Bluffs Tomorrow: 2030 Comprehensive Plan.

This Urban Renewal Plan does not in any way replace the City's current land use planning or zoning regulation process.

The need, if any, for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area is set forth in this Plan. As the Area continues to develop, the need for public infrastructure extensions and upgrades will be evaluated and planned for by the City.

## **F. RESIDENTIAL DEVELOPMENT**

The City's objective for the Urban Renewal Area is to promote new housing and residential development. The City realizes that the availability of housing is an important component of attracting new business and industry, responding to new development, and retaining existing businesses.

In anticipation of expected economic development, the City has taken the position of supporting the creation of new housing opportunities, including increasing the number of lots available for the construction of new houses. Providing incentives to developers may ease the cost of extending necessary infrastructure and other factors that can make residential development more risky and less profitable.

When a City utilizes tax increment financing to support the construction/installation of public improvements related to residential development, the City must also provide assistance to LMI families related to housing as part of the project, consistent with the requirements of Iowa Code Section 403.22. LMI families are those whose incomes do not exceed 80% of the median county income, for the county that the project is located within. Unless a reduction is approved by the Iowa Economic Development Authority, the amount of LMI assistance for a project must be at least equal to the percentage of LMI families living in that county. For a project located in Pottawattamie County, the percentage of LMI families is currently 44.70%.

The requirement to provide assistance for LMI housing may be met by one, or a combination, of the following options:

1. Providing that at least 44.70% of the units constructed in the Urban Renewal Area are occupied by residents and/or families whose incomes are at or below 80% of the median county income;
2. Setting aside an amount equal to 44.70% of the reimbursed project costs for LMI housing activities anywhere in the City; and
3. Ensuring that 44.70% of the houses constructed within the Area are priced at amounts affordable to LMI families.

If funds are set aside, as opposed to constructing a sufficient percentage of LMI housing in the Area, the assistance for low and moderate income family housing may be provided anywhere within the City. The type of assistance provided must benefit LMI residents and/or families and

may include, but is not limited to:

1. Construction of LMI affordable housing.
2. Owner/renter-occupied housing rehabilitation for LMI residents and/or families.
3. Grants, credits or other direct assistance for LMI residents and/or families.
4. Homeownership assistance for LMI residents and/or families.
5. Tenant-based rental assistance for LMI residents and/or families.
6. Down payment assistance for LMI residents and/or families.
7. Mortgage interest buy-down assistance for LMI residents and/or families.
8. Under appropriate circumstances, the construction of public improvements that benefit LMI residents and/or families.

#### **G. PLAN OBJECTIVES**

Renewal activities are designed to provide opportunities, incentives, and sites for new residential development within the Urban Renewal Area. More specific objectives for the development, redevelopment and rehabilitation within the Urban Renewal Area are as follows:

1. To increase the availability of housing opportunities, which may in turn attract and retain local industries and commercial enterprises that will strengthen and revitalize the economy of the State of Iowa and the City of Council Bluffs.
2. To stimulate, through public action and commitment, private investment in new housing and residential development.
3. To plan for and provide sufficient land for residential development in a manner that is efficient from the standpoint of providing municipal services.
4. To help finance the cost of constructing street, water, sanitary sewer, storm water drainage, public utilities, street lighting, and other public improvements in support of new housing development.
5. To provide a more marketable and attractive investment climate.
6. To improve the housing conditions and housing opportunities, including for LMI income families and/or individuals.
7. To achieve a diversified, well-balanced economy providing a desirable standard of living, creating job opportunities, and strengthening the tax base.

## **H. TYPES OF RENEWAL ACTIVITIES**

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, *Code of Iowa* including, but not limited to, tax increment financing. Activities may include:

1. To undertake and carry out urban renewal projects through the execution of contracts and other instruments.
2. To arrange for or cause to be provided the construction or repair of public infrastructure including but not limited to streets, curbs and gutters, water infrastructure, sanitary sewer infrastructure, public utilities, or other facilities in connection with urban renewal projects.
3. To finance programs that will directly benefit housing conditions and promote the availability of housing in the community.
4. To make loans, forgivable loans, grants, tax rebate payments, or other types of economic development grants or incentives to private developers or local development organizations to incentivize the development of housing within the Area, on such terms as may be determined by the City Council.
5. To borrow money and to provide security therefor.
6. To acquire or dispose of property.
7. To provide for the construction of specific site improvements such as grading and site preparation activities, access roads and parking, fencing, utility connections, and related activities.
8. To acquire property through a variety of means (purchase, lease, option, etc.) and to hold, clear, or prepare the property for redevelopment.
9. To undertake the demolition and clearance of existing development.
10. To make or have made surveys and plans necessary for the implementation of the Urban Renewal Plan or specific urban renewal projects.
11. To use tax increment financing for a number of objectives, including, but not limited to, achieving a more marketable and competitive land offering price and providing for necessary physical improvements and infrastructure.
12. To use tax increment to provide LMI housing assistance.
13. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the City.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

**I. ELIGIBLE URBAN RENEWAL PROJECTS**

Although certain project activities may occur over a period of years, the Eligible Urban Renewal Projects under this Urban Renewal Plan include:

**1. Development Agreement with OER LLC:** The City expects to consider a development agreement with OER LLC (or a related entity) (“the “Developer”) for Developer’s construction of public infrastructure improvements and private housing units on land within the Urban Renewal Area. As part of the project, the Developer would be required to complete certain infrastructure improvements needed to prepare the property for the development of housing units and cause the construction of at least fifteen (15) housing units. The infrastructure improvements constructed by the Developer would be dedicated to the City following completion, at no cost to the City. These improvements are expected to include the construction and installation of construction or installation of streets, sanitary sewer, storm sewer, water infrastructure, and related infrastructure to serve the residential development within the Urban Renewal Area, for a total cost of approximately \$800,000. Construction of the infrastructure improvements is anticipated to be completed by December 31, 2026. The development agreement would also provide detailed terms and conditions under which the City may make annual Economic Development Grant payments to the Developer in the amount of up to 100% of the Tax Increment generated by construction of the housing units on the residential lots in the Area remaining each year after any LMI assistance obligations have been satisfied. The Economic Development Grants would terminate upon the earliest of the following: (i) ten (10) grants have been paid to Developer; (ii) the City’s ability to collect tax increment from the Urban Renewal Area has expired; (iii) the maximum aggregate amount of grants have been paid to Developer; or (iv) the Developer’s right to receive grants derived from the housing units in the Area under the agreement is terminated. The total amount of the Economic Development Grant payments shall not exceed the lesser of \$800,000, or the actual costs incurred by the Developer in constructing the infrastructure improvements in the Area.

**2. Planning, engineering fees (for urban renewal plans), attorney fees, other related costs to support the urban renewal project and planning:**

Project	Date	Estimated Cost
Fees and costs	Undetermined	Not to Exceed \$50,000

**J. FINANCIAL DATA**

1.	Current Constitutional Debt Limit	\$361,381,202
2.	Current outstanding general obligation debt	\$61,320,000
3.	Proposed amount of indebtedness to be incurred: A specific amount of debt to be incurred for the Eligible Urban Renewal Projects has not yet been determined. This document is for planning purposes	\$850,000 plus any LMI set aside.

<p>only. The estimated project costs in this Plan are estimates only and will be incurred and spent over a number of years. In no event will the City’s constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City’s best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Projects as described above will be approximately as stated in the next column:</p>	<p>(This amount does not include costs related to financing.)</p>
--	---

**K. URBAN RENEWAL FINANCING**

The City intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions. The City has the statutory authority to use a variety of tools to finance physical improvements within the Area. These include:

A. Tax Increment Financing.

Under Section 403.19 of the *Code of Iowa*, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives, or other urban renewal projects. Upon creation of a tax increment district within the Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the eligible urban renewal projects. Certain increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the *Code of Iowa*, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects or incentives for development consistent with this Plan. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City. It may be, the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates, or other incentives to developers or private entities in connection with the urban renewal projects identified in this Plan. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Area for urban renewal projects. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects. In any event,

the City may determine to use tax increment financing to reimburse the City for any obligations or advances.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

#### **L. PROPERTY ACQUISITION/DISPOSITION**

The City will follow any applicable requirements for the acquisition and disposition of property within the Urban Renewal Area.

#### **M. RELOCATION**

The City does not expect there to be any relocation required as part of the eligible urban renewal projects; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

#### **N. PROPERTY WITHIN URBAN REVITALIZATION AREA**

The Urban Renewal Area is, or at some future date may be, located within an urban *revitalization* area. No tax abatement incentives in connection with the urban revitalization area will be allowed for development that occurs in the Urban Renewal Area unless expressly authorized by the City Council.

#### **O. STATE AND LOCAL REQUIREMENTS**

All provisions necessary to conform to state and local laws will be complied with by the City and the developer in implementing this Urban Renewal Plan and its supporting documents.

#### **P. URBAN RENEWAL PLAN AMENDMENTS**

This Urban Renewal Plan may be amended from time to time for a variety of reasons, including but not limited to, a change in the Area, to add or change land use controls and regulations, to modify goals or types of renewal activities, to add or change urban renewal projects, or to amend property acquisition and disposition provisions. The City Council may amend this Plan in accordance with applicable state law.

#### **Q. EFFECTIVE PERIOD**

This Urban Renewal Plan will become effective upon its adoption by the City Council and will remain in effect as a Plan until it is repealed by the City Council.

With respect to property included within the Urban Renewal Area, which is also included in an ordinance which designates that property as a tax increment district (TIF district) and is designated based on an economic development finding, to provide or to assist in the provision of public

improvements related to housing and residential development, the use of incremental property tax revenues or the “division of revenue,” as those words are used in Chapter 403 of the *Code of Iowa*, is limited to ten (10) years beginning with the second fiscal year following the year in which the City first certifies to the County Auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the incremental property tax revenues attributable to that property within the Urban Renewal Area.

At all times, the use of tax increment financing revenues (including the amount of loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in Section 403.19 of the *Code of Iowa*) by the City for activities carried out under the Urban Renewal Area shall be limited as deemed appropriate by the City Council and consistent with all applicable provisions of law.

#### **R. SEVERABILITY CLAUSE**

If any part of the Plan is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the Plan as a whole, or any part of the Plan not determined to be invalid or unconstitutional.

EXHIBIT A  
LEGAL DESCRIPTION OF URBAN RENEWAL AREA

Lot 4, Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75, Range 43, Council Bluffs, Pottawattamie County, Iowa, except the following: A portion of Lot 4 of Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75 North, Range 43 West of the 5th P.M. Pottawattamie County, Iowa, being more particularly described as follows: Commence at the point of intersection of the East line of said Lot 4, and the Northerly right-of-way line of Franklin Avenue (March, 2010), said point lying 440.2 feet West and 103.9 feet North of the East 1/4 or said Section 31; thence N 58°58'46" W along said Northerly right-of-way line of Franklin Avenue, a distance of 154.86 feet to the point of beginning; thence continue N 58°58'46" W along said Northerly right-of-way line, a distance of 111.50 feet to a point of curvature; thence Northwesterly along said Northerly right-of-way line being curved to the right and having a radius of 192.00 feet and a central angle of 39°25'37", an arc distance of 132.12 feet (Chord 129.53', chord bearing N 39°15'59" W) to a point of reverse curvature; thence Northwesterly along said Northerly right-of-way line being curved to the left and having a radius of 699.48 feet and a central angle of 7°03'58", an arc distance of 86.26 feet (Chord 86.21', chord bearing N 23°05'12" W) to a point on the West line of aforesaid Lot 4; thence N 02°01'54" E along said West line, a distance of 10.42 feet to a point on a curve; thence Southeasterly along a curve to the right having a radius of 743.67 feet and a central angle of 2°42'17", an arc distance of 35.10 feet (Chord= 35°10', chord bearing= S 28°50'52" E) to a point of tangency; thence S 27°29'44" E, a distance of 28.83 feet to a point of curvature; thence Southeasterly along a curve to the left having a radius of 480.09 feet and a central angle of 31°48'02", an arc distance of 266.46 feet (Chord bearing S 43°23'45" E) to the point of beginning. Containing 3439 square feet, more or less.

**EXHIBIT B  
MAP OF URBAN RENEWAL AREA**

**Legend**

Subject Property

0      80      160

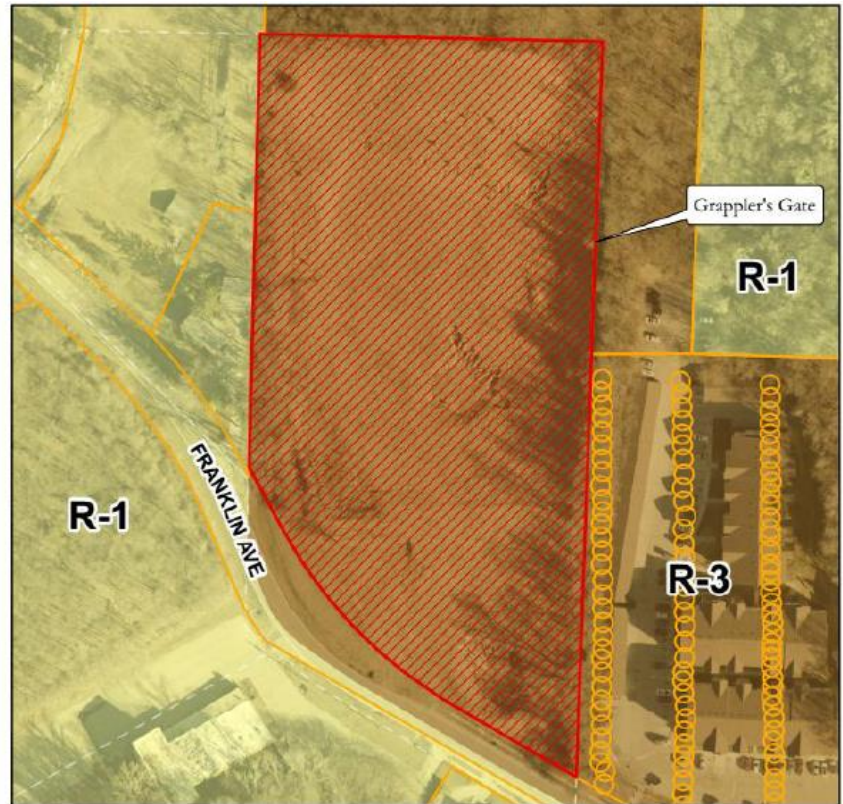
1 inch = 125 feet

Last Amended: 12/18/24

Council Bluffs Community  
Development Department  
209 Paul Street  
Council Bluffs, IA 51503  
Telephone: (712) 890-3300

**DISCLAIMER**

This map is prepared for informational purposes only and does not constitute a contract or offer of any kind. The information contained herein is based on the best available information and is subject to change without notice. The user of this map assumes all responsibility for its use and any consequences thereof.



4919-5618-7979-2\10342-213

**LEGAL DESCRIPTION**

Lot 4, Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75, Range 43, Council Bluffs, Pottawattamie County, Iowa, except the following: A portion of Lot 4 of Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75 North, Range 43 West of the 5th P.M. Pottawattamie County, Iowa, being more particularly described as follows: Commence at the point of intersection of the East line of said Lot 4, and the Northerly right-of-way line of Franklin Avenue (March, 2010), said point lying 440.2 feet West and 103.9 feet North of the East 1/4 or said Section 31; thence N 58°58'46" W along said Northerly right-of-way line of Franklin Avenue, a distance of 154.86 feet to the point of beginning; thence continue N 58°58'46" W along said Northerly right-of-way line, a distance of 111.50 feet to a point of curvature; thence Northwesterly along said Northerly right-of-way line being curved to the right and having a radius of 192.00 feet and a central angle of 39°25'37", an arc distance of 132.12 feet (Chord= 129.53', chord bearing= N 39°15'59" W) to a point of reverse curvature; thence Northwesterly along said Northerly right-of-way line being curved to the left and having a radius of 699.48 feet and a central angle of 7°03'58", an arc distance of 86.26 feet (Chord= 86.21', chord bearing= N 23°05'12" W) to a point on the West line of aforesaid Lot 4; thence N 02°01'54" E along said West line, a distance of 10.42 feet to a point on a curve; thence Southeasterly along a curve to the right having a radius of 743.67 feet and a central angle of 2°42'17", an arc distance of 35.10 feet (Chord= 35°10', chord bearing= S 28°50'52" E) to a point of tangency; thence S 27°29'44" E, a distance of 28.83 feet to a point of curvature; thence Southeasterly along a curve to the left having a radius of 480.09 feet and a central angle of 31°48'02", an arc distance of 266.46 feet (Chord bearing = S 43°23'45" E) to the point of beginning. Containing 3439 square feet, more or less.

ORDINANCE NO. 6654

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL PROPERTY LOCATED WITHIN THE GRAPPLERS GATE URBAN RENEWAL AREA, IN CITY OF COUNCIL BLUFFS, COUNTY OF POTTAWATTAMIE STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF COUNCIL BLUFFS, COUNTY OF POTTAWATTAMIE, COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE GRAPPLERS GATE URBAN RENEWAL AREA (**THE GRAPPLERS GATE URBAN RENEWAL PLAN**)

WHEREAS, the City Council of the City of Council Bluffs, State of Iowa, after public notice and hearing as prescribed by law and pursuant to a Resolution passed and approved on the 28<sup>th</sup> day of July, 2025, adopted the Grapplers Gate Urban Renewal Plan (the "Urban Renewal Plan") for an urban renewal area known as the Grapplers Gate Urban Renewal Area (the "Urban Renewal Area"), which Urban Renewal Area includes the lots and parcels located within the area legally described as follows:

Lot 4, Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75, Range 43, Council Bluffs, Pottawattamie County, Iowa, except the following: A portion of Lot 4 of Auditor's Subdivision of the SE 1/4 NE 1/4 of Section 31, Township 75 North, Range 43 West of the 5th P.M. Pottawattamie County, Iowa, being more particularly described as follows: Commence at the point of intersection of the East line of said Lot 4, and the Northerly right-of-way line of Franklin Avenue (March, 2010), said point lying 440.2 feet West and 103.9 feet North of the East 1/4 or said Section 31; thence N 58°58'46" W along said Northerly right-of-way line of Franklin Avenue, a distance of 154.86 feet to the point of beginning; thence continue N 58°58'46" W along said Northerly right-of-way line, a distance of 111.50 feet to a point of curvature; thence Northwesterly along said Northerly right-of-way line being curved to the right and having a radius of 192.00 feet and a central angle of 39°25'37", an arc distance of 132.12 feet (Chord 129.53', chord bearing N 39°15'59" W) to a point of reverse curvature; thence Northwesterly along said Northerly right-of-way line being curved to the left and having a radius of 699.48 feet and a central angle of 7°03'58", an arc distance of 86.26 feet (Chord 86.21', chord bearing N 23°05'12" W) to a point on the West line of aforesaid Lot 4; thence N 02°01'54" E along said West line, a distance of 10.42 feet to a point on a curve; thence Southeasterly along a curve to the right having a radius of 743.67 feet and a central angle of 2°42'17", an arc distance of 35.10 feet (Chord= 35°10', chord bearing= S 28°50'52" E) to a point of tangency; thence S 27°29'44" E, a distance of 28.83 feet to a point of curvature; thence Southeasterly along a curve to

the left having a radius of 480.09 feet and a central angle of 31°48'02", an arc distance of 266.46 feet (Chord bearing S 43°23'45" E) to the point of beginning. Containing 3439 square feet, more or less.

WHEREAS, expenditures and indebtedness are anticipated to be incurred by the City of Council Bluffs, State of Iowa, in the future to finance urban renewal project activities carried out in furtherance of the objectives of the Urban Renewal Plan; and

WHEREAS, the City Council of the City of Council Bluffs, State of Iowa, desires to provide for the division of revenue from taxation in the Urban Renewal Area, as above described, in accordance with the provisions of Section 403.19, Code of Iowa, as amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COUNCIL BLUFFS, STATE OF IOWA:

Section 1. That the taxes levied on the taxable property in the Urban Renewal Area legally described in the preamble hereof, by and for the benefit of the State of Iowa, City of Council Bluffs, County of Pottawattamie, Council Bluffs Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2. That portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City of Council Bluffs, State of Iowa, certifies to the Auditor of Pottawattamie County, Iowa the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described herein, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid.

Section 3. That portion of the taxes each year in excess of the base period taxes determined as provided in Section 2 of this Ordinance shall be allocated to and when collected be paid into a special tax increment fund of the City of Council Bluffs, State of Iowa, hereby established, to pay the principal of and interest on loans, monies advanced to, indebtedness, whether funded, refunded, assumed or otherwise, including bonds or obligations issued under the authority of Section 403.9 or 403.12, Code of Iowa, as amended, incurred by the City of Council Bluffs, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Area pursuant to the Urban Renewal Plan, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2, Code of Iowa, and taxes for the instructional support program of a school district imposed pursuant to Section 257.19, Code of Iowa, (but in each case only to the extent required under Section 403.19(2), Code of Iowa); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Section 346.27(22), Code of Iowa, related to joint county-city buildings; and (iv) any other exceptions under Section 403.19, Code of Iowa, shall be collected against all taxable property within the Urban Renewal Area without any limitation as hereinabove provided.

Section 4. Unless or until the total assessed valuation of the taxable property in the Urban Renewal Area exceeds the total assessed value of the taxable property in the Urban Renewal Area as shown by the assessment roll referred to in Section 2 of this Ordinance, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 5. At such time as the loans, advances, indebtedness, bonds and interest thereon of the City of Council Bluffs, State of Iowa, referred to in Section 3 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 6. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to fully implement the provisions of Section 403.19, Code of Iowa, as amended, with respect to the division of taxes from property within the Urban Renewal Area as described above. In the event that any provision of this Ordinance shall be determined to be contrary to law, it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19, Code of Iowa, with reference to the Urban Renewal Area and the territory contained therein.

Section 7. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this 11<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Read First Time: July 28, 2025

Read Second Time: August 11, 2025

Read Third Time: \_\_\_\_\_, 2025

PASSED AND APPROVED: \_\_\_\_\_, 2025.

I, \_\_\_\_\_, City Clerk of the City of Council Bluffs, State of Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. 6654 passed and approved by the City Council of the City at a meeting held \_\_\_\_\_, 2025, signed by the Mayor on \_\_\_\_\_, 2025, and published in The Daily Nonpareil on \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk, City of Council Bluffs, State of Iowa

(SEAL)

4899-4842-0941-1\10342-213

## Council Communication

Department: Public Works Admin  
Case/Project No.:  
Submitted by: Jeremy Noel, Public  
Works Operations Manager

Resolutions 25-187 and 25-188  
ITEM 6.A.

Council Action: 7/28/2025

### Description

Resolutions creating one new Utility Worker II position and one new Equipment Operator III position within the Public Works Department.

### Background/Discussion

With the recent annexation of approximately 473 acres south of the City in Pottawattamie and Mills Counties, portions of 189th Street, 192nd Street, and Bunge Avenue will now be within City jurisdiction. An additional Utility Worker II position is proposed to assist with the required maintenance of these additional lane miles.

The additional cost for this position will come from the Road Use Budget. The Utility Worker II position is classified as AFSCME Grade 15.

In addition, as the city continues to grow, Public Works is rapidly adding plowable lane miles to the existing snow routes. Public Works currently has four routes that have been expanded beyond the practical limits. Because of the over-expansion of routes, some of the streets in the hills are currently being plowed with dump trucks in order to meet an acceptable response time. With the steep grades and multiple cul-de-sacs, the challenging terrain in the east end ultimately needs to be plowed with road graders. During large storm events, Operations must eventually send a road grader to these areas instead of a dump truck to satisfactorily clear the road. Public Works has developed a new route for these streets to be plowed with a road grader, improving efficiency and customer satisfaction in these areas.

Currently, Public Works has nine Equipment Operator IIIs - four on days and five on nights during snow removal season. Including two rental graders during the winter, Public Works operates four road graders in total. In order to properly cover the additional snow route, the new Equipment Operator III will be added and a third road grader will be rented during the winter months.

Outside of snow and ice removal, this position will operate equipment for repair crews, or will operate one of two large mowing tractors used to maintain right-of-way areas throughout the City.

The additional cost for the Equipment Operator III position is included in the FY26 Road Use Budget. The Equipment Operator III position is classified as AFSCME Grade 19.

### Recommendation

Approval of these resolutions. The proposed position additions within Public Works will allow the Operations Division to manage the increasing workload by aligning staff levels with actual maintenance needs.

### ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	7/16/2025



**RESOLUTION**  
**NO \_\_\_\_\_**

**RESOLUTION CREATING ONE NEW FULL-TIME EQUIPMENT OPERATOR III  
POSITION WITHIN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the Equipment Operator III position supports operations in the Streets, Levee, and Sewer Divisions within Public Works; and

WHEREAS, it is necessary to align staffing levels to meet the demands of our growing city, ensuring a more effective, efficient, and resilient workforce that can better serve the needs of residents; and

WHEREAS, the total cost for the increase in wages for one full-time Equipment Operator III position was included in the approved FY26 budget; and

NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA

That 1 FTE position of Equipment Operator III is created within the Public Works Department.

ADOPTED  
AND  
APPROVED

July 28, 2025

\_\_\_\_\_  
Matthew J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Quakenbush, City Clerk

**RESOLUTION**  
**NO \_\_\_\_\_**

**RESOLUTION CREATING ONE NEW FULL-TIME UTILITY WORKER II  
POSITION WITHIN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the Utility Worker II position supports operations in the Streets, Traffic, Levee, and Sewer Divisions within Public Works; and

WHEREAS, it is necessary to align staffing levels to meet the demands of our growing city, ensuring a more effective, efficient, and resilient workforce that can better serve the needs of residents; and

WHEREAS, the total cost for the increase in wages for one full-time Utility Worker II will be funded by the Road Use Tax Fund; and

NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA

That 1 FTE position of Utility Worker II is created within the Public Works Department.

ADOPTED  
AND  
APPROVED

July 28, 2025

\_\_\_\_\_  
Matthew J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Quakenbush, City Clerk

## Council Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Resolution 25-189  
ITEM 6.B.

Council Action: 7/28/2025

### Description

Resolution abolishing a Human Resources (HRIS) Analyst position and creating new positions of Sr. Business Analyst and Business Analyst in the IT Department.

### Background/Discussion

WHEREAS, The duties of the HRIS Analyst position has expanded to include other software products, services and customers that is not HR centric this job is no longer needed in the newly proposed restructuring of the IT Department.

WHEREAS, Abolishing the position will allow the IT Department to reallocate resources to better align with the increasing complex IT needs of the City and the staff. These changes were budgeted for FY26 and increase total headcount by 1.

WHEREAS, The duties of the HRIS Analyst position will be reallocated between the Sr. Business Analyst and Business Analyst positions.

WHEREAS, The addition of a Sr. Business Analyst and Business Analyst positions will help meet the ever increasing need for senior experienced IT professionals. The IT business needs of the City has significantly increased over the past several years.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Sr. Business Analyst job Description	Job Description	7/16/2025
Business Analyst Job Description	Resolution	7/22/2025
Resolution 25-189	Resolution	7/23/2025



# City of Council Bluffs

## Job Description

### Senior Business Analyst

**Department:** Information Technology  
**Supervisor:** Chief Information Officer  
**Location:** Council Bluffs Police Department  
**FLSA Status:** Exempt  
**Prepared By:** Mark Howard, CIO  
**Prepared Date:** September 2024  
**Civil Service Status:** Civil Service  
**Union:** Non-Union  
**Pay Grade:** 28

**Summary:** The primary focus of this position is the support and maintenance of the Cities' ERP application and other systems that comprised the Cities application portfolio. This individual serves as a facilitator between IT and our customers. They also assist subject matter experts within the departments with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. The SBA also supports upgrades, patches, testing and other technical projects as assigned.

#### **Essential Duties and Responsibilities:**

- Analysis and Solution Definition:
  - Quickly understands the business issues and data challenges of the City, State and Local government industry.
  - Exhibits confidence and an extensive knowledge of emerging industry practices when solving business problems.
  - Understands requirements, specifications, business processes and develops gap recommendations related to proposed solution
  - Develops high level design specifications for project engagements.
  - Identifies either current vendor or potential vendor to implement proposed solution.
  - Pushes creative thinking beyond the boundaries of existing industry practices and customer mind-sets.
- Technical Recommendation and Testing:
  - Ensures issues are identified, tracked, reported on and resolved in a timely manner.
  - Works with personnel to identify required changes.
  - Communicates needed changes to development team or vendor.
  - Designs and drafts departmental policies relative to the use of City systems.
  - Manages and coordinates the process of integrating systems where appropriate and or revising existing applications.
  - Possesses understanding in the areas of application programming, database and system design.
  - Understands Internet, Intranet and client/server architectures.

- Understands how legacy and web-based systems interface with each other.
- Project Execution:
  - Leads the enforcement of project deadlines and schedules.
  - Communicates and applies project standards.
  - Manages resources in accordance with project schedule.
  - Consistently delivers high-quality services to our customers.
  - Understands the components of running a fiscally successful project.
- Communication:
  - Leads the facilitation of team and project meetings.
  - Delivers informative, well-organized presentations.
  - Ability to define communications plan.
  - Understands how to communicate difficult/sensitive information tactfully.
- Regular and predictable attendance is required
- Other duties as assigned

**Professional qualities:**

- Leadership:
  - Generates enthusiasm among team members.
  - Challenges others to develop as leaders while serving as a role model.
  - Manages the process of innovative change.
  - Teamwork
  - Facilitates effective team interaction.
  - Acknowledges and appreciates each team member's contributions.
- Customer Management:
  - Communicates effectively with customer to identify needs and evaluate alternative business solutions with project management.
  - Continually seeks opportunities to increase customer satisfaction and deepen relationships.
  - Manages customer expectations.

**Supervisory Responsibilities:**

- This job has no supervisory responsibilities.

**Qualifications:**

Strong understanding of business processes and data, including financial systems and reporting, building inspections, permitting, licensing, etc., in order to ensure successful implementations. Strong understanding of database design, structure, functions and processes, and experience with databases tools. Thorough knowledge of MS Excel, Word and PowerPoint. Experience with ERP systems such as Tyler ERP, Tyler EP&L, Hexagon, UKG, Telestaff, PeopleSoft, or SAP. Effective organizational and interpersonal skills including written and verbal communication skills. Previous exposure to project-related activities through active participation in system-related projects. Demonstrated ability to maintain confidential information.

**Education and/or Experience:**

- A bachelor's degree in computer science or related field, and a minimum of 8 years' ERP experience, or an equivalent combination of education and experience is required. Three years of project management experience and system implementation experience is

strongly preferred. Certified Business Analyst (BA) certification preferred but not required.

- Knowledge of various GIS data formats (shapefile, MrSid, GeoTiff, personal geodatabase, file geodatabase, enterprise geodatabase) and general GIS database structure concepts is a plus.
- General understanding of fundamental GIS concepts and applications is a plus.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- None required

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

**Other Skills and Abilities:**

- Experience managing task and activities in large software deployments
- Ability to work effectively with software and hardware vendors and staff;
- Ability to organize and maintain documentation of systems;



# City of Council Bluffs

## Job Description

### **Business Analyst**

**Department:** Information Technology  
**Supervisor:** Chief Information Officer  
**Location:** Council Bluffs Police Department  
**FLSA Status:** Exempt  
**Prepared By:** Mark Howard, CIO  
**Prepared Date:** July 2025  
**Civil Service Status:** Civil Service  
**Union:** Non-Union  
**Pay Grade:** 25

**Summary:** The primary focus of this position is the support and maintenance of the Cities' ERP application, GIS and other systems that comprised the Cities application portfolio. This individual serves as a facilitator between IT and our customers. They also assist subject matter experts within the departments with defining and building business processes flows, data integrity, testing of system enhancements and changes, report writing and analyzing work flow for process improvement opportunities. The BA also supports upgrades, patches, testing and other technical projects as assigned.

#### **Essential Duties and Responsibilities:**

- **Analysis and Solution Definition:**
  - Works to understand the business issues and challenges of the City, State and Local government industry.
  - Displays knowledge of emerging industry practices when solving business problems.
  - Understands requirements, specifications, business process development and develops gap recommendations related to proposed solution
  - Develops design specifications for project engagements.
  - Assists in identifying either current or potential vendors to implement proposed solution.
- **Technical Recommendation and Testing:**
  - Ensures issues are identified, tracked, reported on and resolved in a timely manner.
  - Works with personnel to identify required changes.
  - Communicates needed changes to development team or vendor.
  - Designs and drafts departmental policies relative to the use of City systems.
  - Manages and coordinates the process of integrating systems where appropriate and or revising existing applications.
  - Possesses understanding in the areas of application programming, database and system design.
- **Project Execution:**
  - Works with team to meet project deadlines and schedules.
  - Delivers high-quality services to our customers.

- Communication:
  - Participates in team and project meetings.
  - Ability to define a communications plan.
  - Understands how to communicate difficult/sensitive information tactfully.
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

- This job has no supervisory responsibilities.

**Qualifications:**

Understanding of business process development, to include financial systems, human resource systems and reporting, etc., in order to ensure successful implementations. Knowledge of MS Excel, Word and PowerPoint. Effective organizational and interpersonal skills including written and verbal communication skills.

**Education and/or Experience:**

- A bachelor's degree in computer science or related field, and a minimum of 3 years' ERP experience, or an equivalent combination of education and experience is required.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.
- Knowledge of various GIS data formats (shapefile, MrSid, GeoTiff, personal geodatabase, file geodatabase, enterprise geodatabase) and general GIS database structure concepts is a plus.
- General understanding of fundamental GIS concepts and applications is a plus.

**Certificates, Licenses, Registrations:**

- None required

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

**RESOLUTION  
NO 25-189**

**RESOLUTION ABOLISHING AN HUMAN RESOURCES (HRIS) ANALYST  
POSITION AND CREATING/ADDING A SR. BUSINESS ANALYST AND BUSINESS  
ANALYST POSITIONS TO THE IT DEPARTMENT**

WHEREAS, The duties of the HRIS Analyst position has expanded to include other software products, services and customers that is not HR centric this job is no longer needed in the newly proposed restructuring of the IT Department.

WHEREAS, Abolishing the position will allow the IT Department to reallocate resources to better align with the increasing complex IT needs of the City and the staff. These changes were budgeted for FY26 and increase total headcount by 1.

WHEREAS, The duties of the HRIS Analyst position will be reallocated between the Sr. Business Analyst and Business Analyst positions.

WHEREAS, The addition of a Sr. Business Analyst and Business Analyst positions will help meet the ever increasing need for senior experienced IT professionals. The IT business needs of the City has significantly increased over the past several years.

NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA

That 1 - Sr. Business Analyst and 1 – Business Analyst position be added effective July 28, 2024 effective upon the approval of Council and this resolution.

AND BE IT FURTHER RESOLVED

That 1 – HRIS Analyst position shall be abolished upon filling the vacancies within the department.

