

# City of West Branch

~A Heritage for Success~

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110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

## **CITY COUNCIL JOINT MEETING WITH JOHNSON COUNTY BOARD OF SUPERVISORS**

**Tuesday, September 2, 2014 • 6:00 p.m.**

**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Herbert Hoover Highway/West Main Street Traffic Study
4. Herbert Hoover Highway Road Improvements
5. Area trail projects and planning
6. Other projects and issues of mutual interest
7. Adjourn

## **CITY COUNCIL MEETING AGENDA**

**Tuesday, September 2, 2014 • 7:00 p.m.**

**City Council Chambers, 110 North Poplar Street**

*Action may be taken on any agenda item.*

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
  - a. Approve minutes from the August 18, 2014 City Council Meeting.
  - b. Approve minutes from the August 18, 2014 City Council Work Session.
  - c. Approve claims.
  - d. Approve street closure of Green Street from Downey to First Street on Wednesday October 8, 2014 from 4:00 p.m.-8:00 p.m. for the Methodist Church Annual Tailgate Event.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Resolution 1223, directing the Mayor to send a letter to the Hoover Presidential Foundation./Move to action.
  - b. Resolution 1232, adopting a policy regarding the use of city credit cards./Move to action.
8. City Staff Reports
9. Comments from Mayor and Council Members
  - a. Councilperson Mary Beth Stevenson – Stormwater Best Management Practices Reimbursement Program
10. Adjournment

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**Mayor:** Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**August 18, 2014  
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting at 7:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, City Attorney Kevin Olson and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the August 4, 2014 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Liquor License with Outdoor Service and Sunday Sales for Thirsty on 30 Inc. DBA Thirsty on 80.
- d) Approve street closure for the 200 Block of 5th Street on Saturday September 6, 2014 from 4:00 p.m.-8:00 p.m. for a block party.

Motion by Stevenson to approve the agenda/consent agenda, second by Ellyson.

AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

Date 8-18-14

City Of West Branch  
Claims Report

Action Services	Comm & Cult - HHTD Restrooms	640.00
Aero Rental	Park&Rec - Supplies	495.04
Alliant Energy	Various Depts. - Utilities	7,999.87
Amazon	Library - Supplies	692.50
Amsan	Town Hall - Supplies	230.67
Ashford, Claire	Water - Utility Refund	19.79
Bailey, Kassie	Park&Rec - Reimb For Mileage	8.90
Baker & Taylor	Library - Books	1,026.40
Barron Motor Supply	Streets/Fire - Supplies	129.13
Biblionix	Library - Fy15 Apollo Sub.	1,920.30
Big Ten Rentals	Comm & Cult- Balance for HHTD Tent	650.60
Bound Tree Medical	Fire - Supplies	234.04
Bowers, Ryan	Water - Utility Refund	74.59
Bowers, Ryan	Park&Rec - VB Refund	75.00
BP Amoco	Police/Fire/Water/Cem/St-Fuel	2,345.29
Brown's West Branch	Police - Service 08 Dodge Ram	1,933.55
Burger, Tom	Park&Rec - VB Refund	75.00
CCEDCO	Econ Dev - FY15 Econ Dev Dues	6,223.00
Cedar County Solid Waste	Streets - Flood Cleanup	234.50
Cedar County Treasurer	P&R-Pedersen Valley Park Taxes	1,126.00
Cedar Rapids Photo Copy	Library - Service	63.21
Chris Jones Trucking	Solid Waste - Flood Dumpster	1,482.80
Ciha, Bill	Water - Utility Refund	74.59
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Costco Wholesale	Library - Supplies	82.47
Culligan Water	Fire - Water Cond Rental	37.90
Dauber, Linsie	Water - Utility Refund	49.18
Debra Fiderlein	Park&Rec - Session 4 Fitness classes	307.20
Demco	Library - Supplies	23.43
Deweys Jack & Jill	Lib/Water/P&R - Supplies	105.22
Diamond Vogel Paints	Streets - Traffic Paint	1,009.20
Document Destruction	Admin - Document Destruction	44.25
Econo Signs	Streets - Signs	1,259.50
Ed.M.Feld Equipment	Fire - Service	600.00

EFTPS	Federal Withholdings	14,759.67
ETS Corporation	Water/Sewer - Credit Card Fees	137.99
F&B Communications	Admin - Website Hosting	29.95
FEH Associates	Park&Rec – Design services	1,770.00
Financial Adjustment Bureau	Library - Service	43.06
Funcity Special Events	Park & Rec - Daycamp Trip	1,050.00
Gateway Hotel	Admin - Lodging For Training	1,503.04
Gaylord Bros	Library - ID Cards	320.00
Greatamerica Leasing	Admin - Copier Lease	252.06
Grout Museum District	Park&Rec - Daycamp Program	265.00
Hansen Asphalt	Water - Patch By Casey's	2,250.00
Hartz, Tracey	Park&Rec - VB Refund	75.00
Hawkins	Water - Azone 15	803.50
Hipple, Chelsey	Park&Rec - VB Refund	100.00
Hollywood Graphics	Park&Rec - Daycamp T-Shirts	696.90
Hy-Vee	Park & Rec - Supplies	89.38
IMWCA	Police-Installment 2 Work Comp	3,254.00
Iowa Dept. Of Natural Resources	Sewer - FY15 NPDES Permit Fee	210.00
Iowa Gym-Nest	Park&Rec - Daycamp Field Trip	160.00
Iowa Insurance Division	Cem-FY14 Annual Report Fee	25.00
Iowa League Of Cities	Admin/M&C-2014 League Conf Fee	1,095.00
Iowa Library Services	Library - FY15 Ebsco Sub Fees	141.10
Iowa One Call	Water/Sewer - Service	57.60
Iowa Park And Recreation	Park&Rec - FY15 Membership Fee	145.00
Iowa State University	Park&Rec - Insect Presentation	429.56
Jodi Yeggy	Park&Rec - Session 4 Fitness classes	307.20
Joey Dean Wenndt	Fire - August Fire Training	150.00
Johnson County Refuse	Solid Waste - Recycling July	5,951.48
Journeyed Com	Library - Software	79.79
Kaalberg, Pam	Park&Rec - VB Refund	75.00
Kevin D Olson	Legal Services August 2014	1,500.00
Kingdom Graphics LLC	Comm & Cult - HHTD Shirts	103.00
Kolpin, Dana	Park&Rec - VB Refund	75.00
Lackender Fabrications	Streets - Broom For Sweeper	450.00
Lenoch & Cilek	Streets - Supplies	33.99
Lepcin, Elizabeth	Water - Utility Refund	21.24
Liberty Communications	Various Depts - Phone Service	1,098.73
Linn County R.E.C.	Streets - Utilities	138.00
Lynch's Excavating	Water -Lancaster Curb Stop Rep	5,920.20
Lynch's Plumbing	Cemetery - Service	429.50
Main Street Sweets	Park & Rec - Adult VB Tourn.	25.00
Main Street West Branch	Main St Sidewalk Agr.- Full Bal	10,774.36
Matt Parrott	Library - Business Cards	46.21
Menards	Park&Rec - Supplies	90.27
Midwest Curb Grinding	Streets - 4th & Green St	300.00
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Moore's Welding	Streets - Service Skidloader	335.48
Muckler, Matt	Admin – Reimb. Mileage	53.40
Nesper Sign Advertising	Com&Cult-Wayfinding Signs Bal	2,128.00
Oasis Electric	Library-Service Light Fixtures	173.45
Overdrive	Library - EBooks	92.99
Parkside Tire & Wrecker	Fire - Service Cub Cadet	45.50
Payroll Expense	Payroll Expense - 8-1 And 8-15-14	62,051.34
Pitney Bowes	Admin/Sewer/Water - Postage	500.00
Plunkett's Pest Control	Admin - Pest Control	93.35
Port 'O' Jonny Inc.	Cemetery/P&R - Service	174.00
Pyramid Services	Cemetery - Supplies	447.79
QC Analytical Services	Sewer - Testing	730.00
Quad City Safety	Fire - Service Repair	843.22
Quill Corp	Library - Office Supplies	265.61
Rick Brammer	Comm & Cult - HHTD Magician	350.00
Rios, Stacy	Park&Rec - VB Refund	75.00
Russell, Melissa	P&R Reimb for Supplies/Daycamp	603.36
S & S Flatwork	Water - Service	1,720.00

