

# AGENDA

**City of University Heights, Iowa  
City Council Meeting**

Tuesday, December 10, 2013

**Location:**

**University Club- IOWA Room**

**1360 Melrose Ave**

7:00 – 8:00 P.M.

Meeting called by Mayor Louise From

Time	Topic	Owner
7:00	Call to Order Meeting Roll Call Approval of Minutes – Nov. 12, 2013 and Special Meeting Minutes- Nov. 18, 2013	Louise From
	Public Input Public Comments	
	-Mayor <a href="#">Mayor's report</a>	Louise From
	-City Attorney <a href="#">Legal Report</a> -First consideration of <a href="#">Ordinance No. 186</a> amending Ordinance No. 120 to modify speed limits on certain city streets.	Steve Ballard
	-City Clerk <a href="#">City Clerk's Report</a>	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u> Committee Report -2014-2015 Budget items	Jim Lane
	<a href="#">Treasurer's Report/Payment of Bills</a>	Lori Kimura
	<u>Community Protection</u> Committee Report Police Chief Report Community Relations Report	R. Hopson/M. Haverkamp Ron Fort Rosanne Hopson
	<u>Streets and Sidewalks</u> Committee Report <a href="#">Engineer Report</a> -Consideration of <a href="#">Payment Application #5</a> (Final Pay Application) from Vieth Construction for the Sunset Street Wide Sidewalk Project.	Jan Leff Josiah Bitskemper
	<u>Building, Zoning &amp; Sanitation</u> Committee Report Zoning Report	Brennan McGrath Pat Bauer
	<u>e-Government</u> <a href="#">Committee Report</a>	Mike Haverkamp
	Announcements	Anyone

**Time**

**Topic**

**Owner**

Adjournment

Louise From

**Next scheduled City meeting:**

**Regular Council Meeting: Tuesday, January 14<sup>th</sup> 2014 - Location to be announced.**

**Special Meeting for City Council Orientation- TBA**

## Mayor Report - December 2013

I will be reviewing appointments to city committees- Zoning Commission & Board of Adjustments. Citizens who are interested please contact me.

### Meetings attended:

**Nov. 13<sup>th</sup>** - Attended the MPO-Urbanized Area Policy Board Meeting held at the new Terry True Blood Rec building off Sand Rd. Highlights: Affordable Housing in the urbanized cities was discussed.

I will be serving on a sub- committee to look at the use of plastic bags (that area merchants use for purchases) throughout the greater community.

**Dec. 4<sup>th</sup>** -Attended the EMA- Emergency Management Board Meeting. Highlights: The preliminary budget was discussed. I was elected 2014 Chairperson of this Board. Retiring Mayor Don Saxton of Oxford had been the chairperson for over 30 years. Mayor Tim Mason of Hills was elected vice chair.

**MidAmerican Energy community grant.** I applied for this \$250 grant to be used for community events. I received notice that our grant was approved and they will be sending the check.

**UH Community Fund application deadline is Dec. 31.** I'm currently working with others on submitting several applications.

**The Third Annual Severson Charity Challenge** is being sponsored by MPO-JC. Linda Severson was the Human Services Coordinator for the MPO-JC. Linda passed away of cancer two years ago and in her spirit-the City of Iowa City is challenging other municipalities and entities in JC to have a charity drive in Linda's honor. Each entity that wants to participate will designate a charity for their Holiday Charity Drive. The entity that collects the most donations (based on the ratio of full-time employees to quantity of donations), will be awarded the engraved traveling Severson Cup. City of Coralville won the first challenge and University Heights won last year. All City employees part time and full time, City council members/ mayor can participate. However, no donation will be turned down. Police chief, Ron Fort has chosen the charity for University Heights again: **The Ronald McDonald House of Iowa City.**

**I checked the Ronald McDonald House website about their "wish list" and they can always use paper towels, laundry detergent and cleaning supplies as well as common food items that most people like.**

**I have listed some examples: Baking mixes, frosting mixes, variety of canned soups, canned fruits and vegetables, Sugar, flour, chocolate chips, cereal both individual and large boxes, snacks such as granola bars or fruit snacks. The collection boxes are at our city office.**

**Contact me if anyone wants to donate some items so I can let you in the city office or I can pick up your donations. My phone number is 354-1433 or 321-5525. The last day for donations will be Jan. 3, 2014.**



## **December '13 – City Attorney's Report**

1. **Speed Limit Adjustment – Ordinance No. 186.** The Council will have its first Consideration of Ordinance No. 186, which establishes the speed limit on Prospect Place at 10 mph.

ORDINANCE NO. 186

AN ORDINANCE AMENDING ORDINANCE NO. 120 (TRAFFIC REGULATIONS)  
TO AMEND THE SPEED LIMITS ON CERTAIN STREETS IN  
THE CITY OF UNIVERSITY HEIGHTS, IOWA

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS,  
JOHNSON COUNTY, IOWA:

**Part I: AMENDMENTS:**

University Heights Ordinance No. 120 is amended as follows (with additions indicated by double underline and deletions indicated by ~~strike through~~):

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**Section 7 - SPEED RESTRICTIONS.**

\*\*\*\*

**1. Speed Restrictions.**

A. General Speed Limit Provisions:

\*\*\*\*

2. The following shall be the maximum allowable speed for any vehicles, except as otherwise modified in this Ordinance:

a. Twenty-five (25) miles per hour on the following streets:

i. any portion of Melrose Avenue;  
and

ii. any portion of Sunset Street south of its intersection with Melrose Avenue.

b. Twenty (20) miles per hour in any school district.

c. Ten (10) miles per hour on Prospect Place.