ADOPTED  
AND  
APPROVED

July 28, 2025

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Matthew J. Walsh, Mayor

ATTEST:

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Jodi Quakenbush, City Clerk

## Council Communication

Department: Public Works Admin  
Case/Project No.: BM25-04  
Submitted by: Cody Smith, Public  
Works Facilities Superintendent

Resolution 25-190  
ITEM 6.C.

Council Action: 7/28/2025

### Description

Resolution approving Change Order #1 from Blackhawk Construction LLC adding \$24,574.99 to the contract amount for the UP Museum Windows and Doors. Project #BM-25-04

### Background/Discussion

The Council Bluffs Carnegie Free Public Library building was completed in 1905. A renovation to remove the North exterior stairs and replace doors was completed in 1953. The windows were changed in 1984 to better protect the building's interior environment. The building was renovated in 2002 to improve accessibility of the facility and the Union Pacific Railroad Museum has occupied the building since May of 2003.

The current windows are deteriorated and the glazing is no longer properly sealed. The exterior doors are also in need of replacement or refinishing. Some doors will not open properly, and others require individuals to push from the exterior to get them closed. These items must be maintained in order to provide continued use of the facility.

This project includes the replacement of windows and doors on the North, East and South facades. On the West façade, the doors and the lower-level windows will be replaced at this time. This work will not include the replacement of the newer entrance doors on the lower level of the East side or the balcony doors on the North side, which will be refinished and sealed.

The repairs will allow for continued use of the building, increase security of the building and proper protection from exterior elements.

On February 24, 2025 the bid of Blackhawk Construction LLC in the amount of \$364,674.00 was accepted by the City. During the course of construction, it was determined that the break metal around the windows was not included in the drawings and specifications to be replaced along with the windows. A change order for the project to include the break metal around the windows has been submitted in the amount of \$24,574.99 for the additional material and labor needed to complete this work. The break metal is needed to maintain the weather tightness of the materials the windows are mounted to.

The revised cost of this project is \$426,248.99 which includes an alternate, the change order for \$24,574.99, and \$37,000 for professional services provided by HGM Associates Inc. The alternate was added to establish the cost of new hardware on the exterior doors being replaced, existing hardware will be reused where possible.

The project was included in the FY25 CIP with funding from GO Bonds.

### Recommendation

Approval of this resolution. These repairs are necessary for the continued use of the facility, and Change Order #1 is needed to complete the work correctly.

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**ATTACHMENTS:**

Description	Type	Upload Date
Change Order Agreement	Agreement	7/17/2025
Resolution 25-190	Resolution	7/23/2025



**Change Order**

**PROJECT:** *(Name and address)*  
151224 CB UP Museum Windows &  
Doors  
200 Pearl Street  
Council Bluffs, IA 51503

**CONTRACT INFORMATION:**  
Contract For:  
Date: 03-13-2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: 07-08-2025

**OWNER:** *(Name and address)*  
Council Bluffs Public Works Department  
1001 Tenth Avenue  
Council Bluffs, IA 51501

**ARCHITECT:** *(Name and address)*  
HGM Associates Inc.  
640 Fifth Avenue  
Council Bluffs, IA 51501

**CONTRACTOR:** *(Name and address)*  
Black Hawk Construction  
973 County Rd 47  
Tekamah, NE 68061

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

**COR #1 (revised) RFI #1 - Window Brake Metal      \$24,574.99      and add 10 days to completion date**

The original Contract Sum was	\$	364,674.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	364,674.00
The Contract Sum will be increased by this Change Order in the amount of	\$	24,574.99
The new Contract Sum including this Change Order will be	\$	389,248.99

The Contract Time will be increased by Ten (10) days.  
The new date of Substantial Completion will be 07-10-2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

  
\_\_\_\_\_  
**ARCHITECT** *(Signature)*

BY: John P. Fredrickson, RA NCARB  
\_\_\_\_\_  
*(Printed name, title, and license number if required)*

July 8, 2025  
\_\_\_\_\_  
*Date*

  
\_\_\_\_\_  
**CONTRACTOR** *(Signature)*

BY: Dave Hueser  
\_\_\_\_\_  
*(Printed name and title)*

July 8, 2025  
\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**OWNER** *(Signature)*

Matt Cox, Director of Public Works  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*Date*

**RESOLUTION NO. 25-190**

**RESOLUTION APPROVING CHANGE ORDER #1  
FOR THE UP MUSEUM WINDOWS AND DOORS PROJECT  
ADDING \$24,574.99 TO THE CONTRACT AMOUNT  
PROJECT #BM-25-04**

- WHEREAS, the City of Council Bluffs entered into an agreement with Blackhawk Construction LLC for the UP Museum windows and doors project; and
- WHEREAS, Change Order #1 in the amount of \$24,574.99 has been submitted for approval in connection said project; and
- WHEREAS, said Change Order #1 will cover additional cost necessary to complete the window and door renovation for the UP Museum building; and
- WHEREAS, the City Council deems approval of said Change Order #1 to be in the best interest of the City of Council Bluffs.

**NOW, THEREFORE BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

That Change Order #1 from Blackhawk Construction LLC adding \$24,574.99 to the contract amount for the UP Museum windows and doors project is hereby approved

**ADOPTED  
AND  
APPROVED**

July 28, 2025

\_\_\_\_\_  
Matthew J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Quakenbush, City Clerk

## Council Communication

Department: Community  
Development  
Case/Project No.: MIS-25-003  
Submitted by: Moises Monrroy,  
Planner

Resolution 25-191  
ITEM 6.D.

Council Action: 7/28/2025

### Description

Resolution adopting a site-specific development plan for a 'restaurant drive-thru' use (7 Brew Coffee) on property legally described as Lot 1, Benson's 2nd Addition Replat 1. Location: 2901 West Broadway. MIS-25-003

### Background/Discussion

See attached staff report.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Attachment A: Location/Zoning Map	Map	7/18/2025
Attachment B: Letter of Intent	Letter	7/18/2025
Attachment C: Civil Plan Set	Other	7/18/2025
Attachment D: Floor Plan/Building Elevations	Other	7/18/2025
Resolution 25-191	Resolution	7/23/2025

**City Council Communication**

<p>Department: Community Development</p> <p>CASE #MIS-25-003</p> <p>Applicant:          Alex Carney          High Plains Brew LLC          1520 South 70<sup>th</sup> Street          Lincoln, NE 68506</p> <p>Property Owner:          SCM 10X Council Bluffs 2901 LLC          Jake Kumke          10730 Pacific Street, Suite 230          Omaha, NE 68114</p> <p>Representative/Engineer:          Nate Burnett          Rega Engineering Group, Inc.          601 Old Cheney Road          Lincoln, NE 68512</p>	<p>Resolution No. _____</p>	<p>City Council: 7/28/2025</p> <p>Planning Commission: 7/8/2025</p>
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**Subject/Title**

**Request:** Public hearing on the request of Alex Carney, represented by Nate Burnett, to adopt a site-specific development plan for a ‘restaurant drive-thru’ use (7 Brew Coffee) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition Replat 1, City of Council Bluffs, Pottawattamie County, Iowa.

**Location:** 2901 West Broadway

**Background/Discussion**

The Community Development Department has received an application from Alex Carney, represented by Nate Burnett, to adopt a site-specific development plan for a new ‘restaurant, drive-in/fast food’ (7 Brew Coffee) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition Replat 1, City of Council Bluffs, Pottawattamie County, Iowa.

The subject property is site of a former U.S. Bank building and is currently vacant. The applicant is proposing to demolish the existing bank on the subject property and construct a new drive-thru coffee kiosk (7 Brew Coffee). The proposed redevelopment of the site includes an auxiliary storage/cooler building that will be located west of the coffee kiosk and a standalone drive-through ATM on the south side of the subject property. The coffee kiosk and the auxiliary building will be connected with a metal canopy.

The subject property is located within the West Broadway Corridor Design Overlay (CDO). As per Section 15.32A.040, Applicability of the West Broadway Corridor Design Overlay, of the Council Bluffs Municipal Code (Zoning Ordinance), “new construction of commercial, mixed use, and multi-family structures and sites shall comply entirely with the standards of this Chapter.” Projects which are unable to meet certain aspects of the West Broadway CDO have the option of adopting a site-specific development plan which enhances components of the development in exchange for relief from other requirements. The proposed kiosk is unable to meet the full extent of West Broadway CDO architectural standards relative to transparency due to its floor plan layout and design. The purpose of this request is to provide a design alternative to the required transparent windows/doors in a manner that is consistent with the

spirit and intent of the West Broadway CDO. The applicant has presented two alternative design options: (Option A) a vinyl mural (design to be determined); or (Option B) spandrel glass panes with awning coverings.

Land Use and Zoning – The subject property is currently zoned C-2/Commercial District. The following zoning and land uses surround the subject property:

Direction	Zoning District(s)	Land Uses
North	C-2/Commercial District	An auto repair shop (Atherton Automotive Service Center) and a gas station (Phillips 66)
South	C-2/Commercial District	A thrift shop (Thrift World) and a vacant building
East	C-2/Commercial District	A dollar store (Family Dollar) and an auto parts store (Auto Zone)
West	C-2/Commercial District	A restaurant (Village Inn)

The Future Land Use Plan of the Bluffs Tomorrow: 2030 Plan (Comprehensive Plan) designates the subject property as ‘Local Commercial.’

City Departments and Utilities – All appropriate City departments and utilities were notified of the planned industrial development plan request. The following comments were received:

- A. The Council Bluffs Public Works Department stated that they will continue to work with the engineer of record to finalize the design plans for building permit review.
- B. The Council Bluffs Fire Department stated that they have no comments on the request.
- C. Council Bluffs Water Works stated that they have no comments on the request.
- D. MidAmerican Energy stated that they have no conflicts with the request. They also stated that the developer or their agents should contact MidAmerican Energy directly to identify any costs associated with relocating existing electric facilities and/or extending new electric service to the site.

**Development Plan**

**A. Site Development**

1. For the purposes of this development plan, the proposed coffee kiosk and auxiliary building shall be considered one structure, and the proposed standalone ATM shall be considered equipment.
2. All principal structures shall be built within the required build-to-zone, defined by a maximum setback of twenty (20) feet and a minimum setback of five (5) feet, in accordance with Section 15.32A.070, Build-To-Zone For West Broadway and Major Streets, West Broadway Corridor Design Overlay, of the Council Bluffs Municipal Code (Zoning Ordinance). For corner properties, the build-to-zone applies to the highest category street.
  - a. The subject property is a corner lot with direct frontage on West Broadway and South 29<sup>th</sup> Street. As per Section 15.32.030, Definitions, West Broadway Corridor Design Overlay, of the Council Bluffs

Municipal Code (Zoning Ordinance), West Broadway is considered the highest category street, and South 29<sup>th</sup> Street is considered a minor street.

- b. The proposed building has a nine (9) foot setback to the property line adjoining West Broadway and thus will be constructed within the required build-to-zone.
3. All principal structures shall have a minimum build-to-width of 50%, in accordance with per Section 15.32A.070(C)(4) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. The width of the subject property along West Broadway is 123.41 feet, which equates to a minimum of 61.7 feet of building located within the required build-to-zone. The proposed building will measure 68.8 feet in width and will be located entirely within the required build-to-zone. As such, the proposed building will comply with the minimum build-to-width.
4. All structures shall comply with all other C-2 District site development standards (i.e., minimum side and rear yard setback requirements, maximum building height, maximum lot coverage), in accordance with Section 15.15.050, Site Development Regulations, of the Council Bluffs Municipal Code (Zoning Ordinance).
5. Any solar energy conversion systems proposed to be installed at this site shall be subject to Section 15.34.030, Solar Energy Conversion Systems, of the Council Bluffs Municipal Code (Zoning Ordinance).
6. Outdoor storage of materials, products, equipment, or packaging shall not be permitted. This includes the semi-permanent and/or permanent placement of inter-modal storage/shipping containers.
7. All utilities shall be installed underground. Any cost to remove, relocate, modify, and/or extend utilities to this site shall be at the sole cost of the developer and not the City.
8. All grading and drainage activity for this development shall be completed in accordance with Public Works standards.

## **B. Off-Street Parking**

1. The minimum number of off-street parking spaces shall be calculated using the parking requirements in Section 15.23.060, Parking Spaces Required, of the Council Bluffs Municipal Code (Zoning Ordinance). In cases where several uses occupy a structure or parcel of land, the total requirement for off-street parking shall be the sum of the requirement of the different uses.
  - a. The minimum number of off-street parking spaces required for ‘restaurant, drive-in or carry out’ is one (1) space for every 100 square feet of gross floor area, which equates to a minimum of five (5) parking spaces for the proposed coffee kiosk. The submitted site plan (see Sheet No. 2, Attachment ‘C’) shows six (6) parking stalls will be provided on the subject property.
2. All off-street parking areas, drive aisles, drive-through lanes, and vehicle circulation routes shall be constructed of hard surface pavement and shall be designed to comply with the standards in Chapter 15.23, Off-Street Parking, Loading and Unloading, of the Council Bluffs Municipal Code (Zoning Ordinance), and Iowa’s Statewide Urban Design and Specifications (SUDAS) manuals for public improvements.
3. All off-street parking lots shall comply with Chapter 661–18, Parking for Persons with Disabilities, of the Iowa Administrative Code.

4. The applicant shall submit a parking lot permit at the time of building permit review for the proposed coffee kiosk. The parking plan shall include the number, location, and dimension of all drive aisles/lanes and parking spaces, pedestrian ways, islands, landscaped areas, loading areas and lighting.

### C. Architecture

1. A minimum of 60% of the total surface area of each building façade visible from West Broadway shall be constructed out of durable materials, in accordance with Section 15.32A.080(A)(3)(a) of the Council Bluffs Municipal Code (Zoning Ordinance). Glass utilized for transparency requirements shall also count towards the durable material requirement.
  - a. As per the submitted architectural renderings (see Sheet No. A2.3, Attachment 'D'), the north façade of the proposed coffee kiosk and auxiliary building will be constructed primarily out of modular brick, with architectural metal and spandrel glazing as complementary materials. Durable materials will comprise more than 60% of the total surface of the north façade.
  - b. As per the submitted architectural renderings (see Sheet No. A2.0, Attachment 'D'), the east façade of the proposed coffee kiosk and auxiliary building will be constructed primarily out of modular brick, with architectural metal and transparent glass as complementary materials. Durable materials will comprise more than 60% of the total surface of the east façade.
  - c. As per the submitted architectural renderings (see Sheet No. A2.1, Attachment 'D'), the west façade of the proposed coffee kiosk and auxiliary building will be constructed primarily out of modular brick, with architectural metal as a complementary material. Durable materials will comprise approximately 60% of the total surface of the west façade.
2. A minimum of 40% of the total surface area of each building façade visible from a minor street shall be constructed out of durable materials, in accordance with Section 15.32A.080(A)(3)(b) of the Council Bluffs Municipal Code (Zoning Ordinance). Glass utilized for transparency requirements shall also count towards the durable material requirement.
  - a. As per the submitted architectural renderings (see Sheet No. A2.2, Attachment 'D'), the south façade of the proposed coffee kiosk and auxiliary building will be constructed primarily out of modular brick, with architectural metal and transparent glass as complementary materials. Durable materials will comprise more than 40% of the total surface of the south façade.
3. As per Section 15.32A.080(C)(1)(a) of the Council Bluffs Municipal Code (Zoning Ordinance), a minimum of 40% of each building façade visible from West Broadway shall be covered with transparent windows and doors. For building façades visible from a minor street, the minimum required transparency is 30%.
  - a. The submitted floor plan shows the proposed coffee kiosk will consist of a kitchen/service area and a bathroom. Several cabinets and appliances will be placed along the north, south and east interior walls of the building. The auxiliary building to the west will consist of a storage room and a cooler. The proposed floor plan layout and design inherently limits the amount of transparent doors and windows that can be installed on the building.

The proposed building does not meet the minimum transparency requirements outlined above. To offset the lack of transparency, the applicant is proposing to use modular brick as the primary building material for all façades of the building. The applicant is also proposing to install spandrel glass panes (non-transparent) on the north façade of the coffee kiosk in lieu of transparent windows. The Community Development Department finds the proposed spandrel glass panels are acceptable for the following reasons:

- i. Transparent windows would not practical along north façade of the building due to the layout and utility of the coffee kiosk noted above.
- ii. The proposed spandrel glass panes will properly articulate the building elevation and maintain the appearance of windows along the north façade of the building.

On the north façade of the auxiliary building, the applicant has presented two alternative design options in lieu of the required transparent windows: (Option A) a vinyl mural (design to be determined); or (Option B) spandrel glass panes with awning coverings. The Community Development Departments finds both design alternatives are acceptable and consistent with the spirit and intent of the West Broadway CDO.

If the applicant proceeds with Option A, a conceptual rendering of the proposed mural shall be submitted to the City for review prior to installation. The design of the mural shall not incorporate any commercial advertising for the proposed coffee kiosk.

4. All building façades visible from West Broadway shall be designed in accordance with Section 15.32A.080(B) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. As per the submitted architectural renderings (see Attachment ‘D’), the proposed building will be designed with architectural details including color changes, material changes and height variations to articulate all elevations.

#### **D. Landscaping and Streetscapes**

1. A minimum five (5) foot wide landscape frontage strip shall be installed on all frontages, in accordance with Section 15.32A.090(A)(1) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. As per the submitted landscaping plan (see Sheet No.7, Attachment ‘C’), a five (5) foot wide landscape frontage strip will be installed along West Broadway and South 29<sup>th</sup> Street.
2. A minimum of one (1) deciduous shade tree and 10 shrubs shall be planted every 20 linear feet of the required landscape frontage strip, exclusive of any frontage adjacent to the building on the subject property, in accordance with Section 15.32A.090(A)(3) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. The length of the landscape frontage strip along West Broadway (minus the width of the proposed building) is 67.2 feet, which equates to a minimum of three (3) trees and thirty-four (34) shrubs. As per the submitted landscaping plan (see Sheet No. 7, Attachment ‘C’), four (4) trees and thirty-six (36) shrubs/grasses will be planted along West Broadway.
  - b. The length of the landscape frontage strip along South 29<sup>th</sup> Street (minus the width of the proposed building) is 131 feet, which equates to a minimum of seven (7) trees and sixty-six (66) shrubs. As per the submitted landscaping plan (see Sheet No. 7, Attachment ‘C’), two (2) trees and sixty-six (66) shrubs/grasses will be planted along South 29<sup>th</sup> Street.
    - i. There is a sufficient amount of space on the landscape frontage strip along South 29<sup>th</sup> Steet to accommodate additional tree plantings. The City of Council Bluffs and the applicant shall coordinate the number and placement of required tree plantings.
  - c. Ornamental grasses may be planted on required landscape frontage strips in lieu of shrubs and shall count towards the total number of required plantings.

- d. The City of Council Bluffs and the applicant shall determine the placement and species of trees, shrubs, and grasses prior to installation.
  - e. All required frontage landscaping, exclusive of the proposed street trees along South 29<sup>th</sup> Street (see Item D(5) below), shall be located entirely within the subject property and shall not encroach into the public right-of-way.
3. Foundation plantings shall be placed along the perimeter of all facades visible from adjacent street right-of-way at a rate of one (1) planting per lineal foot of façade, not inclusive of entrances, in accordance with Section 15.32A.090(A)(2).
- a. As per the submitted landscaping plan (see Sheet No. 7, Attachment ‘C’), foundation plantings will be provided as follows:
    - i. North façade
      - Proposed foundation plantings on north façade: **87 shrubs/grasses** (Incrediball® Hydrangea, Karl Foerster Feather Reed Grass, Blaze Little Bluestem, Georgia Peach Coral Bells, Little Bunny Fountain Grass, Prairie Dropseed, and Ruby Stella Daylily).
      - Minimum amount of required foundation plantings on north façade: **63 foundation plantings**.
    - ii. South façade
      - Proposed foundation plantings on south façade: **9 deciduous shrubs** (Double Knock Out® Red Rose).
      - Minimum amount of required foundation plantings on south façade: **57 foundation plantings**.

The proposed shrub plantings will be located along the base of the auxiliary building. Due to the placement of the proposed coffee kiosk and drive-through lanes, no additional foundation plantings can be installed along the south façade of the building. Shrub and ornamental grass plantings on the proposed parking lot endcap island/peninsula, which are not required, may count towards the required foundation plantings on the south façade of the building. As per the submitted landscaping plan (see Sheet No.7, Attachment ‘C’), a total of sixty-seven (67) shrubs and grasses will be planted on the proposed parking lot endcap island/peninsula.

- iii. East façade
  - Proposed foundation plantings on east façade: **12 shrubs/grasses** (Double Knock Out® Red Rose and Prairie Dropseed).
  - Minimum amount of required foundation plantings on east façade: **15 foundation plantings**.

Since the north façade of the proposed building has an excess of twenty-four (24) foundation plantings, said surplus plantings may compensate for the deficit of three (3) plantings along the east façade.

iv. West façade

- Proposed foundation plantings on west façade: **3 evergreen shrubs** (Hills Upright Anglo-Japanese Yew).
- Minimum amount of required foundation plantings on west façade: **15 foundation plantings**.

Since the north façade of the proposed building has an excess of twenty-four (24) foundation plantings, said surplus plantings may compensate for the deficit of twelve (12) plantings along the west façade.

- b. The City of Council Bluffs and the applicant shall determine the placement and species of foundation plantings prior to installation.
  - c. All required foundation plantings shall be located entirely within the subject property and shall not encroach into the public right-of-way.
4. A minimum of one (1) large deciduous shade tree shall be planted per every 3,000 square feet of paved parking area not covered by buildings or canopies, in accordance with Section 15.32A.090(B)(1)(a) of the Council Bluffs Municipal Code (Zoning Ordinance). Trees planted in perimeter planting areas as opposed to landscape islands or endcap islands/peninsulas shall be counted as ½ tree for the purpose of this requirement.
- a. The proposed parking lot and drive-through lanes (coffee kiosk and ATM) contain approximately 15,000 square feet of pavement, which equates to a minimum of five (5) parking lot tree plantings. As per the submitted landscaping plan (see Sheet No.7, Attachment ‘C’), four (4) trees will be planted on perimeter planting areas and one (1) tree will be planted on an endcap island/peninsula. Based on the quantity and placement of trees at this site, only three (3) trees count towards this requirement. Two (2) additional trees, based on the calculation established in Section 15.32A.090(B)(1)(d) of the Council Bluffs Municipal Code (Zoning Ordinance), shall be planted throughout the proposed parking lot.
5. Street tree plantings shall only be required along major streets, in accordance with Section 15.32A.090(D)(2) of the Council Bluffs Municipal Code (Zoning Ordinance).
- a. Since South 29<sup>th</sup> Street is considered a minor street, no street trees are required for this project. As per the submitted landscaping plan (see Sheet No. 7, Attachment ‘C’), five (5) street trees will be planted along South 29<sup>th</sup> Street.
6. All tree species planted on the subject property shall be fruitless (male).
7. All plant materials shall be maintained at all times. All deceased plantings shall be replaced with plant material(s) of the same or like species of equal size within six months of the plant’s demise.

**E. Pedestrian and Vehicular Access**

1. Curb cuts shall be designed and constructed in accordance with Section 15.32A.100(A) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. Vehicular access will be provided through an existing curb cut off South 29<sup>th</sup> Street. The width of the existing curb cut off South 29<sup>th</sup> Street will be reduced as part of this project. Existing curb cuts off West Broadway will be eliminated. No new curb cuts are proposed.
  - b. No vehicular access points shall be allowed off West Broadway.

2. Drive-through lanes along West Broadway shall be located to the side and rear of the property, in accordance with Section 15.32A.100(C) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. All drive-through lanes for the proposed coffee kiosk and ATM machine will be located internal to the site, south of the proposed building, and will be accessed from South 29<sup>th</sup> Street.
3. A five (5) foot wide, hard-surface accessible route shall be provided on all adjacent rights-of-way to a public entrance, in accordance with Section 15.32A.100(B) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. A five (5) foot wide, hard-surface pedestrian walkway will extend from the north entrance of the building to the public sidewalk along West Broadway.
  - b. A five (5) foot wide, hard-surface pedestrian walkway will extend from the east entrance of the building to the public sidewalk along South 29<sup>th</sup> Street.

**F. Outdoor Lighting.**

1. All outdoor lighting shall be installed in accordance with Section 15.32A.110, Outdoor Lighting, West Broadway Corridor Design Overlay, of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. As per the submitted letter of intent (see Attachment ‘B’), a flag of the United States on a twenty-five (25) foot tall pole will be illuminated with ground-mounted solar powered uplighting. No additional outdoor lighting is shown on the submitted plans. The applicant shall submit a photometric plan that demonstrates all outdoor lighting will be contained on-site.

**G. Screening and Buffering**

1. All roof-mounted mechanical equipment shall be integrated into the design of the building so that the equipment is screened from public view in the adjacent street rights-of-way, in accordance with Section 15.32A.120(B) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. HVAC equipment and the mechanical unit mounted on the roof of the proposed building will be screened from public view with a parapet wall.
2. All wall-mounted mechanical equipment shall be screened in accordance with Sections 15.32A.120(C) and 15.32A.120(D) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. No wall-mounted mechanical equipment is proposed as part of this request. Electrical equipment mounted on west façade of the building will be painted to match proposed modular brick material.
3. Any ground-mounted mechanical equipment that is visible from an adjacent public street right-of-way shall be completely screened from view using architectural design features, fencing, masonry wall, landscaping, or a combination thereof, in accordance with Section 15.32A.120(E) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. No ground-mounted mechanical equipment is proposed as part of this request.
4. The trash enclosure shall be designed in accordance with Section 15.32A.120(G) of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. The submitted architectural plans (see Sheet A5.0, Attachment ‘D’) indicates that the dumpster will be screened with a seven (7) foot tall trash enclosure comprised of modular brick walls and a cedar gate.

## H. Fences and Walls

1. All fences and walls shall be installed in accordance with Section 15.32A.130, Fences and Walls, West Broadway Corridor Design Overlay, of the Council Bluffs Municipal Code (Zoning Ordinance).
  - a. No fences or walls are proposed to be installed at this site as part of this request.

## I. Signage

1. All detached, attached, and on-site directional signage shall be installed in accordance with Section 15.32A.140, Signs, West Broadway Corridor Design Overlay, and Section 15.33.170, Commercial District Signs, of the Council Bluffs Municipal Code (Zoning Ordinance) and shall be permitted separately prior to installation.
  - a. As per the submitted architectural renderings (see Attachment 'D'), the following attached wall signs will be installed on the proposed coffee kiosk:
    - i. North façade
      - 'SEVEN 7B BREW – DRIVE THRU COFFEE' wall sign #1: 31.7 square feet.Total sign area proposed on north façade: **31.7 square feet.**  
Maximum sign area allowed on north façade: **68 square feet.**
    - ii. South façade
      - 'SEVEN 7B BREW – DRIVE THRU COFFEE' wall sign #2: 31.7 square feet.
      - 'DRIVE THRU COFFEE' wall sign #1: 5.9 square feet.
      - 'DRIVE THRU COFFEE' wall sign #2: 5.9 square feet.Total sign area proposed on south façade: **43.5 square feet.**  
Maximum sign area allowed on south façade: **68 square feet.**
    - iii. East façade
      - '7B – SEVEN BREW – DRIVE THRU COFFEE' logo sign #1: 28.3 square feet.
      - 'DRIVE THRU COFFEE' wall sign #3: 5.9 square feet.Total sign area proposed on east façade: **34.2 square feet.**  
Maximum sign area allowed on east façade: **30 square feet.**
    - iv. West façade
      - '7B – SEVEN BREW – DRIVE THRU COFFEE' logo sign #2: 28.3 square feet.Total sign area proposed on east façade: **28.3 square feet.**

Maximum sign area allowed on west façade: **30 square feet.**

The size of the proposed wall signs on the east façade of the building shall be reduced to ensure compliance with the signage standards in Section 15.33.170, Commercial District Signs, of the Council Bluffs Municipal Code (Zoning Ordinance). Alternatively, the applicant shall remove ‘DRIVE THRU COFFEE’ wall sign #3 from the east façade of the building.

- b. As per Section 15.33.170(B) of the Council Bluffs Municipal Code (Zoning Ordinance), the total permitted maximum sign area in the C-2 District is based on a calculation of 2 × street frontage, which equates to a maximum of 456.24 square feet of signage allowed on the subject property. As per the submitted architectural renderings (see Attachment ‘D’), a total of 137.7 square feet of signage will be installed on the subject property.
  - c. As per Section 15.33.100(D) of the Council Bluffs Municipal Code (Zoning Ordinance), “ground and monument signs may be used on a premise if the front wall of the building or structure which the sign serves is set back at least 15 feet from the right-of-way line of the street, private way, or court to which the sign is oriented.” Since the proposed building has a nine (9) foot front yard setback, the subject property is not eligible for installation of a ground or monument sign. Therefore, all signage on the property shall be limited to attached signage, subject to Item I(1)(a) above.
2. All signage for the standalone ATM shall be installed in accordance with Section 15.33.100(I)(1) of the Council Bluffs Municipal Code (Zoning Ordinance).
  3. No sign listed in Section 15.33.070, Prohibited Signs, of the Council Bluffs Municipal Code (Zoning Ordinance) shall be permitted.

**Recommendation**

The Community Development Department recommends approval of the request to adopt a site-specific development plan for a ‘restaurant drive-thru’ use (7 Brew Coffee) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition Replat 1, City of Council Bluffs, Pottawattamie County, Iowa, subject to the comments stated above and the following conditions:

- A. Any modifications to the approved development plan which substantially alter the design, layout, configuration, and/or appearance of the project shall be reviewed the City Planning Commission and approved by City Council prior to such changes being made. All minor modifications to the adopted development plan may be administratively approved by the Community Development Director.

**Public Hearing**

Staff speakers for the request:

1. Moises Monroy, Planner, City of Council Bluffs, 209 Pearl Street, Council Bluffs IA, 51503

Speakers in favor:

1. Corey Haselhorst, Rega Engineering, 601 Old Cheney Road, Suite A, Lincoln, NE 68512

Speakers against: None

The Planning Commission recommended approval of the request of Midland Credit Union to adopt a site-specific development plan for a ‘restaurant drive-thru’ (7Brew) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition

Replat 1, City of Council Bluffs, Pottawattamie County, Iowa, subject to the comments stated above and the following conditions:

1. Any modifications to the approved development plan which substantially alter the design, layout, configuration, and/or appearance of the project shall be reviewed the City Planning Commission and approved by City Council prior to such changes being made. All minor modifications to the adopted development plan may be administratively approved by the Community Development Director.

VOTE: AYE – Hutcheson, Knauss, Rater, Rew, Stroebele, VanHouten, and Watson. NAY – None.  
ABSTAIN – None. ABSENT – None. VACANT – Four Motion: Carried.

**Attachments**



- Attachment A: Location/Zoning Map
- Attachment B: Letter of Intent
- Attachment C: Civil Plan Set
- Attachment D: Floor Plan/Building Elevations

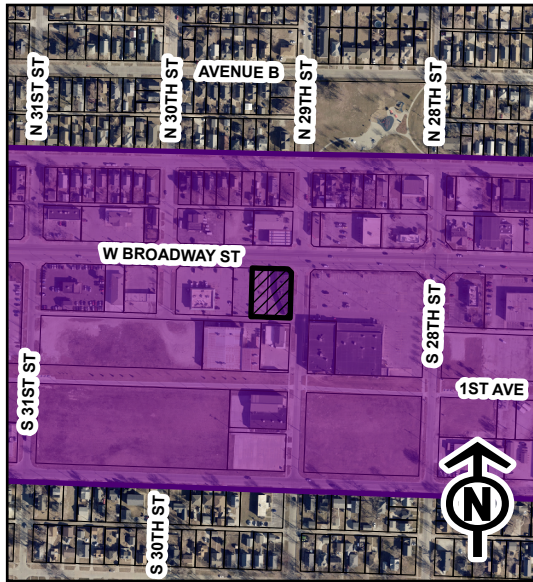
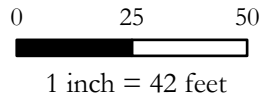
Prepared by: Moises Monrroy, Planner, Community Development Department

# CITY OF COUNCIL BLUFFS - CITY PLANNING COMMISSION

## CASE #MIS-25-003 LOCATION/ZONING MAP

**Legend**

-  Subject Property
-  W Broadway CDO

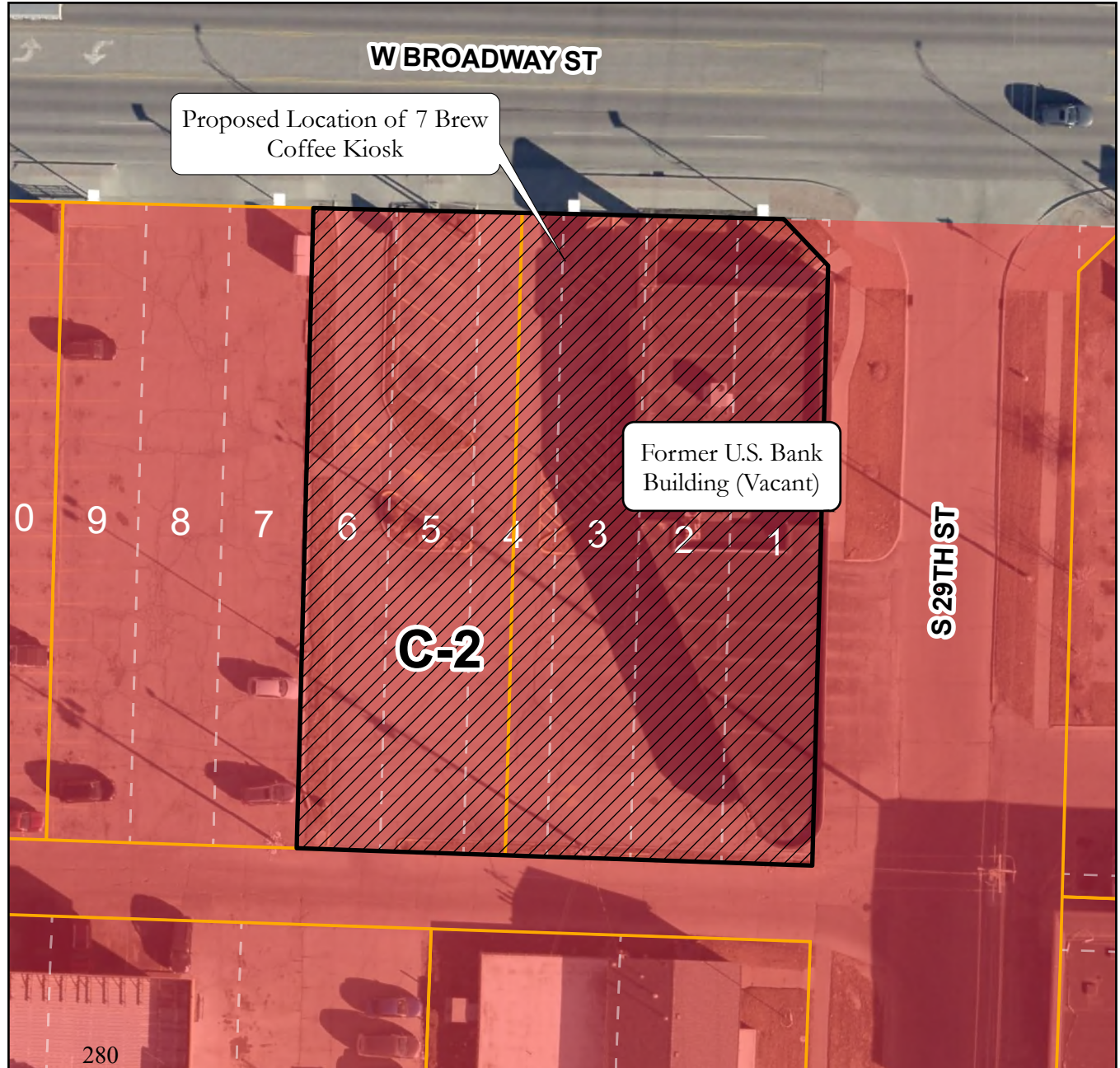


Last Amended: 6/20/25



Council Bluffs Community  
Development Department  
209 Pearl Street  
Council Bluffs, IA 51503  
Telephone: (712) 890-5350

**DISCLAIMER**  
This map is prepared and compiled from City documents, plans and other public records data. Errors of this map are hereby notified that the City expressly denies any and all responsibility for errors, if any, in the information contained on this map of the nature of the same by the user or anyone else. The user should verify the accuracy of information/data contained on this map before using it. The City assumes no legal responsibility for the information contained on this map.