S & S Worldwide	Park&Rec - Supplies	279.26
Sexton, Michael	Park&Rec - VB Refund	75.00
Shanelle M Peden	Com &Cult/Cable-reimb banner/video	215.00
Shawn Pierce	Park&Rec - Session 4 Fitness classes	307.20
Simplexgrinnell	Library -FY15 Service Contract	817.04
Stoolman, Becca	Park&Rec - VB Refund	75.00
Terence J Goerd	Admin - Building Inspections	385.00
The Iowa Children's Museum	Park&Rec - Educ Program Fee	136.58
The Library Store	Library - CD Binders	289.75
Toynes Ia. Fire Trk.Serv	Fire - Supplies	163.02
Treasurer State Of Iowa	Iowa Sales Tax Payment	2,763.52
U Of Iowa: State Hygienic Lab	Water - Testing	422.50
UPS	Sewer - Shipping	89.93
US Bank Equipment Finance	Library - Copier Lease	70.42
Veenstra & Kimm Inc.	Various Depts. – Engineering	8,436.77
Visu-Sewer Inc	Sewer - San Sewer Rehab Phase 1	18,094.16
Wageworks	Flex - Hcfsa2014 Payment	25.00
Walmart	Library - Supplies	403.87
Water Solutions Unlimited	Water - Blended Phosphate	61.06
West Branch Ford	Police/Streets – Service vehicles	402.99
West Branch Repairs	Fire - Service	211.42
West Branch Times	Legal - Publications	607.48
WEX Bank	Police - Fuel	593.06
Zephyr Copies & Design	Comm & Cult - HHTD Banners	514.60

Grand Total 203,638.15

Fund Totals	
001 General Fund	99,382.47
022 Civic Center	835.50
031 Library	17,941.26
036 Tort Liability	3,254.00
110 Road Use Tax	6,978.86
112 Trust And Agency	3,302.07
226 Go Debt Service	8,364.57
600 Water Fund	29,527.34
610 Sewer Fund	34,027.08
950 BC/BS Flexible Benefit	25.00
Grand Total	203,638.15

**COMMUNICATIONS/OPEN FORUM - NONE**

Residents Jeff and Ellen Collins of 200 Scott Drive addressed the Council. Jeff Collins expressed his concerns about the location of the new recreation center and possible flooding in the neighborhood when the land is developed. He said the farmland currently absorbs the rainfall better. He also has concerns with the gas pipeline that runs through the parkland development area. Ellen Collins has concerns with the financing of the recreation center building and noted that she does not think there is enough support for the building portion of the project. City Administrator Matt Muckler explained that the phase one funding for park improvements will require two votes from the people at the November 4th election. The local option tax vote to pass a ten year extension requires a 50 percent approval and the referendum must receive a favorable vote from at least 60 percent of those voting in order to be approved.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Animal Control Commission Member Amy Lynch – August 28th Dog Park Grand Opening

Animal Control Commission Member Amy Lynch announced the grand opening of the Dog Park will be at 6:00 pm on August 28th. She invited the Mayor, Council members and the public to attend. Registration for dog park tags and licenses will be available that evening.

Resolution 1228, adding dog park fees to the West Branch Schedule of Fees./Move to action.

Councilperson Pierce expressed concern that the dog park fees were too high. Commission Member Amy Lynch said the fees were copied from Iowa City’s rates. She said Friends of the West Branch Dog Park had recommended lower fees of \$15 per year for a resident and \$20 for a non-resident. She explained that the fees

will be used for operation, maintenance and improvements to the park. Council agreed to lower the fees and include a \$5.00 per year surcharge for non-spade or neutered animals.

Motion by Ellyson to amend with the lowered fees and surcharge, second by Stevenson to approve Resolution 1228. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Resolution 1213, accepting bids and awarding the construction contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.

City Engineer Dave Schechinger explained that a notice for bids were taken again for the Oliphant Street sidewalk from Crestview to N. Downey. Two bids were received, All American Concrete Inc. at \$98,304 and Curtis Contracting Corp. at \$109,412.50. The engineer's estimate of cost for the project was \$75,000, with the low bid being approximately 31% above the estimated cost. He stated that since this is the second attempt to solicit bids for this project, he believes the low bid is reflective of the current value of the project. Pierce asked if there were any other projects in the spring that this could be combined with. Councilperson Miller noted that the cost could be higher if we wait to do the project. Muckler said All American Concrete has completed projects for the City in the past and they have the resources and experience to complete the project within the contract time. He made the recommendation to the Council to approve the bid.

Motion by Pierce, second by Shields to approve Resolution 1213. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1229, calling an election on the proposition to enter into a loan agreement and issue bonds./Move to action.

City Attorney Kevin Olson explained this resolution qualifies the park improvements referendum to be put on the November ballot requiring a 60 percent voter approval. The total project costs will be financed using 50 percent local option sales tax if approved and 50 percent tax increment financing.

Motion by Stevenson, second by Shields to approve Resolution 1229. AYES: Stevenson, Shields, Ellyson, Miller, Pierce, Motion carried.

Resolution 1230, approving the purchase of a 2015 Freightliner M2 106 Conventional Chassis Rescue/Emergency Service Vehicle from Toyne Inc. in the amount of \$380,029./Move to action.

Fire Chief Kevin Stoolman said this truck purchase has been in the Fire CIP plan, it will be paid for with Fire reserve funds and the Fire equipment expenditure budget. There will be some value from the old truck trade in or sale. Truck specifications were sent out to four different companies with one bid received from Toyne and one unable to submit a bid. Delivery will be in approximately 280 to 300 days.

Motion by Stevenson, second by Shields to approve Resolution 1230. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

Resolution 1231, approving an engineering services agreement with Veenstra & Kimm, Inc. in an amount not to exceed \$3,500 for the Terror Trail alley survey./Move to action.

Muckler said the survey for the Terror Trail alley will delineate the existing alley right-of-way. The concrete approach is too steep and a sidewalk repair is needed. There are three alleys where rock is coming down in the middle of the streets. Alley work has been budgeted for this fiscal year.

Motion by Ellyson, second by Pierce to approve Resolution 1231. AYES: Ellyson, Pierce, Shields, Miller, Stevenson. Motion carried.

## **CITY STAFF REPORTS**

City Engineer Dave Schechinger - driveway permits/parking in yards

Schechinger explained North Liberty uses a driveway permit process when residents want to make changes or expansions to driveways. A simple one page form could be used that would let the City know of the changes with a \$5 up to \$20 fee. Muckler said there is an issue with people parking in their front yards. Schechinger noted that language could be added to the zoning ordinance to set standards and address no parking in the front yard area.

Deputy City Clerk Dawn Brandt – Fiscal Year 2014 Debt Report

Brandt noted this report shows the debt obligation balances as of June 30, 2014, with total debt of \$3,673,697.58. Scheduled loans to be paid off in FY15 are the Fire Station Expansion loan and the General Obligation Equipment Note for the street sweeper and skid loader. Muckler added that additional principal will be paid towards the lawsuit settlement.

Park & Rec Director Melissa Russell – September 3rd Community Center Charrette

Russell announced the Community Center design charrette will be on Wednesday September 3rd from 8:00 am to 8:00 pm in the Council Chambers. Presentations will be given at noon and 7:00 pm. She encouraged community members to attend and give their opinion and feedback on the future community center designs.

Public Works Director Matt Goodale – Sealcoat Plan for Fiscal Year 2014-2015

Muckler said the second week of September \$38,000 of street patching will begin. Greenview and the cemetery sealcoat will be done in FY16.

Police Chief Mike Horihan – Traffic Control Issues on Fawcett Drive

Chief Horihan said semi-trucks waiting to unload at Procter & Gamble are stopping on the side of the road, sometimes two to three trucks wide in a no parking area. This is causing safety issues for other traffic in the area. Community member Brian Neuberger who lives east of 300<sup>th</sup> street said this is a safety concern for his family that drives on this street. He said there are two to three trucks wide on the road once every ten days and it has been happening more frequently. Miller said that if the trucks are double parked Police should issue a ticket to the drivers. Worrell asked Muckler to reach out to Procter & Gamble and set up a meeting to discuss the issue. City Attorney Kevin Olson said that a letter giving a 30/60 day notice can be written putting P&G on notice of violating the law.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Worrell received some information that he wanted to announce to all. A letter was sent to the 7<sup>th</sup> grade class from The Iowa League of Cities regarding if I were Mayor this is what I would do. He would like to have two Council members speak to the classes.