- d. Twenty (20) miles per hour on all public streets other than the following:
  - i. Melrose Avenue; and
  - ii. Sunset Street south of its intersection with Melrose Avenue; and
  - iii. Prospect Place.
- d. Ten (10) miles per hour in any alley or other public place not specifically mentioned in this Section.
- 3. The City Council may reduce or increase speed restrictions set forth in this Section where such greater or lesser speed is reasonable and safe under the conditions presented. Signs shall be posted to give notice of such speed restrictions.

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**PART II: EFFECTIVE DATE:**

This Ordinance shall become effective upon its passage and publication as provided by law.

**PART III: REPEALER:**

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted by the University Heights City Council on this \_\_\_\_\_ day of January, 2013, and approved this \_\_\_\_\_ day of December, 2013.

\_\_\_\_\_  
Louise From, Mayor

ATTEST:  
(SEAL)

\_\_\_\_\_  
Christine Anderson, City Clerk

STATE OF IOWA            )  
                                  )     SS:  
COUNTY OF JOHNSON    )

On the \_\_\_\_ day of December, 2013, before me, a notary public in and for the state of Iowa, personally appeared Louise From, Mayor, and Christine Anderson, Clerk of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Louise From and Christine Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA            )  
                                  )     SS:  
COUNTY OF JOHNSON    )

I, Christine Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Christine Anderson

Signed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 2013, by Christine Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

**City Clerk Report  
December 2013**

- **No new building permits received since the last meeting.**
- **Five new rental permits received since the last meeting:**

**1421 Grand Avenue  
138 Highland Drive  
147 Koser Avenue  
149 Koser Avenue  
217 Koser Avenue**

- **City Engineer Josiah Bilskemper and I will be meeting with Nikita Rainey, IDOT Title VI Compliance Officer, for the city's on-site review. This will be held December 17th at 10:00 am at city hall. We are working on completing the Site Review document for this meeting.**
- **Received a quote from Banyon Data Systems for rental and building permit software. Quote given was: Software is \$2995, training is \$400, and annual support is \$865. It is a web-based system.**

**Council member Haverkamp and Rental Inspector Norm Cate met with City of Iowa City personnel regarding their rental software. Council member Haverkamp is exploring having a shared Google site to record the rental and building permits and information.**

**Norm's report:**

**Rental properties inspected in November were;**

**236 Highland Drive  
147 Koser Avenue  
149 Koser Avenue  
217 Koser Avenue  
138 Highland Drive  
120 Koser Avenue**

**On November 1<sup>st</sup> I responded to a report from Chris Anderson of over-occupancy at 236 Highland Drive.**

**I met with the owner and he stated that both his sons used to live there but have graduated and moved on. There are clearly only 2 bedrooms set up and in use, though one of the sons is good friends with the two current tenants and occasionally will sleep over on game day weekends. No over occupancy was found, therefore the case was closed.**

**Mike Haverkamp and I met with Kent Bliven, software designer, on November 18th to discuss possible permit software solutions for University Heights.**

# Treasurer's Report

## November 2013

Our total revenue for the month of November was \$55,495.46 comprised of the following amounts:

Property Taxes	\$20,907.92
Local Option Sales Tax	\$ 6,607.38
Parking fines	\$ 1,105.00
Traffic Fines from Clerk of Court	\$ 12,021.72
Interest on bank accounts	\$ 132.14
Road Use Funds	\$ 7,947.19
FEMA storm damage funds from State	\$ 103.40
Governors Traffic Safety	\$ 4,125.86
Building permits	\$ 2,344.85
Parking permits	\$ 20.00
Structural Compliance inspection	\$ 80.00
Rental permit	\$ 100.00

Balances in the bank accounts as of 11/30/13:

MidwestOne Checking Account	\$429,564.53
Hills Bank Money Market Account	\$ 1,039.85
CD at UICCU (due 2/28/14)	\$ 75,597.04
CD at UICCU (due 5/25/14)	\$ 51,040.61
CD at UICCU (due 1/29/13)	\$ 50,280.68
CD at UICCU (due 2/28/14)	\$ 42,537.45
Hills Bank Time account	\$ 22,847.08
Hills Forfeiture Fund	\$ 2,303.37

I made the interest payment that was due on the loan from Hills Bank in the amount of \$2,355.19.

We received the State portion of the FEMA assistance payment for the extraordinary rain event from April 17th – we had a \$1034 bill for cleaning out the storm sewer at Golfview and Melrose - 75% of the payment came from the Federal government which we got in September and 10% came from the State

For some reason we got another Local Option Sales tax payment last month in the amount of \$6,607.38.

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City of University Heights, Iowa  
**Warrants for Council Approval**  
 November 13 through December 10, 2013