# Attachment 'B'

## Letter of Intent

**Date:** 6/10/25

**To:** City of Council Bluffs

**From:** 7 Brew Coffee, High Plains Brew LLC

**Re:** Letter of Intent for Business Development in Council Bluffs

To Whom It May Concern,

We are writing to formally express our intent to develop and construct a new 7 Brew Coffee location within the city limits of Council Bluffs. Our team is committed to working collaboratively with the city to create a high-quality, well-integrated site that aligns with local standards and enhances the surrounding area.

As part of this proposed development, we plan to incorporate a number of public and environmental improvements, including:

- **Storm and Sanitary Sewer Enhancements:** Upgrades and improvements to on-site storm and sewer systems to support proper drainage and future capacity needs.
- **Undergrounding of Electrical Infrastructure:** Relocation of overhead utility lines underground to enhance safety, reliability, and aesthetics.
- **Runoff Reduction:** Implementation of stormwater best management practices to reduce site runoff and promote sustainable water management.
- **Landscaping Enhancements & Heat Island Reduction:** Addition of new trees, shrubs, and groundcover to beautify the site, provide shade, and support ecological health.
- **Improved Traffic Flow:** Consolidation of site access/egress points to enhance vehicular safety and minimize congestion along adjacent roadways.

**Construction Timeline:** We are proposing to begin site work in mid-September with an anticipated opening in December.

**Architectural Design Elements:** To meet city aesthetic requirements, we are providing a comprehensive plan that includes two alternative design options for the north side of the cooler: Option 1 features a vinyl mural (design to be determined), and Option 2 incorporates three spandrel glass panes with an awning covering. Additionally, we propose installing a medallion sign on the west side of the cooler with complementary shrub landscaping below the medallion sign to enhance the visual appeal and integration with the surrounding area. Our plan

also proposes a 25ft flagpole to display the American flag all year round. This will be properly illuminated from solar ground uplighting.

### **Community Benefits and Business Model Overview:**

#### **1. Community-Focused Drive-Thru Model**

- **Compact Footprint:** 7 Brew locations occupy smaller parcels of land than traditional sit-down cafes, preserving valuable urban space and minimizing land use.
- **Drive-Thru Only Operation:** Eliminating indoor seating reduces noise, litter, and public disturbance, and focuses on serving busy residents efficiently during their daily routines.
- **Offering customized caffeinated and non-caffeinated beverage options during extended evening hours:** Our operating hours will be from 5:30 AM to 10:00 PM Sunday through Thursday, and from 5:30 AM to 11:00 PM on Fridays and Saturdays. These extended hours are designed to accommodate customers working overnight shifts and those with varied schedules, ensuring access to quality beverages throughout the evening.
- **Traffic Flow Management:** Designed with dual-lane drive-thru lanes and optimized vehicle stacking to minimize congestion on adjacent roads, improving overall traffic safety.

#### **2. Economic Development and Job Creation**

- **Local Employment:** Our location will create approximately 40 new jobs, with competitive wages and training opportunities for local residents.
- **Support for Small Business Owners:** 7 Brew operates on a franchise model, empowering local entrepreneurs to invest in and grow sustainable businesses with comprehensive corporate support.
- **Tax Revenue Contribution:** Franchise operations generate ongoing sales tax and business tax revenue to support city services.

#### **3. Environmental and Operational Responsibility**

- **Sustainable Practices:** 7 Brew emphasizes the use of recyclable cups and packaging, efficient waste management, and reduction of energy use through modern equipment.

- **Water and Energy Efficiency:** Locations employ energy-efficient appliances and water-saving fixtures to reduce environmental footprint.
- **Compliance:** 7 Brew adheres strictly to all local zoning, health, and safety regulations, with a commitment to ongoing partnership with the city.

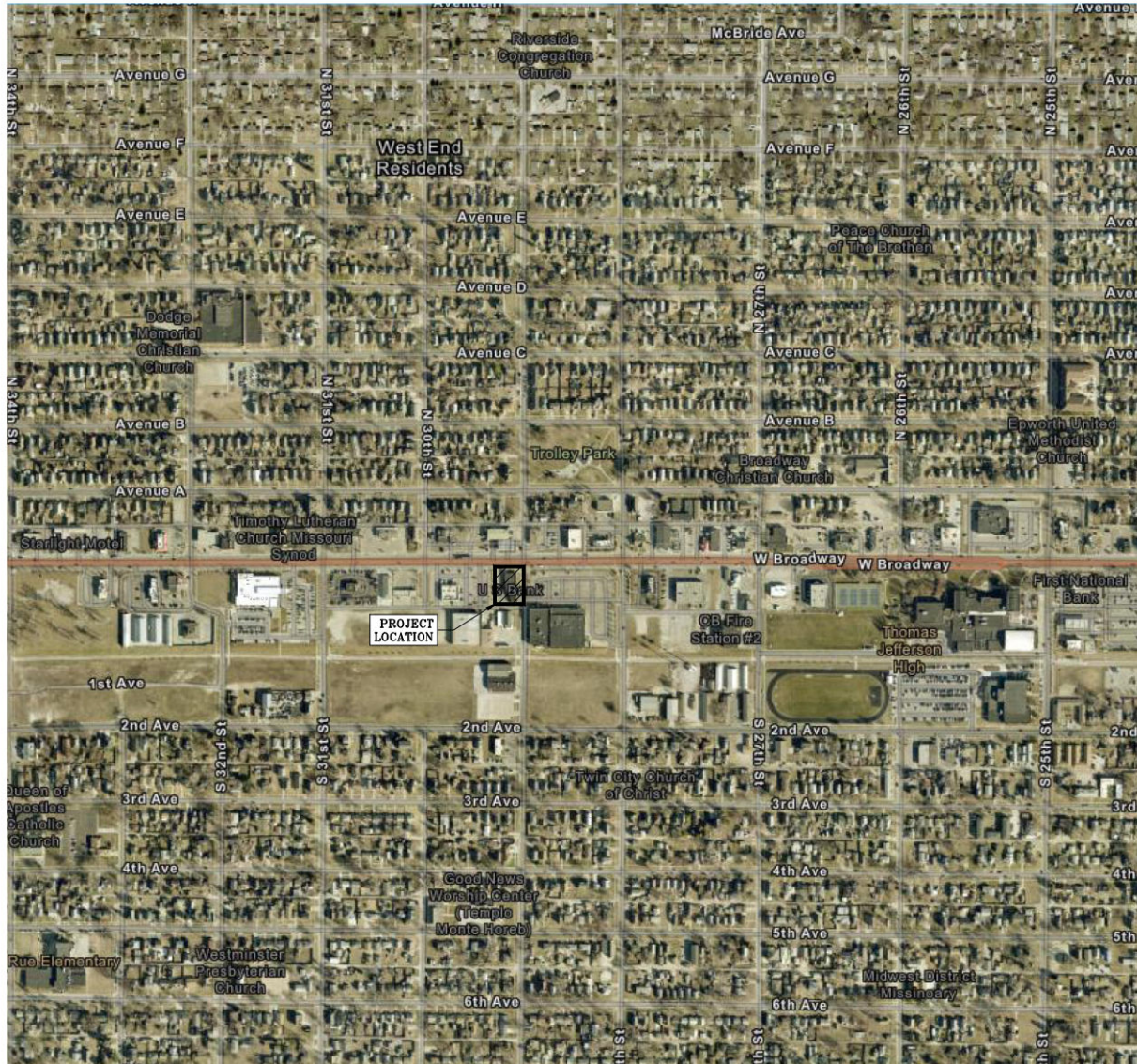
#### 4. **Community Engagement and Brand Alignment**


- **Youth Engagement:** 7 Brew's vibrant and inclusive brand appeals to young professionals and families, supporting local culture and social interaction in a positive way.
- **Customer Experience:** The brand focuses on fast, friendly service, helping commuters and residents enjoy their day with convenience and quality.
- **Contribution to Urban Vitality:** By activating underutilized commercial parcels with clean, well-managed businesses, 7 Brew supports neighborhood renewal and safety.

This investment reflects our commitment not only to the success of the 7 Brew brand but to being a responsible development partner to the city of Council Bluffs. We are confident this project will provide long-term economic and community benefits, including job creation, increased tax revenue, and a vibrant new destination for local residents and visitors alike.

We appreciate your consideration of this site and look forward to working closely with the city throughout the review and approval process. Please let us know if any additional documentation or detail is required at this time.

Sincerely,  
High Plains Brew LLC  
admin@hp7brew.com



 **OVERALL MAP**  
S27, T75N, R44E



**LEGAL DESCRIPTION:**

LOT 1 BENSONS 2ND ADDITION REPLAT ONE  
COUNCIL BLUFFS, POTTAWATTAMIE, IOWA

**DEVELOPMENT DETAILS:**

2901 W BROADWAY, COUNCIL BLUFFS, IOWA  
ZONING: WEST BROADWAY OVERLAY  
LAND AREA: 0.525 ACRES  
LOT SIZE: 22,849 SF  
IMPERVIOUS AREA: 15,471 SF - 52%  
PERVIOUS AREA: 7,378 SF - 48%  
PROPOSED 7BREW COFFEE SHOP  
LAND USE: RESTAURANT DRIVE-IN OR CARRY-OUT  
HOURS OF OPERATION: 5:30AM-10:00PM SUNDAY-THURSDAY  
5:30AM-11:00PM FRIDAY-SATURDAY  
TYPICAL NUMBER OF EMPLOYEES PER SHIFT: 5

**PROJECT DIRECTORY:**

**APPLICANT**  
HIGH PLAINS BREW, LLC  
3500 NORTH ROCK ROAD, BUILDING 2200,  
SUITE 201, WICHITA, KANSAS 67226  
316-619-0953

**PROPERTY OWNER**  
ACCESS COMMERCIAL, LLC  
10730 PACIFIC STREET, SUITE 230 OMAHA, NEBRASKA 68114  
402-502-1985

**ARCHITECT**  
VERITAS ARCHITECTURE AND DESIGN, LLC  
707 NORTH 6TH STREET, KANSAS CITY, KANSAS 66101  
913-308-1460

**CIVIL ENGINEER**  
REGA ENGINEERING GROUP, INC.  
601 OLD CHENEY ROAD, SUITE A, LINCOLN, NEBRASKA 68512  
402-484-7342

**MODULAR BUILDING FABRICATOR**  
NATIONAL MODULAR MANUFACTURING, LLC  
8905 EAST INDUSTRIAL DRIVE, HAVEN KANSAS 67543  
620-466-5000

**SHEET INDEX:**

1. COVER SHEET
2. SITE LAYOUT PLAN
3. STAKING PLAN
4. AUTOTURN PLAN
5. GRADING PLAN
6. UTILITY PLAN
7. LANDSCAPE PLAN
8. LANDSCAPE NOTES & SCHEDULES

PROJECT  
251009



601 OLD CHENEY RD., SUITE A  
LINCOLN, NEBRASKA 68512  
(402) 484-7342  
● ENGINEERING  
● PLANNING  
● LANDSCAPE ARCHITECTURE  
● IRRIGATION

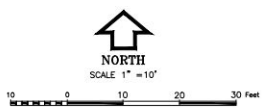
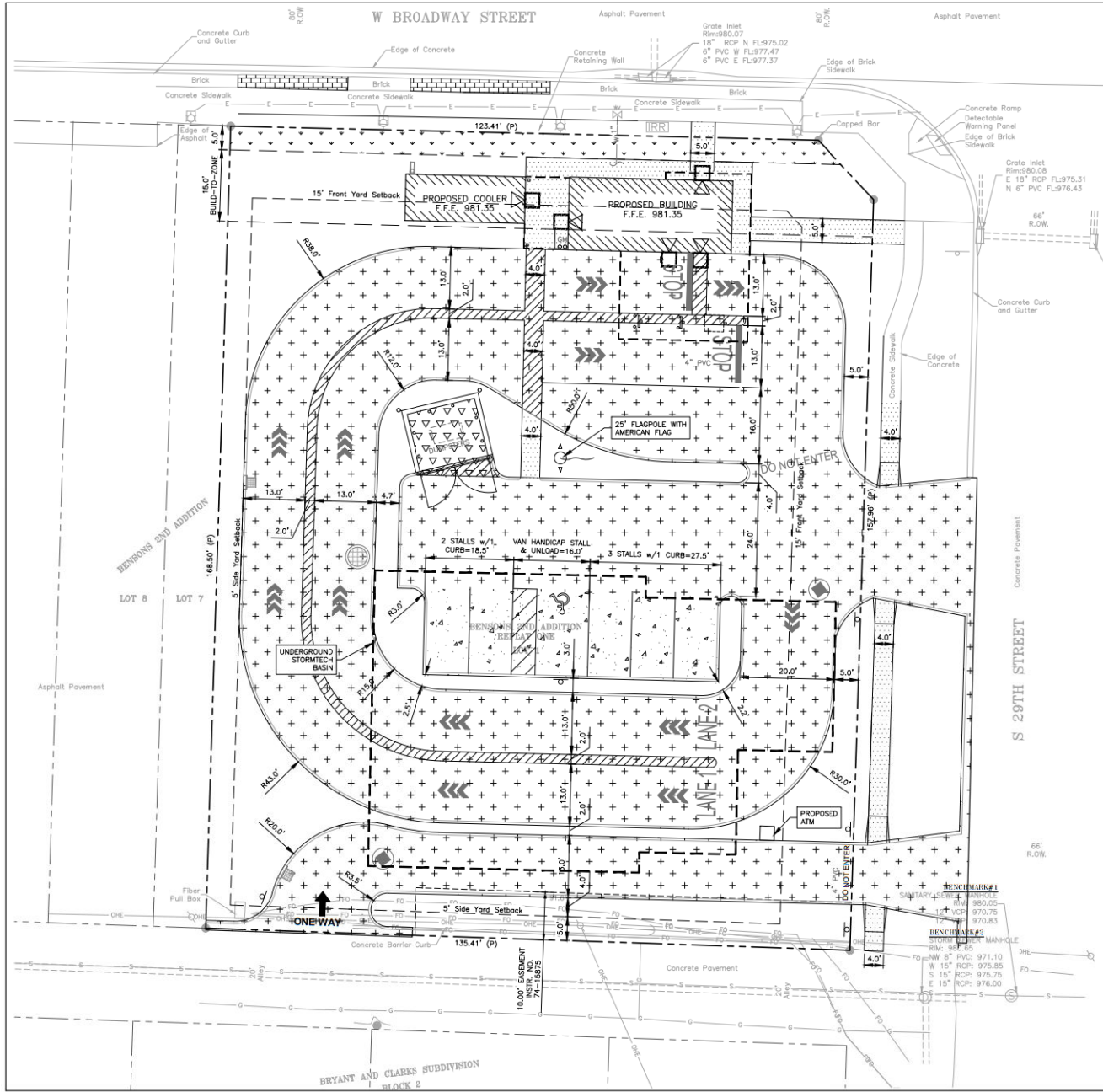
ISSUED FOR	DATE
PLANNING COMMISSION APPLICATION	06/30/25



SEVEN BREW COFFEE  
2901 W BROADWAY  
COUNCIL BLUFFS, IA 51501  
COVER SHEET



SHEET NO.  
1 of 8



- LEGEND**
- 8" CONCRETE PAVEMENT
  - 7" CONCRETE PAVEMENT
  - 6" CONCRETE PAVEMENT
  - 4" CONCRETE SIDEWALK
  - BRICK PAVERS TO MATCH EXISTING
  - PROPERTY LINE (ASSUMED)
  - STRUCTURAL JOINT, PROVIDE 5" EXPANSION JOINT w/ POLYURETHANE SEALANT (SEE STRUCTURAL PLANS)
  - PIPE BOLLARD
  - EXPANSION JOINT
  - FLAG POLE (SEE SHEET NOTE #8 FOR ADDITIONAL INFO.)
  - SIGN, TYP.

- PARKING REQUIREMENTS**
- ZONING = WEST BROADWAY CORRIDOR DESIGN OVERLAY DISTRICT
- PROPOSED BUILDING HEIGHT = 20'-25'  
 PROPOSED BUILDING SF = 525 S.F.  
 PROPOSED COOLER SF = 250 S.F.

- 1 STALL PER EMPLOYEE  
 REQUIRED FOR PROJECT = 5 STALLS  
 SHOWN FOR PROJECT = 5 SURFACE STALLS  
 1 VAN HANDICAP STALL  
 TOTAL = 6 STALLS

- SHEET NOTES:**
1. ALL PAINTED ARROWS AND TEXT ARE COLOR BLUE, AND ALL PAINTED STRIPES ARE COLOR RED. CONTRACTOR SHALL STRIPE DRIVE-THRU LANE WITH CONTINUOUS 4" WIDE PAINT STRIPE. SEE SHEET C1.5 FOR FURTHER INFORMATION.
  2. PAINT SHALL BE ACRYLIC RESIN LEAD AND CHROMIUM FREE WATERBORNE TRAFFIC PAINT OR VOC COMPLIANT ALKYD RESIN LEAD AND CHROMIUM FREE TRAFFIC PAINT.
  3. UNDER NO CIRCUMSTANCES SHALL FACE OF CURB BE PAINT STRIPE.
  4. PAINTED ISLANDS/UNLOADS/CROSSINGS ARE 4" WIDE STRIPE, COLOR BLUE. 2" O.C. @ 45°.
  5. PROVIDE 1/2" PREFORMED EXPANSION JOINT WITH POLYURETHANE SEALANT ALONG BUILDING. SIKAFLEX 1CSL OR APPROVED EQUAL.
  6. FOR DUMPSTER LAYOUT DIMENSIONS, GATES, BOLLARDS, ETC. SEE ARCHITECTURAL PLANS.
  7. FOR DRIVE THRU LAYOUTS OF MENU BOARD, REVIEW BOARD, SPEAKER, ADDITIONAL BOLLARDS, ETC. SEE ARCHITECTURAL PLANS AS100.
  8. SEE ARCHITECTURAL / ELECTRICAL PLANS FOR ADDITIONAL FLAG POLE INFORMATION AND LAYOUT.
  9. PLACE 6"x 6"x 6" WOVEN WIRE MESH IN ALL PAVEMENT EXCEPT SIDEWALKS.

**BENCHMARK**  
 BENCHMARK 1: SANITARY SEWER MANHOLE  
 RIM: 980.05  
 BENCHMARK 2: STORM SEWER MANHOLE  
 RIM: 980.65

**IOWA ONE CALL**  
 1-800-292-9709  
 www.iowaonecall.com

PROJECT  
251009

**REGA ENGINEERING**  
 601 OLD CHENEY RD., SUITE A  
 LINCOLN, NEBRASKA 68512  
 (402) 484-7342  
 ● ENGINEERING  
 ● PLANNING  
 ● LANDSCAPE ARCHITECTURE  
 ● IRRIGATION

ISSUED FOR	DATE
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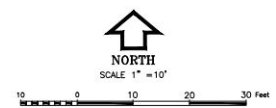
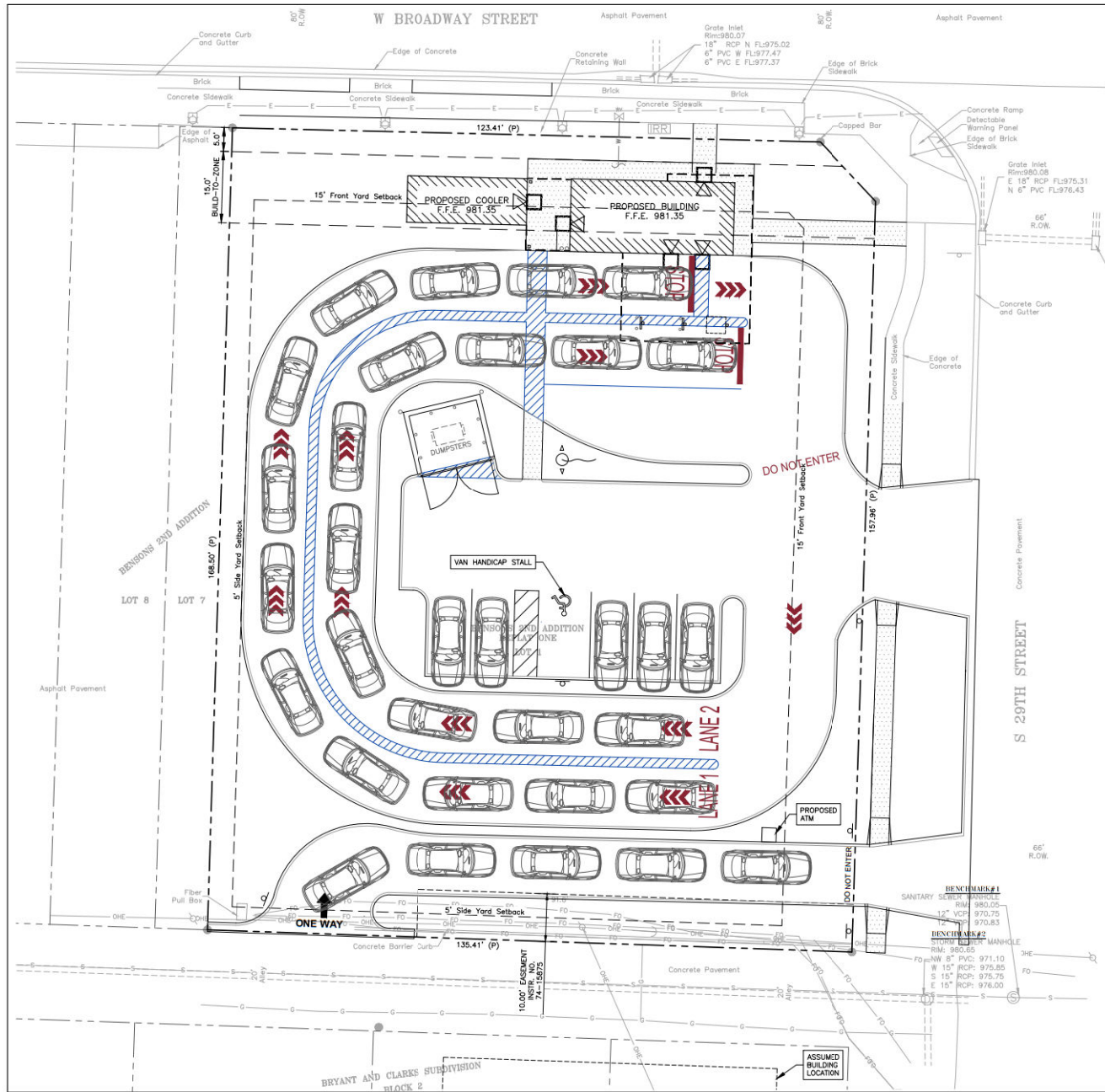
**SEVEN 7 BREW**  
 DRIVE THRU COFFEE

**SEVEN 7 BREW**  
 DRIVE THRU COFFEE

**SEVEN 7 BREW**  
 DRIVE THRU COFFEE

PRELIMINARY  
 NOT FOR CONSTRUCTION

SHEET NO.  
2 of 8



**LEGEND**  
 - - - - - PROPERTY LINE (ASSUMED)

**PARKING REQUIREMENTS**  
 ZONING = WEST BROADWAY CORRIDOR DESIGN OVERLAY DISTRICT

PROPOSED BUILDING HEIGHT= 20-25'  
 PROPOSED BUILDING SF = 525 S.F.  
 PROPOSED COOLER SF = 250 S.F.

-----  
 1 STALL PER EMPLOYEE

REQUIRED FOR PROJECT = 5 STALLS  
 SHOWN FOR PROJECT = 5 SURFACE STALLS  
 1 VAN HANDICAP STALL

TOTAL: = 6 STALLS

-----  
 7BREW STACKING COUNT = 22 CARS  
 ATM STACKING COUNT = 5 CARS

PROJECT  
251009

**REGA ENGINEERING**  
 601 OLD CHENEY RD., SUITE A  
 LINCOLN, NEBRASKA 68512  
 (402) 484-7342  
 ● ENGINEERING  
 ● PLANNING  
 ● LANDSCAPE ARCHITECTURE  
 ● IRRIGATION

ISSUED FOR	DATE
PLANNING COMMISSION APPLICATION	06/30/25



SEVEN BREW COFFEE  
 2901 W BROADWAY  
 COUNCIL BLUFFS, IA 51501  
 STACKING PLAN

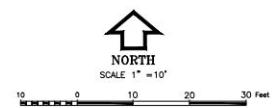
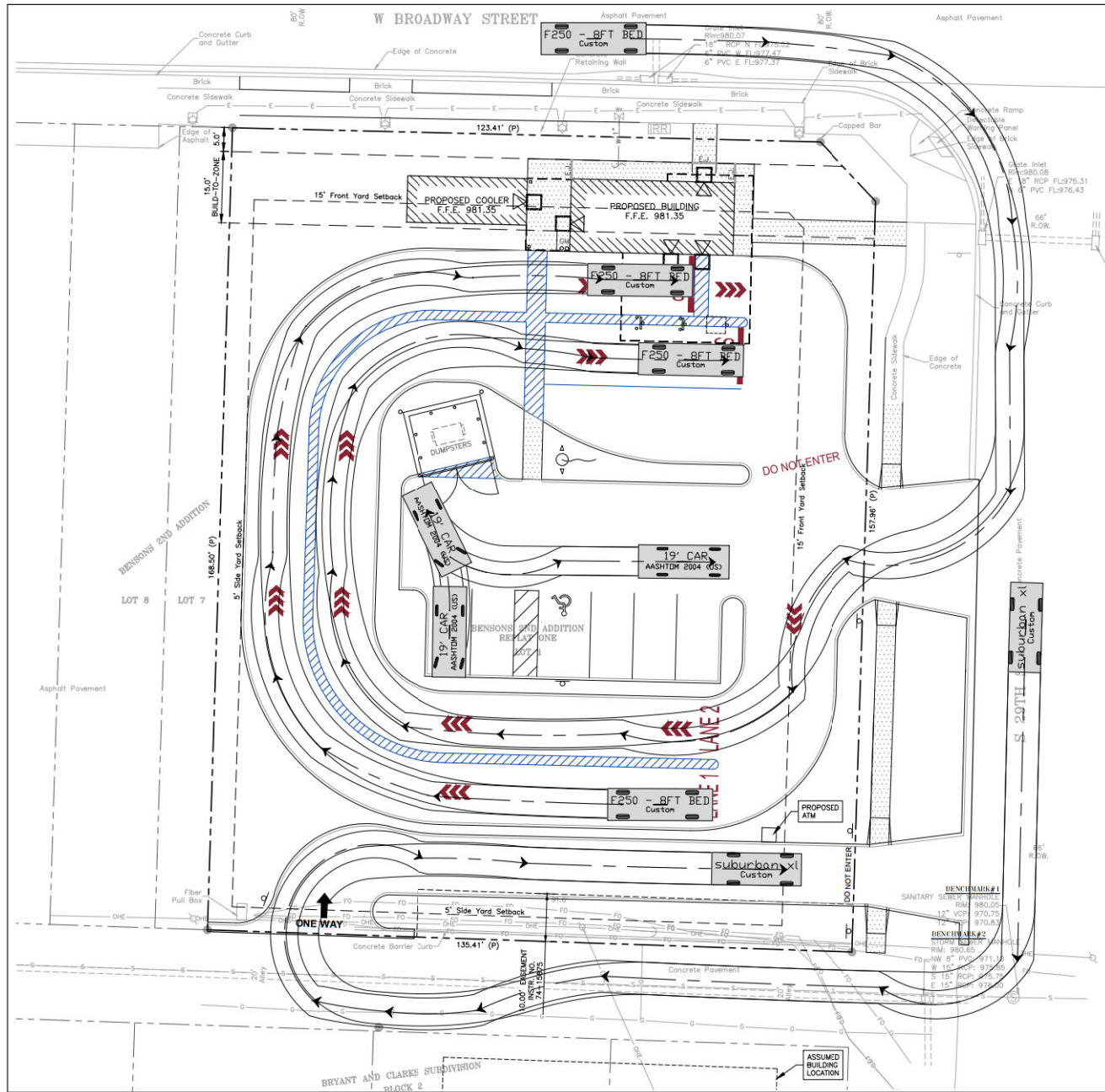


**BENCHMARK**  
 BENCHMARK 1: SANITARY SEWER MANHOLE  
 RIM: 980.05  
 W 15" RCP: 970.75  
 S 15" RCP: 970.83  
 E 15" RCP: 975.75  
 N 6" PVC: 976.43

**BENCHMARK 2**  
 STORM SEWER MANHOLE  
 RIM: 980.05  
 W 15" RCP: 971.10  
 W 15" RCP: 975.85  
 S 15" RCP: 975.75  
 E 15" RCP: 976.00

**IOWA ONE CALL**  
 1-800-292-0909  
 www.iowaonecall.com

SHEET NO.  
3 of 8



**LEGEND**  
 - - - - - PROPERTY LINE (ASSUMED)

**PARKING REQUIREMENTS**  
 ZONING = WEST BROADWAY CORRIDOR DESIGN OVERLAY DISTRICT  
 PROPOSED BUILDING HEIGHT= 20-25'  
 PROPOSED BUILDING SF = 525 S.F.  
 PROPOSED COOLER SF = 250 S.F.

1 STALL PER EMPLOYEE  
 REQUIRED FOR PROJECT = 5 STALLS  
 SHOWN FOR PROJECT = 5 SURFACE STALLS  
 1 VAN HANDICAP STALL  
 TOTAL: = 6 STALLS

**BENCHMARK**  
 BENCHMARK 1: SANITARY SEWER MANHOLE  
 RIM: 980.05  
 BENCHMARK 2: STORM SEWER MANHOLE  
 RIM: 980.65

**IOWA ONE CALL**  
 1-800-292-0707  
 www.iowaonecall.com

PROJECT  
 251009

**REGA ENGINEERING**  
 601 OLD CHENEY RD., SUITE A  
 LINCOLN, NEBRASKA 68512  
 (402) 484-7342  
 ● ENGINEERING  
 ● PLANNING  
 ● LANDSCAPE ARCHITECTURE  
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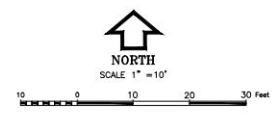
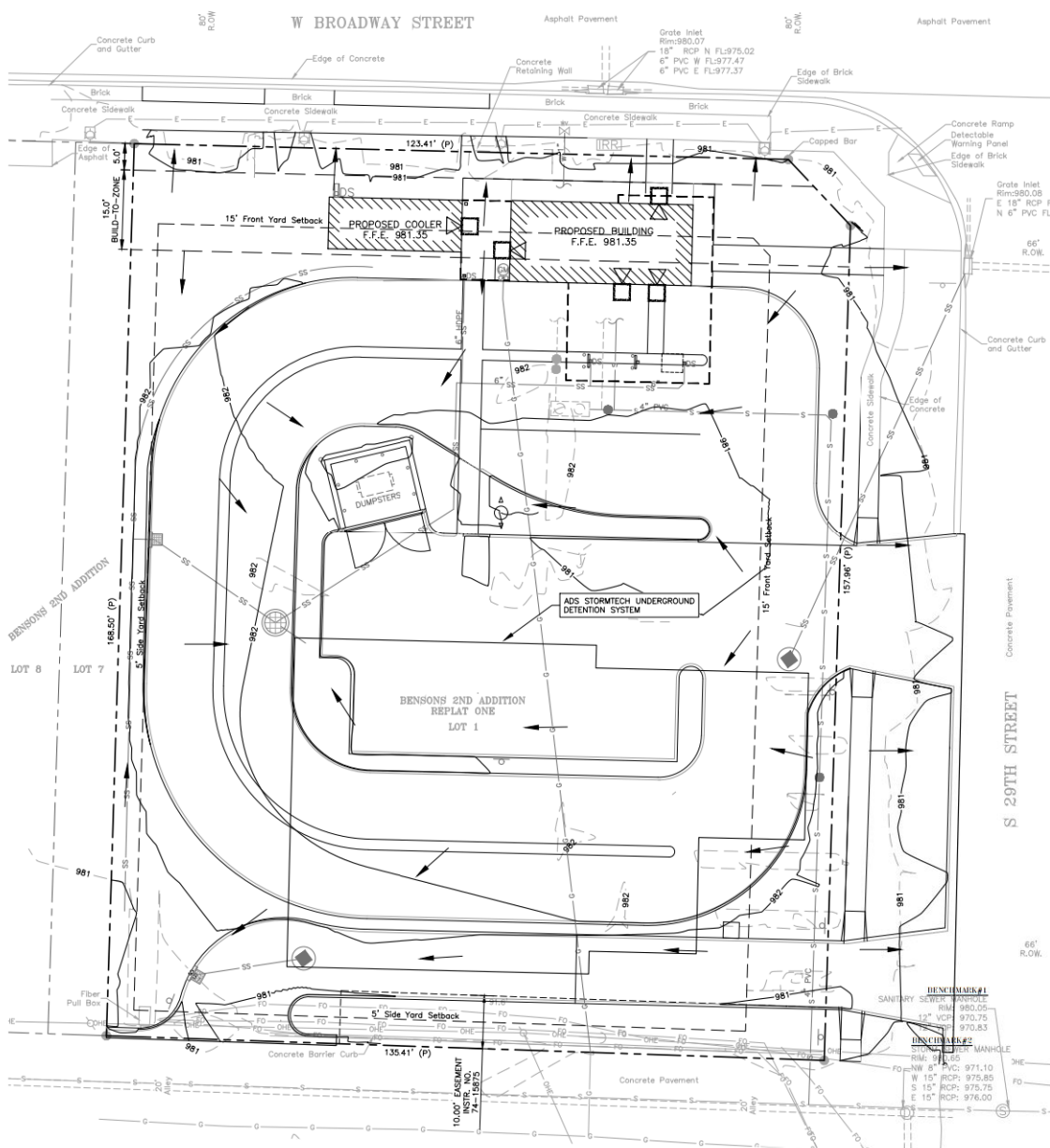
ISSUED FOR	DATE
PLANNING COMMISSION APPLICATION	06/30/25



SEVEN BREW COFFEE  
 2901 W BROADWAY  
 COUNCIL BLUFFS, IA 51501  
 AUTOTURN PLAN



SHEET NO.  
 4 of 8



- LEGEND**
- PROPERTY LINE (ASSUMED)
  - - - 981 - - - EXISTING CONTOURS
  - - - 981 - - - PROPOSED CONTOURS
  - TC XXXX.XX - TOP OF CURB SPOT ELEVATION
  - P XXXX.XX - PAVEMENT SPOT ELEVATION
  - C XXXX.XX - SPOT GROUND ELEVATION
  - TC MATCH - TOP OF CURB TO MATCH TOP OF CURB EXISTING ELEVATION
  - P MATCH - PAVEMENT TO MATCH EXISTING PAVEMENT ELEVATION
  - DIRECTION OF FLOW

**SHEET NOTE:**

1. DRAINAGE CALCULATIONS/REPORT SHALL BE CONSIDERED PRELIMINARY AS THE DESIGN HAS BEEN MODIFIED. REGA ENGINEERING WILL COORDINATE WITH MR. MARK AUGUSTINE TO FINALIZE THE CALCULATIONS, REPORT AND WATER STORAGE SIZE.

