



# 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

December 4, 2015

HONORABLE MAYOR & CITY COUNCIL MEMBERS

City  
Administrator  
SCOTT  
FLORY

The next regular meeting of the Clear Lake City Council is scheduled for Monday, December 7, 2015, 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

DANA  
BRANT  
Ward 1

TONY J.  
NELSON  
Ward 2

JIM  
BOEHNKE  
Ward 3

MIKE  
CALLANAN  
At Large

GARY  
HUGI  
At Large

**ITEM #6A. E. Main Ave. Street Reconstruction Project.** One of the major capital improvement projects for FY17 involves the reconstruction of East Main Avenue, between N. 20<sup>th</sup> and N. 24<sup>th</sup> Streets (0.25 miles). The Project entails the following work items: pavement removal; excavation; watermain, sanitary sewer, storm sewer, sub-drain; storm sewer intakes; aggregate base course; and new pavement, with curb & gutter. Additionally, it is proposed to extend the existing bike lanes as part of the Project. The proposed new street would therefore include: two 12' traveled lanes, as well as two 5' bike lanes and on-street parking on one side of the street.

The preliminary estimate of the probable cost of construction is \$795,861. The City will be receiving an STP award in the amount of \$450,000 and TAP funding in the amount of \$70,000 to offset the cost of the Project. The tentative schedule calls for a hearing on special assessments in December, 2016; bid letting in January, 2017; construction to begin in April, 2017; and construction to be completed by the end of August, 2017.

City staff and Veenstra & Kimm have negotiated a professional services agreement for design and special assessment services. The total cost for those items is a not to exceed \$66,200.

**ITEM #6B. Water Treatment Plant High Service Pump(s) Project.** At its regular meeting on November 17<sup>th</sup>, the City Council approved a construction contract with Dean Snyder Construction (Clear Lake) in the amount of \$365,000. Ultimately, the Project consisted of replacing 2 of the 4 original high service pumps, piping, valves, flow meter, instrumentation, electrical, and other miscellaneous work. The pumps that were replaced were #1 & #2, 1972 & 1948, respectively. The pump that was re-conditioned in 1989 was not replaced in order to meet budget constraints.

The Project engineer has now filed the "Certificate of Completion" (November 11<sup>th</sup>) with the City Clerk, indicating that all work has been completed in compliance with the project plans & specifications previously approved by the Council. The final value of work completed on the Project was \$369,099.80, which is \$3,099.80 more



(<1%) than the original contract amount. There was one Change Order (\$3,099.80), which was associated with increasing the footvalve required for High Service Pump #4 from a 6" to a 10" and for additional electrical costs associated with relocating the electrical panel a little further away from the pump than had originally been anticipated in order to meet electrical code requirements. The required completion date was October 20<sup>th</sup>.

**ITEM #6D. Buddy Holly Place Storm Sewer Extension Project.** At its regular meeting on October 19<sup>th</sup>, the City Council approved a construction contract with McKiness Excavating (Mason City) in the amount of \$49,987.50. The Project consisted of the extension of the municipal storm sewer collection system, from the intersection of 14<sup>th</sup> Ave N. & Buddy Holly Place – south approximately 450 LF past the proposed future W. 12<sup>th</sup> Ave N. street extension from Buddy Holly Place that will be part of the future Sunset Ridge subdivision. Improvements included 24' diameter piping, storm sewer intakes & manholes, minor ditch grading, pavement restoration, and seeding.

The Project engineer has now filed the "Certificate of Completion" (November 16<sup>th</sup>) with the City Clerk, indicating that all work has been completed in compliance with the project plans & specifications previously approved by the Council. The final value of work completed on the Project was \$47,180.58, which is more than \$2,800 (5.5%) less than the original contract amount. The required completion date was November 18<sup>th</sup>.

**Smart Quote:** *"People won't have time for you if you are always angry or complaining."* – Stephen Hawking, Theoretical Physicist

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, DECEMBER 7, 2015  
**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 16, 2015.
  - B. Approval of the bills & claims.
  - C. Licenses & Permits:
    - **Liquor License**: Class C Liquor License (LC) (Commercial) with Outdoor Service & Sunday Sales, The Other Place, (renewal).
    - **Excavator's License**: Cole Excavating, Greene, (renewal).
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. E. Main Avenue Street Reconstruction & Bike Lane Extension Project:
    - Introduction by Scott Flory, City Administrator.
    - Review of proposed professional services agreement, Jason Petersburg, P.E., Veenstra & Kimm.
    - **Motion** to approve professional services agreement by City Council.
    - Discussion and consideration of **Motion** by City Council.

B. Water Treatment Plant High Service Pump(s) Replacement Project:

- Review by Scott Flory, City Administrator.
- Construction update and review of Pay Estimate #6 (final), Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #6 (final) by the City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #15-61**, "A Resolution Accepting the Work - Water Treatment Plant High Service Pump(s) Project."
- Discussion and consideration of **Motion** by City Council.

C. W. 7<sup>th</sup> Avenue N. Watermain Improvement Project:

- Project update and review of Pay Estimate #3, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #3 by City Council.
- Discussion and consideration of **Motion** by City Council.

D. 2015 Buddy Holly Place Storm Sewer Extension Project:

- Review by Scott Flory, City Administrator.
- Construction update and review of Pay Estimate #1 (final), Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #1 (final) by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #15-62**, "A Resolution Accepting the Work - 2015 Buddy Holly Place Storm Sewer Extension Project."
- Discussion and consideration of **Motion** by City Council.

E. Report from Veterans Memorial Golf Club Inc.:

- Annual review by Shane Cooney, Board member.
- Discussion and questions by City Council.

7. Chief of Police's Report:

8. Mayor's Report:

9. Public Works Director's Report:

- Project update: N. Shore Drive Street Tree Planting; and 12<sup>th</sup> Avenue S. Bridge Improvement Project

10. City Administrator's Report:

11. Other Business:

12. Adjournment.

NEXT REGULAR MEETING – DECEMBER 21, 2015

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

**PROFESSIONAL SERVICES AGREEMENT**

THIS IS AN AGREEMENT, made as of \_\_\_\_\_, 2015, between City of Clear Lake, (CLIENT) and Veenstra & Kimm, Inc., (CONSULTANT) for professional services related to the East Main Avenue Street Reconstruction and Bike Lane Extension Project.

CLIENT and CONSULTANT agree:

1. **CLIENT** requires consulting engineering services for the East Main Avenue Street Reconstruction and Bike Lane Extension Project as defined in **EXHIBIT 1**.
2. **Scope of Services.** **CONSULTANT** shall perform professional services as stated in **EXHIBIT 2**.
3. **Compensation.** **CLIENT** shall compensate **CONSULTANT** for **CONSULTANT**'s services as stated in **EXHIBIT 3**.
4. **General Considerations.** General considerations to this Agreement are as stated in **EXHIBIT 4**.
5. **Terms and Conditions.** **CONSULTANT** shall provide professional services in accordance with the Standard Agreement Terms and Conditions as stated in **EXHIBIT 5**. If **CLIENT** issues a purchase order or other document to initiate the commencement of services hereunder, it is agreed that any terms and conditions appearing thereon shall have no application and only the provisions of this Agreement shall automatically apply
6. **Special Provisions.** Special provisions to this Agreement, if any, are stated in **EXHIBIT 6**.
7. **CLIENT** has provided or shall provide for payment from one or more lawful sources of all sums to be paid to **CONSULTANT**.
8. Following **EXHIBITS** are attached to and made part of this Agreement.
  - a. **EXHIBIT 1** - Project Scope
  - b. **EXHIBIT 2** - Scope of Services.
  - c. **EXHIBIT 3** - Compensation.
  - d. **EXHIBIT 4** - General Considerations
  - e. **EXHIBIT 5** - Standard Terms and Conditions
  - f. **EXHIBIT 6** - Special Provisions

IN WITNESS WHEREOF, the parties below have executed this **Agreement** as of the day and year first above written.

**CITY OF CLEAR LAKE**

By: \_\_\_\_\_  
Scott Flory

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Address for giving notices:

15 North Sixth Street  
P.O. Box 185  
Clear Lake, IA 50428

**VEENSTRA & KIMM, INC.**

By: \_\_\_\_\_  
Timothy A. Moreau, P.E.