Date	Name	Memo	Amount
<b>Nov 13 - Dec 10, 13</b>			
11/15/2013	Fort, Matthew A		-2,074.02
11/15/2013	Fort, Ronald R		-1,883.74
11/15/2013	Stenda, Jeremy P		-1,667.70
11/15/2013	Tucker, Darryl		-1,667.44
11/15/2013	Plate, Harold,		-219.06
11/15/2013	Lippold, Erik W		-1,098.72
11/15/2013	Internal Revenue Service	42-1109342	-3,775.82
11/19/2013	MidAmerican Energy	1301 Melrose stop light	-35.84
11/19/2013	MidAmerican Energy	pedestrian lights at 113 Golfview	-33.57
11/20/2013	MidAmerican Energy	City Hall electricity	-67.37
11/21/2013	MidAmerican Energy	street lights	-675.03
11/26/2013	MidAmerican Energy	1011 Melrose stop light	-36.02
11/29/2013	Anderson, Christine M.		-331.39
11/29/2013	Fort, Matthew A		-1,603.42
11/29/2013	Fort, Ronald R		-1,108.21
11/29/2013	Kimura, Lori D.		-280.24
11/29/2013	Lippold, Erik W		-1,184.51
11/29/2013	Petersen, Nathan A		-46.17
11/29/2013	Plate, Harold,		-162.14
11/29/2013	Stenda, Jeremy P		-1,422.96
11/29/2013	Tucker, Darryl		-1,401.59
11/29/2013	Wellmark BC/BS	monthly insurance payment	-640.39
11/30/2013	Internal Revenue Service	42-1109342	-2,929.06
11/30/2013	IOWA PUBLIC EMPLOYEES ...		-3,779.85
11/30/2013	IOWA PUBLIC EMPLOYEES ...		-183.07
12/1/2013	Paul J. Moore, Melrose Aven...	City Hall Rent	-867.00
12/1/2013	Verizon Wireless	monthly wire service/cell phone for police car a...	-364.37
12/10/2013	Internet Navigator	monthly fee for city website/email service	-24.95
12/10/2013	SEATS	Seats Payment	-703.66
12/10/2013	City of Iowa City	bus/fuel for police vehicles/library/animal shelter	-13,245.98
12/10/2013	Iowa City Tire and Service	new snow tires for all 3 vehicles	-1,623.41
12/10/2013	Johnson County Refuse, Inc.	November recycling/leaf vacuum/bag pick up	-15,238.50
12/10/2013	Kieck's Career Apparel	bal due for Lippold uniforms-wrote check wrong	-30.00
12/10/2013	Leff Law Firm, L.L.P.	legal services 9/6/13-12/5/13	-26,738.67
12/10/2013	Norm Cate	inspection services for November	-490.00
12/10/2013	Terry Goerd	inspection services for November	-980.00
12/10/2013	Shive Hattery	engineering services 11/2/13-11/29/13	-2,872.70
12/10/2013	Westport Touchless Autowash	October vehicle washes	-48.00
12/10/2013	Winkel, Parker & Foster, CPA...	prepare 2013 IDOT report/2013 Annual Report/...	-1,300.00
12/10/2013	Old Republic Surety Group	public official schedule bond	-133.00
12/10/2013	Iowa City Press-Citizen	October& November publications	-469.70
12/10/2013	Mediacom	online service 12/3/13-1/2/14	-109.95
12/10/2013	O'Reilly Auto Parts	headlight	-10.99
12/10/2013	Stenda, Jeremy P	reimburse for work boots	-99.39
12/10/2013	Lippold, Erik W	reimburse for duty equipment/holster	-119.97
12/10/2013	University of Iowa Health Care	ILEA required physical for Lippold	-186.00
12/10/2013	VISA	culligan	-46.93
12/10/2013	Hopson, Rosanne C	reimburse for trunk or treat & santa event suppl...	-79.73
12/10/2013	Mary Mathew Wilson	reimbursement for Santa event supplies	-27.44
12/10/2013	Jane Swails	reimburse for Santa event supplies	-64.35

**Nov 13 - Dec 10, 13**

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff  
FROM: Josiah Bilskemper, P.E.  
DATE: December 9, 2013  
RE: City Engineer's Report

**(1) Sunset Street Wide Sidewalk [STP-E-7855(607)—8V-52]**

- a. The contractor has submitted their final pay application, in the amount of \$34,057.24 (see attached). This pay application covers all remaining work since October 1<sup>st</sup>, any change order work, and any quantity adjustments identified during the final audit. It also includes release of retainage. The pay item quantities have been approved by the consultant, and approval of the pay application is recommended based on the work completed.
- b. Included in the change order work is the additional cost to remove and replace a section of sidewalk just south of Highland Drive that needed to be redesigned. There was also additional cost to remove a new tree in conflict with the overhead utility line that was replanted at a different location in the right-of-way. The additional costs incurred for these work items will be covered by Shive-Hattery.
- c. Once the final pay application is approved, paperwork can be submitted by the consultant to request a statement of final completion from Iowa DOT. Once issued, the final reimbursement request will be submitted. It will include the costs paid on the final pay application, and the 5% retainage that the DOT has been withholding from the city's reimbursement payments.
- d. *Reimbursement Request #6 (\$18,297.30) was submitted Nov. 6<sup>th</sup> (November Mtg.)*
- e. *The Iowa DOT staff completed their project walk-thru on November 6<sup>th</sup>, and conducted their audit of the project paperwork with the consultant later that day. There were no issues identified during the walk-thru, and the audit also went well. There are a number of project close-out forms that will need to be prepared by the consultant and the contractor, and then submitted to the DOT before they will issue a statement of final completion, and release retainage (November Mtg.)*
- f. *There should be one final pay application submitted by the contractor once they get all of their forms together and submitted (November Mtg.)*

**(2) Sunset Street Tree - Update**

- a. The Shademaster Honeylocust tree was relocated by Country Landscapes. The additional cost involved with this extra work is being covered by Shive-Hattery.
- b. *The Shademaster Honeylocust near Oakcrest is to be relocated to the right-of-way near Koser Avenue. We talked with the resident adjacent to this location on several occasions and reached agreement that transferring the tree to that spot would work out. The DOT approved this tree relocation on October 28, and the request to move the tree was sent to the contractor that day (November Mtg.)*



**(3) Traffic Signs**

- a. The order for updated school zone signs and additional “No Parking” signs was submitted on November 22<sup>nd</sup>. The order has not yet been received.

