



October 5, 2023

**VIA E-MAIL**

Joe Gaa  
City Administrator/City Hall  
Marshalltown, IA

Re: Marshalltown Urban Renewal Area No. 3 (November, 2023 Amendment)  
Our File No. 422742-New

Dear Joe:

We have prepared the attached materials which will enable the City Council to act on October 9, 2023 to set November 13, 2023 as the date for a public hearing on the amendment to the existing urban renewal plan for the area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the November 13<sup>th</sup> hearing date. The last date on which the notice can effectively be published is November 9, 2023. Please print a separate copy of the notice for delivery to the newspaper. Please email a copy of the published notice [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com).

Also, a “consultation session” must be set up with the local county and school districts. Please refer to my separate letter attached for further details.

Please provide one fully executed set of proceedings, once all the actions have been taken, and contact John Danos, Severie Orngard, or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Diana Steiner  
Alicia Hunter



October 5, 2023

**VIA E-MAIL**

Joe Gaa  
City Administrator/City Hall  
Marshalltown, Iowa

Re: Marshalltown Urban Renewal Area No. 3/Consultation Session  
Our File Number: 422742-New

Dear Joe:

The Iowa Urban Renewal Law requires that a city provide information concerning a proposed urban renewal plan or amendment to any other governmental bodies which might be affected by the use of tax increment financing within your urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county and school district whose jurisdiction covers any property which is within the urban renewal area. This consultation must be held at least two weeks prior to the public hearing on November 13, 2023.

It is our understanding that the property within your urban renewal area would affect Marshall County and the Marshalltown Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss your urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

**Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.**

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors  
c/o Marshall County Auditor  
1 East Main Street  
Marshalltown, Iowa 50158

Superintendent  
Marshalltown Community School District  
1002 South 3<sup>rd</sup> Avenue  
Marshalltown, IA 50158

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Please call John Danos, Severie Orngard, or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Diana Steiner  
Alicia Hunter

[City letterhead]

DATE: \_\_\_\_\_

TO: Board of Supervisors, Marshall County  
Superintendent, Marshalltown Community School District

FROM: City Council  
City of Marshalltown, Iowa

RE: Marshalltown Urban Renewal Area No. 3

The City of Marshalltown is in the process of amending the urban renewal plan for the Marshalltown Urban Renewal Area No. 3, and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for \_\_\_\_\_, 2023, at \_\_\_\_\_ .m. at the \_\_\_\_\_ in Marshalltown. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City will also hold a public hearing on this urban renewal plan amendment at 5:30 pm on November 13, 2023, and a copy of the notice of hearing is enclosed for your information.

Please call our City Administrator at (641) 754-5701, if you have questions.

Enclosure

SET DATE FOR HEARING ON URBAN  
RENEWAL PLAN AMENDMENT

422742-New

Marshalltown, Iowa

October 9, 2023

The City Council of Marshalltown, Iowa, met on October 9, 2023, at 5:30 p.m., at the City Council Chambers, 10 West State Street, in the City, for the purpose of setting a date for a public hearing on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that an amendment to the urban renewal plan for the Marshalltown Urban Renewal Area No. 3 had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member \_\_\_\_\_ moved the adoption of the following resolution entitled “Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Marshalltown Urban Renewal Area No. 3,” and the motion was seconded by Council Member \_\_\_\_\_. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as follows:

**RESOLUTION NO. 2023-192**

**Resolution Setting Date for Public Hearing on Urban Renewal Plan  
Amendment for the Marshalltown Urban Renewal Area No. 3**

WHEREAS, the City Council of the City of Marshalltown, Iowa (the “City”), by resolution created the Marshalltown Urban Renewal Area No. 3 (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which authorizes the undertaking of certain urban renewal projects in the Urban Renewal Area consisting of (1) using tax increment financing to pay the costs of the City’s Marshalltown Area Chamber of Commerce Support Program; and (2) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; and

WHEREAS, it is now necessary that a date be set for a public hearing on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Marshalltown, Iowa, as follows:

Section 1. This City Council will meet at the City Council Chambers, 10 West State Street, Marshalltown, Iowa, on November 13, 2023, at 5:30 p.m., at which time and place it will hold a public hearing on the proposed Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator, or his designee, is hereby designated as the City’s representative in connection with the consultation process which is required under that section of the urban renewal law.

Passed and approved this October 9, 2023.

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Mayor

Attest:

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City Clerk

**NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN  
AMENDMENT**

Notice Is Hereby Given: That at 5:30 p.m., at the City Council Chambers, 10 West State Street, Marshalltown, Iowa, on November 13, 2023, the City Council of the City of Marshalltown, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Marshalltown Urban Renewal Area No. 3 (the “Urban Renewal Area”) to authorize the undertaking of certain urban renewal projects in the Urban Renewal Area consisting of (1) using tax increment financing to pay the costs of the City’s Marshalltown Area Chamber of Commerce Support Program; and (2) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matter of the hearing.

Alicia Hunter  
City Clerk

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On motion and vote the meeting adjourned.

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Mayor

Attest:

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City Clerk



STATE OF IOWA  
MARSHALL COUNTY  
CITY OF MARSHALLTOWN

SS:

I, the undersigned, City Clerk of the City of Marshalltown, Iowa do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on a proposed urban renewal plan amendment, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

**(Attach here publisher's affidavit of publication of notice.)**

**(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)**

STATE OF IOWA  
MARSHALL COUNTY  
CITY OF MARSHALLTOWN

SS:

I, the undersigned, City Clerk of the City of Marshalltown, Iowa do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with setting a date for public hearing on an urban renewal plan amendment.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2023.

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