Date: 12/2/15

Attest: \_\_\_\_\_

\_\_\_\_\_  
Address for giving notices:

2800 Fourth Street SW  
Suite 9  
Mason City, IA 50401

**SCOPE OF PROJECT.**

It is understood and agreed the Project shall include the following improvements:

**A. Project Scope Defined**

1. The scope of the project and proposed improvements are as defined in the Request for Transportation Alternatives Program (TAP) Funds submitted March 21, 2014 copy attached hereto as Attachment 1A (without enclosures) and in the Application for Region 2 STP Projects attached hereto as Attachment 1B.
2. The original request was funding for a FY 2018 project, however the project has actually been funded for FY 2017. A copy of the RPA-02 2015 - 2018 Transportation Improvement Program attached hereto as Attachment 1C.
3. Project location and typical cross section are as shown on Attachment 1D & 1E attached hereto.
4. The scope of the project is further defined by the Engineer's Opinion of Probable Cost dated March 12, 2014 which identifies the proposed improvements with anticipated bid items, quantities, and estimated construction cost. A copy of the Engineer's Opinion of Probable Cost is attached hereto as Attachment 1F.

### EXHIBIT 3 COMPENSATION

The CLIENT shall compensate the CONSULTANTS for their services by payment of the following fees:

- A. Preliminary Engineering Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph A:
1. A fee on the basis of the standard hourly fees for the time the CONSULTANTS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the CONSULTANTS for work associated with the Project.
  2. The preliminary engineering services noted were provided to the City at no charge in 2014.
- B. Design Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph B:
1. CLIENT shall pay CONSULTANTS a Lump Sum fee of Fifty Eight Thousand Two Hundred Dollars (**\$58,200**).
- C. Right-of-Way and Easement Acquisition Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph C:
1. A fee on the basis of the standard hourly fees for the time the CONSULTANTS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the CONSULTANTS for work associated with the Project.
  2. The total fee for the right-of-way and easement acquisition services will be negotiated at a later date if these services are required.
- D. Special Assessment Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph D:
1. A fee on the basis of the standard hourly fees for the time the CONSULTANTS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the CONSULTANTS for work associated with the Project.
  2. The estimated fee for Special Assessment Services is Eight Thousand Dollars (**\$8,000**). CONSULTANT shall notify CLIENT if it appears said

estimated fee will be exceeded for Special Assessment Services.

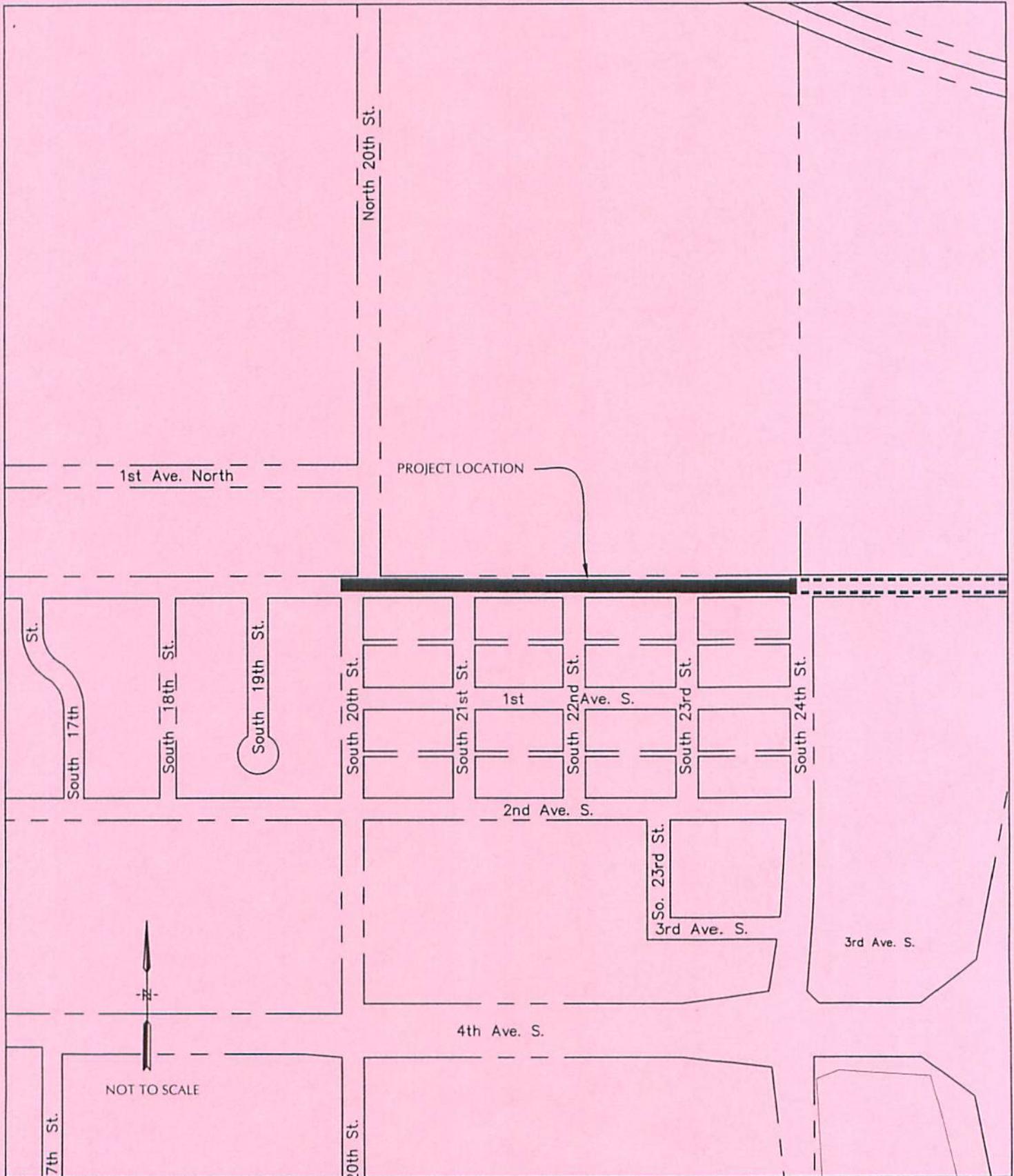
**E. Construction Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph E:

1. A fee on the basis of the standard hourly fees for the time the CONSULTANTS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the CONSULTANTS for work associated with the Project.
2. The total fee for the construction services shall be determined at a later date after contract award has been made.

**F. Additional Services.** For services under this Agreement, as set forth in **EXHIBIT 2**, Paragraph F.

1. A fee on the basis of the standard hourly fees for the time the CONSULTANT'S personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the CONSULTANT for work associated with the Project.

**G. Labor and Billing Rate Schedule.** Copy of CONSULTANT'S Labor and Billing Rate Schedule effective July 2015 attached.



LOCATION MAP  
 2018 E MAIN AVE STREET RECONSTRUCTION  
 AND BIKE LANE EXTENSION PROJECT

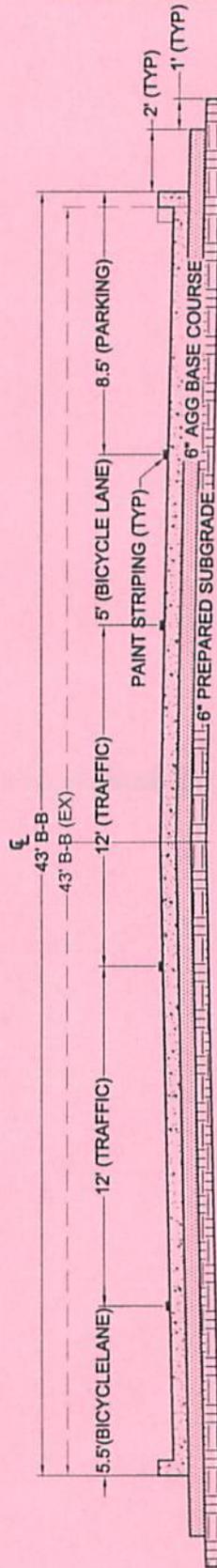
ATTACHMENT

1D

VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Ste 9 • Mason City, IA 50401  
 641-421-8008 • 641-380-0313 (FAX) • 877-241-8008 (WATS)

