



CITY OF CLEAR LAKE

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Mayor
NELSON P.
CRABB

January 13, 2012

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

City
Administrator
SCOTT
FLORY

The next meeting of the Clear Lake City Council is scheduled for Monday, January 16, 2012, at 6:30 p.m., in the Council Chambers, at City Hall. Please refer to the enclosed agenda for the items discussed below.

COUNCIL
MEMBERS

ITEM #6A CDBG Sanitary Sewer Collection System Project (Phase 2). This represents the final phase of the CDBG Sanitary Sewer Collection System Improvement Project. Phase 1, of course, included all of the underground improvements (e.g., water main; sanitary sewer main; water & sanitary sewer service laterals; subdrain; storm sewer; etc.). As a reminder, the particular street segments involved in this project are as follows: Buddy Holly Place, North Shore Drive to 8th Avenue N.; Buddy Holly Place, from 8th Avenue N. to 5th Place N.; 5th Place N., from 8th Avenue N. to 10th Avenue N.; and 10th Avenue N., from 5th Place N. to N. 8th Street.

DANA
BRANT
Ward 1

Phase 1 preliminary special assessments were previously levied against benefited properties for sanitary sewer & water service laterals last summer. Phase 2 essentially involves the same properties and special assessment district boundaries. Special assessments to be levied against benefited properties in Phase 2 will be for sidewalk upgrades (installing sidewalk where no sidewalk is currently or replacing defective sidewalks); driveway upgrades (upgrading driveways to PCC where they are currently gravel); and only that portion of the street paving that is not being replaced as part of the CDBG funded sanitary sewer work. As a result, only 3 blocks (Buddy Holly Place) will receive a special assessment for street paving. Furthermore, that paving assessment will be limited to only a 22' cross-section, as opposed to the usual 31' (back-of-curb to back-of-curb). The balance of the street paving on Buddy Holly Place is being funded from CDBG and local funds.

TONY
NELSON
Ward 2

JIM
BOEHNKE
Ward 3

MIKE
CALLANAN
At Large

TERRY
UNSWORTH
At Large

The schedule calls for the Council to initiate the special assessment process at the January 16th meeting. The public hearing on the Resolution of Necessity would be held on February 6th. Notices to affected property owners will be mailed by January 23rd. The Project bid letting would be held on March 7th with award of contract proposed for the Council's March 12th meeting.

The estimated cost of construction is approximately \$1.7 million. The total estimated costs of indirect expenses, such as legal, engineering, administrative, etc. is approximately \$270,000. Therefore, the total anticipated cost of the project is roughly \$2 million. The



total preliminary special assessments are estimated at roughly \$165,000, which equates to approximately 7 ½% of the total project cost.

ITEM #6B. Purchase of 2012 Pick-up for Public Works Dept. The Council allocated \$30,000 in the FY 12 municipal budget to purchase and equip a new ¾ ton 4x4 pick-up for the public works department. This particular truck will allow the department to rotate out of its fleet a much older and heavily used small Dodge pick-up. Its primary functions will be hauling of small hand and power tools, including miscellaneous equipment and materials; and pulling equipment trailers.

The Public Works staff solicited competitive quotes from four (4) vendors. The least costly quote was submitted by Stivers Ford of Waukee, IA, for a 2012 Ford F-250XL 4WD. The total cost of the pick-up itself is \$22,144 and does meet all the specifications of the department. The quote from Stivers is roughly 11% less than the next lowest quote.

The total anticipated cost to equip the new pickup with necessary accessories such as bed liner; tool boxes; running boards; cab rack; lift gate; work lights; and a 120 V inverter is \$4,395. Consequently, the total cost of the pick-up, with accessories is \$26,539. Anticipated delivery time is 8-10 weeks.

ITEM #6D. RFP – Fire Dept aerial ladder truck. The City has been allocating funding for several years now to a fire department vehicle reserve fund. The account currently has a fund balance of \$450,000. The primary purpose of the account was to bank funds for the anticipated replacement of vehicles for the department, in order to avoid outside borrowing to acquire such items and to mitigate the fiscal impact over a period of years.

As part of the FY 13 budget proposal, the Fire Chief is requesting authorization to issue a Request for Proposals to purchase a new 75' aerial ladder truck. The proposed aerial ladder truck would replace the department's Engine #3 pumper truck. It is estimated that the value of the Engine #3 pumper truck, either through outright sale or trade-in, is roughly \$25,000.

There is currently a balance of \$200,000 remaining from the original \$2.3 million general obligation fire station bond issue that was approved by the electorate back in August of 2010. These funds could be used to assist with the purchase a new fire truck for the department. The ballot language at that time authorized the issuance of the bonds for the purposes of constructing, furnishing, and "equipping" a new fire station.

It is anticipated that the cost of the proposed aerial ladder truck would be \$675,000.

Currently, that amount represents the cumulative total, from all sources, that the City would have available to purchase the vehicle at this time. There would be some additional costs, however, to provide specific turn-out gear for the department for the new truck. Those costs are anticipated to be around \$30,000.

An aerial ladder truck has been identified by the department as a need for sometime now. However, because of the size constraints of the former fire station building, it was not possible to acquire such a vehicle, as it would not have fit into the former fire station building. Now that the new fire station has been completed, the department would like to proceed with issuance of an RFP for this new fire fighting apparatus.

If the department receives authorization to issue the RFP, the Fire Chief will send that out later in January to a total of ten (10) prospective bidders. Bids would be due by the end of February. The department would review the bids and make a recommendation to the Council regarding an award of contract to be considered at the March 19th meeting. The new vehicle would likely have an anticipated delivery date of between October and November of 2012.