**NOTE:**  
THIS PROJECT IS LESS THAN 1 ACRE AND DOES NOT REQUIRE A SWPPP PERMIT. CONTRACTOR SHALL ADHERE TO THESE PLANS AS BEST MANAGEMENT PRACTICES.

**BENCHMARK**  
BENCHMARK 1: SANITARY SEWER MANHOLE  
RIM: 980.05  
12" VCP: 970.75  
970.83  
BENCHMARK 2: STORM SEWER MANHOLE  
RIM: 976.00  
12" VCP: 971.10  
W 15" RCP: 975.85  
S 15" RCP: 975.75  
E 15" RCP: 976.00

PROJECT  
251009

**REGA ENGINEERING**  
601 OLD CHENEY RD., SUITE A  
LINCOLN, NEBRASKA 68512  
(402) 484-7342  
● ENGINEERING  
● PLANNING  
● LANDSCAPE ARCHITECTURE  
● IRRIGATION

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**SEVEN BREW**  
DRIVE THRU COFFEE

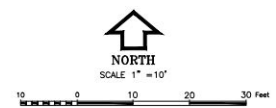
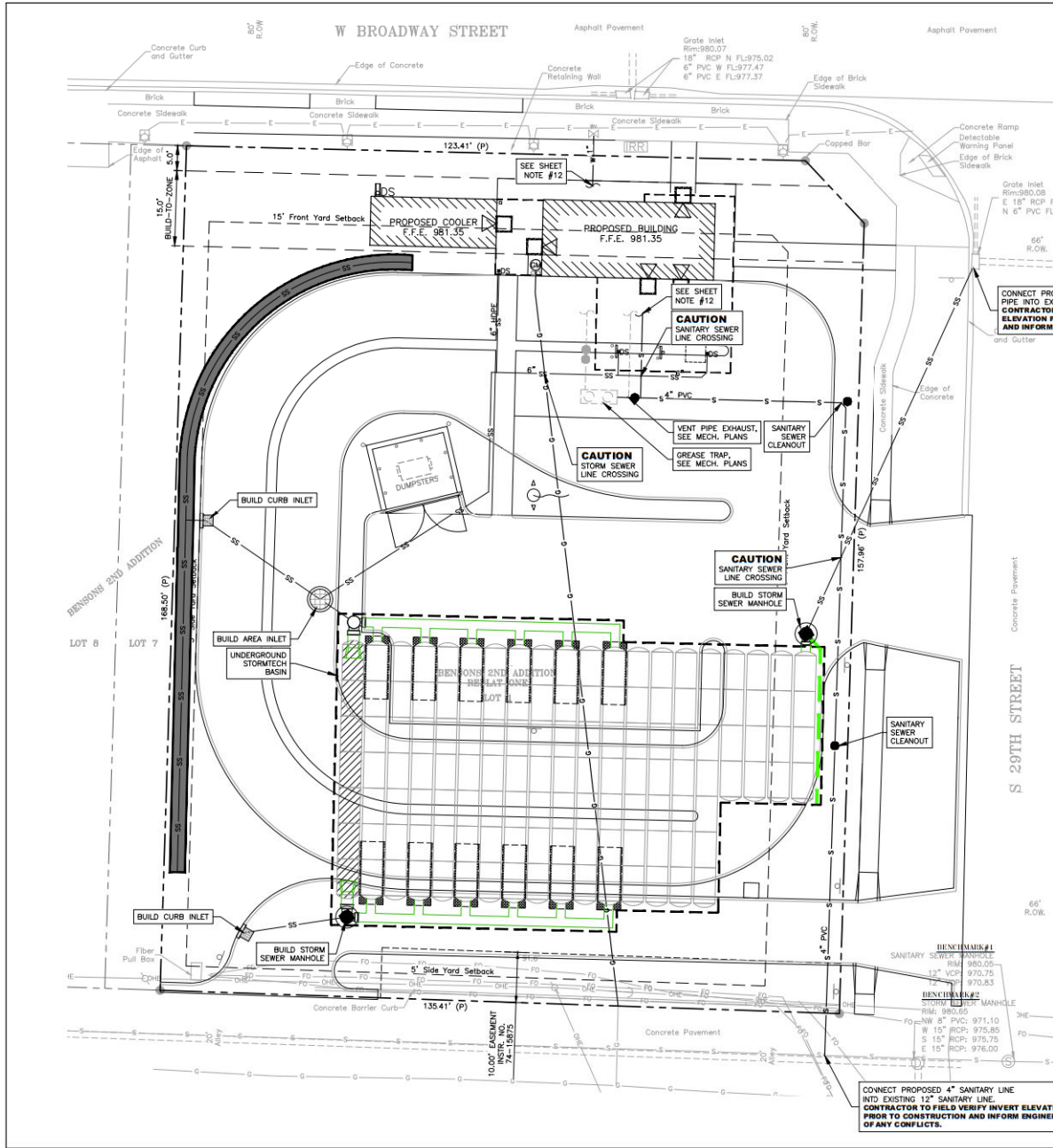
SEVEN BREW COFFEE  
2901 W BROADWAY  
COUNCIL BLUFFS, IA 51501  
GRADING PLAN

**SEVEN BREW**  
DRIVE THRU COFFEE

**IOWA ONE CALL**  
1-800-292-9709  
www.iowaonecall.com

PRELIMINARY  
NOT FOR CONSTRUCTION

SHEET NO.  
5 of 8



**LEGEND**

- - - PROPERTY LINE (ASSUMED)
- S - S - SANITARY SEWER LINE
- W - W - WATER LINE
- SS - SS - PROPOSED STORM SEWER LINE
- - CLEANOUT
- G - GAS LINE (SEE SHEET UTILITY NOTE #16)
- GM - GAS METER (SEE SHEET UTILITY NOTE #16)
- ▲ - TRANSFORMER (SEE ELECTRICAL PLANS)
- 3" PVC IRRIGATION SLIEVE, CAPPED W/PULL STRINGS
- +DS - DOWNSPOUT
- +DS - DOWNSPOUT WITH CONCRETE SPLASH GUARD
- PL - PARKING LOT LIGHTING (SEE ELECTRICAL PLANS)
- - NYLOPLAST CURB INLET
- ⊙ - STORM SEWER MANHOLE

**SHEET NOTE:**  
 1. DRAINAGE CALCULATIONS/REPORT SHALL BE CONSIDERED PRELIMINARY AS THE DESIGN HAS BEEN MODIFIED. REGA ENGINEERING WILL COORDINATE WITH MR. MARK AUGUSTINE TO FINALIZE THE CALCULATIONS, REPORT AND WATER STORAGE SIZE.

- UTILITY NOTES:**
- CONTRACTOR SHALL PROVIDE ALL BENDS, TEES, ELBOW, BACKING BLOCKS AND CORPORATION STOPS AS REQUIRED BY LOCAL CODES TO PROVIDE A FULLY FUNCTIONAL WATER SUPPLY SYSTEM WHETHER SHOWN OR NOT. ALL WATER SUPPLY FIXTURES SHALL BE SUPPLIED, INSTALLED AND LOCATED IN ACCORDANCE WITH THE "10 STATES STANDARDS" AND LOCAL CODES GOVERNING CONSTRUCTION. ADJUST FUTURE LOCATION AS REQUIRED TO MEET CODE REQUIREMENTS. THE CONTRACTOR SHALL CONTACT THE CITY OF COUNCIL BLUFFS FOR ITEMS PROVIDED BY THEM.
  - ALL SANITARY AND WATER PIPE AND FITTINGS SHALL MEET THE CITY OF COUNCIL BLUFFS PLUMBING CODES MOST CURRENT ADDITION "2018 CPC".
  - ALL WATER LINES SHALL HAVE A MINIMUM COVER OF 5'-0" ABOVE TOP OF PIPE.
  - BED ALL WATER LINES IN ACCORDANCE WITH THE "10 STATE STANDARDS".
  - DIMENSIONS SHOWN ARE FROM EDGE OF PIPES OR FITTINGS AND ARE FROM PROPERTY LINES, CENTERLINES OF DRIVEWAYS, BACK OF CURBS, EDGES OF SIDEWALKS OR FACES OF WALLS.
  - ALL WATER MAINS SHALL BE HYDROSTATICALLY TESTED AND DISINFECTED BEFORE ACCEPTANCE.
  - ALL GATE VALVES SHALL BE PROVIDED WITH ROADWAY SCREW TYPE CAST IRON VALVE BOX. BOXES FOR 3" AND SMALLER SHALL HAVE ARCH BASE.
  - VALVES LESS THAN 4" SHALL BE BRONZE WEDGE TYPE GATE VALVE. VALVES SHALL HAVE NON-RISING STEM WITH SOLID TEE HEAD OPERATING NUT.
  - UTILITY CONTRACTOR SHALL HAVE APPROVAL OF ALL GOVERNING AGENCIES HAVING JURISDICTION OVER THE SYSTEM PRIOR TO INSTALLATION.
  - THE "10 STATES STANDARDS" FOR SEWER AND WATER SEPARATION SHALL BE CONFORMED TO. SEPARATION DISTANCES SHALL BE MEASURED EDGE TO EDGE.
  - PROVIDE MINIMUM 18" VERTICAL SEPARATION AS MEASURED FROM EDGE TO EDGE BETWEEN ALL WATER AND SANITARY/STORM SEWER UTILITIES. PROVIDE MINIMUM 10' HORIZONTAL SEPARATION AS MEASURED FROM EDGE TO EDGE BETWEEN ALL WATER AND SANITARY/STORM SEWER UTILITIES.
  - ALL SANITARY & WATER LINES TERMINATE 5'-0" OUTSIDE BUILDING FOR CONTINUATION SEE MECHANICAL PLANS.
  - ALL STORM PIPE OUTSIDE OF THE RIGHT OF WAY SHALL BE SMOOTH INTERIOR WALL HOPE. RCP SHALL BE USED WITHIN THE RIGHT OF WAY.
  - THE USE OF INSERTA-TEES FOR STORM SEWER CONNECTIONS IS ACCEPTABLE FOR SIMILAR & DISSIMILAR PIPE MATERIAL.
  - ALL SANITARY PIPE SHALL BE SOLID WALL SDR 35 PVC WITH CLEANOUTS EVERY 100' MAX. PIPE SIZE SHALL BE MINIMUM OF 4" DIAMETER.
  - CONTRACTOR SHALL COORDINATE GAS LINE AND GAS METER CONNECTIONS WITH LOCAL GAS PROVIDER.
  - CONTRACTOR SHALL COORDINATE TRANSFORMER LOCATION & ELECTRICAL LINE ROUTING WITH LOCAL ELECTRICAL PROVIDER.

**BENCHMARK**  
 BENCHMARK 1: SANITARY SEWER MANHOLE  
 RIM: 980.05  
 BENCHMARK 2: STORM SEWER MANHOLE  
 RIM: 980.65

PROJECT  
251009

**REGA ENGINEERING**  
 601 OLD CHENEY RD., SUITE A  
 LINCOLN, NEBRASKA 68512  
 (402) 484-7342  
 ● ENGINEERING  
 ● PLANNING  
 ● LANDSCAPE ARCHITECTURE  
 ● IRRIGATION

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**SEVEN BREW**  
 DRIVE THRU COFFEE

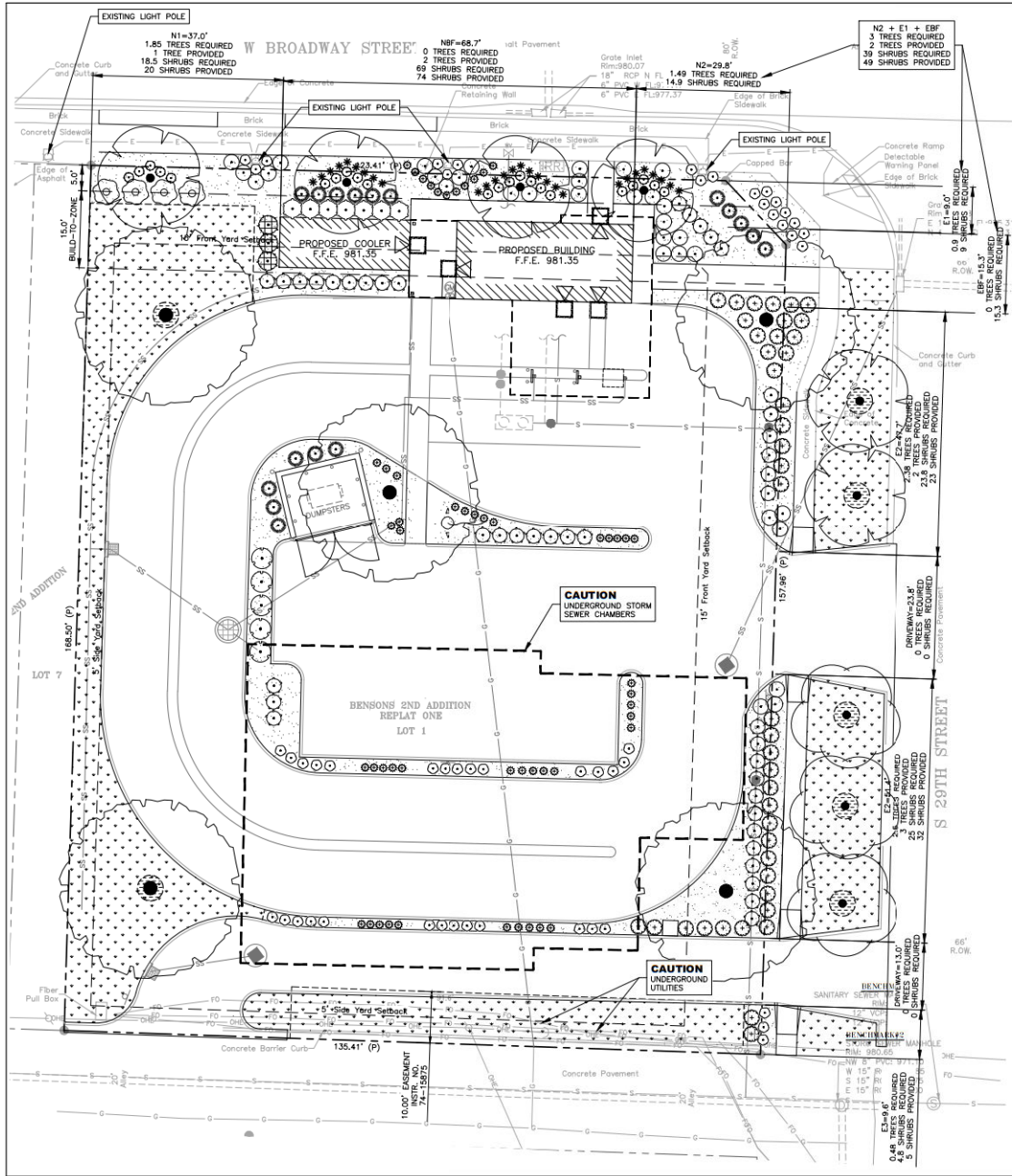
SEVEN BREW COFFEE  
 2901 W BROADWAY  
 COUNCIL BLUFFS, IA 51501  
 UTILITY PLAN

**SEVEN BREW**  
 DRIVE THRU COFFEE

PRELIMINARY  
 NOT FOR CONSTRUCTION

**IOWA ONE CALL**  
 1-800-252-9709  
 www.iowaonecall.com

SHEET NO.  
6 of 8



**TREE LEGEND - NO SCALE**

SYMBOL	BOTANICAL / COMMON NAME
	<b>DECIDUOUS TREES</b>
	GLEDTISIA TRIACANTHOS INERMIS 'SKYCOLE'
	PRUNUS CERASIFERA 'THUNDERCLOUD'
	NYSSA SYLVATICA
	THUJA OCCIDENTALIS

**GROUND COVER LEGEND**

SYMBOL	BOTANICAL / COMMON NAME
	WOOD MULCH (TREES ONLY)
	ROCK MULCH
	TURF SOD

**SHRUB LEGEND**

SYMBOL	BOTANICAL / COMMON NAME
	<b>DECIDUOUS SHRUBS</b>
	ROSA X 'RADKO'
	VIBURNUM CARLESII
	SPIRAEA NIPPONICA 'SNOWMOUND'
	POTENTILLA FRUTICOSA
	<b>EVERGREEN SHRUBS</b>
	TAXUS X MEDIA 'HILLS UPRIGHT'

**EDGING LEGEND**

SYMBOL	DESCRIPTION
	LANDSCAPE EDGING SCHEDULE
	CULTIVATED BED NATURAL EDGE, SEPARATE HARDWOOD MULCH FROM GRASS, TYP.

**SHEET NOTES:**

- BASIC PLANT MATERIAL STANDARDS:
    - SHRUBS: MINIMUM TWO-GALLON SIZE CONTAINER, OR THE EQUIVALENT HEIGHT AND/OR SPREAD.
    - GROUND COVER SHRUBS: MINIMUM SPACING UPON INSTALLATION OF 18 INCHES ON CENTER.
    - DECIDUOUS SHADE TREES: MINIMUM CALIPER OF TWO INCHES AS MEASURED SIX INCHES ABOVE GROUND.
    - ALL OTHER SPECIFICATIONS SHALL CONFORM TO THE AMERICAN STANDARDS FOR NURSERY STOCK, PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN FOR THAT TYPE OF TREE OR SHRUB AT THE TIME OF INSTALLATION.
  - ALL PLANT MATERIAL SHALL BE INSTALLED FREE OF DISEASE AND IN A MANNER THAT ENSURES THE AVAILABILITY OF SUFFICIENT SOIL AND WATER TO SUSTAIN HEALTHY GROWTH.
  - ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF SIX INCHES OF PLANTING SOIL AND MULCHED TO A DEPTH OF THREE INCHES.
- REFER TO GENERAL LANDSCAPE NOTES ON SHEET 9.

**DEVELOPMENT DETAILS:**

LAND AREA: 0.525 ACRES  
 LOT SIZE: 22,849 SF  
 IMPERVIOUS AREA: 15,471 SF - 52%  
 PERVIOUS AREA: 7,378 SF - 48%

**CITY OF COUNCIL BLUFFS, IA LANDSCAPE REQUIREMENTS:**

- ZONING: C-2 WITH WEST BROADWAY CORRIDOR OVERLAY
- PER 15.23.030.4 REQUIRED GREEN SPACE FOR PARKING LOTS > 7,500SF
- MINIMUM OF 5' OF LANDSCAPED AREA REQUIRED BETWEEN PARKING SURFACE AND LOT LINE.
  - THE MAXIMUM ALLOWABLE AREA THAT CAN BE PAVED = 90%
  - A MINIMUM OF TEN (10) PERCENT OF THE PARKING LOT MUST BE LANDSCAPED WITH A PERMEABLE SURFACE.
  - ADJACENT PARKING LOTS AND ACCESS POINTS MAY HAVE THE FIVE-FOOT LANDSCAPED AREA WAIVED WHEN SHARED
- PER 15.23.030.5 SCREENING REQUIREMENTS. SCREENING SHALL CONFORM TO THE STANDARDS IN CBMC 15.24.040.D.
- PER 15.32A.090.A - REQUIRED FRONTAGE LANDSCAPING
- MINIMUM OF FIVE (5) FEET WIDE LANDSCAPING STRIP SHALL BE INSTALLED ON ALL FRONTAGES AS MEASURED FROM THE BACK OF SIDEWALK OR PROPERTY LINE.
  - FOUNDATION PLANTINGS SHALL BE PLACED ALONG THE PERIMETER OF ALL FACADES VISIBLE FROM ADJACENT STREET RIGHT-OF-WAY AT A RATE OF ONE PLANTING PER LINEAL FOOT OF FACADE, NOT INCLUDING OF ENTRANCES.
  - A MINIMUM OF ONE (1) DECIDUOUS SHADE TREE AND TEN (10) SHRUBS SHALL BE PLANTED EVERY TWENTY (20) LINEAR FEET ALONG FRONTAGE STRIPS AND SHALL BE GENERALLY EVENLY SPACED ALONG THE ENTIRE LENGTH OF THE FRONTAGE STRIP. SHRUB PLANTINGS SHALL BE DESIGNATED IN THE APPROVED SHRUB LIST. FRONTAGE ADJACENT TO BUILDINGS SHALL ONLY BE REQUIRED TO INSTALL FOUNDATION PLANTINGS AND SHALL NOT BE INCLUDED IN THE REQUIRED NUMBER OF TREE PLANTINGS.
  - TREES PLANTED IN FRONTAGE STRIPS SHALL BE DESIGNATED IN THE COUNCIL BLUFFS STREET TREE SPECIES GUIDE, WHICH IS MADE PART THEREOF AS EXHIBIT C.
- BROADWAY BLVD: 1 SHADE TREE + 10 SHRUBS PER 20LF (N1+N2=37.0+29.8=66.8LF) = 66.8/20=3.34 MULTIPLIER  
 1.4 TREES REQUIRED, 2 TREES PROVIDED DUE TO SPACING OF STREET LIGHT POLES  
 27 SHRUBS REQUIRED, SEE PLAN FOR SHRUBS PROVIDED
- BROADWAY BLVD FOUNDATION PLANTINGS: 1 SHRUB PER 1 LF REQUIRED, 68.7 LF FOUNDATION  
 69 SHRUBS REQUIRED, 74 SHRUBS PROVIDED.
- S. 29TH ST: 1 SHADE TREE + 10 SHRUBS PER 20LF (11+32.9+50.5+7+4+54.6LF) = 101.8/20=5.09 MULTIPLIER  
 5 TREES REQUIRED, 3 TREES PROVIDED  
 27 SHRUBS REQUIRED, SEE PLAN FOR SHRUBS PROVIDED
- S. 29TH ST FOUNDATION PLANTINGS: 1 SHRUB PER 1 LF REQUIRED, 15.27 LF FOUNDATION  
 16 SHRUBS REQUIRED, SEE PLAN FOR SHRUBS PROVIDED.
- PER 15.32A.090.B - REQUIRED PARKING LOT LANDSCAPING
- MINIMUM PARKING LOT LANDSCAPED AREA
    - ONE (1) DECIDUOUS SHADE TREE SHALL BE PLANTED PER 3,000 SF OF PAVED PARKING AREA NOT COVERED BY BUILDINGS OR CANOPIES, SUCH AS PARKING STALLS, DRIVEWAYS, DRIVE ISLES, DRIVE THROUGH LANES, AND LOADING AREAS. TREE PLANTINGS SHALL HAVE A MINIMUM OF TWO (2) INCH CALIPER AT THE TIME OF PLANTING AND A MINIMUM MATURE HEIGHT OF AT LEAST TWENTY-FIVE (25) FEET WITH A MATURE CANOPY OF AT LEAST TWENTY (20) FEET.
    - PLANTING AREAS SHALL BE A MINIMUM OF FIFTY (50) SF OF UNPAVED SURFACE PER TREE IN THE FORM OF INTERIOR LANDSCAPE ISLANDS OR PERIMETER PLANTING AREAS.
    - LANDSCAPE ISLANDS SHALL BE EVENLY DISTRIBUTED THROUGHOUT THE PARKING LOT IN ORDER TO MAXIMIZE SHADE.
    - TREES PLANTED IN PERIMETER PLANTING AREAS AS OPPOSED TO LANDSCAPE ISLANDS OR ENDCAP ISLANDS SHALL BE COUNTED AS 3 TREE FOR THE PURPOSE OF THIS REQUIREMENT.
    - 4 TREES REQUIRED, 2 TREES PROVIDED INTERNALLY, 3 PROVIDED AROUND PERIMETER.

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 ● ENGINEERING  
 ● PLANNING  
 ● LANDSCAPE ARCHITECTURE  
 ● IRRIGATION

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SEVEN BREW COFFEE  
 2901 W BROADWAY  
 COUNCIL BLUFFS, IA 51501  
 LANDSCAPE PLAN



SHEET NO.  
7 of 8

**GENERAL LANDSCAPE NOTES:**

1. PLANT QUANTITIES IN PLANT SCHEDULE ARE FOR CONVENIENCE ONLY AND ARE NOT GUARANTEED. QUANTITIES GRAPHICALLY DEPICTED ON PLAN WILL PREVAIL IF DISCREPANCIES OCCUR.
2. ALL LANDSCAPING TO BE INSTALLED IN STRICT ACCORDANCE WITH CITY OF COUNCIL BLUFFS REGULATIONS. DEMONSTRATION SHALL ILLUSTRATE A COMPREHENSIVE UNDERSTANDING OF INFORMATION INCLUDED IN THE PLANTING DETAIL AND SPECIFICATIONS.
3. ALL UTILITIES ARE APPROXIMATE. COORDINATE INSTALLATION WITH WORK OF OTHER SECTIONS. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION WITH OWNER OF UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL PUBLIC AND PRIVATE UTILITIES WHICH LIE WITHIN THE CONSTRUCTION AREA PRIOR TO ANY CONSTRUCTION. NOTIFY THE ENGINEER OF ANY DISCREPANCIES. CALL 811 TO NOTIFY UTILITY COMPANY FOR LOCATING ALL UNDERGROUND UTILITIES PRIOR TO DIGGING.
4. AVOID DAMAGE TO UTILITIES DURING THE COURSE OF THE WORK. REPAIR AT NO COST TO OWNER ANY DAMAGE TO UTILITIES, SITE STRUCTURES, ETC., RESULTING FROM LANDSCAPE CONSTRUCTION. THE CONTRACTOR SHALL REPORT TO THE OWNER ANY DAMAGE TO OWNER'S PROPERTY AND OR UTILITIES PRIOR TO REPAIR.
5. ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN. ALL PLANT MATERIAL SHALL BE OF GOOD QUALITY, FREE OF DISEASE AND SIZES SHALL MEET REQUIRED SIZES AS SPECIFIED. ALL PLANT MATERIAL SHALL BE RATED FOR ESTABLISHMENT, GROWTH AND SURVIVAL IN PLANT HARDINESS ZONES 5 AND/OR ACCORDING TO THE LATEST VERSION OF THE USDA PLANT HARDINESS ZONE MAP. ALL PLANTS SHALL BE APPROVED BY THE OWNER PRIOR TO INSTALLATION.
6. ALL PLANTING BEDS (TREES, SHRUBS AND GROUNDCOVERS) SHALL RECEIVE 3" DEPTH OF ROCK MULCH. ROCK MULCH INSTALLED OVER 50% WOVEN POLYPROPYLENE WEED FABRIC. NATURAL CULTIVATED EDGE BETWEEN PAVING AND GRASS AREAS. OWNER SHALL APPROVE ALL GROUND COVER MATERIALS PRIOR TO INSTALLATION.
7. PLANTING SOIL SHALL CONSIST OF QUALITY TOP SOIL PLUS 1" DEPTH COMPOST, TILLED TO A DEPTH OF 6".
8. LANDSCAPE CONTRACTOR TO MARK ALL TREE LOCATIONS AND LAYOUT ALL OF PLANT MATERIAL IN THE FIELD FOR APPROVAL BY THE ENGINEER PRIOR TO PLANTING UNLESS APPROVED OTHERWISE.
9. PROVIDE A MINIMUM OF 48 HOURS NOTICE FOR APPROVAL OF PLANT LAYOUT AND SAMPLE TREE PLANTINGS.
10. CONTRACTOR SHALL PROVIDE A 5-FOOT DIAMETER RING OF WOOD MULCH AND NATURAL CULTIVATED EDGE AROUND ALL TREES. WOOD MULCH SHALL BE LOCALLY AVAILABLE, HARDWOOD CHIPS, 1-INCH MINIMUM TO 2"-MAXIMUM IN SIZE.
11. STAKING AND GUTING OF TREES PER NATIONAL NURSERY STANDARDS.
12. SHRUBS ARE NOT TO BE LOCATED CLOSER THAN 2 FEET TO CURB OR SIDEWALKS. PERENNIALS / GRASSES ARE NOT TO BE LOCATED CLOSER THAN ONE FOOT TO CURB OR SIDEWALKS. LANDSCAPE CONTRACTOR SHALL PLANT THREE TREES FOR OWNER / ENGINEER FOR APPROVAL PRIOR TO PLANTING THE REMAINDER OF THE TREES ON SITE.
13. CONTRACTOR SHALL FIELD VERIFY TURF LIMITS PRIOR TO INSTALLATION, INCLUDING SOIL PREPARATION REQUIREMENTS. REFER TO LANDSCAPE PLAN FOR PROPOSED TURF SPECIES AND LOCATIONS.
14. CONTRACTOR SHALL ADJUST EXTENTS TO TURF ALL DISTURBED AREAS; ON/OFF SITE. MATCH TURF SPECIES WITH NEAREST ADJACENT TURF AS SHOWN ON THE LANDSCAPE PLAN. FOR DISTURBED TURF AREAS NOT ADJACENT TO PROPOSED TURF ON THE LANDSCAPE PLAN, INSTALL TURF THAT BEST MATCHES EXISTING SPECIES OF TURF. CONFIRM ADJUSTED EXTENTS AND SPECIES WITH LANDSCAPE ARCHITECT.
15. THE CONTRACTOR SHALL COORDINATE HIS/HER EFFORTS SO THAT THE SITE CAN BE SEEDED AS SOON AS POSSIBLE FOLLOWING RE-SPREAD OF TOPSOIL.
16. INSTALL 4" MINIMUM TOPSOIL TO ALL SEED AND SOD AREAS. CONTRACTOR IS RESPONSIBLE FOR FINE GRADING OF SEED AREAS. REMOVE STONES, STICKS, AND DEBRIS LARGER THAN 1".
17. ALL PRE-EMERGENT PRODUCTS MUST BE APPLIED IN ACCORDANCE WITH THE MANUFACTURER'S LABEL DIRECTIONS. ANY CHEMICAL APPLICATIONS ON PAVEMENT MUST BE PROMPTLY CLEANED TO PREVENT STAINING.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MAINTENANCE AND WATERING OF ALL PLANT MATERIAL UNTIL SUBSTANTIAL PROJECT COMPLETION OR OWNER AND ENGINEER/ARCHITECT ACCEPTANCE OF ALL LANDSCAPED AREAS, WHICHEVER IS LATER.
19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MAINTENANCE AND WATERING OF SEEDED AREAS UNTIL SUBSTANTIAL PROJECT COMPLETION OR OWNER AND ENGINEER ACCEPTANCE OF ALL LANDSCAPED AREAS, WHICHEVER IS LATER. ACCEPTABLE SEEDED AREAS SHALL INCLUDE A MINIMUM OF 90% VEGETATIVE COVERAGE AND BE FREE OF WEEDS. ACCEPTABLE SODDED AREAS SHALL HAVE A UNIFORM ROOT ESTABLISHMENT AND BE FREE OF BARE SPOTS AND BROWN PATCHES.
20. SWEEP AND WASH ALL PAVED SURFACES. REMOVE ALL DEBRIS RESULTING FROM LANDSCAPE OPERATIONS.
21. GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR BEGINNING OF THE DATE OF ACCEPTANCE. MAKE ALL REPLACEMENTS PROMPTLY AS PER DIRECTION OF OWNER/ENGINEER.

**PLANT SCHEDULE**

SYMBOL	BOTANICAL / COMMON NAME	QTY	SIZE	CONTAINER	MATURE HEIGHT	MATURE WIDTH	DETAIL
<b>DECIDUOUS TREES</b>							
	GLEDITSIA TRIACANTHOS INERMIS 'SKYCOLE' SKYLINER HONEY LOCUST	5	2" CAL.	B&B	40 - 65FT. HT.	25 - 40FT. W.	
	PRUNUS CERASIFERA 'THUNDERCLOUD' THUNDERCLOUD PURPLE-LEAF PLUM	3	2" CAL.	B&B	15 - 25FT. HT.	15 - 25FT. W.	
	NYSSA SYLVATICA TUPELO	6	2" CAL.	B&B	25 - 40FT. HT.	15 - 25FT. W.	
<b>DECIDUOUS SHRUBS</b>							
	ROSA X 'RADTKO' DOUBLE KNOCK OUT® RED ROSE	42	3 GAL.	POT	18 - 36IN. HT.	1 - 3FT. W.	
	HYDRANGEA ARBORESCENS 'ABETWO' INCREDIBLE® HYDRANGEA	7	3 GAL.	POT	3 - 6FT. HT.	3 - 6FT. W.	
	VIBURNUM CERASIFOLIA KOREANSPICE VIBURNUM	4	3 GAL.	POT	3 - 6FT. HT.	3 - 6FT. W.	
	SPIRAEA NIPPONICA 'SNOWMOUND' SNOWMOUND SPIRAEA	41	2 GAL.	POT	18 - 6FT. HT.	1 - 6FT. W.	
	POTENTILLA FRUTICOSA 'TANGERINE' TANGERINE BUSH CINQUEFOIL	5	2 GAL.	POT	18 - 36IN. HT.	3 - 6FT. W.	
<b>EVERGREEN SHRUBS</b>							
	TAXUS X MEDIA 'HILLS UPRIGHT' HILLS UPRIGHT ANGL-O-JAPANESE YEW	3	5 GAL.	POT	6 - 10FT. HT.	3 - 6FT. W.	
<b>GRASSES</b>							
	SCHIZACHYRIUM SCOPARIUM 'BLAZE' BLAZE LITTLE BLUESTEM	22	2 GAL.	POT	18 - 36IN. HT.	1 - 3FT. W.	
	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER' KARL FOERSTER FEATHER REED GRASS	17	2 GAL.	POT	3 - 6FT. HT.	1 - 3FT. W.	
	PENNISETUM ALOPECUROIDES 'LITTLE BUNNY' LITTLE BUNNY FOUNTAIN GRASS	52	2 GAL.	POT	6 - 18IN. HT.	1 - 3FT. W.	
	SPOROBOLUS HETEROLEPIS PRAIRIE DROPSOED	32	1 GAL.	POT	18 - 36IN. HT.	1 - 3FT. W.	
<b>PERENNIALS</b>							
	HEUCHERA X 'GEORGIA PEACH' GEORGIA PEACH CORAL BELLS	28	1 GAL.	POT	18 - 36IN. HT.	1 - 3FT. W.	
	HEMEROCALLIS X 'RUBY STELLA' RUBY STELLA DAYLILY	51	1 GAL.	POT	18 - 36IN. HT.	1 - 3FT. W.	