**(4) Snow and Sand Contract**

- a. At the special council meeting held November 18<sup>th</sup>, the council awarded the snow and sand contract (see attached) to Hawkeye Construction and Snow Removal. The Owner Mark Phelps was on hand to answer questions and review the work. The contract period is for one year, extending to October 1, 2014.
- b. *A request for quotes and qualifications was sent out to six interested contractors on October 24<sup>th</sup>. We received two submittals on November 7<sup>th</sup>, and sent the submittals and bid summary to the Mayor, Clerk, and Streets and Sidewalk Chair for review (November Mtg.)*
- c. *There is a meeting scheduled for Wednesday morning (November 13) to meet with one of the contractors to review their submitted quotes, references, and equipment list (November Mtg.)*

**(5) Title VI Program**

- a. The Title VI Agreement, Assurances, and Policy were submitted to Iowa DOT on November 15<sup>th</sup>, and received acknowledgement of the submittal and a signed copy of the agreement on November 20<sup>th</sup>. Copies of Title VI materials have been included on the city website and made available at the city office.
- b. The mayor, clerk and staff have been coordinating to complete the Title VI assessment, which will be submitted to the DOT’s Title VI Compliance Officer in advance of the on-site audit. The audit is expected to be sometime during the week of December 16-20, pending coordination with the city clerk.
- c. *The city received notification from Iowa DOT on October 10<sup>th</sup> that a “Title VI compliance review” will be conducted. This includes submitting Title VI documentation, and an Iowa DOT representative scheduling an on-site visit to review the city’s compliance. As a recipient of federal funding allocated through Iowa DOT, the city is required to have Title VI documentation in place (November Mtg.)*

Please feel free to contact me if you have any questions about these or any other items.

JDB

Unit Price Contract

# Contractor's Application for Payment No. 5

Project:	University Heights Sidewalk	From (Contractor):	Vieth Construction Corporation	Application Date:	12/6/2013
To (Owner):	Iowa DOT	Owner's Project No.:	STP-E-7855(607)--8V-52	Period From:	10/2/2013
Via :	Shive-Hattery			Period To:	12/6/2013

Approved Change Order Summary:			
No.	Date Approved	Additions	Deductions
TOTALS			
NET CHANGE BY CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE.....	\$ 160,775.60
2. Net change by Change Orders.....	\$ 8,127.50
3. Current Contract Price (Line 1 + 2).....	\$ 168,903.10
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ 188,403.75
5. RETAINAGE:	
a. 3% X \$188,403.75 Work Completed.....	\$ _____
b. 5% X _____ Stored Material.....	\$ _____
c. Less Total Retainage Released Early.....	\$ _____
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$ _____
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 188,403.75
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 154,346.45
8. AMOUNT DUE THIS APPLICATION.....	\$ 34,057.30
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	
	\$ -19,500.65