ITEM #6E. 209 1st Avenue S. Redevelopment Project. The City has received a request from the developer to enter into a Development Agreement for the redevelopment of the former Fredricksen Welding shop located at 209 1st Avenue N. The request is for the City to assist, via a property tax rebate, in defraying some of the actual expenses associated with certain environmental work necessary on the site. Although the request is for a 5-year, not to exceed \$60,000, actual reimbursement would not occur until the anticipated \$1.3 million project came on the tax rolls at full value. Furthermore, reimbursement would be limited to only those items that would be related to environmental work, such as asbestos abatement; contaminated soil removal and disposal; environmental site analysis, engineering, and testing; and storm water quality improvements, such as porous paving and rain gardens. The Development Agreement does allow, as rebate eligible costs, curb & gutter removal and replacement and alley improvements.

The proposed project would entail the demolition of the existing buildings located on the property, site grading, and construction of 5, two-story, residential townhomes/condominiums on the site, generally in the 1,200-1,300 sq ft. range. The current site has a "taxable" assessed valuation of \$60,000. The proposed new project would increase the "assessed" valuation to \$1,300,000. This would increase property tax revenues to the City by about \$12,000 to \$13,000 annually.

The developer has received approval from the City's Board of Adjustment for certain

variances necessary to construct the project. The Project will go before the Planning & Zoning Commission later this month for site plan review.

If the Council is inclined to proceed with a Development Agreement for this project, a public hearing on the matter will be necessary. Enclosed in your packet is a “draft” of the proposed Development Agreement, public hearing notice, and a Resolution setting the date for a public hearing.

Please feel free to contact me if you have questions about any of the agenda items.

Scott Flory
City Administrator

Cc: Jennifer Larsen, City Clerk (with attachments)
Joe Weigel, Public Works Director (with attachments)
Linda Nelson, Finance Officer (with attachments)
Greg Peterson, Chief of Police (with attachments)
Charlie Biebesheimer, City Attorney (with attachments)

TENTATIVE AGENDA
CLEAR LAKE CITY COUNCIL
CITY HALL – 15 N. 6TH STREET
MONDAY, JANUARY 16, 2012
CITY HALL – COUNCIL CHAMBERS
6:30 P.M.

1. Call To Order by Mayor Nelson P. Crabb.
2. Approval of Agenda.
3. Consent Agenda:
 - A. Minutes – January 2, 2012.
 - B. Approval of the bills & claims.
 - C. Licenses & Permits:

- Liquor License: Class C Beer Permit (BC) with Carryout wine & Sunday Sales, Back Alley Wine of Clear Lake; Class B Native Wine Permit (WBN) with Sunday Sales, Lake Coffee & Ice Cream, (renewals).
- Excavator's License: Charlson Excavating, Clear Lake, (renewal).

4. Citizen's 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. CDBG Sanitary Sewer Collection System Improvement Project – Street Paving (Phase 2):

- Introduction by Scott Flory, City Administrator.
- Review of Preliminary Assessment Plat & Schedule, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve **Resolution #12-01**, "A Preliminary Resolution for the construction of street improvements in the City of Clear Lake, State of Iowa."
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #12-02**, "A Resolution Fixing Values of Lots".
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #12-03**, "A Resolution adopting preliminary plat & schedule; estimate of cost; and proposed plans & specifications for the construction of the Sanitary Sewer Collection System Improvement Project – Contract 2 Street Paving Improvements".
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #12-04**, "A Resolution of Necessity (Proposed)".
- Discussion and consideration of **Motion** by City Council.

B. Purchase of a 2012 Ford F-250XL 4WD Pick-up Truck for the Public Works Department:

- Introduction by Scott Flory, City Administrator.
- Review of request, Joe Weigel, Public Works Director.
- **Motion** to authorize and approve the purchase by City Council.
- Discussion and consideration of **Motion** by City Council.

C. Change meeting date for the March 5, 2012 City Council meeting to March 12, 2012, at 6:30 p.m.:

- Review of request, Mayor Nelson P. Crabb.
- **Motion** to approve the request by City Council.
- Discussion and consideration of **Motion** by City Council.

D. Authorization for the Fire Chief to issue a Request for Proposals (RFP) for an aerial ladder truck to replace the department's 1983 pumper truck:

- Introduction by Scott Flory, City Administrator.
- Review of request, Doug Meyers, Fire Chief.
- **Motion** to approve and authorize issuance of the RFP by City Council.
- Discussion and consideration of **Motion** by City Council.

E. 209 1st Avenue S. – Fredricksen on 1st Avenue S.:

- Introduction by Scott Flory, City Administrator
- Review of request, Tim Stenberg, Joshson LLC.
- **Motion** to approve **Resolution #12-05**, "A Resolution to fix a date of a meeting at which it is proposed to approve a Development Agreement with Joshson LLC, including property tax rebate payments in an aggregate amount not to exceed \$60,000."

7. Chief of Police's Report:

8. Mayor's Report:

- Reappointment of Cerise Sissel (2902 N. Shore Drive) and Fred Muth (206 N. 35th Street) to the Board of Adjustment for terms ending December 31, 2016 (subject to Council approval).

- Reappointment of Alan Duea (481 N. Shore Drive) and Al Penfold (1809 S. Shore Drive) to the Planning and Zoning Commission for terms ending December 31, 2016 (subject to Council approval).
- Appointment of Tom Arndorfer (12 East Gate Court) to the Library Board of Trustees for the term ending June 30, 2016 (subject to Council approval).

9. Public Works Director's Report:

10. City Administrator's Report:

- Set date & time for budget work sessions (January 18-20).

11. City Attorney's Report:

12. Closed Session: Pursuant to Iowa Code Chapter 20.17(3) to conduct a strategy meeting concerning collective bargaining.

13. Other Business:

14. Adjournment.

NEXT REGULAR MEETING – FEBRUARY 6, 2012