



# CITY OF CLEAR LAKE

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Mayor  
NELSON P.  
CRABB

June 14, 2013

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

City  
Administrator  
SCOTT  
FLORY

The next meeting of the Clear Lake City Council is scheduled for Monday, **June 17, 2013**, 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

DANA  
BRANT  
Ward 1

TONY  
NELSON  
Ward 2

JIM  
BOEHNKE  
Ward 3

MIKE  
CALLANAN  
At Large

TERRY  
UNSWORTH  
At Large

**ITEM #6B. Employee Wages & Salaries – FY 14.** Prior to the start of each fiscal year (FY 14), the Council is required to set the wages & salaries for appointed officers and employees of the City. The wage and salary adjustments identified in the enclosed Resolution reflect an across-the-board increase, effective July 1, 2013, of 1.75% and a 1.5% increase effective January 1, 2014. This, of course, represents what was previously agreed to in each of the City’s collective bargaining agreements and the Council has traditionally granted the same level of pay adjustment to the non-bargaining unit employees as well. In part, the wage and salary adjustments partially off-set an 8% increase in the employee’s required monthly contribution towards a family health insurance premium. Effective July 1<sup>st</sup>, the required employee contribution towards the total cost of the monthly family health insurance premium is 15%; as a comparison, Cerro Gordo County requires 17%.

**ITEM #6C. CDBG Sanitary Sewer System Project (Contract #2).** On March 12, 2012, the Council awarded the construction contract for the project to Wicks Construction, Decorah, IA, in the amount of \$1,304,820.75. Contract #2 included all the “above grade” construction improvements. Specifically, the scope of work included: both new and replacement of defective sidewalks; driveway upgrades, and street paving. The location of the improvements was: Buddy Holly Place, from N. Shore Drive to 8<sup>th</sup> Ave N.; 8<sup>th</sup> Ave N., from Buddy Holly Place to 5<sup>th</sup> Place N.; 5<sup>th</sup> Place N., from 8<sup>th</sup> Ave N. to 10<sup>th</sup> Ave N.; 10<sup>th</sup> Ave N. from 5<sup>th</sup> Place N. to N. 8<sup>th</sup> Street.

The Project engineer has filed the “Certificate of Completion” for the



Project with the City Clerk indicating that the work has been completed in conformance with the previously approved project plans & specifications. Enclosed in the packet is Pay Estimate #8, which serve as the final pay estimate for the project. Additionally, in accordance with the provisions of the Code of Iowa, payment of the 5% retainage cannot occur prior to 31 days following the acceptance of the work by the Council.

The original contract amount was revised by a series of change orders to \$1,318,721.60. However, the final value of construction work completed was \$1,269,125.80, which is roughly 2.7% below the "original" contract amount. Total indirect costs (engineering, legal, & administrative) were \$257,724.24. Therefore, the total project cost was \$1,526,850.04. The total amount to be assessed is \$123,916.62 and the total City cost is \$1,402,933.42, which equates to roughly 8% and 92% of the Project cost, respectively.

At this time, the Council will initiate the final special assessment process. In order to do so, the Council will first consider a Resolution to "Accept the Work", followed by a Resolution "Ordering the Final Plat & Schedule of Assessments". Enclosed in your packet is a copy of the proposed Final Plat & Schedule of Assessments submitted by the Project engineer. At its regular meeting on July 1<sup>st</sup>, the Council will then act upon a Resolution "Approving the Final Plat & Schedule of Assessments".

**ITEM #6D. CDBG Sanitary Sewer System Project (Contract #1).** On May 17, 2013, the Project engineer filed the Certificate of Completion for the Project with the City Clerk. At its regular meeting on June 3<sup>rd</sup>, the Council accepted the work and ordered the engineer to prepare the Final Plat & Schedule of Assessments. The Final Plat & Schedule of Assessments was filed with the City on June 11<sup>th</sup>. The Council may now act on the Resolution to "Adopt the Final Plat & Schedule of Assessments" and instruct the Clerk to file the same with the County Treasurer (June 21<sup>st</sup>). The Clerk is required to publish notice of the filing of the Final Plat & Schedule of Assessments in the newspaper for two consecutive weeks (June 26<sup>th</sup> & July 3<sup>rd</sup>). Notices to

affected property owners will be sent between June 26<sup>th</sup> and July 3<sup>rd</sup>. Special assessments will be collected at the Office of the City Clerk until July 26<sup>th</sup>. The Clerk will thereafter certify collection of assessments with the County Treasurer (July 29<sup>th</sup>).

