



# CITY OF CLEAR LAKE

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Mayor  
NELSON P.  
CRABB

City  
Administrator  
SCOTT  
FLORY

July 29, 2016

HONORABLE MAYOR & CITY COUNCIL MEMBERS

COUNCIL  
MEMBERS

MARK  
EBELING  
*Ward 1*

TONY J.  
NELSON  
*Ward 2*

JIM  
BOEHNKE  
*Ward 3*

MIKE  
CALLANAN  
*At Large*

GARY  
HUGI  
*At Large*

The next regular meeting of the Clear Lake City Council is scheduled for Monday, August 1, 2016, at 6:30 p.m., in the Council Chambers, at City Hall. Please refer to the attached agenda for the items discussed below.

**ITEM #6A. 14<sup>th</sup> Ave N. Street Reconstruction Project.** One of the major capital improvement projects the City Council budgeted for in FY 17 is the reconstruction of 14<sup>th</sup> Ave N., between N. 8<sup>th</sup> Street and the east return of Logan Drive. That segment of 14<sup>th</sup> Ave N. is currently a 24' wide asphalt paved street (approximately 2"), with no curb & gutter or storm water improvements, and no sidewalks. The proposed improvements will include: 7" PCC street paving (31' back-of-curb to back-of-curb); 4' sidewalks on both sides of the street, with ADA compliant sidewalk ramps; new 6" PCC driveway approaches; storm sewer and intakes; 6" longitudinal sub-drain; and new water and sanitary sewer service laterals (as needed).

The project will be partially funded by special assessments against the benefited properties. Special assessments will be used to defray the cost of 6" of the proposed 7" thick PCC pavement, driveway approaches, 4' wide sidewalks, and any necessary sanitary sewer and water services. The City budgeted \$235,000 in FY 17 for construction and other project costs.

The proposed Project schedule calls for a bid letting of not later than January 11, 2017. Construction is anticipated to commence in April, 2017, and be completed prior to June 23, 2017.

City staff has prepared a Request for Proposals (RFP) for professional consulting services for the Project, the dissemination of which was authorized by the Council at its meeting on July 18<sup>th</sup> and, subsequently, distributed to the three local engineering firms. The scope of professional services to be provided includes: fieldwork; survey; design; special assessment plat & schedule; bidding; and construction observation and administration. Responses to the RFP were due by 4:00 p.m., July 28, 2016.

The City received a response to its RFP from all three (3) firms that received the solicitation. Following a review of the proposals, it has been determined that all firms possess the necessary skills, staff, experience and qualifications to assist the City with the Project. However, the least costly proposal was submitted by WHKS



Company (Mason City), with a total fee for design, special assessment services, 40 hours of construction administration, and 120 hours of resident review services of \$27,800.

**ITEM #6C. Re-Plat P & J 1<sup>st</sup> Subdivision – Cerro Gordo, County.** For Council's consideration is a proposed Final Plat for P & J 1<sup>st</sup> Subdivision, which is a "re-plat" of a prior Final Plat, that was approved by the Council on April 20, 2015. The subject parcel is located in Clear Lake Township. No infrastructure improvements are proposed. The proposal is to subdivide Lot 1 into 3 separate and distinct parcels.

Pursuant to Iowa Code Section 354.8, the City has established "extra-territorial" subdivision review authority over plats/subdivisions within 2-miles of the City limits of Clear Lake. The City's Planning & Zoning Commission reviewed the proposed subdivision plat at its meeting on July 26, 2016, and has forwarded its recommendation that the subdivision be approved by the City Council.

**ITEM #6D. Main Avenue Sidewalk Reconstruction Project.** The tentative Project schedule calls for the Council to initiate the special assessment process at its August 1<sup>st</sup> meeting. A public hearing on the proposed "Resolution of Necessity" would be conducted at a special City Council meeting proposed for August 22<sup>nd</sup>. Notices to the affected property owners would be mailed by the City Clerk on or before August 5<sup>th</sup>. The Project bid letting is proposed for August 31<sup>st</sup>. Construction activities for 2016 work would commence in mid-September and conclude by mid-November. In 2017, construction would re-commence in early-April and conclude by June 23<sup>rd</sup>.