**Contractor's Certification**

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Colleen Lott Date: 12/6/13

**34,057.30**

Payment of \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

# Progress Estimate

# Contractor's Application

For (contract): STP-E-7855(607)--8V-52

Application Number: 4

Contractor: Vieth Construction Corporation

Application Date: 10/1/2013

A		B				C	D	E	F		G
Bid Item No.	Description	Bid Quantity	Unit	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
1	CLEAR+GRUBB	225.00	UNIT	\$22.00	\$4,950.00	258.80	\$5,693.60		\$5,693.60	115.0%	-\$743.60
2	EXCAVATION, CL 10, RDWY+BORROW	229.00	CY	\$40.00	\$9,160.00	409.00	\$16,360.00		\$16,360.00	178.6%	-\$7,200.00
3	TOPSOIL, STRIP, SALVAGE+SPREAD	436.00	CY	\$14.00	\$6,104.00	436.00	\$6,104.00		\$6,104.00	100.0%	
4	SPECIAL COMPACTION OF SUBGRADE	18.00	STA	\$325.00	\$5,850.00	18.00	\$5,850.00		\$5,850.00	100.0%	
5	MODIFIED SUBBASE	7.70	CY	\$75.00	\$577.50	9.00	\$675.00		\$675.00	116.9%	-\$97.50
6	STD/S-F PCC PAV'T, CL C CL 3, 8"	40.90	SY	\$44.00	\$1,799.60	53.90	\$2,371.60		\$2,371.60	131.8%	-\$572.00
7	RMVL OF CONC	1.00	LS	\$2,600.00	\$2,600.00	1.00	\$2,600.00		\$2,600.00	100.0%	
8	SEGMENTAL BLOCK RETAIN WALL	210.00	SF	\$27.00	\$5,670.00	234.00	\$6,318.00		\$6,318.00	111.4%	-\$648.00
9	MANHOLE ADJUSTMENT, MINOR	2.00	EACH	\$600.00	\$1,200.00	1.00	\$600.00		\$600.00	50.0%	\$600.00
10	CONNECTION TO EXIST MANHOLE ; PIPE	1.00	EACH	\$900.00	\$900.00	1.00	\$900.00		\$900.00	100.0%	
11	SUBDRAIN, STD, NON-PERFORATED, 6"	76.00	LF	\$43.00	\$3,268.00	76.00	\$3,268.00		\$3,268.00	100.0%	
12	SUBDRAIN OUTLET (RF-19C)	1.00	EACH	\$175.00	\$175.00	1.00	\$175.00		\$175.00	100.0%	
13	STORM SWR G-MAIN,TRENCHED, RCP 2000D,18"	83.00	LF	\$68.00	\$5,644.00	83.00	\$5,644.00		\$5,644.00	100.0%	
14	RMV STORM SWR PIPE LE 36"	83.00	LF	\$11.00	\$913.00	83.00	\$913.00		\$913.00	100.0%	
15	RMVL OF PAV'T , 8 IN.	40.90	SY	\$65.00	\$2,658.50	53.90	\$3,503.50		\$3,503.50	131.8%	-\$845.00
16	RMVL OF SIDEWALK , 4 IN.	839.00	SY	\$8.50	\$7,131.50	902.10	\$7,667.85		\$7,667.85	107.5%	-\$536.35
17	SIDEWALK, PCC, 6"	1,687.00	SY	\$29.00	\$48,923.00	1,749.30	\$50,729.70		\$50,729.70	103.7%	-\$1,806.70
18	DETECTABLE WARNING	192.00	SF	\$20.00	\$3,840.00	192.00	\$3,840.00		\$3,840.00	100.0%	
19	FENCE, TEMP CONSTRUCTION	135.00	LF	\$4.50	\$607.50	135.00	\$607.50		\$607.50	100.0%	
20	RMVL OF FENCE, WOOD	75.00	LF	\$8.00	\$600.00	75.00	\$600.00		\$600.00	100.0%	
21	RMV+REINSTALL SIGN	1.00	EACH	\$165.00	\$165.00	1.00	\$165.00		\$165.00	100.0%	
22	PERFORATED SQUARE STEEL TUBE POST	56.00	LF	\$10.00	\$560.00	56.00	\$560.00		\$560.00	100.0%	
23	TYPE A SIGN, SHEET ALUM	22.75	SF	\$26.00	\$591.50	22.75	\$591.50		\$591.50	100.0%	
24	CONSTRUCTION SURVEY	1.00	LS	\$3,600.00	\$3,600.00	1.00	\$3,600.00		\$3,600.00	100.0%	
25	PAINTED PAV'T MARK, WATERBORNE/SOLVENT	13.50	STA	\$65.00	\$877.50	13.50	\$877.50		\$877.50	100.0%	
26	TRAFFIC CONTROL	1.00	LS	\$1,100.00	\$1,100.00	1.00	\$1,100.00		\$1,100.00	100.0%	
27	MOBILIZATION	1.00	LS	\$7,500.00	\$7,500.00	1.00	\$7,500.00		\$7,500.00	100.0%	
28	FIRE HYDRANT	2.00	EACH	\$1,925.00	\$3,850.00	2.00	\$3,850.00		\$3,850.00	100.0%	
29	(EACH ITEM) INTAKE, 8 IN.	6.00	EACH	\$1,550.00	\$9,300.00	6.00	\$9,300.00		\$9,300.00	100.0%	
30	SOD	160.00	SQ	\$44.00	\$7,040.00	321.00	\$14,124.00		\$14,124.00	200.6%	-\$7,084.00
31	WATER-SOD/SPEC DITCH CNTL/SLOPE PROTECT	29.00	MGAL	\$60.00	\$1,740.00	58.00	\$3,480.00		\$3,480.00	200.0%	-\$1,740.00
32	MOBILIZATION FOR WATERING	6.00	EACH	\$350.00	\$2,100.00	6.00	\$2,100.00		\$2,100.00	100.0%	
33	WATER-PLANT (TREES)	1.60	MGAL	\$375.00	\$600.00	2.10	\$787.50		\$787.50	131.3%	-\$187.50
34	TREE, FURN+INSTALL (WITH WARRANTY)	27.00	EACH	\$340.00	\$9,180.00	23.00	\$7,820.00		\$7,820.00	85.2%	\$1,360.00
8001	SIDEWALK PROFILE CHANGES	1.00	LS	\$860.02	\$860.02	1.00	\$860.02		\$860.02	100.0%	
8002	ALIGNMENT AND PROFILE CHANGES	1.00	LS	\$873.25	\$873.25	1.00	\$873.25		\$873.25	100.0%	
8003	STORM SEWER MH CONNECTIONS	1.00	LS	\$3,920.30	\$3,920.30	1.00	\$3,920.30		\$3,920.30	100.0%	
8004	HYDRANT VALVE AT MELROSE	1.00	LS	\$1,013.13	\$1,013.13	1.00	\$1,013.13		\$1,013.13	100.0%	
8005	RAISE SIDEWALK	1.00	LS	\$360.80	\$360.80	1.00	\$360.80		\$360.80	100.0%	
8006	RELOCATE TREE	1.00	LS	\$1,100.00	\$1,100.00	1.00	\$1,100.00		\$1,100.00	100.0%	
	Totals				\$168,903.10		\$188,403.75		\$188,403.75	111.5%	-\$19,500.65

**FORM OF PROPOSAL AND CONTRACT  
CITY OF UNIVERSITY HEIGHTS  
UNIVERSITY HEIGHTS, IOWA**

**SNOW REMOVAL AND SANDING SERVICES**

**November 2013**

The undersigned proposes to furnish material and labor necessary to complete the following work as defined within the Scope for snow removal and sanding services in accordance with the specifications contained herein.

Work items are as follows:

ITEM	UNIT	UNIT PRICE
1. Snow Removal – All City Streets	Per Operation	\$ <u>765.00</u>
2. Snow Removal – Street Mains	Per Operation	\$ <u>297.00</u>
<hr/>		
3. Sanding and Salting – All City Streets		
Level 1	Per Operation	\$ <u>842.50</u>
Level 2	Per Operation	\$ <u>1175.00</u>
Level 3	Per Operation	\$ <u>1507.00</u>
4. Sanding and Salting – Street Mains		
Level 1	Per Operation	\$ <u>492.50</u>
Level 2	Per Operation	\$ <u>645.00</u>
Level 3	Per Operation	\$ <u>797.50</u>
<hr/>		
5. Sand and Salt Barrel	Per Barrel	\$ <u>250.00</u>
6. Snow Removal, Salt & Sand – Public Sidewalk (Traffic Island, City Park)	Per Operation	\$ <u>50.00</u>
7. Snow Removal, Salt & Sand – Intersection	Per Intersection	\$ <u>150.00</u>
<hr/>		
Alt. #1 Snow Removal – Wide Sidewalks	Per Operation	\$ <u>212.50</u>
<hr/>		
Alt. #2 Geomelt S-70 Liquid Injection		
All City Streets: Level 1 / Level 2 / Level 3	Per Operation	\$ <u>60.00 / 120.00 / 180.00</u>
Street Mains: Level 1 / Level 2 / Level 3	Per Operation	\$ <u>30.00 / 60.00 / 90.00</u>

Payment Provisions:

Contractor's unit price shall include furnishing equipment, labor, and materials (including sand and salt), necessary to complete the work as specified. Sand and Salt mixture shall be at minimum 4 parts sand to one part salt, and should be uniformly mixed.