Iowa DOT will be doing a future patching project in the area on I-80 from the Johnson County line east to Scott County line in January 2015.

There is a City Finance 101 training workshop on budgeting and annual reports in Earlville IA the end of August if any Council members are interested in attending.

**ADJOURNMENT**

Motion to adjourn meeting by Shields second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

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Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Dawn Brandt, Deputy City Clerk

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Work Session**

**August 18, 2014  
8:21 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:21 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce and Tim Shields.

Resident Todd Thein of 701 Sullivan Street asked the Council to look at adding two cross walks. One at Scott Drive across Main Street and the other at Pedersen Street across Main that will allow kids to walk safely to the high school. He also commented that there are no school zone signs on the way out to the high school. City Administrator Matt Muckler said that this is a priority project in the CIP plan.

Pat Callahan, Capital Improvement Planning Process  
Review of Mayor and City Council Rankings of Projects

• Review of Individual Rankings – Revised • Review of Composite Scores – Revised

Callahan reviewed the rankings and revisions the Council made and asked if they would like to do a second ranking or make any changes. Mayor Worrell asked to keep the current rankings as is until after the presentation from Larry Burger.

Muckler provided Council with a list of potential A and B projects for years 2016 through 2019.

Maggie Burger, Speer Financial - Larry Burger from Speer Financial filled in for Maggie. Larry explained that a city's total of outstanding loans, bonds, or notes payable from property taxes cannot exceed the principal amount of five percent of the actual valuation of the city. He gave examples of city debt that counts against the debt limitation: General obligation debt, urban renewal or tax increment revenue debt and local option sales tax revenue debt. Examples of city debt that does not count against the debt limit: Utility revenue bonds, special assessment debt and road use tax revenue debt. The City has 9.6 million in total debt capacity and is in good financial shape with continued property tax growth in the future.

Council made no changes to the current ranking of projects. Callahan said a tentative date for the review of the first draft of the Capital Improvements Plan could be at the September 15 Council meeting.

#### **ADJOURNMENT**

Motion by Miller to adjourn the work session, second by Pierce. Motion carried on a voice vote. City Council work session adjourned at 9:02 p.m.

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Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Dawn Brandt, Deputy City Clerk

RESOLUTION NO. 1223

RESOLUTION DIRECTING THE MAYOR TO SEND A LETTER TO THE  
HOOVER PRESIDENTIAL FOUNDATION.

WHEREAS, the City of West Branch would like to preserve its partnership with the Hoover Presidential Foundation despite recent challenges.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council hereby directs the Mayor to send the letter attached as "Exhibit A" to the President of the Board of Trustees of the Hoover Presidential Foundation.

Passed and approved this 2nd day of September, 2014.

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Mark Worrell, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

*City of West Branch*

~A Heritage for Success~

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September 3, 2014

Mr. Charlie Becker, President  
Hoover Presidential Foundation Board of Trustees  
P.O. Box 696  
302 Parkside Drive  
West Branch, IA 52358

Dear Mr. Becker,

The City of West Branch appreciates the partnership that we have had with the Hoover Presidential Foundation, the Board of Trustees and the Foundation Membership in recent years. We have worked together on stormwater issues, community events, and in other areas to benefit the West Branch Community, the Herbert Hoover National Historic Site and the Herbert Hoover Presidential Library-Museum.

We also appreciate the opportunity to have met with you on the City's more recent dealings with the Foundation which could be improved. We are pleased that the Foundation and the City have found a way to preserve our partnership despite recent challenges. A summary of items that we share agreement on follows:

- 1) The City of West Branch and the Hoover Presidential Foundation will continue to move forward as partners to achieve shared goals.
- 2) Both organizations will appoint liaisons and these liaisons will serve as the main points of contact between the two organizations. The Foundation's liaison will serve as the honorary member on the West Branch Preservation Commission.
- 3) The Hoover Presidential Foundation will continue to plan for the Celebration of Life Ceremony and Hoover Ball National Championships during the annual Hoover's Hometown Days Celebration.

The City of West Branch is pleased that we have worked through our differences and looks forward to continued partnership with the Hoover Presidential Foundation.

Sincerely,

Mark Worrell, Mayor

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RESOLUTION NO. 1232

RESOLUTION ADOPTING A POLICY REGARDING  
USE OF CITY CREDIT CARDS

WHEREAS, the City of West Branch has authorized the use of credit cards; and

WHEREAS, the use of such credit cards should be limited.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of West Branch, Iowa:

SECTION 1: To allow City personnel access to efficient and alternative means of payment for approved purchases of goods or services for official business of the City of West Branch.

SECTION 2: That City authorized credit cards may be used while an employee is on official City business, including but not limited to the following uses:

- Travel
- Emergency City vehicle maintenance
- Gasoline expenses when on City business only, no car washes.
- Meal expense only – No alcohol, liquor or tobacco products of any type.
- Lodging – If at all possible, cost should be determined in advance for which the City will be direct billed or issue a check to cover lodging expense.
- On-line purchases requiring a credit card where no other payment or billing options are available.
- Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.

SECTION 3: The employee using the credit card must submit detailed receipts, documentation listing the goods or services purchased, cost, date of the purchase and the official business explanation. All receipts from credit card use must be turned into the City Office within 14 days of the charge. If receipts are not turned in within 14 days after the expense was incurred, the employee will be responsible for such expense.

The credit card may not be used for cash advances or personal use.

SECTION 4: Internal Control Procedures.

- a) The City Administrator or Designee is the administrator of this policy and responsible for overseeing compliance. The City Administrator or Designee is hereby authorized to enter into an agreement with a financial institution to provide for the issuance of a credit card account.
- b) The Deputy City Clerk/Treasurer or Designee shall be responsible for the issuance and retrieval of the assigned credit cards to personnel. The Deputy City Clerk/Treasurer or Designee shall be responsible for the accounting and payment of

expenses and ensuring accuracy of the statement and that activity and account information is noted on the credit card statement. The Deputy City Clerk/Treasurer or Designee shall be responsible for compliance with the State of Iowa records retention requirements for safekeeping of statements and receipts for five years.

SECTION 5: Misuse of City Credit Cards, failure to secure or report stolen or missing Credit Cards immediately upon discovering, could result in disciplinary action toward the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while in their possession. The City may revoke the credit card privileges of any employee at any time. Employees must immediately surrender the credit card upon termination of employment.

Passed and approved this 2nd day of September, 2014.

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Mark Worrell, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH  
COUNCIL ACTION REPORT

MEETING DATE: September 2, 2014 AGENDA ITEM: 9A

DATE PREPARED: August 26, 2014

STAFF LIAISON: Matt Muckler, City Administrator

TITLE: Councilperson Mary Beth Stevenson – Stormwater Best Management Practices Reimbursement Program

**RECOMMENDATIONS:** Discussion only.

**PROJECT DESCRIPTION:**

The City Council of the City of West Branch recently created a stormwater utility for the construction, repair, and maintenance of the stormwater management system within the City. In the current fiscal year, \$2,500 was appropriated by the City Council for a storm water best management practices reimbursement program. It is now necessary to develop a program that can encourage stormwater utility rate payers to take steps to reduce stormwater runoff and improve the health of surrounding waterways by reimbursing them for various practices.

Information on green infrastructure is attached to this Council Action Report. Program information from other Iowa municipalities is also attached. Information has been included from Waukee, Coralville, Iowa City and North Liberty. Different municipalities provide rebates to encourage various stormwater best management practices, such as rain gardens, rain barrels, pervious paving, bioswales, pond maintenance, and drainage channel erosion control.