**GROUND COVER SCHEDULE**

SYMBOL	BOTANICAL / COMMON NAME	QTY	DETAIL
<b>GROUND COVERS</b>			
	WOOD MULCH (TREES ONLY)	140 SF	
	NON-DYED HARDWOOD MULCH		
<b>ROCK MULCH</b>			
	DAK CREEK 1X2" RIVER ROCK, 3" DEPTH	3,677 SF	
	5 OZ COMMERCIAL GRADE LANDSCAPE FABRIC		
<b>TURF SOD</b>			
	DROUGHT TOLERANT RTF FESCUE SOD	4,906 SF	
	FESTUCA ARUNDINACEA 'RHIZOMATOUS RTF'		

**EDGING SCHEDULE**

SYMBOL	DESCRIPTION	QTY	DETAIL
<b>LANDSCAPE EDGING SCHEDULE</b>			
	CULTIVATED BED NATURAL EDGE, SEPERATE HARDWOOD MULCH FROM GRASS, TYP.	220 LF	

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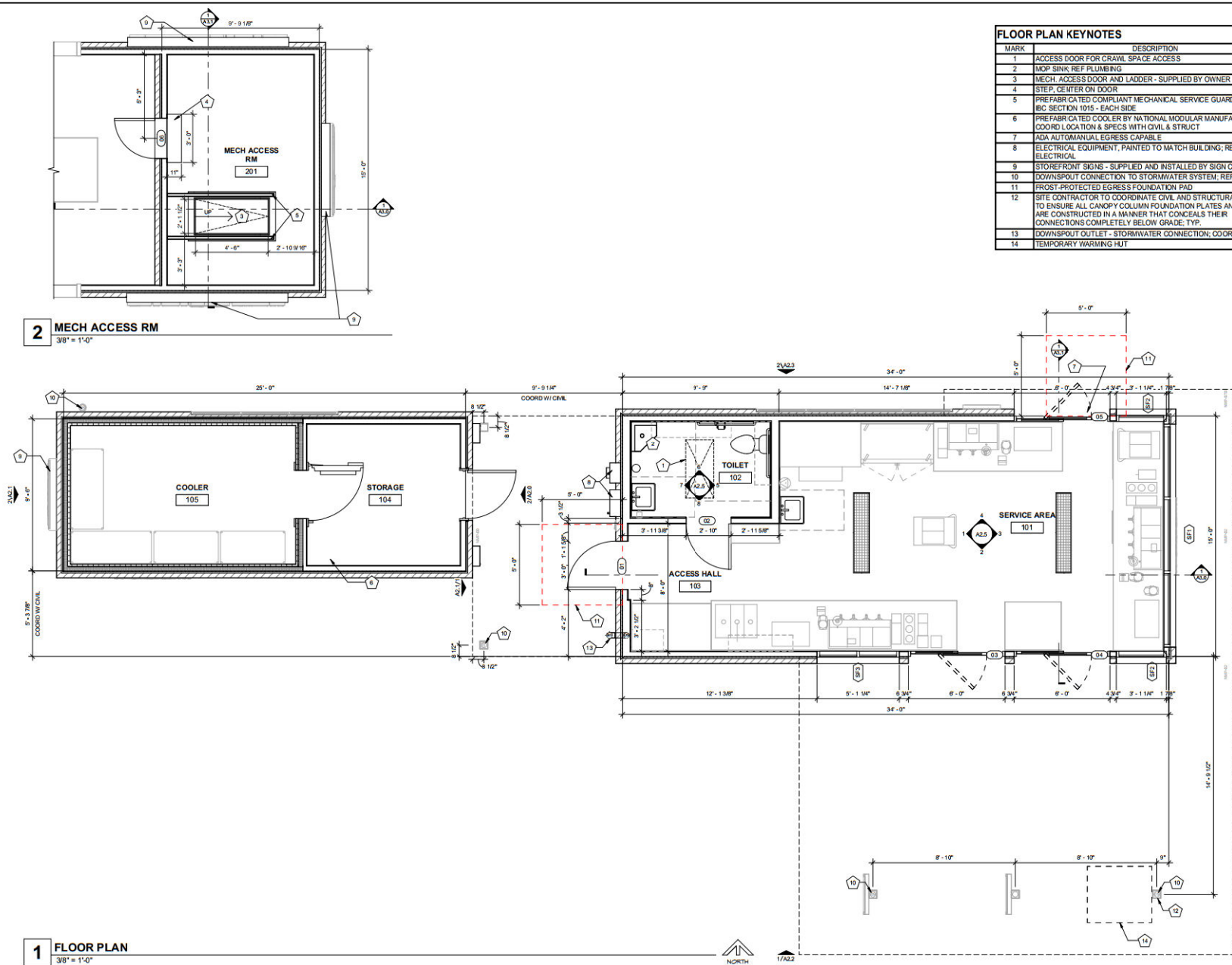
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SEVEN BREW COFFEE  
2901 W BROADWAY  
COUNCIL BLUFFS, IA 51501  
LANDSCAPE NOTES & SCHEDULES



SHEET NO.  
8 of 8



**1 FLOOR PLAN**  
3/8" = 1'-0"

**2 MECH ACCESS RM**  
3/8" = 1'-0"

**FLOOR PLAN KEYNOTES**

MARK	DESCRIPTION
1	ACCESS DOOR FOR CRAWL SPACE ACCESS
2	MOP SINK; REF PLUMBING
3	MECH. ACCESS DOOR AND LADDER - SUPPLIED BY OWNER
4	STEP, CENTER ON DOOR
5	PREFABRICATED COMPLIANT MECHANICAL SERVICE GUARDRAIL PER IBC SECTION 1015 - EACH SIDE
6	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATIONS & SPECS WITH CIVIL & STRUCT
7	ADA AUTOMANUAL EGRESS CAPABLE
8	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
9	STOREFRONT SIGNS - SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
10	DOWNSPOUT CONNECTION TO STORMWATER SYSTEM; REF CIVIL
11	FROST-PROTECTED EGRESS FOUNDATION PAD
12	SITE CONTRACTOR TO COORDINATE CIVIL AND STRUCTURAL DRAWINGS TO ENSURE ALL CANOPY COLUMN FOUNDATION PLATES AND BOLTS ARE CONSTRUCTED IN A MANNER THAT CONCEALS THEIR CONNECTIONS COMPLETELY BELOW GRADE; TYP.
13	DOWNSPOUT OUTLET - STORMWATER CONNECTION; COORD W/ CIVIL
14	TEMPORARY WARMING HUT



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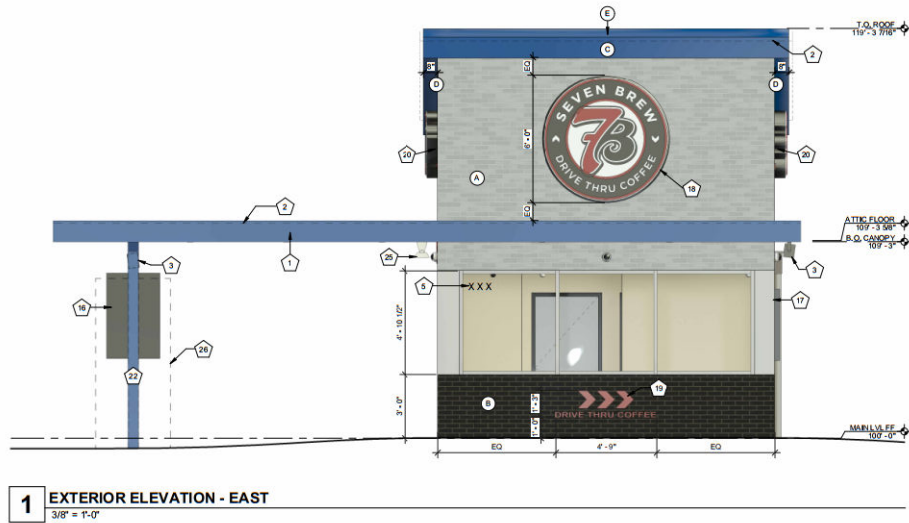
**7 BREW DRIVE THRU - COUNCIL BLUFFS, IA - BROADWAY**  
HIGH PLAINS BREW, LLC  
2901 WEST BROADWAY STREET, COUNCIL BLUFFS, IOWA 51501

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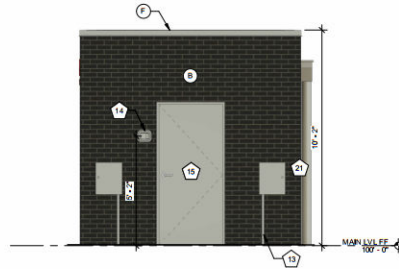
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Project no: 23.15.12  
Sheet contents: FLOOR PLAN

Sheet no:

A1.2



**1 EXTERIOR ELEVATION - EAST**  
3/8" = 1'-0"



**2 COOLER ELEVATION - EAST**  
3/8" = 1'-0"

**EXTERIOR ELEVATION MATERIALS LEGEND**

MARK	DESCRIPTION
A	MODULAR FULL DEPTH BRICK (BR-2)
B	MODULAR FULL DEPTH BRICK (BR-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	SPANDREL GLAZING

**EXTERIOR ELEVATION KEYNOTES**

MARK	DESCRIPTION
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED); TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	THROUGH-WALL ROOF SCUPPER; TYP
5	ADDRESS NUMBERS TO BE 8" TALL X 2" BRUSH STROKE
6	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
7	FROST-PROOF FLUSH HOSE BIB
8	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
9	PARAPET, ABOVE ATTIC FLOOR
10	KNOX BOX
11	HVAC EQUIPMENT
12	OUTLINE OF MECHANICAL UNIT BEYOND
13	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
14	COOLER LOCK & CONTROLS
15	38" COOLER DOOR
16	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
17	SURFACE-MOUNTED LIGHTED SIGN BOX
18	ROUND STOREFRONT SIGN (28 SF); SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
19	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
20	ILLUMINATED STOREFRONT SIGNAGE (21 SF) BY SIGN CONTRACTOR
21	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; CONNECT TO SUB-GRADE STORMWATER COLLECTION SYSTEM; REF CIVIL
22	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
23	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
24	DOWNSPOUT OUTLET; CONNECT TO SUBGRADE STORMWATER CONNECTION; REF CIVIL
25	CANOPY HEATER
26	TEMPORARY WARNING HJT
27	15' x 9' (75 SF) MURAL

**EXTERIOR ELEVATION MATERIALS SUMMARY**

EAST ELEVATION - HINOR FACADE		
MATERIALS (DURABLE/COMPLEMENTARY)	REQUIREMENT	PROPOSED
GLEN GERY COAL CITY BLACK VELOUR GLEN GERY STONE GREY CLAYDART SMOOTH	40% DURABLE	4757/1555F + 40%
GLAZING (2" X 8") = 1.25SF (TRANSPARENT - 60%)	30% (2" X 8")	7457 / 60%



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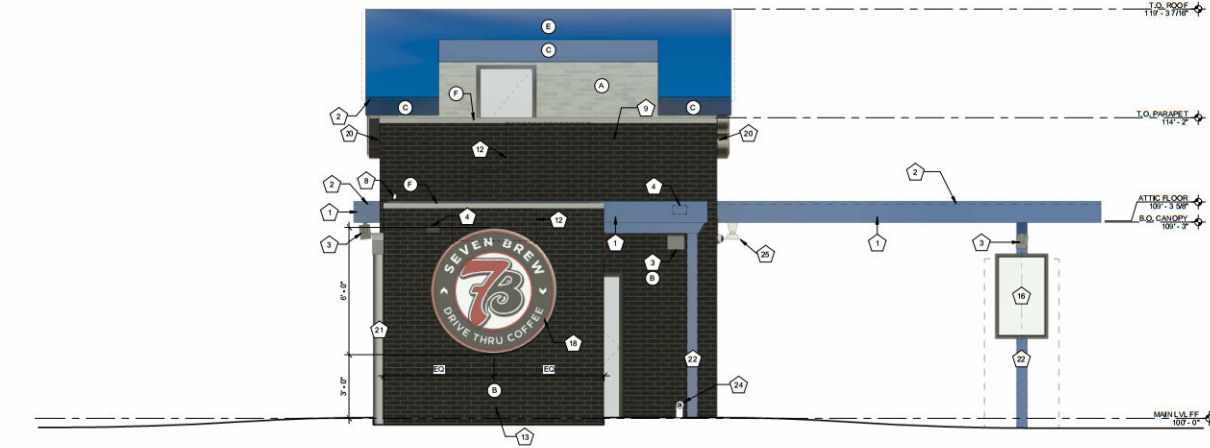
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Sheet Issue date: 06/10/2025  
Project no.: 23.15.12  
Sheet contents: EXTERIOR ELEVATIONS

Sheet no.:

A2.0



**2 EXTERIOR ELEVATION - WEST W/ COOLER**  
3/8" = 1'-0"

**EXTERIOR ELEVATION MATERIALS SUMMARY**

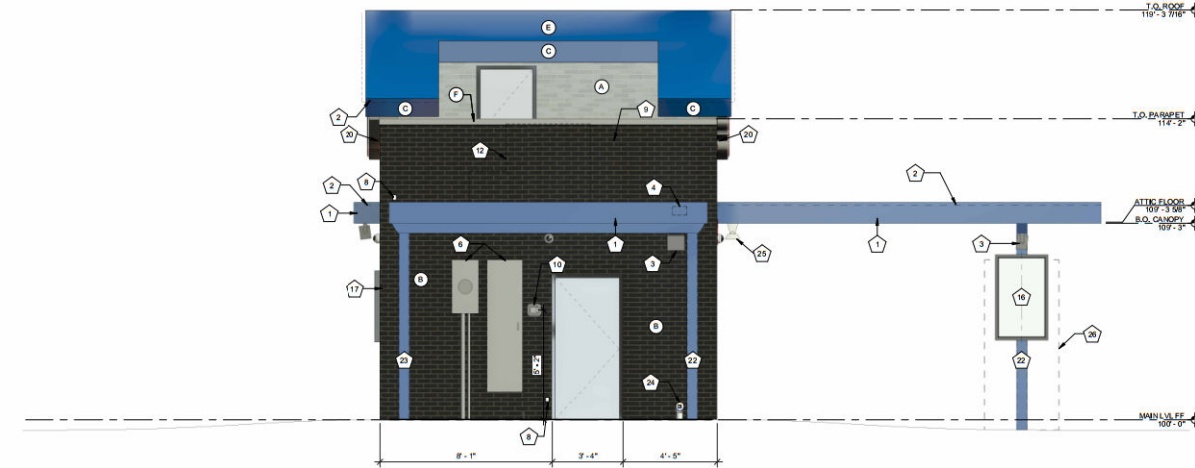
WEST ELEVATION - HENK FACADE		
MATERIALS (DURABLE/COMPLEMENTARY)	REQUIREMENT	PROPOSED
GLEN GERY COAL CITY BLACK VELOUR GLEN GERY STONE GREY CLAYCOT SMOOTH	1/8" DURABLE	10/355/153 SF = 67%
GLAZING (2'-10" x 2'-10") = 123 SF (TRANSPARENT = 0%)	3/8" (2'-10")	85 F / 0%

**EXTERIOR ELEVATION MATERIALS LEGEND**

MARK	DESCRIPTION
A	MODULAR FULL DEPTH BRICK (BRF-2)
B	MODULAR FULL DEPTH BRICK (BRF-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	SPANDREL GLAZING

**EXTERIOR ELEVATION KEYNOTES**

MARK	DESCRIPTION
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED); TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	THROUGH-WALL ROOF SCUPPER; TYP
5	ADDRESS NUMBERS TO BE 8" TALL X 2" BRUSH STROKE
6	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
7	FROST-PROOF FLUSH HOSE BIB
8	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
9	PARAPET, ABOVE ATTIC FLOOR
10	KNOX BOX
11	HVAC EQUIPMENT
12	OUTLINE OF MECHANICAL UNIT BEYOND
13	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
14	COOLER LOCK & CONTROLS
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16	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
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20	ILLUMINATED STOREFRONT SIGNAGE (21 SF) BY SIGN CONTRACTOR
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22	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
23	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
24	DOWNSPOUT OUTLET; CONNECT TO SUBGRADE STORMWATER CONNECTION; REF CIVIL
25	CANOPY HEATER
26	TEMPORARY WARMING HUT
27	15' x 9' (75 SF) MURAL



**1 EXTERIOR ELEVATION - WEST**  
3/8" = 1'-0"



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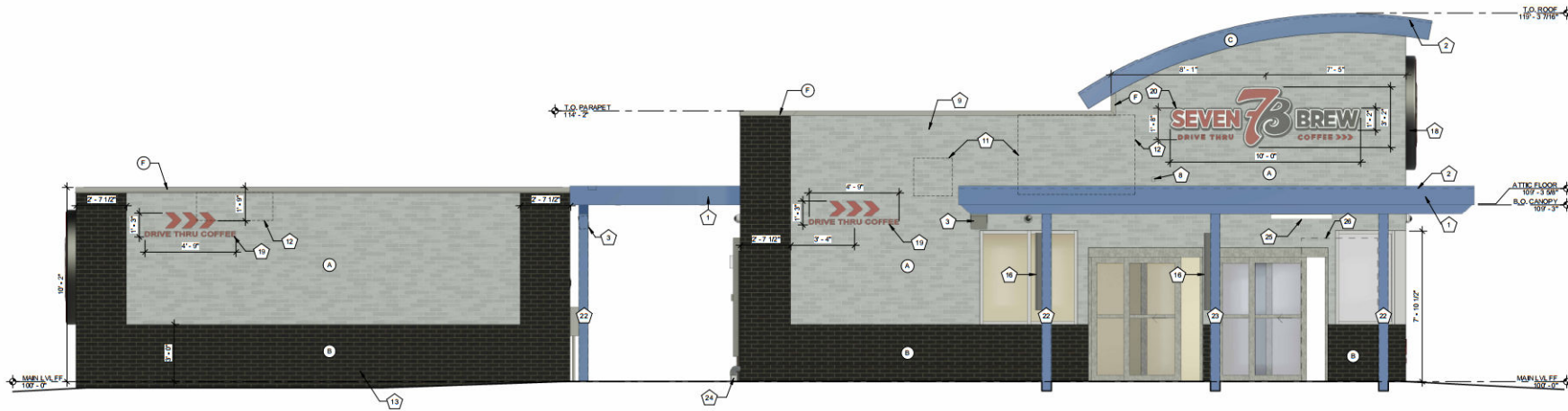
7 BREW DRIVE THRU - COUNCIL BLUFFS, IA - BROADWAY  
HIGH PLAINS BREW, LLC  
2901 WEST BROADWAY STREET, COUNCIL BLUFFS, IOWA 51501

REVISIONS  
No. Description Date

Sheet Issue date:  
06/10/2025  
Project no.:  
23.15.12  
Sheet contents:  
EXTERIOR ELEVATIONS

Sheet no.:

A2.1



**1** EXTERIOR ELEVATION - SOUTH  
3/8" = 1'-0"

**EXTERIOR ELEVATION MATERIALS SUMMARY**

SOUTH ELEVATION - EXTERIOR FACADE		
MATERIALS (DURABLE/COMPLEMENTARY)	REQUIREMENT	PROPOSED
OLEN GRAY COAL CITY BLACK VELOUR OLEN BERRY STONE GREY CLAYCOTE SMOOTH	40% DURABLE	1875F / 3435F = 54.5%
GLAZING (2"-10") = 1235F (TRANSPARENT - 08)	NR (2"-10")	126.55F / 45.0%

**EXTERIOR ELEVATION MATERIALS LEGEND**

MARK	DESCRIPTION
A	MODULAR FULL DEPTH BRICK (BR-2)
B	MODULAR FULL DEPTH BRICK (BR-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	SPANDREL GLAZING

**EXTERIOR ELEVATION KEYNOTES**

MARK	DESCRIPTION
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED); TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	THROUGH-WALL ROOF SCUPPER; TYP
5	ADDRESS NUMBERS TO BE 8" TALL X 2" BRUSH STROKE
6	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
7	FROST-PROOF FLUSH HOSE BIB
8	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
9	PARAPET, ABOVE ATTIC FLOOR
10	KNOX BOX
11	HVAC EQUIPMENT
12	OUTLINE OF MECHANICAL UNIT BEYOND
13	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
14	COOLER LOCK & CONTROLS
15	36" COOLER DOOR
16	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
17	SURFACE-MOUNTED LIGHTED SIGN BOX
18	ROUND STOREFRONT SIGN (28 SF); SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
19	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
20	ILLUMINATED STOREFRONT SIGNAGE (21 SF) BY SIGN CONTRACTOR
21	EXPOSED DOWNSPOUT; GALVANIZED, PAINTED; CONNECT TO SUB-GRADE STORMWATER COLLECTION SYSTEM; REF CIVIL
22	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
23	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
24	DOWNSPOUT OUTLET; CONNECT TO SUBGRADE STORMWATER CONNECTION; REF CIVIL
25	CANOPY HEATER
26	TEMPORARY WARMING HUT
27	15' x 9' (75 SF) MURAL



ventus  
architecture + design

707 n. 6th street  
kansas city, ks 66101  
www.ventus-ad.com  
913.308.1460

consulting engineer:

7 BREW DRIVE THRU - COUNCIL BLUFFS, IA - BROADWAY

HIGH PLAINS BREW, LLC  
2901 WEST BROADWAY STREET, COUNCIL BLUFFS, IOWA 51501

REVISIONS  
No. Description Date

Sheet issue date:  
06/10/2025  
project no.:  
23.15.12  
Sheet contents:  
EXTERIOR ELEVATIONS

Sheet no.:

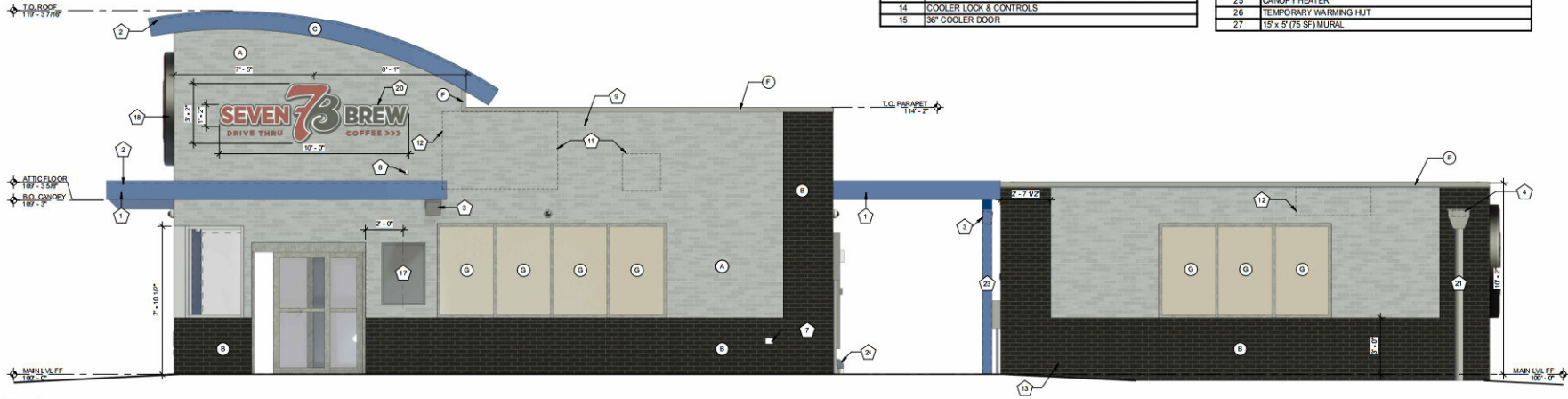
A2.2

EXTERIOR ELEVATION MATERIALS SUMMARY		
NORTH FACADE - RAILROAD ST BROADWAY		
MATERIALS (DURABLE/COMPLEMENTARY)	REQUIREMENT	PROPOSED
GLAZING (2'-10") = 2675 SF (TRANSPARENT - 17.5% / SPANDREL - 23.3%)	60% DURABLE	20657/34357 = 61%
	40%	13357 / 41X

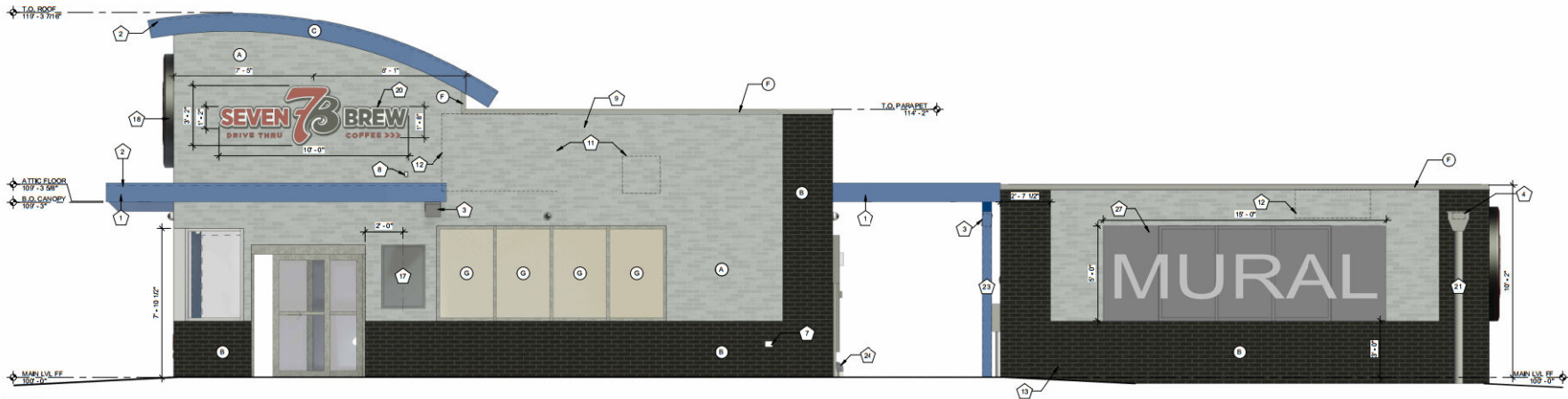
EXTERIOR ELEVATION MATERIALS LEGEND	
MARK	DESCRIPTION
A	MODULAR FULL DEPTH BRICK (BRK-2)
B	MODULAR FULL DEPTH BRICK (BRK-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	SPANDREL GLAZING

EXTERIOR ELEVATION KEYNOTES	
MARK	DESCRIPTION
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED); TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	THROUGH-WALL ROOF SCUPPER; TYP
5	ADDRESS NUMBERS TO BE 8" TALL x 2" BRUSH STROKE
6	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
7	FROST-PROOF FLUSH HOSE BIB
8	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
9	PARAPET ABOVE ATTIC FLOOR
10	KNOX BOX
11	HVAC EQUIPMENT
12	OUTLINE OF MECHANICAL UNIT BEYOND
13	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
14	COOLER LOOK & CONTROLS
15	36" COOLER DOOR

EXTERIOR ELEVATION KEYNOTES	
MARK	DESCRIPTION
16	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
17	SURFACE-MOUNTED LIGHTED SIGN BOX
18	ROUND STOREFRONT SIGN (28 SF); SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
19	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
20	ILLUMINATED STOREFRONT SIGNAGE (21 SF) BY SIGN CONTRACTOR
21	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; CONNECT TO SUB-GRADE STORMWATER COLLECTION SYSTEM; REF CIVIL
22	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
23	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
24	DOWNSPOUT OUTLET; CONNECT TO SUBGRADE STORMWATER CONNECTION; REF CIVIL
25	CANOPY HEATER
26	TEMPORARY WARMING HUT
27	15' x 5' (75 SF) MURAL



**2 EXTERIOR ELEVATION - NORTH (OPTION B)**  
3/8" = 1'-0"



**1 EXTERIOR ELEVATION - NORTH (OPTION A)**  
3/8" = 1'-0"



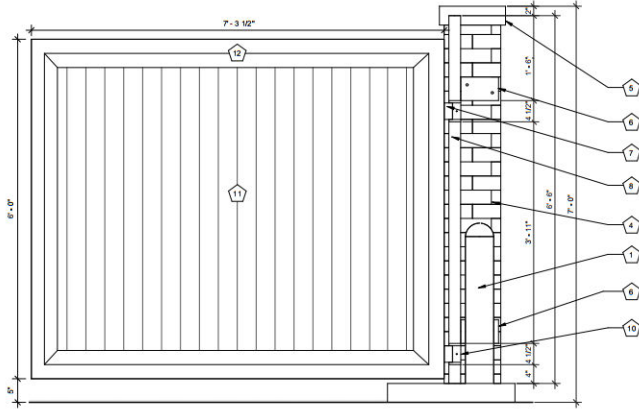
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consulting engineer:

7 BREW DRIVE THRU - COUNCIL BLUFFS, IA - BROADWAY  
HIGH PLAINS BREW, LLC  
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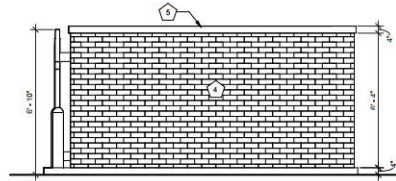
REVISIONS		
No.	Description	Date

Sheet issue date: 06/10/2025  
Project no.: 23.15.12  
Sheet contents: EXTERIOR ELEVATIONS  
Sheet no.:

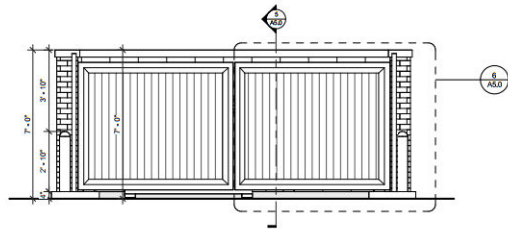
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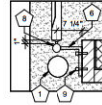
**6 DOOR / HINGE DETAIL**  
1" = 1'-0"



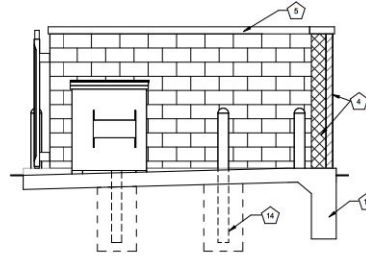
**4 TRASH ENCLOSURE - SIDE ELEVATION**  
3/8" = 1'-0"



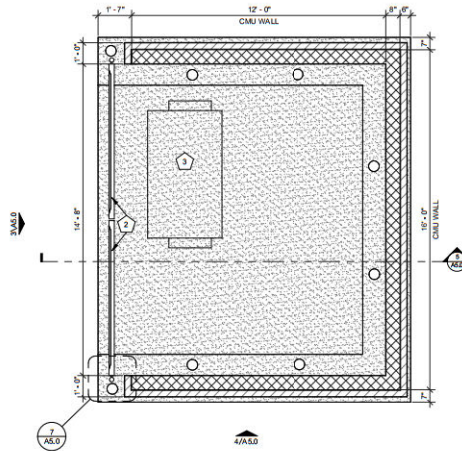
**3 TRASH ENCLOSURE - FRONT ELEVATION**  
3/8" = 1'-0"



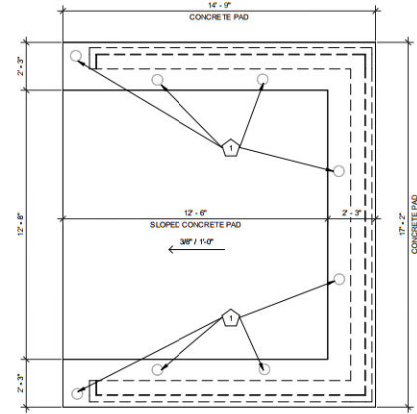
**7 TRASH ENCLOSURE PLAN DETAIL**  
3/4" = 1'-0"



**5 SECTION THRU TRASH ENCLOSURE**  
3/8" = 1'-0"



**2 TRASH ENCLOSURE PLAN**  
3/8" = 1'-0"



**1 TRASH ENCLOSURE - CONCRETE PLAN**  
3/8" = 1'-0"

- TRASH ENCLOSURE GENERAL NOTES**
- PRE-Paint ALL BARE METAL WITH POR-15 PRIMER PRIOR TO INSTALLATION.
  - PAINT DOOR FRAMES, HINGES, AND BOLLARDS TO MATCH THE CANOPY OF THE PREFABRICATED BUILDING - MORIN REGAL BLUE.