Scott Flory  
City Administrator

Smart Quote: "**Without the freedom to criticize, there is no true praise.**"  
-- Pierre Beaumarchais, French playwright, inventor, diplomat and revolutionary

TENTATIVE AGENDA  
CLEAR LAKE CITY COUNCIL  
CITY HALL – 15 N. 6<sup>TH</sup> STREET  
MONDAY, JUNE 17, 2013  
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 – June 3, 2013.
  - B. Approval of the bills & claims.
  - C. Licenses & Permits:
    - Sign Erector's License: Nagle Signs, Waterloo; Johnson Sign Service, Mason City; Signs & Designs, Cedar Falls; (renewals).
    - Cigarette Permit: Pitstop Convenience Store; Lake Liquors Wine & Spirits; (renewals).
    - Street Closing Request: Clear Lake Yacht Club (sailing regatta), June 26<sup>th</sup> & 29<sup>th</sup>; Clear Lake Area Chamber of Commerce 4<sup>th</sup> of July celebration, July 3<sup>rd</sup> through July 7<sup>th</sup>.
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. US HWY 18 (N. 3<sup>rd</sup> St. W. - N. 9<sup>th</sup> St. W.) Water Main Improvement Project:

- Update regarding construction and review of Pay Estimate #2, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #2 by City Council.
- Discussion and consideration of **Motion** by City Council.

B. Employee Wage & Salary Resolution – FY 14:

- Review of proposal, Scott Flory, City Administrator.
- **Motion** to approve **Resolution #13-45**, A “Resolution setting salaries for appointed officers and employees of the City of Clear Lake for the 2014 fiscal year by City Council.
- Discussion and consideration of **Motion** by City Council.

C. CDBG Sanitary Sewer Collection System Improvement Project (Contract #2):

- Introduction by Scott Flory, City Administrator.
- Review of Pay Estimate #8 (final) and proposed Final Assessment Plat & Schedule, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #8 by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #13-46**, A “Resolution Accepting the Work” by City Council.
- Discussion and consideration of **Motion** by City Council.
- **Motion** to approve **Resolution #13-47**, A “Resolution ordering the Final Plat & Schedule of Assessments” by City Council.
- Discussion and consideration of **Motion** by City Council.

D. CDBG Sanitary Sewer Collection System Improvement Project (Contract #1):

- Review of proposal, Scott Flory, City Administrator.
- **Motion** to approve **Resolution #13-48**, A “Resolution adopting and levying final schedule of assessments by City Council.
- Discussion and consideration of **Motion** by City Council.

E. Clear Lake Downtown Retail Incentive Program:

- Review of proposal, Scott Flory, City Administrator.
- Public Hearing.
- **Motion** to approve **Resolution #13-49**, A “Resolution approving an Economic Development Agreement with Lake Theater, including incentive payments.”
- Discussion and consideration of **Motion** by City Council.

F. City Hall/Police Department Facility Assessment Report:

- Introduction by Scott Flory, City Administrator.
- Review of building assessment report, Randy Cram and Doug Foreshoe, Bergland & Cram.
- **Motion** to approve building assessment report and authorization to negotiate architectural services agreement with Bergland & Cram by City Council.
- Discussion and consideration of **Motion** by City Council.

7. Chief of Police's Report:

8. Mayor's Report:

- Appointment of Mr. Tim Raber (400 Pine Brooke Drive) to the Park & Recreation Advisory Board, term ending June 30, 2016.

9. Public Works Director's Report:

- A. Update regarding Future Cemetery Expansion Area Site Grading Project.
- B. Update regarding 12<sup>th</sup> Avenue S. Outdoor Recreation Area Trail Project.
- C. Update regarding Main Ave Water Tower Demo & Site Restoration Project.
- D. Update regarding pre-construction conference for the S. 20<sup>th</sup> Street Intersection(s), Stormwater, & Sidewalk Project.

10. City Administrator's Report:

- Northwest Water Tower Bid Letting: June 26<sup>th</sup> at 11:00 a.m.
- 14<sup>th</sup> Ave S. Public Approach.

11. City Attorney's Report:

12. Other Business:

13. Adjournment.

NEXT REGULAR MEETING – JULY 1, 2013