**ATTACHMENTS:**

Excerpt from *The Value of Green Infrastructure: A Guide to Recognizing Its Economic, Environmental and Social Benefits* by the Center for Neighborhood Technology and American Rivers (12 pages)

Stormwater Best Management Practices Reimbursement Program, Waukee, IA (1 page)

Residential Stormwater Utility Best Management Practice (BMP) Reimbursement Application, Waukee, IA (1 page)

Rain Barrel Program Brochure, Waukee, IA (2 pages)

Rain Garden Program Brochure, Waukee, IA (2 pages)

City of Iowa City Stormwater Quality BMP Program Financial Assistance Application (2 pages)

City of North Liberty Stormwater Quality BMP Program (2 pages)

City of Coralville Stormwater Quality BMP Program (2 pages)

# Introduction

## What Is Green Infrastructure & Why Does It Matter?

Green infrastructure (GI) is a network of decentralized stormwater management practices, such as green roofs, trees, rain gardens and permeable pavement, that can capture and infiltrate rain where it falls, thus reducing stormwater runoff and improving the health of surrounding waterways. While there are different scales of green infrastructure, such as large swaths of land set aside for preservation, this guide focuses on GI's benefits within the urban context.

The ability of these practices to deliver multiple ecological, economic and social benefits or services has made green infrastructure an increasingly popular strategy in recent years. (See Case Study section.) In addition to reducing polluted stormwater runoff, GI practices can also positively impact energy consumption, air quality, carbon reduction and sequestration, property prices, recreation and other elements of community health and vitality that have monetary or other social value. Moreover, green infrastructure practices provide flexibility to communities faced with the need to adapt infrastructure to a changing climate.

### Why This Guide?

Although valuation of green infrastructure's monetary benefits has advanced considerably in recent years, it is still a developing field. The EPA publication *Reducing Stormwater Costs through Low Impact Development (LID) Strategies and Practices* (2007) documented the comparative construction costs of green infrastructure practices in residential construction but did not explore performance benefits. While numerous published

studies address either the benefits coming from one type of practice, such as energy implications of green roofs, or the collective impacts of a single practice, such as urban forestry's impact on water, energy, and other elements, such studies do not achieve a cumulative assessment of multiple benefits.

Green infrastructure's value as a municipal or private investment depends in part on its effects beyond water management and thus upon a community's ability to model and measure these additional values. Short of conducting an intensive study and calculation of actions in a specific community, municipalities have generally lacked the tools to determine green infrastructure's multiple benefits. As such, defining or measuring the extent of green infrastructure's multiple benefits has remained a challenge. While a number of cities have begun to explore GI within their own municipal infrastructure programs, no general method for estimating or documenting such benefits has yet emerged.

Due to these gaps in information and methodology, decision-making regarding stormwater infrastructure investments has generally lacked recognition of the monetary benefits that GI provides communities. With limited ability to quantify GI's benefits, municipalities have often favored single-purpose grey infrastructure projects. However, any cost-benefit analysis comparing grey infrastructure with green infrastructure would be incomplete without factoring in the multiple benefits green infrastructure can provide.

# Green Infrastructure Benefits and Practices

This section, while not providing a comprehensive list of green infrastructure practices, describes the five GI practices that are the focus of this guide and examines the breadth of benefits this type of infrastructure can offer. The following matrix is an illustrative summary of how these practices can produce different combinations of benefits. Please note that these benefits accrue at varying scales according to local factors such as climate and population.

Benefit	Reduces Stormwater Runoff				Increases Available Water Supply	Increases Groundwater Recharge	Reduces Salt Use	Reduces Energy Use	Improves Air Quality	Reduces Atmospheric CO <sub>2</sub>	Reduces Urban Heat Island	Improves Community Livability					Improves Habitat	Cultivates Public Education Opportunities
	Reduces Water Treatment Needs	Improves Water Quality	Reduces Grey Infrastructure Needs	Reduces Flooding								Improves Aesthetics	Increases Recreational Opportunity	Reduces Noise Pollution	Improves Community Cohesion	Urban Agriculture		
Practice																		
Green Roofs	●	●	●	●	○	○	○	●	●	●	●	●	◐	●	◐	◐	●	●
Tree Planting	●	●	●	●	○	◐	○	●	●	●	●	●	●	●	●	◐	●	●
Bioretention & Infiltration	●	●	●	●	◐	◐	○	○	●	●	●	●	●	◐	◐	○	●	●
Permeable Pavement	●	●	●	●	○	◐	●	◐	●	●	●	○	○	●	○	○	○	●
Water Harvesting	●	●	●	●	●	◐	○	◐	◐	◐	○	○	○	○	○	○	○	●



Yes



Maybe



No

# Green Roofs



A green roof is a rooftop that is partially or completely covered with a growing medium and vegetation planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems. Green roofs are separated into several categories based on the depth of their growing media. **Extensive** green roofs have a growing media depth of two to six inches. **Intensive** green roofs feature growing media depth greater than six inches (GRHC).



As green, or vegetated, roof systems become more prevalent in the United States, the benefits they can provide to a wide range of private and public entities become more apparent. These benefits are outlined below.

## Reduces Stormwater Runoff:

- Green roofs can store significant amounts of water in their growing media. This water is eventually evaporated from the soil or transpired by the plants on the roof, thus reducing the runoff entering sewer systems and waterways, which can help alleviate the risk of combined sewer overflows (CSO).

## Reduces Energy Use:

- Additional insulation provided by the growing media of a green roof can reduce a building's energy consumption by providing superior insulation compared to conventional roofing materials.
- The presence of plants and growing media reduces the amount of solar radiation reaching the roof's surface, decreasing roof surface temperatures and heat influx during warm-weather months.
- Evaporative cooling from water retained in the growing media reduces roof surface temperatures.

## Improves Air Quality:

- Locally, the vegetation planted on green roofs takes up air pollutants and intercepts particulate matter.
- The cooling effect of vegetation lessens smog formation by



slowing the reaction rate of nitrogen oxides and volatile organic compounds.

- By reducing energy use, green roofs lessen the air pollution caused by electricity generation.

### **Reduces Atmospheric CO<sub>2</sub>:**

- Green roof vegetation directly sequesters carbon.
- By reducing energy use and the urban heat island effect, green roofs lower carbon dioxide emissions from regional electricity generation.

### **Reduces Urban Heat Island:**

- The local evaporative cooling provided by green roofs can reduce elevated temperatures present in urban areas as a result of heat-absorbing surfaces such as streets and conventional roofs.

### **Improves Community Livability:**

- Green roofs improve the local aesthetics of a community.
- Soil and vegetation help reduce sound transmission, thus reducing local noise pollution levels.

- Green roofs can increase recreational opportunities by providing outdoor areas for people to use and enjoy. They also have the potential to foster improved community interactions that help build social capital.
- Green roofs may also provide opportunities for urban agriculture.

### **Improves Habitat:**

- Increased vegetation helps to support biodiversity and provides valuable habitat for a variety of flora and fauna.

### **Cultivates Public Education Opportunities:**

- Managing future economic and environmental constraints will require full community participation and partnership. Green infrastructure provides an opportunity to develop community awareness and understanding around the importance of sustainable water resource management.
- Green roofs increase community interest in green infrastructure through their aesthetic appeal, which provides a great opportunity for public education.

# Tree Planting



Planting trees provides many services which have ecological, economic and social implications. Whether measured on a tree-by-tree basis or on a larger scale such as an urban forest, tree planting has a multitude of benefits.

## Reduces Stormwater Runoff:

- Trees intercept rainfall and help increase infiltration and the ability of soil to store water.
- Tree canopies diminish the impact of raindrops on barren surfaces.
- Transpiration through leaves minimizes soil moisture, which reduces runoff.



## Increases Groundwater Recharge:

- Trees can contribute to local aquifer recharge and to the improvement of watershed system health, from both quantity and quality standpoints.

## Reduces Energy Use:

- When properly placed, trees provide shade, which can help cool the air and reduce the amount of heat reaching and being absorbed by buildings. In warm weather, this can reduce the energy needed to cool buildings.
- Trees reduce wind speeds. Wind speed, especially in areas with cold winters, can have a significant impact on the energy needed for heating.
- Trees release water into the atmosphere, resulting in cooler air temperatures and reduced building energy consumption.

## Improves Air Quality:

- Trees absorb air pollutants (e.g.  $\text{NO}_2$ ,  $\text{SO}_2$ , and  $\text{O}_3$ ) and intercept particulate matter (PM10).
- Trees reduce energy consumption, which improves air quality and reduces the amount of greenhouse gases, including  $\text{N}_2\text{O}$  and  $\text{CH}_4$ .

## Reduces Atmospheric $\text{CO}_2$ :

- Through direct sequestration, trees reduce atmospheric carbon dioxide levels.
- Tree planting reduces energy consumption, which in turn reduces  $\text{CO}_2$  levels.