**TRASH ENCLOSURE KEYNOTES**

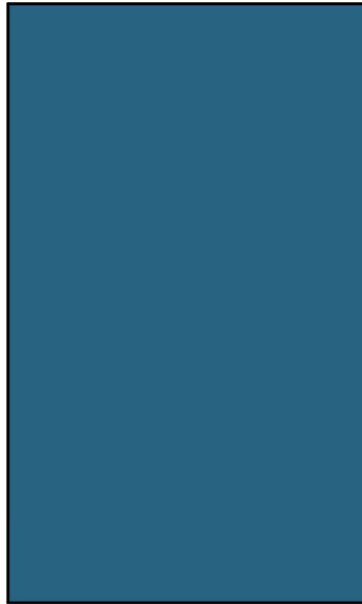
NOTED NO.	NOTE TEXT
1	26" CONCRETE FILLED BOLLARD - TYP. OF (7), REF CIVIL
2	CUSTOM GATES: SEE 6/A5.0
3	TRASH DUMPSTER ON WHEELS; SUPPLIED BY OWNER
4	BRICK OVER 8" CMU BLOCK
5	4" MASONRY CAP ON TOP OF CMU WALL
6	5" PLATE STEEL BRACE WELDED TO CENTER OF 2" POST; SEE 6/A5.0 FOR HEIGHT
7	3" STEEL BRACE AT EACH HINGE
8	1/2" STEEL POST
9	1/2" 1/2" BOLT
10	HINGE WITH GREASE FITTING - TYP. OF 2 PER DOOR
11	1x8 STAINED CEDAR PLANKS
12	3" x 3" TUBE STEEL FRAME ROTATED 45 DEGREES
13	REF STRUCTURAL FOR FOUNDATION DESIGN
14	REF CIVIL FOR BOLLARD & BOLLARD FOUNDATION DESIGN

**MODULAR BRICK**

BRAND:	SIOUX CITY BRICK
COLOR:	GRANITE RED
FINISH:	VELOUR



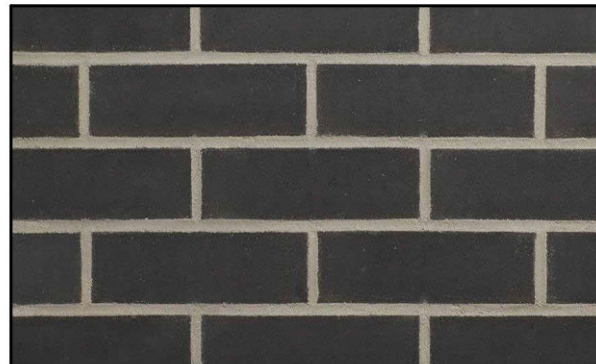
**FULL DEPTH BRICK - BRK-2**  
BRAND: GLEN GERY  
COLOR: STONE GREY  
FINISH: CLAYCOAT SMOOTH



**BLUE METAL PANEL MP-2**  
BRAND: BERRIDGE  
COLOR: ROYAL BLUE  
FINISH: LOW SHEEN SMOOTH - REFLECTIVITY .26



**COPING TRIM METAL MP-3**  
BRAND: BERRIDGE  
COLOR: ZINC GREY  
FINISH: LOW SHEEN SMOOTH - REFLECTIVITY .39



**FULL DEPTH BRICK - BRK-1**  
BRAND: GLEN GERY  
COLOR: COAL CITY  
FINISH: BLACK VELOUR

23.15.12  
7 BREW DRIVE THRU -  
COUNCIL BLUFFS, IA -  
BROADWAY  
06/10/2025

MATERIAL COLOR  
BOARD



23.15.12  
7 BREW DRIVE THRU -  
COUNCIL BLUFFS, IA -  
BROADWAY  
06/10/2025

RENDERINGS

**RESOLUTION NO. 25-191**

**A RESOLUTION ADOPTING A SITE-SPECIFIC DEVELOPMENT PLAN FOR A ‘RESTAURANT DRIVE-THRU’ USE (7 BREW COFFEE) ON PROPERTY LEGALLY DESCRIBED AS LOT 1, BENSON’S 2<sup>ND</sup> ADDITION REPLAT 1, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.**

**WHEREAS,** Alex Carney has submitted this request for property located at 2901 West Broadway; and

**WHEREAS,** The applicant is proposing to demolish the existing vacant bank on this property and construct a new drive-thru coffee kiosk (7 Brew Coffee); and

**WHEREAS,** The proposed development plan standards and discussion are set forth in the attached City Council Communication; and

**WHEREAS,** The Community Development Department recommends approval of the request to adopt a site-specific development plan for a ‘restaurant drive-thru’ use (7 Brew Coffee) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition Replat 1, City of Council Bluffs, Pottawattamie County, Iowa, subject to the comments stated in the City Council Communication and the following conditions:

- A. Any modifications to the approved development plan which substantially alter the design, layout, configuration, and/or appearance of the project shall be reviewed the City Planning Commission and approved by City Council prior to such changes being made. All minor modifications to the adopted development plan may be administratively approved by the Community Development Director.

**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

That the request to adopt a site-specific development plan for a ‘restaurant drive-thru’ use (7 Brew Coffee) on property legally described as Lot 1, Benson’s 2<sup>nd</sup> Addition Replat 1, City of Council Bluffs, Pottawattamie County, Iowa, is hereby approved.

ADOPTED  
AND  
APPROVED

July 28, 2025.

\_\_\_\_\_  
MATTHEW J. WALSH

Mayor

Attest:

\_\_\_\_\_  
JODI QUAKENBUSH

City Clerk

## Council Communication

Department: Community  
Development  
Case/Project No.:  
Submitted by: Marianne Collins,  
Housing & Economic Development  
Planner

Resolution 25-192  
ITEM 6.E.

Council Action: 7/28/2025

### Description

Resolution granting a 9-month extension of time for USA Builders, LLC to construct two residential dwellings on property formerly owned by the City of Council Bluffs, being legally described as the East ½ of Lot 3, Block 45, Beers Subdivision and the West ½ of Lot 3, Block 45, Beers Subdivision. Location: two parcels previously addressed as 1711 4th Ave and 1715 4th Ave.

### Background/Discussion

See attached staff report.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Attachment A: Resolution No. 24-92	Other	7/18/2025
Resolution 25-192	Resolution	7/23/2025

## Council Communication

<p>Department: Community Development</p> <p>Applicant: USA Builders, LLC 2423 S. 8<sup>th</sup> Street Council Bluffs, IA 51501</p>		<p>City Council: 7/28/2025</p>
<b>Subject/Title</b>		
<p><b>Request:</b> Request by USA Builders, LLC for a 9-month extension of time to construct two residential dwellings on property formerly owned by the City of Council Bluffs located at 1711 4<sup>th</sup> Ave and 1715 4<sup>th</sup> Ave, being legally described as East ½ of Lot 3, Block 45, Beers Subdivision and West ½ of Lot 3, Block 45, Beers Subdivision, City of Council Bluffs, Pottawattamie County, Iowa.</p>		
<b>Background/Discussion</b>		
<p>The Community Development Department has received a request from USA Builders, LLC, for an extension of time to construct two residential dwellings on property formerly owned by the City of Council Bluffs, as legally described above.</p> <p>On March 25, 2024, the Council Bluffs City Council adopted Resolution No. 24-92 (see Attachment A), which disposed of surplus City-owned property to USA Builders, LLC. The purchase price was \$15,282.00 As part of the forgivable mortgage, City Council agreed to forgive the balance due for the property (\$15,282.00) if a residential dwelling is constructed and issued a Certificate of Occupancy within fifteen months from the date of approval. The home must also be sold to a household at or below 80% of the median family income. The property was deeded to USA Builders, LLC on December 4, 2024 and USA Builders, LLC has until March 4, 2026 to construct a residential dwelling in order to have the remaining balance on the property forgiven by the City.</p> <p>USA Builders has split the original property into two parcels. The property is now 1711 4<sup>th</sup> Avenue and 1715 4<sup>th</sup> Avenue. USA Builders, LLC is constructing two residential dwellings on the two parcels. USA Builders, LLC is requesting a time extension until December 4, 2026 in order to construct both residential dwellings. If the extension request is approved by Council, the Community Development Department will amend the mortgage terms to allow an additional 9-months for two new residential dwellings to be constructed on the parcels.</p>		
<b>Recommendation</b>		
<p>The Community Development Department recommends approval of the request by USA Builders, LLC for a 9-month extension of time to construct two residential dwellings on property legally described as East ½ of Lot 3, Block 45, Beers Subdivision and West ½ of Lot 3, Block 45, Beers Subdivision, City of Council Bluffs, Pottawattamie County, Iowa, subject to the following conditions:</p> <ol style="list-style-type: none"><li>1. The applicant shall complete construction and obtain a Certificate of Occupancy for two new residential dwellings on the subject property by December 4, 2026;</li><li>2. If the applicant cannot complete construction and obtain a Certificate of Occupancy for the residential dwellings by December 4, 2026, an extension of time shall be requested in writing to the Community Development Department prior to the expiration date.</li></ol>		

**Attachments**

Attachment A: Resolution No. 24-92

Prepared by: Marianne Collins, Housing & Economic Development Planner  
Submitted by: Courtney Harter, Director Planning & Community Development

Attachment A

R FEES \$10<sup>00</sup> RMA \$1<sup>00</sup>  
A FEES \$5<sup>00</sup> ECOM \$1<sup>00</sup>  
T TAX \$ \_\_\_\_\_



DocId:8644246  
Tx:5036459

2024-03320

RECORDER ANDREW MOATS  
POTTAWATTAMIE COUNTY, IA

FILE TIME: 04/05/2024 02:25:46 PM

RECORDING FEE 10.00  
AUDITOR FEE 5.00  
RMA FEE 1.00  
ECM FEE 1.00

**Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261**

**Prepared by: Community Development Dept., Council Bluffs, IA 51503 - Phone: (712) 890-5350**

**RESOLUTION NO. 24-92**

**A RESOLUTION TO DISPOSE OF CITY PROPERTY LOCATED AT 1709 4<sup>TH</sup> AVENUE LEGALLY DESCRIBED AS BEERS SUBDIVISION, LOT 3, BLOCK 45, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.**

**WHEREAS,** the City is disposing of City owned property located at 1709 4<sup>th</sup> Avenue legally described as Beers Subdivision, Lot 3, Block 45, City of Council Bluffs, Pottawattamie County, Iowa.

**WHEREAS,** a public hearing has been held in this matter on March 25, 2024 at 7:00 p.m.

**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

USA Builders LLC, and all successors in interest: Property legally described as Beers Subdivision, Lot 3, Block 45, City of Council Bluffs, Pottawattamie County, Iowa.

**BE IT FURTHER RESOLVED**

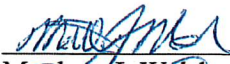
That the purchase price be \$0.00. Property closing shall occur within 30 days of the date of approval.

**BE IT FURTHER RESOLVED**

That the City Clerk is directed to deliver this resolution and attached documents to the County Recorder.

ADOPTED  
AND

APPROVED: March 25, 2024

  
Matthew J. Walsh Mayor

ATTEST:   
Jodi Quakenbush City Clerk

**RESOLUTION NO. 25-192**

**A RESOLUTION GRANTING A 9-MONTH EXTENSION OF TIME FOR USA BUILDERS, LLC TO CONSTRUCT TWO RESIDENTIAL DWELLINGS ON PROPERTY FORMERLY OWNED BY THE CITY OF COUNCIL BLUFFS, BEING LEGALLY DESCRIBED AS THE EAST ½ OF LOT 3, BLOCK 45, BEERS SUBDIVISION AND WEST ½ OF LOT 3, BLOCK 45, BEERS SUBDIVISION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.**

**WHEREAS,** On March 25, 2024, the Council Bluffs City Council adopted Resolution No. 24-92 (see Attachment A) which disposed of property legally described as the East ½ of Lot 3, Block 45, Beers Subdivision and West ½ of Lot 3, Block 45, Beers Subdivision, to USA Builders, LLC for a purchase price of \$15,282.00 with a forgivable mortgage; and

**WHEREAS,** As part of the approved Resolution No. 24-92, City Council agreed to forgive the remaining balance for the property (\$15,282.00) if a residential dwelling was constructed and issued a Certificate of Occupancy within fifteen months from the date of approval with a deadline expiring on March 4, 2026; and

**WHEREAS,** USA Builders, LLC has split the original property into two separate parcels and intends to build two new residential dwellings on the subject property asking for a 9-month extension of time request; and

**WHEREAS,** The Community Development Department recommends approval of the request by USA Builders, LLC for a 9-month extension of time to construct two residential dwellings on property legally described as the East ½ of Lot 3, Block 45, Beers Subdivision and West ½ of Lot 3, Block 45, Beers Subdivision, City of Council Bluffs, Pottawattamie County, Iowa, subject to the following conditions:

- A. The applicant shall complete construction and obtain a Certificate of Occupancy for two new residential dwellings on the subject property by December 4, 2026;
- B. If the applicant cannot complete construction and obtain a Certificate of Occupancy for the residential dwelling by December 4, 2026, an extension of time shall be requested in writing to the Community Development Department prior to the expiration date.

**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

That the 9-month extension of the deadline for USA Builders, LLC to construct two residential dwellings on property formerly owned by the City of Council Bluffs, and being legally described as the East ½ of

Lot 3, Block 45, Beers Subdivision and West 1/2 of Lot 3, Block 45, Beers Subdivision , City of Council Bluffs, Pottawattamie County, Iowa is hereby granted and shall become effective immediately.

ADOPTED  
AND  
APPROVED:

July 28, 2025.

\_\_\_\_\_  
MATTHEW J. WALSH Mayor

ATTEST:

\_\_\_\_\_  
JODI QUAKENBUSH City Clerk

STATE OF IOWA )  
COUNTY OF )ss  
POTTAWATTAMIE)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me the undersigned, a Notary Public in and for said County and said State, personally appeared Matthew J. Walsh and Jodi Quakenbush, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk respectively, of the said City of Council Bluffs, Iowa, a Municipal Corporation, that the seal affixed hereto is the seal of said Municipal Corporation; that said instrument was signed and sealed on behalf of the said City of Council Bluffs, Iowa, by authority of its City Council; and that said Matthew J. Walsh and said Jodi Quakenbush, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of said City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for said State

## Council Communication

Department: Community  
Development

Case/Project No.:  
Submitted by: Dessie Redmond,  
Housing & Economic Development  
Planner

Resolutions 25-193 and 25-194  
ITEM 6.F.

Council Action: 7/28/2025

### Description

Resolution 25-193 approving request for proposals for approximately 2.22 acres of land at the southeast corner of Mohawk Street and Comanche Street.

Resolution 25-194 approving minimum development requirements, review standards, and procedures for disposition of certain property located within the urban renewal area; and soliciting proposals in accordance with the request for proposals.

### Background/Discussion

See attached staff report.

### Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	7/18/2025
Request for Proposals	Other	7/18/2025
Resolution 25-193	Resolution	7/23/2025
Resolution 25-194	Resolution	7/23/2025

## Council Communication

Community Development Department	Resolution No.: 25-	City Council: July 28, 2025
<b>Subject/Title</b>		
<ol style="list-style-type: none"><li>1. Approval of the request for proposals (RFPs) for new two-family attached residential use development on a portion of property generally located on a 2.2-acre parcel of land situated at the southeast corner of Mohawk Street and Comanche Street; and</li><li>2. Approval of the minimum development requirements, competitive criteria and procedures for disposition of certain property located within the East Manawa Drive Housing Urban Renewal Area and soliciting proposals in accordance with the request for proposals.</li></ol>		
<b>Background</b> <p>The City of Council Bluffs is inviting proposals for the purchase and development of an approximate 2.2-acre parcel of land in the Lake Manawa Neighborhood of Council Bluffs. The property, situated at the southeast corner of Mohawk Street and Comanche Street, is intended for the development of a two-family attached housing project consisting of approximately 22-24 units. This opportunity is being managed by the city's Community Development Department, which is seeking developers interested in contributing to the area's residential growth.</p>		
<b>Discussion</b> <p>This parcel is located within the East Manawa Drive Housing Urban Renewal Area. In order to initiate the property disposal process, the City must undertake certain actions on the property to ensure reasonable competitive bidding procedures and allow 30 days to respond and to comply with Iowa urban renewal laws. This includes providing notice by publication in a newspaper having a general circulation to the community 30 days prior to the execution of a contract involving the transfer of property.</p> <p>This is the second time this project has gone out to RFP. The first time the RFP was released in April, no responses were submitted. Due to not receiving any responses, staff is proposing an 'Open' bidding process. The intention is to keep this RFP open until all lots are sold. It is not required for a bidder to bid on all 22-24 lots. Additionally, since this is an open RFP, this means the City will be able to view responses as they are submitted in IonWave. The RFP is set to tentatively close on January 29, 2026. However, if qualified bid(s) are submitted prior to that date, the RFP may close earlier. Conversely, if not all lots are bid on by said date, the RFP close date may be extended. The lot prices were also lowered from \$55,000 to \$35,000 for this RFP.</p> <p>Attached is a copy of the request for proposal that will be uploaded into the City's IonWave bid letting web application and emailed to developers, real estate firms and other parties soliciting submissions. The proposal's availability will be published in the legal ad section of the Nonpareil and posted on the City's website. The attached resolution asks for City Council approval of this form and content.</p> <p>A separate resolution also directs the City Clerk to publish notice inviting development proposals to be submitted. Proposals are tentatively due by 10:00 a.m. on January 29, 2026 to the Community Development Department. Public Hearings for the sales will be scheduled as proposals are ready for approval.</p>		
<b>Attachments</b>		
Request for proposals Resolutions		

**City of Council Bluffs, Iowa  
Request for Proposals  
Redevelopment of Land Located Along Mohawk Street  
Proposal Due Date: Open**

The City of Council Bluffs is inviting proposals for the purchase and development of an approximate 2.22 acre parcel of land in the Lake Manawa Neighborhood. The property, located at the southeast corner of Mohawk Street and Comanche Street, is intended for the development of a two-family attached housing project consisting of approximately 22-24 units. This opportunity is being managed by the city's Community Development Department, which is seeking developers interested in contributing to the area's residential growth.

It is the intention of the City to keep this RFP open until all lots are sold. Therefore, it is not required for a bidder to bid on all 22-24 lots. Additionally, since this is an open RFP, this means the City will be able to view responses as they are submitted in IonWave. The RFP is set to tentatively close on January 29, 2026. However, if qualified bid(s) are submitted prior to that date, the RFP may close earlier. Conversely, if not all lots are bid on by said date, the RFP close date may be extended.

To align with the city's vision, the development should focus on creating a two-family residential environment. This area should feature low-density housing, residential attached units, establishing a westerly boundary within the overall 93 acre site that complements future phases of the development. The site is part of land that has been designated as the east Manawa Drive Residential Urban Renewal Area and has been prioritized for economic and housing development.

**City Objectives**

The city is seeking proposals to develop the site in conformance with applicable ordinances, as well as in compliance with the following stated objectives. These objectives include, but are not limited to:

- Proposals may be submitted for the development of two-family attached residential. The units can be affordable, market rate or a combination.
- To cause the construction of new housing units with occupancy on or before December 31, 2028.
- To provide a positive impact on the city resulting in increased tax revenues and contribute to the city's long term economic and community growth objectives.
- To implement the recommendations contained in the East Manawa Subdivision Planned Residential (PR) Development Plan. Information is available online at <https://www.councilbluffs-ia.gov/2535/E-Manawa-Subdivision>.

**Site Description**

The East Manawa subdivision is a 93-acre area purchased by the City in 2022 with the intention of creating a new, mix-income neighborhood with high-quality design, along with open spaces, a trail network and connections to nearby neighborhoods. The master planned development includes an estimated 900 housing units in various typologies that will allow respond to the needs of all types of housing in Council Bluffs. (Attachment A – E. Manawa Conceptual Layout).

This RFP is specific to the west section of the East Manawa subdivision and is approximately 2.22 acres abutting Mohawk Street. South of Veteran’s Memorial Highway, the site is within 2.75 miles of the following local amenities:

- Lake Manawa City Park (0.25 miles or less)
- Council Bluffs Power Center and Metro Crossing (1.75 miles)
- Metro Area Transit Yellow Line (0.75 miles)
- Interstate-29 (1.5 miles)
- Lewis Central Community School District Campus (2.75 miles)
- Council Bluffs trail system (0.5 miles)

The overall East Manawa subdivision will be completed in phases to respond to market demand. It is the City’s intent to complete a new extension along the southerly boundary of the property from East Manawa Drive to Mohawk Street to construct 40 new affordable, attached single-family units. Another phase will construct approximately 180 multi-family and is located just south of Hwy 275 between E. Manawa Drive and the Council Bluffs Country Club.

#### Utilities

The parcel is served with water, sanitary sewer, storm sewer, and street paving, but individual service lines may need to be extended to accommodate the project.

#### Existing Zoning and Preferred Development

The property is currently zoned R-3 Low Density Multi-Family Residential District (Attachments B – Location Map with R-3 Zoning with a Planned Residential Overlay) with an appended Planned Residential Overlay. The selected developer will be required to submit a set of detailed development plans that address all R-3 District (Attachment C – Chapter 15.10/R-3 District), PR Overlay, and Development Standards (Attachment D – E. Manawa One and Two-Family Residential Development Standards), and said plans must be reviewed by the City Planning Commission and approved by City Council prior to any construction activity occurring on this site. The City will work with the developer to final plat site as a preliminary subdivision plan has already been approved (Attachment E – Preliminary Plan).

#### Floodplain and Storm Detention

The property is located in the Zone X (protected by the levee). As part of the overall development, stormwater detention areas are currently under construction. The regional detentions will be maintained by the East Manawa Home Owners Association (HOA).

#### Home Owners Association (HOA)

All property owners will be required to contribute to the HOA to maintain storm water detention areas within the subdivision. The HOA Articles are currently in draft form.

#### Lot Market Value

The City will sell the lots to the developer(s) for \$35,000 each lot/side. To build a two-unit it would cost \$70,000 for both lots. It is not required to submit an offer on all parcels.

#### Site Restrictions and Conditions

An existing Iowa Department of Natural Resources (DNR) pipe, which runs diagonally across the site, will remain in place and provides water from Mosquito Creek to maintain Lake Manawa’s water level.

A Phase I Environmental Site Assessment (ESA) was completed in 2021 and is available upon request.

### **Inquiries, Questions and Deadlines**

All inquiries/questions regarding this RFP must be directed via the electronic submission system at <https://cbiabids.ionwave.net/>. Any changes or additions to the RFP information will be sent to via Ion Wave. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

RFP Issued: July 29, 2025

Q&A Ends: January 8, 2026 at 3:00 pm (tentatively)

Answers to all questions will be posted no later than January 15, 2025 at 3:00 pm (CST).

RFP Due: The RFP is set to tentatively close on January 29, 2026 10:00 am. However, if qualified bid(s) are submitted prior to that date, the RFP may close earlier. Conversely, if not all lots are bid on by said date, the RFP close date may be extended.

Proposals submitted in person, facsimile transmission (fax) or electronic mail (email) will not be accepted.

### **Proposal and Submittal Requirements**

In a clear and concise manner, developers must submit proposals that demonstrate the developer's capacity to satisfy the requirements of this RFP. Proposals do not need to be elaborate or costly, but should be prepared in a professional manner. The following information to be submitted for consideration:

1. Application – must be completed and attached as proposal cover page (see Attachment F – Proposal Cover Page).
2. Project Summary – A brief written description of the project.
3. Project Plans – A scaled plot plan of the proposed development. The plot plan should illustrate the location of structures, parking areas, ingress and egress, open or landscape areas, etc. The developer must also submit additional information such as elevation drawings, photos of similar projects, typical floor plans, etc.

Interior lots are 40' wide and set at this width due to existing infrastructure. The lot width must remain at 40' wide, the product look for the two-family units type can be up to the developer(s). The units can be affordable, market rate or a combination (see Attachment G – Mohawk Lot Exhibit).

4. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development.
5. Project Timeline – A timeline for the project design, bidding, construction and occupancy.

6. Financial Summary – Developer must provide a proposed cost and source of funding for the project, including a minimum 10-year project pro forma. Developer must also outline expected funding sources and projected date all financing will be secured.
7. Project Contingencies – Indicate any special assistance needed to implement the project, such as financial assistance, state or federal applications, or other public participation.

### Special Conditions

Any proposed construction project must adhere to the following requirements:

- The construction project is exempt from federal labor standards.
- A HUD environmental has been completed prior to construction commencement by the city and is available upon request.
- All newly constructed housing must meet all locally adopted and enforced building codes, standards and ordinances of the City of Council Bluffs.
- All newly constructed housing must meet the requirements of the 2012 International Energy Conservation Code as adopted and amended.

### **Proposal Evaluation**

The project proposals will be reviewed based on the following evaluation criteria:

1. Design, Aesthetics and Quality of Construction Materials and Landscaping (45%): The quality of design and materials is essential. A combination of durable materials and transparency with an urban appearance must be utilized. Preference will be given to developers that:
  - a. Create a single-family attached environment following the R-3 zoning district and the applicable Overlay Standards.
  - b. Utilize architectural details such as color changes, material changes, minor wall offsets, height variations, wall setbacks, accent lines and upper floor step back to articulate building elevations. A list of acceptable building materials is outlined in the “Architecture” section of the of the East Manawa PR Development Standards. A list of materials and visual renderings of the site layout, units and exterior design must be provided as a part of this submittal.
2. Developer’s Experience and Capacity (40%): The makeup/description of the developer’s project team. The preferred developer will have significant experience in the construction of two-family units. The names of individuals involved and the roles they will perform must be listed. Provide a description of the qualifications and experience of the specific individuals who will be involved in the work described in this RFP, including staff and other professionals.
3. Funding Sources (15%): Preference will be given to Developers not utilizing either 4% or 9% Low Income Housing Tax Credits (LIHTC). Provide a list of proposed funding sources and when the funds are expected to be awarded/confirmed.

The above information will be used to select qualified developers. Upon developer selection, development agreements will be negotiated and executed.

### **Potential Development Incentives Available**

The City will work to support the selected developer in applying for any and all applicable federal, state or local incentive applications. These applications must be completed by the selected developer with assistance from the City. The contractor is required to be registered in sam.gov.

- Thriving Communities Designation provides an additional point toward Work Force Housing tax credit application through Iowa Economic Development Authority (IEDA).
- Possible energy incentives may be obtained from MidAmerican Energy and Black Hills Energy depending on project design. Consultation should be initiated with each company prior to final design.
- The property may be eligible for Tax Increment Financing and/or property tax exemption, and will be negotiated by the city on a project specific basis.
- The City of Council Bluffs also entered into a HOME consortium agreement with the City of Omaha, which results in receiving annual funds from the Home Investment Partnership Program (HOME).
- The property also may be eligible for grant(s) from the City's Housing Development Program. Guidelines can be found on the City's website at: <https://www.councilbluffs-ia.gov/2554/Housing-Development-Program>

### **General Provisions**

- 1) Submittal Ownership/Costs: Upon submission, all information becomes the property of the City of Council Bluffs. The City has the right to use any or all ideas presented in any submission in the response to this RFP, whether or not the submittal results in a contract with the submitting Developer. All costs for development of the written submittal and any oral presentation are entirely the obligation of the Developer and shall not be reimbursed.
- 2) Non-Warranty of Request for Qualifications: The City shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Developers to ensure that they have all the information necessary to affect their submittals.
- 3) Request for Clarification: The City reserves the right to request clarification of information submitted and to request additional information of one or more Developers, either orally or in writing.
- 4) Acceptance/Rejection of Submittals: The City reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof, which, in the City's judgment, best serve the interest of the City of Council Bluffs.

The City reserves the right to allow alterations, modifications or revisions to individual elements of the Scope of Services any time during the period of contract, which results from this RFP.

- 5) Indemnification: The selected Developer shall: (1) faithfully perform said Contract on City's part and satisfy all claims and demands incurred for the same; (2) fully indemnify and save harmless the City from all costs and damages which said City may suffer by reason of failure to do so; and

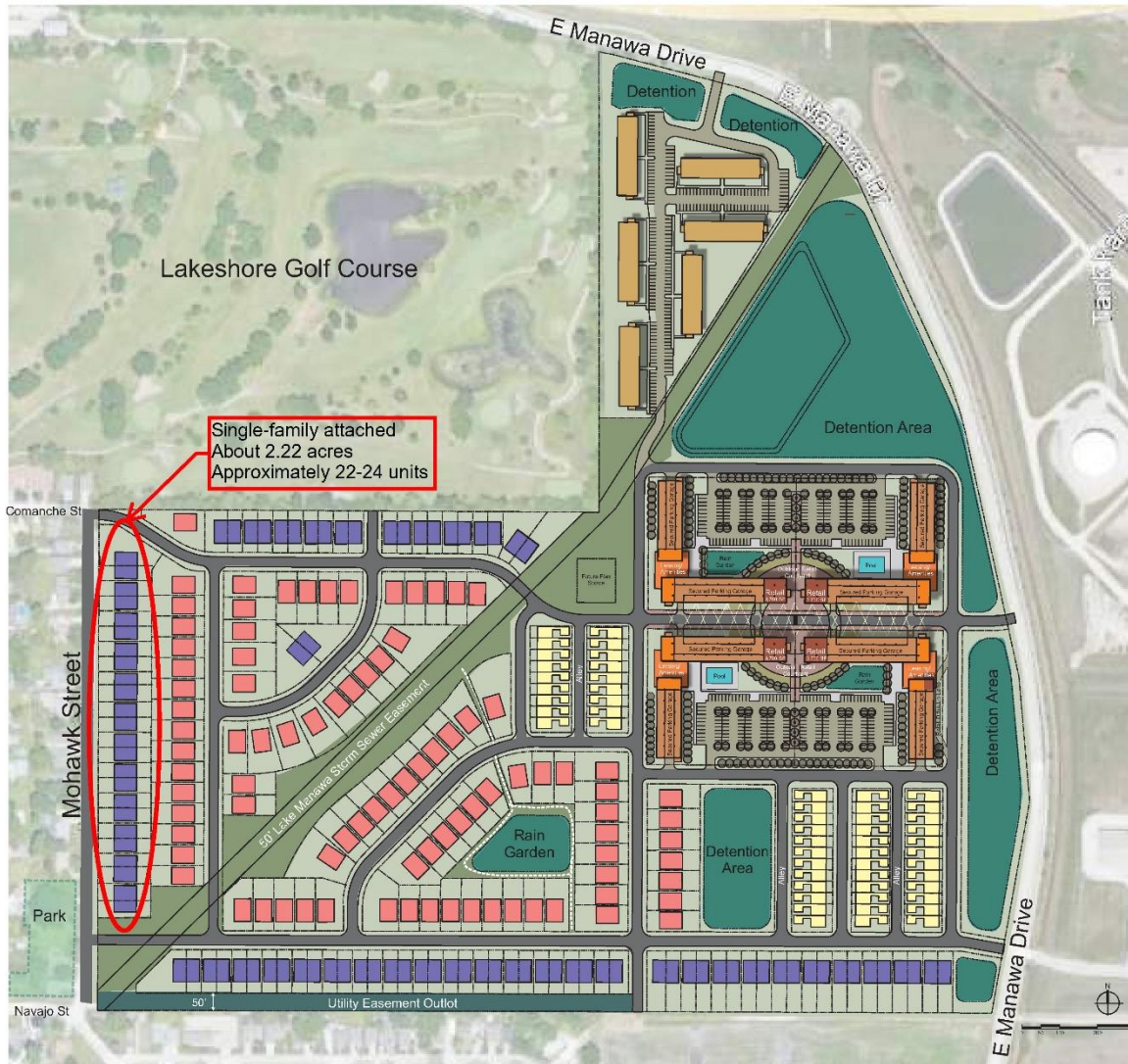
(3) fully reimburse and repay said City all outlay and expenses which said City may incur in making good any default.

The selected Developer shall protect, defend, indemnify and save harmless the City, its agents, boards and employees, collectively referred to as “Indemnitees”, from and against costs and suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including in part attorney fees, incidental to the defense of such suits, actions, claims, sickness, including death, to any person, or damage to property, including in part the loss of use resulting there from, arising from any act or omission of the Developer, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Developer’s direction and control, and arising out of, occurring in failure of performance of any work or services called for by the Contract, or from conditions created by the performance or non-performance of said work or services. The Developer’s indemnification hereunder shall apply without regard to whether acts or omissions of one or more of the Indemnitees would otherwise have made them jointly or derivatively negligent or liable for such damage or injury, expecting only that the Developer shall not be obligated to so protect, defend, indemnify and save harmless if such damage or injury is due to the sole negligence of one or more of the Indemnitees.

- 6) Insurance: The selected Developer shall carry and maintain during the life of the contract insurance as deemed appropriate by the City of Council Bluffs. Specific amounts and types of insurance will be detailed in the negotiated development agreement.
- 7) Collusion: The Developer, by submitting a Proposal, declares that the submission is made without any previous understanding, agreement or connections with any persons, Developers or corporations making a competing submission on the same project, and that it is in all respects, fair and in good faith without any outside control, collusion or fraud.
- 8) Consideration of Submittals: Proposals will be considered from Developers normally engaged in providing and performing services as specified in this RFP. The Developer must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City. The City reserves the right to inspect the facilities and organization or to take any other action necessary to determine the ability to perform in accordance with specifications, terms and conditions before recommending any award.
- 9) Discrimination Clause: According to the City of Council Bluffs Municipal Code 1.40, discrimination of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age or mental or physical disability is prohibited in any form. This extends to any and all partner agencies and contractual obligations.

# Attachment A

## E. Manawa Conceptual Layout

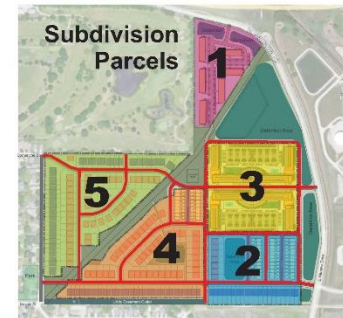


### East Manawa Subdivision

- Apartments: 3-Story
- Main Street Apartments: 4 & 5-Story  
1-Story Base = Leasing Office/Parking Garage/Retail + 4-Story above
- 1-Story Base = Parking Garage +3-Story w/
- Residential (attached)
- Residential (detached)
- Duplex:
- Green Space
- Public Streets
- Detention Areas 13.8 Acres

### Subdivision Parcels

- 1 -- Apartments -- 180 Units Shown
- 2 -- Residential Mixed Use: Townhouses, Multiplexes & Single Family Detached -- 63 Units Shown
- 3 -- Mixed Use: Apartments, Retail & Business -- 496 Units Shown
- 4 -- Residential Mixed Use: Townhouses, Multiplexes & Single Family Detached -- 90 Units Shown
- 5 -- Residential Mixed Use: Townhouses, Multiplexes & Single Family Detached -- 85 Units Shown

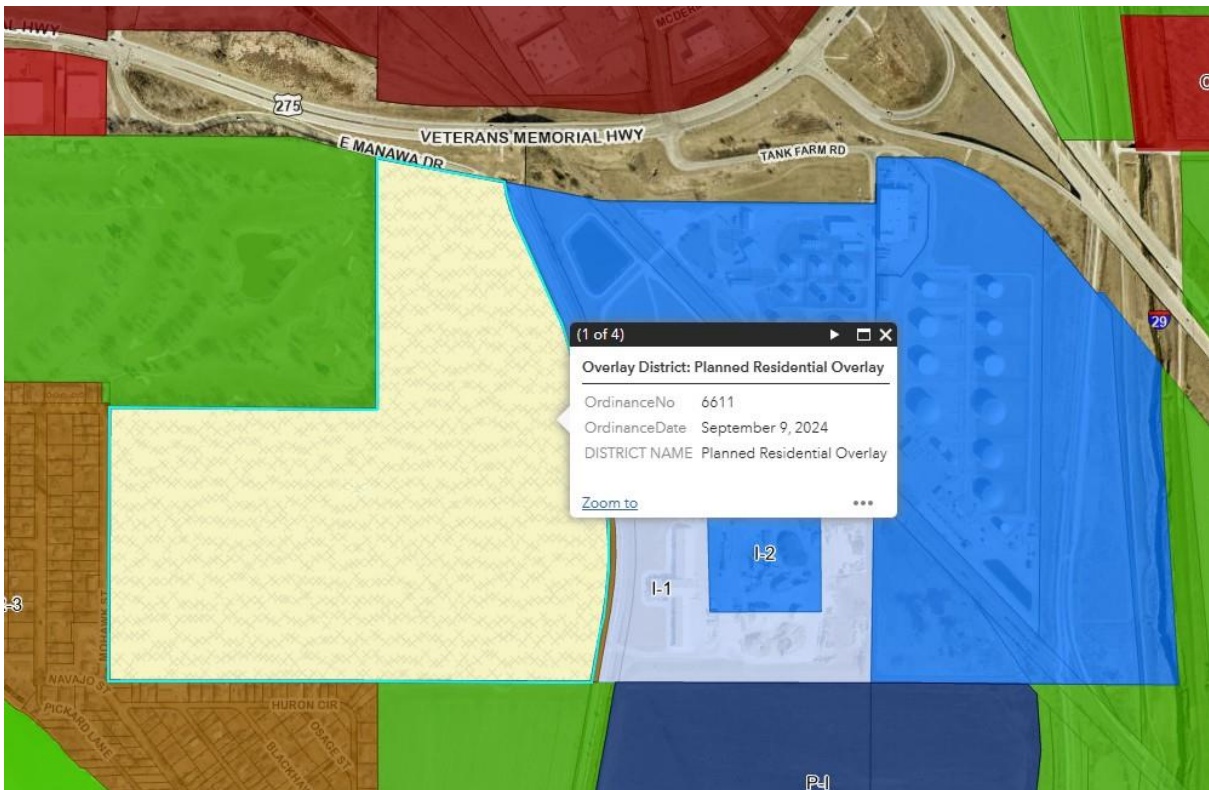


ALTUS  
architectural studios |

hgm  
ASSOCIATES INC.