The engineer's estimate of the probable cost of construction is \$600,000. Indirect Project (engineering, legal, and admin) costs are estimated at \$111,300. The total cost of the Project is estimated at \$711,287. The total cost of the Project proposed to be special assessed against the benefited properties for PCC sidewalk construction and water services is estimated at \$114,789, which (excluding City-owned property) is roughly 14.6% of the cost of the Project.

The City entered into a Professional Services Agreement with Veenstra & Kimm on October 5, 2015 for the Project. That agreement was subsequently modified in April, 2016. The total cost of compensation for the professional services agreement is a not-to-exceed \$64,500.

The proposed Project entails the replacement of the brick paver sidewalks on Main Avenue, beginning at N. 8<sup>th</sup> Street and continuing west to N. Lakeview Drive.

**Smart Quote:** "*The greatest mistake you can make in life is to continually be afraid you will make one.*" – Elbert Hubbard, writer & artist

Scott Flory  
City Administrator

PUBLIC NOTICE IS HEREBY GIVEN that the following governmental body will meet at the date, time, and place herein set out. The tentative agenda for said meeting is as follows:

TENTATIVE AGENDA  
CLEAR LAKE CITY COUNCIL  
CITY HALL – 15 N. 6<sup>TH</sup> STREET  
MONDAY, AUGUST 1, 2016  
**6:30 P.M.**

1. Call to Order and Pledge of Allegiance led by Mayor Nelson P. Crabb.
2. Approval of Agenda.
3. Consent Agenda:
  - A. Minutes – July 18, 2016.
  - B. Approval of the bills & claims.
  - C. Licenses & Permits:
    - Street Closing Request: CLASS Car Club Car Show, August 6<sup>th</sup>.
4. Citizens opportunity to address the Council on items not on the agenda:
  - In conformance with the City Council's Rules of Procedure, no action can occur on items presented during the Citizens forum.
  - Please walk to the lectern, state your name (spell last name), address, and subject of your discussion.
  - Speakers are limited to a maximum of five (5) minutes per person.
5. Unfinished Business:
6. New Business:
  - A. 14<sup>th</sup> Avenue N. (N. 8<sup>th</sup> St – Logan Drive) Street Improvement Project:
    - Introduction by Scott Flory, City Administrator.
    - Recommendation for award of Professional Service Agreement, Joe Weigel, Public Works Director.
    - **Motion** to award Professional Service Agreement and authorize the City Administrator to execute the same by City Council.
    - Discussion and consideration of **Motion** by City Council.
  - B. SE Area Wastewater Collection Facility Plan:
    - Review of proposed final draft modifications, Jason Petersburg, P.E., Veenstra & Kimm.

- **Motion** to approve Facility Plan and authorize its submittal to the Iowa DNR by City Council.
- Discussion and consideration of **Motion** by City Council.

C. Re-Plat (final plat) of Lot 1 of P & J 1<sup>st</sup> Subdivision:

- Review of request and recommendation from Planning & Zoning Commission (7/26/16), Mike Ritter, Building Official.
- **Motion** to approve **Resolution #16-26**, “A Resolution approving Re-Plat of P & J 1<sup>st</sup> Subdivision” by City Council
- Discussion and consideration of **Motion** by City Council.

D. Main Avenue Sidewalk Replacement Project:

- Introduction by Scott Flory, City Administrator.
- Review of proposed plans & specifications and preliminary plat & schedule of assessments, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve **Resolution #16-27**, “A Preliminary Resolution for construction of sidewalk, water service curb stop & boxes, and related roadway and driveway improvements in the City of Clear Lake, Iowa.”
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-28**, “A Resolution Fixing Values of Lots.”
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-29**, “A Resolution adopting preliminary assessment plat, schedule, and estimate of cost, together with plans and specifications, for the construction of the Main Avenue Sidewalk Replacement Project.”
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-30**, “A Resolution of Necessity (proposed).”
- Discussion and consideration of **Motion** by City Council.

7. Chief of Police’s Report:

8. Mayor’s Report:

9. Public Works Director’s Report:

10. City Administrator’s Report:

- Parks & Recreation Advisory Board – reduction from 7 to 5 members.
- East Main Avenue Street Reconstruction Project (2003) – Request for removal of Ag Deferment.

11. Other Business:

12. Adjournment.

NEXT REGULAR MEETING – AUGUST 15, 2016

This notice is given pursuant to Chapter 21.4(1) of the Code of Iowa and the local rules of said governmental body.