### **Reduces Urban Heat Island:**

- The various cooling functions of trees help to reduce the urban heat island effect, thereby reducing heat stress-related illnesses and fatalities.

### **Improves Community Livability:**

- Trees provide beauty and privacy, which improve community aesthetics.
- Planting trees increases recreational opportunities for communities by improving pathways, creating places to gather and providing shade during warm weather.
- Trees provide a sense of place and well-being, which can strengthen community cohesion.
- Trees help to reduce sound transmission, reducing local noise pollution levels.

- Tree planting may provide opportunities for urban foraging and food production.

### **Improves Habitat**

- Planting trees increases wildlife habitat, especially when plant species native to the region are used.

### **Cultivates Public Education Opportunities:**

- Managing future economic and environmental constraints will require full community participation and partnership. Green infrastructure provides an opportunity to develop community awareness and understanding around the importance of sustainable water resource management.
- Community tree planting provides a valuable educational opportunity for residents to become more aware of the benefits of green infrastructure.

# Bioretention and Infiltration Practices



Bioretention and infiltration practices come in a variety of types and scales, including rain gardens, bioswales and wetlands. Rain gardens are dug at the bottom of a slope in order to collect water from a roof downspout or adjacent impervious surface. They perform best if planted with long-rooted plants like native grasses. Bioswales are typically installed within or next to paved areas like parking lots or along roads and sidewalks. They allow water to pool for a period of time and then drain, and are designed to allow for overflow into the sewer system. Bioswales effectively trap silt and other pollutants that are normally carried in the runoff from impermeable surfaces. While the multitude of benefits provided by wetlands has been well documented elsewhere, this guide only addresses smaller scale practices.



## **Reduces Stormwater Runoff:**

- These practices store and infiltrate stormwater, which mitigates flood impacts and prevents the stormwater from polluting local waterways.

## **Increases Available Water Supply:**

- By reducing the amount of potable water used for outdoor irrigation, these practices may also increase available water supplies.

## **Increases Groundwater Recharge:**

- Bioretention and infiltration practices have the potential to increase groundwater recharge by directing rainwater into the ground instead of pipes.

## **Improves Air Quality:**

- Like other vegetated green infrastructure features, infiltration practices can improve air quality through uptake of criteria air pollutants and the deposition of particulate matter.
- By minimizing the amount of water entering treatment facilities, these practices also reduce energy use which, in turn, reduces air pollution by lowering the amount of greenhouse gases emitted.

## **Reduces Atmospheric CO<sub>2</sub>:**

- Bioretention and infiltration practices reduce carbon dioxide emissions through direct carbon sequestration.



- By reducing the amount of energy needed to treat runoff, as well as reductions in energy use for cooling purposes, bioretention and infiltration practices reduce atmospheric CO<sub>2</sub>.

#### **Reduces Urban Heat Island:**

- Through evaporative cooling and reduction of surface albedo, these practices work to mitigate the urban heat island effect, reducing energy use.

#### **Improves Community Livability:**

- When well-maintained, bioretention and infiltration practices improve local aesthetics and enhance recreational opportunities within communities.
- There is also the potential for these practices to help reduce noise transmission through sound absorption and to improve social networks in neighborhoods.

#### **Improves Habitat:**

- Bio-retention and infiltration practices provide habitat and increase biodiversity.

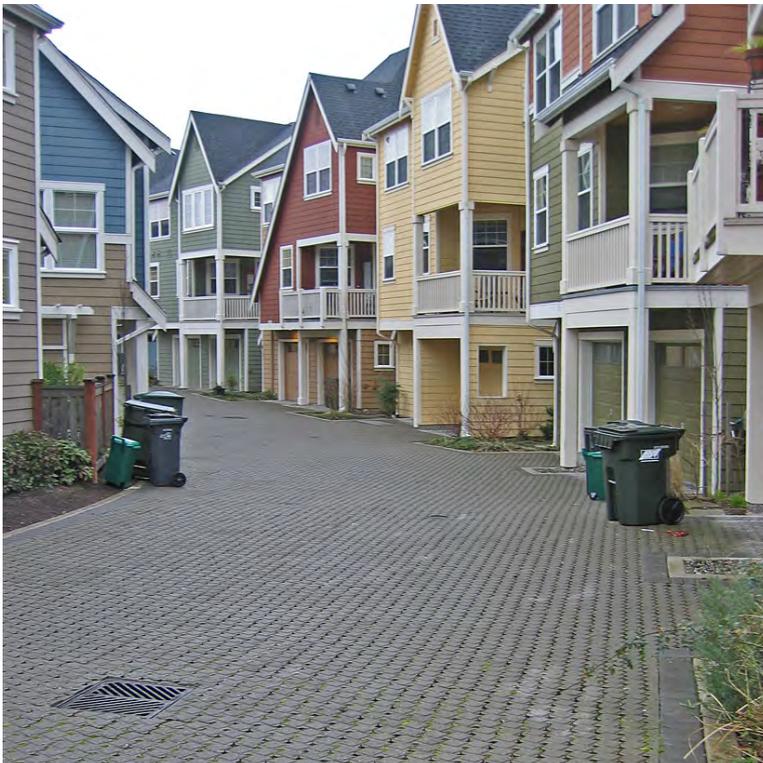
#### **Cultivates Public Education Opportunities:**

- Managing future economic and environmental constraints will require full community participation and partnership. Green infrastructure provides an opportunity to develop community awareness and understanding around the importance of sustainable water resource management.
- Rain gardens and bioswales provide an opportunity for residents to contribute to the benefits of neighborhood place-making via green infrastructure.

# Permeable Pavement



Permeable pavement allows for the absorption and infiltration of rainwater and snow melt onsite. There are several different names that refer to types of permeable pavement, including pervious or porous concrete, porous asphalt and interlocking permeable pavers.



## Reduces Stormwater Runoff:

- Permeable pavement reduces surface runoff volumes and rates by allowing stormwater to infiltrate underlying soils.
- By reducing runoff volumes and rates, permeable pavement can lower water treatment costs and reduce flooding and erosion.

## Increases Groundwater Recharge:

- By allowing rainfall to infiltrate, permeable pavement can help increase groundwater recharge.

## Reduces Salt Use:

- Permeable pavement has been demonstrated to substantially delay the formation of a frost layer in winter climates, which mitigates the need for salt use. By reducing the need for salt, communities are able to save money and reduce pollution in local waterways and groundwater sources.

## Reduces Energy Use:

- The use of permeable pavements also has the potential to reduce energy use by lowering surrounding air temperatures, which in turn reduces demand on cooling systems within buildings.

## Improves Air Quality:

- Because permeable pavement captures rainfall onsite, communities can reduce the amount of water treatment needed, in turn reducing air pollution from power plants.



- By reducing the urban heat island effect, permeable pavement decreases ground level ozone formation, which directly impacts air quality.

#### **Reduces Atmospheric CO<sub>2</sub>:**

- Permeable pavement captures rainfall onsite, enabling communities to reduce the amount of water treatment needed, in turn reducing CO<sub>2</sub> emissions from power plants.
- Permeable pavement also has the potential of reducing lifecycle CO<sub>2</sub> emissions compared to asphalt and cement, which produce high lifecycle CO<sub>2</sub> emissions.

#### **Reduces Urban Heat Island:**

- Permeable pavement absorbs less heat than conventional pavement, which helps to reduce the surrounding air temperature and decrease the amount of energy needed for cooling.

#### **Improves Community Livability:**

- Some types of permeable pavement reduce local noise pollution by increasing street porosity levels.

#### **Cultivates Public Education Opportunities:**

- Managing future economic and environmental constraints will require full community participation and partnership. Green infrastructure provides an opportunity to develop community awareness and understanding around the importance of sustainable water resource management.
- The installation of permeable pavement can provide an opportunity to further educate the public about the benefits of green infrastructure.

# Water Harvesting



Water harvesting is defined as the redirection and productive use of rainwater by capturing and storing it onsite for irrigation, toilet flushing and other potential uses. Water harvesting treats rainwater as a resource rather than as a waste stream. There are two main water harvesting practices: downspout disconnection and the use of rain barrels or cisterns.

