

February 6, 2026

VIA EMAIL

Susi Lampe
City Clerk/City Hall
Independence, Iowa

Re: 2026 Street Rehabilitation Project
Our File No. 419440-113

Dear Susi:

We have prepared and attach the proceedings related to the hearing on the plans and specifications, receipt and consideration of bids, and award of a construction contract for the 2026 Street Rehabilitation Project.

The materials attached include the following items:

1. Minutes of the February 9, 2026, City Council meeting covering the hearing on the plans and specifications. If there are no objections filed and if there are no objectors present at the meeting, please insert the word “no” in the blank space provided. If there are objectors, they should be listed with their names and the nature of their objections.
2. Resolution finally approving and confirming plans, specifications and form of contract.
3. Further minutes of the February 9, 2026, City Council meeting to show the filing of the report with respect to the construction bids received for the Project. In the event the City Council desires to consider the proposals for a longer period of time, the minutes include a motion to adjourn the meeting to a later time. **If the Council desires to award the contract immediately, this adjournment may be stricken from the minutes by drawing a line through it and the following two paragraphs which convene the subsequent meeting.**
4. Resolution awarding the contract and fixing the amount of the performance and/or payment bonds.
5. Attestation Certificate with respect to the validity of the transcript.

After the construction contract has been signed and the successful bidder has submitted satisfactory performance and/or payment bonds, we will provide you with the necessary proceedings for final City Council approval of the construction contract and surety bonds.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Emily Hammond or me.

Best regards,

John P. Danos

Attachments

cc: Matt Schmitz
Michelle Nejd
Mark Crawford

MINUTES OF MEETING TO APPROVE
PLANS AND SPECIFICATIONS, FORM
OF CONTRACT AND ESTIMATE OF
COST AND TO CONSIDER BIDS

419440-113 (L)

Independence, Iowa

February 9, 2026

The City Council of the City of Independence, Iowa, met at 5:30 p.m., on February 9, 2026, at the City Hall, Independence, Iowa, pursuant to published notice. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____.

The Mayor announced that this was the time and place set for hearing on the plans and specifications, form of contract and estimate of cost for the proposed 2026 Street Rehabilitation Project.

Upon investigation, it was found that _____ persons had appeared and filed objections to the proposed plans, specifications, form of contract and estimate of cost for the 2026 Street Rehabilitation Project as follows:

(Insert the word “no” in the blank space above or list here the names of objectors and the types of objections, if any are filed.)

The City Council heard said objectors and evidence for or against the proposed 2026 Street Rehabilitation Project; whereupon, the Mayor declared the hearing closed.

Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said motion duly carried and the resolution adopted as follows:

DRAFT

RESOLUTION NO. 2026-_____

Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the 2026 Street Rehabilitation Project

WHEREAS, the City Council of the City of Independence, Iowa, has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the "Contract Documents") for the proposed 2026 Street Rehabilitation Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project; and

WHEREAS, a hearing has been held on the Contract Documents on February 9, 2026;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Independence, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February 9, 2026.

Mayor

Attest:

City Clerk

The Mayor announced that bids for the construction of the 2026 Street Rehabilitation Project had been received until 11:00 a.m. on February 4, 2026, at the City Hall, Independence City Hall, Independence, Iowa, and that on the same day, at the same time, in the office of the City Clerk, such bids had been opened and read, and that this was the time and place set for the consideration of such bids.

Thereupon, the results of the bidding were reported, and Crawford Engineering & Surveying, Inc. (the “Project Engineers”) made their recommendations thereon to the City Council. The bids received for the construction of the 2026 Street Rehabilitation Project are as follows:

Name and Address of Bidder

Amount of Bid

(List here or attach a sheet listing proposals received.)

DRAFT

It was moved by Council Member _____ and seconded by Council Member _____ that this meeting be adjourned to _____, 2026, at _____ o'clock _____.m., at the _____, Independence, Iowa, at which time and place the City Council will meet to further consider such proposals.

The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said motion duly carried and the meeting was adjourned to the said time and place.

Mayor

Attest:

City Clerk

MINUTES OF MEETING TO AWARD
CONTRACT

419440-113

Independence, Iowa

February ____, 2026

The City Council of the City of Independence, Iowa, met on February ____, 2026, at 5:30 p.m., at the City Hall, Independence, Iowa, pursuant to adjournment and the rules of this Council.

The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____.

The City Council further considered proposals received for the proposed 2026 Street Rehabilitation Project and embodied its findings in the resolution next hereinafter referred to.

Council Member _____ introduced the resolution next hereinafter set out, and moved that the said resolution be adopted; seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said motion duly carried and the said resolution duly adopted.

RESOLUTION NO. 2026-_____

Resolution awarding contract for the 2026 Street Rehabilitation Project

WHEREAS, pursuant to notice duly posted in the manner and form prescribed by resolution of the City Council of the City of Independence, Iowa, and as required by law, bids and proposals were received by this Council for the 2026 Street Rehabilitation Project (the "Project"); and

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Independence, Iowa, as follows:

Section 1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, is heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

<u>Name and Address of Contractor</u>	<u>Amount of Bid</u>
_____	\$ _____

Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder's written proposal.

Section 3. The Mayor and City Clerk are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this City Council.

Section 4. The amount of the contractor's performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February _____, 2026.

Mayor

Attest:

City Clerk

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On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
BUCHANAN COUNTY
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of the City of Independence, Iowa, hereby certify that the attached is a true, correct and complete transcript of the proceedings had and action taken by the City Council up to the present time in connection with the 2026 Street Rehabilitation Project, including a true, correct and complete copy of the resolutions referred to in such minutes.

WITNESS MY HAND this _____ day of _____, 2026.

City Clerk