## **I. GENERAL**

The work as outlined shall be carried out in conformance with the specifications relating thereto and such instructions as may be given from the Owner or Owner's Representative as designated by the Mayor. Within this contract Shive-Hattery, Inc. shall be the Owner's Representative. Materials and work shall be subject to the inspection of the Owner or Owner's Representative. The Contractor shall be held to workmanship and diligent execution of the Contract. The Contractor shall determine the appropriate scope under which to perform services and is responsible for detecting circumstances that may require immediate attention.

Contractor is advised to familiarize themselves with existing conditions and possible interferences that may affect work.

## **II. SCOPE**

### **1. Snow Removal – All City Streets**

Snow removal operations shall consist of plowing all streets, including designated mains, in University Heights to the curb immediately when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

### **2. Snow Removal – Street Mains**

Snow removal shall consist of plowing designated mains within University Heights. The maintenance of Street Mains shall hold priority and may require additional plowing to that of all streets. Street Mains consist of Melrose Avenue, Sunset Street, Koser Avenue, Oakcrest Avenue, and the portion of George Street south of Koser Avenue. Snow shall be removed from mains immediately when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

Payment for the plowing of Street Mains will be based upon the number of times the Street Mains are plowed in addition to the plowing of all streets as defined above in Scope Item #1 (Snow Removal – Streets and Sidewalks).

### **3. Sanding and Salting – All City Streets**

Sand and salt services shall consist of adequate application of sand and salt to all streets within University Heights on hills, intersections and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for sand and salt will vary depending on the weather conditions at the time of application, as well as other factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize three application rates (Level 1, Level 2, and Level 3) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 4 (Level 1), 8 (Level 2), or 12 (Level 3) tons of salt/sand mixture applied across all streets within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether the Level 1 or Level 2 rate is the appropriate minimum application rate for the conditions. The use of Level 3 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

4. Sanding and Salting – Streets Mains

Sanding and salting services shall consist of adequate application of sand and salt to Street Mains as defined above in Scope Item #2 (Snow Removal – Street Mains), on hills, intersections, and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for sand and salt will vary depending on the weather conditions at the time of application, as well as other factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize three application rates (Level 1, Level 2, and Level 3) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 2 (Level 1), 4 (Level 2), or 6 (Level 3) tons of salt/sand mixture applied across the Street Mains within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether the Level 1 or Level 2 rate is the appropriate minimum application rate for the conditions. The use of Level 3 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

5. Sand and Salt Barrel

The contractor shall provide and distribute barrels with chained covers filled with sand and salt to the following locations at the direction of the Owner or the Owner's Representative. Covers shall be removable as to allow access to salt and sand as needed. Barrels shall not be allowed to be less than half full and should be sufficiently anchored to the ground as to prevent tipping or unauthorized removal. Barrels will be installed between the date of the last home football game at the University of Iowa and December 1 and removed between the dates of March 1 - March 15. Locations for barrel installation include:

1. The intersection of Melrose and Koser (SE corner, towards Leamer Ct.).
2. The intersection of Melrose and Sunset (NE corner, behind walk).
3. The south side of Oakcrest Avenue, half block west of Sunset Street.
4. The intersection of George and Koser (NE corner).
5. The intersection of Grand and Golfview (NW corner).

Unit price covers providing, installing, filling as needed, and removal at the end of the season. After removal, the contractor shall provide storage for the barrels until the next snow season.

6. Snow Removal, Salt & Sand – Public Sidewalk

Snow and ice shall be removed from sidewalks at the traffic island at the Koser, Golfview, and Melrose intersection. Snow and ice shall also be removed from sidewalks adjacent to the City Park area at the same intersection. Also includes adequate application of sand and salt to the sidewalks at these locations.

7. Snow Removal, Salt & Sand – Intersection

This item covers work to remove snow and ice, and/or place sand and salt at specific intersections or spot locations within the city as directed by the Owner, Owner's Representative or University Heights Police. The scope of work is different from previous items to clear snow or place salt/sand on "all" classifications of streets, and is intended for use when conditions necessitate that certain intersection(s) or other spot locations require additional attention.

Unit price shall include furnishing equipment, labor, and materials (including sand and salt), necessary to complete the work as specified. Measurement will be by each intersection or location, and payment will be based upon the number of intersections or locations completed.

Alt. #1 Snow Removal – Wide Sidewalks

Note: This is an alternate item under consideration by the City. Work to be completed only upon specific request by the Owner, Owner's Representative, or University Heights Police.

Snow removal shall consist of clearing snow from the full width of the 8-foot wide sidewalks along Melrose Avenue (north side) and Sunset Street (west side) within University Heights. Snow shall be cleared from wide sidewalks when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

Payment for snow removal of Wide Sidewalks will be based upon the number of times the Wide Sidewalks are cleared.

