



CITY OF CLEAR LAKE

15 North 6th Street • P.O. Box 185 • Clear Lake, IA 50428
 Phone: 641-357-5267 • Fax: 641-357-8711
www.cityofclearlake.com

Mayor
 NELSON P.
 CRABB

November 18, 2016

City
 Administrator
 SCOTT
 FLORY

HONORABLE MAYOR & CITY COUNCIL MEMBERS

The next regular meeting of the Clear Lake City Council is scheduled for Monday, November 21, 2016, at 6:30 p.m., in the Council Chambers, at City Hall. Please refer to the attached agenda for the items discussed below.

COUNCIL MEMBERS

MARK
 EBELING
 Ward 1

TONY J.
 NELSON
 Ward 2

JIM
 BOEHNKE
 Ward 3

MIKE
 CALLANAN
 At Large

GARY
 HUGI
 At Large

ITEM #6A. **Annual Financial Report - 2016.** The Code of Iowa, Chapter 384.22, requires the submission of an annual financial report to the Office of the State Auditor by December 1st of each year. Enclosed in your packet is a copy of the Financial Report for the 2016 Fiscal Year. A summary of the Report is required by law to be published in the newspaper.

Prior year comparisons, excluding transfers:

Fiscal Year	Revenues	Expenditures	Transfers
2006	\$11,100,029	\$10,118,595	\$2,087,931
2007	\$12,023,419	\$10,795,658	\$2,767,917
2008	\$10,386,922	\$ 8,199,617	\$1,441,934
2009	\$11,129,009	\$10,283,052	\$2,416,504
2010	\$12,926,665	\$11,666,213	\$2,175,461
2011	\$13,965,182	\$11,053,334	\$2,943,995
2012	\$13,072,088	\$11,165,416	\$3,227,636
2013	\$13,831,926	\$12,368,810	\$3,499,313
2014	\$12,560,785	\$11,978,820	\$2,577,020
2015	\$13,264,137	\$11,841,735	\$5,078,511
2016	\$14,392,577	\$11,362,074	\$2,218,887

ITEM #6B. **NICC&M Property Tax Rebate Agreement.** The Council has previously authorized property tax rebate agreements for the North Iowa Cultural Center & Museum. The initial Agreement was a 3-year agreement and was approved in January 2009, expiring in December of 2011. In February 2011, the Agreement was extended for a 2nd time; this time for a 5-year term, ending on December 1, 2016. The Board of Directors of the NICC&M has expressed its interest in renewing the property tax rebate agreement with the City for an additional term. Property tax repayments occur semi-annually on December 1st and January 1st. The semi-annual rebate payments are roughly \$5,000 each.



A draft Development Agreement is proposed for the Council's consideration that would extend the property tax rebate payments until June 1, 2021. Cumulative property tax rebate payments would be capped at a not to exceed \$50,000. At the previous City Council meeting, the Council set the date for a public hearing on the proposal. Notice of the hearing was published in the newspaper, as required by law.

ITEM #6C. Annual TIF Report - 2016. The state of Iowa requires cities to report their tax-increment financing (TIF) activity through the Urban Renewal Reporting System. This system is an "on-line" system for reporting the yearly activity within each Urban Renewal Area. By December 1st of each year, each levy authority within an Urban renewal Area in effect at any point during the preceding fiscal year must complete a report. Completion of the Report is mandatory and any entity that fails to comply with this requirement will not be able to publish or adopt its annual budget until the requirement has been satisfied.

The purpose of the Report is to provide information to the Department of management on all activities taking place within the City's various tax-increment financing districts. The Report encompasses activities within the following Urban Renewal/Tax-Increment Financing Areas/Districts: Area "A"; Arlington Place; and the Consolidated Urban renewal Area. For FY 16, the only "active" UR Area – the Clear Lake Consolidated Urban renewal Area – saw \$2,571,080 in revenues and \$2,602,267 in expenditures. The TIF Special Revenue Fund had a July 1, 2015, beginning fund balance of \$53,392 and a June 30, 2016 ending balance of \$22,205.

Total outstanding TIF debt for the year ending June 30, 2016 was \$11,258,138. It should be noted that the outstanding balance includes the entire unpaid balance of all rebate agreements, including those that contain an "annual appropriation" clause. Total outstanding TIF debt for the year ending on June 30, 2015 was \$13,017,417.

ITEM #6D. Purchase of aerial lift (bucket) truck for PWD. The City Council allocated funds in the FY 17 municipal budget for replacement of the public works department's 1997 Dodge 3500 (2-wheel drive) aerial (bucket) lift truck, with A-38 Arm-lift. The City has owned that vehicle since 2003 and it has 53,000 miles on it. While the vehicle has served the City well, it is now 20 years old and it is limited compared to newer equipment in terms of size and versatility.

Bid proposals were solicited from vendors and opened at the Public Works office on Monday, November 14, 2016. Two responses to the City's solicitation were submitted for consideration. It is recommended to purchase the 2016 ABM VST-47-I (demo) unit, which has 12,000 miles. The City public works staff got hands on experience with this unit through the evaluation process. The bid price for the unit is \$129,750. The vehicle's warranty begins for the full term, once it is sold to a private party. The City will also receive a minimum trade value of \$4,500 for its existing bucket truck, unless it sells privately prior to the time of execution of the purchase proposal from ABM Equipment & Supply. Consequently, the net purchase price to the City will not exceed \$125,250.

One of the advantages of purchasing the “demo unit” is that it will be available to the City within 10 days following approval of the purchase. Current lead time to purchase a brand new unit is up to 210 days. Obviously, one of the primary functions of the vehicle is for tree trimming operations, which occurs during the winter months. Purchasing a new unit would not only be more costly, but the City would not take delivery until nearly the end of June, 2017.