PROJECT 600-3



**TYPICAL CROSS SECTION - LOOKING EAST**  
 EAST MAIN AVENUE  
 20TH STREET TO 24TH STREET



TYPICAL SECTION  
 2018 E MAIN AVE STREET RECONSTRUCTION  
 AND BIKE LANE EXTENSION PROJECT

ATTACHMENT

1E

VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Ste 9 • Mason City, IA 50401  
 641-421-8008 • 641-380-0313 (FAX) • 877-241-8008 (WATS)

PROJECT 600-3



**VEENSTRA & KIMM, INC.**  
 2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
 641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

ENGINEER'S OPINION OF PROBABLE COST - ATTACHMENT D

Project: 2018 STP APPLICATION ASSISTANCE  
 Owner: CITY OF CLEAR LAKE  
 Location: CLEAR LAKE, IOWA

Job No.: 600-3  
 Date: 3/12/2014  
 Quantities By: Jason P.  
 Estimated By: Jason P.  
 Reviewed By: Jason P.  
 Updated: 3/12/2014

Main Avenue - 20th Street to 24th Street (including 20th Street Intersection)

ITEM	DESCRIPTION	UNITS	UNIT PRICE	STP QUANTITY	TAP QUANTITY	NON ELIGIBLE QUANTITY	STP EXTENDED PRICE	TAP EXTENDED PRICE	NON ELIGIBLE EXTENDED PRICE	TOTAL EXTENDED PRICE	
1	General Mobilization Traffic Control	LS	\$ 35,000	0.5	0.25	0.25	\$17,500	\$8,750	\$8,750	\$35,000	
		LS	\$ 12,000	0.5	0.25	0.25	\$6,000	\$3,000	\$3,000	\$12,000	
2	Water 12" Gate Valve with Box 4" Gate Valve with Box Water Main Fittings 12" Water Main 4" Water Main Granular Backfill Material (assumed quantity) Copper Water Service Corporation Curb Stop and Box	EA	\$ 2,200			1	\$0	\$0	\$2,200	\$2,200	
		EA	\$ 1,000			1	\$0	\$0	\$1,000	\$1,000	
		LB	\$ 7			500	\$0	\$0	\$3,500	\$3,500	
		LF	\$ 55			80	\$0	\$0	\$4,400	\$4,400	
		LF	\$ 40			10	\$0	\$0	\$400	\$400	
		TON	\$ 15			40	\$0	\$0	\$600	\$600	
		LF	\$ 30			10	\$0	\$0	\$300	\$300	
		EA	\$ 350			1	\$0	\$0	\$350	\$350	
		EA	\$ 250			1	\$0	\$0	\$250	\$250	
3	Sanitary Sewer Sanitary Sewer Manhole Removal Sanitary Sewer Manhole Sanitary Sewer Main - 8" Sanitary Sewer Wye Sanitary Sewer Service Pipe Stabilizine Material Granular Backfill	EA	\$ 500			3	\$0	\$0	\$1,500	\$1,500	
		EA	\$ 3,500			3	\$0	\$0	\$10,500	\$10,500	
		LF	\$ 55			700	\$0	\$0	\$38,500	\$38,500	
		EA	\$ 500			4	\$0	\$0	\$2,000	\$2,000	
		LF	\$ 30			150	\$0	\$0	\$4,500	\$4,500	
		TON	\$ 18			50	\$0	\$0	\$900	\$900	
		TON	\$ 15			100	\$0	\$0	\$1,500	\$1,500	



**EXHIBIT 6  
SPECIAL PROVISIONS**

This agreement is subject to the following special provisions:

**A. Project Schedule**

1. CONSULTANT and CLIENT agree to work toward completing this project in accordance with the following Project Schedule:

<u>Activity / Task</u>	<u>Milestone Date</u>
a. Perform Topographic Survey Required to Facilitate Design	By January 27, 2016
b. Prepare and Submit Concept Statement	By July 12, 2016
c. Prepare & Submit Preliminary Plans	August 16, 2016
d. Review Preliminary Plans with Client	August 24, 2016
e. Prepare & Submit Check Plans	September 27, 2016
f. Prepare Easement Drawings (If Needed)	By September 27, 2016
g. Prepare & Submit Final Plans, Specifications, Bidding & Contract Documents	By October 18, 2016
h. Negotiate / Acquire Easements (If Needed)	By October 18, 2016
i. Special Assessments	November / December 2016
j. Set Dates for Public Hearing on Plans, Specifications, Form of Contract and Bid Letting	December 5, 2016
k. Public Hearing on Plans, Specifications, Form of Contract & Estimate of Cost	January 2, 2017
l. Bid Letting	January 18, 2017
m. Award of Contract	February 6, 2017
n. Approve Contract & Bond (Subject to Engineer / Attorney / City Administrator Review)	February 20, 2017
o. Begin Construction	April 10, 2017

Activity / Task

Milestone Date

p. Complete Construction

August 31, 2017

2. This schedule is prepared on the premise that the project will be considered a "Minor Project" and will follow the submittal dates as outlined in IDOT I.M. No. 3.005 dated May 7, 2015, a copy of which is attached hereto as Attachment 6A.

**INSTRUCTIONAL MEMORANDUMS****To Local Public Agencies**

To: Counties and Cities	Date: May 7, 2015
From: Office of Local Systems	I.M. No. 3.005
Subject: Project Development Submittal Dates and Information	

**Contents:** This Instructional Memorandum (I.M.) lists the submittal dates for some of the major milestone events for development for Local Public Agency (LPA) projects that will be let by the Iowa Department of Transportation (Iowa DOT). It also summarizes the information that should be included with each submittal.

**Submittal Dates for Local Public Agency Projects Let by the Iowa DOT**

Following are submittal dates for the July 21, 2015, through November 21, 2017, Iowa DOT lettings. All submittals should be *received* by the Iowa DOT Administering Office on the dates shown below. However, early submittals are always encouraged.

Concept Statement		Preliminary Plans		Check Plans		Final Plans and PDC (2 weeks)	Contracts Turn-in	Letting Date	Fiscal Year
Major (42 weeks)	Minor (16 weeks)	Major (16 weeks)	Minor (11 weeks)	Major (6 weeks)	Minor (5 weeks)				
07/15/14	01/13/15	01/13/15	02/17/15	03/24/15	03/31/15	04/21/15	05/05/15	07/21/15	2015
08/12/14	02/10/15	02/10/15	03/17/15	04/21/15	04/28/15	05/19/15	06/02/15	08/18/15	
09/16/14	03/17/15	03/17/15	04/21/15	05/26/15	06/02/15	06/23/15	07/07/15	09/15/15	
10/14/14	04/14/15	04/14/15	05/19/15	06/23/15	06/30/15	07/21/15	08/04/15	10/20/15	
11/11/14	05/12/15	05/12/15	06/16/15	07/21/15	07/28/15	08/18/15	09/01/15	11/17/15	
12/16/14	06/16/15	06/16/15	07/21/15	08/25/15	09/01/15	09/22/15	10/06/15	12/15/15	2016
01/13/15	07/14/15	07/14/15	08/18/15	09/22/15	09/29/15	10/20/15	11/03/15	01/20/16	
02/10/15	08/11/15	08/11/15	09/15/15	10/20/15	10/27/15	11/17/15	12/01/15	02/16/16	
03/17/15	09/15/15	09/15/15	10/20/15	11/24/15	12/01/15	12/22/15	01/05/16	03/15/16	
04/14/15	10/13/15	10/13/15	11/17/15	12/22/15	12/29/15	01/19/16	02/02/16	04/19/16	
05/12/15	11/10/15	11/10/15	12/15/15	01/19/16	01/26/16	02/16/16	03/01/16	05/17/16	
06/16/15	12/15/15	12/15/15	01/19/16	02/23/16	03/01/16	03/22/16	04/05/16	06/21/16	
07/14/15	01/12/16	01/12/16	02/16/16	03/22/16	03/29/16	04/19/16	05/03/16	07/19/16	
08/18/15	02/16/16	02/16/16	03/22/16	04/26/16	05/03/16	05/24/16	06/07/16	08/16/16	
09/15/15	03/15/16	03/15/16	04/19/16	05/24/16	05/31/16	06/21/16	07/05/16	09/20/16	
10/13/15	04/12/16	04/12/16	05/17/16	06/21/16	06/28/16	07/19/16	08/02/16	10/18/16	2017
11/17/15	05/17/16	05/17/16	06/21/16	07/26/16	08/02/16	08/23/16	09/06/16	11/15/16	
12/15/15	06/14/16	06/14/16	07/19/16	08/23/16	08/30/16	09/20/16	10/04/16	12/20/16	
01/12/16	07/12/16	07/12/16	08/16/16	09/20/16	09/27/16	10/18/16	11/01/16	01/18/17	
02/16/16	08/16/16	08/16/16	09/20/16	10/25/16	11/01/16	11/22/16	12/06/16	02/21/17	
03/15/16	09/13/16	09/13/16	10/18/16	11/22/16	11/29/16	12/20/16	01/03/17	03/21/17	
04/19/16	10/18/16	10/18/16	11/22/16	12/27/16	01/03/17	01/24/17	02/07/17	04/18/17	
05/17/16	11/15/16	11/15/16	12/20/16	01/24/17	01/31/17	02/21/17	03/07/17	05/16/17	
06/14/16	12/13/16	12/13/16	01/17/17	02/21/17	02/28/17	03/21/17	04/04/17	06/20/17	
07/12/16	01/10/17	01/10/17	02/14/17	03/21/17	03/28/17	04/18/17	05/02/17	07/18/17	
08/16/16	02/14/17	02/14/17	03/21/17	04/25/17	05/02/17	05/23/17	06/06/17	08/15/17	2018
09/13/16	03/14/17	03/14/17	04/18/17	05/23/17	05/30/17	06/20/17	<b>07/04/17</b>	09/19/17	
10/11/16	04/11/17	04/11/17	05/16/17	06/20/17	06/27/17	07/18/17	08/01/17	10/17/17	
11/15/16	05/16/17	05/16/17	06/20/17	07/25/17	08/01/17	08/22/17	09/05/17	11/21/17	