Downspout disconnection is the process of directing roof runoff away from sewer systems and onto local property for irrigation purposes. Using rain barrels or cisterns captures rainwater, diverting it directly into these storage containers. The stored water can be used onsite for multiple purposes such as flushing toilets and irrigation. The practice of water harvesting requires that catchment areas be sized according to projected water-use needs in order to maximize the benefits of this practice.



## Reduces Stormwater Runoff:

- Water harvesting minimizes the negative impacts of stormwater runoff by capturing rainfall where it lands and reusing it onsite.
- Onsite reuse of rainwater helps to reduce water treatment needs, which allows communities to save on costs associated with potable water conveyance, treatment and use.

## Increases Available Water Supply:

- It is estimated that, nationwide, outdoor irrigation accounts for almost one-third of all residential water use, totaling more than 7 billion gallons per day. Given this estimate, using rainwater for irrigation purposes can substantially reduce the amount of potable water used residentially, effectively increasing supply.

## Increases Groundwater Recharge:

- Reusing rainwater for irrigation purposes can help increase groundwater recharge.

## Reduces Energy Use:

- Water harvesting has the ability to reduce energy usage by cutting down on potable water use, which requires energy to produce, treat and transport.



### **Improves Air Quality:**

- Because this practice can reduce energy usage, it can also reduce the amount of air pollutants being emitted from power plants.

### **Reduces Atmospheric CO<sub>2</sub>:**

- Water harvesting captures rainfall onsite, which can enable communities to reduce the amount of water treatment needed, in turn reducing CO<sub>2</sub> emissions from power plants.

### **Cultivates Public Education Opportunities:**

- Managing future economic and environmental constraints will require full community participation and partnership. Green infrastructure provides an opportunity to develop community awareness and understanding around the importance of sustainable water resource management.
- By providing educational programs through fun activities such as rain barrel design and usage, communities can more effectively train residents in the benefits of green infrastructure.

**Rainwater has been found to help improve plant health. Unlike potable water which contains salt, rainwater typically contains nutrients such as nitrogen and phosphorus, which is good for plants.**

## **Stormwater Best Management Practices Reimbursement Program**

The City of Waukee has implemented a Stormwater Best Management Practice Reimbursement Program to encourage Stormwater Utility customers to install rain gardens and rain barrels on their property to create a partnership in aiding in improvement of water quality through education and action. This is an initiative towards promoting the goal of a Sustainable Waukee.

The Stormwater Best Management Practice Reimbursement Program will be available for projects implemented on a Fiscal Year basis (July 1 to June 30).

The reason for a Stormwater Best Management Practice Reimbursement Program is the fact that stormwater is untreated and can cause water pollution, stream bank erosion and flooding. Stormwater is the water that runs off impervious surfaces from rain, snow melt, and surface drainage. Hard surfaces where water is unable to soak or infiltrate into the ground, including paved surfaces, roofs, and compacted lawns are considered to be impervious surfaces. As the stormwater drains over the landscape it collects sediment, contaminants, litter, nutrients, and other pollutants in its travel.

Allowing rainwater to infiltrate/percolate or slow down close to the point of contact with an impervious surface through the use of stormwater Best Management Practices (BMPs) provides pollutants and sediment a chance to settle out rather than continuing downstream. Included in the list of BMPs to assist in post-construction water quality improvement are rain gardens and rain barrels. These practices can help improve the water quality of our creeks and assist in the improvement of water quality downstream.

**Rain gardens** are landscaped depressions that capture rain water runoff from roofs, driveways/sidewalks, streets or compacted yards. The rainfall runoff captured in a rain garden is temporarily ponded, before infiltrating/percolating down through the soil. The installation of a rain garden helps restore a landscape's ability to manage water more sustainably by allowing rainfall to be absorbed through the soil to recharge groundwater and minimize runoff.

The City will match 50% of a project up to \$1000 per property. The Rain Garden portion of the reimbursement program has a budget of \$15,000 for this fiscal year. The program intends for the funding to assist in the cost of materials and/or contract labor to install the rain garden. Click here for [Rain Garden application](#). Click here for [Rain Garden](#) brochure.

**Rain Barrels** are used for the collection and storage of rainwater from rooftops by capturing water from a downspout. The water collected in a rain barrel may then be used at a later time for watering plants, lawns and gardens. In addition to being a BMP that provides reduction in stormwater runoff, rain barrels are a practice that introduces water conservation and education to customers regarding the amount of stormwater that is shed from impervious surfaces.

The rebate will be for the purchase price, provided by receipt, up to a maximum amount of \$50, on a one-time basis per customer, for the first 30 applicants. Click here for [Rain Barrel application](#). Click here for a [Rain Barrel](#) program brochure.



Waukeee Public Works  
 805 SE University Avenue  
 Waukeee, IA 50263  
 Phone: (515) 987-4363  
 Fax: (515) 987-3979

## RESIDENTIAL STORMWATER UTILITY BEST MANAGEMENT PRACTICE (BMP) REIMBURSEMENT APPLICATION

(PLEASE PRINT OR TYPE)

**Applicant/Property Owner:**

**Project Address:**

**Proposed Best Management Practice (BMP):**

- Rain Barrel**  
**Attached:**  Copy of itemized and dated rain barrel purchase receipt
- Rain Garden/Bioretenction cell**  
**Attached:**
  - Map/site plan of rain garden location & area that proposed BMP will treat
  - A project summary/description
  - A cost summary/contractor estimates
  - An anticipated construction schedule including the expected completion date

**Reimbursement Amount Requested:** \_\_\_\_\_

- \$50 maximum reimbursement for rain barrel
- 50% match on a rain garden installation up to \$1000 within the \$15,000 budgeted for the 2012/2013 fiscal year

### Applicant Contact Information

<b>CONTACT NAME</b>		<b>MAILING ADDRESS</b>	
<b>PHONE NUMBER</b>		<b>CITY, STATE</b>	
<b>E-MAIL ADDRESS</b>		<b>ZIP CODE</b>	

### PROGRAM DETAILS (SEE PROGRAM BROCHURE FOR COMPLETE INFORMATION)

- REIMBURSEMENT WILL BE MADE AFTER THE PROJECT IS COMPLETED.
- PROJECT MUST BE COMPLETED WITHIN THE FISCAL YEAR THAT IT IS APPROVED.
- ACCESS TO YOUR PROPERTY WILL BE MADE AVAILABLE TO CITY STAFF FOR REVIEW OF THIS APPLICATION AND INSPECTION OF THE PROJECT.

### **ACKNOWLEDGEMENT**

I, THE UNDERSIGNED, DECLARE THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT, AND AGREES TO THE CONDITIONS OF THIS PROGRAM.

<b>Signature of Applicant</b>	<b>Date of Application</b>

### This Section To Be Completed By City

PUBLIC WORKS STAFF APPLICATION APPROVAL: \_\_\_\_\_

PUBLIC WORKS REBATE APPROVAL \_\_\_\_\_ AMOUNT APPROVED: \_\_\_\_\_



## Stormwater Utility

Receive a **\$50 rebate** on the purchase of a new rain barrel.

In partnership with the:

Waukee Hardware Store



## RAIN BARREL BEST MANAGEMENT PRACTICE (BMP) REIMBURSEMENT PROGRAM

### GENERAL INFORMATION

The City of Waukee is interested in promoting a practice that reduces stormwater runoff and promotes water conservation. **Waukee Hardware** will be participating in the program to provide rain barrels locally.

### What is a rain barrel?

Rain barrels are used for collection and storage of rainwater from rooftops by capturing water from a downspout. The water collected in a rain barrel may then be used, at a later time, for watering plants, lawns and gardens. This water would otherwise runoff of your roof through downspouts and become stormwater, picking up pollutants on its way to a storm sewer or waterway.

**60 SQUARE FEET OF ROOF WILL FILL A 50 GALLON RAIN BARREL WITH ONLY 1 INCH OF RAINFALL!**



## RAIN BARREL TIPS

**Always keep your rain barrel covered.** Even small amounts of water can present a drowning risk for children and pets.

**Install the rain barrel on level ground** and consider securing it in place to ensure that it does not tip over when it is filled with water and at its heaviest.

**Monitor your rain barrel for overflow to avoid damage to your foundation.**

**Do not drink any water collected by a rain barrel,** roofs pickup contamination from leaves, bird droppings, dust and other airborne material. Rain water harvesting from some roofs – such as old tar and gravel, old asbestos shingles or treated cedar shakes should not be done.

