

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *JK*
DATE: August 7, 2013
RE: Resolution for a Public Hearing – Weed Park Maintenance Building Project

INTRODUCTION:

Please accept this memo and the attached information as a request to hold a public hearing for the proposed Weed Park Maintenance Building Project.

BACKGROUND:

The Park Maintenance Division is operating out of a 1973 maintenance shop located in Weed Park. The facility is in need of replacement in order to safely and efficiently provide maintenance support to the riverfront, downtown plantings, park grounds, ROW mowing, and street tree management activities.

RECOMMENDATION:

During the FY 2013/14 budget discussions, the City Council approved the Weed Park Maintenance Building Project. At this time, it is staffs recommendation to proceed with the project as requested.

BACKUP INFORMATION:

1. Resolution for a Public Hearing
2. Public Notice

Thank you for your time and attention to this project. Please contact me if you have any questions or concerns.

C. Les Dennis, Park Maintenance Supervisor

RESOLUTION _____

A RESOLUTION SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE
WEED PARK MAINTENANCE BUILDING PROJECT.

WHEREAS, the City Council for the City of Muscatine, Iowa has expressed an interest in improving the Weed Park Maintenance Building.

WHEREAS, the proposed Weed Park Maintenance Building Project will be paid for with funds legally available for that purpose.

NOW, THEREFORE, be it resolved by the City Council for the City of Muscatine, Iowa, that a public hearing is hereby scheduled for Thursday, September 5, 2013 at 7:00 pm to consider the plans, specifications, form of contract and cost estimates for this project.

BE IT FURTHER RESOLVED, that the City Clerk shall give notice of such public hearing by publication of a notice in the Muscatine Journal not less than four (4) no more than twenty (20) days prior to the dates set for hearing.

PASSED, APPROVED AND ADOPTED THIS 15TH DAY OF AUGUST, 2013.

City Council of the City of Muscatine, Iowa

BY: _____
DeWayne Hopkins, Mayor

ATTEST:

Gregg Mandsager, City Clerk

**NOTICE OF TIME AND PLACE OF PUBLIC HEARING CONCERNING
PROPOSED WEED PARK MAINTENANCE BUILDING**

Public Notice is hereby given that the City Council of the City of Muscatine, Iowa will hold a Public Hearing to hear comments on the proposed Golf Course Fairway Irrigation Project. Said hearing will be held in the City Council Chambers, City Hall, Muscatine, Iowa, on September 5, 2013 at 7:00 pm. All interested persons are invited to attend and will be given the opportunity to be heard relative to this project.

Gregg Mandsager, City Clerk

MEMORANDUM
August 5, 2013

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *Richard Klimes*
SUBJECT: Timeline – Weed Park Maintenance Building Project

Listed below is the timeline for the proposed Weed Park Maintenance Building Project:

July 15, 2013 – Council Approved Professional Services Agreement

July 23, 2013 – Project kick off meeting with Architect

August 2, 2013 – Geotechnical Engineering Services Performed

August 15, 2013 – Resolution setting Public Hearing

September 5, 2013 – Hold Public Hearing

September 5, 2013 – Resolution approving plans, specifications, cost estimate and setting a bid opening date.

September 6, 2013 – Bids are sent out

September 19, 2013 – Pre-Bid Meeting

September 27, 2013 – Bids are due to be submitted

October 3, 2013 – Resolution awarding contract

October 17, 2013 – Resolution approving contract and bond

October 18, 2013 – Notice to proceed

December 18, 2013 – Project Substantial Completion achieved

December 19, 2013 – Resolution accepting completed work and authorizing final payment

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions, or concerns.

C. Les Dennis, Park Maintenance Supervisor
Thomas McInerney, Project Architect