Important notes regarding submittal dates:

- 1) Projects using the "Major" submittal dates typically involve any of the following: wetlands, recreational areas, or wildlife refuges; railroad crossings; historical structures or historical districts; right-of-way or easement acquisitions; or Federal-aid for consultant work. Examples include relocating a road on new alignment, major reconstruction, a major bridge, or a historical structure. Note: All projects requiring a hydraulic or structural review should follow the schedule for "Major" type projects.
- 2) Projects using the "Minor" submittal dates typically do not involve any of the items listed above for the "Major" type projects. Examples include an asphalt resurfacing project or a bike trail surfacing project on an existing railroad bed.
- 3) Neither the Major nor the Minor project submittal dates are applicable to Federal-aid projects that require an Environmental Assessment (EA) or Environmental Impact Statement (EIS) document. The submittal dates shown above reflect the *minimum* amount of time required by the Iowa DOT to review the submittal. *These dates do not reflect the time that may be required by other agencies for the appropriate reviews and approvals.* The project schedule should be based on the specific circumstances of the project. Federal-aid projects that have significant impacts to environmental or historical resources, require large amounts of right-of-way, or involve adjustments to railroad or utility facilities, will likely require additional time to develop for letting. Therefore, in such cases, it will probably be necessary to submit the Concept Statement and Preliminary Plans earlier than the dates shown. For additional guidance and information, refer to I.M. 3.002, Federal-aid Project Scheduling.
- 4) The "Final Plans and PDC" date is when the LPA shall submit final plans and the Project Development Certification (PDC) to the Administering Office.
- 5) The "Letting Date" is the third Tuesday of every month, except January, which is the Wednesday after the third Tuesday of the month.
- 6) The "Contracts Turn-in" date is the first Tuesday, 2 months prior to letting. This date is when the Administering Office will deliver final plans to the Iowa DOT Office of Contracts.
- 7) All other submittal dates are calculated from the "Contracts Turn-in" date by subtracting the number of weeks shown. When a submittal date falls on a holiday (shown in **bold**), the submittal is due one working day prior to the holiday.
- 8) The "Fiscal Year" is the Federal fiscal year in which a project should be programmed in the Statewide Transportation Improvement Program (STIP) for the letting dates shown. Even though October 1 is the beginning of the Federal fiscal year, projects targeting an October letting should be programmed in the previous fiscal year. This is because projects in the October letting are authorized for letting in September.

**Administering Office:** When it occurs in this document, and elsewhere throughout the I.M.s, the term, "Administering Office," shall refer to the Iowa DOT Office of Systems Planning for projects funded by the Transportation Alternatives Program (TAP), Transportation Enhancement, Federal Recreational Trails, Scenic Byways, Safe Routes to School, or Revitalize Iowa's Sound Economy (RISE) programs; unless such projects are already being administered by one of the Iowa DOT District Offices. For all other projects, the term, "Administering Office," shall refer to the appropriate Iowa DOT District Office.

**Electronic Submittals:** Plans shall be submitted electronically and conform to the requirements of Specifications for Electronic Plan Submittals to the Iowa DOT. All other submittals listed below shall also be submitted in electronic format, provided the means of transmission and file format is acceptable to the Administering Office. Due to e-mail file size limitations, the Iowa DOT recommends that electronic plans and all other electronic submittals be transmitted using the submittal tools provided in the Transportation Program Management System (TPMS). To obtain access to TPMS, contact the Iowa County Engineer's Service Bureau at 515-244-0779. If sent by e-mail, contact the Administering Office for the appropriate e-mail address. The preferred file format for other electronic documents is Adobe Acrobat's Portable Document Format (PDF). Other acceptable file formats include: Microsoft Word (\*.doc), Joint Photographs Expert Group (\*.jpg), Graphic Interchange Format (\*.gif), and Tag Image File Format (\*.tif).

**Concept Statement:** Include the following items in a Federal-aid project "Concept Statement for Local Systems Federal-aid Projects" (Form 517001) submittal (non-Federal-aid projects do not require a Concept Statement):

- A transmittal letter, memo, or e-mail. Include a description of any unique aspects of the project or other information that cannot be adequately explained on the Concept Statement form.
- A completed Concept Statement. Include a location map and any applicable environmental documents. For more information, refer to I.M. 3.105, Concept Statement Instructions.
- Design exception documentation, if required as per Section 5.3.1 of the Federal-aid Project Development Guide for Local Public Agencies (Guide) for urban design guidelines, or I.M. 3.210, Rural Design Guidelines. If the need for a design exception cannot be determined when the Concept Statement is submitted, submit the design exception request as soon as possible, but no later than the Check Plan submittal date.

RESOLUTION No. \_\_\_\_\_

A RESOLUTION ACCEPTING WORK

WHEREAS, on November 3, 2014 the City of Clear Lake, Iowa, entered into a contract with Dean Snyder Construction, Clear Lake, Iowa for the construction of Water Treatment Plant High Service Pump Replacement Project, within the City, as therein described; and

WHEREAS, said contractor has fully completed the construction of said improvements, known as Water Treatment Plant High Service Pump Replacement Project in accordance with the terms and conditions of said contract and plans and specifications, as shown on the certificate of the Engineer filed with the Clerk on November 11, 2015:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLEAR LAKE, IOWA:

Section 1. That said report of the Engineer be and the same is hereby approved and adopted and said improvements are hereby accepted as having been fully completed in accordance with the said plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$368,099.80.

PASSED AND APPROVED this 7<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Nelson P. Crabb, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Larsen, City Clerk



**VEENSTRA & KIMM, INC.**

2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

**CERTIFICATE OF COMPLETION**

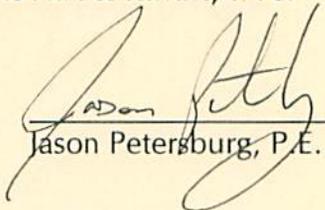
**CITY OF CLEAR LAKE  
WATER TREATMENT PLANT HIGH SERVICE PUMP REPLACEMENT PROJECT**

October 20, 2015

Veenstra & Kimm, Inc. hereby certifies that an on-site review of the completed construction of the Water Treatment Plant High Service Pump Replacement Project as performed by Dean Snyder Construction Co. has been performed.

As engineers for the project, it is Veenstra & Kimm, Inc.'s opinion that the work performed is in substantial accordance with the plans, specifications, and that the final amount of the Contract is Three Hundred Sixty Eight Thousand Ninety-Nine & 80/100 Dollars (\$368,099.80).