**Use the screen that comes with the rain barrel** to prevent debris from clogging your drainage system. It will also eliminate the chance that mosquitoes will pick your rain barrel as a place to breed.

**Drain your rain barrel before winter** and store it upside down out of the winter elements to keep it clean for the following year.



With a rain barrel, you have the ability to reduce polluted stormwater runoff, conserve water in the dry season and lower your water bill.

A variety of rain barrels and accessories may be ordered on-line and picked up locally at:

**Waukee Hardware Store**

**380 6<sup>th</sup> Street**

**Waukee, IA**

**Visit:**

<http://waukee.doitbest.com/home.aspx>



For pricing information and questions

contact the Waukee Hardware Store at:

(515) 987-4574

Or by e-mail at

[waukee.hardware@prodigy.net](mailto:waukee.hardware@prodigy.net)

## **PROGRAM DETAILS**

The **Rain Barrel BMP Reimbursement Program** is a cost share program. In order to receive this benefit:

**1. Purchase a new rain barrel with a minimum capacity of 50 gallons.**

**Option One:** Make your purchase locally at the **Waukee Hardware** store.

**Option Two:** Purchase a new rain barrel from another retailer.

**2. You can pick up a copy of the Rain Barrel Best Management Practice (BMP) Reimbursement Program Application in person at the:**

**City of Waukee Public Works Office**  
**805 University Avenue**  
**Waukee, IA 50263**

**3. Complete the application and submit a copy of the itemized and dated rain barrel purchase receipt to Public Works.**

**4. A \$50 reimbursement check will be issued to you, typically within (10) working days.**

- **Rain barrels must be purchased during the current program's fiscal year.** (Fiscal Year begins July 1 and runs through June 30)
- This reimbursement program is **available to the first 30 completed applications** received from Waukee residents only.
- The \$50 reimbursement will be on a **one-time basis per utility customer.**
- The rain barrel must be **installed prior to application** for reimbursement and installation may be verified by City Staff.

For more rain barrel information, visit the City's website at:

[www.waukee.org/rainscapingwaukee.html](http://www.waukee.org/rainscapingwaukee.html) or <http://rainscapingiowa.org/>

### **FACTS**

1 inch of rainfall on a 1,000 square foot roof will yield 623 gallons of water.

American households use about 146,000 gallons of water per year. Of this amount 58% is used outdoors.

A Green Initiatives Committee has been assembled to assist in researching sustainable practices and make recommendation to Council. As one of the initial steps in becoming more sustainable, the City Council has adopted a mission:

**“To create a healthier, safer, and environmentally conscious Waukee that encourages and implements sustainable growth practices and maintenance of the community for both the current and future generations.”**

**City of Waukee Public Works Department**  
**Stormwater Utility**  
**805 University Avenue**  
**Waukee, IA 50263**  
**Phone: (515) 987-4363 Fax: (515) 987-3979**

**Staff Contact:**  
Jenny Corkrean

[jcorkrean@waukee.org](mailto:jcorkrean@waukee.org)

Winter 2012 **28**

Stormwater Utility

Receive up to a **\$1000 rebate** on the installation of a new rain garden/bio-retention cell.



**Rain Garden/Bio-retention Cell**  
**Best Management Practice**  
**(BMP) Reimbursement Program**

**RAIN GARDEN/BIO-RETENTION CELL BEST  
MANAGEMENT PRACTICE (BMP)  
REIMBURSEMENT PROGRAM**

**General Information**

The City of Waukee is interested in promoting a practice that reduces stormwater runoff by offering a cost-share partnership with City of Waukee Stormwater Utility customers.

**What is a Rain Garden?**

Rain gardens are landscaped depressions that capture rain water runoff from roofs, driveways/sidewalks, streets or compacted yards (*impervious surfaces*). The rainfall runoff captured in a rain garden is temporarily ponded, before infiltrating/percolating down through the soil. The installation of a rain garden helps restore a landscape's ability to manage water more sustainably by allowing rainfall to be absorbed through the soil to recharge groundwater and minimize stormwater runoff.

**What is a Bio-retention Cell?**

Bio-retention involves the capture and infiltration of stormwater runoff from impervious surfaces to reduce water pollution and stabilize stream flows. Bio-retention cells have an engineered and constructed subgrade, due to altered and compacted soil conditions. The subgrade ensures adequate percolation of captured runoff by using a perforated drain pipe in a rock bed covered by a sandy soil mixture. A limiting factor for placement of a bio-retention cell may be the lack of an outlet for the sub-drain. An outlet is necessary to ensure proper drainage. The sub-drain often outlets into the storm sewer or can discharge down gradient of the bio-retention cell.

**Program Details**

The **Rain Garden/Bio-retention Cell BMP Reimbursement Program** is a cost share program. In order to receive this benefit:

1. Submit a completed copy of the Stormwater Utility Best Management Practice (BMP) Reimbursement Program Application including:
  - A map of the rain garden/bio-retention cell location & area that will be treated.
  - A project summary/description.
  - A cost summary/contractor estimate (The program intends for funding to assist in the cost of materials and/or contract labor to install the rain garden/bio-retention cell).
  - An anticipated construction schedule including the expected completion date.
2. The submitted application will be reviewed and approval for the project will be made by mail.
  - Applicants and participants in this program will be required to allow City Staff access to private property for project evaluation.
3. When construction of the raingarden/bio-retention cell has started call the Stormwater Coordinator at the Public Works office 515.987.4363.
  - Implementation of an approved project will be the sole responsibility of the property owner. The City will not be liable for personal injury or property damage resulting from said work.

- Projects approved by the City carry no implied warranty by the City.
- The applicant will be responsible for obtaining all applicable permits. This includes the required notification to: **Iowa One Call at (1-800-292-8989) before digging.**



4. Notify the Stormwater Coordinator when the project is complete and ready for a final inspection.
  5. Submit final itemized and dated receipts for approval and payment.
- This reimbursement program has **a budget of \$15,000 available for the fiscal year. The City will match 50% of a project up to \$1000.**  
(Rebates are subject to the availability of funds)
  - Project must be completed within the fiscal year that it is approved (July 1 through June 30).
  - The rain garden/bio-retention cell must be maintained for a minimum period of three (3) years. All maintenance costs will be the responsibility of the property owner.
  - The applicant will be responsible for all costs. The City will issue reimbursement after all the final costs and receipts have been incurred.

**With a rain garden/bio-retention cell, you have the ability to minimize runoff from your property and help improve water quality for our creeks and those downstream.**

Rain gardens rely on natural soils that let water move into and through the soil below. Water captured in a rain garden should drain down in about 12 to 24 hours. (A bio-retention cell may be needed if the soil does not percolate sufficiently and an underdrain with an outlet may be required).

A rain garden/bio-retention cell will usually be about 10% of the size of the area that sheds runoff to the rain garden. Rain gardens/bio-retention cells generally pond water to a depth of about 6 inches.

Avoid utilities when installing a rain garden/bio-retention cell. Make sure the bottom of the rain garden is level from side to side and end to end. Keep rain gardens/bio-retention cells at least 10 feet away from buildings.

To design and install a rain garden or bio-retention cell refer to:  
**Iowa Rain Garden Design & Installation Manual**  
<http://rainscapingiowa.org/>



**For more rain garden/bio-retention cell information including the Stormwater Utility Best Management (BMP) Reimbursement application, visit the City's website at:**

[www.waukee.org/rainscapingwaukee.html](http://www.waukee.org/rainscapingwaukee.html)

Stormwater Best Management Practice (BMP) Reimbursement applications will be available at City Hall in the Utility Billing Office, at the Public Library and at the Public Works Office.