ITEM #6F. E. Main Ave Street Reconstruction & Bike Lane Extension. One of the major capital improvement projects the City Council budgeted for in FY 17 is the reconstruction of East Main Avenue, between S. 20th Street and S. 24th street. Proposed construction work entails: pavement removals; excavation; water main; sanitary sewer; storm sewer; 6” longitudinal sub-drain; storm sewer intakes; aggregate base; 6’ thick PCC driveways; 4” thick PCC sidewalk & ADA compliant ramps; and new PCC paving, with curb & gutter. The 43’ wide, 0.25 mile, stretch of street will include two (2) 5’ wide bike lanes; two (2) 12’ wide travel lanes; and on-street parking on one side of the street. The bike lanes are a continuation of the 2003 E. Main Avenue Street Improvement Project, which included bike lanes and connected to the bike trail system known locally as the “Trolley Trail” that extends to Mason City.

The Project will be partially-funded by special assessments against the benefited properties. Special assessments will be used to defray costs associated with street paving (6” PCC paving x 31’ back of curb-to-back-of-curb street); driveway approaches; defective sidewalk replacement; and any necessary sanitary and water service laterals.

The engineer's opinion of the probable cost of construction is \$859,873. Indirect project costs are estimated at an additional \$120,400 (14% of the construction estimate). Therefore, the total estimated cost of the project is \$980,273.

At its meeting on October 17th, the Project consultant reviewed the proposed construction plans and schedule with the Council. The consultant has now filed the preliminary plans & specifications with the City Clerk. The Council may now consider initiating the special assessment process. The anticipated date for the hearing on the proposed Resolution of Necessity is December 19th. The target date for the project bid letting, which because of the federal funding, will be administered by the Iowa DOT in Ames is anticipated for January 18, 2017. Construction is set to commence in May, 2017.

Smart Quote: “There are no secrets to success. It is the result of preparation, hard work, and learning from failure.” - - Colin Powell, Statesman

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. 6TH STREET
MONDAY, NOVEMBER 21, 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 –November 7, 2016.
 - B. Approval of the bills & claims.
 - C. Licenses & Permits:
 - **Liquor License**: Class C Liquor License (LC) (Commercial) Best Western Holiday Motor Lodge for Festival of Trees event at Opportunity Village, (new).
 - **Excavator's License**: American Backhoe, Crescent, IA, (new); Country Landscapes, Clear Lake (renewal).
 - **Street Closing Request**: Clear Lake Area Chamber of Commerce, Christmas by the Lake, December 3 & 4.
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. Annual City Financial Report – 2016 Fiscal Year:
 - Review by Scott Flory, City Administrator.
 - **Motion** to approve the "FY 2016 Financial Report" by City Council.
 - Discussion and consideration of **Motion** by City Council.

B. Property Tax Rebate Agreement (renewal) – North Iowa Cultural Center & Museum:

- Introduction by Scott Flory, City Administrator.
- Open public hearing by Mayor Nelson P. Crabb.
- **Motion** to close the public hearing by City Council.
- **Motion** to approve **Resolution #16-56**, “A Resolution approving a Development Agreement with the North Iowa Cultural Center & Museum, authorizing annual appropriation tax-increment payments and pledging certain tax-increment revenues to the payment of the Agreement.”
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-57**, “A Resolution obligating funds from the Clear Lake Consolidated Urban Renewal Tax Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall become due in the next succeeding fiscal year.”
- Discussion and consideration of **Motion** by City Council.

C. Annual Urban Renewal Tax-Increment Financing Report – FY 16:

- Review by Scott Flory, City Administrator.
- **Motion** to approve the “FY 2016 Urban Renewal Tax-Increment Financing Report” by City Council.
- Discussion and consideration of **Motion** by City Council.

D. Consideration of bids for purchase of a replacement aerial lift (bucket) truck for the Public Works Department:

- Introduction by Scott Flory, City Administrator.
- Review of bid proposals and recommendation, Joe Weigel, Public Works Director.
- **Motion** to authorize purchase of aerial lift (bucket) truck by City Council.
- Discussion and consideration of **Motion** by City Council.

E. Industrial Property Tax Exemption Requests:

- Introduction by Scott Flory, City Administrator.
- Open Public Hearing by Mayor Nelson P. Crabb.
- **Motion** to close public hearing by City Council.
- Discussion and consideration of **Motion** by City Council.

F. East Main Avenue Street Reconstruction and Bike Lane Extension Project:

- Introduction by Scott Flory, City Administrator.
- Review of preliminary plans and specifications and preliminary plat & schedule, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve **Resolution #16-58**, “A preliminary Resolution for the construction of street, water, sanitary sewer, storm sewer, sidewalk, driveway, and other public improvements in the City of Clear Lake, Iowa” by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-59**, “A Resolution fixing lot values” by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-60**, “A Resolution adopting preliminary plat & schedule, estimate of cost, and proposed plans and specifications for the construction of the East Main Avenue Street Reconstruction and Bike Lane Extension Project” by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #16-61**, “A Resolution of Necessity (proposed) by City Council.
- Discussion and consideration of **Motion** by City Council.

7. Chief of Police’s Report:

8. Mayor’s Report:

9. Watershed Coordinator Report:

- Project update: Veterans Memorial Golf Course Storm Water & Parking Lot improvement Project.

10. Public Works Director’s Report:

11. City Administrator's Report:

- 2016 Audit Report: 12/5/16 presentation.
- Surf District & City Wayfinding Signs Project update.
- Municipal Water Distribution System Feasibility & Analysis – S. Shore Drive.

12. Other Business:

13. Adjournment.

NEXT REGULAR MEETING – DECEMBER 5, 2016

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