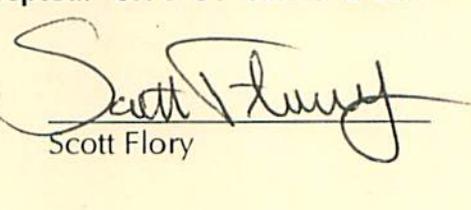
**VEENSTRA & KIMM, INC.**

By:   
Jason Petersburg, P.E.

Title: Project Engineer

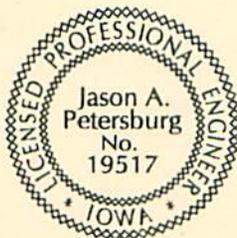
Date: 11/11/15

**Accepted: CITY OF CLEAR LAKE**

By:   
Scott Flory

Title: City Administrator

Date: 11-19-15



# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER City of Clear Lake  
 ATTN: Joe Weigel  
 15 North 6th Street  
 Clear Lake, Iowa 50428

Services PROJECT: Clear Lake Water  
 Treatment Plant High  
 Service Pump Replacement

APPLICATION NO 14501-6  
 REVISED  
 PERIOD TO: 11/2/15

Distribution to:

OWNER  
 ARCHITECT  
 CONTRACTOR  
 ENGINEER

FROM CONTRACTOR:  
 Dean Snyder Construction Co.  
 PO Box 181  
 Clear Lake, IA 50428

VIA ENGINEER: Veenstra & Kimm, Inc.  
 Jason Petersburg  
 2800 Fourth Street SW, Suite 9  
 Mason City, Iowa 50401

PROJECT NOS:

CONTRACT FOR: Replacement of high service pumps at the Clear Lake Water Treatment Plant CONTRACT DATE November 3, 2014

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>365,000.00</u>
2. Net change by Change Orders	\$	<u>3,099.80</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>368,099.80</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>368,099.80</u>
5. RETAINAGE:		
a. 5 % of Completed Work	\$	<u>18,404.99</u>
(Column D + E on G703)		
b. 5 % of Stored Material	\$	<u>0</u>
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>18,404.99</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>349,694.81</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>305,881.00</u>
8. CURRENT PAYMENT DUE	\$	<u>43,813.81</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>18,404.99</u>

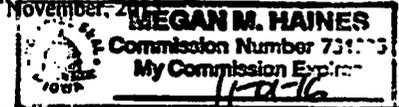
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$3,099.80	
<b>TOTALS</b>	<b>\$3,099.80</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$3,099.80</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: November 11, 2015  
 State of: Iowa County of Cerro Gordo

Subscribed and sworn to before me this 11th day of November, 2015  
 Notary Public: Megan M Haines  
 My Commission expires: 11/21/16



## ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 43,813.81

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:  
 By: [Signature] Date: 11/11/15

## APPROVAL OF OWNER

The undersigned Owner hereby approves payment of the AMOUNT CERTIFIED above by the Engineer.

OWNER:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 14501-6  
 APPLICATION DATE: 11/2/15  
 PERIOD TO: 11/2/15  
 ARCHITECT'S PROJECT NO: 0

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	General Conditions	\$46,715.00	\$41,000.00	\$5,715.00		\$46,715.00	100%		\$2,335.75
	Bonds/Insurance/Permits	\$3,285.00	\$3,285.00			\$3,285.00	100%		\$164.25
	Removals/Patching -All Areas	\$65,000.00	\$65,000.00			\$65,000.00	100%		\$3,250.00
	Painting	\$8,000.00	\$4,000.00	\$4,000.00		\$8,000.00	100%		\$400.00
	1972 HS Pump #1 and #3 -Labor	\$42,000.00	\$31,500.00	\$10,500.00		\$42,000.00	100%		\$2,100.00
	1948 Pump Discharge Piping -Labor	\$19,000.00	\$19,000.00			\$19,000.00	100%		\$950.00
	Pipe & Valve Materials	\$19,000.00	\$19,000.00			\$19,000.00	100%		\$950.00
	HS Pump Provider	\$42,000.00	\$42,000.00			\$42,000.00	100%		\$2,100.00
	Sump Pump Materials	\$1,500.00	\$1,500.00			\$1,500.00	100%		\$75.00
	Schammel Electric	\$32,000.00	\$27,945.00	\$4,055.00		\$32,000.00	100%		\$1,600.00
	TTI, Controls	\$86,500.00	\$67,750.00	\$18,750.00		\$86,500.00	100%		\$4,325.00
	<b>CHANGE ORDERS</b>								
	CO#2 (Upsize footvalve/suction pipe on #4 and relocate disconnect on #3)	\$3,099.80		\$3,099.80		\$3,099.80	100%		\$154.99
	<b>GRAND TOTALS</b>	\$368,099.80	\$321,980.00	\$46,119.80	\$0.00	\$368,099.80	100%	\$0.00	\$18,404.99



City copy

# VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

## CHANGE ORDER

Change Order No: 2

This change order amends the existing contract dated November 3, 2014 between the City of Clear Lake (OWNER) and Dean Snyder Construction (CONTRACTOR) to add, revise, or delete work to the project identified below as described herein.

Project Name: **Water Treatment Plant High Service Pump Replacement Project**

Project Location: City of Clear Lake

Owner Project No.: \_\_\_\_\_

Engineer Project No.: 383133

Description of changes in work: Contractor to furnish all labor, materials and equipment in connection with the changes in work specified below:

- Contractor shall upsize the footvalve and associated suction piping on High Service Pump No. 4 from 6" diameter to 10" diameter. City responsible only for the cost increase to go from the 6" valve to a 10" valve (\$1,650). Due to lead time associated with the 10" footvalve the contract completion date extended as well.
- Due to electrical code requirements the electrical disconnect for High Service Pump No. 3 had to be relocated to maintain clearances required by the electrical inspector. Said relocate required additional conduit, wire and labor. Detailed price summary attached. \$1,318 (subcontractor) + \$131.80 (Dean Snyder 10% Markup) = \$1,449.80.

Total Contract Increase of \$1,650 + \$1,449.80 = \$3,099.80

<b>Change in Contract Price:</b> Contract amount prior to this Change Order: <u>\$365,000</u> (Lump Sum)	<b>Change in Contract Time:</b> Contract completion date prior to this Change Order: <u>June 26, 2015</u>
<b>Change in Contract Amount Due to this Change Order:</b> (Increase) <u>\$3,099.80</u>	<b>Changes in Contract Completion Date due to this Change Order:</b> <u>117 Days</u> Calendar Days
<b>Contract Amount including this Change Order:</b> <u>\$368,099.80</u> (Lump Sum)	<b>Contract Substantial Completion Date including this Change Order:</b> <u>October 20, 2015</u>

Except as specifically amended by this Change Order, all the terms and conditions of the original contract dated November 3, 2014 shall remain in full force and effect.

Approved By: <u>Scott Henry</u>	Recommended by: <u>[Signature]</u>	Approved By: <u>[Signature]</u>
Date: <u>11-19-15</u>	Date: <u>11/11/15</u>	Date: <u>11-12-2015</u>
Owner: <u>City of Clear Lake</u>	Consultant: <u>Veenstra &amp; Kimm, Inc.</u>	Contractor: <u>Dean Snyder Construction</u>



# VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

## PAY ESTIMATE NO. 3

Date: November 10, 2015

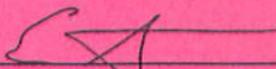
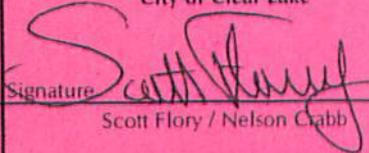
Project Title	West 7th Avenue North Watermain Improvement Project Clear Lake, Iowa			Contractor	Charlson Excavating Co., Inc. 4111 7th Avenue North Clear Lake, IA 50428		
Original Contract Amount & Date	\$424,000.00	July 20, 2015		Pay Period	October 4 - October 31, 2015		
BID ITEMS							
Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
<b>Division 1 - General</b>							
1.01	Mobilization	LS	1	\$15,000.00	\$15,000.00	100%	\$15,000.00
1.02	Traffic Control	LS	1	\$7,500.00	\$7,500.00	100%	\$7,500.00
1.03	Roadway Pavement Removals	SY	403	\$7.00	\$2,821.00	420	\$2,940.00
1.04	Driveway Pavement Removals	SY	500	\$6.25	\$3,125.00	500	\$3,125.00
1.05	Clearing and Grubbing *assumed quantity	UNIT	161	\$50.00	\$8,050.00	82	\$4,100.00
1.06	Granular Backfill Material *assumed quantity	TONS	250	\$15.00	\$3,750.00	250.00	\$3,750.00
1.07	Stabilizing Material *assumed quantity	TONS	60	\$18.00	\$1,080.00	37.62	\$677.16
1.08	Jack and Bore 24" Steel Casing	LF	115	\$240.00	\$27,600.00	115	\$27,600.00
1.09	Railroad Insurance	LS	1	\$4,000.00	\$4,000.00	100%	\$4,000.00
<b>Division 2 - Erosion Control</b>							
2.01	Silt Fence	LF	45	\$5.00	\$225.00	0	\$0.00
2.02	Perimeter and Sediment Control Device, 9"	LF	400	\$5.00	\$2,000.00	0	\$0.00
2.03	Intake Filter	EACH	4	\$200.00	\$800.00	5	\$1,000.00
<b>Division 3 - Sanitary Sewer</b>							
3.01	Connect to Existing Sanitary Sewer Main	EACH	2	\$250.00	\$500.00	0	\$0.00
3.02	Sanitary Sewer Main, Watermain Quality Pipe, 8"	LF	20	\$50.00	\$1,000.00	0	\$0.00
3.03	Sanitary Sewer Service, 4" *assumed quantity	LF	50	\$30.00	\$1,500.00	12	\$360.00
3.04	Sanitary Sewer Service, 6" *assumed quantity	LF	175	\$40.00	\$7,000.00	63	\$2,520.00
<b>Division 4 - Storm Sewer</b>							
4.01	Connect to Existing Storm Sewer *assumed quantity	EACH	2	\$500.00	\$1,000.00	0	\$0.00
4.02	Drain Tile Point Repair, 4-8" Diameter *assumed quantity	EACH	5	\$400.00	\$2,000.00	0	\$0.00
4.03	Storm Sewer Pipe, RCP with Gaskets, 15" Dia. *assumed quantity	LF	12	\$50.00	\$600.00	0	\$0.00

West Des Moines • Coralville • Omaha • Moline • Mason City • Sioux City • Liberty

Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
<b>Division 5 – Water Main</b>							
5.01	Connect to Existing Water Main	EACH	5	\$600.00	\$3,000.00	5	\$3,000.00
5.02	Fire Hydrant Removal and Salvage	EACH	2	\$250.00	\$500.00	0	\$0.00
5.03	Water Main, Open Cut, PVC, 4" Dia.	LF	20	\$40.00	\$800.00	15	\$600.00
5.04	Water Main, Open Cut, PVC, 6" Dia.	LF	27	\$40.00	\$1,080.00	44	\$1,760.00
5.05	Water Main, Open Cut, PVC, 8" Dia.	LF	20	\$50.00	\$1,000.00	18	\$900.00
5.06	Water Main, Open Cut, PVC, 12" Dia.	LF	2455	\$48.00	\$117,840.00	2304	\$110,592.00
5.07	Water Main, Directional Bore, PVC, 12" Dia.	LF	200	\$125.00	\$25,000.00	200	\$25,000.00
5.08	Water Main, Thru Steel Casing, PVC, 12" Dia.	LF	115	\$60.00	\$6,900.00	115	\$6,900.00
5.09	6" Gate Valve	EACH	6	\$900.00	\$5,400.00	6	\$5,400.00
5.10	8" Gate Valve	EACH	3	\$1,500.00	\$4,500.00	4	\$6,000.00
5.11	12" Gate Valve	EACH	5	\$2,300.00	\$11,500.00	4	\$9,200.00
5.12	Water Main, Fittings	LBS	2790	\$6.50	\$18,135.00	2136	\$13,884.00
5.13	Water Services, Open Cut, ¼" Copper	LF	196	\$22.00	\$4,312.00	196	\$4,312.00
5.14	Water Services, Directional Bore, ¼" Copper	LF	430	\$29.50	\$12,685.00	430	\$12,685.00
5.15	¼" Corporation	EACH	33	\$350.00	\$11,550.00	34	\$11,900.00
5.16	¼" Curb Stop and Box	EACH	31	\$375.00	\$11,625.00	31	\$11,625.00
5.17	Water Services, Open Cut, 1" Copper	LF	20	\$30.00	\$600.00	6	\$180.00
5.18	1" Corporation	EACH	2	\$400.00	\$800.00	1	\$400.00
5.19	1" Curb Stop and Box (Assumed Quantity)	EACH	2	\$400.00	\$800.00	0	\$0.00
5.20	Fire Hydrant	EACH	6	\$2,700.00	\$16,200.00	6	\$16,200.00
5.21	Watermain Insulation	LF	115	\$18.50	\$2,127.50	45	\$832.50
5.22	Water Main System & Compaction Testing	LS	1	\$3,500.00	\$3,500.00	90%	\$3,150.00
<b>Division 6 – Pavement</b>							
6.01	Temporary Aggregate Surface Course, 6"	TONS	245	\$17.50	\$4,287.50	240.21	\$4,203.68
6.02	Modified Subbase, 6"	SY	403	\$6.00	\$2,418.00	326	\$1,956.00
6.03	PCC Roadway Pavement with Integral Curb & Gutter, 6" Thick	SY	403	\$53.00	\$21,359.00	326	\$17,278.00
6.04	PCC Curb & Gutter, 2.5' (Assumed Quantity)	LF	50	\$30.00	\$1,500.00	0	\$0.00
6.05	PCC Driveway Pavement, 6" Thick	SY	494	\$50.00	\$24,700.00	494	\$24,700.00
<b>Division 7 - Landscape</b>							
7.01	Topsoil Import and Spread *Assumed Quantity	CY	500	\$25.00	\$12,500.00	292	\$7,300.00
7.02	Seed, Fertilizer, and Mulch	SQ	315	\$20.00	\$6,300.00	144	\$2,880.00
7.03	Sod	SQ	17	\$90.00	\$1,530.00	29	\$2,610.00
	<b>TOTAL CONTRACT</b>				<b>\$424,000.00</b>		<b>\$378,020.34</b>

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$424,000.00	\$378,020.34
Approved Change Orders (list each)			
TOTAL ALL CHANGE ORDERS		\$0.00	\$0.00
Revised Contract Price		\$424,000.00	\$378,020.34
Materials Stored			\$0.00
Value of Completed Work and Materials Stored			\$378,020.34
Less Liquidated Damages			\$0.00
Final Contract Amount (Revised Contract Price Less Damages & Assessments)			\$378,020.34
Less Retained Percentage (5%)			\$18,901.02
Net Amount Due This Estimate			\$359,119.32
Less Estimate(s) Previously Approved	No.1	\$102,379.60	
	No.2	\$117,642.62	
	No.3	\$0.00	
	No.4	\$0.00	
	No.5	\$0.00	
	No.6	\$0.00	
Less Total Pay Estimates Previously Approved			\$220,022.22
Percent Complete	89.2%	Amount Due This Estimate	\$139,097.10

The amount \$139,097.10 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By: Charlson Excavating Co., Inc.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Clear Lake
Signature 	Signature 	Signature 
Erick Molstad	Jason Petersburg, P.E.	Scott Flory / Nelson Crabb
Title Vice President	Title Project Engineer	Title City Administrator / Mayor
Date 11-11-15	Date 11/11/15	Date 11-19-15

RESOLUTION No. \_\_\_\_\_

A RESOLUTION ACCEPTING WORK

WHEREAS, on October 5, 2015 the City of Clear Lake, Iowa, entered into a contract with McKiness Excavating, Inc., Mason City, Iowa for the construction of 2015 Buddy Holly Place Storm Sewer Extension Extension, within the City, as therein described; and

WHEREAS, said contractor has fully completed the construction of said improvements, known as 2015 Buddy Holly Place Storm Sewer Extension Project in accordance with the terms and conditions of said contract and plans and specifications, as shown on the certificate of the Engineer filed with the Clerk on November 16, 2015:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLEAR LAKE, IOWA:

Section 1. That said report of the Engineer be and the same is hereby approved and adopted and said improvements are hereby accepted as having been fully completed in accordance with the said plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$47,180.58.