**A Green Initiatives Committee has been assembled to assist in researching sustainable practices and make recommendation to Council. As one of the initial steps in becoming more sustainable, the City Council has adopted a mission:**

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Phone: (515) 987-4363 Fax: (515) 987-3979

Staff Contact:  
**Jenny Corkrean**  
Stormwater Coordinator  
[jcorkrean@waukee.org](mailto:jcorkrean@waukee.org)

August 2013

**CITY OF IOWA CITY  
STORMWATER QUALITY BMP PROGRAM  
FINANCIAL ASSISTANCE APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Can the City access your property for evaluation of this application? \_\_\_\_ Yes \_\_\_\_ No

Proposed Best Management Practice (BMP)

***please attach a sketch:***

Rain Garden/Bio-Retention

Rain Barrels

Pervious Pavement

Other \_\_\_\_\_

Anticipated Schedule:

\_\_\_\_\_

Request for financial assistance:

Item	Cost Estimate
_____	_____
_____	_____
_____	_____

I have read and understand the conditions listed on the reverse side of this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and address if different from above

City Approval	
Financial Approval _____	_____
City Engineer	Date
Amount/Items: _____	_____
_____	_____

# IOWA CITY'S STORMWATER QUALITY BMP PROGRAM

## BACKGROUND

This program has been developed to provide financial assistance for property owners to install best management practices (bmp's) pertaining to storm water quality. The program is intended to help cover the costs of materials such as plantings, dirt, rock and pavement, and/or contractor labor used to install such practices. The goals of the program are to improve the quality of stormwater runoff and reduce the amount of pollutants entering the City's storm sewer system and Iowa City's waterways. Projects may range from rain gardens and bio-retention cells to rain barrels and pervious pavement. The program has a limited amount of funds and the reimbursement amount will be based on the available funding at that time. Comprehensive projects spanning more than one property are often most effective and will be given a higher priority.

## INSTRUCTIONS

1. Fill out the application and include a sketch of the proposed work and attach estimates or quotes you may have.
2. Make sure that the application is signed by the *property owner(s)*.

## CONDITIONS

1. The property owner is responsible for the payment of all expenses associated with the work. Upon submittal of paid receipts, the City will reimburse the property owner within 30 days for costs approved by this application.
2. Implementation of an approved project is the sole responsibility of the property owner. The City is not liable for personal injury or property damage resulting from said work.
3. Projects approved for funding carry no implied warranty by the City. Implementation and maintenance are the responsibility of the property owner.
4. The property owner is responsible for any local, state or federal permits that may be required. In most cases if any permit is required, it will be a local permit that can be obtained from the Housing and Inspection Services Department (356-5120).
5. Involve your neighbors. If your neighbors are not a part of the project, at least keep them informed and seek their input before doing the work. Drainage issues have been known to cause years of ill will between neighbors.
6. Please note that if the reimbursement payment exceeds \$500 this payment will be considered as taxable income.
7. It is recommended by the City to include the use of the Iowa Stormwater Management Manual (<http://www.ctre.iastate.edu/PUBS/stormwater/index.cfm>) and the Iowa Rain Garden Design and Installation Manual (<http://www.iowastormwater.org/Portals/0/pdf/RainGardenMan2.pdf>) in designing your project.

**City of North Liberty**  
**Stormwater Quality BMP Program**

**Background/Program Description**

The goal of this program is to improve the quality of stormwater runoff and reduce the pollutants entering the City's storm sewer system and waterways. This program also intends to promote the use of stormwater quality best management practices (BMP's) throughout the area. The program provides funding assistance for property owners to install BMP's related to stormwater quality such as: rain gardens, bioswales, pervious paving, drainage channel erosion control, bank stabilization, pond maintenance, filtration, infiltration, grassed swales and other generally accepted stormwater quality BMP's as approved by the City. The program has limited funds and the number of approved projects per year and reimbursement amount will be based on the available funding programmed in the City budget for the current fiscal year. Maximum funding per project is half of the project cost or \$750.00, whichever is less. Applications will be reviewed, by a team of City staff, in the order they are received. Applications will be processed within two week of submittal to the North Liberty Building Department.

**Instructions for Application**

1. Fill out the application form and include a description of the project and a sketch or plans for the proposed project.
2. Attach project cost estimates or quotes.
3. Make sure the application is signed by all property owners where the project will occur. If the project is for a homeowner's association, application must be signed by a Board member authorized by the association.
4. Return the completed application and supporting documents to: North Liberty Building Department P.O. Box 77, 3 Quail Creek Circle North Liberty, IA 52317

**Conditions**

1. The applicant is responsible for the payment of all expenses associated with the work. Upon submittal of paid receipts (and 0successful field review), the City will reimburse the applicant within 30 days.
2. Implementation of an approved project is the sole responsibility of the property owner. The City is not liable for personal injury or property damage resulting from said work.
3. Projects approved funding carry no implied warrantee by the City. Implementation and maintenance are the responsibility of the property owner.
4. The property owner is responsible for any local, state or federal permits that may be required.
5. Involve your neighbors. If your neighbors are not a part of the project, at least keep them informed and seek input before doing the work. Drainage issues have been known to cause years of ill will between neighbors.
6. Projects must be completed within a six month period after receiving notification that the project has been approved for funding.
7. It is recommended to use generally accepted BMP's for planning your project. There are many reference/guidance materials from many sources such as the Iowa Stormwater Manual and the EPA manual of Urban Stormwater Retrofit Practices (<http://www.iowastormwater.org/>).
8. Once your project has been completed, contact the City. The City will schedule a field review of the project and, if the project is judge to be completed satisfactorily, will reimburse the property owner within 30 days.

If you have any questions on the Stormwater Quality BMP Program application or instructions, please email [tconklin@ci.north-liberty.ia.us](mailto:tconklin@ci.north-liberty.ia.us) or call 319-626-5713.

**City of North Liberty**  
**Stormwater Quality BMP Program**

Please return completed form to the City of North Liberty Building Department.





# CITY OF CORALVILLE

PROJECT # \_\_\_\_\_

## STORMWATER QUALITY BMP PROGRAM

ENGINEERING DEPARTMENT, 1512 7<sup>TH</sup> ST CORALVILLE, IA 52241 • (319) 248-1720

### Property Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you received City of Coralville cost share money in the last 12 months? Yes  No

### Proposed Best Management Practice (BMP)?

Rain Garden  Bio-Retention  Porous Pavement  Soil Quality Restoration  Other \_\_\_\_\_

Sketch of site and proposed BMP is attached?

### Anticipated Project Schedule:

\_\_\_\_\_  
\_\_\_\_\_

### Estimated Project Items / Cost:

Item:	Cost Estimate:
_____	_____
_____	_____
_____	_____

### Statement:

I have read and understand the conditions of this application. By signing, I agree to terms of this document and allow the City of Coralville to access my property for evaluation of this application.

\_\_\_\_\_  
Property Owner's Signature Date

\_\_\_\_\_  
Name and address (if different from above)

### Please return completed application to the City of Coralville Engineering Department

#### City Use Only

Acct: \_\_\_\_\_

Mailed approval to applicant

#### Concept Plan Approved:

\_\_\_\_\_  
Stormwater Coordinator Date

#### Final Construction Approval:

\_\_\_\_\_  
Stormwater Coordinator Date

#### City Financial Approval:

\_\_\_\_\_  
City Engineer Date

#### Amount / Items Approved:

\_\_\_\_\_  
\_\_\_\_\_

## Background:

The City of Coralville has developed this program to promote installation of stormwater quality best management practices (BMPs) within the City. Financial assistance is given to applicants who install BMPs on their property that improve the quality of stormwater runoff entering the City storm sewer system, creeks or streams. Typical projects may include rain gardens, bio-retention, rain barrels, pervious paving systems, and other practices may be evaluated. Funding of this program is limited and available to applicants on a first come basis.

## Instructions:

1. Schedule an on-site appointment with the Stormwater Coordinator @ (319) 248-1720.
2. Project must first be approved & signed by the Engineering Department to qualify for cost share reimbursement.
3. Fill out and return the completed application along with a cross section, concept design and estimate.
4. Make sure the application is signed by the property owner(s).
5. Call the Stormwater Coordinator for an inspection of the completed project.
6. Submit final receipts and the signed maintenance agreement for approval and payment.

## Conditions:

1. The City will reimburse up to \$2000 or 50% of the total project cost, whichever is less.
2. Applicant is responsible for all project costs and will only be reimbursed for receipts that are submitted to the City. After submitting final cost and receipts, the City will reimburse the applicant within 30 days.
3. All implementation of the project is the responsibility of the property owner. The City is not liable for personal injury or property damage resulting from said work.
4. The City does not warranty any of the work or functionality of the project. Implementation and maintenance is the responsibility of the property owner.
5. The property owner is responsible for obtaining any other permits from local, state or federal entities as required.
6. Please be advised that the applicant is liable for any income and or property taxes that become due as a result of any reimbursement by the City.