# Attachment B

## Location Map with R-3 Zoning with a Planned Residential Overlay



## Attachment C

### **Chapter 15.10 - R-3/LOW DENSITY MULTIFAMILY RESIDENTIAL DISTRICT**

#### **Sections:**

15.11.010 - Statement of intent.

This district is intended to provide for development of high density multiple-family housing. This district allows for a mixture of compatible uses with high density urban neighborhoods. This district is most appropriate in central areas of the community or in areas which have full services.

(Ord. 5308 § 1 (part), 1996).

15.11.020 - Principal uses.

The following principal uses shall be permitted outright in an R-4 district:

- (1) Boarding, lodging rooming house, or bed and breakfast;
- (2) Business, professional office;
- (3) Community recreation services;
- (4) Congregate housing, life care facility or nursing home;
- (5) Consumer service establishment;
- (6) Day care services;
- (7) Dwelling, multifamily;
- (8) Dwelling, single-family attached;
- (9) Dwelling, single-family detached;
- (10) Dwelling, townhouse;
- (11) Dwelling, two-family;
- (12) Family home;
- (13) Group care home;
- (14) Local utility services;
- (15) Park and recreation services;
- (16) Private parking lot;
- (17) Public parking lot;
- (18) Public safety services;
- (19) Religious assembly;
- (20) School.

(Ord. 5918 § 1, 2007).

15.11.030 - Conditional uses.

The following conditional uses shall be permitted in an R-4 district, when authorized in accordance with the requirements set forth in Chapter 15.21:

- (1) Cemetery;
- (2) College or universities;
- (3) Commercial recreation (indoor and outdoor);
- (4) Cultural service;
- (5) Commercial storage;
- (6) Governmental maintenance facility.

(Ord. 5918 § 2, 2007).

15.11.040 - Accessory uses.

The following uses shall be permitted in an R-4 district:

01. Uses of land or structures customarily incidental and subordinate to one of the principal uses, unless otherwise excluded.

(Ord. 5308 § 1 (part), 1996).

15.11.050 - Site development regulations.

**Minimum Lot Size**

Use	Lot Area
Single-family detached	5,000 square feet
Single-family attached and two-family dwellings	5,000 square feet except when a single-family attached or two-family dwelling is divided by a lot line coinciding with the common wall separating the two units. The minimum lot area shall be 2,500 square feet.
Townhouse dwelling	7,500 square feet except when a townhouse dwelling unit is divided by a lot line coinciding with the common wall separating the units, the minimum lot area shall be 2,500 square feet
Multifamily dwelling	

(3 to 4 units)	7,500 square feet
(5 or more units)	9,000 square feet plus an increase of 750 square feet per each additional unit

Minimum Setbacks	Principal Structure	Accessory Structure
Front yard:	20 feet	Greater of 20 feet or existing front setback line of principal structure
Street side yard:	15 feet	15 feet
Interior side yard:	5 feet with one foot indentation for every story above the first floor	3 feet
Rear yard:	20 feet	3 feet
Maximum height:	100 feet	18 feet
Lot coverage: all structures	60% maximum	

(Ord. 5308 § 1 (part), 1996).

15.11.060 - Additional regulations.

01. Reserved.

(Ord. 5308 § 1 (part), 1996).

15.11.070 - Signs.

Signage in this district shall comply with Chapter 15.33, "Signs."

(Ord. 5308 § 1 (part), 1996).

## Attachment D

# East Manawa Subdivision PR Development Plan

## One and Two Family Residential Development

- A. **Site Development.** All one-and-two family development shall comply with the site development standards listed in the table below:

<b>Building Placement</b>	
Front (min   max)	10'   20'
Street-Side	10'   15'
Interior Side (min)	5'
Rear (min)	10'
Accessory Structure	3'
<b>Building Coverage</b>	
Lot Coverage (max)	45%
The ground floor of any accessory structure shall not exceed 90 percent of the footprint of the principal structure.	
<b>Building Height</b>	
Principal Structure (max)	35'
Accessory Structure (max)	18'
<b>Maximum Principal Structure Width</b>	
	40'

- B. **Lot Configuration.**

<b>Lot Size</b>	
Lot Area (max)	6,000 sf
Lot Width (min)	30'
Lot Depth (min)	60'

- C. **Architecture**

1. Entrances.
  - a. For interior lots, primary entrances shall be designed with a porch measuring a minimum of six (6) feet in depth and eight (8) feet in width and shall be oriented towards the public or private street.
  - b. Railing or porch walls are not required but if provided shall have a maximum height of four (4) feet.
  - c. On corner lots, the primary entrance shall be oriented to face the street to which the majority of development is oriented towards, if applicable. Two-family units on corner lots shall place one primary entrance per frontage.
  - d. Uncovered decks or porches which do not include a permanent roof overhead are prohibited along any street facing façade.

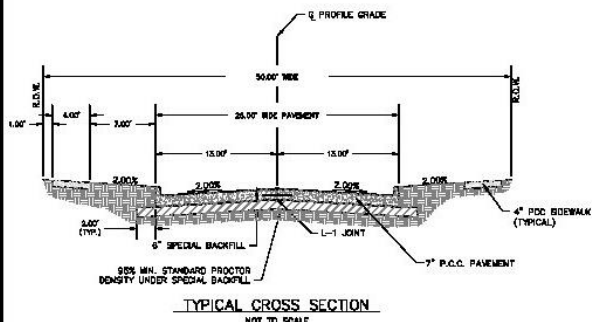
- e. There shall be a direct hard-surface pedestrian connection between the sidewalk and front entry.
- 2. Transparency. A minimum of 15 percent of the area of the primary building elevation facing a public right-of-way shall include transparent windows or doors. For side building elevations facing a public right-of-way, a minimum of 10 percent transparency shall be required. Windows in garage doors shall count towards transparency requirements.
- 3. Building Materials. Brick, stone, glass, or other similar high quality materials covering at least 15 percent of the street-facing façade. For side building elevations facing a public right-of-way, a minimum of 10 percent of the side-street facing façade shall incorporate high-quality materials. Glass utilized for transparent doors and windows shall count towards this requirement.
- 4. Architectural design elements. Each one-and-two family structure shall incorporate a minimum of three of the following elements:
  - a. Wall offsets;
  - b. Roof dormer that is at least four (4) feet wide;
  - c. Roof eaves with a minimum projection of sixteen (16) inches from the intersection of the roof and exterior walls;
  - d. High quality roofing materials other than asphalt shingles;
  - e. Decorative eave braces;
  - f. Shutters on the exterior of ground floor windows;
  - g. Side or rear loaded garage;
  - h. For attached, front loaded garage doors:
    - (1) Two separate doors for two car garages instead of one large door on non-tandem two car garages;
    - (2) Decorative details on the garage door. Standard squares on a garage door shall not qualify as a decorative detail;
  - i. A minimum four (4) color paint scheme;
  - j. Other architectural elements as approved by the Community Development Director or their designee.
- 5. House plan variety. No two dwellings directly abutting or across the street from another shall have architecturally identical street facing facades.
- 6. Accessory Structures. Accessory buildings greater than 200 square feet of floor area shall be designed to be compatible with the architectural design of the house.
- 7. Garages
  - a. Attached garages shall not extend beyond the non-garage portion of the front façade.
  - b. Except in the rear yard, garage doors that face a public street shall be no more than nine feet in height and shall not exceed 60 percent of the width of the principal structure facing the same street.
- D. **Fences and Walls.** All fencing shall conform to the standards listed in Section 15.24.040, *Fence Regulations*, of the CBMC (Zoning Ordinance) with the exception that non-coated chain-link fences shall be prohibited in the front and street side yards.
- E. **Off-Street Parking.** Off-street parking shall comply with the requirements of Section 15.23, *Off-Street Parking, Loading and Unloading*, with the following exceptions:

1. The minimum number of parking spaces required for one-and-two family residential uses shall be one space per dwelling unit.
  2. Off-street parking may be permitted in the required front yard setback on a hard surface design in accordance with Section 15.23, *Off-Street Parking Loading and Unloading* of the Council Bluffs Municipal Code (Zoning Ordinance). Vehicles shall be parked and stored in such a manner that does not obstruct pedestrian or vehicular circulation or the use of the public right-of-way, including sidewalks, trails, bike lanes and alleys.
  3. If an alley is present and open to traffic, all vehicular access shall take place from the alley. When an alley is not present, access to corner lots from a secondary street shall be preferable to access from the primary street. For sites without alleys, duplexes may include a 20-foot wide shared driveway or two 12-foot driveways on opposite ends of the lot.
  4. Driveway design. The maximum width of all driveways located between the principal structure and the front property line shall be 12 feet. The maximum width of all driveways located between the principal structure on a lot and a street-side property line shall be 20 feet, but shall taper down to 12 feet in width at the intersection with the property line. Driveways may exceed the maximum permitted width if connected to an attached garage, and shall only be as wide as the garage.
  5. Shared driveways. Shared driveways between abutting lots are encouraged. Proof of access through copies of signed and recorded shared driveway access easements or similar documentation shall be provided to the City of Council Bluffs prior to construction of a shared driveway.
- F. **Alleys.** All alleys shall be constructed in compliance with all applicable Council Bluffs Public Works Department standards.
- G. **Landscaping**
1. One deciduous street tree shall be planted per lot in the green space between the sidewalk and street along all frontages and shall comply with the Council Bluffs Street Tree Guide.
  2. All required landscape plantings shall be appropriately maintained and dead plant material replaced at a time appropriate to planting seasons but in all cases shall be replaced within one year.
- H. **Signage.** Any signage shall comply with the PR District signage standards listed in Section 15.33.160, Residential District Signs, of the CBMC (Zoning Ordinance) and shall be designed with colors and materials compatible with the architectural style and materials of the development.

**Attachment E**

**Preliminary Plan**

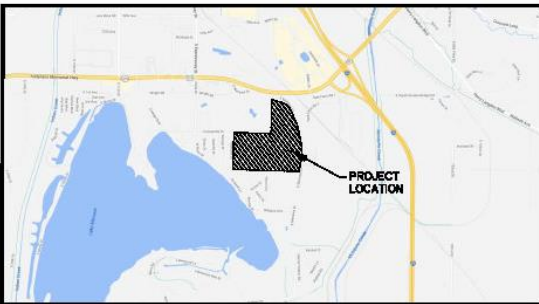
# PRELIMINARY PLAN EAST MANAWA SUBDIVISION



**TYPICAL CROSS SECTION**  
NOT TO SCALE

**VERTICAL CONTROL**

BENCHMARK OF ORIGIN: NGS W 131      NAVD '88 ELEV. = 979.50  
2.25 MILES SOUTHERLY ALONG THE BURLINGTON NORTHERN RAILROAD FROM THE JUNCTION OF 18TH AVENUE IN COUNCIL BLUFFS, IN THE SOUTHEAST CORNER OF AN ABANDONED PILE CAP THAT PROJECTS 2.6 FT ABOVE THE GROUND SURFACE, 10.2 FT SOUTHEAST OF THE CENTER OF STATE HIGHWAY 82, 8.2 FT SOUTHWEST OF THE NEAR RAIL, 5.6 FT NORTHWEST OF THE WEST CORNER OF A SMALL RAILROAD BRIDGE, AND LEVEL WITH THE TRACK.



**LOCATION MAP**  
SCALE: 1"=2000'

**LEGAL DESCRIPTION:**

A PARCEL OF LAND BEING A PORTION OF NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW1/4 NW1/4) AND THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (SW1/4 NW1/4) AND THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE1/4 NW1/4) OF SECTION 10, TOWNSHIP 74 NORTH, RANGE 43 WEST AND A PORTION OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE1/4 NE1/4) OF SECTION 13, TOWNSHIP 74 NORTH, RANGE 44 WEST ALL IN THE CITY OF COUNCIL BLUFFS, POTTAWATTAME COUNTY, IOWA, BEING MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW1/4 NW1/4) OF SECTION 10;  
THENCE ON SAID WESTERLY SECTION LINE, NORTH 00 DEGREES 01 MINUTE 02 SECONDS WEST, 1,216.63 FEET TO A POINT ON THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF EAST MANAWA DRIVE;  
THENCE ALONG SAID RIGHT-OF-WAY LINE THE FOLLOWING TEN (10) COURSES:  
1) SOUTH 79 DEGREES 20 MINUTES 06 SECONDS EAST, 36.07 FEET;  
2) SOUTH 79 DEGREES 21 MINUTES 21 SECONDS EAST, 309.25 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 633.69 FEET;  
3) SOUTHEASTERLY ON SAID CURVE THROUGH A CENTRAL ANGLE OF 46 DEGREES 31 MINUTES 36 SECONDS, 433.38 FEET;  
4) NORTH 89 DEGREES 34 MINUTES 41 SECONDS EAST, 4.88 FEET;  
5) SOUTH 24 DEGREES 20 MINUTES 30 SECONDS EAST, 562.03 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 656.63 FEET;  
6) SOUTHEASTERLY ON SAID CURVE THROUGH A CENTRAL ANGLE OF 12 DEGREES 05 MINUTES 32 SECONDS, 181.49 FEET;  
7) SOUTH 12 DEGREES 23 MINUTES 58 SECONDS EAST, 658.03 FEET;  
8) SOUTH 04 DEGREES 55 MINUTES 49 SECONDS EAST, 331.20 FEET;  
9) SOUTH 10 DEGREES 10 MINUTES 56 SECONDS WEST, 558.60 FEET;  
10) SOUTH 10 DEGREES 10 MINUTES 56 SECONDS WEST, 10.74 TO A POINT ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (SW1/4 NW1/4) OF SECTION 10;  
THENCE ON SAID QUARTER SECTION LINE, NORTH 89 DEGREES 44 MINUTES 53 SECONDS WEST, 1,040.38 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE1/4 NE1/4) OF SECTION 13;  
THENCE ALONG SAID SOUTH QUARTER SECTION LINE, NORTH 89 DEGREES 02 MINUTES 54 SECONDS WEST, 1,327.44 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE1/4 NE1/4) OF SECTION 13;  
THENCE ALONG SAID WEST QUARTER SECTION LINE, NORTH 00 DEGREES 11 MINUTES 13 SECONDS EAST, 1,328.28 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE1/4 NE1/4) OF SECTION 13;  
THENCE ALONG SAID NORTH QUARTER SECTION LINE, SOUTH 89 DEGREES 39 MINUTES 13 SECONDS EAST, 1,323.80 FEET TO THE POINT OF BEGINNING.  
SAID PARCEL CONTAINS AN AREA OF 94.686 ACRES (INCLUDING 3.990 ACRES FOR SUBDIVISION STREET RIGHT-OF-WAY), MORE OR LESS, SUBJECT TO EASEMENT OF RECORD.

**CURRENT OWNER/DEVELOPER:**

CITY OF COUNCIL BLUFFS  
299 PEARL STREET  
COUNCIL BLUFFS, IA 51903

**ZONING:**

EXISTING ZONING OF PROPOSED SUBDIVISION IS CLASS A-2.  
PROPOSED ZONING OF PROPOSED SUBDIVISION IS R-3 DISTRICT WITH PR OVERLAY.

**NOTES:**

PROPOSED SEWER: CONSTRUCT NEW SANITARY SEWER, WITH PRIVATE LATERAL CONNECTIONS. CONSTRUCT NEW STORM SEWER AND INTAKES. NEW SEWER TO BE DEDICATED TO CITY OF COUNCIL BLUFFS.  
PROPOSED WATER: CITY WATER CONNECTIONS TO BE DESIGNED BY GSWW  
DEDICATION OF R-O-W: YES  
2.94 ACRES OF 50' WIDE R-O-W WILL BE DEDICATED TO CITY OF COUNCIL BLUFFS.  
SURFACE RUNOFF: STORM SEWER TO PROPOSED SUBDIVISION DETENTION.  
EASEMENTS: A 5.00 FOOT WIDE PERMANENT EASEMENT ON EACH SIDE OF ALL SIDE LOT LINES, A 10.00 FOOT WIDE PERMANENT EASEMENT ALONG ALL FRONT LOT LINES, AND A 5.00 FOOT WIDE PERMANENT EASEMENT ALONG ALL REAR LOT LINES, ARE RESERVED FOR THE INSTALLATION AND MAINTENANCE OF UTILITIES.

**ENGINEER:**

HGM ASSOCIATES INC.  
640 FIFTH AVENUE  
COUNCIL BLUFFS, IOWA 51501

**EXISTING FLOOD PLAIN:**

MISSOURI RIVER FLOOD PLAIN  
FEMA FLOOD ZONE - AREA WITH REDUCED FLOOD RISK DUE TO LEVEE - ZONE X

**STORM WATER DETENTION:**

DETENTION TO BE LOCATED IN OUTLETS

**BOUNDARY SURVEY:**

BOUNDARY SURVEY WILL BE PROVIDED BY HGM ASSOCIATES INC.

**INDEX**

PAGE NO.	DESCRIPTION
A.01	TITLE SHEET
A.02	AREA MAP
G.01	OVERALL LOT LAYOUT
G.02	PHASE 1 PLAN

**SPECIFICATIONS**

THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, 2024, AND CITY OF COUNCIL BLUFFS SUPPLEMENTAL SPECIFICATIONS 2024, SHALL APPLY TO THIS PROJECT.

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.

PAUL J. GONZALES  
No. 19080  
December 31, \_\_\_\_\_

Signatures covered by this seal:  
A.01, A.02, G.01 AND G.02

**PROGRESS SET**  
A4 16, 2024  
NOT FOR  
CONSTRUCTION

**hgm**  
**ASSOCIATES INC.**  
ENGINEERS ARCHITECTURE SURVEYING  
CREATED BY THE CREATORS

This drawing is being made available for review by the public for the purpose of providing notice of the proposed project. It is not to be used for any other purpose without the written consent of HGM Associates Inc.

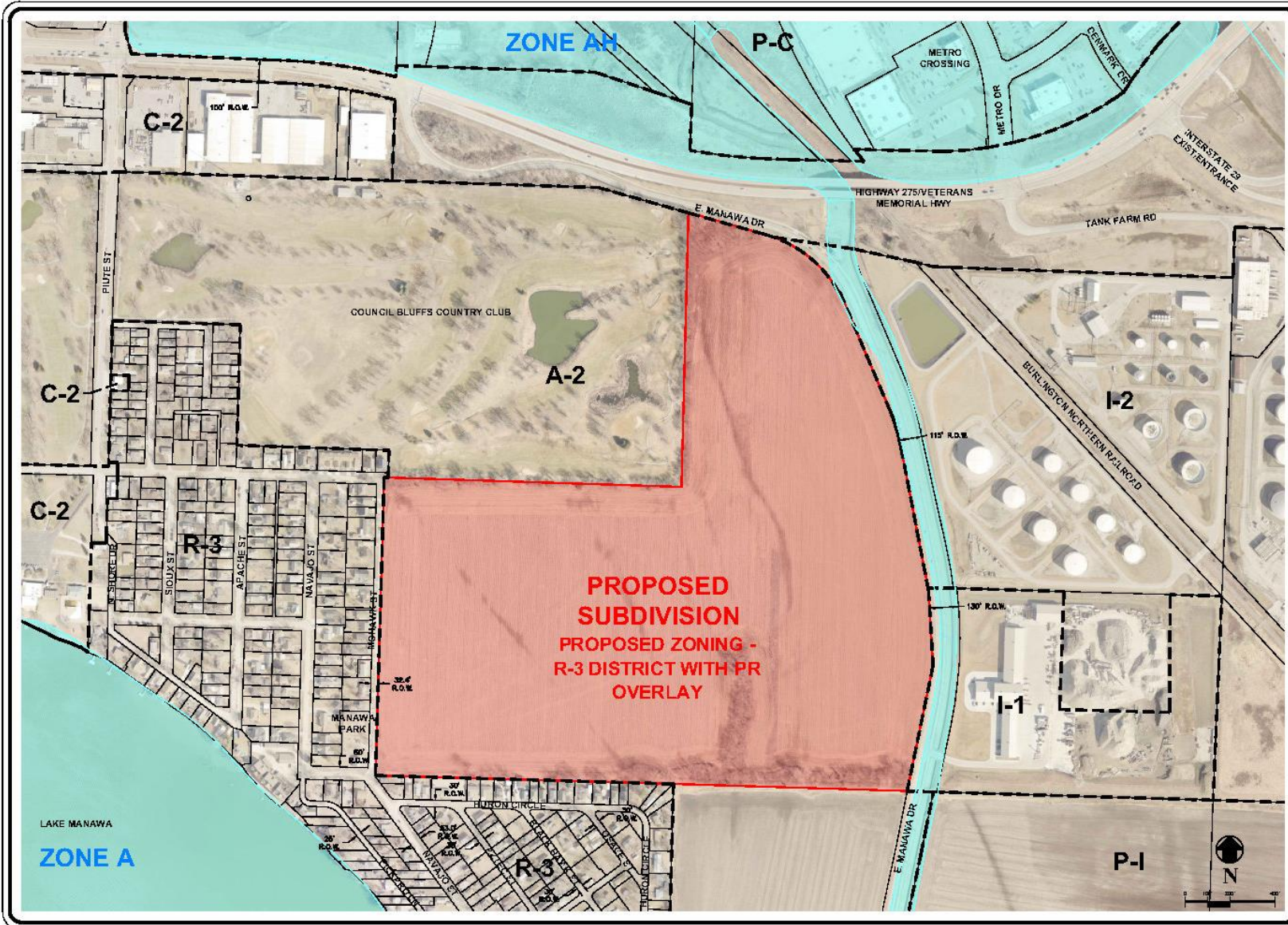
DATE	BY	CHKD

EAST MANAWA SUBDIVISION  
PHASE 1 LAYOUT  
PROJECT: EAST MANAWA SUBDIVISION  
CITY OF COUNCIL BLUFFS  
80 PEARL STREET, COUNCIL BLUFFS, IA 51501  
sheet: \_\_\_\_\_  
title: TITLE SHEET

project no.  
150023  
sheet  
**A.01**

FILENAME: S:\Projects\2024\002 EAST MANAWA SUBDIVISION\Drawings\2024 PRELIM PLAN\A.01.dwg  
DRAWN BY: Jhg DATE: 11/11/2024 10:02 AM DATE PLOTTED: 7/18/2024 2:11 PM PLOT SCALE: 1:2

FILENAME: S:\Work\Item\Projects\150023 EAST MANAWA SUB\Engineering\Drawings\150023 PRELIM PLAT.dwg  
 DRAWN BY: jhw DATE DATE: Jul 11, 2024 10:02 AM DATE PLOTTED: 7/19/2024 2:13 PM PLOT SCALE: 1:2



**PROGRESS SET**  
 JUL 19, 2024  
 NOT FOR  
 CONSTRUCTION

**hgm**  
**ASSOCIATES INC.**  
 ENGINEERING ARCHITECTURE SURVEYING  
 CONSULTANTS

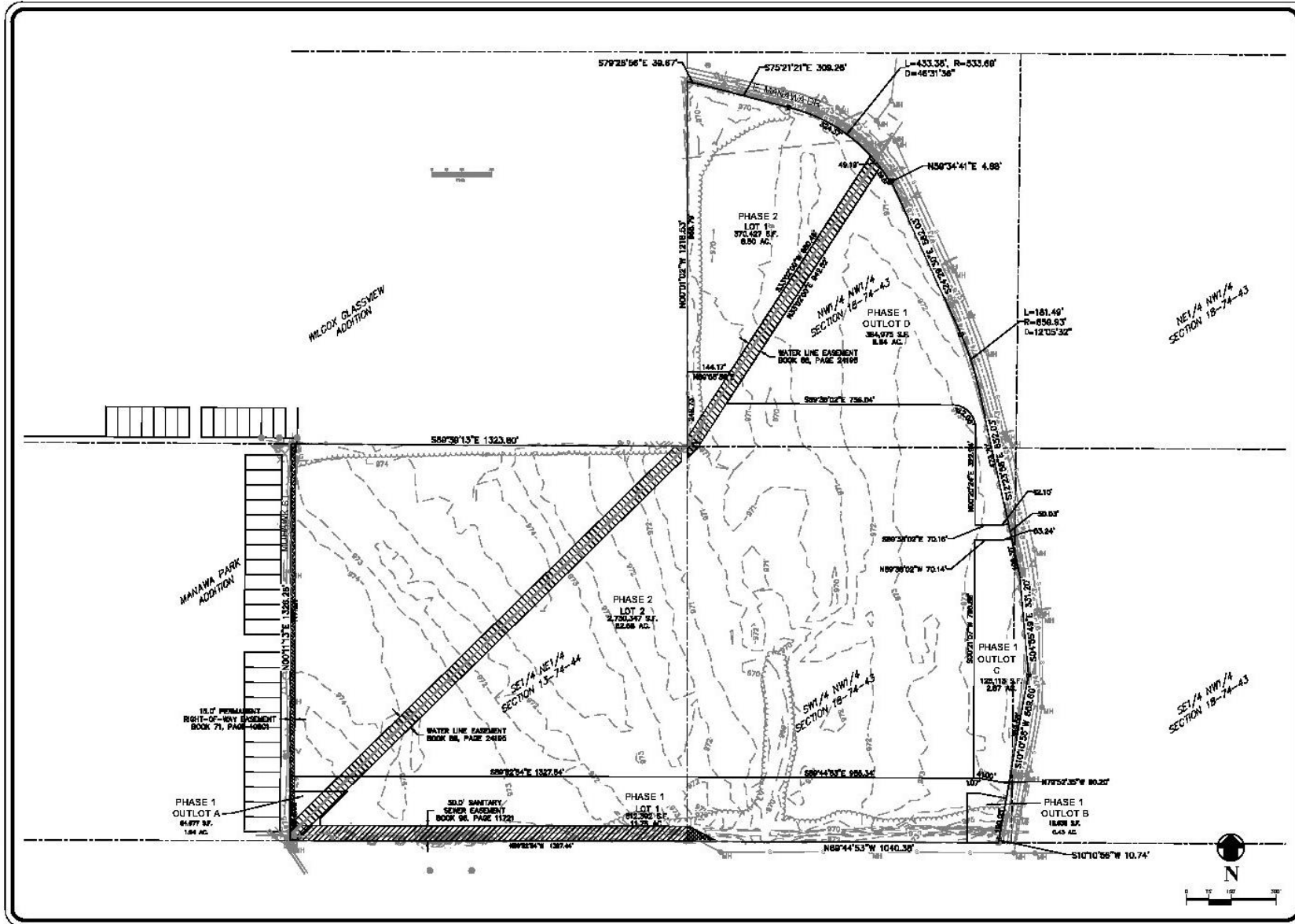
THE ISSUING OF THIS MAP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS MAP SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS MAP SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

DATE	BY	REVISION

**PROJECT:** EAST MANAWA SUBDIVISION  
**PHASE:** LAYOUT  
**CITY:** CITY OF COUNCIL BLUFFS  
**ADDRESS:** 209 PEARL STREET, COUNCIL BLUFFS, IA 51503  
**SCALE:** AREA MAP

PROJECT NO: 150023  
 SHEET: A.02

FILENAME: S:\Info\_Jerry\Projects\150023 EAST MANAWA SUBDIVISION\Drawings\150023 PRELIM PLAT.dwg  
 DRAWN BY: JAW SAVE DATE: Jul 11, 2024 10:02 AM DATE PLOTTED: 7/11/2024 10:04 AM PLOT SCALE: 1:2"



**PROGRESS SET**  
 Jul 11, 2024  
 NOT FOR  
 CONSTRUCTION

**hgm**  
 ASSOCIATES INC.  
 ENGINEERING ARCHITECTURE SURVEYING  
 created with: *cadsoft*

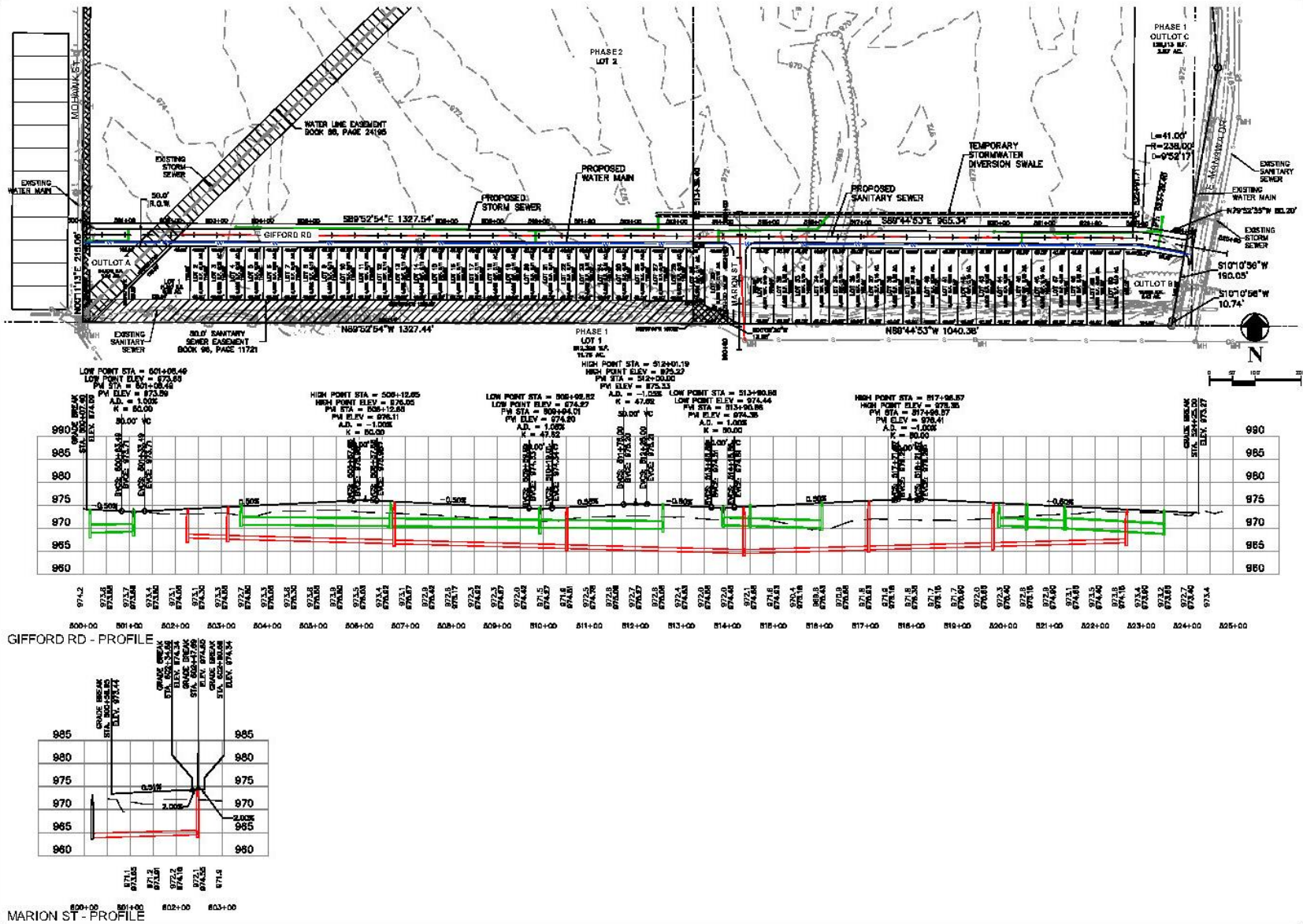
THIS DRAWING IS THE PROPERTY OF HGM ASSOCIATES INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF HGM ASSOCIATES INC.

NO.	DATE	BY	DESCRIPTION

PROJECT: EAST MANAWA SUBDIVISION  
 PHASE 1 LAYOUT  
 CITY OF COUNCIL BLIFFS  
 89 PEARL STREET, COUNCIL BLIFFS, PA 15109  
 SHEET: 150023  
 overall lot layout

150023  
 G.01

FILENAME: S:\proj\150023\150023 EAST MANAWA SUBDIVISION\150023 PRELIM PLATTING  
 DRAWN BY: JAW SAVE DATE: Jul 11, 2024 10:02 AM DATE PLOTTED: 7/11/2024 10:10 AM PLOT SCALE: 1:2



**PROGRESS SET**  
 Jul 11, 2024  
 NOT FOR CONSTRUCTION

**hgm**  
**ASSOCIATES INC.**  
 ENGINEERING ARCHITECTURE SURVEYING  
 CONSULTANTS

THE COMPANY IS NOT PROVIDING ANY WARRANTIES OR REPRESENTATIONS FOR THIS PROJECT. THE COMPANY IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED HEREIN.

JAW  
 JAW  
 JAW  
 JAW  
 JAW

project: EAST MANAWA SUBDIVISION  
 phase: PHASE 1 LAYOUT  
 client: CITY OF COUNCIL BLUFFS  
 209 PEARL STREET, COUNCIL BLUFFS, IA 51503  
 sheet: PHASE 1 PLAN

150023  
 G.02

**Attachment F**  
 Proposal Cover Page

**Project Information**

Project Name \_\_\_\_\_

**Organization Information**

Name of Developer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Employer Identification Number \_\_\_\_\_ MBE/WBE Owned?