PASSED AND APPROVED this 7<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Nelson P. Crabb, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Larsen, City Clerk



**CERTIFICATE OF COMPLETION**

CITY OF CLEAR LAKE  
2015 BUDDY HOLLY PLACE STORM SEWER EXTENSION PROJECT

November 16, 2015

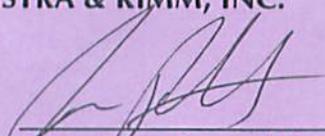
Veenstra & Kimm, Inc. hereby certifies that an on-site review of the completed construction of the 2015 Buddy Holly Place Storm Sewer Extension Project as performed by McKiness Excavating, Inc. has been performed.

As engineers for the project, it is Veenstra & Kimm, Inc.'s opinion that the work performed is in substantial accordance with the plans, specifications, and that the final amount of the Contract is Forty-Seven Thousand, One-Hundred Eighty & 58/100 Dollars (\$47,180.58).

**VEENSTRA & KIMM, INC.**

**Accepted: CITY OF CLEAR LAKE**

By:

  
\_\_\_\_\_  
Jason Petersburg, P.E.

By:

\_\_\_\_\_  
Scott Flory

Title:

\_\_\_\_\_  
Project Engineer

Title:

\_\_\_\_\_  
City Administrator

Date:

\_\_\_\_\_  
11-30-15

Date:

\_\_\_\_\_





# VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
 641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

## PAY ESTIMATE NO. 1 - FINAL

Date: November 30, 2015

Project Title	2015 Buddy Holly Place Storm Sewer Extension Project Clear Lake, Iowa		Contractor	McKiness Excavating, Inc. 12 North Taft Avenue Mason City, IA 50401
Original Contract Amount & Date	\$49,987.50	October 5, 2015	Pay Period	October 5 - November 16, 2015

### BID ITEMS

Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1	Mobilization	LS	1	XXXX	\$2,000.00	100.0%	\$2,000.00
2	Traffic Control	LS	1	XXXX	\$500.00	100.0%	\$500.00
3	Pavement Removals	SY	50	\$10.00	\$500.00	39.7	\$397.00
4	Perimeter Sediment Control Device	LF	110	\$4.50	\$495.00	40	\$180.00
5	Exploratory Excavation	EACH	1	\$500.00	\$500.00	1	\$500.00
6	PC-1 Connection	EACH	1	\$1,725.00	\$1,725.00	1	\$1,725.00
7	Storm Sewer Pipe, 24"	LF	433	\$48.75	\$21,108.75	433	\$21,108.75
8	Storm Sewer Manhole/Intake						
	8.1 SW-401 - 60" Dia.	EACH	1	\$4,350.00	\$4,350.00	1	\$4,350.00
	8.2 SW-512; Case 1	EACH	1	\$2,500.00	\$2,500.00	1	\$2,500.00
	8.3 SW-512; Case 2	EACH	2	\$2,350.00	\$4,700.00	2	\$4,700.00
9	Stabilizing Material (Assumed Quantity)	TON	15	\$17.25	\$258.75	0	\$0.00
10	Granular Backfill Material (Assumed Quantity)	TON	30	\$15.00	\$450.00	0	\$0.00
11	Drain Tile Repair (Assumed Quantity)	EACH	1	\$400.00	\$400.00	0	\$0.00
12	Lower Water Service (Assumed Quantity)	LF	1	\$950.00	\$950.00	0	\$0.00
13	Aggregate Base Course	TON	25	\$17.00	\$425.00	19.39	\$329.63
14	HMA Driveway patch, 4" Thick	SY	50	\$57.00	\$2,850.00	39.7	\$2,262.90
15	Topsoil. Contractor Furnished (Assumed Quantity)	CY	25	\$35.00	\$875.00	25	\$875.00
16	Seed, Fertilizer, and Mulch	SQ	150	\$25.00	\$3,750.00	160	\$4,000.00
17	Temporary Rolled Erosion Control Product	SY	150	\$11.00	\$1,650.00	159.3	\$1,752.30
	TOTAL CONTRACT				\$49,987.50		\$47,180.58





December 4, 2015

Mayor Nelson Crabb  
City of Clear Lake  
15 North 6<sup>th</sup> Street  
Clear Lake, IA 50428

### **Veterans Memorial Golf Club Annual Report**

Dear Mayor Crabb and Council Members,

The Veterans Memorial Golf Club Foundation is pleased to provide you with this annual report and summary. In the fifth season of Veterans Memorial, the operation realized it's most successful season to date. Significant improvements to the grounds were addressed. We would like to thank the City of Clear Lake for their continued support. We believe that the partnership between the City of Clear Lake and the Veteran's Memorial Golf Club Foundation has charted a course for long term sustainability.

#### **2015 Financial Review**

Attached you will find the season ending financial documents for VMGC Foundation's 2015 operation. As you will note, VMGC realized gross revenues of \$384,911 (\$282,522 net after COGS). Expenses increased 5% vs. the 2014 season at \$247,266. We ended the golfing season with a Net Income of \$36,069 (as of 10/31/2015). Revenues were up 8.6% vs. 2014 revenues, which continues the trend of revenue growth. We are pleased that we were able to realize our fifth season of positive net income and believe that the operation can be managed profitably long-term.

Working in partnership with the City and a strong base of donors, we were able to make significant improvements to the grounds and facilities. We replaced the failed retaining wall behind the clubhouse (on the first tee) with a new boulder wall. We removed the heaved concrete patio and uneven ramp and replaced it with a new paver patio, built to ADA standards. We constructed a new deck and purchased a new gas grill. Additionally, thanks to generous donations from Snyder Construction and the VFW we added a 30 foot flag pole and a memorial boulder to our first tee. Inside the clubhouse, we added a new lake-view window, barstools, deck furniture, and umbrellas, nearly all funded by members/donors.

This spring, we reconstructed a failed Asphalt cart path along our fifth hole with a newly constructed PCC path. The new path features curb and gutter around the green area to help keep carts on the path and to help distribute storm water. In total, this project cost \$13,000. Additionally, we resodded two tees-#1 and #7, to level off the tee boxes and to provide for a consistent species of grass. That project cost was \$4,000.

In total, we invested over \$27,000 back into the course during the 2015 season. We would like to thank the City of Clear Lake for assistance on several of these projects. Without your support these needed improvements would not be possible.

VMGC ended the 2015 season with 226 season pass holders. Additionally, there are 67 members of the Friends of Veterans Memorial Golf Club Foundation. Each of the 67 voting-members have contributed financially to the Foundation and many have volunteered their time and/or served on boards or committees.

We have received overwhelmingly positive feedback from our members and guests. The general direction of the club and the enhanced condition of the course has been very well received. In fact, VMGC was recognized by the Iowa Golf Association as the State of Iowa's 9-hole course of the year for 2014! This is an honor we were very proud to receive.

### **Golf Course Capital Improvement Fund**

Consistent with our operating agreement with the City of Clear Lake, we have established a capital improvement reserve fund. This holding account is where any excess funds from the operation will be held for future capital projects. From this seasons net income we anticipate needing to carry-over approximately \$30,000 to pay overhead expenses through the winter and to handle any unexpected expenses. The remaining surplus of approximately \$5,000 will be transferred to the reserve fund for future capital improvement projects. The current improvement fund value, after the transfer, is \$20,843.

### **2016 Pricing**

As you know, we have carefully studied our fees vs. the fees charged by other courses in our region. We believe the fees we charged for the 2015 season represented a fair value to our members and guests. And, given our profitability and ability to maintain expenses at a reasonable level, we have decided to hold fees unchanged for the 2016 season. We will continue to closely monitor our fee structure to ensure that it remains competitive.

## **2016 Operating Budget**

Enclosed, you will find a proposed 2016 Budget. After our first five golfing seasons we feel we have a much better handle on the potential for revenues and expenses at Veteran's Memorial Golf Club. You will note that we are forecasting similar revenues and expenses for next season. We are budgeting for revenues and expenses to increase slightly year over year.

## **Tree Program**

As required by our operating agreement and as a follow up to information that has been provided to you over the last few years, we would like to advise you that we are continuing an aggressive tree removal and replacement program. The primary purpose for removing the trees is in anticipation of the impending arrival of the Emerald Ash Borer in North Iowa. The Emerald Ash Borer has killed tens of thousands of Ash trees in the United States since its arrival in 2003. It was first detected in Iowa in the spring of 2010. It is only a matter of time before it appears in Clear Lake. Unfortunately, Veterans Memorial Golf Club is heavily populated with Ash trees. We have removed a number of the trees and plan to remove many more through-out the course. We have planted 62 new trees so far and will continue to replant new species to take the place of the removed trees. To date we have invested over \$37,500 in the tree removal and replacement program, including \$10,000 during the 2015 season. In addition, we have begun to treat 20 Ash trees that are in key safety areas. Your support, primarily with the disposal and hauling of the dropped trees, has been greatly appreciated.