Alt. #2 Geomelt S-70 Liquid Injection

Note: This is an alternate item under consideration by the City. Work to be completed only upon specific request by the Owner, Owner's Representative, or University Heights Police.

Item provides for liquid injection of the Geomelt S-70 product with the salt and sand mixture prior to application on the roads. The desired intent of the liquid injection process is to reduce the application rate of salt/sand mixture to the streets (reduced bounce and scatter loss of the salt/sand mixture across the pavement; limit number of passes required), and increase the effectiveness of the mixture to melt snow and ice (reduced freezing point).

Payment for liquid injection will be based on the salting and sanding application rates identified in Scope Item #3 and #4 above.

### **III. INSURANCE**

The Contractor agrees to secure and maintain in full force and in effect from the date this Contract is signed until the date of expiration, the following insurance policies, the cost of which shall be included in the maximum sum of this Contract:

- A. Public Liability Coverage including bodily injury and property damage in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate naming University Heights as additional insured on a primary basis.
- B. Workman's Compensation and Occupational Disease Coverage in accordance with the laws of the State of Iowa covering all employees who perform any obligations assumed under this contract.
- C. Automobile Liability, Motor Vehicle Liability, and Mobilized/Motorized Equipment Liability Coverage on any auto or other vehicles or equipment used in connection with this contract, whether they are owned, non-owned, or hired, with public liability limits of \$1,000,000 combined single limit. The contractor shall name University Heights as an additional insured under this policy.
- D. Umbrella or Excess Liability policy in the amount of \$1,000,000 providing coverage over the Public Liability, Auto Liability and Employers Liability.

A Certificate of Insurance for all policies shall be submitted to the Owner's Representative by the insuring agent before work commences.

### **IV. INDEMNIFICATION**

The contractor shall indemnify and save harmless the Owner and Engineer against any liens filed for non-payment of his bills in connection with the Contract work. The Contractor shall furnish the Owner satisfactory evidence that all persons who have done work or furnished materials, equipment, or service of any type under this Contract, have been fully paid prior to the acceptance of the work by the Owner.

The contractor agrees to protect, defend, indemnify, and save Owner harmless from any and all judgements, orders, decrees, awards, costs, expenses, including reasonable attorney fees, settlements, and claims arising out of or in connection with this agreement and/or arising out of or in connection with the Contractor's performance, equipment, and/or services.

### **V. CODES AND STANDARDS**

The Contractor shall carry on the work as not to conflict with any State, County, or Municipal law. The Contractor shall obtain any permits required by any governmental agency. Cost of said permits shall be borne by the Contractor.

All work shall conform with Part 2 (Responsibilities to the Public) of Section 1070 found in the General Provisions of the Statewide Urban Design and Specifications (SUDAS), current version, which Part is hereby adopted by reference. In case of conflicts between referenced standards and State, County, or Municipal Law that establish more stringent requirements, the more stringent shall be followed.

**VI. PAYMENT**

Payment will be made to the Contractor within thirty (30) days of receipt of invoice. Invoices shall be delivered to the City at the end of each month so that they may be reviewed prior to the Council Meeting held the next month. Council Meetings for the City of University Heights are held the second Tuesday of each month.

**VII. CONTRACTOR'S RESPONSIBILITY**

The Contractor assumes responsibility for the safekeeping of materials and equipment. Replacement and/or repair of property, whether public or private, damaged in the course of snow removal shall be the responsibility of the Contractor. The Contractor shall obey all traffic laws in the course of snow removal and is not exempt from prosecution of such laws at any time.

The Contractor assumes responsibility for injuries sustained to him or her self or other persons in the course of snow removal.

Services shall be carried out in a timely manner. If in the opinion of the Owner or the Owner's Representative that the Contractor is not performing to the highest standard, this contract may be terminated. The Contractor may not, at any time during the snow season between the dates of October 31 and March 31, terminate this contract without due cause.

**VIII. ADDITIONAL WORK OR CHANGES**

Approval from the Owner or the Owner's Representative shall be obtained prior to making any changes or commencing any work not defined within this contract. Payment will not be made for work not defined within this contract without prior approval.

**IX. CONTRACT PERIOD**

Contract shall become effective when signed and shall extend from 11/18/13 through October 1, 2014.

DATE: 11/18/13

Hawkeye Construction & Snow Removal

**CONTRACTOR**

BY: Mark Phelps

**ACCEPTANCE**

You are hereby authorized to perform the work described in the above proposal and contract for which the undersigned agrees to pay the amount shown in said proposal according to the terms thereof.

DATE: 11/18/13

THE CITY OF UNIVERSITY HEIGHTS

**OWNER**

BY: Louise A. Fran

**University Heights December 2013 eGovernment Report**

**U-H Website Updates/Statistics November 1- 30, 2013**

- **November 25, 2013**
  - City council meeting Nov. 12 webcast
- **November 22, 2013**
  - Vacancies for Board of Adjustment and Zoning Commission for 2014
  - Santa event Dec. 7th
- **November 18, 2013**
  - Nov. 18 council special meeting agenda
- **November 13, 2013**
  - FY 2013 Finance Report
- **November 12, 2013**
  - SECOND LEAF VACUUMING Nov. 21
- **November 12, 2013**
  - November 12 council meeting agenda & attachments
  - October 8 council meeting minutes
  - October 28 council special meeting minutes
- **November 10, 2013**
  - November 12 council meeting agenda
- **November 9, 2013**
  - No Zoning Hearing
- **November 7, 2013**
  - November 12 council meeting HORN ELEMENTARY
- **November 4, 2013**
  - Municipal Election Poll Information