\_\_\_\_\_

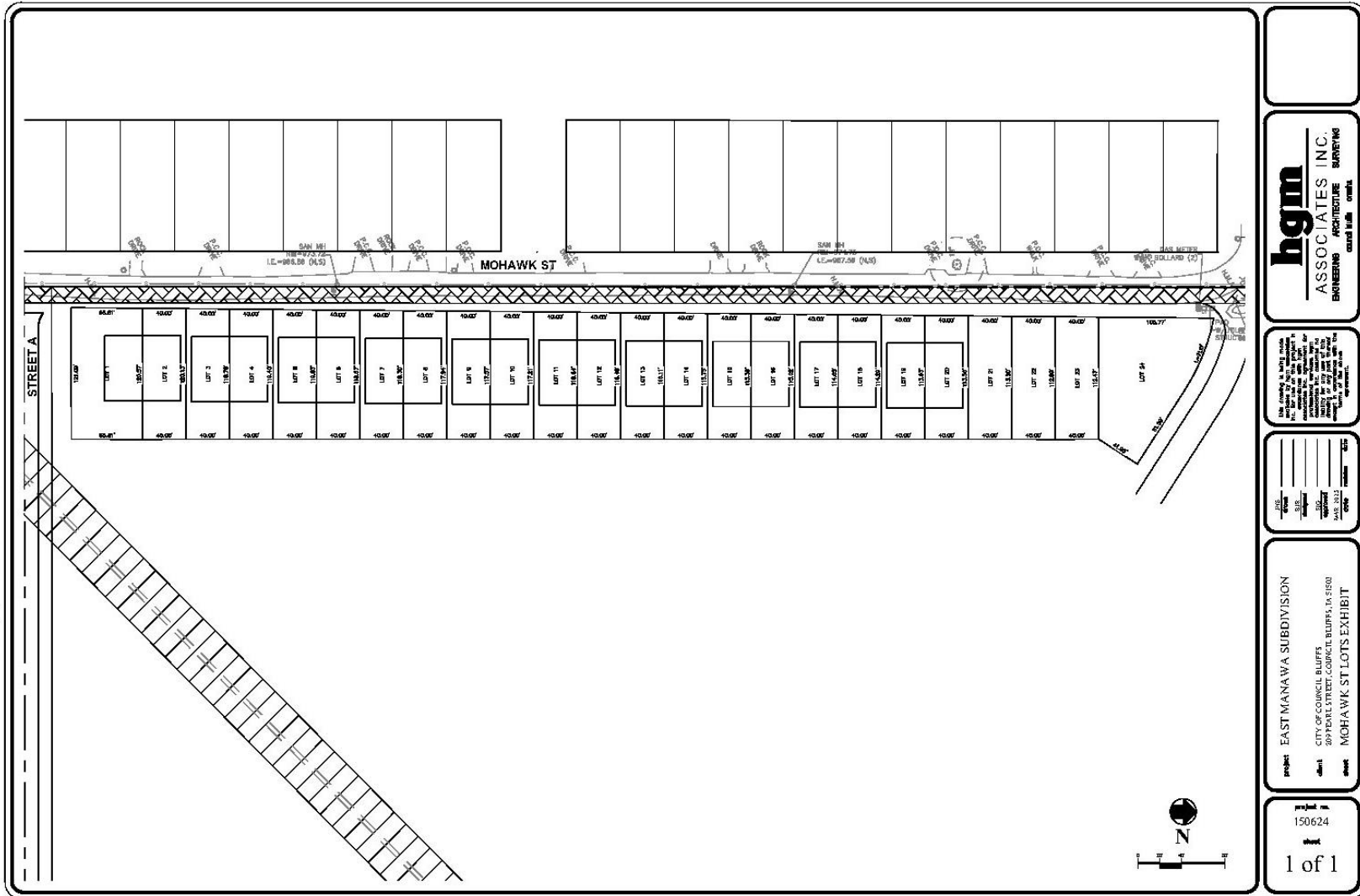
DUNS Number \_\_\_\_\_

**Partners**

Type	Name and Address	Contact Person
Project Development		
Architectural Firm		
Engineering Firm		
Lender		
Other (specify)		
Other (specify)		

# Attachment G

## Mohawk Lot Exhibit



RESOLUTION NO. 25-193

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR APPROXIMATELY 2.22 ACRES OF LAND AT THE SOUTHEAST CORNER OF MOHAWK STREET AND COMANCHE STREET

WHEREAS, this Council has previously found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and, by Resolution No. 24-243 in 2024, approved and adopted the East Manawa Drive Housing Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the East Manawa Drive Housing Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Pottawattamie County; and

WHEREAS, the City owns certain real property located within the Urban Renewal Area (the "Development Property"); and

WHEREAS, the Plan provides for, among other things, the disposition of properties for development or redevelopment as an urban renewal project; and

WHEREAS, the City desires to sell the Development Property to a private developer(s) for development into two-family attached residential; and

WHEREAS, City staff has caused a Request for Proposals to be prepared, attached hereto as Exhibit 1 and made a part hereof, which sets forth information regarding the Development Property and requirements and evaluation criteria for proposals to develop the Development Property; and

WHEREAS, it is the intention of the City to keep this RFP open until all lots are sold. Therefore, it is not required for a bidder to bid on all 22-24 lots.

WHEREAS, an open RFP allows the City to view responses as they are submitted in IonWave.

WHEREAS, the RFP is set to tentatively close on 10:00 A.M. January 29, 2026. However, if qualified bid(s) are submitted prior to that date, the RFP may close earlier. Conversely, if not all lots are bid on by said date, the RFP close date may be extended.

WHEREAS, this Council believes it is in the best interest of the City and the Plan to act as expeditiously as possible to offer the Development Property for redevelopment as set out herein.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF COUNCIL BLUFFS, IOWA:

1. That the form and content of the Request for Proposal attached hereto, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed.

2. That City staff is are hereby authorized, empowered, and directed to do all such acts and things as may be necessary to carry out and comply with the provisions of the Request for Proposals, and the City's receipt of proposals thereunder.
3. The Development Property offered for sale and redevelopment in accordance with the Request for Proposals is legally described as follows:

An approximate 2.22 acre portion of a parcel of land being a portion of northwest quarter of the northwest quarter (nw1/4 nw1/4) and the southwest quarter of the northwest quarter (sw1/4 nw1/4) and the southeast quarter of the northwest quarter (se1/4 nw1/4) of section 18, township 74 north, range 43 west and a portion of the southeast quarter of the northeast quarter (se1/4 ne1/4) of section 13, township 74 north, range 44 west all in the City of Council Bluffs, Pottawattamie county, Iowa.

PASSED AND APPROVED this 28th day of July 2025.

---

Matthew J. Walsh, Mayor

ATTEST:

---

Jodi Quakenbush, City Clerk



# Attach Request For Proposals As Exhibit 1

01623253-1\10342-101

RESOLUTION NO. 25-194

RESOLUTION APPROVING MINIMUM DEVELOPMENT REQUIREMENTS, REVIEW STANDARDS, AND PROCEDURES FOR DISPOSITION OF CERTAIN PROPERTY LOCATED WITHIN THE URBAN RENEWAL AREA; AND SOLICITING PROPOSALS IN ACCORDANCE WITH THE REQUEST FOR PROPOSALS

WHEREAS, this Council has previously found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and, by Resolution No. 24-243 in 2024, approved and adopted the East Manawa Drive Housing Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the East Manawa Drive Housing Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Pottawattamie County; and

WHEREAS, the City owns certain real property located within the Urban Renewal Area consisting of a property at the southeast corner of Mohawk Street and Comanche Street, approximately 2.22 acres in size (the "Development Property"); and

WHEREAS, the Plan provides for, among other things, the disposition of properties for development or redevelopment as an urban renewal project; and

WHEREAS, the City desires to sell the Development Property to a private developer(s) for new two-family attached residential use development in accordance with the provisions of the Request for Proposals approved by this Council on July 28, 2025 for the Development Property, which sets forth minimum requirements for proposals to develop the Development Property and evaluation criteria for such proposals; and

WHEREAS, the City is establishing reasonable review standards for the disposition of the Development Property and all developers interested in submitting a proposal to compete for the sale and redevelopment of the Development Property must submit a proposal meeting the requirements set forth in the Request for Proposal and set forth herein; and

WHEREAS, to give full and fair opportunity for developers interested in submitting a proposal for the sale and redevelopment of the Development Property, this Council should by this Resolution:

1. Approve the minimum requirements for the sale of and redevelopment of the Development Property.
3. Approve and direct publication of a notice to advise any would-be bidders of the opportunity to compete for the sale of the Development Property on the terms and conditions set forth herein.

WHEREAS, this Council believes it is in the best interest of the City and the Plan to act as expeditiously as possible to offer the Development Property for redevelopment as set out herein.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF COUNCIL BLUFFS, IOWA:

1. The Development Property offered for sale and redevelopment in accordance with the terms and conditions contained in this Resolution, the Plan, and the Request for Proposals is legally described as follows:

A 2.22 acre portion of a parcel of land being a portion of northwest quarter of the northwest quarter (nw1/4 nw1/4) and the southwest quarter of the northwest quarter (sw1/4 nw1/4) and the southeast quarter of the northwest quarter (se1/4 nw1/4) of section 18, township 74 north, range 43 west and a portion of the southeast quarter of the northeast quarter (se1/4 ne1/4) of section 13, township 74 north, range 44 west all in the City of Council Bluffs, Pottawattamie county, Iowa.

2. It is hereby determined that the requirements set forth in the Request for Proposals shall be considered the minimum development requirements, which requires that each proposal must (1) provide for a minimum of 22 residential units, (2) include and provide for the developer's purchase of the Development Property at not less than the fair value for use in accordance with the Plan, and (3) include the following information:

- a. Application – Included in the Request for Proposals;
- b. Project Summary – A brief written description of the project;
- c. Project Plans – A scaled plot plan of the proposed development. The plot plan should illustrate the location of structures, parking areas, ingress and egress, open or landscape areas, etc. The developer(s) must also submit additional information such as elevation drawings, photos of similar projects, typical floor plans, etc.;

Interior lots are 40' wide and set at this width due to existing infrastructure. The lot width must remain at 40' wide, the product look for the two-family units type can be up to the developer(s). The units can be affordable, market rate or a combination;

- d. Developer Experience – Provide a listing of previous projects completed, especially with regard to projects that are relevant to the proposed development;
- e. Project Timeline – A timeline for the project design, bidding, construction and occupancy;
- f. Financial Summary – Developer(s) must provide a proposed cost and source of funding for the project, including a 10-year project proforma. Developer(s) must

also outline expected funding sources and projected date all financing will be secured; and

- g. Project Contingencies – Indicate any special assistance needed to implement the project, such as financial assistance, state or federal applications, or other public participation;
3. It is hereby determined that the evaluation criteria set forth in the Request for Proposals shall constitute the competitive criteria by which any proposals submitted shall be evaluated, which includes the following criteria:
    - a. Design, Aesthetics and Quality of Construction Materials and Landscaping (45%): The quality of design and materials is essential. A combination of durable materials and transparency with an urban appearance must be utilized. Preference will be given to developers that:
      - i. Create a single-family attached environment following the R-3 zoning district and the applicable Overlay Standards.
      - ii. Utilize architectural details such as color changes, material changes, minor wall offsets, height variations, wall setbacks, accent lines and upper floor step back to articulate building elevations. A list of acceptable building materials is outlined in the “Architecture” section of the of the East Manawa PR Development Standards. A list of materials and visual renderings of the site layout, units and exterior design must be provided as a part of this submittal.
    - b. Developer’s Experience and Capacity (40%): The makeup/description of the developer’s project team. The preferred developer will have significant experience in the construction of two-family units. The names of individuals involved and the roles they will perform must be listed. Provide a description of the qualifications and experience of the specific individuals who will be involved in the work described in this RFP, including staff and other professionals.
    - c. Funding Sources (15%): Preference will be given to Developers not utilizing either 4% or 9% Low Income Housing Tax Credits (LIHTC). Provide a list of proposed funding sources and when the funds are expected to be awarded/confirmed.
  4. This action of the Council shall be considered to be and does hereby constitute notice to all concerned of the intention of this Council to accept proposals for the sale and redevelopment of the Development Property in accordance with the procedures set forth in this Resolution and in the Request for Proposals, which Request for Proposals is on file for public inspection at the office of the City Clerk, City Hall, 209 Pearl Street, Council Bluffs, Iowa 51503.

7. The City Clerk is authorized and directed to secure immediate publication of the text of this Resolution in the NonPareil, a newspaper having general circulation in the community.
8. Proposals for the purchase of the Development Property must be received by the City's electronic submission system at <https://cbiabids.ionwave.net/> and will be reviewed for approval on an ongoing basis. Said proposals must be electronically submitted in accordance with the instructions set forth in the Request for Proposals. The Community Development Director, or his designee, is hereby authorized and directed to make a preliminary analysis of each such proposal for compliance with the minimum requirements established by this Resolution and by the Request for Proposals, and to advise the Council with respect thereto.
9. The minimum development requirements, competitive criteria, and procedures set forth in this Resolution and in the Request for Proposals are hereby determined to be "reasonable competitive bidding procedures" in substantial conformance with the provisions of Iowa Code Section 403.8. If there is any discrepancy between this Resolution and the Request for Proposal, the more detailed Request for Proposal shall control.
10. In the event qualified proposals are timely submitted and the City Council accepts a proposal, the City will file or publish notice of the intent of the City of Council Bluffs, Iowa to accept a proposal, to the extent required by law.

PASSED AND APPROVED this 28th day of July 2025.

---

Matthew J. Walsh, Mayor

ATTEST:

---

Jodi Quakenbush, City Clerk



## Council Communication

Department: City Clerk  
Case/Project No.:  
Submitted by:

Liquor Licenses  
ITEM 7.A.

Council Action: 7/28/2025

### **Description**

1. Avenue G Store, 1602 Ave. G
2. D&S Xpress, 1220 North 25th Street
3. D&S Xpress, 2924 North Broadway
4. FAMILY DOLLAR 32697, 757 W. Broadway
5. Harrah's Council Bluffs Casino & Hotel, One Harrah's Blvd
6. Wal-Mart Supercenter #1965, 3200 Manawa Dr
7. O Face Bar, 2400 9th Ave.

### **Background/Discussion**

Please see attached calls for service.

Note: O Face Bar is noted as having major issues, comments from Lt. Galvan are provided on the CFS sheet attached.

### **Recommendation**

### **ATTACHMENTS:**

Description	Type	Upload Date
Liquor Licenses	Other	7/23/2025

# CBPD ALCOHOL PERMIT RENEWAL REVIEW

	ESTABLISHMENT	ADDRESS	OWNER	RENEWAL DATE
1.	Avenue G Store	1602 Ave G		
2.	D&S Express	1220 N 25th		
3.	D&S Express	2924 N Broadway		
4.	Family Dollar 32697	757 W Broadway		
5.	Harrah's Council Bluffs	1 Harrah's Blvd		
6.	Wal-Mart Supercenter #1965	3201 Manawa Center Dr		
7.	O'Face bar	2400 9th Ave		

	CITATIONS	CFS*	NEXUS*	GREEN*	YELLOW*	RED*	
1.	0	18	14		X		*CFS - Calls in the area, establishment mentioned
2.	0	12	11		X		*Nexus - Calls originated at establishment
3.	0	2	1	X			
4.	0	21	40		X		
5.	0	15	47				*Green - No issues
6.	0	23	52				*Yellow - Minor issues
7.	0	2	6			X	*Red - Major issues

### COMMENTS

In reference to the O'face bar, on 03/23/25, Officers responded to a call of a shooting. Upon arriving at the bar they found that after a disturbance inside the bar shots were in fact fired. There were two separate shooters involved and no injuries were reported, arrests have been made in reference to the shooting. During this investigation Detectives had a difficult time making contact with the owner after calling her several times and leaving messages for her. After contact was finally made she was cooperative.

\*Additional information relating to the CFS can be made available upon request

SIGNATURE Mark Galvan



Wal-Mart Supercenter #1965- LE0000981

Premise Street : 3200 Manawa Dr

Application Number : App-225047

Class E Retail Alcohol License

> Application Type <b>Renewal</b>	Tentative Effective Date 2025-09-01	Tentative Expiration Date 2026-08-31	Application Status Submitted to Local Authority
--------------------------------------	--	---	--

<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> NEW	<input type="checkbox"/> SPECIAL EVENT
POLICE _____	Local Amt \$ _____	
FIRE _____	Endorsed _____	
BUILDING <i>PS</i> _____	Issued <u>9-1-2025</u>	
ZONING _____	Expires <u>8-31-2026</u>	
	Council <u>7-28-2025</u>	

Fri 7/18/2025 12:23 PM  
 Amanda Kopera  
 Liquor License - 7/28 Agenda  
 To Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz  
 You replied to this message on 7/21/2025 9:57 AM.

Gentlemen,

Here are the renewals I will be adding to the agenda. Please respond with questions or voting.

1. Avenue G Store, 1602 Ave. G
2. D&S Xpress, 1220 North 25th Street
3. D&S Xpress, 2924 North Broadway
4. FAMILY DOLLAR 32697, 757 W. Broadway
5. Harrah's Council Bluffs Casino & Hotel, One Harrah's Blvd
6. Wal-Mart Supercenter #1965, 3200 Manawa Dr

Mark, please provide CFS when you can. Thanks!

Liquor License - 7/28 Agenda...

File Message Insert Options Format Text Review Foxit

This message was sent on 7/18/2025 12:23 PM.  
 Reply Totals: Approve 3; Reject 0

Recipient	Response
Alex Ford	Approve: 7/21/2025 7:12 AM
Christopher Gibbons	Approve: 7/18/2025 1:33 PM
Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

Harrah's Council Bluffs Casino & Hotel- LC0044769

Premise Street : One Harrah's Blvd

Application Number : App-224917

Class C Retail Alcohol License

Application Type <b>Renewal</b>	Tentative Effective Date 2025-09-14	Tentative Expiration Date 2026-09-13	Application Status  <b>Pending Dramshop Review</b>
------------------------------------	--	---	--

<input checked="" type="checkbox"/>	RENEWAL	<input type="checkbox"/>	NEW	<input type="checkbox"/>	SPECIAL EVENT
POLICE	_____	Local Amt	\$	_____	
FIRE	_____	Endorsed	_____		
BUILDING	<u>RS</u>	Issued	<u>9-14-2025</u>		
ZONING	_____	Expires	<u>9-13-2026</u>		
		Council	<u>7-28-2025</u>		

Fri 7/18/2025 12:23 PM  
 Amanda Kopera  
 Liquor License - 7/28 Agenda  
 To: Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz  
 You replied to this message on 7/21/2025 9:57 AM.

Gentlemen,

Here are the renewals I will be adding to the agenda. Please respond with questions or voting.

1. Avenue G Store, 1602 Ave. G
2. D&S Xpress, 1220 North 25th Street
3. D&S Xpress, 2924 North Broadway
4. FAMILY DOLLAR 32697, 757 W. Broadway
5. Harrah's Council Bluffs Casino & Hotel, One Harrah's Blvd
6. Wal-Mart Supercenter #1965, 3200 Manawa Dr

Mark, please provide CFS when you can. Thanks!

Liquor License - 7/28 Agenda...

File Message Insert Options Format Text Review Foxit

**i** This message was sent on 7/18/2025 12:23 PM.  
 Reply Totals: Approve 3; Reject 0

Recipient	Response
Alex Ford	Approve: 7/21/2025 7:12 AM
Christopher Gibbons	Approve: 7/18/2025 1:33 PM
Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

FAMILY DOLLAR 32697- LG0000807


Premise Street : 757 West Broadway

Application Number : App-225273

Class B Retail Alcohol License

> Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status
Renewal	2025-08-15	2026-08-14	Submitted to Local Authority

<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> NEW	<input type="checkbox"/> SPECIAL EVENT
POLICE _____	Local Amt <u>\$487.50</u>	
FIRE _____	Endorsed _____	
BUILDING <u>125</u>	Issued <u>8-15-2025</u>	
ZONING _____	Expires <u>8-14-2026</u>	
	Council <u>7-28-2025</u>	

 Fri 7/18/2025 12:23 PM  
**Amanda Kopera**  
 Liquor License - 7/28 Agenda  
 To: Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz  
 You replied to this message on 7/21/2025 9:57 AM.

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Liquor License - 7/28 Agenda...

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Recipient	Response
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Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

D&S Xpress- LG0000868


Premise Street : 1220 North 25th Street

Application Number : App-225365

Class B Retail Alcohol License

> Application Type <b>Renewal</b>	Tentative Effective Date 2025-08-29	Tentative Expiration Date 2026-08-28	Application Status <b>Submitted to Local Authority</b>
--------------------------------------	--	---	---

<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> NEW	<input type="checkbox"/> SPECIAL EVENT
POLICE _____	Local Amt <u>\$325.00</u>	
FIRE _____	Endorsed _____	
BUILDING <u>BS</u>	Issued <u>8-29-2025</u>	
ZONING _____	Expires <u>8-28-2026</u>	
	Council <u>7-28-2025</u>	

 Fri 7/18/2025 12:23 PM  
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Mark, please provide CFS when you can. Thanks!

Liquor License - 7/28 Agenda...

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Recipient	Response
Alex Ford	Approve: 7/21/2025 7:12 AM
Christopher Gibbons	Approve: 7/18/2025 1:33 PM
Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

D&S Xpress- LG0000867


Premise Street : 2924 North Broadway

Application Number : App-225363

Class B Retail Alcohol License

>	Application Type <b>Renewal</b>	Tentative Effective Date 2025-08-29	Tentative Expiration Date 2026-08-28	Application Status <b>Submitted to Local Authority</b>
---	------------------------------------	--	---	---

<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> NEW	<input type="checkbox"/> SPECIAL EVENT
POLICE _____	Local Amt <u>\$325.00</u>	
FIRE _____	Endorsed _____	
BUILDING <u>RS</u>	Issued <u>8-29-2025</u>	
ZONING _____	Expires <u>8-28-2026</u>	
	Council <u>7-28-2025</u>	

 Fri 7/18/2025 12:23 PM  
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 Liquor License - 7/28 Agenda

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Mark, please provide CFS when you can. Thanks!

Liquor License - 7/28 Agenda...

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Christopher Gibbons	Approve: 7/18/2025 1:33 PM
Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

Avenue G Store- LE0004120


Premise Street : 1602 Avenue G

Class E Retail Alcohol License

Application Number : App-225214

> Application Type <b>Renewal</b>	Tentative Effective Date 2025-09-01	Tentative Expiration Date 2026-08-31	Application Status  <b>Submitted to Local Authority</b>
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<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> NEW	<input type="checkbox"/> SPECIAL EVENT
POLICE _____	Local Amt \$ _____	
FIRE _____	Endorsed _____	
BUILDING <i>RS</i> _____	Issued <i>9-1-2025</i> _____	
ZONING _____	Expires <i>8-31-2026</i> _____	
	Council <i>7-28-2025</i> _____	

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 To Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz  
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Mark, please provide CFS when you can. Thanks!

Liquor License - 7/28 Agenda...

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 This message was sent on 7/18/2025 12:23 PM.  
 Reply Totals: Approve 3; Reject 0

Recipient	Response
Alex Ford	Approve: 7/21/2025 7:12 AM
Christopher Gibbons	Approve: 7/18/2025 1:33 PM
Mark Galvan	Approve: 7/21/2025 11:44 AM
Rodney Schultz	

> Application Type <b>Renewal</b>	Tentative Effective Date <b>2025-05-24</b>	Tentative Expiration Date <b>2026-05-23</b>	Application Status <b>Submitted to Local Authority</b>
--------------------------------------	---	--	---

<input checked="" type="checkbox"/> RENEWAL		<input type="checkbox"/> NEW		<input type="checkbox"/> SPECIAL EVENT	
POLICE _____	Local Amt _____				
FIRE _____	Endorsed _____				
BUILDING <u>RS</u>	Issued _____				
ZONING _____	Expires _____				
		Council <u>6-9-2025</u>			

*7-28-25*

Tue 6/3/2025 3:22 PM  
**Amanda Kopera**  
 Liquor Licenses - 6/9/2025 Agenda

To: Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz

Hi all,

Please review the following establishments that will be on the next agenda for renewal. I have attached the voting buttons for you to use. Mark will you please send me the calls for service?

\*If there are any special concerns or notes for Council from anyone (specifically for O Face Bar's renewal) please let me know and I will include the notes in the agenda packet.

1. Barley's, 114 W Broadway – Renewal
2. Big Kal's Pizza & Wings, 40 Arena Way – Renewal
3. Caddy Shack, 1426 4th Avenue – Renewal
4. Courtyard by Marriott, 2501 Bass Pro Dr. – Renewal
5. Full Fledged Brewing Company, 40 Arena Way – Renewal
6. Main Street Tavern, 519 South Main St. – Renewal
7. Mid America Center, 1 Arena Way – Renewal
8. O Face Bar, 2400 9th Ave. – Renewal
9. Sugar's Restaurant & Lounge, 2725 E. Kanesville Blvd. – Renewal
10. The Salty Dog Bar and Grill, 2411 S. 24th St. Ste. 6 – Renewal

**AUTO-RENEWALS – Do not need calls for service and will not go on agenda.**

Hy-Vee Food Store #1	2323 West Broadway
Walgreens #03700	535 E Broadway
Walgreens #04405	2508 W Broadway
Walgreens #05306	301 W Bennett Ave
Mega Saver	3607 9th Ave

Liquor Licenses - 6/9/2025 Agenda...

File Message Insert Options Format Text Review Foxit

**i** This message was sent on 6/3/2025 3:22 PM.  
 Reply Totals: Approve 3; Reject 0

Recipient	Response
Alex Ford	Approve: 6/3/2025 3:29 PM
Christopher Gibbons	Approve: 6/3/2025 4:35 PM
Mark Galvan	Approve: 6/4/2025 10:50 AM
Rodney Schultz	

*Added to 7/28/25 Agenda*

**From:** Amanda Kopera  
**Sent:** Monday, July 21, 2025 9:58 AM  
**To:** Alex Ford; Christopher Gibbons; Mark Galvan; Rodney Schultz  
**Subject:** RE: Liquor License - 7/28 Agenda

Mark,

Unless you think I should hold off adding O'Face to this next agenda for their liquor renewal, I am going to add them. Could you include them in your calls for service?

You all had already approved their renewal for the 6/9/25 agenda but we chose to wait on council approval.

Thanks,  
Amanda

---

**From:** Amanda Kopera  
**Sent:** Friday, July 18, 2025 12:23 PM  
**To:** Alex Ford <aford@councilbluffs-ia.gov>; Christopher Gibbons <cgibbons@councilbluffs-ia.gov>; Mark Galvan <magalvan@councilbluffs-ia.gov>; Rodney Schultz <rschultz@councilbluffs-ia.gov>  
**Subject:** Liquor License - 7/28 Agenda

Gentlemen,

Here are the renewals I will be adding to the agenda. Please respond with questions or voting.

1. Avenue G Store, 1602 Ave. G
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3. D&S Xpress, 2924 North Broadway
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5. Harrah's Council Bluffs Casino & Hotel, One Harrah's Blvd
6. Wal-Mart Supercenter #1965, 3200 Manawa Dr

Mark, please provide CFS when you can. Thanks!  
Happy Friday!!!!!!!!!!!!!!!

**Amanda Kopera**  
Deputy City Clerk  
City of Council Bluffs  
209 Pearl Street  
Council Bluffs, IA 51503  
Office: 712-890-5261 | [Visit us online!](#)



**Council Communication**

Department: City Clerk  
Case/Project No.:  
Submitted by:

Retail Tobacco Permit - Renewals  
(3)  
ITEM 7.B.

Council Action: 7/28/2025

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
Tobacco Permit Renewals	Other	7/23/2025

# Retail Tobacco License Review

CITY OF COUNCIL BLUFFS  
1909373801

## Application Information

### Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP : J & R LIQUOR LLC  
Type of ownership : Corporation  
Primary office address : 15259 214TH ST COUNCIL BLUFFS IA 51503-7205  
Legal Ownership Phone : 712-323-1807  
Legal Ownership Email : r.legacyhome@yahoo.com

### Application Information

Sales and Use Permit Number : 178024869  
Location Name : I-80 LIQUOR  
Location Phone Number : 712-323-1807  
Location Address : 2411 S 24TH ST STE 1 COUNCIL BLUFFS IA 51501-7478  
Location Mailing Address : 1200 CRESCENT DR COUNCIL BLUFFS IA 51503-1339  
Renewal : No  
Start Date : 15-Jul-2025  
End Date : 30-Jun-2026  
License Fee : 100.00  
Types of Sales : Over the Counter  
Type of Establishment : Liquor store  
Types of Products Sold : Cigarettes, Tobacco, Vapor Products, Alternative Nicotine Products  
Do you intend to make retail sales to ultimate consumers? : Yes  
Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s) in the next step: : No

### Corporate Officers

Title	Name	Address
OWNER	EHRENBERG, WILLIAM	2411 S 24TH ST STE 1 COUNCIL BLUFFS IA 51501-7478

### Suppliers List

CORE MARK / FARNER BOCKEN

### Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Select a Decision

Approve	Deny
---------	------

Additional instructions are on the final page.

For period (MM/DD/YYYY) 7 / 1 / 2025 through 06/30 / 2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): Sapp Bros Inc (Travel Center)

Iowa sales and use tax account number: 47-07-20019

Retail address: 2608 S. 24th St. City: Council Bluffs State: IA ZIP: 51501

Mailing address: N/A City: State: ZIP:

Phone: 712-322-3000

Legal Ownership Information:

Type of ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: Sapp Bros Inc.

Primary office address: 9915 S. 148th St City: Omaha State: NE ZIP: 68138

Phone: 402-895-7038 Fax: N/A Email: Chanks@sappbros.net

Jmunson@sappbros.net

Retail Information:

Types of Sales: Over-the-counter Vending machine Vending machine that assembles cigarettes Delivery sales of alternative nicotine/vapor products (see instructions)

Mobile sales (see instructions) VIN: License plate number:

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative nicotine products Vapor products

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Other (provide description)

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

Do you intend to make retail sales to ultimate consumers? Yes No

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: Chana Hanks Title: GM

Address: 2608 S. 24th

City: Council Bluffs State: IA ZIP: 51501

Name: Tyler Marsh Title: CFO

Address: 9915 S. 148th St.  
 City: Omaha State: NE ZIP: 68138  
 Name: Andrew Richards Title: CEO  
 Address: 9915 S. 148th St.  
 City: Omaha State: NE ZIP: 68138

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Authorized Party**

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: China Hanks  
 Authorized Signature: China Hanks  
 Date: 7/17/2025 Email: Chanks@Sappbros.net

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \$100
- Fill in the date the permit was approved by the council or board: 7/28/25
- Fill in the permit number issued by the city/county: 1350823
- Fill in the name of the city or county issuing the permit: Council Bluffs
- New  Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



Department of Revenue

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

tax.iowa.gov

Additional instructions are on the final page.

For period (MM/DD/YYYY) July / 1 / 2025 through 06/30/ 2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): TA operating LLC d/b/a Travel Centers of America

Iowa sales and use tax account number: 179007549

Retail address: 3210 South Seven Street City: Council Bluffs State: IA ZIP: 51501

Mailing address: 255 Washington Street City: Newton State: MA ZIP: 02458

Phone: 617-750-9387

Legal Ownership Information:

Type of ownership: Sole Proprietor [ ] Partnership [ ] Corporation [ ] LLC [x] LLP [ ]

Name of sole proprietor, partnership, corporation, LLC, or LLP: TA operating LLC

Primary office address: 255 Washington Street City: Newton State: MA ZIP: 02458

Phone: 617-750-9387 Fax: [ ] Email: egambo@ta-petro.com

Retail Information:

Types of Sales: Over-the-counter [x] Vending machine [ ] Vending machine that assembles cigarettes [ ] Delivery sales of alternative nicotine/vapor products (see instructions) [ ]

Mobile sales (see instructions) [ ] VIN: [ ] License plate number: [ ]

Types of Products Sold: (Check all that apply)

Cigarettes [x] Tobacco [x] Alternative nicotine products [x] Vapor products [x]

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store [ ] Bar [ ] Convenience store/gas station [x] Drug store [ ] Grocery store [ ] Hotel/motel [ ] Liquor store [ ] Restaurant [ ] Tobacco store [ ] Other (provide description) [ ]

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

Do you intend to make retail sales to ultimate consumers? Yes [x] No [ ]

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: See attached list. Title: [ ]

Address: [ ]

City: [ ] State: [ ] ZIP: [ ]

Name: [ ] Title: [ ]

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Erin Gamboa, Paralegal

Authorized Signature: TA Operating LLC  
By: [Signature]

Date: 7.23.25 Email: egamboa@ta-petro.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$100.00
- Fill in the date the permit was approved by the council or board: 7/28/25
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: Council Bluffs
- New  Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**TA Operating LLC**  
**Executive Officers & Directors**

Name	Title	Address			
Boffa, Deborah C.	Chief Executive Officer	24601 Center Ridge Road, Westlake, OH 44145			
Franks, Gregory A.	President & Chairman, Director	24601 Center Ridge Road, Westlake, OH 44145			
Rajalingam, Babu V.	Vice President & CFO	24601 Center Ridge Road, Westlake, OH 44145			
Polachek, Michael J.	Vice President & Director	24601 Center Ridge Road, Westlake, OH 44145			
Alvarado, Jason E.	Secretary	501 Westlake Park Boulevard, Houston, TX 77079			
Castillo Cheng, Mayrena M.	Director	30 South Wacker Drive, Chicago, IL 60606			

**Council Communication**

Department: City Clerk  
Case/Project No.:  
Submitted by:

Device Retailer Permit (1)  
ITEM 7.C.

Council Action: 7/28/2025

<b>Description</b>
--------------------

<b>Background/Discussion</b>
------------------------------

<b>Recommendation</b>
-----------------------

**ATTACHMENTS:**

Description	Type	Upload Date
Device Retail Permit	Other	7/23/2025

# Device Retailer License Review

CITY OF COUNCIL BLUFFS  
1909373801

## Application Information

### Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP : BLUE NILE LLC  
Type of ownership : Limited Liability Company  
Primary office address : 2800 TWIN CITY DR COUNCIL BLUFFS IA 51501-8525  
Legal Ownership Phone : 712-366-2375  
Legal Ownership Email : amisganew@gmail.com

### Application Information

Sales Permit Number: : 178026797  
Location Name : SUPER QUIK STOP  
Location Phone Number : 712-366-2375  
Location Address : 2800 TWIN CITY DR COUNCIL BLUFFS IA 51501-8525  
Location Mailing Address : 2800 TWIN CITY DR COUNCIL BLUFFS IA 51501-8525  
Renewal : No  
Start Date : 10-Jul-2025  
End Date : 30-Jun-2026  
License Fee : 1,500.00  
Types of Sales : Over the Counter  
Type of Establishment : Convenience store/gas station  
Does this retail location ensure that no person younger than 21 years of age is present or permitted to enter at any time? : Yes

### Corporate Officers

Title	Name	Address
Authorized Individual	GEBREMARIAM, NEGUS	7731 S 101ST ST LA VISTA NE 68128-8241
Authorized Individual	MISGANEW, BISET	907 ELM HURST DR # PAPILLION NE 68046-6108

### Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Does this retailer hold a valid retail tobacco permit at this location?

Yes	No
-----	----

Select a Decision

Approve	Deny
---------	------