## **Staff**

We have renewed Course Superintendent, Jeremy Amosson's, contract for the 2016 season. Jeremy's knowledge and experience have been a tremendous asset to the course and the quality of his work has been evident.

Additionally, Mike Oimoen has been retained as our Director of Golf and clubhouse manager. Mike has brought a very positive energy to the operation and has proven to be a knowledgeable leader. Mike has reintroduced a junior golf program to VMGC and plans to build upon its' success in 2016.

## **Operating Agreement**

As you are aware, the Operating Agreement between the City of Clear Lake and Veteran's Memorial Golf Club Foundation expired in 2015. We would like to request a renewal of the agreement for the 2016 and 2017 seasons.

## **Conclusion**

As you know, on December 5<sup>th</sup> 2012 VMGC was notified that we were granted a 501c(3), tax-exempt, designation. Given our experience of positive net income over the first five seasons we believe that Veteran's Memorial Golf Club can be operated profitably. As a non-profit organization, the City of Clear Lake and its residents can be assured that all of the potential proceeds from the operation will be reinvested back into the property and its operation. We believe the non-profit business model coupled with the strong support of the City of Clear Lake gives Veterans Memorial Golf Club the best chance for long-term sustainability.

Thank you again for your leadership when the property was in jeopardy. And thank you for your support since we began operations. We look forward to a long-term partnership all for the betterment of this important community attraction.

Sincerely,

Veterans Memorial Golf Club Foundation

Shane Cooney, President

Matt Mixdorf, Vice President

Jay Barragy, Past-President

Tom Alexander, Treasurer

Ed Halbach, Secretary

Tom Lundeen

Ginger Holmes

Andy Kern

Jim Boehnke, City Liaison

*Enclosures: October 2015 Financials; 2016 Proposed Budget*

**VETERANS MEMORIAL GOLF CLUB**  
**Balance Sheet**  
As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking Acct	39,278.24
Total Checking/Savings	<u>39,278.24</u>
<b>Other Current Assets</b>	
Jr Golf Fund	2,375.12
Improvements Fund	15,841.67
Clubhouse Inventory	6,489.45
Undeposited Funds	108.26
Cash on Hand	200.00
Total Other Current Assets	<u>25,014.50</u>
Total Current Assets	64,292.74
<b>Fixed Assets</b>	
Depreciable Assets	158,660.02
A/D - Depr Assets	<u>-58,111.42</u>
Total Fixed Assets	<u>100,548.60</u>
<b>TOTAL ASSETS</b>	<u><u>164,841.34</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Gift Certificates	863.59
Sales Tax Payable-	2,840.49
Payroll Liabilities	8,294.61
Total Other Current Liabilities	<u>11,998.69</u>
Total Current Liabilities	11,998.69
<b>Long Term Liabilities</b>	
Mower Loan II	24,430.08
Total Long Term Liabilities	<u>24,430.08</u>
Total Liabilities	36,428.77
<b>Equity</b>	
Unrestricted Net Assets	92,343.57
Net Income	36,069.00
Total Equity	<u>128,412.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>164,841.34</u></u>

# VETERANS MEMORIAL GOLF CLUB

## Profit & Loss

January through October 2015

	Jan - Oct 15
Ordinary Income/Expense	
Income	
Season Passes	102,330.97
Revenues	
Golf Carts	32,678.72
USGA Handicap Cards	3,660.00
Merchandise Sales	18,209.11
Clubhouse Sales	115,625.69
Golf Sales (Fees, etc.)	109,407.02
Total Revenues	279,580.54
Friends of	3,000.00
Total Income	384,911.51
Cost of Goods Sold	
Cost of Goods Sold	102,358.83
Total COGS	102,358.83
Gross Profit	282,552.68
Expense	
Clubhouse Expenses	
Furn/Fixt - C	1,212.30
Miscellaneous - C	28.88
Office - C	2,495.29
Payroll - C	61,553.49
Payroll Taxes - C	5,445.15
Permits - C	1,482.00
Repairs/Maint - C	2,345.10
Supplies - C	6,103.02
Tourney Payouts	3,320.00
Total Clubhouse Expenses	83,985.23
Grounds Expenses	
Interest Exp - G	1,036.47
Chem, Fert, Seed, Etc. - G	11,557.66
Fuel - G	6,358.39
Equipment - G	353.09
Miscellaneous - G	72.76
Payroll - G	64,141.42
Payroll Taxes - G	5,693.33
Repairs/Maint - G	13,014.59
Supplies - G	87.98
Board Approved Exp - G	17,078.81
Total Grounds Expenses	119,394.50
Overhead	
Professional Fees - O	900.00
Advertising - O	4,567.10
Bank Service Charges - O	32.10
Credit Card Fees - O	4,859.25
Dues and Subscriptions - O	625.00
Insurance - O	1,551.00
Telephone - O	5,185.83
Utilities - O	11,596.39
Total Overhead	29,316.67
Other Expenses	
Depreciation Expense	14,569.90
Total Other Expenses	14,569.90
Total Expense	247,266.30
Net Ordinary Income	35,286.38
Other Income/Expense	

VETERANS MEMORIAL GOLF CLUB

Profit & Loss

January through October 2015

	<u>Jan - Oct 15</u>
Other Income	
Jr Golf Dues	1,730.00
Jr Golf Donations	500.00
Interest Income	<u>17.62</u>
Total Other Income	2,247.62
Other Expense	
Donations	500.00
Jr Golf Expenses	<u>965.00</u>
Total Other Expense	<u>1,465.00</u>
Net Other Income	<u>782.62</u>
Net Income	<u><u>36,069.00</u></u>

## Jan - Dec 2016 - Proposed Operating Budget

<b>Income</b>		
Total Season Passes	102,500.00	
Total Golf Carts	33,000.00	
USGA Handicap Cards	3,500.00	
Merchandise Sales	18,500.00	
Total Clubhouse Sales	117,500.00	
Total Golf Sales (Fees, etc.)	<u>110,000.00</u>	
<b>Total Revenues</b>		385,000.00
Friends of		<u>2,500.00</u>
<b>Total Income</b>		387,500.00
<b>Cost of Goods Sold</b>		<u>(103,000.00)</u>
<b>Gross Profit</b>		284,500.00
<b>Expense</b>		
<b>Clubhouse Expenses</b>		
Miscellaneous - C	500.00	
Office - C	2,500.00	
Payroll - C	66,000.00	
Payroll Taxes - C	6,000.00	
Permits - C	1,500.00	
Repairs/Maint - C	2,500.00	
Tourney Payouts - C	3,500.00	
Supplies - C	<u>6,000.00</u>	
<b>Total Clubhouse Expenses</b>		88,500.00
<b>Grounds Expenses</b>		
Chem, Fert, Seed, Etc. - G	11,500.00	
Fuel - G	6,500.00	
Interest Exp - G	1,000.00	
Miscellaneous - G	500.00	
Payroll - G	71,000.00	
Payroll Taxes - G	6,500.00	
Repairs/Maint - G	10,000.00	
Supplies - G	<u>500.00</u>	
<b>Total Grounds Expenses</b>		107,500.00

<b>Overhead</b>		
Friends Appreciation - O	250.00	
Professional Fees - O	2,000.00	
Advertising - O	2,000.00	
Credit Card Fees - O	5,000.00	
Dues and Subscriptions - O	750.00	
Insurance - O	2,000.00	
Telephone - O	5,000.00	
Utilities - O	<u>12,000.00</u>	
<b>Total Overhead</b>		<u>29,000.00</u>
<b>Total Expense</b>		<u>225,000.00</u>
<b>Net Income before Depreciation (Loan Pmts)</b>		59,500.00
<b>Other Expenses</b>		
Depreciation Expense (Loan Pmts)	17,500.00	
<b>Total Other Expenses</b>		<u>17,500.00</u>
<b>Net Income after Depreciation (Loan Pmts)</b>		<u><u>42,000.00</u></u>