**Monthly Statistics from Stat Counter**

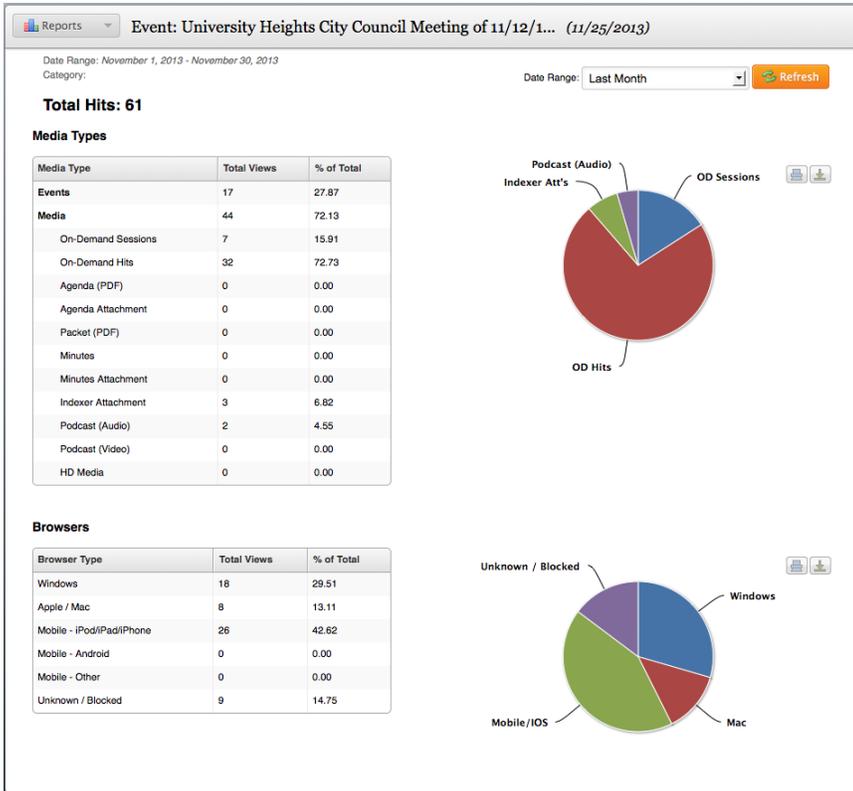
<b>Page Loads</b>	<b>Unique Visits</b>	<b>1<sup>st</sup> Time Visits</b>	<b>Returning Visits</b>	
<b>1,646</b>	<b>1,181</b>	<b>809</b>	<b>372</b>	<b>Total</b>
<b>55</b>	<b>39</b>	<b>27</b>	<b>12</b>	<b>Average</b>

**Monthly Statistics from Webalyzer**

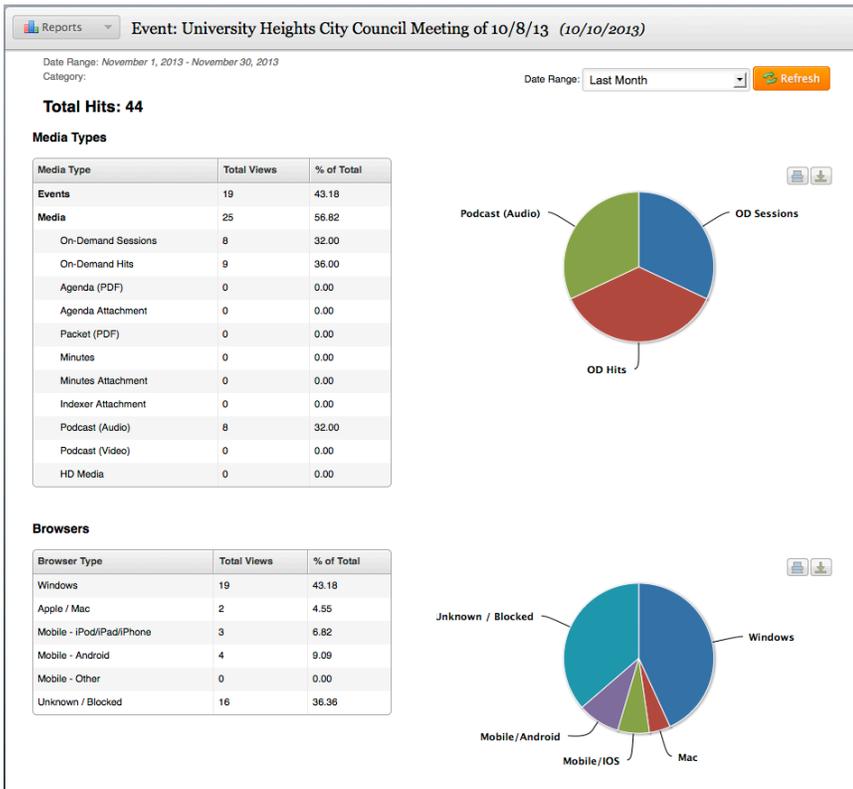
<b>Total Hits</b>	<b>35991</b>
<b>Total Files</b>	<b>22198</b>
<b>Total Pages</b>	<b>10112</b>
<b>Total Visits</b>	<b>5262</b>
<b>Total KBytes</b>	<b>7161093</b>
<b>Total Unique Sites</b>	<b>2713</b>
<b>Total Unique URLs</b>	<b>1363</b>
<b>Total Unique Referrers</b>	<b>733</b>
<b>Total Unique User Agents</b>	<b>816</b>
<b>Average Visits Per Day</b>	<b>175</b>

# University Heights City Council Meeting Webcasts

## Viewing Statistics From EarthChannel



November Council Meeting statistics from 11/25/13 to 11/30/13



October Council Meeting statistics from 11/1/13 to 11/30/13